

**Hope Charter Leadership Academy (HCLA)**  
**Minutes of Board Meeting (Final)**  
**May 24, 2017**

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

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

**Staff:** Cher Perry

**Guests:** Lisa Swinson, Dax Palmer

**Members Absent:** Barbara Engram, Ken Mack

- I. **Welcome, Call to Order, Pledge of Allegiance:** The 11th meeting of the 2016-17 school year held at Hope Charter Leadership Academy Media Center was called to order at 7:47 a.m. by Mr. Sherlin who asked Mrs. Duran to lead us in the Pledge of Allegiance.
- II. **Adoption of Agenda:** Mr. Sherlin acknowledged and welcomed our guests, Lisa Swinson, Educational Consultant, and Dax Palmer. He stated that they would be introduced by Mrs. Fleming during the Principal's report. **Action:** Mr. Sherlin moved that the agenda be accepted as presented. Mrs. Jamison provided the second for the motion. Motion carried unanimously (12 – 0).
- III. **Approval of April 19, 2017 Board minutes:** **Action:** Mrs. Jamison moved that the final draft of the minutes of the April 19, 2017 meeting be approved as presented. Mr. Kamya provided the second for the motion. Motion carried unanimously (12 – 0). Mrs. Jamison noted that minutes from committee reports needed to be edited by chairs to ensure accuracy and clarity. **Action:** Mr. Tucker Mann moved that each committee chair provide a written summary of their report to Mrs. Jamison for the minutes and re-emphasized that 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 (12 – 0).
- IV. **Principal's Report:** Mrs. Fleming introduced Mrs. Swinson and asked her to share her perspectives of the challenges HCLA has faced this year. Mrs. Swinson shared her personal history as an educator and reflected that it aligns closely with the demographic that HCLA serves. Her primary advice for HCLA was to focus on the data and become data-driven in all decisions that are made about academics and instruction. Over the last several months, she has seen excitement among the staff in analyzing and using data and reflected that there has been a shift in the instructional culture of the school. In response to a question about the difficulty of securing new teachers and getting them up to standard in a data-driven school culture—she replied, that the teachers to look for are those who come to the interview initiate the data discussion, have data information of their own experience and ask lots of questions about school data as part of the hiring process.

**A. Final MAP testing and EOG mock results**

- Final Northwest Evaluation Association's (NWEA) Measure of Academic Progress (MAP) Spring testing took place May 1 – 12.
- Continuing EOG preparation with practice assessments (Mock tests) on May 15 (Science-5th), May 16 (English Language Arts (ELA)/Reading-3<sup>rd</sup>, 4<sup>th</sup>, 5th) and May 17 (Math-3<sup>rd</sup>, 4<sup>th</sup>, 5th) 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 3<sup>rd</sup>, 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.
- NWEA-MAP results for ELA/Reading reflect 51% of students scored 3, 4, & 5; results for Math reflect 56.77% scored 3, 4 & 5; and results for Science reflect 25% scored 3, 4 & 5. It was anticipated that the Science scores should have been higher. Several 5<sup>th</sup> grade students were scheduled to take a field trip that afternoon and those who have done well in the past rushed through the testing not meeting their normal achievement levels.
- Mock EOG proficiency results for 3<sup>rd</sup> grade were 50% in ELA and Math; for 4<sup>th</sup> grade were 41% in ELA and 18% in Math; and for 5<sup>th</sup> grade were 44% in ELA, 19% in Math and 25% in Science. Adjustments were made based on the data for continued intensive review.

#### **B. Strategic Academic Improvement Plan (SAIP) Update**

- Data-driven focus allows HCLA to use staff more efficiently. Weekly data meetings help staff become more comfortable with the data, what it means and how to use it. Teachers are able to look at EVAAS, NWEA, M-Class, Moby Max and other assessments and know where they align and where to target specific skill deficits.
- Teachers have worked to identify the strands that were commonly missed during the spring assessments. They have targeted intensive curriculum strands, question types, and test taking strategies based on the data. They are pushing out that same focus with Eagledemics and homework assignments provided by the teacher. Analyzing student performance on the various assessments and question types clarifies the instructional focus as the school moves into the last few weeks of intensive review.
- Hands-on science has given students meaningful knowledge of the science books text.
- Currently staff is working on Pacing Guides for K through 5. They are creating strands for advanced level, grade level, intense remediation level and low-performing level. The guides will be a Google drive resource for teachers.
- The surface understanding of testing information (data) is now in-depth.

#### **C. EOG Testing and Procedures**

- Mrs. Fleming shared a written report for EOG testing dates and procedures. They are scheduled for Monday, June 12 (Science—5<sup>th</sup> grade only), Tuesday, June 13 (English Language Arts/Reading—3<sup>rd</sup>, 4<sup>th</sup> & 5<sup>th</sup> grades) and Wednesday, June 14 (Math—3<sup>rd</sup>, 4<sup>th</sup> & 5<sup>th</sup> grades) 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 to emphasize 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.

#### **D. Enrollment projections for 2017-18**

- The waitlist continues to be strong for kindergarten.
- Current enrollment is 128 students for 2017-18.

#### **E. Staffing 2017-18**

- Interviews for classroom positions began the 3<sup>rd</sup> week in April.
- Mrs. Fleming has received notice that 3 teachers will be leaving HCLA at the end of the school year.

## F. Y-Learning Program

- Mrs. Fleming introduced and welcomed Dax Palmer as the new Y-Learning Program Director at HCLA.

**Action:** Mr. Tucker Mann moved that the Board accept the Principal's Report. Mr. Kanya provided the second for the motion. The motion carried unanimously (12 – 0).

## V. Committee Reports:

- a. **Education**— Mrs. Jamison reported on the most recent meeting of the Education Team on May 17. She invited Mrs. Swinson, Educational Consultant to meet with the Team and give her perspectives and overview of her work with HCLA. She reported that the Ed Sub-Team has spent several hours reviewing and editing the Student Code of Conduct (Code). The Code was divided into two policy sections—Discipline and Due Process. The team worked on both the Discipline Policy and the Due Process Policy. The Discipline Policy was presented to the Board, however, there were further questions about violation penalties and the use of long- term suspensions. With the questions, Mrs. Jamison referred the Discipline Policy back to committee for further review at the June meeting.

The Due Process Policy was discussed and edited, but had some unanswered questions as to participants, structure, format and forms. This policy was deferred for further work at the June Ed Team meeting.

Both policies will be presented for approval at the June Board meeting. Once approved, the team will then address and expand the Bullying, Harassment and Sexual Harassment Policy statement now found in the HCLA Policy and Procedures Manual, January 2015. Research has begun on it.

**Action:** Mr. Tucker Mann moved that the Education report be accepted as presented. Ms. Morman provided the second for the motion. Motion carried unanimously (12 – 0).

- b. **Personnel**—Mr. King asked Mr. Gray to update the Board on the HCLA retirement plan. Mr. Gray stated that the Wells Fargo representative gave HCLA the plan paperwork and asked that it be signed so that the new plan could be adopted. It is expected that there will be an information session in early August. The plan will mirror the school year and align with the school's June 30 year end.

Mr. King further expressed that Personnel committee was very disappointed that HCLA was losing three certified teachers. In our effort to meet our critical goal of reducing teacher turnover, the set back is troubling and underscores the question of whether we can ever reach that goal and thereby improve student achievement. The discussion turned to conducting exit interviews and to further exploring the reasons teachers were leaving year after year. We look forward to successful hiring of qualified teachers for the coming school year.

**Action:** Ms. Morman moved that the Personnel report be accepted as presented. Mrs. Vincent provided the second for the motion. The motion carried unanimously (12 – 0).

Mr. Sherlin introduced the Shared Leave Policy, a policy that was created and written to assist a school staff member with a serious illness who has exhausted her or his paid leave while securing medical treatment. A request for donated leave must be made in writing and subsequently approved by both the principal and the Board.

**Action:** Mr. Sherlin moved that the Shared Leave Policy be approved as presented. Mrs. Blanchard provided the second for the motion. Motion carried unanimously (12 – 0).

- c. **Budget/Development**—Mr. Tucker Mann distributed a Budget Report (condensed) ending April 30, 2017 and a Budget Explanations worksheet dated May 23, 2017.

He noted that our current budget deficit is projected to be \$130K. This number is the sum of monies spent above original budget, which is approximately \$60K, and the shortfall in development dollars raised for this school year, which is estimated to be \$70K. As previously discussed, the Board determined that it was not wise to aggressively seek development dollars until the results of EOG testing were available. As a result, the total shortfall this year is projected to be approximately \$130K and the shortfall will be funded from reserves. The committee continues to take actions to minimize this deficit.

Mr. Tucker Mann discussed the activity that is taking place in the preparation of our 2017-2018 budget. Our goal is to submit a budget that requires no more than \$200K in development dollars. Teams are working to develop plans for both staffing and other expenses that will enable us to meet this goal.

**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 (12 – 0).

Mrs. Burrus presented two grant applications – a) Individuals with Disabilities Education Act (IDEA) based upon the number of Exceptional Children (EC) enrolled as of April 1 at HCLA and b) Title I grant provided to support education for under-served school populations. Both of these grants provide funding for a portion of teacher salaries.

**Action:** Mr. Tom Mann moved that the Board approve the IDEA and Title I grant applications. Mr. Tucker Mann provided the second for the motion. The motion carried unanimously (12 – 0).

- d. **Transportation** –There was no report.

VI. **Old Business:** None

VII. **New Business:** Mr. Sherlin asked members to consider the Board meeting scheduled for June 7. Since there were only two weeks from today's meeting, it was agreed that it was not needed. **Action:** Mr. Sherlin moved that the Board meeting scheduled for June 7 be cancelled. Mr. Tucker Mann provided the second for the motion. The motion carried unanimously (12 – 0).

Mrs. Blanchard asked for volunteers to plan and provide a hearty and healthy breakfast for students on the mornings of the days they are to take EOG's.

VIII. **Executive Session:** **Action:** At 9:20 a.m. Mr. King moved that the Board go into Executive Session to consider and discuss the competence and performance of specific staff members. Mrs. Jamison provided the second for the motion. Motion carried unanimously (12 – 0).  
**Action:** At 9:27 a.m. Mr. King moved that the Board end Executive Session and return to Board business. Mrs. Jamison provided the second for the motion. Motion carried unanimously (12 – 0).

There being no further business, Mr. Sherlin 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 (12 – 0).

Mr. Sherlin adjourned the meeting at 9:40 a.m.

**Remaining meeting date for 2016-17 school year is: June 28.**

**Submitted by:** Pamela Jamison