

**Hope Charter Leadership Academy
Minutes of Board Meeting (Final)
January 25, 2017**

Members Present: Chip Anderson, Anna Neal Blanchard, Nancy Duran, Barbara Engram, Mike Gray (listening by phone), Pamela Jamison, Leonard King, Tucker Mann, Willette Morman, Walt Sherlin

Non-voting Members: Clarissa Fleming, Beth Burrus

Staff: Cher Perry

Members Absent: Joel Kamy, Ken Mack, Tom Mann, Robin Vincent

The 7th meeting of year was called to order at 7:53 a.m. by Mr. Sherlin.

- I. **Welcome and Pledge of Allegiance:** Mr. Sherlin asked Mrs. Morman to lead the Pledge of Allegiance. He acknowledged that Mr. Gray had notified him of his conference call participation.

Mrs. Burrus requested all board members sign the Nepotism and Confidentiality Statements and return to her at the conclusion of the meeting.

- II. **Approval of December Board minutes:** Action: Mrs. Jamison moved that the final draft of the minutes of the December 5, 2016 meeting be approved as presented. Motion carried.

- III. **Principal's Report:**

Mrs. Jamison reported from the Education team and laid the background for the Principal's report. The Education team met on January 4 to review the draft of a monitoring plan to keep the board updated on the Strategic Academic Improvement Plan (SAIP). The review of the plan included a discussion of each item. The consensus items confirmed the 3 priority areas of assessment, instruction and best practices, curriculum and a general category that would include any item/topic that could adversely affect student performance and the goals of the SAIP. There was also consensus that the format for monitoring the plan would not become an administrative burden that would take away from focus on improved student performance. The monitoring plan format will be similar to that of the SAIP allowing the template to be updated each month for board review. The monitoring document (SAIP Monitoring Instrument) is the principal's report /update at each board meeting through the remainder of the school year.

Mrs. Fleming and Mrs. Perry distributed a fully documented report with evidence and details on SAIP updates and progress since 12-5-16 through 1-23-17 that addresses the implementation of the SAIP; assessment and student learning; curriculum and instruction; and a general topic of the calendar and daily schedule for the 2017-18 school year. Lengthy board questions and discussion followed as Mrs. Fleming and Mrs. Perry reviewed all the priority areas, documents, reports, assessment results and the status updates for each action item. Evidence was presented that reflects much progress toward our SAIP goals for 2016-17.

Mrs. Fleming introduced the school calendar and schedule for 2017-18 that will require longer school days Monday through Thursday (7:45 to 3:30) with early dismissal on Friday (7:45 to 1:45). Mrs. Fleming noted that this schedule was shared in one of the school visitations she had made with some of her staff. Some of the benefits of this schedule are built-in time for professional development, staff meetings, and planning time; longer, uninterrupted instructional blocks; and, more opportunities for data tracking and analysis, leading to more data driven instruction. There was discussion of the benefits of this schedule and its alignment with the SAIP. Action: Mrs. Morman moved that the board approve the new daily schedule and calendar for the 2017-2018 school year as presented by Mrs. Fleming. Motion carried.

See attachments from the Principal's report.

IV. Committee reports:

- a. **Budget/Development**—Mr. Tucker Mann made a brief report of the challenges/discussions of our development efforts. He has stated that we may have to raise approximately \$250K this year or go into reserves to fund our budget which has several unexpected expenses related to Hope's goals for academic progress. School leadership has been asked to look for ways and areas where the budget may be trimmed. Budget/development will meet to consider the sustainability of our model at this level of funding on an annual basis. Currently we ask major donors for a 3-year commitment, however, there is thought/consideration for a 5-year commitment.
- b. **Personnel**—Mr. King reported that the Personnel committee will meet on January 31st at 8:30 am in the Media Center. He noted that there is a lengthy agenda to consider. Mr. King reported that he had spent a morning visiting and talking with faculty and staff, not as an observer of instructional practices, but to gather feedback on their morale. Overall, he felt that there was positive energy and satisfaction—there were a few items that surfaced during his visit. One was a concern with staffing as the 5th grade teacher will be taking maternity leave mid second semester. This is a critical time in preparation for our students, the continuity in their instruction and their continued progress in EOG performance. Mrs. Fleming addressed the plan for the science teacher to take over 5th grade as the long-term substitute. She has been on staff since November and has already established a relationship with the students. Currently she is working with grades 3 to 5 in science, but once she becomes the 5th grade substitute, she will work solely with 5th grade and the 3rd and 4th grade teachers will assume science instruction for their classes. Another concern was from support staff who did not receive a bonus this year—they received a pay raise, but not the traditional bonus which has led to some feelings of not being valued as a part of the team.
- c. **Transportation**-- Mr. Sherlin reported that the bus has been in operation without incident since our last board meeting. Elite Transportation, a private company, is available for support if needed. The cost is very reasonable at \$250/day. Transportation has been in good order for over a month.

V. Old business:

- a. **Retirement plan update**—Mr. King reiterated that Cornerstone will no longer hold the retirement plan for HCLA after 2017. Mr. King noted that Mr. Gray will assist with researching and exploring companies that would take the retirement plan. The other item to consider is the resolution of those employees who were not allowed to join the plan at the beginning of their employ with Hope. These topics, those noted in the Personnel committee report and several others will be on the agenda for the meeting on January 31st.

VI. New business:

Mr. Anderson asked Mrs. Duran to provide some feedback to the board as a parent with regard to any difference in school culture that she and her daughter have experienced since the implementation of the SAIP. Mrs. Duran stated that she could sense the difference in school culture—she said it was obvious that something had happened before the holidays. She noted that Barbara is being challenged academically and that she feels good about the EOG, whereas before it brought her more anxiety. Mrs. Duran noted that she has a good relationship with her daughter's teacher and believes that she is on point in her discussions about Barbara's academic progress and needs. She validates the change in academic focus at Hope since November.

Mrs. Morman stated that she has a relationship with the National Society of Black Engineers and would facilitate its introduction to HCLA for STEM enhancement/enrichment for our students along with their presence as role models. She will make the connection with the appropriate school contact person.

VII. Executive session: None required

The meeting was adjourned at 9:25 a.m.

Remaining meeting dates for 2016-17 school year are: February 22, March 22, April 19, May 24, June 7, June 28

Submitted by: Pamela Jamison

Attachments: SAIP Monitoring Instrument/Administration Report Summary/Overview
Wednesday, January 25, 2017
2017 – 2018 School Calendar