

Board of Director Meeting Minutes

January 29, 2020 – State Charter Schools Commission Board Room, 508
Twin Towers West, 205 Jesse Hill Jr. Drive, Atlanta, GA 30334



I. Welcome

Johnna Robinson called the meeting to order at 2:03 p.m.

Attendees: Johnna Robinson, Lauren Holcomb, Chris Sears, Bonnie Holliday, Shyam Kumar, Jonathan Tugman, Erin Hames (via phone), Michele Neely

II. Board Governance

- a. J. Robinson directed the Board to review the minutes from the September 2019 meeting. C. Sears moved to approve the minutes as presented. B. Holliday seconded the motion. **The Board approved the minutes unanimously.**
- b. J. Robinson presented the 2020 quarterly Board meeting dates, as previously approved by the Executive Committee. **No action required.**
- c. J. Robinson asked M. Neely to summarize the changes to the bylaws as previously approved by the Executive Committee meeting. After Neely summarized the changes, B. Holliday asked for clarification on the numbers needed for quorum. Neely specified that majority is required for quorum, as there were currently nine board members, quorum would be five members. J. Robinson stated that leadership would be mindful of alerting the board to quorum requirements. **No action required.**
- d. J. Robinson gave the floor to E. Hames to discuss her ability to serve on the board. E. Hames expressed her continued commitment to the SCSF and asked to resign her position as Vice Chair due to her current professional leadership position at a local school. J. Robinson thanked E. Hames for her leadership and asked the board for nominations for the Vice Chair position. J. Robinson indicated that the Vice Chair would be expected to assume the position of Chair in the future. Neely gave a short description of Vice Chair responsibilities, primarily to lead the organization in the Chair's absence and be prepared to take over the Chair position. **No nominations received. Discussion tabled.**
- e. J. Robinson asked M. Neely to present the draft revised Policy and Procedures Manual. Neely indicated that a draft had been put together previously but never adopted by the board. Neely discussed the various sections of the manual. **J. Robinson proposed bringing the manual to the full board at the next meeting and add approval to the agenda. The committee agreed.**

III. Financial Report

- a. C. Sears presented the last available financial reports from November 2019. He stated that no financial report was available because the SCSF is currently between contracts for financial services. He summarized financial activity, stating that the SCSF incurred expenses totaling \$595, and received one donation of \$500. There were no comments. **No action required.**
- b. C. Sears updated the board on the status of a new financial providers. He stated that after a search and RFP process, Doug Erwin was selected. Mr. Erwin has provided financial and audit services for state charter schools in Georgia, including providing services through

the SCSF. He is uniquely qualified and has a strong understanding of state charter schools and has the capacity to expand his services as the SCSF grows and evolves. A contract has been drafted and signed by Mr. Erwin and L. Holcomb, and it is awaiting final approval by the GaDOE. The contract will be based on an hourly rate. L. Holcomb and Sears agreed that it would be acceptable to start working with Mr. Erwin on setup activities. **No action required.**

IV. President's Report

M. Neely reviewed the proposed 2020 Project Implementation Plan based on Strategic Goals and gave updates on initiatives in the plan. The following items were of note:

- The website has been updated with new contact information and refreshed photos and text.
- Atlanta Parent Magazine included a feature story about charter schools, with three state charter schools, in their January Education issue.
<https://www.atlantaparent.com/magazine/january-2020/>
- Marketing templates are being created for state charter schools.
- The fundraising plan is being reviewed and revised, and the timing of approaching donors is being considered.
- Partnerships and group discounts are being negotiated on behalf of state charter schools, and they will start to be announced in the next few weeks.
- Neely participated in a training session about organizational setup during new school orientation.

Neely further introduced ideas for board engagement, stating that more details would be available with time. **No action required.**

V. New Business

J. Robinson asked M. Neely to introduce the Acceleration Fund. Neely gave a brief description of the program for the board's consideration and directed the board to review the summary document. The fund would allow schools to present projects for consideration that would be offered on the SCSF website for "crowd funding." The SCSF, through donations and sponsorships, would match funds raised. B. Holliday moved to approve the establishment of the Acceleration Fund. E. Hames seconded the motion. **The Board approved the establishment of the Acceleration Fund unanimously.**

VI. Adjournment

J. Robinson adjourned the meeting at 3:27 p.m.