

**Tapestry Public Charter School
Executive Board Meeting Minutes, 1/22/18, 7:00 pm
Professional Development Room**

Board Members:

Chair: Tonna Harris-Bosselmann

Suzanne Baker

Dr. Fred Marcus

Vice-Chair: Devon Christopher

John Graham

Dell Miller

Treasurer: Scott Logan

Dr. Ann Tuemler

Secretary: Amy Hilton

Tricia Manning

Tyrone Webb

Principal: Barbara Boone (Ex Officio)

Other attendees: Candice Jordan, and a prospective parent

The mission of Tapestry Public Charter School is to offer an inclusive, individualized learning environment that is academically engaging, both for neurotypical students and those on the autism spectrum, and to create a positive school culture that empowers all students to take possession of their innate talents and become creative builders of their own future.

1. Call to Order and Welcome (Tonna)
Tonna called the meeting to order at 7pm.
2. Adopt agenda (VOTE)
Devon made a motion to adopt the agenda, Suzanne seconded, all approved.
3. Approve minutes from 12/11/17 business meeting session and executive session
This was postponed given some computer access issues. Amy to send the minutes out for review prior to the next meeting.
4. Public Comment: None
5. Principal's Report* (Barbara)
Written report:

Principal's Report

January 2018

The following is a list of eight questions that the Executive Committee asked to be part of every Principal's Report.

1. **Any standardized tests given to students and/or results.**
Results for the High School End of Course Milestones assessments came in. See attached Principal's Report EOC Winter 2017.

Students are scheduled to take the MAP assessment during the week of January 16th. Information will be given to the AEC in February.

2. **Any major new curricular, behavioral, or procedural changes since the last board meeting.**

We have established a committee to develop our own Code of Conduct. While it needs to align to DeKalb's, Tapestry's need to provide more information about supports for students and restorative practices. The document will be reviewed by the AEC and should be ready for the renewal application.

3. Number of students absent for more than five days.

Absences can be excused or unexcused. An excused absence is one where the child is sick or has a doctor's appointment. Some absences can be excused for educational trips or college visits. All of the following absences are excused: (absence report deleted for formatting reasons)

Number of student suspensions from 12/4/17 to 1/16/18

December 12, 2017

- Student was suspended for 2 days for pushing a teacher
- Student was suspended for 2 days for throwing furniture and shoving a staff member (executive session)

December 14, 2017

- Student was suspended for 6 days for "unsafe action" (executive session)

4. Number of incident reports and type of issue.

- One report on the staff member that was shoved

5. Any employees on professional growth plans.

- None

6. Any student or staff injuries.

- Staff member that was shoved was checked out by a doctor and is OK.

7. Any police or other first responders at the school and why.

- December 12 – police (see executive session)

8. Number of SIPS

From December 4 to January 16 we have conducted 4 Suicide Intervention Protocol (SIP). One student had two SIPs and two other children had individual incidents. Suicide Intervention Protocol is a process used when a student makes a comment or statement about hurting him/herself.

CCRPI

See attached Principal's Report CCRPI 2017.

Milestones End of Course Results

See attached Principal's Report EOC Winter 2017.

Dissemination Grant

The Steering Committee met and reviewed research on grading policies. We will continue the discussion at our February meeting as well as discuss information from the consultants regarding current state of instruction at Tapestry.

Certification

We are updating our files regarding certification. I will present a report at the February meeting.

Middle School Houses

For the first 30 minutes of every day, middle school students are organized into “houses.” Each house has a specific interest, from computer science to agriculture. The students and teachers get involved in projects that benefit the school or community. In October the Art House created scarecrows to for the exhibit at the Atlanta Botanical Gardens. The Engineering and Agriculture house is creating bat houses to clear Tapestry of mosquitos. The Agriculture house has been raising trout and recently took a field trip to the Chattahoochee River to release them into the wild.

-----end of written report

Barbara summarized her written report. Some attendance issues for students with medical issues are impacting CCRPI scores.

- a. CCRPI Analysis*
 - b. CCRPI Data*
 - c. EOC Report*
 - d. EOC Winter Scores*
6. Committee Reports
- A. Academic Excellence (Ann T)*
Ann will forward the written report. Ann A. has volunteered to continue to assist the committee. The committee discussed various approaches to address student anxiety. Additional career pathways are being explored.
 - B. Development* (Suzanne; Candice)
Written report:

FY 2018 Fundraising Report

| Fund | FY2018 Goal | FY2018 YTD Total (Pledged and Received) | FY2017 Total (Pledged and Received) | % Change | % to Goal |
|----------------------------|------------------|---|-------------------------------------|----------|-----------|
| Annual Fund - Unrestricted | \$54,000 | \$36,188.39 | \$16,415.64 | -116% | 66% |
| Annual Fund - Restricted | \$350,000 | \$369,000* | \$380,000 | -3% | 105% |
| Capital Fund | \$50,000 | \$100,711** | \$56,550 | +78% | 201% |
| Special Events | \$19,965 | \$2,550.88 | \$23,186.65 | -89% | 13% |
| Board Giving (Annual Fund) | \$8,000 | \$4,000 | \$6,850 | -42% | 50% |
| TOTAL | \$481,965 | \$511,700.27 | \$483,002.29 | | |

Recent/Upcoming Grant Deadline(s):

| Funder | Funding Request | Grant Type | Status |
|---|-----------------|------------|-----------------------|
| John & Mary Franklin Foundation | \$10,000 | Program | Submitted – 12/27 |
| John H. & Wilhelmina D. Harland Charitable Foundation | \$25,000 | GOS | LOI Submitted – 1/10 |
| The Scott Hudgens Family Foundation | \$25,000 | GOS | Grant Deadline – 1/30 |
| Price Gilbert Jr. Charitable Fund (Wells) | \$5,000 | GOS | Grant Deadline – 2/1 |

| | | | |
|---------------------------|----------|-------------------|----------------------|
| American Honda Foundation | \$75,000 | Program - STEAM | Grant Deadline – 2/1 |
| Steelcase Education | In-kind | Capital – Library | Grant Deadline – 2/2 |

Other Updates:

- Planning for the 2018 Silent Auction fundraiser to benefit Tapestry is underway. The event will take place on Friday, April 20th at 7:00pm. All board members are encouraged to participate and help with sponsorship recruitment.

-----end of written report

Candice summarized the written report. Planning is underway for the Spring event. The committee’s meeting was canceled due to weather.

C. Research Committee (Tonna, Barbara)

i. Emory Autism Center IRB*

We have an MOU with Matt Seigel from the Emory autism center. His IRB was approved. Devon made a motion to approve the research from Emory re. education and transition services. Suzanne seconded, all approved.

The Education Science Research Council would like to get their research underway on social network analysis- how socially included students are, and impacts of inclusion on both Sped students and neurotypical students. Devon expressed some concern about a confidentiality clause in the agreement, since we are subject to open records law as a public school. Our lawyer will review the agreement. We will have a launch meeting including parents in Feb. to bring them up to speed.

Tonna raised the prospect of doing her doctoral dissertation research at Tapestry. Her research will focus on the perceptions of typically developing students in an inclusive environment. She will submit a proposal to the board.

D. Partnerships and Outreach* (Tonna)

Written report:

Tapestry Public Charter School
Partnerships and Outreach Committee
Report for 1/22/18
(Tonna reporting)

- 1. STEAM! SapientRazorfish** (marketing partner) will lead a STEAM education event (Grades 4-6) on 2/9/18. (Flyer attached). This is an opportunity to recruit future students during Open Enrollment and the launching of our process to become STEAM certified. Barbara and STEAM committee will meet on 1/24 to kick off this effort. Meghan McFerrin, who is now a STEAM Program Specialist with the DOE, is partnering with us to make this a goal a reality!
- 2. Internship Program.** We are making progress on the **Internship Program**. Candice, Tricia, and Hydi are coordinating this and have a draft plan to share.

3. Transition Consortium. We will invite all partners and experts we know in the area to join a consortium to help us develop a robust Transition Program for our students. We already have several who have agreed to join! More on this at our next meeting.

4. MOUs

- a. Working on new MOU with the Alliance
- b. Mercer MOUs
- c. Marcus SE-EKS MOU update
- d. Marcus ESRC

UPCOMING OUTREACH EVENTS:

- 1. OPEN HOUSE – 1/25/18, 6:30 pm**
- 2. STEAM Powered Learning Event – 2/9/18, 6:00 pm**
- 3. Partner Appreciation Luncheon - 2/27/18 12:00 – 2:00 pm** –This will highlight our arts partners, including SENSE Theatre, the Alliance Theatre, the High Museum of Art, and the Atlanta Symphony. All board members are invited to attend.

-----end of written report

Tonna asked for a streamlined process to develop MOU's. Devon commented that the MOU itself does not need to wait for board approval.

Devon made a motion that a partnership be approved by the board, but the details of the MOU document itself can be worked with the Partnership committee, the attorneys on the board, and outside counsel, as needed. Amy seconded, all approved.

- i. Open Enrollment* Share this info with our networks.
- ii. Open House* Share this info with our networks.
- iii. STEAM event* We are considering a press release about this.

iv. Internship Program* (Candice)

Our petition includes internship opportunities for students, to give students professional exposure and communication skills practice. Candice presented a draft budget. The question about transportation for students came up, which is a significant hurdle. Devon expressed concerns about liability, operating model/ requirements, and costs. Amy suggested the use of a transportation service that background checks drivers, such as Lyft. Tonna asked the Finance committee to research this further.

- v. Mercer Tift MOU*
- vii. Mercer Counseling MOU*

Devon made motion to approve the Mercer Counseling partnership, Tricia seconded, all approved.

- viii. MOU with Marcus SE-EKs
- ix. MOU with Marcus ESRC Research*
- x. MOU with DeKalb (Devon)

Devon explained that the MOU we have with DeKalb re. para funding needs to be renewed. Devon will discuss with Laura from DeKalb in a meeting next week.

xi. Marketing*

Written report:

Marketing Committee met on 1/12/18

Present: Candice, Moritz, Tracy, Anne, Sheila, Tonna, Barbara (briefly)

- Discussion about what potential outside help we might need. Would we consider paying someone to do very specific tasks, such as uniform design? Is there a budget?
- Moritz will just start Dropbox with Templates of identified products.
- Candice and Anne will talk to Tracy and Vendor (DeKalb approved) about vendors for uniforms to start basic catalog of sports attire.
- Uniform Catalog – Need options for track, soccer, tennis?, other.
- Once policies are board approved, invite Athletic Director to marketing committee meeting for input.
- Would like to share fundraising/marketing policies with entire school staff with Q&A.
- Potential launch of new website: end of January. Candice needs to deliver some things to developer. Committee needs to know when updates have been made so that we can review again. Need plenty of time to review and make sure copy and look is okay, nothing left out, etc.
- Concern about launch in the middle of open enrollment. Must be carefully done. Web folks would like to celebrate the new website with an event; could be rolled into an event that is already scheduled.
- STEAM powered event is Friday, 2/9. When flyer, blurb is available, send to Sheila, others.
- LEAD Atlanta Monday, 2/12/18 6 pm present to the committee and board
- Next Meeting is 1/26/18 at 8:30 am.

-----end of written report

Tonna explained that the Marketing committee is looking to launch the new website by the end of Jan.

Candice described how Lead Atlanta took on the opportunity of how to develop marketing the internship program. The team will present their findings on Mon Feb 12 at 6pm- an hour before the normal board meeting.

E. Governance (Devon, Tonna)

i. Policies

Devon asked for any comments on proposed policies within a week. Devon made a motion to allow the Governance Committee to work with Barbara and Candice on finalizing the policies proposed. Amy seconded, all approved.

F. Facilities* (Devon)

Written report:

The facilities committee met on January 8th. In attendance were Scott Logan; Amy Windom and Devon Christopher. Tricia Manning attended by phone.

Over winter break the following work was completed:

- 1) The stage was painted black. Unfortunately the painter got a little paint on the curtains. .
- 2)The lock smith installed new door knobs on the Gym lockers, office and storage closet. The locker rooms are now keyed to the front door. The office and storage closet are keyed the same.
- 3) The locksmith added a lock to the office in the Makers Space. It has its own key.
- 4) The rooms that we had without keys now have been keyed to the classroom keys.

This includes the space between the quiet room and the drama room.

- 5)The glass door to the office has been keyed to the front door and now will lock and unlock. He also installed a push bar to the kitchen exterior door which is now keyed to the front door as well.
- 6)The corrosives cabinet in the teachers lounge has been opened but cannot be relocked.
- 7) Kevin cleaned up many of the security cameras and replaced one. They should have be clearer now. We desperately need to upgrade the security system in the building. Many of the motion detectors are not functioning properly and the cameras are on their last legs.

The boiler malfunctioned the Tuesday before the end of the break. It was fixed but the part failed on Friday the 5th. In order to avoid a loss of instructional time the boiler was replaced. The old boiler will be repaired and we will have redundant systems in the building. Ultimately this will be better for the operational efficiency of the building as well.

We've obtained quotes for an installation of a sound system in the Gym. Once the parts come in we will need volunteers to help install the system. The performance (music and drama) are very excited.

We are in the process of obtaining quotes to install a drainage system between the buildings and repairing/replacing the front access points to the building.

-----end of written report

Devon recapped the written report.

- G. Finance (Scott)
 - i. Finance Report*

Written report:

Finance Committee Report Monthly Meeting January 8, 2018

The Finance Committee met on November 27, 2017, at 5:30 PM PM at Tapestry. In attendance were Barbara Boone, Tom Carney, Devon Christopher, John Graham, and Scott Logan. Greg Martyn joined by phone.

Ms. Boone provided the committee with information regarding additional staffing needs for the 20182019 school year, and the committee discussed how those needs might impact the budget. Ms. Christopher relayed that she had authorized the expenditure of approximately \$10,000 for the purchase of a new boiler as a result of a malfunction of the existing boiler. Although it was not feasible to repair the existing boiler without the potential for a significant disruption to the school schedule, it will eventually be repaired, at which point it will provide redundancy in the event of future failure. It was noted that Ms. Christopher's expenditure was within her authority for

emergency repairs to the facility. It was moved, seconded, and approved to ratify Ms. Christopher's actions, and to account for the expenditure by a debit to the capital reserve line item. The committee discussed the upcoming charter renewal process and the need to finalize the 5-year balanced budget to submit with the renewal application.

Ms. Boone had no specific new instructional or operational needs for which she needed to request funding, aside from the additional staffing needs discussed above.

Ms. Christopher had no specific new facilities needs for which she needed to request funding, but she noted that she was continuing to explore repair of drainage issues around the school's perimeter, which likely need to be addressed, but can wait until the end of the year. She also reminded Mr. Logan to prioritize getting bids for repairing the tile at the school's front entrance. The committee briefly discussed their continuing efforts to finalize the school's financial policies. The meeting was adjourned at 6:30.

-----end of written report

Scott explained that there was an error in our QBE calculation and we have received an additional \$33k in funding.

ii. Cash Balances*

iii. Budget v. Actuals*

(note- these are not included here due to formatting differences)

7. Executive Session to discuss student and personnel issues

Amy made a motion to move to exec session. John seconded, all approved.

Upon returning from executive session, Scott made a motion to ratify the vote from executive session. Devon seconded, all approved.

8. Announcements

April 9 6-9pm board training

Amy to send background check info to new board members (note- completed on 2/9/18).

Devon to send training requirements in email.

9. Upcoming Events:

A. Open House – 1/25/18, 6:00 pm

B. STEAM Event – 2/9/18, 6:00 pm

C. Partner Appreciation Luncheon – 2/27/18

10. Next Meeting: Monday, 2/12/18 - 7:00 pm

11. Adjourn

* Indicates docs attached