



Meeting Minutes: August 16, 2018

The regular monthly meeting of Northside Education Inc. dba Atlanta Classical Academy was held on August 16, 2018 at 6 p.m. at Atlanta Classical Academy, 3260 Northside Drive, N.W., Atlanta, GA 30327, the Board Chair being in the chair and the Secretary being present.

In attendance: Board Chair Matthew Kirby, Cat McAfee, Joe Santifer, Sean Barry, Karen Evans, and Principal Chris Knowles¹. With the majority of the directors in office in attendance, a quorum was established for the transaction of business.

The board unanimously approved the minutes of the June 13, 2018 annual meeting. The board unanimously approved the agenda of this meeting.

Community Comments

One parent/employee addressed members of the board.

Chairman's Report

The Chairman performed training on Board Management Delegation Policies 4.0, 4.a.1-7 (Governing Style), and welcomed guests and attendees to the meeting.

Treasurer's Report

The Treasurer introduced ACA's new CFO, Ms. Jami Murphy. The Treasurer reported that FY18 audit is in progress; that the auditor has raised no concerns; that the CFO is preparing the June 2018 and July 2018 financials; that audit committee will mobilize after the renewal applications are complete; that the Treasurer has view-only access to the school's financial accounts.

The motion is to add board vice chair Mrs. McAfee as a back-up signer on all bank accounts in addition to Mr. Knowles (principal), Ms. Murphy (CFO), and Mr. Kirby (board chair).

Moved: Mr. Barry
Second: Ms. Evans
Vote: Unanimous approval

¹ Mr. Knowles first meeting as principal.

Principal's Report:

Principal Knowles report the completion of faculty and staff training (emphasis on pedagogy); that the school is presently serving 660 students K-12; that efforts continue to secure off-site parking for high school seniors; that he is aligning ACA's grading scale to match APS' grading scale; that he plans to reduce the number of foreign language credits required for graduation to three (3) (this aligns with GA requirements and BCSl's recommendations); that new modular classrooms are open thanks in large part to Mr. Kneitzel and Mr. Richter; that he intends to share the budget on the modular project at the September meeting; that repairs to the drainage systems between north buildings is complete. Mr. Knowles presented the FY19 slate of employees and the dashboard dated August 31, 2018.

The motion is to approve the FY19 slate of employees.

*Moved: Mr. Kirby
Second: Mrs. McAfee
Vote: Unanimous approval*

Monitoring reports

No monitoring reports were presented.

New Business

Motion is to acknowledge receipt of the school's safety and emergency operations manuals.

*Moved: Mr. Kirby
Second: Ms. Evans
Vote: Unanimous approval*

Motion is to approve that certain contract between ACA and Georgia Charter Schools Association for renewal petition support and board training.

*Moved: Mr. Kirby
Second: Mrs. McAfee
Vote: Unanimous approval*

Motion is to affirm the board's conflict of interest, code of ethics, and whistleblower policies.

*Moved: Mr. Kirby
Second: Mrs. McAfee
Vote: Unanimous approval*

Motion is to acknowledge the school's submission of \$100k grant request for enhancements to fire alarm, security systems and doors (Georgia Safety Grant).

*Moved: Mr. Kirby
Second: Mrs. McAfee
Vote: Unanimous approval*

Motion to affirm that ACA's LKES evaluators for Mr. Knowles are Mr. Kirby and Ms. Evans; that feedback on Mr. Knowles' performance will be delivered in accordance with board policy.

*Moved: Mr. Kirby
Second: Mr. Barry
Vote: Unanimous approval*

The board discussed its FY19 training requirements and calendar; its proposed weighted lottery policies for inclusion in the APS and GADOE renewal petitions.

At 8:13 p.m. Ms. McAfee physically left the meeting, but joined by telephone call.

Motion is to continue discussion on enrollment policies and other matters to be included in the renewal petitions at a special meeting August 24, 2018.

*Moved: Mr. Kirby
Second: Mr. Santifer
Vote: Unanimous approval*

Executive Session

The motion is for the board to break for 5 minutes, then enter executive session in accordance with O.C.G.A. 50-14-3.b.2.

*Moved: Mr. Kirby
Second: Mr. Barry
Vote: Unanimous approval*

At approximately 8:25 p.m., the Chair adjourned the meeting.

Respectfully submitted,

Mr. Joe Santifer, Board Secretary

Count	Job Title	Short Title	Title	Name
<u>Administration</u>				
1	Principal	Principal	Mr.	Chris Knowles
2	Dean of Students	Dean Students	Mr.	Jamaal Greer
3	Director of Operations	Dir Ops	Mr.	Kevin Richter
<u>Staff</u>				
4	Office Manager	Office Mgr	Ms.	Teirette Kapoor
5	Reception	Reception	Mrs.	Tarra Thompson
6	Nurse	Nurse	Mrs.	LaNeish Morgan Holland
7	Cafeteria Manager	Cafeteria	Ms.	Betty Ramirez
PT1	Cafeteria Monitor	Cafeteria Monitor	Mrs	Kamesha Conway
8	Resource Room Manager	Resource Rm	Miss	Kate O'Rourke
9	Facilities Manager	Facilities	Mr.	Michael Neitzel
10	Chief Financial Officer	Business	Mrs.	Jami Murphy
11	Registrar	Registrar	Mr.	Matt Flynn
PT2	Enrollment	Enrollment	Mrs.	Janet Tomko
12	Development	Development	Mrs.	Frost Osborne
13	Academic Resource Support Team Lead	Academic Support	Ms.	Melissa Faux
PT3	Student Records Clerk	Student Records	Mrs.	Cindy Robbins
PT14	IT Support	IT Support	Mr.	Harry Weeks
<u>Elementary School</u>				
14	Kindergarten	K	Mrs.	Nikki Teeple
15	Kindergarten	K	Mrs.	Teresa Dye
16	Kindergarten	K	Mrs.	Leah Adams
17	1st Grade	1st	Miss	Gwen Keim
18	1st Grade	1st	Ms.	Jane Hope
19	1st Grade	1st	Mrs.	Gabi (Washburn) Shelton
20	2nd Grade	2nd	Miss	Kathryn (KC) Ham
21	2nd Grade	2nd	Miss	Victoria Swartz

22	3rd Grade	3rd	Mrs. Kaleigh Andrew
23	3rd Grade	3rd	Miss Klara Holscher
24	4th Grade	4th	Mr. Connor Barfield
25	4th Grade	4th	Mr. Andrew Baxter
26	5th Grade	5th	Miss Clare Williams
27	5th Grade	5th	Mr. Garrett Holt
28	6th Grade	6th	Mr. Michael Schulte
29	6th Grade	6th	Mr. Taylor Bettencourt

30	Riggs Phonics & Literacy Expert	Literacy	Mrs. Rachael Boyd
----	---------------------------------	----------	-------------------

31	Science Teaching Assistant	Science TA	Mrs. Hannah Cousar
32	Teaching Assistant	TA	Mrs. Amber Vestal
33	Teaching Assistant	TA	Mrs. Peri Phillips

Upper School Teachers

34	English	English	Mr. Aaron Schepps
35	English	English	Mr. Joshua Andrew
36	Upper School Literature	Literature	Miss Emily Flynn
37	Director of College Counseling	English	Mrs. Sarah Dollacker
38	History	History	Mr. Ian Nugent
39	History	History	Mr. Allen Hoffman
40	History	History	Dr. Sam Negus
41	Latin	Latin	Mr. Kevin Richard Roth
42	Latin	Latin	Ms. Holloway
43	Latin	Latin	Mr. Lawton Hawkins
44	English	English	Mrs. Asha Kapelina-Thomas
45	Mathematics	Math	Dr. Alexander Sich
46	Mathematics	Math	Mr. HK Han
47	Mathematics	Math	Mrs. Sabree-Foy
48	Computer Science and Mathematics	Comp/Math	Ms. Diane Holley

49	Science	Science	Mr.	Rabin Haiju
50	Science	Science	Ms.	Brittany Arrington
51	Science	Science	Mrs.	Claire Marie Huff

Specials

52	Art	Art	Miss	Katie Adams
53	Art	Art	Miss	Dory Womack
PT4	Art	Art	Ms.	Post
54	Music	Music	Mr.	Bryan Franklin
55	Music	Music	Mr.	Jonathan Henriques
56	Women's Athletics Program Manager	PE	Ms.	Taylor Murray
57	Men's Athletics Program Manager	PE	Mr.	Brandon Evans
58	Athletic Coordinator	PE	Mr.	Immanuel Reed
59	Spanish	Spanish	Miss	Luz Maria Rey
60	Spanish	Spanish	Mrs.	Diana Rigby
PT5	Spanish	Spanish	Ms.	Alba Nunez

Student Services

61	Student Services Coordinator	Student Svcs		
62	SPED	Student Svcs	Ms.	Shaylen Keller
PT6	SPED	Student Svcs	Ms.	Judith Amy Nash
	SPED	Student Svcs	Ms.	Emily Messiah
63	SPED	Student Svcs	Mrs.	Amy Renn
PT7	SPED	Student Svcs	Mrs.	Betty Munford
PT8	SPED	Student Svcs	Mr.	Bruce Stephens
PT9	SPED	Student Svcs		
PT10	SPED	Student Svcs		
64	SST - Lower	Student Svcs	Mrs.	Dabney Stevens
65	SST - Upper	Student Svcs	Mr.	Brian Williams
66	ESOL Coordinator	ESOL	Mr.	David Han
PT11	ESOL	ESOL	Ms.	Cara Gallardo

PT12	ESOL	ESOL	Mrs. Candace Paetzhold
PT13	Social Worker	Social Worker	Ms. Brianna Bacorn



DASHBOARD
July 31, 2018

Upcoming Meetings & Events

Board Meeting
September 20
October 18
November 15
December 20
January 17

School Events
8/22 - Back to School K-6
8/23 - Back to School MS & HS
8/28 & 8/30 Literacy Training for Parents
8/29 College Night for Juniors
9/7 Supper on the South Lawn

Year-to-Year Retention (Measured at October FTE Count)

W/D by Grade	as of 7/15/2018			
	2014-15	2015-16	2016-17	2017-18
K	8	3	3	2
1	3	2	4	2
2	4	3	4	3
3	2	3	1	2
4	3	3	7	7
5	5	4	5	7
6	6	2	6	3
7	5	2	7	7
8	12	7	20	10
9	2	6	15	9
10			13	2
11			1	3
12				
Total	50	35	86	57
FTE Students	486	537	592	624
Retention	89.7%	93.5%	85.5%	90.9%
Attrition	10.3%	6.5%	14.5%	9.1%

Enrollment & Lottery

Grade	ENROLLMENT - SINCE AUGUST 8, 2018				LOTTERY MARCH 13, 2018				
	Enrolled	Withdrawals	Additions	Open Seats	Wait List (All)	Wait List (Siblings)	Applicants	Preference	Wait List
K	55			0	200	0	269	29	
1	55			0	95	2	86	2	
2	55			0	94	3	78	6	
3	55			0	88	2	77	3	
4	54			0	80	4	70	5	
5	55			0	102	1	97	8	
6	55			0	105	0	96	5	
7	54			0	67	7	68	10	
8	52			2	58	0	52	1	
9	50			4	65	0	65	3	
10	39			15	0	0	14	0	
11	47			7	0	0	9	0	
12	34			20	0	0	5	2	
Total	660	0	0	48	954	19	986	74	

TBD Families (compiling data on new families)
Data as of 8/8/2018

Attendance

Charter Metric:	Absent 15 days or more		Current Year		Number	%
	Required	Actual	3-4 unexcused absences	5+ unexcused absences		
Year 1	10%	7.4%	6-14 total absences	15+ total absences		0.0%
Year 2	8%	1.0%				0.0%
Year 3	6%	2.7%				0.0%
Year 4	5%	6.7%				0.0%

	Thanksgiving Week							
	2014		2015		2016		2017	
	#	%	#	%	#	%	#	%
Monday	44	9%	48	9%	51	8%	37	6%
Tuesday	67	14%	85	16%	58	10%	67	11%

Student Services

	Due in 18/19	Completed	Next 30 days
SST referrals to SPED in progress			
Annual IEP Reviews			
3-year IEP Eligibilities Meetings:			
Amendment			
Initial Eligibilities			
Initial IEP			
Total	0	0	
SST/RTI			
Tier 2 Meetings			
Tier 3 Meetings			
Total	0	0	
Annual 504 Reviews			
3-yr 504 Eligibility			
New 504 Parent Request			
Total	0	0	
504s Closed out			

Development

Fund	Pledges	Received	Faculty %	Family %
<i>Cavalier</i>	\$168,126	\$148,244	67% (50)	51% (185)
<i>Giants</i>	\$1,089,895	\$602,955	68% (51)	51% (185)
Total:	\$1,258,021	\$751,199		

Current as of 7/12/2018
Assumptions for participation:
No. faculty/staff: 75
No. of Families: 361 giving units (393 when you include dual household families)

Project Summary (1 page maximum)

The summary should explain the project(s) you are proposing and justify that they meet the needs presented above.

Project 1: Improve fire safety with fire alarm/monitoring upgrades (Estimated cost \$28,397)

The two oldest buildings on campus were built in the 1960s and have outdated fire monitoring systems. While they are annually inspected by the Fire Marshal, they are "grandfathered in" for approval, as they do not meet current code. The current systems lack adequate visual, audible and annunciation needs and are not centrally monitored. We propose to install new centrally monitored systems meeting current code with increased pull stations, smoke detectors, strobes and speakers. These upgrades will improve fire safety response times for both evacuations and first responders.

Project 2: Upgrades of surveillance (camera) systems that include mobile surveillance which allows off- site monitor for prevention, intervention, and law enforcement response (Estimated cost up to \$40,471)

Our campus has camera coverage limited mostly to building perimeters and hallways of newest buildings. Our oldest buildings on campus do not have interior cameras. We would like to upgrade our surveillance capabilities to include coverage of all internal hallways, as well as increased coverage of outdoor spaces and points of entry. These upgrades will improve our ability to prevent, intervene and respond to potential threats. If full funding is not received, we will prioritize areas on campus for upgrades.

Project 3: Upgrade card access systems to all exterior doors and some interior that can be programmed for certain areas of the school, activated at certain times, and for certain events (Estimated cost up to \$49,937)

Our campus is an older one. Only main entrances used by visitors have electronic card/fob access. Other doors, which must be used by teachers throughout the day are managed by physical keys. We propose to add card access to all exterior doors and some important interior doors to add increased security, to reduce the security impact of lost physical keys, and to control and log access to specific areas of the school at any given time. If full funding is not received, we will prioritize specific areas on campus for upgrades.