

**Hope Charter Leadership Academy (HCLA)**  
**Minutes of Board Meeting (Final)**  
**June 28, 2017**

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

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

**Staff:** Cher Perry

**Members Absent:** Ken Mack, Tom Mann

- I. **Welcome, Call to Order, Pledge of Allegiance:** The 12th meeting of the 2016-17 school year held at Hope Charter Leadership Academy Media Center was called to order at 7:53 a.m. by Mr. Sherlin who asked Mr. Kamya to lead the Pledge of Allegiance.
- II. **Adoption of Agenda:** Action: Mr. Sherlin moved that the agenda be accepted as presented. Mr. Anderson provided the second for the motion. Motion carried unanimously (12 – 0).
- III. **Approval of May 24, 2017 Board minutes:** Action: Mrs. Jamison moved that the final draft of the minutes of the May 24, 2017 meeting be approved as presented. Mrs. Blanchard provided the second for the motion. Motion carried unanimously (12 – 0).
- IV. **Principal's Report:** Mrs. Fleming acknowledged and thanked Mrs. Blanchard and Mrs. Duran for providing a nutritious breakfast for students during all three EOG testing days. She also thanked Mrs. Morman for proctoring during the 3 days of testing as well. Mrs. Morman noted the intensity of the students as they approached and worked through the testing and complimented the staff for the support and encouragement they provided for the students.

Mrs. Fleming also recognized Red Hat (40 volunteers strong) for the tremendous support they provided for Field Day. She also thanked Mrs. Jamison for participation in the graduation program and presenting an award.

**A. EOG Results**

- The preliminary indicators of EOG results this year are positive and HCLA feels very good about the potential testing results, however the official results and scores will not be made public until August.
- The EOG preparation with practice assessments (Mock tests) to include increased length in assessments given, focus on bubbling/transferring between tests and answer sheet and providing intense review and skills support will continue for the next school year beginning in August.
- The Master Schedule will again be configured to provide intervention and enhanced skill-based models to support 3rd, 4<sup>th</sup> and 5<sup>th</sup> grades.
- Tools (NWEA Map, Moby Max, M-Class, Study Island, DPI K—2 assessments, etc.) will continue to be utilized as effective skill based practice.

**B. Enrollment projections for 2017-18**

- Current enrollment is 130 students for 2017-18.
- The waitlist continues to be strong for kindergarten.

### C. Staffing 2017-18

- One faculty member (3<sup>rd</sup> grade) has been hired for 2017-18. She has engaged in professional development and has attended Field Day.
- Interviews continue to take place with several qualified candidates.
- Other updates will be addressed in the personnel committee report.

**Action:** Mrs. Engram moved to accept the Principal's Report. Mr. Kamya 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 June 7. She reviewed the work of the committee on the Student Code of Conduct which included two draft policies—the Discipline Policy and the Due Process Policy which were presented for approval.

The Discipline Policy had been referred back to committee as of the board meeting of May 24 for review. The discussion and subsequent changes to the policy were centered on violations with the potential for long-term suspension. Considering that Hope is an elementary school and has the goal of keeping students in school, the principal was given greater flexibility in meeting out penalties for certain violations.

**Action:** Mrs. Jamison moved that the draft Student Code of Conduct—Discipline Policy be approved as presented. Mr. King provided the second for the motion. Motion carried unanimously (12 – 0).

The Due Process Policy was reviewed in detail with particular emphasis on definitions and the formal hearing process for suspension appeal. In addition to the Due Process Policy, a template was drafted of the formal hearing process participants and the format or agenda for the hearing. The template is not part of the policy, but a procedural guideline for the formal hearing process. After discussion, Mr. Kamya recommended the definition of #7 parent, be amended to read “legal” instead of “natural” to include biological and adoptive parents.

**Action:** Mrs. Jamison moved that the draft Student Code of Conduct—Due Process Policy be approved as presented with the amended definition of #7 parent to read “legal” instead of “natural”. Mr. Kamya provided the second for the motion. Motion carried unanimously (12 – 0).

- b. **Personnel**—Mr. King offered his appreciation to the personnel committee at the final meeting of the year on June 21 for its hard work throughout the year. He further praised the Hope staff for their hard work under extraordinary circumstances for the “laser-like” focus on student achievement and for the commendable manner in which they modeled the tenets of “The Leader in Me” program. He showered accolades on the entire staff with special recognition to the principal, Clarissa Fleming and Cher Perry, curriculum facilitator who lead the charge.

Mr. King reviewed the principal's staffing plan for 2017-18 with particular emphasis on securing a highly qualified staff. The challenge of cutting overall personnel cost and working within strict budgetary parameters required thoughtful deliberation and discussion with valuable input from Mrs. Fleming. The number of vacancies exceeded our expectations and as a result Hope must hire 5 (five) certified teachers for the 2017-18 school year. Dialogues with teachers and exit interviews suggest that they leave for very diverse reasons—personal circumstances, aspirations to advance their own careers... The hiring process is in full swing with some good candidates on the horizon, however, the task is nonetheless a daunting one with the pool of highly qualified candidates seemingly shrinking every year.

Mr. King and Mr. Sherlin have offered board resources to aid Mrs. Fleming in her recruitment and hiring searches. One of the resources is the Teacher to Teacher program which may offer some assistance with candidate searches.

Mr. Gray reported and Mr. Sherlin confirmed the updates to the retirement plan:

- The existing simple plan (funds individual IRA's) has to 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%.
- 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, 2018 and for the remainder of the school year Hope will contribute 2% for each employee and will match any employee contribution up to an additional 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 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 (12 – 0).

**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 our retirement plan with the school matching 3% during our 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 (12 – 0).**

c. **Budget/Development—**Mr. Tucker Mann presented the 2017-18 proposed budget for review, discussion and approval. The following was noted:

- The finance committee directed staff to develop a budget that would not exceed the need to raise \$200K in outside dollars. Mr. Mann noted that both our executive committee and finance determined that for the 2017-18 school year this target was achievable.
- To meet this target, approximately \$80K from our approximately \$1.4 M budget needed to be reduced. It was noted that during the 2016-17 school year HCLA had incurred extra-ordinary expense to improve the EOG scores.
- Clarissa Fleming, Mabel Pace, Beth Burrus, Walt Sherlin, Tucker Mann and the personnel committee have worked over the past 30 days to meet that target. The personnel committee was involved as labor is the primary driver of our cost.

A sheet detailing the reductions taken to reduce the budget was distributed and discussed. In addition, the budget and the accompanying detail loaded into Acadia was shared electronically with each member.

Questions centered on “will these reductions affect our ability to educate our students and not see degradation in EOG scores?” After discussion, the board approved the budget as proposed.

**Action:** Mr. Tucker Mann moved that the proposed budget for the 2017-18 school year be approved as presented. Mr. King provided the second for the motion. The motion carried unanimously (12 – 0).

Mr. Tucker Mann then reviewed the status of the legislation currently being discussed in the NC General Assembly regarding a potential increase in funding for schools with a high population of economically disadvantaged children. Any action taken will most likely occur in the 2019 funding year.

- d. **Transportation** –Mrs. Fleming acknowledged and thanked Mrs. Morman for graciously having the school bus cleaned and detailed inside and out—something that had been requested by the driver. Mrs. Morman noted that she has known Mike Phillips owner of *Men at Work* and has high regard for his work. Mrs. Fleming also noted that the bus is being kept at Greg Poole’s garage over the summer to eliminate any potential vandalism.

**VI. Old Business:** None

- VII. New Business:** Mr. Sherlin asked members to consider changing the Board meeting date from Wednesdays to Thursdays to accommodate potential work scheduling conflicts. No action was required as there was consensus for the change. The actual schedule of meeting dates for the 2017-18 school year will be circulated before the August meeting.

Mr. Kamy of the nominating committee noted that several board members’ terms were expiring at the end of the 2016-17 school year. Mr. Sherlin recommended that over the summer those members be notified and requested to serve again for the next 3 (three) year term. The members and their subsequent terms of office would be presented for election at the August meeting.

- VIII. Executive Session:** **Action:** At 8:44 a.m. Mr. Sherlin moved that the Board go into Executive Session during the personnel committee report on staffing to consider and discuss the competence and performance of specific staff members and the circumstances of their tenure at Hope. Mrs. Jamison provided the second for the motion. Motion carried unanimously (12 – 0).

**Action:** At 8:57 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:** Ms. Morman moved that the meeting be adjourned. Mrs. Jamison provided a second for the motion. Motion carried unanimously (12 – 0).

Mr. Sherlin adjourned the meeting at 9:43 a.m.

**Next meeting date will be mid-August of the 2017-18 school year.**

**Submitted by:** Pamela Jamison