

Dear fellow parents,

The winter break is upon us, and before we all leave to spend some dedicated time with our families and little ones, we wanted to share some important updates about our precious school. Please forgive the length of this letter, but we feel it is important to provide a complete picture.

As we all know, there have been some incredible events in the first 4 months of our school – some wonderful and many difficult. However, through these difficulties an amazing parent body has emerged, and our teachers have shown remarkable resilience, fortitude and grace.

A note about parent involvement:

We went without a functioning board of directors for most of the semester, despite the fact that the resignations happened as late as October. Because of this, the parent body has gotten far more involved in far more detail in the school's operations than would normally be expected, even at a charter school. The number of hours that the parent body has put into this effort has been nothing short of miraculous. That being said, this work has been done with a careful eye to appropriate boundaries, and with the idea that once procedures and processes were established, and the new Governing Board was in place, the parents could start to slide back into their more 'rightful' place – as support and cheerleaders to those leading our school.

Throughout the last few months we have assembled a long list of the issues facing GLOBE. The good news is, working together with the administration we have solved many of issues already, through thoughtful, careful forward motion. We have also reached out to the entire parent body asking to ensure there are no items left off of this list. The compiled detailed list is included at the end of this letter.

We have identified the key priorities as:

1. Stability of fundraising and financial plan for the school (modulars, 4th grade, Winter Construction, cash flow, financing options, 501c3, etc)
2. Stability and effectiveness of leadership (head of school search, current admin staff, governing board, key staff review and oversight)
3. Academic issues (curriculum training, non-thriving classrooms, charter requirements, academic rigor, documented review process and oversight)
4. Recruitment and retention (both teachers and students)
5. Health and Safety (emergency plans, building security, air quality, First Aid, etc)

We have reached out to several other very successful charter schools (including The Museum School) and have heard many similar stories about their first few years of existence. We take heart that although our issues have been painful, they are not without precedence, and they do not preclude ultimate success for our school.

PAC Activity Updates

Nominating Committee:

- Collaborated with Board Chair to meet requirements of creation of a nominating committee:
 - Selection committee, which included the Board Chair, formed to choose nominating committee.
 - Nominating committee Members chosen through process designed in collaboration with Board Chair.
- Committee established rubric to assess Board nominees. Nominees were assessed based on materials submitted and interviews with committee and Board members.
- Committee assessment summarized through narratives for Governing Board to consider.
- Committee has vetted a large number of candidates through the established process and presented them to the Governing Board. Note: committee is not responsible for selection of candidates. All nominees are put forth with narratives summarizing to assessment conducted.

Fundraising Committee:

NOTE: In the annual approved budget, there is \$50K in the 'Fundraising and Grants' line. To date, we have exceeded that amount with just the 30/30 campaign and the FunRun. The Earned Income and Events PACs are working on a document that will provide the specific earnings from each of these fundraisers so we can see the total money we are raising for GLOBE. We plan to have this ready by our February 2014 meeting, which will also help the Finance Committee and Board with 2014-15 budgeting.

EVENTS

- **The FunRun:** GLOBE closed out w/a total of \$23,363.00. The money has been earmarked for outdoor learning environments & playscapes. A portion may be used for a site survey so we can be sure we don't construct anything where the addition for upper grades may be in the future. The Leadership Team and teachers will be consulted to get their input on top priorities for outdoor learning. The Master Planning PAC and the Facilities PAC will assist with the design scope of the outdoor playscapes. Prizes were delivered last Sunday to the children of My Sister's House, a shelter for victims of domestic violence.
- **Auction:** This has been scaled back a bit due to 501(c)3 status. Wine tasting event Feb. 22nd to raise funds for auction expenses at Amy Wilson's home. Goal for auction \$8,000. Looking at Elks Club due to capacity & cast. Possible dates: either April 26 or May 10, depending on availability. Still need volunteers.
- **Screen on the Green:** Likely in April. This one will be a fundraiser. We'll need volunteers to help plan & execute.
- **Uruut:** We've begun discussions with a company called Uruut, a successful crowd funding platform. They helped Ashford Park Elem raise \$100K last year for an amphitheater. More meetings are scheduled for after the first of the year.
- **Spirit Nights:** Spirit Nights have had strong participation and were financially successful. Some of these include Zone of Light art studio, Mellow Mushroom, Maddio's Pizza, Menchies, Taquiera El Vecino, and Leapin' Lizards.

EARNED INCOME:

- **Scholastic Book Fair:** Our book fair was a huge success! The total sales collected from the Book Fair AT SCHOOL (doesn't include online): \$11786.02. We are still waiting on online sales. If we take ALL of the proceeds in cash, we would earn \$2,946.50. If we take it ALL in Scholastic Dollars, we get a 5% bonus. \$5,893.01 plus \$589 bonus = \$6,482.01. We can also split this amount between cash and Scholastic dollars. The Book Fair working group surveyed several teachers to determine items they would like to have in their classrooms. The K consensus is to potentially support buying a set of Mandarin books for Ms. Liu (this would have to be a cash option as Scholastic did not benefit the Mandarin track). The K and 1st grade classes also would like Leveled Science and Social Studies books, Writing Workshop materials, and/or a child sized bookshelves. The 2nd and 3rd grade classes need Leveled Science books and foreign language components. Several teachers from all grades mentioned the following list of items: projectors for classrooms, laminator for the school, foreign language audio books, foreign language materials. We are working to finalize how to best meet the needs of our teachers in their classrooms, particularly book-related classroom needs.
- **Spirit Wear:** Our Spirit Wear has been an overwhelming success with our vendor Yellow Llama. We have sold over \$xxxx in spirit wear since school began and we have earned \$xxxx.
- **Royalty Programs:** team has successfully coordinated on programs with the following vendors/programs and other groups:

- Amazon
- Mabels Labels
- My Coke Rewards
- Publix
- Kroger
- Land's End

- Labels for Education
- Office Depot
- Rally for Recess
- Target Take Charge of Education
- Georgia Natural Gas
- Box Tops

- Yearbook (TreeRing)
- Butterbean Photography
- Positive Discipline workshops by Felissa Baruch Covin
- Square 1 Art (Spring 2014)
- 1st Day School Supplies (Spring 2014/Fall 2014)
- Recycling Program
- Partners in Education

GRANTS & INDIVIDUAL DONORS

- **Donor's Choose:** Currently, we have had approximately \$5,000 in projects fulfilled. We have four active projects:
<http://www.donorschoose.org/donors/search.html?state=GA&community=3110:3&school=104988>
- **Brick Campaign:** We are still working on obtaining the brick campaign forms in order to revive that program. The next step is to notify all of the donors that we have received their donations and give them a project update and thank you. We are talking with administration about extending this campaign.
- **Capital Campaign:** We will be gathering information from other Charter Schools about best practices and how to launch this campaign, so that we can partner with the Governing Board on this when they are ready.
- **Other Grants:**
 - Awarded: \$2,000 Richard C. Munroe Foundation
 - Submitted: \$3,000 Level I State of GA Shape Grant

- In process:\$3,000 to \$5,000 Lego Science Grant (50% completed)
- Note: We have identified 50 other grants we qualify for but they are not assigned yet. We hope to do a couple per month.
- We have approved the facilities team to work on several grants for the butterfly and vegetable gardens. There is a grant for an AED that will be submitted in the new year.
- **A note about the Implementation Grant:** Although parents have not been involved with the preparation of this grant, we wanted to share an update: This grant is through the state and is for \$500-650,000, paid out across 2 years. While it is a competitive process, this is federal money funneled through the state, and nearly all charters get this grant. Our grant was written last August, but the state asked a number of schools to wait until January to submit. The grant is planned to be submitted during the week of 1/15.

Finance Committee:

- **Policies and Procedures:** The FinPAC has just drafted benchmark financial policies and procedures based on a number of examples from existing charter schools. These will be sent for additional input on 12/17 and then will be reviewed with Sam Carter to finalize for presentation to board and deployment to staff.
- **Winter Construction:** Sam Carter and parent Eric Letbetter met with Winter Construction President and agreed that Sam will develop a payment plan. Winter does have a lien on the school's building. They indicated that they will not be able to remove the lien without payment, since they would not be able to put the lien on a second time.
- **ASAP Program:** The committee linked parent Bill Asp with Operations Director Joy Greenwood and After-School program director Risa Murray to address the set-up of our after-school and enrichment registration/payment software. With the changes, Ms. Murray will be able to pull a report to identify unpaid fees and ensure all registrations are paid at the time of registration. Their goal is to link the registration and payment mechanism, and once everything is set up, the revised process will be posted to the GLOBE website. In addition, there will be a new fee structure for registration fees for enrichment classes, making enrichment classes more accessible to parents who don't use the regular after-school program (ASAP) but want to participate in enrichment. The goal is to have all of this live by the winter break.
- **Financials:** An outside bookkeeper has been engaged to bring our financial details up to date. The finance committee is working with the staff to review the data and obtain answers to outstanding questions. GLOBE is currently operating cash positive outside of the Winter Construction bill.
- **Future planning:** The team is planning to help develop a plan to assure that GLOBE can meet its financial obligations and achieve our goals for the near and longer term. This plan will include the plan for fourth grade and modular trailers.

Academic Excellence:

- **Summer Camp Coordination:** Parent(s) will work with Risa to survey parents & select Summer camps for students. Survey may include other extracurricular subjects as well.
- **Teacher Survey:** Parent(s) will create a survey for teachers to get feedback & provide a voice for them regarding a variety of topics. Info gained will be used to improve communications & other areas identified by staff.
- **Gifted Certification:** Parent will contact DCSD & find out about gifted cert enrollment process for teachers. Admin would like to enroll as many GLOBE teachers as possible for next Fall. This will

increase number of students who can be served and thus funding from govt. gifted model at GLOBE will be "cluster aka push in" rather than pull out.

- **World Language Curriculum:** Admin hopes this will be a priority for fundraising. Ideally, we'll acquire complete K-5 "reading room" collections, leveled readers, in both French & Spanish. Approx cost is \$5,000-\$12,000 each language. Kids need basic literacy in language before they can read, even at a basic level. Mandarin works a bit differently because of the characters. There is no equivalent to leveled readers. Can look at purchasing books in Mandarin too, however. Language report cards will be different (more comprehensive) for 2nd semester.
- **Consistency:** admin depends on parental feedback with regard to consistency among classes (communication, pos. discipline approach, etc.) In addition, each teacher receives 1 informal (Fall) & 2 formal observations (Winter/Spring) per year. Admin uses these to establish classroom norms & expectations class by class. Additionally, 4 grade-level teachers have been assigned who will conduct reviews of the administration twice/year, which will help articulate any issues with the support and training that is being provided to the teachers.
- **Textbooks in hallway:** Inquired about the textbooks in the hall, and found out that these were surplus. Regarding the second grade textbooks, Ms. Kenner reported it is up to the teachers to differentiate learning. A conversation has begun to clarify how the grade level jumps are quantified, and suggestion made that a policy or consistent rubric to identify student needs would help ensure that this is applied equally. Ms. Kenner stressed the importance of the teachers teaching the standards for each grade.
- **Everyday Math:** teachers will participate in training from textbook company on January 6, to help the teachers learn how to use the books and the materials associated with them. The hope is that they will also discuss how to evaluate the students and decide on protocols regarding remediation, on-target and enrichment.
- **Confucius Institute partnership:** We inquired about this partnership and received the following information from Ms. Kenner: "The leadership team has had many meetings with the Confucius Institute directors and from what I understand the teachers are meeting their requirements. All of the requirements are not classroom related. Some are specific to duties they must perform for the institute. There are some lead teachers who are still learning how to integrate the CI teachers more into the everyday fabric of the day. However, the CI teachers are not only allowed to teach language to meet their requirements. They can infuse culture as well. For example, a teacher in a kindergarten class did a math lesson on sequencing and utilized the Chinese Zodiac to teach students the animals in the zodiac and the order in which they reside in the Chinese calendar. The lesson took place in English because it was an English day, but the children were still learning about Chinese culture and it was tied to a math standard."
- **About Mandarin in all classrooms:** Also from Ms. Kenner: "Making Chinese Language/Culture a specials class is something that is definitely in the docket. It is already happening in many classes because they have a CI teacher and each partner teacher is responsible for teaching the Service Learning through Culture class. We haven't made it a school-wide special yet is because scheduling-wise this would mean pulling a CI teacher away from their homeroom. However, there may be a creative way to utilize some of the CI teachers who are placed in 2nd/3rd grade classrooms when their students are in Spanish or French if this time could appropriately overlap with specials in the lower grades, for example."

Health and Wellness: (note: email for this committee - health.globeacademy@gmail.com)

- Air quality test is rescheduled for January 6th

- Health and Wellness Committee members met with teachers and are developing a hand-washing routine. Grade level chairs to finalize plan Tuesday, 12/17.
- CDC Parent to give hand-washing demo to students after break. Date to be determined.
- CDC Parent donated school health posters for hand washing, bullying, farm-to-school, etc.
- New part-time custodian to clean classrooms in the evening
- Tested a new set of walkie-talkies to improve school campus communications for carpool and playground
- Drafted a Nut-free reminder for student lunches, waiting on approval
- Received a quote of \$2600 to add a liability policy for covering volunteer professional clinic help
- Spoke with Kelly Cadman from GCSA about funding for a school nurse through IEP/OHI's and county services. Negotiating with county for nursing services best option. Sharon to follow up with Sam/Joy.
- Clinic stocked with supplies, furniture and school nurse manual. Also created first aid backpacks for each classroom.
- Staff working on having 504 plans in place for students with medical needs. Additionally, committee suggests multiple copies of action plans for all students with serious conditions. One copy placed in a binder for teachers to have in their emergency backpack.
- Washer and Dryer connections in kitchen work. Need a washer and dryer donation.
- Looking into having Elimalice provide free lice checks upon return from break
- Applying for a AED grant

Facilities and Master Planning:

- **New carpool system:** Thank you to all parents who filled out the carpool form! With administration we are in the process of working out the details for a new carpool system. This has been done as a response to safety, traffic, and logistical concerns both within the school and in the surrounding neighborhood. Be on the lookout for more correspondence on this soon.
- **Master Planning for School Growth (Long-Term):** Last month, several parents as well as members of the leadership team had a visioning session with Perkins+Will, an architecture and land planning firm who has graciously donated 200 hours towards working with us on a master plan. They have also met with administration on space requirements for the building as we grow to include 4th grade next year and as we eventually expand to 8th grade. Using this information, and pending a completed land survey, we will have document that not only serves as a roadmap for short- and long-term growth, but can also be used for fundraising from outside groups.
- **Accommodating Next Year's Growth (Short-Term):** This week, a few members of the Master Planning PAC will be meeting with both an architect and a land surveyor who are potentially interested in donating services that will aid in the design of modular classroom units for next year.
- **HVAC:** Seven of our classroom units have been professionally cleaned. We will continue to clean units as needed. We are in discussion to get our ductwork cleaned as soon as possible. In addition, we are seeking an indoor air quality test before the end of the year.
- **Plumbing:** Several leaks are currently being repaired, and we are hoping to involve Winter Construction in the wall repairs needed to the downstairs bathroom.
- **Furniture/Classroom needs:** We have a potential donor to help us install Whiteboards in classrooms that do not have them. After the new year, we will also be asking to teachers to evaluate their facilities needs, not only to help fill in any gaps, but prepare for new classrooms

next year. We have purchased 100 folding chairs for use by adults at Globe functions, and are hoping to obtain more soon.

- **McDaniel Park:** The park has seen many improvements this fall. We are replacing old rusted trash cans with DeKalb county Plastic yellow cans. Our custodial team is not helping to remove the trash from the park. A recent clog in a sewer pipe has been cleared by Watershed Management and yellow tape and signs were posted to help keep families away from areas that were disturbed by this process.

Communication Coordination:

- **General:**
 - Overall Communications: Team built a communication plan with guidelines for all internal and external communications to present to administration. (waiting on final approval, and then will continue to implement all elements of this plan in collaboration with Admin)
 - Press Relations: Built a media list, press pitch timeline and releasing first press release (about Grace Lin visit). Am sending pitches about dual-language/GLOBE to Atlanta Parent and local neighborhood publications.
 - External Communications: Have begun gathering teacher and parent testimonials, for use in future communications. With a parent graphic designer, facilitated the design of a great visual brochure piece.
 - Gazette coordination/editing - Have designed a new streamlined process for Gazette updates, and have helped admin manage that process.
 - Master calendar
 - PTCC Archive
 - Social Media
 - PAC Directory
 - PAC Style Guide
 - Photo sites and disclaimers
 - Parent Directory
 - Room Parent Coordination
- **Website:**
 - Website/Parent Portal: Established web team to collaborate with Admin to update website. Team has updated many new pages on the website and engaged parents in helping find broken links or outdated information. (Full website overhaul in process, as well as the creation of a parent portal).
- **Internal Marketing:**
 - Created a marketing plan to promote out the after-school enrichment and after-school program to parents. Included revising the structure for registration on the website and creation of new pricing structure for registration fees for the enrichment programs.
 - Why GLOBEASAP/Enrichment Promotion Coordination
- **Recruitment:**
 - Created recruitment process, trained over 10 parents to provide tours and hosted the first 4 tours (attended by over 100 people to date). Created Why Globe flyers and had them translated into 3 languages (French in process). Led outreach and distribution about GLOBE. Worked with front office and admin to discover holes in prospective parent calls/response. Set up new process which includes dedicated email address, phone log at front desk.

- **Incoming Families/Welcoming Plan:**
 - Created a welcome process for incoming parents, including details about how new families are greeted on their first day (a GLOBE parent and a student), how teachers are notified about new students, created a welcome packet companion piece to the student handbook.
- **Outgoing Families:**
 - Coordinated creation and sending of exit surveys for all exiting families. Are compiling the information and will communicate to Administration and Board.
- **Parent/Administration Relations:**
 - created and hosted the first GLOBE Cafe – a bi-monthly informal coffee chat with parents and administration.
 - Office hours set for PTCC collaboration sessions with Admin team.
 - Office hours set for general parent communications.
- **Project Management:** created a master ‘to-do’ list for GLOBE with parent input and PTCC information.
- **Governing Board:** Created packet of detailed information with all PTCC for incoming board that includes parent-identified priorities, resource documents and results of data-collection and fact-finding through first semester, to help get them up to speed and informed on all pertinent issues.

NEEDS:

We need you. The past few months at GLOBE have been driven with a lot of parent energy. It is our hope that we can start to ease up on this now that the new board is seated. We’re also looking for:

- Free color printing for our brochure
- Materials for the clinic – cleaning supplies, band-aids, etc.
- Washer and Dryer donation
- Gravel and Mulch for yard maintenance

GLOBE's To-Do List: compiled by the PTCC from parent comments and through PAC activities

Solutions for all items need to be led by the Governing Board in partnership with the Administration, PTCC/PACs, and Teachers. Please note that not all items listed represent the opinion of the PTCC.

Governance & Compliance

- Action expected at board meeting 12/20 (per agenda posted on website):
 - New board members appointed
 - Administrative job descriptions approval
 - Parent handbook approval (note: once approved, needs to be posted on website and printed/distributed to all parents. All parents need to sign indicating receipt)
- Head of school search needs to be launched.
- All contracts and leases need to be reviewed, and confirm that no home addresses exist on school contracts.
- Resolution of 501c3 issue (push for retroactive)
- Confirm where and how records are kept. (Have been told by GCSA that school is compliant)
- Recommend creation of Board policies and procedures document

Academics & Staffing

- Overall issues with Administrative Staff:
 - School leadership should coordinate with other charter school leadership for mentoring and advice on best practices.
 - School has not yet updated parent email list to be complete. (In process)
 - Email response from leadership is often slow.
 - Leadership team lacks follow-through and/or not complete interactions.

****Recommendations:**

- implement at 24-hour response time on emails and phone calls for all school staff.
 - Ensure that all staff have voice mail set up properly and that front desk messages are delivered timely.
 - Ensure that school directory list is up to date.
 - Recommend that leadership team delegate and provide strong leadership to rest of team. (Update: In early December, Ms. King and Ms. Forte have been acknowledged as part of leadership team, and increased responsibility and empowerment of these staff members has begun.)
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- Interim Head of School:
 - Communication and leadership has sometimes been inconsistent and unclear, which has led to confusion and frustration for teachers.
 - Early in year had unclear boundaries at times with parents while discussing sensitive issues.
 - Lack of experience in position, not a clear hand in dealing with discipline issues.
 - Executive Director
 - Curriculum training was cancelled last-minute and not re-scheduled
 - Not on campus during testing (first time school did it)
 - Some classrooms have never been visited by ED
 - Often off campus for PhD process, not on-campus full-time

- Lack of clarity in the reasons for moving/not moving certain students. Not always data driven.
- Plans put in place by ED but not always followed - ie: 3rd grade plan - was supposed to be in classroom daily, spent only a couple of days in there, rather than the 3 weeks promised.
- Breach of trust with misrepresented facts to some parents and teachers.
- Teacher retention:
 - Some teachers concerned about conflict of interest with board/ops director, no one to go to.
 - Inconsistent processes for reviewing (and removing) teachers.
 - Teachers have fear of financial stability of the school
 - Teachers are not given information about incoming students, incoming teachers, curriculum training, materials, etc consistently. There is frustration around this and lack of trust in strong leadership.
- Curriculum:
 - Second Language Curriculum: The second language teachers needs books, resources and curriculum in French, Mandarin and Spanish. These teachers currently are creating all of their own materials. They started school without any books or resources to support their languages of any kind. This would be akin to the English classrooms having no picture books or curriculum. As the students progress in the languages the teachers are seeing more and more of a need for materials.
 - There was a plan to purchase Envision Math in French, Mandarin and Spanish - has that been eliminated from the budget for this year?
 - When is the next curriculum night? how often should parents expect them? will the next one be on math?
- Staffing plans:
 - School nurse?
 - Media specialist - plan?
- Differentiated Learning/Academic Rigor:
 - Review possibilities for differentiated learning groupings throughout the grade
 - Gifted program (only 1 teacher with cert...do we have a gifted program?) Issue with our charter? – (SEE ABOVE FOR PLAN FOR NEXT YEAR)
 - Academic rigor overall - 2nd grade curriculum seems to not be rigorous, are advanced children being challenged?
- Teachers need materials (donorschoose.com lists). But there is a lack of consistency/plan from the leadership for what materials to purchase, how to install, etc. Being run/supplied only by parents. (ties to facilities)
- Plan for teachers for 14-15 - hiring notice should go out in Jan, so interviews can happen in Feb.
- Ms Waldman's class has a very clear divide between parents about her effectiveness as a teacher. Many are satisfied, many are not. More students have left this class (9) than any other. Work must be done from a leadership perspective in that classroom to ensure that the educational goals are met and to help heal that divide so that the children and parents can move forward in a healthy and effective manner, in accordance with GLOBE's values and charter requirements.
- What is the plan/vision for French program?
- Parent/teacher communication: suggestion to create board in teacher lounge for volunteer needs, streamlining processes to engage teachers in planning for events (ie: coming to staff meetings ahead of decision-making, getting full and clear info to teachers, etc)
- Confucius institute partnership:

- Is the partnership working? We are told from Brandi that CI is happy with the process and that teachers are getting enough hours (see above). Is anything needed to enhance the partnership? If we don't have them - impact on finances and Chinese experience?
- Parents told that each child would have mandarin as a special. This hasn't happened. Why? (Could this be the answer to the confucius hours issue?)
- Are the CI teachers working in all classrooms? Challenging for teachers to use them as assistants with language differences?
- Is there still a clear professional development plan for teachers?
- How to deal with the bullying? Status? Documentation?
- Chorus program (per charter) -when does that have to be in place?
- 10 hours of student service hours each year (per charter) - has to be achieved by year 5 of charter, but can start now. Need to review details and set up a process.
- After-school program - too expensive? Hard to signup, not well promoted. Should this be revised? Contracted out? Review process for moving children safely.
- substitute teachers -subcontracted?

Communication, Registration and Parent Management

- Set up of parent portal - one source, include volunteer sign ups? tracking volunteer hours, etc. (through the globe website or separate?)
- Creation of streamlined communication plan in all areas, include style guide.
- GLOBE website structure update
- School directory - need to create, also school list needs to be brought up to date.
- Recruitment - working to fill slots by week of Jan 13 (have approx 39 slots open as of mid-December), creating new front office procedures so prospective and new parents are responded to timely, given complete information and welcomed to the school.
- Parent welcome packet
- Volunteer hours tracking set up
- Satisfaction surveys for charter
- Exit surveys for parents who have left (have sent to parents from Oct 1 - present who have left, need data on Aug-Oct withdrawals)
- Compliance question: DCSD mandates that ALL parents who have contact with children must complete volunteer 'training'. As such, even parents who have lunch with their children are exposed to other children. (See document from Michelle Olsen)

Facilities, Health and Wellness & Master Planning

- HVAC/mold issue
- Modulars: where do they go, how much do they cost (lease/own?), do we need the site plan first? Plumbing?
- Roof situation?
- Is this the right building? How do we determine?
- Master planning process with Perkins & Will
- Community relationships/the park
- Do we have the right food vendor? Is it too expensive?
- Carpool system
- Cleaning process in the school - teachers only cleaning the classrooms? Eradication of germs?
- Cannot check out books at the Media Center. What is needed?
- Bathroom repairs?

- Emergency procedures?
- Counseling services?
- Safety drills need to be scheduled - safety and wellness drills (eg: intruder drill happened while a number of teachers were in FL at their workshop)
- Building security/locking procedures are not clear or consistently followed:

Finance & Fundraising

- Winter Construction - \$130K debt. Lien on building, submitting payment plan. In communication.
- Operations Manager -
 - Had not entered in current financials. Last budget still inaccurate
 - High salary but still needed to bring in bookkeeper
 - Front desk admin has not been consistent, they report to Operations Manager
 - Budget and updated financials not on website, still has budget with 150K grant included that was not received.
- Financial plan
- 4th Grade plan
- 501c3 status
- Need Policies and Procedures - including processes for teachers making purchases/being reimbursed, grants monies allocation, etc.
- Creation of a priorities list for spending at the school
- Fundraising:
 - Need timely response from admin for requests for demographics, signed documents, etc.
 - Need list of brick donors so that we can contact them and get that fundraising effort back on track.
 - Need defined process for acknowledging donors
 - Campaign to eradicate Winter debt?

PTCC

- 501c3 for PTCC - formation, bylaws, etc
- Create Policies and Procedures guide to articulate and formalize how PTCC operates
- Adding teachers - creating bridge to teachers
- Need to add 2 community members per the formational notes in the handbook
- Are the PTCC/parents too involved in the day-to-day? How to ensure correct boundaries are followed? Some parents have expressed concern about this.

Other compliance questions - are these items being handled? (From DCSD charter website):

- The charter school shall report daily attendance to the DeKalb County School System (DCSD) using the standard, approved method of data collection. Master schedules and student schedules must exist for students in grades K-12, as well as final marks for each course after each semester. DCSD will provide the necessary software and training for the Student Information System (eSIS) application while the charter school shall provide hardware and the necessary Internet service connection. The DCSD Student Information System is to be used for the collection of all data and information required by O.C.G.A. 20-2-320 for mandatory reporting to the State Department of Education (SDOE) and federal agencies (example: discipline). The method of data collection will be that which is currently in use by DCSD and may be changed from time to time based on technology currently in use. Existing periodic and end-of-year checklists provided by DCSD will be

used to define when progress reports, report cards and other verifications that are to be produced.

- The charter school shall maintain all student records in accordance with applicable federal and state laws, regulations, rules and policies. The charter school shall maintain all student records on behalf of the Board during each student's enrollment in the charter school. Upon a student's withdrawal or other matriculation from the charter school, the student's educational records shall be returned within ten (10) business days to the Board's student records center for retention. The charter school shall maintain and ensure the privacy and confidentiality of each student's educational record in accordance with the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. Section 1232g, and shall not disclose to any unauthorized third party any personally identifiable information concerning any student enrolled in the charter school without first obtaining prior written parental permission.