



**UTOPIAN**  
ACADEMY FOR THE ARTS

\*.+6630 Camp Street  
Riverdale, GA 30274  
770-892-1644

[www.utopianacademy.com](http://www.utopianacademy.com)

**February 11, 2016**

## **Board Meeting Minutes**

Meeting type: In Person

Attendees: Sharon Daniel (Board Chairwoman)  
Michael Oby (Vice Chairman)  
Anthony Bryant  
Joseph Hudson  
Dr. Aquanette Salter  
Artesius Miller (Executive Director)  
Kelli Peterson (Principal)

### **Meeting Called to Order (6:11 PM)**

#### **Pledge of Allegiance**

Led by *Board Chair*.

#### **Approval of Agenda**

Motion to approve agenda by *Anthony Bryant*.

Seconded by *Michael Oby*.

Unanimous vote.

#### **Approval of Minutes**

Minutes read aloud by Governing Board Chair, Sharon Daniel.

Approval of minutes from January 14, 2016 was motioned by Joseph Hudson second by Michael Oby.

An amendment was requested by Governing Board Chair to have the dates of the meetings to be included in the minutes.

#### **Approval of Amendment to December's Minutes**

Motion by Anthony Bryant to have statement of the dates of the new board meeting dates (second Thursdays of each month). Seconded by Joseph Hudson. Unanimously passed.

#### **Presentation by Candy Yu (Avolon Accounting)**

- Provided overview of organization profile as a consultant to charter schools in Georgia.
- Proposal of offered services was provided to governing board members

#### **Presentation by Highmark**

- Glenn Hileman (CEO) provided overview of the professional scope of services offered by Highmark

#### **Executive Director's Report**

#### **OPERATIONS**

- Staffing



- New Hires: The following new staff members were hired in December (2015) January (2016):
  - Brittany Jackson: Math Teacher
- Intent to Returns:
  - Memos were distributed schoolwide to staff members regarding their intents to return for the 2016-17 school year. 100% were resubmitted with intents to return.
- Director of Operations:
  - A recommendation has been made for the hire of Melissa Davis for the role of Director of Operations.
- Nutrition
  - Administrative Review: The Nutrition Division of the Georgia Dept. of Education provided a copy of feedback, cited recommendations, corrective actions, and recognitions to Utopian's nutrition manager and operational team in the November 2015 scheduled meeting. As a follow up to this meeting, a letter dated February 1, 2016 was mailed to Utopian requiring response to their cited areas of corrective action.
  - Utopian has become 6 cent certified!: Additional funding will become available through reimbursements submitted to the state.
- Special Education:
  - LEA Performance in Meeting Requirements and Purposes of IDEA: The Individuals with Disabilities Education Act (IDEA) requires that states review the data of each Local Education Agency (LEA) to evaluate the LEA's performance in meeting requirements and purposes of the IDEA. States are required to make determinations on whether LEAs: Meets Requirements, Needs Assistance; Needs Intervention, or Needs Substantial Intervention. The Division has completed a review of data from the 2014-15 school year and has made the FY16 determination that our school district **Meets Requirements**.
- Facilities
  - On behalf of the Governing Board, Director Miller has requested several items from C. Gould & Associates regarding the progress of the facility procurement process. A recommendation has been made to the board regarding the continuity of the current contract agreement.
- Legal
  - A request has been made to the Legal Fund Committee of the Georgia Charter Schools Association to assist with legal expenses incurred from both the City of Riverdale and the Clayton County Board of Education.
- Press Releases:
  - February 4<sup>th</sup>: "Utopian Academy Scholars Take Center Stage During School Choice Week"
  - December 22<sup>nd</sup>: "Discovery Channel Series Host Visits Utopian Academy"
  - December 1<sup>st</sup>: "Utopian Academy Launches Internet Radio and Television Programming"



## **FACILITIES**

- On behalf of the Governing Board, Director Miller has requested several items from C. Gould & Associates regarding the progress of the facility procurement process. A recommendation has been made to the board to discontinue the continuity of the current contract agreement.

## **STATE CHARTER SCHOOLS COMMISSION**

- Monitoring Visit Report
  - Deputy Director Gregg Stevens sent correspondence to all SCSC charter schools requesting documents related to the school's educational program, operations, and finance. All documents were to be received by Friday, November 20, 2015. All documents were submitted to the Commission by the said deadline. A copy of the requested list of items is available from Director Miller.
  - With regard to the on-site monitoring visit (that took place on December 11, 2015) and all related subsequent communications from a letter dated, January 5, 2016 from the State Charter Schools Commission (SCSC) staff, there were three identified findings that required immediate corrective action.
  - A written response was submitted to SCSC on February 4, 2016.
  - Director Miller will provide copy of response letter and attached documents to Governing Board.

## **Public Comment**

### Questions:

- *Ms. Poindexter*: How can the PTSA assist in the process of changing schedules in March
- *Mr. Godfrey*: Did you receive a strong number of parents to indicate their re-enrollment status for the upcoming school year?

## **Executive Session 7:25PM**

Joseph Hudson moved to go into Executive session. Seconded by Michael Oby.

Real estate and personnel matters discussed.

Michael Oby motioned to end executive session. Seconded by Joe Hudson.

## **Post-Executive Session (9:45PM)**

Motion to accept Melissa Davis for the role of Director of Operations by Joseph. Second by: Anthony Bryant. 1 Abstention. 3 Yes.

Motion by Board CFO to accept the funding proposal for Avolon Accounting Charter CFO Services for the purposes of SY 14-16 *audit clean up service*; costs pending negotiations Second by: Michael Oby. Unanimous vote.

Motion by Anthony to prepare an RFP for the acquisition of facilities and real estate. Second: Joseph Hudson.

Board Member, Dr. Salter requested the board's permission to move from governing board to advisory council.



**UTOPIAN**  
ACADEMY FOR THE ARTS

**Adjournment (9:55pm)**

*Michael Oby* motioned for the board meeting to be adjourned. Seconded by *Sharon Daniel*.