

# GEORGIA CYBER ACADEMY

## BOARD OF DIRECTORS MEETING MINUTES

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**DATE:** November 17, 2016

**TIME:** 12:15pm-2:00pm

**LOCATION:** 1745 Phoenix Blvd. Suite 100, Atlanta, GA 30349  
Conference Call: 1 (888) 824-5783 Passcode: 55777021#  
<https://sas.illuminate.com/m.jnlp?password=M.B13C42A8FA554FCB761F0087965B36&sid=559>

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**Board Attendees:** Ryan Mahoney (Board Chair), Angela Lassetter, Charlie Harper, Ben Brumfield, Jeff Gates, Christy Thomas

**Staff attendees:** Matt Arkin (Head of School), Veronica Clemons (Deputy Head of School), Karen Ghidotti (Senior Vice President K12 Schools), Mary Gifford (Senior Vice President K12 Schools), Vincent Russo (Board Attorney), Staci Kimmons (Academic Administrator), Keisha Simmons (Board Liaison), Andre Hopewell (Finance Manager), Rosie Lowndes (Middle School Director), Maria Waters (Elementary Director), Aundrea Muth (High School Director), Cynthia Jones (Family Engagement Administrator), Tanya Cobb (Guidance Director), Erica Curry (Special Education Director), Allison Yawn (Operations Manager), Michelle Gilyard (PTSO President), Maria Blencowe, Mike Hassinger, Rob Fortson

**Absences:** Dr. Christian Ries, Jemelleh Coes and Erica Fener-Sitkoff

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### Summary of Actions:

	<b>Motion</b>	<b>Second</b>	<b>Vote</b>
Approval of amended September Board Minutes	Jeff Gates	Christy Thomas	Unanimous Approval
Approval of October Board Minutes	Angela Lassetter	Christy Thomas	Unanimous Approval
Executive Session 2:17pm	Charlie Harper	Christy	Unanimous

		Thomas	approval
Adjourn at 2:37pm	Charlie Harper	Ben Brumfield	Unanimous approval

**1. Call to order 12:15pm**

**2. Board Committee Reports:**

Governance

- State Charter School Commission Monitoring visit will occur sometime in early December and documents requested by the Commission are due December 2<sup>nd</sup>.
- K12 overview of instructions platforms
- Head of School Review will take place prior to the December meeting and a recommendation for the full board will be presented at that time.
- Enrollment policy and Mission/Vision policy were presented as items for information, both policies will be presented to the board for vote at December meeting
- Bylaws are still under review, no changes are expected
- Operations dashboard tool will be updated monthly by school staff and presented to full board at each meeting.

Finance

- Monthly Financial review was done by Andre Hopewell (Finance Manager) and no changes have occurred from last month
- Status update on Audit- Auditor is still in the process of completing the audit
- State Charter Commission moved to adopt a new due date for charter schools to submit their audits, the date will be November 1<sup>st</sup> of every year.

Communications

- Communications Point of Contact will speak with K12 representative to talk about important items that should be included in website updates.

## Academic Oversight

- The committee requested an external independent review of the academic policies and procedures.
- Erica Fener-Sitkoff will be working on scope of work for the external reviewer.

### **3. NCAA Update**

- Mary Gifford, Senior Vice President for K12 Schools, attended the meeting to give an update on NCAA progress

### **4. PTSO President Presentation**

- Michelle Gilyard (PTSO President) attended the meeting to introduce herself and the executive board and to also present on current active committees in the PTSO and initiatives for the 2016/2017 school year.

### **5. Miscellaneous Administrative Items**

- Board Governance Training options will shared with the board before the December meeting

### **6. Adjournment**

## AGENDA

- Call to Order 12:15pm
- Review and Approve Minutes
  - Review and approve revised minutes from September 29<sup>th</sup> board meeting
  - Review and approve minutes from October 19<sup>th</sup> board meeting
- Head of School Report
- Committee Reports (Including Items for Information)
  - Governance
    - Review of operational dashboard
  - Finance
    - Monthly Finance Review
  - Communications
  - Academic Oversight
    - Review of academic dashboard
- Board Development
  - Discuss Governance Training options
- PTSO President Introduction and 2016/2017 Initiative review
- NCAA Update
- Executive Session- Contractual Matters
- Other Board Discussion
- Confirm next Meeting Date/Time/Board Development Topic
- Adjourn