

**GEORGIA CYBER ACADEMY BOARD OF
DIRECTORS MEETING Minutes**

DATE: May 17, 2017

TIME: 6:00 pm-7:30 pm

LOCATION: 999 Peachtree St. NE suite 1120, Atlanta, GA 30309
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), Erica Fener-Sitkoff (Vice Board Chair), Angela Lassetter, Jemelleh Coes, Ben Brumfield, Charlie Harper, Jeff Gates

Staff attendees: Matt Arkin (Head of School), Veronica Clemons (Deputy Head of School), Keisha Simmons (Board Liaison), Staci Kimmons (District Academic Administrator) Andre Hopewell (Finance Manager)

Other Attendees: Alexa Ross (Board Attorney), Mark Middleton (K12 Lobbyist), Karen Ghidotti (K12 Southern Region Vice President)

Board Member Absences: Christy Thomas

Summary of Actions:

	Motion	Second	Vote
Approval of Board Minutes	Angela Lassetter	Jeff Gates	Unanimous approval
Approve Bambo Sonaiké, CPA, LLC as Auditor	Recommendation of Finance Committee	NA	Unanimous approval
Adjourn at 7:59 pm	Charlie Harper	Ben Brumfield	Unanimous approval

1. Board Meeting Call to order 6:17 pm

2. Head of School Report

- Matt Arkin, Head of School, gave updates on the following items:
 - Graduation update- graduation will occur on 6/2/2017 starting at 12:00 pm and ending at 2:00 pm. Tony Lowden, Commissioner for the Georgia State Charter Commission, has agreed to be the commencement speaker for the 2017 graduating class. Tanya Cobb, Director of Guidance, will provide logistic information for the full Board.
- The Board posed the following questions related to Graduation:
 - What is actual number of students expected to participate in graduation this year?
 - What is the actual graduation number reported to the state? When is that number determined?
- Testing update
 - The state gave special permission this year to allow for the writing portion of the Georgia Milestones End of Grade test to be given on the first day of testing, instead of the second day (which has occurred in years past). It was explained to the Board how giving the writing portion of the exam on the first day of testing allowed for the shortest test to occur first and it also translated into fewer technology issues at testing sites.
 - GCA had a 98% participation rate for End of Grade testing and an 80% participation rate for End of Course testing.
 - Staff will meet to discuss positives and negatives of testing this year and to also determine which testing sites should not be used in the future.
- Re-registration/enrollment- GCA is on track to meet enrollment numbers for the 2017/2018 school year. Currently we have 96% response rate for re-registration and 80% of current students have committed to returning next school year.
- State Charter Commission Presentation update- GCA, along with all state charter commission schools presenting, was required to complete a questionnaire ahead of the presentation date. GCA was able to submit answers to that required questionnaire ahead of the 5/24 due date. The PowerPoint to be used for the presentation will be submitted by 6/21 (after feedback from GCA Board Chair and Vice Chair). GCA will present on 6/28 at 12:30 pm in the Georgia State Charter Commission conference room.
- Follow up Items:
 - Provide the full Board with the questionnaire and GCA responses to questions
 - Provide the full Board with a copy of the PowerPoint that will be used for the presentation
 - Ask Andre Hopewell to attend State Commission presentation, along with GCA staff and Board members.

3. Board Committee Reports

Finance Committee

- Christy Thomas, Finance committee chair, was unable to attend the meeting, but Ryan Mahoney (Board chair and finance committee member) reported out in her absence.
- Finance committee met on 5/11 to discuss auditor selection and to begin the review of the FY18 budget. After attempting to complete interviews with 2 state approved auditors and after reviewing previous schools both auditors worked with in the past it was determined that the committee would recommend Bambo Sonaik, CPA, LLC to the full Board.
- Finance Committee recommend GCA use Bambo Sonaik, CPA, LLC to complete the FY17 audit- unanimous approval to use
- Initial hearing for the FY18 Budget- Board meeting occurring on 5/17 will serve as the initial hearing for the FY18 budget. This hearing was advertised in the Fulton County Daily Report based on guidance and conversations with Sarah Beck, Business and Operations manager with the State Charter Schools Commission. Guidance was received by phone with Keisha Simmons, School Board Liaison, and through email.
- Andre Hopewell (Finance Manger) reviewed the budget summary for the full Board. This portion of the budget gives a brief review of proposed changes to the FY18 budget
- Question posed by Board: What are merit bonuses based on?
- Follow up items to provide before the next finance committee meeting:
 - Analysis of salaries (to also include bonus information), and details on technical services, school admin/governance services and curriculum development
 - Additional information on student/teacher ratios (specifically the number of students each teacher is assigned)
 - Current draft of budget to be placed on website (once approved by the Board)

4. Testing Computers and Services

- Head of School reported as follows:
 - There had been confusion as to what the Board had voted to approve at the March 2017 meeting.
 - The following discussed the issue by telephone the week prior to the May Board meeting: Head of School, K12 in-house attorney, Board chair, Board vice chair, Board general counsel
 - The above-referenced discussion concluded with an agreement that K12 would present the Board with a testing equipment and support services agreement to amend the current contract to provide that the Milestones computers and related services would be provided by K12.
 - The current budget contains a line item to cover the cost of testing equipment and services but does not assign the provision of equipment and related service to any vendor.
- Board chair and vice chair disagreed with Head of School's description of March vote and discussion among Head of School, K12 in-house attorney, Board chair, Board vice chair, Board general counsel. Board chair stated as follows:
 - Board vote in March 2017 approved K12's providing the Milestones testing computers and related services after the Head of School provided, and based on his providing, the following representations: (1) No amendment to contract necessary because equipment and services are encompassed in the Educational Products and Services that K12 provides under the contract and are not "Additional Services" as defined in the contract. (2) The estimated related cost (approx. \$500,000) is included in already-existing line items(s) in the budget, so no funds would need to be allocated from elsewhere in the budget to pay for the equipment and services.
 - Discussion among Head of School, K12 in-house attorney, Board chair, Board vice chair, Board general counsel in the week prior to the May Board meeting did not include an agreement that the Board would be presented with a contract amendment.
 - The signed writing already provided to K12 (attached to these minutes) accurately states the Board's vote.
- The Board agreed that the Board chair and general counsel will meet with recommended auditor, Bambo Sonaika, to review writing provided to K12 and the contract and discuss the representations made by K12 through the Head of School.

5. Milestones End-of-Course Testing

- Head of School presented the mastery based approach used this year by the school to determine whether individual students were ready and able to take EOC Milestones tests in May.
- Students that did not meet the threshold will continue to receive instruction in the respective courses and are automatically scheduled for July testing. Each such student automatically is enrolled in summer school.
- The school relied on the following to make this decision: DOE student assessment

handbook (page 62), O.C.G.A § 20-2-281, and SBOE Rule 160-3-.07.

- The Board expressed that the school needed to provide notice to the Board of its interpretation of DOE student assessment handbook (page 62), O.C.G.A § 20-2-281, and SBOE Rule 160-3-.07 and get Board approval of same before implementing.
- The Board, having reviewed materials provided by the school, determined that course completion was not the threshold used for determining whether any given student was allowed to take an EOC Milestones test. In reality, the criterion used was the student's course grade as of the Milestones test date.
- The Board does not condone the use of course grade as a threshold or criterion for determining eligibility for EOC Milestones testing or other Milestones testing.
- The Board posed the following questions:
 - What resources will students have access to in order to complete assignments and course work?
 - What is the school's definition of failing a course to qualify for July testing?
 - When is the cutoff date for course work to be submitted to determine a student's final grade? When will this information be reported to their transcript?
 - At the time of the May testing date, were students who had the correct amount of calendar dates, but did not have a grade above 65, assigned to July testing?
 - What authority did the School look to in creating its approach?
- The Board recognizes the staff's good-faith desire to provide each student with additional instruction to enable him or her to master course content before taking a Milestones test.
- The Board directs the staff to inform each affected student and his or her parent or guardian of the additional instruction, transportation, and other assistance the School will provide to ensure that each student who has completed a given course has opportunity to take the Milestones test in July.
- Board General Counsel will work with the School to draft the information to be sent to each affected student and his or her parent or guardian.
- The Board directs the School not to use course grade as a Milestones eligibility criterion.
- The Board directed as follows:
 - The School must by email and telephone call contact each student who should test in July.
 - The School must provide transportation to the testing site for each student in need of same.
 - The School must make sure each testing site is within 45 minutes of each affected student's residence.
 - Each student who fails to show up for July testing will have the right to test at next possible testing window.
- The School must submit to the Board the plan for taking the corrective actions. The plan must include
 - the list of students who did not test at the Spring 2017 EOC Milestones test administration (example for anonymity: first name, last letter, last 3 digits of student id);
 - for each student, the course(s) affected;

- the plan for tutoring and support given to each student prior to the July administration of the test;
 - a map of July test site locations;
 - the mileage between each affected student's residence and the closest testing site; and
 - a list of those students who will need transportation and how the school is going to meet that need.
- The School will edit presentation to remove the inaccurate bullet point on the last slide
6. The Board opted not to meet in Executive Session at this time
7. Other
- Head of School reported that Scott Dorsey (Special Programs Manager) resigned his position effective end of school year.
 - Jeff Gates will be stepping down from the Board at the end of his 3-year term. He has agreed to stay through transition as needed.

AGENDA

Board and Staff Arrive 6:00 pm

- 📄 Call to Order 6:15 pm
- 📄 Review and Approve Minutes
- 📄 Head of School Report 6:20 pm
- 📄 Rotating Committee Reports: Finance Committee 6:30 pm
 - Item for Action: Auditor Selection
 - Budget Hearing – Initial FY17 Budget for Initial Discussion
- 📄 Item for Action: Testing Computers Contract 7:15 PM
- 📄 Executive Session
- 📄 Confirm next Meeting Date/Time
- 📄 Adjourn 7:30 pm

***To request board packet items please email Keisha Simmons at ksimmons@k12.com**

May board packet items:

Board Packet Documents for May:

- *Agenda
- *Academic Dashboard
- *April Board Minute
- *GCA approach to EOC testing PPT
- *Board Report
- *Testing equipment & Support services agreement
- *Initial YF18 Budget
- *Board Request Tracker
- *Operational Governance Tracker
- *Copy of March Minutes
- *Research on impact of teacher layoffs on student achievement