

GEORGIA CYBER ACADEMY

BOARD OF DIRECTORS MEETING MINUTES

DATE: December 21, 2016

TIME: 6:15pm- 8:00pm

LOCATION: Holiday Inn Express & Suites 111 Cone st. NW, Atlanta, GA
Conference Call: 1 (888) 824-5783 Passcode: 55777021#
<https://sas.illuminate.com/m.jnlp?password=M.B13C42A8FA554FCB761F0087965B36&sid=559>

Board Attendees: Ryan Mahoney (Board Chair), Angela Lassetter, Charlie Harper, Ben Brumfield, Jeff Gates, Dr. Christian Ries, Erica Fener-Sitkoff

Staff attendees: Matt Arkin (Head of School), Veronica Clemons (Deputy Head of School), Alexa Ross (Board Attorney), Staci Kimmons (Academic Administrator), Keisha Simmons (Board Liaison), Andre Hopewell (Finance Manager), Aundrea Muth (High School Director), Erica Curry (Special Education Director), Mike Hassinger

Absences: Jemelleh Coes and Christy Thomas

Summary of Actions:

	Motion	Second	Vote
Approval of November Board Minutes	Charlie Harper	Angela Lassetter	Unanimous Approval
Approve Enrollment Policy	Recommendation of the Governance Committee	N/A	Unanimous Approval
Approve Mission/Vision Policy	Recommendation of the Governance	N/A	Unanimous Approval

	Committee		
Executive Session 7:42pm	Charlie Harper	Ben Brumfield	Unanimous approval
Adjourn at 8:00pm	Charlie Harper	Ben Brumfield	Unanimous approval

1. Call to order 6:18pm

2. Board Committee Reports:

Governance

- Committee Chair Angela Lassetter reported that Georgia Cyber Academy's results on the Performance Frameworks will not be available until sometime in March. Expected updates to the score on last year's Performance Frameworks should also be available in March.
- Monitoring Visit Update: no findings are expected, one area addressed by the State Charter Commission is making available a paper copy of the steps followed to step up the online parent portal account.
- Committee with move to review HR Policies for next quarter
- Head of School Evaluation was complete and it was found to be favorable. Committee will discuss setting new goals by June 30th.

Finance

- Monthly Finance update were done by Matt Arkin (Head of Schools) no major changes to budget occurred
- Audit update- draft management letter from Auditor, Doug Erwin, is expected on 12/21/2016

Communications

- Mike Hassinger (communications Point of contact) reviewed the letter sent to parents outlining CCRPI scores for Georgia Cyber Academy
- Mike Hassinger will give a summary of actives done during 6 month term and design a plan of action for the next 3 months.

Academic Oversight

- Erica Fener-Sitkoff (Committee Member) reviewed take a ways from last meeting. School Principals and teachers from each school presented and it was determined that class sizes and all students having access to computers is a factor in student success.
- **Committee has requested the following:**
 - A brief review of what changes have occurred to class connect session for this school year
 - Reason behind making changes to class connect sessions and expected outcome of changes
 - From student view what do the changes feel like
 - Report on the number of students that do not have access to computer by school

3. Board Development

- Accreditation Overview- an overview of accreditation process was done by Staci Kimmons (Academic Administrator) and the following topics were covered:
 - Review of 5 standards Georgia Cyber Academy will be reviewed on
 - Cabinet members assigned to standards
 - Current status of where the school is in completing steps
 - Review of draft agenda
- Christy Thomas (Board CFO) will attend accreditation visit and represent the board during site visit with external reviewers.
- **The board made the following requests-**
 - Logins to advanced Ed website for all board members so that they can review surveys and the results of surveys
 - Copies of narratives shared with all board members
 - Full report of findings shared with board once site visit is complete
- Matt Arkin (Head of Schools) explained that K12 has a corporate accreditation with Advanced Ed and because of this the process is more streamlined.

4. Miscellaneous Administrative Items

- Board Governance Training options were reviewed by the Governance Committee and it was determined that a webinar format would be used to earn the remaining 7 hours for the school year.
- Angela Lassetter will attend the Georgia Charter School Association Conference as a representative for the board.

AGENDA

- Call to Order 6:15pm
 - Review and Approve Minutes
 - Board Development
 - Accreditation Overview
 - Head of School Report
 - Committee Reports (Including Items for Information)
 - Governance
 - Governance Training Options
 - Approve Enrollment and Mission/Vision Policy
 - Finance
 - Monthly Finance Review
 - Communications
 - CCRPI talking points
 - Academic Oversight
 - Longitudinal data and School Leader/Teacher Priority Discussion
 - Executive Session
 - Other Board Discussion
 - Attendance to Georgia Charter School Association Conference
 - Rob Fortson- give update on scheduling Legislative Lecturer
 - Confirm next Meeting Date/Time/Board Development Topic
- Adjourn