

Board Meeting

**Meeting Minutes**: 10/16/2017 - 7:00pm

Chattahoochee Hills Charter School Campus Room C1

Governing Board Meeting

Attendance: Tyler Thigpen, Lachauna Edwards (Secretary), Knox Phillips (Chair), Warren Edwards, April Ledom, Shadeed Abdul-Salaam)

Meeting began at 7:00pm with pledge of allegiance.

Phillips explained to the audience how to access board documents via the school website.

Corbett motioned to approve Agenda. Seconded by L. Edwards. Motion Approved.

Phillips motioned to approve September 2017 meeting minutes.

**Public Comment**

**PTO President**

* PTO meeting tomorrow at 6pm
* PTO is having a 5k followed by a fall festival on Oct. 28th
* Letters will go out to community residents in an effort to show that CHCS are good neighbors in the community.
* OZ Pizza night fundraising will support the 7th and 8th grade trip to D.C. – visiting Howard and Georgetown
* PTO is working on community service projects.
* **Publix cards –** for every 37000 that we spend at Publix the school will get $250

**Foundation**

* Staci encourages people to attend the Denim and Diamonds event.
* A grants committee has been established on the foundation. They’re trying to get grants to pickup funds for things such as technology for chrome books.
* Denim & Diamonds money will used to support technology.

**Executive Director’s Report**

* Enrollment decline to 468. Last month was 483. Director of Operations says that 1 student due to a parent/teacher resigning, a student relocated out of state, 3-4 did home school, remaining moved to other districts
* Attendance is at 99% - we need to make sure parents aren’t picking students up early
	+ Counselors will be speaking with parents regarding this issue
* No suspensions this month
* 0 dismissals 0 resignations this month
* 26 of 30 staff ideas have been used to improve school staff culture
* Parent/Teacher satisfaction survey must be completed by March. --Clay states that he has a copy of a previous survey.
* Parent teacher conferences are next month
* Professional training hours – we must have 3 hours per teacher per year. We will exceed this number because of the morning professional developments. Right now every staff member has 1 hour.
* Milestones is the same as last month
* Fastbridge/MAP assesments. –The county said middle school logins are “fixed” and can begin testing. There still seems to be an issue with logins. Despite the issues we will wait out the issues because this testing is free as opposed to MAP which costs $5k
* Asher spoke with the county surrounding using Fastbridge in place of MAP. Both are norm reference testing services.
* Asher will reach out to GA Charter Schools or the state of GA to determine if it is okay to use the Fastbridge testing service. –MAP testing is what’s used in our charter renewal contract.
* Mastery Project- start planning in December – we’re expecting scores to go down because this year’s project will be more rigorous than last year. Last year was the first year the project was measured.
* Trifocus integration – Focusing on starting in December
* SPED Dept.– The number of students in Tier 2 & Tier 3, students with IEPs and gifted students --- Ms. Jennings has found some challenges as she has begun revamping the SPED dept.
	+ 87% of students are receiving 100% of services due to there being no physical therapist. Asher has reached out to Fulton Co. to assists with finding a therapist.
	+ Asher will look at nearby elementarys to see if he can utilitze a therapist they may have on staff.
* Teacher growth – will compile metrics in November. Teachers are scored using TeachBoost software to measure growth.
* Finanical Health – Waiting on confirmation regarding a budget report. There may be some cuts necessary. We were funded 200-300k less from the county. In addition there were missed payments in the past for TRS. Waiting on Tim to confirm financial numbers
* Compliance checklist – Have last year’s unaudited financial statements
* Yearly report will be completed and sent to the county and state by Oct. 29th.- Due Nov. 1st
* Board trainings – needs numbers for all board members
* Accreditation – still researching. Andrea and the accreditation body are still talking about whether we need to be accredited. Asher has already started the process just in case.
* Development Grants
	+ Cathy from foundation has applied for several grants for the schools
	+ Staci is applying for a $30k grant with GA Pacific
	+ Cathi is looking at a USDA grant $50k for instruction $100k for implementation. –Shadeed will assist
* Oct. 25th – meet and greet with original founders and potential new funders.
	+ Funders have asked for information about what the priorities are for the school.
	+ A foundation monthly newsletter is in the process of being created.
* Greystone was supposed to come out 2 weeks ago so the pickup area could be expanded
* 23rd Serenebe will come to campus to plan with teachers how to implement arts in 3rd and 8th grade
* Amanaa Academy is a partner and received a grant for expeditionary learning. They chose to share the resources with CHCS and Asher, 4 teachers, and the middle school will travel to Chicago for a national convention.
* Construction – paused until lawyers work out difference in terms on the bonds.

**Finance Committee**

* Phillips states that We are phasing out our CFO and looking at new board members to assist with revamping our accounting practices. We are trying to get back on track with managing our finances better.
	+ The issue was not with wrongdoing but with inefficient processes
* Asher says that we have to shift the financial managing back to the school and away from the board. He would like the board to do the oversight and not the actual work.
* Fulton County had concerns and questioned our financial operations but Chaz and Asher have worked diligently to comb through the budget and Fulton County
* 3 budget pieces for November
	+ We are operating in a deficit right now. We will look at some areas where we can make cuts to things that we may not necessarily have to have and/or can reduce spending in certain areas.
* Phillips will meet with the budget department at Fulton to foster a better relationship, explain what are processes will be going forward.
* FY18 Budget
	+ Will need to make cuts.
	+ Meeting with funders on Oct. 25th is critical
	+ Technology has been removed from the budget –if the grants come through we’ll have over 50k
	+ Philips has asked administrative team to start prioritizing areas in the budget and being conservative to ensure we are not short and don’t need to dip into our reserves.
	+ Clay has stated that he and his wife will match any donations from the board up to 10k
		- Because the school is a 501c3 the school can receive stocks. Before the 25th meeting, clay suggests that Asher be ready to accept stocks
		- April will look to see how the school can accept stocks.

**Academic Excellence**

* Thigpen says the team met twice since last meeting
	+ 1st to approve purchase of curriculum materials.
	+ 2nd meeting was to discuss next steps for construction. There has been great progress in creating a dashboard to monitor progress of students. The team has action steps to find missing data from previous years.
* The team wants to get student data in absolute and longitudinal terms. Measuring how the students are doing against GA standards and how to improve over time.
* Moving forward:
	+ Finishing up the dashboard and interim assessment portfolios
	+ Focusing on writing
	+ Begin looking at what is the profile for a CHCS graduate.
* We don’t have 2nd year data for MAP assessments because students didn’t take the test therefore there is an issue with measuring progress without year 2 data.
* W. Edwards suggested that we pay attention to the CCRPI. There have been changes and he will share with the academic excellence committee.
* Eureka is free this year 50 next year– printing costs $15k, there was $25k in the budget for textbooks where the funds come from.
* W. Edwards says the eureka has imbedded lessons plans within the software. Asher has started coaching teachers himself
* Phillips asked if there was an incentive to use staples. We have a staples advantage account which reduced to costs for us in comparison to regular staples and office depot.
* W. Edwards asked if there are any other printing sources or ideas on how to phase in books to reduce costs. Asher said it only made sense to implement all at once.
* MasteryConnect helps with assessing where we are academically. The goal is to ensure that there are not things on the test that students were not taught.
* M
* Ledom asked if the school looked at options for “in-kind” printing. However, the urgency of needing Eureka is why the team didn’t have the time to research the options. Asher would hate to continue
* Ledom knows a way we can get in-kind printing. She will send info to Chaz and Asher.
* Shadeed has another resource that he will send to Chaz.
* Motion to approve printing services for a proposed curriculum in an amount not to exceed $25k. Seconded from W. Edwards. Approved unanimously.

**Governance Committee**

* Meeting last Wednesday. Goal is to get individuals on board with a finance and business background
* 2 board candidates are present at the meeting. Both are parents from the beginning of the school’s establishment. Both have business backgrounds.
* Philips explained that the 3 open seats are appointments.
* Corbett asked if the board wants to vote now for candidates or wait until next month.
* Ledom asked if there is a preference for which seats to put candidates in.
* Corbett moved to accept the 2 board candidates. Seconded by L. Edwards. Vote cancelled to allow for board members to meet with candidates.
* Governance committee will discuss which candidates to move in each seat.
* May possibly vote for CFO at the end of the month.
* Corbett says that the bylaws state after the initial board the terms are to last for 3 years. If we change to 2 years we have to change the bylaws. We need to vote on what this will be in the November meeting.
	+ Clay suggested the board do an annual review of the bylaws.
	+ Only 2 members have completed a full term

**External Affairs**

* Our board needs to make sure we are attending the Fulton County community meetings.

**Facilities Committee**

* Shadeed has a proposed timeline for the construction phase. He had a brief meeting with Tom Reed to schedule a time to meet with the architects to finalize the timeline.
* Construction was supposed to start Nov. 7th with completing in June 2018.
* Facilities meeting considered the possible removal of the skylight features because of the solar panels that will need to be installed.
* There is a one and a half month cushion to ensure that the building is up before school begins in 2018

**Strategic Planning Committee**

* Philips has 3 resources to help with charter renewal. GCSA has a good model to help facilitate renewal.
* We have to file our letter of intent in December. GCSA does a very detailed review of petitions. They do a financial governance review and board training, performance review from past charter terms (did we meet our goals), They also provide 10 hours of general consulting on the renewal applications. We get a discount.
* We need someone as the head of our renewal process and Philips believes GCSA would be a good tool to used for oversight.
* Philips will bring 3 new partners next meeting to discuss the renewal process.

Philips motioned to move to executive session. W. Edwards seconded. Unanimously approved.

Phillips motioned to move out of executive session. W. Edwards seconded. Unanimously Approved.

Phillips motioned to adjourn. Thigpen Seconded. Unanimously approved.