

**Eagle Arts Academy**  
**Governing Board Minutes**  
**September 17, 2015 @ 6:26 [pm]**

1. **Roll Call:** Chantal Seguroola, Michelle Morley, Shana Bedard, Gregory Blount, Tim Quinn, Maria Ironstone  
Administrative Staff: Principal Simone, Principal LaFleur, JoAnn Jackson

2. **New Business:**

- A. **PNC Banking Update: by Maria Ironstone- Treasure:**

First we need to look at the closing of our old bank accounts and the closing of our old bank account with PNC Bank. We have several accounts that we have discovered that were still under the or original accounts that were opened, because of all the changes that we have had and that checks that have been missing for a while, they may have been voided, but we thought it prudent to make fiscal sense to close all of those accounts and start from scratch. In doing so we need to go ahead and when we discuss this in our minutes use specific terms for the banks, in doing so we: I am dissolving our old bank accounts with PNC and establishing new accounts with PNC, the changes are due based on administrative changes, Greg Blount Chair, Maria Ironstone Treasurer and Anne Simone will work as a team to determine the number of accounts we will have or need and assess limitations to each account.

Shana- Question, I thought this was done when I-Schools was terminated. She indicated that we discussed it but it never happened. Greg- Yes but the bank needed and adopted resolution with an effective date and so we met with the bank and they would not close and re-open the accounts without having a board meeting and a resolution that we can turn into them tomorrow.

***Greg to Motion to close the old PNC Accounts and Open new accounts***  
***Michelle second the motion- unanimously approved***

Maria- with the Motion approved for the record, ***Be it resolved that hereby the Governing Board of Eagle Arts Academy is on the 17<sup>th</sup> day of September, 2015 move to dissolve our old account and open new accounts with PNC Bank.***

**Additional Update from Maria** recently learned that the consumer protection laws that covers consumer with bank accounts, do not cover schools, we learned that we went back and looked at our insurances and coverages that protect us from cyber fraud and we need to look into increasing our coverage we because we are inadequately covered for cyber fraud, and we have a huge exposure right now. This will be looked into further for a resolution.

**B. Resignation of Board Members- Update by Greg- Board Chair-** Over the course of the summer there have been 2 two board members that have resigned from the board:

1. Lisa Murray- effective July 31, 2015
2. Ellen Jacoby- effective September 6, 2015

***Greg Motions to accept the resignation of governing board members Lisa Murray and Ellen Jacoby***

***Shana seconds the motion- unanimously approved***

**C. Industry Round Table- Update by Greg- Board Chair-** Ellen Jacoby met with Greg and Principal Simone to change her position with the school from a governing board member to an artist in residence, therefore she will be substitute teaching based on a schedule that Principal Simone and Ellen Jacoby work out in our acting and drama department, offering a direct instruction to our students based on a schedule that Principal Simone will determine. Principal Simone- as we met together we wanted to look at the Artist in Residence not being on a permit schedule of meeting everyday but Ellen coming in with her expertise working 1 day a week working with 3<sup>rd</sup> through 7<sup>th</sup>, we are working on the schedule now, Ellen is out of town so when she returns we will work out a schedule that best works for our students. Greg- this creates an amazing opportunity to our students and gives them exposure that they wouldn't get anywhere else, in addition I would the board to consider creating an Advisory Council to called the Industry Round table including professionals which include Ellen Jacoby which would be a non-voting counsel, the purpose of this counsel is as we complete the TV studios is to be able to have industry professional involved at EAA to help us rent out the studios and produce and income or create a night time continuing educational were we can program here on the campus.

***Greg motions to create the Industry Round Table and Motions to hire Ellen Jacoby as a non- voting active member of that committee.*** Michelle- what costs does Ellen Jacoby come at to use- Principal Simone- we are working on that it would, that is part of what we have not had a chance to speak about, we are not sure what her hours or days or what her period of time would be we are still looking, I am actually still looking around and speaking with people to see what an Artist in Residence what would the costs be to the school. Greg in calculations, she is currently a teacher at the NY Film Academy in Miami- is currently gets 35.00 an hour and if she was a full time teacher here that would come at 38,000.00 a year - (Principal Simone- that is really reasonable) which our typical salary is, but she cannot commit to a full time scheduled. That also brings she would be allowed to have an office on the campus at no charge to her and that would create opportunities to allow it to be used after school for potential casting opportunities, real life opportunities for kids.

***Michelle Seconds motion- unanimously approved***

Shana has a question- so move to make add Ellen to the Advisory board and she would be the only member and advise the board- Greg with that the idea is to look at other opportunities beyond the normal school day to use the property from a rental- using their

connections to bring other industry producers to rent out the studios or add additional value opportunities not during the school hours, not from 7 to 4 – post 4 or Saturday and Sunday. Which was the original idea, we would look at other people, which would include people typically like Tim Quinn who is on the board- but other industry professionals like Wayne Cilento the global choreographer for Wicked he lives in Delray, other locals there are a couple of their academy award winning directors and producers more or less to create marketing, G-Star has a fantastic movie studio but it is sitting empty more that it is being used.

Shana if it is a non-voting position- couldn't Tim technically be on the advisory board- the idea of the advisory board is to look at contacts and rent out space, correct, so it would be Tim reaching out to his contacts not making a profit. Greg yes we could add Tim to add and bring his attention. Greg is in favor of it. Tim, I will definitely be involved. Tim will get with Ellen after she returns from the Emmy Awards.

**Greg Motions to add Tim Quinn to the Industry Round Table  
Shana seconds the Motion- unanimously approved.**

**C. Link up Agreement- by Dan Rishvay C.** – In your June 30, meeting I was there to provide services to review your financials and recommendations to you, I recommended that you obtain an outside auditor, which you did and in June I recommended monthly financial reports that I would recommended to add. Since then the school as made a major change in how it would run and would substantial run your own school but you don't want if you want an umbrella of an outside management company, so during that time you looked at the services you might want to have and the personal level required. That was substantially handled by your Principal, which is what led to the request for consultation- (Principal Simone- first of all coming in as new person, taking a look at what the needs would be for a Principal, here we are at the academic portion and what level of support we would need from a business or financial end to feel sound. It's looking at someone who has the experience with charter schools and if you have someone with charter school experience you won't have a learning curve. Again, we have had an opportunity to know Dan and see where he is coming from. I also posted an ad for consulting services on Indeed, and take a look at – with all due respect to you Dan, what else is out here because I feel like I need to take a look at what is it we need and what services because I am new to a charter school but I am fully aware of what we need to have as Jeanette is to know what kind of support we have to have not only just financial support but in this case data support as we look at meeting the needs of students using data, using assessments and creating a school academic plan. That would help me to be successful as the person working with our students, that what I have done. Shana - has anyone applied? Principal Simone- there has been 5 as of today and there is a mixed skill set, I was detailed as to my ad, I have yet to find someone with all the qualifications, with all due respect that doesn't mean we won't find one but at this point no, that is where I am at. Dan so you will be asking for a board meeting and focus on the budget, I would like to share that my company and staff has been focusing on implementation of a learning management system and it was interesting that

the school had been looking at is also and it was ready to select independently that we selected a learning management system call Schoology, which has about 90 million students that is currently supporting through many schools. So what is the point- Dan will show a brief video of what can happen when you can implement good technology and a true formative assessment into the classroom. (*Dan to play video*)

Principal Simone and I spent allot of time speaking about this, my company is already implementing this in another school, it is on its 3<sup>rd</sup> year and I can tell you somewhere behind in their school district someone is crunching numbers. And allowing an assessment to happen on a Friday and on Monday you can regroup, that is a lot of number crunching and that can be accelerated by a learning management system that is also tied into strong data support. That is what we have done, so when they talk about formative assessment they go once a week and understand where the students really are. Our long term goal through implementation would be to formative assessment would provide teachers instantly with an understanding of where the students are at if they are given a snapshot if the students have computers at their desks, every student has a computer they can do that and they can assess and they can change instruction or differentiate instructions based on how the student is grasping it. There is a famous educator named Marzano on formative assessment and maintaining everything equal when you implement formative assessment successfully it improved results by 25- 30%. Using the school on the video as an example they went from a moderately performing school to one on the top in the state. So there is a vision, so the support services that Link Up would provide is to help implement the Schoology and the data assessment piece workin g together towards goals of implementation so that teachers will have some of the things we have should you that we have implemented already and are being used in classrooms and schools.

Shana when you say we you are refereeing to your company- Dan- Yes- Principal Simone- let me make a comment- in regards to the formative assessment and differentiate instructions or knowing where a student really is it targets to let them know where they really are at that moment, have they masters this, and as educators and what will help our teachers is to drive instructions and that is where you really see achievement t across the board. Ms. Holland- She loves the idea of Schoology and having all that component as a teacher... What about I-ready & IXL? Is seems that I-ready does pretty much the same thing for curriculum Dan so what you have I ready will give you some results periodically when you take it, which hopefully will be by standards. And then you have your reading curriculum and you have assessments in that and hopefully you are going to be able to understand questions by standard, right? Holland-yes. (Dan shows a chart and explains)

Greg- so the I-ready diagnostic test in the beginning middle and end areas is to determine the placement for language arts and math, we just renewed this today and that is to help you create your group of students and also communicate directly back to the parents. I-ready is moving more towards the diagnostic component of testing beginning middle and end of the year but what Schoology does it allows us to take each of the standards and

allows the direct interaction and coloration of the students through the assessment for example let's say you have children who were having difficulty with an assessment of today they are able to access that collaboration of students at home though work with other students outside of school. To align it allow the student to comprehend or enrich, so we are not moving forward and leaving any child behind we are using it the diagnostic and technology to make sure each child is served in all parts of language arts and math. Dan I-ready is not an informative assessment or formative instructions. Ms. Holland- with the Schoology and assessment aspect your taking about (I know we have triple I already), so your asking children to transition into other classrooms? Principal Simone- No we do not have to set it up like that. Dan spoke with Mr. Walters and he is currently doing all of these things already only manually. Ms. Holland thinks it's fantastic and great, anything to make my life easier. The vision that Principal Simone and Dan are working on – which he already has implemented in another school working towards if this outcome than that so if they have this then they can do this or that. We can provide them more specific assistance. So we can re-teach who needs and make it an enrichment for those who have gotten it. Dan stated what do you need to run this and that is how we submitted our proposal. Greg indicated this will be sent out and then we need to consider scheduling another board meeting on Tuesday, we will also adopt a revised budget. Maria has a question- learning about Schoology and working with the parents, Principal Simone and some of our staff as the demand for our school has increased, there are new families calling asking questions, and with your existing parents the positive feedback we are getting is phenomenal as to where we were and where we are now, so we are changing our focus on what we did wrong last year we are fixing it and we are moving quite rapid and in doing so, we need to address a couple of things, Jodie's role in our registrar's office. Covering the front phones, I see the volume of calls we are forwarding to her, I had a conversation with her and what issues that she address, many schools that get to the level of enrolment that we are we are at the threshold have an admissions director and right now Diane has been helping out with that role, Greg indicates that is correct as a consultant. I think with the budget can we consider putting in place and admissions director, Jodie is overwhelmed and her role is being effected, and as a school they are coming and we have done so much and in order to maintain this we need to do something behind the sense if we don't do them, Anne and I could have prevented some of these issues that we have been dealing with if they had started off in our system in the right way. Jodie is doing a fantastic job however Jodie doesn't have the skill set or the manpower and hours in the day to do all that she is required to do, so my recommendation is or do we need to discuss this or add it to the next board meeting but for us to add the admissions director. Greg- I think this is something Principal Simone and I have discussed- Principal Simone- one of the things just so you know we have a system, Principal LaFleur and I work together and then we have to split just to get the jobs done, one of the things that I said when I came in we are a school with two (2) offices, most schools have one(1) office and a data processor a register an attendance clerk / receptionist/administrative assistant/ secretary which you normally have about 5 people to appropriately serve parents., in our case, Jodie is an example that we have to use her at the front desk and take her away from her registrars role and placed up front from 7-10 am-

Shana does she have access from the front desk so that she can still do some of her work- Principal Simone- yes she does multi-task, but here is the issue with that there are some things as a data processor she has to do privately with the doors closed and so there are certain things she cannot be ring up front or even to discuss with parents. She is split in half, so for another example if she needs personal time, we need to take Lisa and put her in the front office and there comes a breakdown in communication, what Principal LaFleur has said that they are great communicators but there are parents that have gotten lost in the shuffle. Lost in the shuffle in registration, unintentionally, parents calling and the response time isn't good enough. We do need another person to assist so we can continue to do what we do. Principal La Fleur and I cannot be on a phone, because we are all over the campus, we are supposed to be in the classrooms with the children not in the offices. That is how we can be most effective. Maria- a part of the reason I was able to see some of this because I am wearing two (2) hats, I am the treasure, I see how this effects our enrollment how this effects it upfront when they are trying to get in the door are having difficulties because of miscommunications, a missed call or phone tag because their email wasn't input correctly, or a phone number it causes a problem, so based on each enrollment we receive effects our budget do we continue on this path for every 3 that walk in we may miss 1 and we are taking 2 steps forward and 1 step back, so by accomplishing this we will continue to move forward, we can address the problem remain efficient and creating a school of the arts in a school of the arts meaning that we have the arts within their self we want to create a school that is state of the art. Dan coming from other charter schools, some of the most successful ones has a separate function for handling and onboarding new parents so they don't get into the machinery yet which is when they are making their decisions, building relationships. Principal Simone- I have asked about this, from my own experience it is run well having the right people in the right places, Principal Simone, said taking a step back what makes a functional school run, well my public school experience tells me you have a Principal, Assistant Principal, Data Processor, Attendance Clerk- Private school tells me Principal, Part time AP- time spent in the classroom, Registrar / marketing person. Maria it is now at a point where we are at a threshold with the number of families that are looking to bring their children here are families that demand more, they are considering removing their children from private schools not just title one schools or bouncing from charter school to charter school these are stable families that are looking for a stable environment that are looking for a type of education that they are like WOW, I have been looking for something like this, they are families like us and so we are failing them at the point, because they are paying attention, they are asking questions and because we are so overwhelmed and wearing so many hats that we are hearing I think I will wait one (1) more year instead of let's do it, This is an opportunity that we have in order to reach the midpoint of this year where we want to be and to continue to grow next year we are going to be an 8<sup>th</sup> grade school, Principal Simone- we are going to have a full grade. Dan- in respect to your budget we are going to do budget revisions, we originally thought we would be at 790, working and making adjustments we are at 685 most of the students we lost from what he saw were new applications- Principal Simone- who got lost in the process- Principal LaFleur and I just so you know as we hire teachers, the enrollment drives the number of teachers you hire

and we paid attention to that number ( or we thought we did) to make sure we didn't over hire teachers and have to say good bye at the beginning of the year or to under hire and parents to complain at open house we did have teachers, which is what we experienced before. Greg, stated we need to go back and look at the budget and see where we can place this opportunity.

**Shana Bedard-** I have to go, but before I do can we look at the 5013(c) we were told months ago that I-Schools had applied. Greg we have gone through I-schools office as of June 5<sup>th</sup> and they have not found any paperwork what so ever, whether it existed or not, we have no proof , they did not, JoAnn has contacted the IRS, they have nothing on the filing for us. We have requested a new packet of documentation which cam in on Tuesday, 9/15/15 and JoAnn will be in charge of it with the support of Maria and our independent auditor Bob Walker and we are working through the process to start all over again. JoAnn actually asked the IRS is a package was submitted in the past just not approved they indicated NO, if it was they would have sent a notice back that they were in receipt of it. Greg indicated we are registered at the state level as a nonprofit. Maria- we also learned that while these documents should have been turned in, in October of last year the only thing now we have to provide additional documentation, we are in default or in trouble with the IRS, just additional documentation will be needed. Customarily the organization will have to file/submit a 1023 form within 27 months of formation, but they did say there are exceptions, they sent the schedule so we can do that. Dan – did the auditor comment on any issues in regards to the federal level, Greg contacted him and he is awaiting a return phone call. Shana asked to confirm the meeting is Tuesday, 9/15/2015 at 6:30 pm.

### 3. Old Business

- a. **Board Meeting Minutes** Greg has indicated that May 22<sup>nd</sup> & June 30<sup>th</sup>, 2015 need to reviewed, approved add then to our website so we stay in compliance.

*Greg motions to adopt the May 22<sup>nd</sup> and June 30<sup>th</sup> meeting minutes  
Chantal seconds the motion- unanimously approved.*

Greg we will create the PDF's and add them to the website this week.

*Greg Motions to Adoption of the May 4<sup>th</sup>, 2015 as 1<sup>st</sup> part of our Annual Meeting-  
Elections of board members  
Shana seconds motion- unanimously approved*

*Greg Motions to approve the June 30<sup>th</sup>, 2015 as the Financial and Budget part of  
our annual meeting  
Michelle seconds the motion- unanimously approved*

- b. **Lewis & Thomas Law Firm-** Greg-had indicated over the course of the summer we were carrying two (2) law firms, we felt we were too heavily on the legal end, so we terminated our agreement with Lewis and Thomas which was James Bearden and we went down to maintain our relationship with Kent Frazer of Akerman who has been on top of things, who has a support person in the Jacksonville office who specialized in charter schools. Clarification of getting paid for the 685, and the school district paid us exactly based on the number of students we had, Akerman made sure we were paid based on terms in September not June or July, but we are currently being funding the correct numbers.
- c. **PR Company-** Chantal- has requested the status of this? - Greg had reviewed the summer and our open numbers, and contacted Colleen Kirk after discussing it where Principal Simone, after reviewing our numbers that we just didn't need a PR firm any longer so they acknowledged that and stopped billing after August, however they have continued to support us under the terms because they believe in us and at no charge to the school. They are continuing to send out blogs and emails but no cost to the school at all.

**Greg-** Comments:

- a. Landlord has approved the purchase of a new chiller which we should see in building E quarter of a million within 7 weeks it will be installed they completed all of the problems in Building E and that proposal when to the landlord today for review. We are finalizing the completion of the two (2) studios they should have been completed but there was one (1) area in delay that Kent Frazier has stepped in with the General contractor and the land lord and pushed it through as there were two (2) issues: a. covering the AC system for the dance studio which was \$ 6,700.00 Kent Frazer redirected to ESJ and they are paying for it through the construction budget. B. TV Studio we were waiting over a month for TCE to finish the 1 last permit when it is completed we can lay the carpet, that is being dragged out, Ken Frazier is involved in this matter. We are hoping to finish within 2-3 weeks,
- b. Contracted with Schoology, re-contracted with IXL & I-ready and renewing with Storyboard. We are maintaining the programs that we offered last year and we also are issuing all new student e-mail addresses so we are currently working with our IT department so by curriculum night all parents have their user name and log in for IXL I-ready and Storyboard and that Schoology will take a bit more time.
- c. The school needs to do a better at raising funds for the school, Principal Simone has asked for 2 charts for the thermometer to create a Gala Event, Golf Tournament, PTO has come through and raised the Money for 10 professional High quality Digital Pianos.
- d. Agendas- will be coming in Monday and Tuesday- we are putting a door on the school store- Chantal requests to have a split door, so they could both lock, also remove the refrigerator, it causes so much heat in the room, and it takes up so much room. Principal Simone will get it moved.



## **Principal Comments:**

**Principal Lafleur-** we are in the middle of the PB Assessment- 5<sup>th</sup> & 6<sup>th</sup> have completed them 3<sup>rd</sup> through 5<sup>th</sup> is on Friday 9/18/15 and 1<sup>st</sup> & 2<sup>nd</sup> go in October. Our results are very good so far. It was a half day today for professional development and we introduced a program developed by Dr. Ross Green it is all about changing the culture of the school and how we react to children who are challenging and how we handle the situation, not necessarily the student but the underlying issue, Child Centered Family Centered. So we are embarking on this journey with our teachers.

Also there is a funding issue with IDEA that the entire county charter school is dealing with, I know Dan has a lot of information about it is something we may or may not need to make a decision on soon. I do know that other boards have made decisions on already. Dan- in regards to the budget the school district mad a dramatic decision in funding this year apparently they decided last year they just announced this a week and a half ago in the Principals meeting . Last school year for your special needs students we received about 1000.00 per student more or less which covered a range of students needs and the federal grant that the who school district receives, this is a grant that is applied for. The School districts Department decided to reduce the funding on a level one (1) by 80% last year \$1,000.00 now \$ 200.00, Level Two(2) , \$ 1,100.00 now \$300.00, so the charter schools believe that it was done improperly at the school district level and that the school district should have to following the federal grant guidelines which were never changed. They did not change the grant guidelines. There is a strong movement and most charter schools throughout the county have decided to go after them legally. The board can agree to join the action and whether it should lend it names to the action. Effecting the schools budget this year by \$80 – \$ 90,000.00 without the reduction of any of the services. Jeanette indicates we were required by the school district to turn in our budget by July1 and we budgeted based on the historical data on what were supposed to get but then we were served with this information on August 20<sup>th</sup>. So our whole budget needs to be revised which effects by \$80-\$ 90,000.00, Principal Simone- it is a Big hit to our school- it could risk putting charter schools out of business. Greg indicated if we received an email, did it give specific instructions? Principal Simone indicated yes and Jeanette will explain. Some of the schools have chosen to join and fight some have also tried to go to the school district without mediation and legal action. The majority have deceived to join collectively. Principal Simone we as a school will do whatever we can so our children do not go without the services they need but at what cost.

### ***Greg Motions to join the acts in support with the other charter schools.***

Maria has a question- they are trying to accomplish one of the other- Principal Simone services or payment? We don't have to decide.

***Maria Seconds the motion.*** Michelle asks what the costs? Dan if we join it should be some cost but not as much if we went at it alone. Greg indicates the more that join the less the cost, Dan indicates that this is a violation of the law which is every specific. Dan indicated maybe the board will agree to join up to a specific amount? Michelle is there a time of the essences or can we ask and see what the costs will be? Dan we budgeted 60k for legal expenses already in our budget our review would have to be including and limiting it to 3k for this expense. Dan can't imagine that it could cost more than that? Michelle asks to wait until Tuesday to review the budget. Greg we

should reach out and tell them we are interested in joining and Michelle has indicated let's ask what they think the costs could be so we know what we are looking at. Jeannette has offered to send us the information for us to review. Greg is there 1 particular person handling this? There is an Advocate out of Tallahassee, Principal isn't sure of exactly who? ***Greg agrees we can wait until Tuesday for the Budget and the estimate costs from the committee who is spearheading the action.***

### **Principal Simone- Update**

We are securing a 6<sup>th</sup> grade teacher, we had Ms. Donna who had a physical injury, so 6<sup>th</sup> has had subs which is not an ideal situation, she is someone that we had interviewed over the summer and we both really liked, she is reading endorsed K-12 she has theatrical background K3 she has leadership, she is loved by parents and students as well. Starts September 28<sup>th</sup>.

### **Public Comments:**

Ms. Holland- Pitches a Jamboree for the teachers and parents, board members on stage, Principals, on stage. Ms. Holland raised over \$100,000.00 in New Jersey! Ms. Holland did it as a parent and thought it was a wonderful and most fun she ever had with her daughter, it brought the community together. Mr. Gilbert said he would be on board with it. Ms. Holland indicated the best part was the children sitting in the audience watching. Ms. Holland stated it is mandatory that the board and Principals have to perform. Parents have to write the skits. The way to make money, parents have to sell the ads in the playbill. Get parents to go to big company's and look for matching donations. Michelle indicates that Ms. Holland will head the committee for the Jamboree.

Diane- indicated that the Gala would be for high end benefactors, we won't rule it out.

No further Public Comments

***Greg Moved to adjourn***

***Michelle second- unanimously approved.***