



## Meeting Notes

August 18, 2020

Meeting Attendees:

Board members present include: Kamaria, Angela, Nikki, and Mia

*An alternative teleconference number was used due to technical difficulties with our normal conference call number. Next board meeting we will use the original conference call information.*

Meeting called to order at 6:16 pm by Angela Chambliss.

<ul style="list-style-type: none"><li>• Status Update from Executive Director, Mia Powell</li><li>• Meeting Agenda approved (U)</li><li>• Previous Minutes approved (U)</li><li>• Mia Powell shared an updated regarding the status of the school. In addition, this week, the school is performing a testing overview with a new testing exam which can be issued at Kindergarten. Exam results can also be transferred with students.</li><li>• Computers and Hot Spots will be available for all issues and will be distributed</li><li>• Math kits have arrived for students</li><li>• An interactive virtual online library is being established for students and faculty. This library also work with local library card.</li></ul>
<p>A. Enrollment Priority</p> <ul style="list-style-type: none"><li>• Mia reported some students need help with transitioning to remote with login support</li><li>• DocUSign assessed and evaluated. Going forward DocUSign notifications will be sent daily.</li></ul>
<p>B. Facility Update in preparation for SCSC Visit</p> <ul style="list-style-type: none"><li>• Angela provided a facility update</li></ul>
<p>C. Chief Financial Officer</p> <ul style="list-style-type: none"><li>• Crosschecking and ensuring Trinet can process W9 contractors</li></ul>
<p>D. Board Updates</p> <ul style="list-style-type: none"><li>• Insurance policy is current and new insurance policy carrier is now in place.</li><li>• LKES assessment training is required for completion by all board members. Angela will follow-up with Sarah Beck about training credits not showing for self and Kamaria.</li></ul>

- New staff member started on today, August 18<sup>th</sup> to support operations

**Action Items:**

- Mia & Kamaria will work together to ensure laptops and hotspots are tagged for inventory and asset management.
- Nikki will update student database with new students from this week. Updates would include student id and email address.
- Angela will continue to work closely with Kamaria on facility activity.
- Angela will reach out to Fast Signs to coordinate signage consultation.
- Nikki will verify inventory and asset management process for required tagging.
- Joe will support with Finals site
- Meeting adjourned at 7:01pm

VIRTUAL BOARD MEETINGS - Meetings proceeding will transition to virtual only and not in person given current public health pandemic. Board will revisit meeting virtual options post December 2020. Conference call number is listed on website and is free.

Meeting adjourned by Angela Chambliss at 6:59pm