

**Hope Charter Leadership Academy
Minutes of Board Meeting (Final)
October 5, 2016**

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

Non-voting Members: Clarissa Fleming, Beth Burrus

Staff: Elina Coleman

Members Absent: Mike Gray, Lee Snipes, Robin Vincent

The 3rd meeting of year was called to order at 7:50 a.m. by Mr. Sherlin.

- I. **Welcome and Pledge of Allegiance:** Mr. Sherlin asked Mr. Leonard King to lead the Pledge.
- II. **Approval of September Board minutes: Action: The minutes of the September 15, 2016 meeting were approved as presented.**
- III. **Principal's Report:** Mrs. Fleming reported the state of the school in the listed areas.
 - a. **Enrollment**— Enrollment is holding at 131 students with 128 consistently in attendance. The 3 students who are not in attendance have not officially withdrawn from Hope.
 - b. **Staffing**— Faculty performance and collaboration continue to go well.
 - c. **Facility**— The additional space continues to be a significant advantage for program and faculty.
 - d. **Y-Learning**— Current enrollment is 114 students.
 - e. **The Leader in Me**—The first event of the school year is International Day on October 28. It will be a student lead program.
 - f. **Backpack Buddies**— Mrs. Fleming shared the dire needs of one of Hope's homeless families. Mr. Tucker Mann shared the existence of the Pastor's Discretionary Fund at Hayes Barton Methodist and asked Mrs. Fleming to follow up with him as this concept may be established for her as principal and could serve as a potential vehicle to assist with special needs for Hope.
 - g. **New Staff Introduction**— Mrs. Fleming invited Ms. Elina Coleman to come share a little about herself and her role at Hope. Ms. Coleman is the Student & Family Engagement Coach and has served the demographic population present at Hope for 10 years. She gave an overview of her role and told a little of the projects she has undertaken since coming to Hope. She has worked on hygiene kits and made community contacts with Walmart and Old Navy; she is exploring the Academic Parent Teacher Team (APTT) for Hope and has spoken with the program creator; she has noted tardiness as an issue and is working on incentives that will reduce it; and she spends a great deal of time with parents and making sure Mrs. Fleming is aware of student/family circumstances and needs.
- IV. **Committee Reports:**
 - a. **Education**— Mrs. Jamison reported that Education Team met October 4th to discuss concerns/needs of the Exceptional Children's program. Several questions posed by team members need to be answered before a plan of action can be recommended to Finance. Dr. Keebler Williams, a consultant from DPI, visited Hope on September 29th to discuss school program, student performance and plans for school improvement. Mr. Sherlin announced that Hope had received an invitation from the Office of Charter Schools inviting school administration and Board members to attend the Charter School Advisory Board meeting on October 13th at 2:15 pm to provide an academic status update. In addition, a potential visit to Lockhart Elementary to explore the APTT experience is under consideration.
 - b. **Budget/Development**—Mr. Tucker Mann updated the budget with budgeted v. actual revenues and expenses for 2016-17 and presented the Budget report as of 9-30-16. Confirmed revenue and expenses will settle out once enrollment and program needs for this year have been completely identified. Mr. Mann and

Mrs. Burrus shared the fund raising plan for 2016-17 to include fundraising breakfast visits, a promotional video of a year at Hope with photos of students engaged in many activities over the school year, individual solicitations and some teacher appreciation/basic student needs activities. Mrs. Burrus shared a donor listing and asked that the Board help her in an effort to clean up the donation database with any updates by end of October.

- c. **Personnel**—Mr. King reported that Personnel met on September 29 to review the committee responsibilities and to focus on the retirement benefits available to all Hope employees who are fully vested. Mr. King thanked Mr. Gray who did much of the research on Hope’s retirement plan. Hope must match up to 3% if the employee contributes for the calendar year. The election to participate must be made 60 days prior to the year effected, i.e. 2017. Because of this requirement, a benefits meeting, with the representative from Cornerstone will be scheduled for October 21, an in-service teacher workday. Mr. King will confirm that meeting and has also asked that the Personnel committee meet with the representative that morning prior to the benefits meeting.
- d. **Building/Transportation**— Mr. Sherlin reported that Mr. Anderson had a discussion with a representative from DPI concerning responsibilities for homeless education and transportation. Mr. Anderson reported that if a family is homeless at the time of enrollment, the school does not have to pay for transportation; however, if the family has been enrolled in the school and subsequently becomes homeless, the school is required to pay for transportation. Since the family referenced was homeless at the time of enrollment, Hope does not have to pay transportation costs. The bus is running and Greg Poole is looking for a potential back-up bus for Hope. The committee has checked with the Y for a back-up, but its bus does not meet the safety specifications for school buses. It has also looked into Elite Transportation (contract transportation) as a back-up, but its cost is prohibitive. The committee continues to work on having a designated back-up plan if the bus is down for repair.

V. **Classroom visitations:** Due to time constraints, classroom visits were not possible. However, Mr. Sherlin requested that Board members make every effort to visit classrooms and meet teachers and students.

VI. **Old business:**

- a. **Board meeting dates**—Mr. Sherlin noted that Finance/Development asked that the Board consider meeting the third week of the month which provides a better timeframe for the budget report. Mr. Sherlin noted that we are locked in for the December 7th meeting and that the January 25th meeting falls within the request. He will check into the third week for the March, May and June meetings.

VII. **New business:** Mr. Tucker Mann requested that we consider installing a conference call phone to enhance Board meeting attendance and to diminish the possibility of not having a quorum to conduct business.

VIII. **Executive session (if necessary):** The Board agreed it was not necessary as all were in favor of increasing the Board with new members. Resumes for Willette Mormon and Ken Mack had been distributed previously and all members were familiar with their qualifications. **Action: Mr. Tucker Mann introduced and moved to nominate Ms. Mormon to the Hope Board which was approved unanimously. Action: Mr. Tom Mann introduced and moved to nominate Mr. Ken Mack to the Hope Board which was approved unanimously.** Both new Board members will be invited to the December meeting. Mr. Kamyra volunteered to assist with the rotation and terms for the new members and distributed handouts from the former Nominating Committee. Mrs. Blanchard introduced consideration for an additional Board member from Christ Church. Mrs. Fleming and Mrs. Jamison will look into this suggestion. Mrs. Jamison shared an idea for Board notebooks that would be ready for the December meeting.

The meeting was adjourned at 9:23 a.m.

Remaining meeting dates for **2016-17 school year** are: **December 7, January 25, March 8, May 3, June 7.**

Submitted by: Pamela Jamison