

Hope Charter Leadership Academy (HCLA)
Minutes of Board Meeting (Final-approved March 15, 2018)
January 25, 2018
Media Center
7:30 a.m.

Members Present: Chip Anderson, , Nancy Duran, , Mike Gray, Pamela Jamison, Leonard King, Willette Morman, Walt Sherlin and Robin Vincent

Members Absent: Barbara Engram, Joel Kamyra, Ken Mack, Tom Mann and Tucker Mann

Non-voting Members: Clarissa Fleming, Beth Burrus

Staff: Cher Perry

- I. **Welcome, Call to Order, Pledge of Allegiance:** The 5th Board meeting of the 2017-18 school year held at Hope Charter Leadership Academy Media Center was called to order at 7:34 a.m. by Mr. Sherlin. Mr. Sherlin noted the early start and prompt adjournment for today's meeting as some were attending the Mann family services in Sanford. Mr. Anderson was asked to lead the Pledge of Allegiance.
- II. **Adoption of Agenda:** Action: Mr. Sherlin moved that the agenda be approved as presented. Mr. Anderson provided the second for the motion. Motion carried unanimously (8 – 0).
- III. **Approval of November 30, 2017 Board minutes:** Action: Mrs. Jamison presented the minutes of the November 30, 2017 meeting and asked if there were any additions or corrections or if they would be approved as presented. Mrs. Jamison moved that the minutes be approved as presented. Mr. King provided the second for the motion. Motion carried unanimously (8 – 0).
- IV. **Principal's Report:**

Mrs. Fleming and Mrs. Perry provided updates on the following:

a. MAP testing and academic update

Mrs. Perry led this discussion with the distribution of 3 reports –Analysis Snapshot of 2017 Fall to 2017 Winter MAP Data for grades 3 to 5; Winter MAP Projected EOG Proficiency Levels for grades 3, 4 and 5; and MAP Projected Proficiency Summary Report for grades 3,4 and 5, Aggregate by grade and student. All the reports referenced Mathematics and Reading and the Analysis also included Science for 5th grade.

- Mrs. Perry reported on the most recent Winter MAP testing results from December 12 – 15. She noted that students did well with a high %age showing growth and reflecting major growth from first to second testing session; only 2 areas were below 70% growth—3rd and 5th grade reading; the projected growth not as strong in that students were tested on the entire year at this point and they have only had a half year of instruction. Administration is excited about the results of the winter testing. The first round of mock EOG's will take place in March.
- Teachers are anxious about the data and want to see and understand it as they plan instruction for the 2nd semester. The 5th grade teacher has already had parent conferences and is

planning class meetings to discuss test results and how to progress from this point. Other teachers are planning the same.

b. Enrollment/Admissions Calendar

- Mrs. Fleming noted that Hope enrollment is at 116 students—a few students moved over the holiday.
- An admissions calendar for the 2018-19 school year was provided. The cycle opened on **January 4** for applications to be submitted. The application period ends on **March 1 at 4 p.m.** for a position in the lottery. The **lottery** is held on **March 10 at 10 a.m. at Hope**. The results will be posted online and on an outside bulletin board on **March 12** and acceptance confirmation and waitlist letters will be mailed. Accepted students must submit the confirmation letter by 4 p.m. on **April 20**. Families who received waitlist letters will be contacted beginning **April 23** for available places.
- Current enrollment applications are as follows: K—17; First—6; Second—3; Third—3; Fourth—5; Fifth—3 for a total of **38 applications** which includes 4 siblings in the group. Some members requested that a comparison to last year would be helpful in reviewing application status.

c. Y—Learning update

- Mrs. Fleming confirmed that Y-program enrollment is still high and holding at 106 students.
- Tyril Stokes, Kindergarten Instructional Assistant, has been named the new site coordinator. The program has gained structure and more organization with regard to student behavior and management. Study Island has been set up for students to begin their individual academic enrichment and remediation support during the Y-program.
- Mr. Sherlin's contacts with the Y-program administratively resulted in very positive high level concern and subsequent results in addressing Hope's needs.

d. Snow days

- Mrs. Fleming noted that Hope is required to have 185 days or 1,025 hours of instructional time. The Hope calendar includes 1,141 hours of instructional time.
- Hope's calendar purposefully built in the extra hours in anticipation of snow days. Even though May 25 is a snow make-up day, Hope still has 98.5 hours over the require amount even with the hours lost. Mrs. Fleming has already notified parents that Hope is not in danger of any make-up time for the days out of school because of the banked hours.

e. Other

- Mrs. Fleming announced that a meeting has been scheduled next week to further develop the details of a proposal for a track-out camp during the period of March 26 to April 13 that would include components of academics, character/leadership building, and extra-curricular activities such as cooking, dance and STEM. This will be presented to the Education Team at its February meeting.

V. Committee Reports:

a. Education— Mrs. Jamison reported the following from the Education team meeting on January 10:

- Team received an academic update which is noted in the Principal's report.
- The Ed team has expanded and completed the Bullying/Harassment Policy that will become a component of the Student Code of Conduct. **ACTION: Mrs. Jamison moved that the Bullying/Harassment Policy be approved as presented and added to the Code of Student Conduct.**

Ms. Morman provided the second for the motion. The motion carried unanimously (8-0). Policy attached to the Minutes.

- Concerns have surfaced about behavior; one of the challenges is that the Family/Engagement coach is now part-time and is only in school 2.5 days/week.
 - Some major staffing changes have occurred in the Y-program and that might begin to address some of the behavior issues. The hope is that Mr. Stokes (Hope staff), new site coordinator, will be the change agent that will bring the structure that has been lacking.
 - Some 2nd semester initiatives include hiring Instructional Assistants for grades 3 – 5. All personnel hired must have quality instructional experience to work in and lead the track-out program to provide academic support for an EOG prep camp. The other initiative is an update to the Master Schedule for grades 3 through 5.
 - Next meeting: Wednesday, February 28, 8:30 am
 - Mrs. Jamison announced that Astronaut Leland Melvin will visit Hope on April 12. His visit is to inspire and encourage the next generation of Science, Technology, Engineering and Math leaders among African American youth and other under-represented populations. It is the hope of the organizers that participants will be determined to improve and strengthen their STEM proficiencies to access unlimited career options. The Raleigh (NC) Chapter of The Links, Incorporated will sponsor Hope's participation in the event. The administration and the Education Team will be working to develop the program.
- b. **Personnel**—Mr. King reported that Personnel committee is considering a staff survey prior to the end of the school year. The committee has reviewed some formats, but has not yet settled on the one they will use or the timeline for the survey. Mr. King will share full details once a clear plan is confirmed.
- c. **Finance**—Mr. Gray reported the following:
- **New retirement plan**—The new plan is in place and the transition has been smooth. Ms. Pace has noted that the cost of the plan will likely come in at less than the projection given the lower number of staff members opting to make contributions that would have been matched by the school.

Other Budget items noted by Mr. Gray included:

- The \$82K payment adjustment from the state for which Acadia has made the final adjustments.
 - Acadia reports are not easy to follow, but Finance is tracking the budget with several inquiries to Acadia for clarification. There are not many options as only a handful of CPA firms handle school budgets. At our next Board meeting, detail will be provided which speaks more specifically to budget performance for this school year.
- f. **Development**—The committee continues to work and refine the current campaign. In addition to donor identification and solicitation, the committee is taking the Board through the process of expanding the school's reach in the community through consideration of Board expansion and the creation of an Advisory Board. All development aspects will be explored and shared at the Executive Committee meeting in February. It should be noted that results to date indicate that the fundraising efforts for this school year are going well. A detailed report will be shared at our next Board meeting.
- g. **Transportation**—Mr. Sherlin reported that there have been no problems with the bus or bus service and that it continues to operate without incident.
- VI. **Old Business:** Mr. Sherlin cancelled the Executive Committee Meeting to be held after Board Meeting today, stating that new dates would be presented for February. He also noted that the February Board meeting would

be cancelled and the March meeting would be rescheduled to Thursday, March 15 due to the Leadership Day Program on March 22. Mr. Sherlin encouraged all committees to meet in February.

- VII. **New Business:** Mrs. Burrus presented four proposed policies for Hope’s continued certification as a Title I school.
- a. 8.3 Time and Effort Policy—**Action:** Mr. Sherlin moved that the Time and Effort Policy be approved as presented. Ms. Morman provided the second for the motion. The motion carried unanimously (8 – 0). Policy attached to the Minutes.
 - b. 8.4 Allowable Cost Policy—**Action:** Mr. Sherlin moved that the Allowable Cost Policy be approved as presented. Ms. Morman provided the second for the motion. The motion carried unanimously (8 – 0). Policy attached to the Minutes.
 - c. 8.5 Equipment Policy—**Action:** Mr. Sherlin moved that the Equipment Policy be approved as presented. Ms. Morman provided the second for the motion. The motion carried unanimously (8 – 0). Policy attached to the Minutes.
 - d. 8.6 Contracted Services and Procurement Policy—**Action:** Mr. Sherlin moved that the Contracted Services and Procurement Policy be approved as presented. Ms. Morman provided the second for the motion. The motion carried unanimously (8 – 0). Policy attached to the Minutes.

VIII. **Executive Session:** None necessary

There was no further business. **Action:** Mr. Sherlin moved that the meeting be adjourned. Ms. Morman provided the second for the motion. Motion carried unanimously (8 – 0). Mr. Sherlin adjourned the meeting at 9:05 a.m.

Upcoming Board meeting dates: (Thursdays) – March 15, April 26, May 24, and June 28.

Submitted by: Pamela Jamison