

Hope Charter Leadership Academy (HCLA)
Minutes of Board Meeting (Final)
October 26, 2017
Media Center
7:45 a.m.

Members Present: Chip Anderson, Anna Neal Blanchard, Nancy Duran, Barbara Engram, Pamela Jamison, Leonard King, Tom Mann, Tucker Mann, Willette Morman and Walt Sherlin

Members Absent: Mike Gray, Joel Kamya, Ken Mack, and Robin Vincent

Non-voting Members: Clarissa Fleming, Beth Burrus

Staff: Cher Perry

- I. **Welcome, Call to Order, Pledge of Allegiance:** The 3rd Board meeting of the 2017-18 school year held at Hope Charter Leadership Academy Media Center was called to order at 7:51 a.m. by Mr. Sherlin who asked Mrs. Duran to lead the Pledge of Allegiance.
- II. **Adoption of Agenda:** Action: Mr. Sherlin moved that the agenda be approved as presented. Mrs. Jamison provided the second for the motion. Motion carried unanimously (10 – 0).
- III. **Approval of September 21, 2017 Board minutes:** Action: Mrs. Jamison moved that the final draft of the minutes of the September 21, 2017 meeting be approved as presented. Mrs. Blanchard provided the second for the motion. Motion carried unanimously (10 – 0).
- IV. **Principal's Report:**

Just before the Mrs. Fleming began her report, Mr. Sherlin shared a comparison chart of 3rd, 4th, and 5th graders for the last two cycles of End of Grade (EOG) testing—2015-16 and 2016-17. The chart compared Hope proficiency rating for the noted grades to the same grades for North Carolina and Wake County in Reading, Math and Science and calculated a numerical difference in green, if Hope scores were higher or red, if Hope scores were lower. In the 2015-16 cycle, the chart differences were all red, with the exception of 3rd grade reading which reflected differences for Hope of about 5 points better than NC and Wake. However, in the 2016-17 cycle, the improvement in Hope EOG scores was very evident with 4th grade reflecting deficits in Reading and Math as compared with NC and Wake, while 5th grade only had a deficit in Math when compared with NC and Wake. The chart was a very visual representation of significant academic improvement.

Mrs. Fleming shared several important events and activities taking place through the end of November. She also updated the Board with details she had regarding the Charter Renewal Site Visit and the renewal process—Mrs. Fleming noted that 27 schools are going through the renewal process this school year.

The self-study, a survey questionnaire containing two open-ended questions, is due on Tuesday, November 3 to the Office of Charter Schools. Mrs. Fleming will share this document with the Board before submitting it.

She further updated the Board with dates and other details of the renewal site visit scheduled for Tuesday, March 13, 2018 from 9:00 a.m. to no later than 1:30 p.m. The Renewal committee requests a schedule (to be shared one week prior to the visit) to include three separate school groups (the choice of the groups' composition is left to the school). The groups must include an Administrative/Board Committee (school leadership, Board chair and Board members, 3 – 9 individuals); Staff Committee (new and veteran instructional

staff members, content and elective teachers, 4 – 6 individuals); and a Parent Committee (parents of new, existing or graduated students, 4 – 8 individuals). She also reported the following:

a. Charter School Advisory Board Presentation (CSAB) Report (October 9, 2017)

A PowerPoint and the finalized copy of the 2016-17 Strategic Academic Improvement Plan (SAIP) were prepared and submitted to the CSAB for the presentation. It was well received with complimentary comments from the Advisory Board chair and other members. A written thank you note was received by Mrs. Fleming from a CSAB member commending the school's efforts.

A request was received from Mr. Keung Hui, News & Observer Education Reporter, during the track out break to visit Hope after hearing the details from the CSAB meeting. Communication has been sent to schedule a date for the visit and interview.

b. Enrollment

- Current enrollment as of October 26 is holding at 122 students.
- Grade level breakdown is as follows: K) 20 students w/2 staff; 1st) 23 students w/2 staff; 2nd) 23 students w/2 staff; 3rd) 22 students w/1 staff ; 4th)17 students w/1 staff; and 5th) 17 students w/1 staff.

c. Fall MAP (Measure of Academic Progress) results and academic plans – Mrs. Perry lead this discussion w/ Mrs. Fleming. Since the opening of school, several assessment have been completed for grades 3, 4 and 5 that have provided specific individual and grade level interventions that are being implemented. The MAP and all the assessments given have led to the following:

- Creation of strategic 3rd grade groups with intervention, remediation and enrichment support being provided by the Academic Intervention Coach, the Leadership Coach and the Curriculum Facilitator (begins October 30).
- The focus is initially being placed on 3rd grade because multiple students are very low performing; a large class size (22), and the first time engaging in End of Grade (EOG) testing that will become an annual school experience.
- The 4th and 5th grade lead teachers are using all the data to develop differentiated lessons, along with receiving support from the Intervention Coach.
- In addition to classroom strategies, staff has been able to develop strategic grouping of 3rd, 4th, and 5th grade students for academic support during Eagledemics, Hope's after school tutoring program. Eagledemics starts in October.
- Groupings of students consist of those who scored very low on the Fall MAP assessment and who were predicted by EVAAS (Education Value Added Assessment System) to score at level 1 on EOG test. This strategy will support growth on the final test. In the third and fourth quarter, the strategic focus is on those students who are right on the "bubble" between levels 2 and 3 and those students whom MAP predicted at a high level 2 and at levels 3, 4, and 5.
- Our educational consultant continues to provide Hope with support in the creation of first quarter assessments aligned with Common Core standards using School Net through the Department of Public Instruction.
- In addition, there are 2 volunteers that consistently support 5th grade and extra seats in Eagledemics have been assigned for them as well.

d. Y—Learning program

- As of October 26, 106 students are enrolled with about 92 – 93 students regularly attending.

- The Y is taking a proactive approach in focusing on academic support for the 2017-18 school year. The curriculum for K – 1 started the week of September 18. There have been some management changes and they are transitioning to a new program called DESSA – Social and Emotional learning. There will be more information about this new program within the next couple of weeks after the Y – staff leadership team has been trained on the DESSA model. Hope administration is to meet with Y – leadership and staff to talk about student academic needs.

V. Committee Reports:

a. Education— Mrs. Jamison reported the following items from the Education team meeting on October 3:

- Goals for the year were discussed and confirmed by team—1) expansion of Bullying/Harassment policy with a review of Hope policy statement as well as those policies of other schools and use them in developing the Hope policy—this will begin with the **next meeting on November 1**; 2) continued review, evaluation and analysis of all assessment data, work with administration to address the academic gaps and provide input to sustain successful EOG performance for 2017-18; and 3) assist with Hope charter renewal process in 2018. Mrs. Fleming and Mrs. Perry were to attend a Charter renewal webinar. They will provide an update and share the timeline at the next Ed team meeting.
- The remainder of the meeting was devoted to discussion, suggestions and recommendations for our appearance at CSAB meeting on October 9. It was agreed by all that Mrs. Fleming made an outstanding presentation which was well-received.
- One point of discussion emerged at the CSAB meeting about the Education Value Added Assessment Score (EVAAS) of **meeting expected growth** that Hope received. There was discussion about the scoring and the need to better understand the calculation. Mrs. Fleming shared that an EVAAS Summit was to be held on November 16—Mrs. Jamison expressed interest in attending if there was space.

b. Personnel—Mr. King reported that Personnel committee convened its first meeting on October 23. Ms. Morman has agreed to serve as vice chair (chair-elect) in preparation for serving as the chair next year.

The committee devised a few goals to guide its work this year. The overarching goal is to retain highly effective staff. A staff survey will be administered at mid-year to gauge school climate and the disposition of teachers and all staff. It was agreed that additional activities and strategies would be developed with the principal that would not require funding.

The committee agreed upon a tentative plan to compensate three staff members who should have had the option, upon hire, to participate in the retirement plan which is currently being phased out. Mr. Sherlin is researching the issue and will meet back with the committee to discuss the compensation package. Our goal is to be fair and be cognizant of how the Board’s actions may impact staff retention. Pursuant to any deliberations, Finance committee will review the findings and Personnel will submit a recommendation for Board approval. As per Mr. Gray, all currently eligible staff will have the opportunity to sign up for the new plan which begins on January 1, 2018.

On other matters, the committee considered redefining the role of one staff member to better reflect assigned responsibilities and credentials. The principal also has requested that another staff member move from part-time to full time position. The recommendations for these items will come to the Board for approval once the Finance committee has reviewed the proposals and the budget implications.

c. Finance/Budget—Mr. Tucker Mann, in the absence of Mr. Gray reported that the Budget detail report will be sent to all Board members electronically. He also noted a \$26 K deficit for 2016-17. However, a \$17 K payment

that was outstanding for school nutrition services will in effect increase the deficit to \$43 K. The Finance committee is the process of finalizing the budget with no significant variations.

- Audit report—tabled until the next Board meeting
- Background check policy—Mr. Sherlin shared and reviewed the Hope policy based on that of Wake County Public Schools and asked for adoption by Hope. The policy is attached to the minutes.

Action: Mr. Sherlin moved that the Background Check policy be adopted as a Hope policy. Mr. Anderson provided the second for the motion. The motion carried unanimously (10 – 0).

- Lease agreement additional language—tabled until the next Board meeting

d.Development—Mr. Tucker Mann reported that Hope has a great marketing brochure that is available to share with potential donors. He commended Mrs. Burrus’ son and daughter for the projects they have completed that elevate and enhance Hope’s reputation in the community and provide exposure to opportunities and possibilities for higher education—a school video and a pen-pal project with a sorority at UNC. He stated that Mrs. Burrus is working on a master spreadsheet of all Hope potential donors and that the committee, more specifically, Mrs. Burrus, Mr. Tom Mann and Mr. Mack, are working on a “development model” for prospects that will be shared with the Board.

- e. **Transportation** –Mr. Sherlin reported that he has spoken to school personnel who are regularly engaged in bus duty and it has been confirmed that bus service continues to operate efficiently and without incident.

VI. Old Business: None

VII. New Business: Mrs. Fleming and Mrs. Perry noted that they would both be away on school business on the date of the February 22 Board meeting. Mr. Sherlin said the Board dates would be reviewed at the next meeting for any conflicts.

Mr. Sherlin noted that an Executive Committee meeting would be held prior to the next full Board meeting to discuss school operations regarding continued academic progress and staffing and Board operations focusing on fund raising and succession planning.

VIII. Executive Session: None

Action: There being no further business, Mr. Sherlin moved that the meeting be adjourned. Mrs. Jamison provided a second for the motion. Motion carried unanimously (10 – 0).

Mr. Sherlin adjourned the meeting at 8:48 a.m.

Upcoming Board meeting dates: (Thursdays) – November 30, January 25, February 22, March 22, April 26, May 24, and June 28.

Submitted by: Pamela Jamison