

The GLOBE Academy PTCC: Inaugural Meeting Minutes– 11/5/13

1. Finance Committee: Sharon Camara

- Workgroup: Finance
 - Great group of people. Excited about helping the administration with the financials, have great skills. Ready to roll up sleeves.
 - Role: Support role with Sam (Board) and Joy (Staff) – need to fine-tune how they work as they are not a board committee but are a PAC for the PTCC
 - Want to meet with Joy and Sam to find out next steps
 - Help define where communications are needed as they relate to financials and how they are distributed. Can support board as well.
- Work Group: Financial Literacy – Daniel Loventhal working with Michelle Hudson and Lana
 - They are working on 2 fronts - one is to bring Junior Achievement financial work sessions to the classrooms - this will require 2 parents to volunteer for each 1/2 day class taught (once per class). The second front is to infuse financial literacy education for children, parents and community into what we do at Globe - for children, it would be things like when a country is studied in social studies, maybe their currency will be incorporated into math, and more things for more advanced grades. For parents and community they are looking to offer workshops or events led by parents with financial skills.

****Suggestion: have a place on the website for ideas to come from anywhere in the community, can tag to a PAC, this would feed to the PAC meetings.**

2. Communications Coordination Committee: Anita Patel

- We started BOLD. Our vision: For all parents to receive timely, streamlined and accurate communications coordinated across the GLOBE community.
- Pulling together coordination across the PACs
- Assist the administration – centralize a process for PTCC communications through Gazette. (do we need separate communication tool?)
- Set up a Master Calendar
- Establish admin web support – look at parent portal, current platforms being used, etc.
- Clarifying the medium for communications being used: how can we use FB for good, what should room parents communicate, what should be in the Gazette etc.
- After-care and recruitment: making sure that it is available, internal communications (after-school is a source of income for the school – 20% gets given back to the school) and also recruitment – filling the empty slots, and communicating out the timeline/process for recruitment for next year.

****Communications Coordination committee needs more people with communications/marketing/graphics/website skills.**

****Suggestion: twitter account? Photos, links about constructivism, etc. More simple communications.**

3. Master Planning: Juan Archilla

- Visioning:
 - Talked about short term...visioning meeting on Thursday with Perkins & Will (architecture and planning firm)
 - Talked about what is needed for a master plan – need a survey of the land (9.88 acres) with topography, setbacks, etc.
 - Look into modular units – art room, etc. (would need to look at utilities/plumbing)
 - Look at other schools which might be open – if there is a vision for a high school someday, that would be at another site.
- Carpool:
 - Lots of parents have experience with carpool. Created a map – want someone with graphic design to put it on a map.

****How to communicate out ‘work call’ – ie: needs for PACs**

****Marshall Orson – had told Kate Staelens there might be other schools available...‘when we’re ready’**

4. Facilities: Meghan Cottrell & Claire Abel | Goal: to have a beautiful and safe environment, but one that provides a sense of environmentalism, etc.

- Combined Interior and Exterior into one work group: Building – want to meet with Joy to get some clarity on priorities of projects. This will help us understand our role in issues like with roof, plumbing and HVAC.
- Work with teachers on sending out survey/punch list with how they are physically operating right now. Do they have furniture they need, how are things working/not working – we do have some furniture we can switch out.
- Security: Defining the technology procedures, firewalls, etc. So that when we do have computers for the students – they are safe and the school’s information is safe.
- Grounds: we do have someone who cleans up the grounds bi-monthly. We have some projects coming up for a Saturday work day. Looking for free/cheap source for mulch – DeKalb County can provide free mulch, but it isn’t always clean mulch that is useable
- Can grounds committee review any contracts we currently have and make sure that they are correct and the best contracts?
- Eric Letbetter is going to be the interim contact between GLOBE and the architect and Winter Construction for the time being until the board is fully functioning.

****If anyone has any mulch which is aged (has to age long enough for the butterfly garden) – needs to age about 6 months.**

5. Fundraising: Vicki Letbetter and/or Christina Lane

- Grants:
 - We have about 50 grants we’ve reviewed. We discussed how we avoid the grants PAC authoring curriculum – ie: here’s a science grant, let’s write it, and then that is the science we have to have at school.
 - All grants are approved first through Brandi.

- We have identified a main grant focus is PE/Playground/Health – lots of pots of ‘easy’ money for those projects. Will ask Coach Corso to be liaison.
 - We asked for someone from Health and Safety to be on our group.
 - Will work on art and music grants.
 - Will work on teacher wish lists – they are being asked to put their wish lists on donorschoose.org.
 - We have great science parents – we need guidance now from GLOBE leadership to meet with these people to talk about science program. Our problem is not ‘do we have the people to get the money’ – we just want to ensure that it is not authoring programming.
 - ****We ask any PACs who have grant-worthy projects to come to the fundraising committee and assign one of their people from that committee to oversee it.**
 - We have connections to foundations – but some of them need to wait until we have a capital campaign up and running by the governing board.
- Events:
- Spirit night – 11/12 – Taqueria El Vecino – 15% of all sales (alcohol included)
 - Parent Spirit night every other month alternating with Parent Night out on the other months.
 - Fundrunner is the fun run. Launched 11/5 – talked about character (one of our core values here at GLOBE), etc. Prizes go to My Sister’s House. Collecting pledges until the event – 11/14. Welcome to come watch the kids. Christine Shea is chairing this – posted a SignUp Genius on the FB page – hopefully go in Gazette for next week. Goal is \$35K - allocated toward fixing up the park, outdoor learning scapes, etc. Because of the other playground competitions, they are not focusing this one just on playgrounds.
 - ****Reminder:** these are some new ways to do fundraising - it is a great chance to talk with your kids about where the prizes will go to – the kids from My Sister’s House. The prizes will be given to the teachers, and all of the teachers and kids from each class will come and put the prizes in the box together – which will be inclusive for kids who maybe didn’t raise anything.
 - Kids can wear Spirit Wear that day
 - Each class gets different rewards when we reach certain goals – dance party, etc when they reach 5K and 10K, etc.
 - Michael recommended marketing to the neighborhood , helping them get involved, tell them we’re improving the park. David.Swartwood@me.com has connection to the neighborhood association.
 - Other kids are welcome to come watch with parents that day – it is outside.
 - Plans for Spring Auction – March 1 (Motorcar Studio) . Our goal is to keep costs really low for the first year. Looking for Donated food (Taste of Globe) – set up sponsorship levels, if you have businesses in the area/business owner – you can help . You can also purchase gift cards/gift baskets and donate them. Zone of Light will do art projects. Alcohol will be sold. ☺
 - Question about Rally for Recess (January 31), Healthy Playground Makeover – when do those hit?
- Earned income is Spirit Wear, Royalty Programs (Box Tops, Rally for Recess, Land's End, Kroger, Publix, Amazon, Target Red Card, etc.), Yearbook, Book Fair, school store, Partner's in Education, etc.
- Book club is happening on Thursday, Nov. 7- Where the Mountain Meets the Moon. Then, the books will be available to purchase.

- Add the Dec. 13 event to the master calendar with Grace Lin (author of *Where the Mountain Meets the Moon*) – Little Shop of Stories is doing at Agnes Scott.
- Book fair kickoff December 4-7. Some evening/Saturday hours. More details to follow with hours
- Partners in Education – liaison for events – Opportunity for businesses to come in and educate our children. We partner with these businesses and they offer us things in return for our events and school functions (i.e. drinks, popcorn, food, garden items, etc.)
- Toni Brown is working on setting up a school store for us. She will need a committee of volunteers to make this happen.

****Question:** are we setting up too many things – pep rallies, etc. – how do we streamline how many events that the kids have in front of them? Answer from Michael Molina: everything we are doing here is in addition to the academics. That is and should continue to be our main focus. We need to be vigilant about holding the teachers and the administrators to the highest standard.

Comment [CU1]:

Always ask the question: how are we improving academics.

****Needs: Our Fun Run needs volunteers. We will set up a sign up genius for volunteers to plug in and support the run on Nov. 14**

****Suggestion: how can we schmooze the neighborhood...3rd graders raking leaves? Vicki response – we will have community members assigned to the PTCC at the first of the year – this role could fall under the community members of the PTCC**

6. Instructional Support: Tiffany Black-Wilson

- Teacher Appreciation: Goal to have 4 lunches through the year (next one is: November 12 – Chili for kindergarten)
 - Also, responsible for one of the events – like the workroom for teachers that was done.
 - Goal: to have a teacher appreciation week – Renee Jones came to the meeting and she will ask some of the teachers some items from former schools which made them feel appreciated – we can incorporate this into what we are doing.
 - Make sure we are gathering info to find out what the teachers want/don't want – have someone making a database for this.
 - ****Please, if you see a SignUp Genius come through – please take a look and help out how you can.**
 - If you get a free kindle, etc – consider giving raffle items.
- Cultural Learning Beyond the Classroom: Opera, African dance, etc. coming into the school (assemblies) – we would need funds for that (\$1800-\$2000 to bring in a couple of assemblies). Going on field trips. Asked Renee to help with science/social studies curriculum so that we can see if there is a free assembly who can come in that aligns (i.e.: EPA coming in, etc). Group is making a database of free opportunities.
- Cultural Competency and Awareness: Awareness of the school about different cultures, religions, etc. Create a database of cultural/religious holidays and find parents willing to share about those holidays. Maybe a supper club of some sort to help build relationships between parents.
 - Can the Nicaragua event be under this committee?

****Suggestion: could this supper club idea tie to the parent night out mentioned above? –Let's get Dione from PNO working group to assist.**

****Suggestion: Add a CREST committee and possibly tie to No Place For Hate program from the Anti-Defamation League. They could do some learning around bullying/CREST.**

7. Health and Wellness: Michelle Olsen & Kelly Kline (rotate)

- Have about 12% of students with medical needs. Formed committee to help addressing them without a nurse at the beginning of the year.
- Some allergy trainings for staff/parents – another coming up on Friday for staff who didn't receive training at the start of the year.
- Promoting awareness – nut free signs.
- Setting up clinic – receiving a large donation of supplies from Dr. Office closing down – will be here Friday. Emory Alumni will be setting things up. In a couple of weeks will have a supply drive the week of November 20 – tie it to a Healthy Halls opportunity through CHOA – come in and do performance about being healthy – could make a Wellness Week – parents to do handwashing demo, etc. (UPDATE 11/13: Healthy Halls campaign has been postponed, hoping for a date in Dec.)
 - NOTE: CDC resources – nurses, supplies, etc. list-serv. Connect with Anita Patel and other CDC staff for this hookup. (David Swartwood also has this connection)
- Setting up backpacks for the teachers with items like epi-pens, etc.
- Trying to get AED machine donated.
- Trying to standardize cleaning/sanitizing procedures in cafeteria, etc. Would love to have our washer/dryer and towels...but right now plumbing is an issue to solve first.
- Some discussion about food, farm-to-school, tie into nutrition.
- Suggestion: have we done training with the classes that helps kids know what an allergic reaction looks like – Kelly has a book about this – she read it to her class. Cody the Allergic Cow. Mystery readers could lend book for other classes
- Talk to David Swartwood – maybe he can help with neighborhood nurse volunteers – connect with Kelly

Question: Do we have a nurse? Michael responded – it is a funding issue – we don't have funding for full-time nurse. Fundraising Committee hasn't sourced a grant or federal funding. Could possibly set up rotating people – but there are some liability issues. The person who is currently in the nurse's office – Coach Yang – has studied some eastern and western medicine, good with first aid, but not certified. Many charter schools don't have certification. Not required to have a nurse at the school, but of course we want one.

NOTE: Anita's Communication committee is looking at how to have general email boxes, share points, distribution lists, etc.

Meeting adjourned at 10:15pm