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**THE MAIN STREET ACADEMY**  
**GOVERNING BOARD**  
**RESCHEDULED REGULAR MEETING MINUTES**  
**TUESDAY FEBRUARY 5TH, 2019 @7:00 PM**

2861 LAKESHORE DRIVE

PROJECTED DURATION: 2 HOURS AND 31 MINUTES

**ATTENDANCE SUMMARY**

<b>Name</b>	<b>Status</b>	<b>Arrival Time</b>	<b>Departure Time</b>
Erin Rodgers	not present		
Dr. Kelly Johnson	not present		
Jessica Monti	present	On Time	At Adjournment
Farrah Brown	not present		
Jennifer Fine	present	On Time	At Adjournment
Dr. DeAndre S. Pickett	not present		
Tha Vin	not present		
Chandra Graves	present	On Time	At Adjournment
Rebecca Dearolph	present	On Time	At Adjournment
Cheryl Parker	present	On Time	At Adjournment
Bridgett Bell	present	On Time	At Adjournment
Britton Bateman	present	On Time	At Adjournment
heather Wells	present	On Time	At Adjournment

## APPROVAL OF AGENDA

So that there is agreement between board members on the agenda, and the amount of time spent on the meeting, the board shall vote to approve an agenda for the meeting. To the best of its ability, it will follow that agenda, and allow for the chair to move the board through the agenda as specified.

### **Passed Motion:**

Approve Agenda as presented.

By: **Bridgett Bell** Seconded by: **Rebecca Dearolph**

### **Discussion:**

There was no notable discussion on the motion.

## **WELCOME AND CALL TO ORDER**

Once a quorum is established, the meeting will be called to the order. Called to order at 7:11 p.m. by Jennifer Fine

## **PUBLIC COMMENT**

Tracie Green presented information about the upcoming 10th Annual Tri Cities 5K-10K Run Walk scheduled for May 19, 2019.

## **FACULTY REPORT**

@Jessica Monti Presented updates on the NFL Play 60 program including highlights from students who attended the NFL experience during Superbowl week. Gym lights went out during the last basketball game; discussion regarding repairs to same. January 24th Family night was a success; Leader in Me program doing well including an assemble in it. Homecoming week is this week. Main Hall mural almost complete and looking great. Bathroom beautification project is up next. 5th grade class is heading to Tybee island. 34 days of instruction until Georgia Milestones.

## **PTO REPORT**

Report given by the PTO President

Next meeting is 02/13/19. Theme is For the Love of Family. Also PTO is working on monthly support packs for teachers.

### **PTO Financials**

#### **BANK BALANCES:**

Primary Business Checking Account - \$5,361.10

Business Savings Account #1 - \$3,977.00

Business Savings Account #2 - \$1400.75

#### **PTO Expenses**

- PTO purchased a 4-piece Drum Set for the Band Department - \$399.00
- PTO provided 6 gallons of water for the TMSA Student/Parent Holiday Luncheon - \$13.47
- PTO provided a Holiday Decoration picture frame for the Holiday Concert (parents and students could take selfies with the frame) \$10.59
- PTO provided coffee supplies for Ms. Harris' Coffee and Conversation "Growing Pains" on December 18, 2018 - \$20.26
- PTO provided 3 \$25 Visa Gift Cards (\$75 total) for the Holiday Door Decoration Competition

- PTO provided coffee and hot chocolate supplies for the Staff Holiday Hot Chocolate Bar on Thursday, December 20, 2018 (supplies, decorations, and gift bags \$84.28)
- PTO provided Full-Time (\$15) and Part-Time (\$10) TMSA Staff with Target Gift Cards for their annual Holiday Gift. Total amount spent was \$1405.00

## PRINCIPAL REPORT

@Cheryl Parker presented her report as posted to Charter Boards. Open enrollment for TMSA begins this week. 2019-2020 School Calendar survey will be posted February 7 through February 14. Calendar selection will be presented to the Board at the February Board Meeting. I-Ready second set of diagnostics will start February 11, 2019. Tech Department has begun hosting professional development classes for faculty on Wednesday evenings. Georgia Leadership Conference is next week.

## FINANCE COMMITTEE REPORT

@Bridgett Bell presented the report. Next Finance Committee meeting is February 19, 2019.

### Financial Review

a) Alternative banking relationships are being explored due to lack of service from current bank. 3-5 options will be presented for comparison.

- Cany Yu, external CFO, recommended switching to Wells Fargo or Regions. Mrs. Yu was authorized to share the information needed about TMSA with these banks to obtain more specific information about services and rates.

- Mrs. Yu recommended a combination of savings and/or money market accounts with either Wells Fargo or Regions banks. Mrs. Yu was authorized to share the information needed about TMSA with these banks to obtain more specific information about services and rates.

b) Payroll error

- A part-time employee was overpaid and payroll deductions per pay period will be deducted until TMSA is paid in full. The error has been corrected and all employee classifications have been checked and verified so that this error does not occur again.

- All employee coding was checked and verified to ensure they are assigned to the proper employee class for accounting and budget purposes.

c) 2019 Annual State of Georgia Corporations Registration due April 1, 2019

- The report will be completed by Bridgett Bell prior to the February 2019 meeting.

d) 2018 Christmas Party Budget Update

- The Christmas party came in under budget at \$1,895.

e) YTD Financials (July 1, 2018-December 31, 2018)

- FY19 YTD Financials through December 31, 2018 were presented and discussed by Candy Yu of Avolon Accounting.

- Additional banking access is needed for the student activity account.

- In December, the budgeted income was \$808,000 and our actual income was \$715,000. We were under budget by \$93,000.
- In December, our budgeted expense was \$740,000 and our actual expense was \$637,000. We were under budget by \$103,000.
- In December, we have a surplus of \$178,000. The budgeted surplus was \$63,000. The YTD surplus is \$151,000.
- All budgeted items are being tracked and compared against the actual amounts in order to review variations as well as to compare against the previous year.

### **Fundraising, Sponsorship, & Grant Updates**

- a) New Grant Opportunities – Honda and NFL
- These grants were forwarded to the governing board for consideration.

### **Facility Improvements**

- FY2019 Facility Grant Update
- 1. Completed retrofit and/or replacement of classroom doors with interior locking hardware.
- 2. Upgraded Raptor Technology Visitor Management and Emergency Management Systems. Undergoing training on new systems.
- 3. In the process of finalizing the design and installation of the safety vestibule and double entry door system of main school entrance to secure and control access.
- HVAC Updates – The units have been installed. Trouble shooting issues that have occurred.
- Capital Improvement Projects & Updates
- 1. Toilet partition replacement – In the process of selecting and finalizing the color of the partitions.

### **Next Meeting's Agenda (2/19/19)**

- 1. Communications Committee – Request for funding for Communications Manager
- 2. Gym lightning upgrade – Request for funding

### **Items for Board Approval:**

- 1. Gym floor covering - protection is needed for non-sporting events (i.e. spring play, band concerts, awards programs, etc.). Request to Finance Committee for funding not to exceed \$6,000. **(Voting item)**
  - Pending two cost proposals based on quality and ease of use, this item will be presented at the next governing board meeting.
- 2. Personnel Change Requests: Additional Para (PT) and RTI Math (FT) (Voting item)
  - A part-time Paraprofessional will be hired to work two days per week and a full-time RTI Math will be hired. Both positions will start upon board approval. **(Voting item)**

**Added item for discussion:** Request for rental use (files attached).

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**Passed Motion:**

Approve funding for gym flooring.

By: **Jennifer Fine** Seconded by: **Britton Bateman**

**Discussion:**

2 proposals will be presented to the Board for consideration

**Passed Motion:**

Approve hiring of part-time Paraprofessional and full-time RTI Math instructor.

By: **Jennifer Fine** Seconded by: **Britton Bateman**

**Discussion:**

There was no notable discussion on the motion.

## ACADEMIC & SCHOOL PERFORMANCE COMMITTEE REPORT

@Cheryl Parker presented the report as posted to Charter Boards

The Academic & School Performance Committee met on Tuesday January 15th, 2019 @1:00 PM for what was scheduled to be a 1 hours and 41 minutes long meeting. Present: Dr. Marlon Temprow, Dr. Marclette Ellison, DeMarco Mitchell, Cheryl Parker, H. Champale Brown, Dr. Kelly Johnson Not Present: Jennifer Fine, Britton Bateman, Adam Adebisi, Helene Brown

The members considered the following items:

1. Welcome and Call to Order

2. Approval of Agenda

3. Approval of Minutes from Dec 11, 2018

4. School-wide Data Review

· 2018 ITBS Scores

**Reading:** This two-part test contains passages (both literary and information) that vary in length from a few lines to a full page. Questions may require students to draw inferences or to generalize about what they have read.

**Written Expression:** Some questions in this test focus on choosing the best or most appropriate way to express the ideas in a piece of writing. Other questions focus on the identification of the line of text that contains an error.

**Conventions of Writing:** A calculated score based on a weighted average on the Spelling, Capitalization, and Punctuation tests.

**Vocabulary:** This test measures reading vocabulary. Each question presents a word in the context of a short phrase or sentence, and students select the answer that is the closest synonym for that word.

**Mathematics:** This test is administered in two parts. Students demonstrate an understanding of number sense and operations, algebraic patterns, data analysis, probability, statistics, geometry, and measurement.

Computation: In this test, questions emphasize addition, subtraction, multiplication, or division using whole numbers, fractions, or decimals. Students must solve a problem and compare their answers with the choices given.

**Social Studies:** In this test, questions emphasize the interpretation of social-studies related materials. Content includes the areas of history, geography, economics, and civics and government.

**Science:** This test emphasizes the methods and processes used in scientific inquiry. Students demonstrate knowledge of life science, earth and space science, and physical science.

## 5. 2019-2020 School Calendar

- Review options to present to Governing Board at January 29th meeting

The committee selected 3 calendars (see attached files).

- Select stakeholder survey dates

February 1 - 8, 2019

Survey will not include comments.

## 6. Academic & School Needs

- After School Tutorial

Will be offered for content mastery to grades K-8.

Tuesday, Wednesday, and Thursday

Parents will be notified if their child needs to attend based on specific content domains.

- Saturday Academy

Will be offered for Georgia Milestones preparation to grades 3-8 only.

Parents will be notified if their child needs to attend based on specific content domains.

## 7. Committee Meeting Dates

## 8. Gov. Board Luncheon for 8th Grade

## 9. Future Business

### Professional Development Opportunities/Calendar

The committee considered 3 motions, of which 3 passed, and 0 failed:

1. Approve the agenda with amendments. (passed)
2. Approve the minutes as submitted (passed)
3. I motion the Academic and School Performance committee meeting dates change to the second Monday of every month beginning February 2019. (passed)

The meeting adjourned at 2:30 PM

## GOVERNANCE COMMITTEE REPORT

@Rebecca Dearolph presented. The Governance Committee continues to work on recruiting qualified individuals to serve on the Board and committees and work on gathering information for use in the re-chartering process. The Board and its members are doing well on training requirements for 2018-2019.

## COMMUNICATIONS REPORT

No report was presented

## PRESIDENT'S REPORT

@Jennifer Fine presented

1. Re-chartering preparation. Current school charter term is July 1, 2015- June 30, 2020
  - Conversation with Thomas van Soelen and Associates on October 24, 2018 to discuss scope of services and budget.
  - Establishment of Re-Charter petition task force and regular meeting schedule with anticipated submittal in June 2019.
  - Principal Parker to begin compiling year-by-year performance data for required Accountability spreadsheet
1. Establishment of short, weekly Risk Management calls with President , Vice President, Principal and Director of Business Operations
2. Committees to establish no more than 5 measurable goals to present and ratify at the October Board meeting
3. Recruitment for Board and Committee positions. Emphasis on candidates with education/academic backgrounds. This should be a focus of Governance Committee.

## FUTURE BUSINESS

Governance Committee, Academic and School Performance and Communications Committees are considering consolidating our meetings during the re-chartering process. Governance Committee is working to coordinate this.

# THE MEETING WAS ADJOURNED

The meeting adjourned at approximately 8:55 am

## **Passed Motion:**

Motion to adjourn

By: **heather Wells** Seconded by: **Bridgett Bell**

## **Discussion:**

There was no notable discussion on the motion.