**ACCA Board of Directors Meeting Minutes – November 5, 2020**

**Zoom Virtual Meeting 10:00 a.m.**

**Attendees**

1. T. Wilson
2. K. Gilliard
3. S. Fears
4. O. Roberts
5. D. Freeman
6. A. Lancaster-King
7. M. Kenig
8. W. Smith
9. D. Sims
10. K. Anastal
11. A. Fortson
12. L. Howard

**Welcome Board Members and Visitors /Virtual Meeting Norms** – Tasharah Wilson

**Introductions for all Members and Visitors** – Tasharah Wilson

**Approval of the Board Agenda**

Motion for approval – Kenig

Second – Lancaster-King

Agenda approved

**Reading of Board Meeting - Fears**

ACCA Board Minutes Summary – May 15, 2020 at 10:00 a.m.

Welcome/Purpose/Norms – Wilson

Update on the naming of the campus – Atlanta College and Career Academy at the Dr. Michael S. Maze Campus

Construction Update

Hiring of Instructors – update

Enrollment Update for the campus

Detailed review of the Pre-Certification Report

Announcements / Questions and Concerns

Adjournment 11:33 p.m.

**Approval of Previous Minutes**

Motion for approval – Kenig

Second – Lancaster-King

Minutes Approved

**Revised ACCA Board of Directors Handbook - Wilson**

*Article I: Name, Location and Purpose*

The Board of Education and the Superintendent of Schools retain ultimate oversight and accountability for the district, its operations, and all student achievement results. The Board of Education and the Superintendent of Schools retain and exercise system-level governance and maintain responsibility for setting all system-wide policies, procedures, curriculum, adoption of required best practices, and the management of human resources and personnel decisions. The Superintendent delegates authority for the management of the ACCA Board of Directors to the Charter System and School Governance Office (GO Team Office), in accordance with regulation BBFA- R(1) Local School Governance Teams. ACCA Board of Directors will exercise governance delegated by the APS Superintendent of Schools by helping to set the long-term direction of ACCA as well as design and implement innovations that are responsive to ACCA’s students and the community needs.

*Article II: Membership and Duties*

ACCA Board of Directors has the authority to fulfill the following responsibilities:

* Approve the strategic plan and updates and monitor its implementation
* Work with other board members to establish effective policies for ACCA
* Support and promote work-force development
* Give feedback on and approve the annual school budget recommendations
* Make suggestions regarding programs operations decisions that support the strategic plan
* Participate in the selection of the CEO/Principal, in the case of a vacancy
* Offer annual feedback on the CEO/Principal’s performance to the Associate Superintendent
* Communicate ACCA Board of Directors work to stakeholders, including students, parents, community members, faculty, and staff
* Participate in an annual assessment of the ACCA Board of Directors performance and results
* Meet a minimum of six times each fiscal/school year (July 1 - June 30)
* Participate in required board training annually for the duration of their term
* Abide by state Open Meetings and Open Records laws

*Membership Structure*

* Two (2) representatives from the APS Charter System nominated by the Superintendent and/or Atlanta Board of Education. (Neither the Superintendent nor any elected member of the BOE may be nominated.)
* Two (2) representative from Atlanta Technical College nominated by the college president (who may not self-nominate).
* Five (5) business representative from each of the following categories in the Atlanta area: Large Business (1000+ employees), Emerging Technology Business (any size), Medium/Small Business (any business not classified as Large), Healthcare (any size), and a Business Director At Large.
* Metro Atlanta Chamber Representative who will also nominate business representatives (with input from CEO/Principal), and nominations will come from industries that fit into “High Demand Career” sectors.
* One parent of APS high school students currently enrolled at ACCA nominated by the CEO/Principal.

*Ex-Officio Members*

The Board of Directors will also include ex-officio members to represent the needs and supports for the entity, including but not limited to: the Superintendent of APS, the President of ATC, the President of the Metro Atlanta Chamber, the principals of all participating high schools, and one student designee from ACCA.

Ex-Officio Members:

CEO/Principal for ACCA

One (1) member nominated by the local BOE

Two (2) students attending ACCA appointed by the CEO/Principal

*Performance of Duties*

Participate in mandatory training as required by the Office of College and Career Transitions (Technical College System of Georgia). See Section 2.14 for Certification Requirements.

Attend 75% or more of the scheduled ACCA Board of Directors meetings within their elected term. ACCA Board of Directors member who fails to attend 75% of the meetings, or misses three consecutive meetings, may be removed.

Be an ambassador for the program by being willing to interact on a regular basis with the school community. This may include attending ACCA or district meetings or events.

*Vacancies*

Participate in mandatory training as required by the Office of College and Career Transitions (Technical College System of Georgia). See Section 2.14 for Certification Requirements. Attend 75% or more of the scheduled ACCA Board of Directors meetings within their elected term. ACCA Board of Directors member who fails to attend 75% of the meetings, or misses three consecutive meetings, may be removed. Be an ambassador for the program by being willing to interact on a regular basis with the school community. This may include attending ACCA or district meetings or events.

*Term*

The initial operation for ACCA Board of Directors under the Local School Governance framework will begin July 1, 2020. ACCA Board of Directors appointed during this inaugural year will serve staggered terms that include a two- or three-year term of office. The maximum time for any Director to serve on the Board of Directors shall be six (6) consecutive years. In addition, Parent Representatives can only serve as long as the parent has a child attending the Atlanta College and Career Academy. Students will only serve one-year terms.

Staggered terms will be established as follows during the first meeting of the 2020-2021 School Year: One secondary Director, one post-secondary Director, one parent Director and two business Directors will be selected by lottery to serve a two-year term. The remaining six Directors will serve an initial three-year term.

**Future Meeting Dates**

ACCA Meeting Dates for the 2020-2021 School Year

November 5, 2020 – Review of the updated Board Manual

December 2020 – Required Board Training TCSG

February 2021 – Budget Meeting for FY22

April 2021 – Board Training – Workforce Trends / Job Outlook Data

***\* Doodle polls will be forwarded to select best dates for meetings***

**Instructional Update - Freeman**

*Teacher Instructional Supports*

Weekly PLC Meetings

* + Best Practices
  + Resources
  + Vendor Presentations

Published Virtual Learning Guidance Manal

Procured New (CTAE) Teacher Professional   
Learning platform

*Student Supports*

Customized and distributed at-home supply kits for students

Students will be able to opt in to taking the EOPA at the end of the year (May 2021)

**C3 Partnership Update - Wilson**

Announcement of the November 10, 2020 Virtual Sessions

Shared flyer with virtual session information

Invited board members to participate via Zoom (serve as Industry Professionals)

**Announcements – Wilson**

Opened the floor for announcements from participants

**Public Comment - Wilson**

Discussed with board the need for established protocols and procedures for public comment

Wilson will contact APS GO Team for direction

**Adjournment – 11:31 a.m.**