

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

**Members Present:** Chip Anderson, Anna Neal Blanchard, Barbara Engram, Mike Gray (by phone), Pamela Jamison, Joel Kamy, Leonard King, Ken Mack (by phone), Tom Mann (by phone), Tucker Mann, Willette Morman, Walt Sherlin, Robin Vincent

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

**Staff:** Cher Perry

**Members Absent:** Nancy Duran

The 6<sup>th</sup> meeting of year was called to order at 7:57 a.m. by Mr. Sherlin.

- I. **Welcome and Pledge of Allegiance:** Mr. Sherlin asked Mrs. Vincent to lead the Pledge of Allegiance. He acknowledged those members who were participating by phone, Misters Gray, Mack and Tom Mann and especially welcomed Mr. Mack to the Board and his first meeting.
- II. **Approval of November Board minutes:** Action: **The final draft of the minutes of the November 7, 2016 meeting was approved as presented.**
- III. **Principal's Report:**

Mrs. Jamison reported before the principal's report on the most recent meeting of the Education team on November 30. The meeting was described as a brainstorming meeting focused on the implementation of the Strategic Academic Improvement Plan as presented to the CASAB on November 16. The goals were to identify priority areas and brainstorm the development of monitoring actions for the Board and name the resources needed to implement the plan. The following monitoring overview was provided:

- Assessment—individual student EOG analysis for ELA and math, ranking students to determine intervention groups; daily testing strategies for grades 3 – 5; and informal regular testing practice
- Instruction and Best Practices—individual student instruction resulting from data obtained from EOG analysis; format and review process for lesson plans to ensure Common Core standards are met; monitoring of daily progress resulting from EOG analysis; and frequent classroom observation and feedback based on best practices
- Curriculum—mapping for remainder of year aligned with Common Core and EOG in ELA, math and science
- Reporting format to the Board to reflect plan progress

The team will draft a monitoring implementation document with the details of each area identified and address it with school leadership prior to the next team meeting. The goal will be to finalize the document at the January 4 meeting and have ready for use when school resumes on January 17. Education team will meet monthly for the remainder of the school year.

Mrs. Fleming distributed several reports (make sure they are sent to members attending by conference call) as part of her update since meeting with CSAB on November 16. The reports were: calendar of events over the next 2 months; enrollment update; update of Strategic Academic Improvement Plan; projected ELA and math proficiency report by grade level and individual student from the most recent NWEA Map testing completed in November and an EC summary update. The calendar reflects 2 visits in the next 2 months to PAVE and KIPP Gaston, bringing school visits to 5 in the last few months, and a parent night to discuss current status and enlist support for improved academic performance. Additionally enrollment is now at 123 students (58 students tested on Map) as some students have relocated out of state and a few are from families of transient circumstances. However, it is

important to note that none have left due to the circumstances with the CSAB. There was robust discussion of the volunteer tutors in community groups that have offered support for HCLA and its improved academic performance. The Strategic Academic Improvement Plan update addresses the following:

- a. **Implementation of Performance Improvement Plan**—Mrs. Fleming has updated action items of the original plan in blue (approximately 24 updates in each area of the plan) from the action date of October 2016. The plan was rejected by the CSAB due to minimum smart goals in ELA and math. Those goals have now been increased to 50% in ELA from 32.8 to 49.2 and 50% in math from 23.4 to 35.1 proficiency. The result of the increase means that 30 students will reach proficiency on the 2017 EOG. Several of the updates reflect the monitoring development plans of the Education Team. Some of the key updates are: professional learning teams are meeting twice weekly with principal, curriculum facilitator and consultant; consultant provides dedicated support for a full day each week where she does teach observations and follow-up with some planning for mock testing each week; review progress and plans at monthly Board meetings; attendance at “strongly suggested” professional development/training sessions; refresher on mClass for scoring and use to drive instruction; and LIM is focused on goal setting and a component on improved academic performance.
- b. **Curriculum and Instruction update**—Mrs. Fleming shared that grades 2, 3, 4 now spend more time in the intervention block for hands-on labs to complement science curriculum. HCLA need for science and EC teachers have been met with certified personnel in both roles. Lesson plans and feedback are being tracked more consistently with software by principal, curriculum facilitator and consultant and used in observations. A number stories block at the beginning of the math block is planned for 2<sup>nd</sup> semester in grades 3, 4, 5—word problems from EOG prep books will support critical thinking skills and test taking strategies. As of December 1, 20 walk-through/observations (approximately 3 per teacher) have been performed with feedback. In science Mrs. Fleming stated that the plan for 2<sup>nd</sup> semester is 2 periods of science. Other changes for science include science planning for grades 2 – 5 following the pacing guide created and based on NC Science Standards; science labs planned and implemented by science teacher in grades 2 – 5 to occur upon completion of each unit; and science assessment completed by grade 5 to indicate the specific objectives students have not mastered to address via Moby Max, re-teaching of standards and Study Island.
- c. **Update on student learning - MAP testing results**—Mrs. Fleming reported that MAP fall formative assessment was completed for all grades as of November 30. This assessment will be administered again in Jan/Feb and April time frames. Projected ELA proficiency reflected 42.1% passing in 3<sup>rd</sup> grade. Small groups of students based on mClass and Map data are supported in identified areas of weakness. Fourth grade experienced 36.8% passing. They had great difficulty with internet reception and had to stop to resume testing the next day. Fifth grade scored the highest with 77.77% passing. Projected math proficiency reflected 57.89% passing in 3<sup>rd</sup> grade; 41.66% passed in 4<sup>th</sup> grade; and 72.22% passed in 5<sup>th</sup> grade. 4<sup>th</sup> grade has about 7 students who need to complete the math portion and will benefit from 2 teachers during math instruction. There was much discussion regarding scores and this is an area for more focused explanation and information on how scores are determined.
- d. **Building stamina**—Mrs. Fleming reported that mock testing sessions for grades 3, 4, 5 are scheduled for an hour each Thursday and will alternate weekly between reading and math. Reading passages and questions will increase to build stamina and staff coaches and volunteer tutors will review mock questions to ensure student understanding. The mock testing length will reflect actual EOG in March and May.
- e. **EC student count**—Currently there are 14 EC students according to the December 1 count with 3 receiving services for more than 80% of the day. There are 5 students going through evaluation for service needs and will be likely to increase our EC population to 19 later in the school year. HCLA is working with DPI to receive funding for students that were not in the system.

#### IV. Committee reports:

- a. **Budget/Development**—Mr. Tucker Mann distributed an update for budget explanations and used it to explain the current situation. We have about a \$70K increase in revenue and we’ve added about \$150K of expenses to budget leaving HCLA with a deficit of \$80K. The fund raising goal was \$200K this year with reserves of \$370K. We need to look at 4 to 6 critical items and determine if there are any areas that can be cut. The budget currently contains a \$75K 2-year grant that will go away with improved academic performance. With the

current numbers, fund raising must be in the range of 15 to 20% above the federal and state allocations. Two questions were raised for budget consideration and reflection: 1) what does NC not pay for us that it pays for public schools, and 2) what do we do that NC doesn't do for public schools. Development will have to raise \$280K without going into reserves—with overall school needs the question of sustainability has to be addressed. Two comments for Development were: 1) we need to do some repair work with our donors and friends—invite them in for coffee/doughnuts and update them on where we are and what we have done; and 2) the question was raised about the development list and the amount of funding it typically raises. The response of \$5 to 10 K led to the decision to not pursue the letter campaign until Budget/Development could take the discussion into consideration as it determines how much can realistically be raised.

- b. **Personnel**—Mr. King reported that Cornerstone which handles the school retirement plan took a long time to respond to our inquiry about who was in the plan and for how long. The information seemed sketchy and indefinite. As a follow-up, Mr. King asked Mrs. Fleming to send an email to staff requesting that anyone who had concerns or specific questions regarding her/his status to please respond to Mr. King. In addition to this request for direct feedback, Mr. King has requested information gathered at the staff retirement plan meeting in November from Mrs. Jamison. Mr. King will convene a committee meeting in January to discuss and plan next steps.
- c. **Transportation**—Mr. Sherlin reported that the bus had an accident on November 16, the day of the CSAB meeting. No one was hurt but we did incur unbudgeted expenses. We were able to secure a loaner bus from Elite and there was no interruption to service to families.

**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 requested that Mr. Gray assist the Personnel committee move forward with setting up a new retirement plan and with securing a new plan sponsor. Mr. Gray responded that he would assist with the implementation of the new plan.

- VI. New business:** Mr. Sherlin noted that HCLA owes parents an update from its last appearance before the CSAB. He will draft a letter to parents from Mrs. Fleming, him, and Mr. Tucker Mann explaining where we are now. Mrs. Fleming noted the creation of new/stretch goals as part of the Strategic Academic Improvement Plan. Mr. Sherlin also drew attention to the remaining Board meeting dates for the 2016-17 school year, noting the importance of the June 28 meeting.

- VII. Executive session:** None required

The meeting was adjourned at 9:38 a.m.

**Remaining meeting dates for 2016-17 school year are: January 25, February 22, March 22, April 19, May 24, June 7, June 28**

**Submitted by:** Pamela Jamison