

**Hope Charter Leadership Academy (HCLA)**  
**Minutes of Board Meeting (Final—Approved 1-25-18)**  
**November 30, 2017**  
**Media Center**  
**7:45 a.m.**

**Members Present:** Chip Anderson, Anna Neal Blanchard, Nancy Duran, Barbara Engram, Mike Gray, Pamela Jamison, Joel Kamyra, Leonard King, Tom Mann, Tucker Mann, Willette Morman, Walt Sherlin and Robin Vincent

**Members Absent:** Ken Mack

**Non-voting Members:** Clarissa Fleming, Beth Burrus

**Staff:** Cher Perry

- I. **Welcome, Call to Order, Pledge of Allegiance:** The 4<sup>th</sup> Board meeting of the 2017-18 school year held at Hope Charter Leadership Academy Media Center was called to order at 7:48 a.m. by Mr. Tucker Mann. Mr. Kamyra was asked to lead the Pledge of Allegiance.
- II. **Adoption of Agenda:** Action: Mr. Sherlin moved that the agenda be approved as presented. Mr. Gray provided the second for the motion. Motion carried unanimously (13 – 0).
- III. **Approval of October 26, 2017 Board minutes:** Action: Mrs. Jamison presented the minutes of the October 26, 2017 meeting and asked if there were any additions or corrections or if they would be approved as presented. Mr. Kamyra moved that the minutes be approved as presented. Mrs. Blanchard provided the second for the motion. Motion carried unanimously (13 – 0).
- IV. **Principal's Report:**

Mrs. Fleming has been very busy and engaged with students and community as the holiday break approaches. Two events of significant academic and community importance held during the month were Math Night hosted and created by students from William Peace University on November 9 and Harvest Night created by first grade teacher Ms. Walker on November 17. The highlight of Math Night was the creation of math games that followed common core math standards. It was streamed over Facebook Live and Peace students took an active role in helping parents engage in the games with their children. Harvest Fest was community building and engaged 25 parent volunteers who helped to raise \$700.

She also reported the following:

**a. MAP testing and academic update**

Mrs. Perry led this discussion noting that K – 5 first quarter benchmarks have been completed and analyzed. Teachers have already used the results to reteach/revisit standards for the various strategic groups.

- Overall K – 2 performance was above average. The Kindergarten outperformed 1<sup>st</sup> and 2<sup>nd</sup> grades with approximately 80% on target in core subjects. First and second grade benchmark dated reflected average performance to other students at those grade levels.
- Performance in grades 3 – 5 was average to low. Several initiatives have been put in place to improve performance:

- Instructional groups have been created based on the initial MAP data and some adjustments have been made based on the new data from 1<sup>st</sup> quarter.
- Hope has a volunteer who consistently comes 3 times a week to work with a group of students.
- The Intervention Coach pushes in to support two groups with teacher support.

We've acquired a new resource that measures our students' current learning level based on the MAP data and it creates an individualized lesson plan for students at their current level.

**b. News & Observer Article Feedback**

- Mr. Keung Hui, the N & O Education reporter and the photographer spent most of the time with the science block and noted that he would like to come back later in the year.
- Many accolades were received on the class and over 20 congratulatory notes were sent about the class and the significant academic improvement Hope had experienced.
- It was a great source of pride for students, their families, the staff and all associated with Hope.

**c. Y—Learning update**

- Enrollment is holding at 106 students.
- Administrative staff continues to work on program logistics and work out details of DESSA – the social and emotional learning program that was initially presented as the additional tool that would be used during the Y-Learning program for the 17 – 18 school year. The goal is to continue the academic support using the I-ready program. Currently the after school program is composed of homework help, using a curriculum designed by our certified teachers and 15 minutes of reading. Mrs. Fleming feels that I-ready would be a nice complement to what is already in place.

**d. Other**

- Current enrollment as of October 26 is at 119 students.
- Grade level breakdown is as follows: K) 20 students w/2 staff; 1<sup>st</sup>) 23 students w/2 staff; 2<sup>nd</sup>) 22 students w/2 staff; 3<sup>rd</sup>) 21 students w/1 staff ; 4<sup>th</sup>) 17 students w/1 staff; and 5<sup>th</sup>) 16 students w/1 staff.
- Success Institute, at the invitation of the Charter School Advisory Board, came to observe Hope and to share best practices and learn about the resources Hope employed for its academic success. It was a great time for reflection and another opportunity to collaborate and learn from each other.
- In addition to the academic engagement, Hope hosted “Leader in Me” training for several principals during the month as well.

**V. Committee Reports:**

**a. Education—** Mrs. Jamison reported the following from the Education team meeting on November 1:

- Charter renewal self-study was submitted on November 3. The self-study was composed of two open ended questions answered by Mrs. Fleming and Mrs. Perry and reviewed by members of the Education committee.
- Mrs. Perry provided a detailed academic update to address questions about the primary English Language Arts (ELA) and math skill proficiencies that are struggles for our 3 – 5<sup>th</sup> grade students and the instructional classroom and curriculum strategies that will be employed to improve performance in these areas. The ELA struggles include the acquisition and use of vocabulary and the language and structure of informational text. Classroom strategies include small group instruction, weekly vocabulary, daily reading and strategic grouping. The curriculum change for ELA was a 4-block concept that provided guided reading, working

w/words, writing and self-selected reading on a daily basis—all students have exposure to these concepts daily.

- Math struggles for proficiency were numbers, operations, multi-step problems, measurement and data. Classroom instructional strategies are small group instruction, daily skill & drill, daily problem-solving and strategic grouping. Math curriculum changes also include a 4-block concept designed to expose all students daily to small group instruction, journaling and problem solving, skill & drill and game-on. Both ELA and math are utilizing the SchoolNet standard-based assessments quarterly to monitor progress school wide.
- Remainder of the meeting was devoted to review, discussion and development of the Bullying/Harassment policy for Hope. The draft policy was based primarily on Wake County Schools and will be presented for approval at the January Board meeting.
- Other items included the review of a successful STEM track-out pilot program in October. A follow-up with Y-Learning program is planned after the holidays and its staff training takes place.
- Mrs. Jamison reported that the Education Value Added Assessment System (EVAAS) training was held on November 16 at SAS in Cary and that she with Mrs. Fleming and Perry attended the workshops. She learned the importance of and the key role that EVAAS plays in student and teacher assessment and evaluation and that the State Dept. of Public Instruction as well as many public school districts throughout NC use it as the true indicator of academic progress in schools.

- b. **Personnel**—Mr. King reported that one staff member who does not have certification will take the licensure testing protocol over the holiday break. He will update the Board as to the results when received. Mr. King also reported that he, Ms. Morman and Mrs. Jamison recommend that the Board host a Christmas luncheon for staff to show appreciation for their dedication and commitment to Hope student progress and success.

**Action:** Mr. Tucker Mann moved that the Board host the luncheon for staff, not to exceed a cost of \$400. He further left the details for the event to be handled by those making the recommendation and the Personnel committee. Mrs. Engram provided the second for the motion. The motion carried unanimously (13 – 0).

Mr. King presented the following recommendations to the Board from the Personnel committee:

- The HCLA current retirement administrator will end its management on December 31, 2017. HCLA will contract with Mass Mutual to administer the school retirement plan beginning January 1, 2018.
- For the 2017-18 school year, HCXLA will contribute 2% of salary to the retirement account of each school employee.
- For the 2017-18 school year, HCLA will match employees' contribution to their retirement plan above the 2% already contributed by the school up to a maximum of a 4% match. The maximum school contribution per employee would be 6% (2% by the school plus 4% match).
- Given that the new plan will start on January 1, 2018, the school will make contributions for each employee between January 1, 2018 and June 30, 2018 equal to 2% of the employee's salary for the 2017-18 school year.
- HCLA will pay the following costs associated with the new plan: Installation Fee - \$250; Annual Maintenance Fee - \$500; Annual Per-Participant Fee - \$30 per employee.
- The Program and Administrative Charge of 1.8% will be paid by the assets of the plan.
- For the 2017-18 school year, full time professional staff, except the principal, will receive a retention incentive of 2% above the salary the employee would receive in the Wake County Public School System. The incentive will be paid half at Christmas and half at the end of the year.
- All employees will receive salary adjustments (raises) based on salary scale modifications made by the state and Wake County.

Finance fully supported these recommendations and complimented Mr. King and the Personnel committee for their work.

c. **Finance/Budget**—Mr. Gray reported an \$82K payment adjustment from the state. Currently Acadia is doing a final adjustment on the revenue side and the expense side is tracking well with no variances.

1. **Audit Report/Lease agreement additional language**—one of the recommendations of the 2017 Audit report noted some instances of noncompliance in HCLA lease agreements. The deficiency in the Audit Report was noted as follows:

**Significant Deficiency Noncompliance Procurement and Suspension and Debarment**

**Criteria:** In accordance with North Carolina G.S. 115C-238.29H (a) (a1), every contract or lease into which a charter school enters shall include the following sentence “No indebtedness of any kind incurred or created by the charter school shall constitute an indebtedness of the State or its political subdivisions, and no indebtedness of the charter school shall involve or be secured by the faith, credit, or taxing power of the State or its political subdivisions”.

**Condition:** Three lease agreements did not include the required verbiage.

**Cause:** The lease agreements were not written to include the required verbiage.

**Effect:** There is the possibility that the contracts would constitute an indebtedness of the State or its political subdivisions if the contract did not include the required verbiage.

**Questioned Costs:** None

**Recommendation:** Internal control procedures should be maintained to ensure that all contracts, leases, or loan agreements entered into by the School include the required verbiage before being signed.

**Views of responsible officials and planned corrective actions:** The School agrees with this finding and will implement policies and procedures to ensure that this problem does not recur.

**Action:** Mr. Sherlin moved that the Audit Recommendation and the Views of responsible officials and planned corrective actions be incorporated in School policy and implemented in School operational procedures. Mr. Tom Mann provided the second for the motion. The motion carried unanimously (13 – 0).

2. **New Retirement Plan**-- Mr. Gray reported and Mr. Sherlin confirmed the updates to the retirement plan:

- The existing simple plan (funds individual IRA’s) must remain in place through the end of the calendar year (December 31, 2017) as per IRS rules.
- No new plan participants or new employees may be added to the existing plan (due to expire 12-31-17). Current employee participants can continue to contribute and have the school match contributions up to 3%.
- The new plan [401(k)] would become effective January 1, 2018. Paperwork is in process for the new plan.
- The new retirement plan as of January 1, 2018 will be funded by a school contribution of 2% of salary for each school employee. Hope will match employees’ contributions to their retirement plan above the 2% already contributed by the school to a maximum of 4%.
- Due to the changes in the retirement plan this school year and the effective dates the board policy on employee retirement plans needs to be amended.

**Action:** Mr. Sherlin moved that the existing Board policy on employee retirement plans be amended. **2.1 Employee Benefits**—A full time employee is eligible to invest up to 3% of their salary in the retirement plan with the school matching 3% during the enrollment period in July following their 2<sup>nd</sup> consecutive year of full-time employment with Hope. The suggested revision to the policy would read: **2.1 Employee Benefits**—Hope offers a retirement plan. Information on the plan will be conveyed to employees at the beginning of each school year. Mr. King provided the second for the motion. The motion carried unanimously (13 – 0)

3. **Retirement Reconciliation Payment for employees**--The plan to make a 2% contribution by the school for all employees for the entire 2017-18 school year cannot be made to the existing plan. Therefore, a

2% **retirement reconciliation** payment was proposed for all employees at the end of the first semester. The new plan will be effective January 1, 218 and for the remainder of the school year Hope will contribute up to an additional 4%.

**Action:** Mr. Sherlin moved that a 2% Retirement Reconciliation payment be made to all employees at the end of the first semester when the new retirement plan has become effective. Mr. King provided the second for the motion. The motion carried unanimously (13 – 0).

e. **Development**—Misters Tucker and Tom Mann reported the following:

- Several potential donors have visited the School and the feedback has been very favorable.
- The Development committee continues to work on a program to engage and present Hope to various potential donors who want to visit the school and learn more about it. The School currently has several marketing pieces that will become part of the program in the future.
- Mrs. Burrus is working with the committee in the creation of a virtual database of all potential donors to Hope.
- After a visit and further discussion, the committee is using Angel Oak to help it structure a campaign for this year and to build a more sustainable fund raising proposal.

f. **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 confirmed the Executive Committee Meeting to be held after Board Meeting on January 25, 2018. He also noted that the February Board meeting date would be addressed at the January meeting.

VII. **New Business: None**

**Executive Session: Action:** At 9:06 a.m. Mr. King moved that the Board go into Executive Session as cited by General Assembly statute #143-318.11(a) [Closed Sessions, Permitted Purposes (5)] to discuss and explain the Personnel committee correction of past retirement payments for specific staff members to the retirement plan that is being phased out as of December 31, 2017. Mr. Gray provided the second for the motion. The motion carried unanimously (13 – 0). No action was taken in Executive Session.

**Action:** At 9:15 a.m. Mrs. Jamison moved that the Board end Executive Session and return to Board business. Mr. Anderson provided the second for the motion. The motion carried unanimously (13 – 0).

There being no further business, Mr. Sherlin asked for a motion to adjourn. **Action:** Mr. Tom Mann moved that the meeting be adjourned. Mrs. Blanchard provided a second for the motion. Motion carried unanimously (13 – 0).

Mr. Sherlin adjourned the meeting at 9:17 a.m.

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

**Submitted by:** Pamela Jamison