

**Hope Charter Leadership Academy (HCLA)**  
**Minutes of Board Meeting (Final)**  
**April 19, 2017**

**Members Present:** Nancy Duran, Barbara Engram, Mike Gray (by phone), Pamela Jamison, Joel Kamya, Leonard King, Tucker Mann, Willette Morman, and Robin Vincent (A quorum was present.)

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

**Staff:** Cher Perry

**Members Absent:** Chip Anderson, Anna Neal Blanchard, Ken Mack, Tom Mann, Walt Sherlin

- I. **Welcome, Call to Order, Pledge of Allegiance and Adoption of Agenda:** The 10th meeting of the 2016-17 school year held at Hope Charter Leadership Academy Media Center was called to order at 7:55 a.m. by Mr. Tucker Mann who led us in the Pledge of Allegiance. Mr. Mann asked for a motion to accept the agenda. **Action:** Mrs. Jamison moved to accept the agenda. Mr. King provided the second for the motion. Motion carried unanimously.
- II. **Approval of March 22, 2017 Board minutes:** **Action:** Mrs. Jamison moved that the final draft of the minutes of the March 22, 2017 meeting be approved as presented. Mr. King provided the second for the motion. Motion carried unanimously. Mrs. Jamison noted that review of committee reports from Board minutes are not acknowledged until final draft approval is made at the meeting. She asked that the chairs communicate directly with her after reviewing draft minutes. **Action:** Mr. Tucker Mann moved that each committee chair and all members review draft minutes and communicate feedback directly to the Secretary when the minutes are distributed. Ms. Morman provided the second for the motion. Motion carried unanimously.
- III. **Principal's Report:** Since school had been in session for approximately a week and a half since the March 22, 2017 meeting, Mrs. Fleming provided summary information and general updates. She will return to the Strategic Academic Improvement Plan (SAIP) Summary format for the May Board meeting.
  - A. **Strategic Academic Improvement Plan (SAIP) Update**
    - Final Northwest Evaluation Association's (NWEA) Measure of Academic Progress (MAP) Spring testing will take place May 1 – 12.
    - Continuing EOG preparation with practice assessments (Mock tests) on May 15 (Science-5th), 16 (Reading) and 17 (Math) to include increased length in assessments given, focus on bubbling/transferring between tests and answer sheet and providing intense review and skills support for the 3 weeks leading up to actual EOG tests in June.
    - The Master Schedule has been revised to provide intervention and a skill-based model and support in 3rd, 4<sup>th</sup> and 5<sup>th</sup> grades utilizing the Leadership Coach, Intervention Coach and the Family/Student Engagement Coach in the classroom Monday through Thursday with the grade level teacher.
    - One Coach is working with students who need enrichment (high performing) to sustain growth, one is working primarily with all bubble students (3<sup>rd</sup> – 5<sup>th</sup>) and assisting with the planning for the other coaches. Additionally, two coaches are supporting 4<sup>th</sup> grade.
    - Mrs. Fleming shared a strategy for administering EOG that makes students feel more motivated and encouraged to do well—student groups have been put together as a 'family' for testing and the adults with those groups will stay with them throughout the testing
    - Currently HCLA is awaiting decision of State funding for the Read to Achieve Summer Program.

## B. EOG Testing and Procedures

- EOG tests are scheduled for June 12 (5<sup>th</sup> grade Science), June 13 (Reading) and 14 (Math) with make-up tests to be administered June 15.
- EOG administration and proctor training will take place on June 6 with make-up training to be held on June 8. Mr. Sherlin and Mrs. Jamison will share comments on behalf of the Board about testing protocol, procedures and ethics and thank the faculty and staff for their work this school year.
- Preliminary EOG results will be available by June 16.

## C. Enrollment projections for 2017-18

- Confirmation letters of acceptance are due April 28 when families who have declined their seats or not responded will forfeit their places and waitlist students will be offered spaces.
- Current enrollment is 126 with 4 not accepting. The waitlist is healthy at 38 (20 in K, 3 in 1<sup>st</sup> and 15 in 2<sup>nd</sup>). A robust pool of students at Kindergarten is good for Hope in that we find our students remaining through 4/5<sup>th</sup> grade.
- Currently HCLA has accepted 130 students and plans to work with this number for enrollment projections for 2017-18.

## D. Staffing 2017-18

- Employee intent forms were distributed on April 7 and are due by month end. Mrs. Fleming expressed that she felt 2 teachers would not return to Hope for the coming school year.
- Interviews for classroom positions begin this week.

## E. Y-Learning Program

- Sadly, the Y said goodbye to Christian Ruark, HCLA Program Director, on April 17. He and his family are relocating to FL to start a new church. Interviewing has begun for his replacement by the Y.

## F. Other

- Field Day program is June 16 and the School Improvement Team is soliciting donations for a grand event that will recognize the hard work and efforts of students and staff this school year.
- Teacher Appreciation Week is the first week in May. Teacher support volunteers have planned a special luncheon on May 12 to recognize teachers. Mrs. Fleming asked for Board support in the form of notes, cards, etc. to recognize and thank teachers for their efforts this year.
- Mrs. Fleming also shared that UNC has adopted every HCLA student as a pen pal.

**Action:** Mr. Tucker Mann moved that the Board accept the Principal's Report. Mr. Kamyia provided the second for the motion. The motion carried unanimously.

## IV. Committee Reports:

- a. **Education** – Mrs. Jamison reported on the most recent meeting of the Education Team on April 11. The items discussed included the need for a HCLA Code of Conduct policy and procedures; continued emphasis on ways to enhance student progress, especially during breaks and track-out time; and, the need to review all school documents to ensure the leadership culture is reflected.
  - A draft Student Code of Conduct was presented to the Ed team for review and consideration as a sub-team was recommended to work on the Code of Conduct for Board policy to be completed by the end of the school year.

- Several Parent/Student handbooks were reviewed from other charter, private and public schools as well as the HCLA handbook.
- Academic reversion was noted as a concern during summer and track-out breaks. Two programs were noted as potential solutions to the concern. One was the HCLA summer Reading Camp (Read to Achieve), a remediation program funded through the state. The other is track-out programs sponsored by the Y in SE Raleigh.
- Solutions to potential obstacles are being considered—for summer, transportation and staffing and for the track-out programs, coordination of track-out schedules for alignment. Once funding is secured for the “Read to Achieve” program and the track-out schedules secured, a representative from Ed team will follow up with the Y regarding transportation and the possibility of HCLA students joining the noted programs.
- In addition to the HCLA Parent/Student handbook, Ed team learned of several other HCLA handbooks which will be reviewed along with other school documents (including report cards) to ensure that the leadership culture and expectations are known by all members of the school community.
- An update from school administration on the strategies being employed in the last quarter in preparation for successful EOG results. These updates are included in the Principal’s report.

**Action:** Mr. Tucker Mann moved that the Education report be accepted as presented. Ms. Morman provided the second for the motion. Motion carried unanimously.

- b. **Personnel**—Mr. King reported that the recent disciplinary referral has impacted the morale of the school and is a serious factor in faculty and student recruitment and retention. He gave an overview of the referral for Board update and information. He also noted that Faculty Intent forms were due April 28 and that as interviews would be starting soon, the abbreviated benefits information for Mrs. Fleming’s use with potential new hires was in process. Over the next month, Personnel committee will be working with school administration on the staffing plan for 2017-18.

**Action:** Mrs. Engram moved that the Personnel report be accepted as presented. Mrs. Vincent provided the second for the motion. The motion carried unanimously.

- c. **Budget/Development**—Mr. Tucker Mann distributed A Budget Report (condensed) ending March 31, 2017 and a Budget Explanations worksheet dated April 19, 2017 listing new additions to document in the budget. With the new budget expenses, the net deficit is \$61,371.13. The committee is taking actions to minimize the deficit and any year-end deficit will be covered through our reserve. The following items were noted as part of the financial model the committee is developing:

- What is required to fund our program both now and in the future. Current and forecasts for future years are being developed.
- Community support for our mission is such that we are confident that we raise the dollars to support our mission.
- Before Development/Fund Raising efforts can resume fully, however, we need to demonstrate that we can improve our academic performance.
- A list of all donors will be sent to all Board members for information and updating.
- Importance of Board support continues to be critical for our broader development efforts in the community; send your contributions to Mrs. Burrus.

Finally, Mr. Tucker Mann announced the need to engage an auditor for this school year. The committee proposes that the audit be completed this year by Thomas, Judy and Tucker, PA at a cost of \$9K. The firm is familiar with HCLA in that they have done our audits over the last few years.

**Action:** Mr. Kamya moved that the Budget/Development reports be accepted as presented. Mr. King provided the second for the motion. The motion carried unanimously.

**Action:** Mr. Kamya moved that the firm of Thomas, Judy and Tucker, PA be engaged to conduct the audit of the school's financial transactions for the 2016-17 school year at the cost of \$9,000. Mr. King provided the second for the motion. The motion carried unanimously.

d. **Transportation** –There was no report, however, In Mr. Sherlin's absence, Mrs. Fleming noted a request from the driver that the bus needed to be washed.

V. **Old Business:** None

VI. **New Business:** None

VII. **Executive Session:** None

There being no further business, Mr. Tucker Mann asked for a motion to adjourn. **Action:** Mrs. Jamison moved that the meeting be adjourned. Mr. King provided a second for the motion. Motion carried unanimously.

Mr. Tucker Mann adjourned the meeting at 9:31 a.m.

**Remaining meeting dates for 2016-17 school year are: May 24, June 7 and June 28.**

**Submitted by:** Pamela Jamison