



Ina A. Colen Academy

Governing Board Meeting Minutes

**** Zoom ID 326 790 1186**

****Dial in 929-205-6099**

Tuesday, July 21, 2020 @ 6:00PM

VISION

Ina A. Colen Academy will educate the hearts and minds of students and families in an environment where everyone belongs, works together, and thrives.

MISSION

To cultivate passionate learners in an inclusive school community in which individuality and diversity are valued and students develop understanding and empathy for others through collaboration and active learning.

Board Members Present: Robert Colen, Janet Behnke, Kay Fleischaker, Harvey Taub (joined at 6:19PM)

Trustee: Ken Colen

Staff Present: Christy Noe (Consultant), Jennifer Languell (Consultant), Rebecca Rogers (Executive Director Foundation), Melissa Gross Arnold (Attorney for school)

Others: Kayla Moffatt (OTOTW), Kinley Rogers (OTOTW), Jim Walkup (OTOTW)

Agenda

- 1. Call to Order-** 6:05PM RC
- 2. Additions or corrections –** Up to 2 minutes (none)

3. Approval of Minutes – Up to 2 minutes (Attachment A)

Motion: I move to approve the minutes from the June 30, 2020 board meeting.

Motion: JB, Second: KF

Motion approved

4. Welcoming Ritual- 5 minutes (Christy Noe)

“What do you geek out about?”

5. Reports – Up to 20 minutes

a. Facility – 10 minutes (Ken Colen, Robert Colen, Christy Noe, Jennifer Languell)

Discussed current progress with architect plans, KC gave demo of “themes and colors” from Interior Designer. Themes for building are related to local historical places in Ocala and Marion County. JL discussed current COVID related items that are being considered for HVAC and clinic.

b. Consultant – 10 minutes (Christy Noe)

CN reported on work Collaborative Educational Network is doing. Focus on facility, marketing and providing content for website/press releases, Principal job description, RFP for Back Office Services Provider.

6. Old Business – Up to 20 minutes

a. Charter contract/Sunshine Laws– 10 minutes (Christy Noe, Melissa Gross Arnold)

MGA discussed once charter contract is signed, the board will be “in the Sunshine” and the Public Records laws will apply. Discussion about using IACA emails for all school related discussion. If you get email to personal address, forward it to your IACA email for retention of records requirements. Board will have to certify their conflict of interest statement each year. The Sunshine law requires that if you have a meeting of more than 1 board member 3 conditions apply. 1. The meeting has to be noticed 2. The meeting has to be open to the public 3. Minutes from the meeting must be taken. There is a specific requirement for noticing a meeting that will take place electronically. CN knows the language and will post for future meetings and upcoming governance training.

b. Website/Social Media- 10 minutes (Kayla Moffatt, Kinley Rogers)

KR went over Social Media options for school. Will use Facebook and Twitter to start. She reviewed a plan for both and received feedback from board members. CN will be working closely with KR on press release, social media and content for website.

KM presented website (development site) to board members. They all liked the site and requested access to development site so they can read more and spend time with content. CN provided members with link and asked they comment to her. Question about what if press calls? Who will talk to press? RR and CN will work closely together to ensure message is consistent and anything educational related CN will speak about. KR and KM said if board members need help with email access to reach out.

7. New Business

- a. Back Office Service Provider RFP – 5 minutes (Christy Noe)

CN reported that they have assembled a team to review RFP responses. Team includes Robert Colen and Autumn Barfield (Foundation), and RFP will be sent out on Aug. 4th, responses due Aug. 14th. Team will review the responses and use rubric to evaluate and then make recommendation to the board.

8. Next Steps

CN will check with Stephen Ayres on charter contract, if it is on consent agenda or will be on new business and will get back with board members. Meeting is July 28th. Governance training is Aug. 4th from 5-9PM.

- 9. Optimistic Closing** – 3 minutes (Christy Noe)

What is one thing you will communicate with someone about?

JB- Website

10. Adjourn

Meeting was adjourned at 7:24PM.

Handouts:

- Minutes from June 30, 2020 (Attachment A)
- Consultant Report (Attachment B)
- Principal Job Description (Attachment C)
- Committee List (Attachment D)
- Back Office Service Provider RFP (Attachment E)

Next Meeting: Tuesday August 18, 2020 @ 6PM

Reminder: Governance Training is August 4th from 5-9PM. This is required for all board members.