

Hapeville Charter Schools

Foundation Board

Diane Terry, CEO
Terry Martin, CFO
Lew Valero, SEC

Community Representatives

Tracie McCord
Irene Munn

Parent Representatives

Ginger Anderson
Krystal Rainey
Shondra Evans
Regina Mincey

Board Meeting Agenda October 29, 2012 at 5:30 pm

Hapeville Charter Career Academy – Buffington Road

Item		Sub-Items	Discussion/Action
Meeting Call to Order	CEO		
Minutes of previous Board Meeting	CEO	Minutes of the September 24, 2012 Board Meeting	Seek Motion to Approve
Action Items	President	Listed on Page 10	Request Approvals
Financial, Business Report and Legal Update	CFO	Budget and actuals for 2012-2013 for month ending August 30, 2012	Report to Board
Reports from the Principals	Principal of HCMS Principal of HCCA	Presentation	Report to Board
New Business	Informational Meeting for currently enrolled HCMS 8 th graders Hapeville Charter After Hours	Saturday, November 17, 2012 at 10:00 am Website and phone number	Report to Board
Old Business	(#1) Hapeville Charter After Hours (#2) Dr. Latrelle McFarlane	Non-profit Tax Exempt Corporation Nov. 13 th through 16 th Creating a Culture of High Expectations	Report to Board

NOTE: Hapeville Charter School receives funding through the Federal Title I Program for economically disadvantaged families. Hapeville Charter Middle School and Hapeville Charter Career Academy are both school-wide Title I Schools which operate as a part of Fulton County School System.

"This institution is an equal opportunity provider."

Hapeville Charter Middle School and Hapeville Charter Career Academy are each accredited by AdvancED.

Table of Contents

Hapeville Charter Schools Board of Directors	3
Board Meeting Dates for 2012-2013 School Year	4
Reminder of AdvancED Required Actions (from Fall 2011 Visit).....	5
Bullet points for discussion at the October 29, 2012 Board Meeting	9
Board Action Items for October 29, 2012	10
Presentation to the Board from the Principals	11
Hapeville Charter Vision Statement – original proposal.....	12
Fulton County School System Interim Compliance Report (rec'd July 2, 2012)	15
Enrollment Updates as 10/15/2012	19
Commitment to Quality Standards – Reminder from GCSA	20
Documents to review in preparation for Hapeville Charter Board Meeting scheduled Monday, October 29, 2012 at 5:30 pm at HCCA-Buffington Road	22

Hapeville Charter Schools Board of Directors 2012 – 2013 School Year

**Hapeville Charter Middle School
Sixth and Seventh Grade Main Campus
3535 South Futon Avenue
Hapeville, GA 30354
404-767-7730
Fax: 404-767-7706**

**Hapeville Charter Middle School
8th Grade Academy
6045 Buffington Road – B
College Park, GA 30349
404-941-1040
Fax: 404-767-7706**

**Hapeville Charter Career Academy
6045 Buffington Road - A
College Park, GA 30349
404-766-0101
Fax: 404-941-1102**

Hapeville Charter Middle School and Hapeville Charter Career Academy are both accredited by AdvancED.
Hapeville Charter Schools receive funding through the Federal Title I Program for economically disadvantaged families.
This institution is an equal opportunity provider.

Tax I.D. #72-1552418

Georgia Secretary of State Control #0309121

Georgia Magnet Charter Schools Foundation, Corp. Officers

Diane Terry
CEO
2117 Azalea Circle
Decatur, GA 30033
404-636-2758
normanat1@bellsouth.net

Term expires June, 2013

Seat #1

Terry Martin
CFO
43 Village Court
Decatur, GA 30030
678-925-1048
tjmartin@gmail.com

Term expires June, 2013

Seat #2

Lew Valero
Secretary
3335 Northside Drive
Hapeville, GA 30354
404-274-2258
hlewvalero@comcast.net

Term expires June, 2013

Seat #3

Board of Director Area Representatives

Irene Munn
150 Little John Tr.
Atlanta, GA 30309
404-561-5940
Irene.munn@ltgov.ga.gov

Term expires June, 2014

Seat #4

Tracie McCord
219 Windgate Court
Windgate Court
Peachtree City, GA 30269
770-403-6641
tmccord@unioncityga.org

Term expires June, 2014

Seat #5

Parent/Guardian Representatives

Ginger Anderson
715 Maycroft Knoll
Atlanta, GA 30331
404-291-1928
ginger.anderson@cigna.com

Term expires June, 2013

Seat #6

Krystal Rainey
5446 Boreal Way, SW
Atlanta, GA 30331
404-698-8512
krainey@hapevillecharter.org

Term expires June, 2013

Seat #7

Shondra Evans
1719 Jasmine Circle #1701
Atlanta, GA 30318
404-953-0353
shondraevans@yahoo.com

Term Expires June, 2013

Seat #8

Regina Mincey
6638 Foggy Oak Drive
Fairburn, GA 30213
404-518-3300
regmac92@bellsouth.net

Term expires June, 2014

Seat #9

Board Meeting Dates for 2012-2013 School Year

The Hapeville Charter Board of Directors approved the following Board meeting dates for the 2012-2013 School Year*

Wednesday, August 1, 2012, 11:00 am

Hapeville Charter Middle School Sixth/Seventh Grade Building

NOTE: This is the only meeting of the school year that is NOT on a Monday at 5:30 pm

August 13, 2012 – First Day of Classes

Monday, August 27, 2012, 5:30 pm

Hapeville Charter Career Academy - Building A

Monday, September 24, 2012, 5:30 pm

Hapeville Charter Middle School Sixth/Seventh Grade Building

Monday, October 29, 2012, 5:30 pm

Hapeville Charter Career Academy - Building A

Monday, November 19, 2012, 5:30 pm

Hapeville Charter Middle School Sixth/Seventh Grade Building

Monday, January 28, 2013, 5:30 pm

Hapeville Charter Career Academy - Building A

Monday, February 25, 2013, 5:30 pm

Hapeville Charter Middle School Sixth/Seventh Grade Building

Monday, March 25, 2013, 5:30 pm

Hapeville Charter Career Academy - Building A

Monday, April 29, 2013, 5:30 pm

Hapeville Charter Middle School Sixth/Seventh Grade Building

Monday, May 20, 2013, 5:30 pm

Hapeville Charter Career Academy - Building A

May 23, 2013 – Last Day of Classes

*Meeting locations may be modified by Board approval during the school year. Any change of meeting location will be posted on the school websites:

Hapeville Charter Middle School - **hapevillems.org**

Hapeville Charter Career Academy - **hapevillecharter.org**

Reminder of AdvancED Required Actions (from Fall 2011 Visit)

Submitted by Gary Martin

AdvancED QAR Team Visits in November 2011

Hapeville Charter Middle School received verbal and PowerPoint notification of AdvancED accreditation on November 10, 2011. Hapeville Charter Career Academy received verbal notification of AdvancED accreditation on November 3, 2011.

Both accreditations are for five years (the maximum certification by AdvancED.)

The final 23 page report of the Quality Assurance Review (QAR) Team for HCMS (Nov. 2011) is available for viewing by clicking on the following icon:



C:\Documents and Settings\Gary Martin\

The following include the three required actions by the AdvancED QAR Team for HCMS (copy/pasted from the final report:)

Required Action 1

Required Action:

Engage representatives of all stakeholder groups in the development of a clear and concise vision statement that will guide continuous improvement efforts.

Evidence:

The school definitely has a vision of excellence. However, interviews revealed that stakeholders, both internal and external, were very vague as to the actual vision statement of the school. A review of artifacts revealed a vision statement that had been developed at the beginning of the current school year. However, there was minimal involvement of stakeholders in the development of this statement.

Rationale:

The vision statement sets the foundation for systemic and systematic improvement efforts. The process of developing the vision statement should be carefully planned and inclusive of representatives of the many stakeholder groups served by the school. Such a visioning process would help unite all stakeholders in their commitment to continuous improvement efforts that drive instructional and operational decisions of the school.

Required Action 2

Required Action:

Develop a systemic process of routinely reviewing the school's vision, profile, plan, and results being sure to include stakeholder representation in each phase on the process.

Evidence:

The continuous improvement process at the school is being driven by a small number of staff members. The leadership team consists of administrators and relatively few support staff members. The governing board of the school is very supportive, but is more involved in operational processes such as acquiring funding for needed resources.

Rationale:

It is critical that representation of the various stakeholder groups be involved in each phase of the improvement process. Each phase includes opportunities to collect, analyze, and communicate data, to review progress, and to plan for future developments. School improvement discussions where various stakeholders, including students, are active participants help to unite the total school in moving toward excellence.

Required Action 3

Required Action:

Devise short and long range plans to enhance opportunities for technology integration throughout the teaching and learning processes and to expand media services.

Evidence:

Observations during the QAR team visit revealed limited technological resources available to teachers and students to support the instructional program. The school has access to six iPads, one computer lab, LCD projectors, and flat screened televisions. Each teacher is assigned a laptop computer for the purpose of emailing parents. Remediation classes are scheduled throughout the day in the computer lab so this classroom is rarely available for use by other teachers in the school. Additionally, the school does not have a media center, even though students do have access to the Hapeville Public Library which is located across the street and classrooms are equipped with a small book collection.

Rationale:

As the school strives toward excellence it must embrace the necessity of providing technology access to students on a regular basis. Excellence means being prepared for survival in a global society. Technology is an everpresent part of that society. Schooling must avail students to state of the art technology to facilitate and expand their educational experiences.

Next Steps (for HCMS)

The school (HCMS) should:

1. Review and discuss the findings from this report with all stakeholders.
2. Ensure that plans are in place to embed and sustain the strengths noted in the commendations section to maximize their impact on the school.
3. Develop action plans to address the required actions made by the team. Include methods for monitoring progress toward the required actions.
4. Use the report to guide and strengthen the school's efforts to improve student performance and school effectiveness.

5. Following the Quality Assurance Review, submit the Accreditation Progress Report detailing progress made toward addressing the required actions. The report will be reviewed at the state and national level to ensure that significant progress is being made toward the required actions. Lack of progress can result in a change in accreditation status.
6. Continue to meet the AdvancED accreditation standards, submit required reports, engage in continuous improvement, and document results.

The final 22 page report of the Quality Assurance Review (QAR) Team for HCCA (Nov. 2011) is available for viewing by clicking on the following icon:



C:\Documents and Settings\Gary Martin\

The following includes the one required action by the AdvancED QAR Team for HCCA (copy/pasted from the final report:)

Required Action 1

Required Action:

Broaden the scope and analysis of areas targeted for collection of performance data in order to provide a more extensive base for planning for school improvement and increased school effectiveness.

Evidence:

Student achievement analyzed data have primarily been based on limited sources and not from the total program. Data from the career areas and other areas of the school have not been included in the collection of data to use to plan for school improvement.

Rationale:

Planning for improving student achievement and raising the level of school effectiveness depends upon identification of the areas in need of improvement; therefore, data used should be derived from collecting, analyzing, and using data gathered from a broad scope of areas in the school.

Next Steps (for HCCA)

The school (HCCA) should:

1. Review and discuss the findings from this report with all stakeholders.
2. Ensure that plans are in place to embed and sustain the strengths noted in the commendations section to maximize their impact on the school.
3. Develop action plans to address the required actions made by the team. Include methods for monitoring progress toward the required actions.
4. Use the report to guide and strengthen the school's efforts to improve student performance and school effectiveness.
5. Following the Quality Assurance Review, submit the Accreditation Progress Report detailing progress made toward addressing the required actions. The report will be reviewed at the state and national level to ensure that significant progress is being made toward the required actions. Lack of progress can result in a change in accreditation status.
6. Continue to meet the AdvancED accreditation standards, submit required reports, engage in continuous improvement, and document results.

Bullet points for discussion at the October 29, 2012 Board Meeting

- The Hapeville Charter Career Academy application for NATEF Certification is targeted for December, 2012 or January, 2013 submittal per Matthew Lindsey, Director of the HCCA Auto Technology Area.
- The 2011-2012 Financial Audit is completed and has been submitted to the State DOE Charter Schools Division as a part of the 2011-2012 Annual Reports.
- The amended Operating Budget for 2012-2013 will be presented to the Board for review and approval at the November, 2012 Board Meeting due to changes in determining the allocations at six day count instead of 10 day count.
- The second meeting of the South Fulton Avenue and College Street neighbors of HCMS was held on Wednesday, October 10 at 2:30 pm at Café at the Corner in Hapeville.
- Please provide your input for improving the “new” websites for HCMS and HCCA. Be sure to view:
 - o Hapevillems.org - Hapeville Charter Middle School
 - o Hapevillecharter.org - Hapeville Charter Career Academy
- The current Vision Statement information is included with the October 29, 2012 Board Meeting Agenda and Board documents.
- Instead of moving forward with the Classroom Annex building, the Hapeville Charter administration will pursue internal construction modifications to existing classroom and lab areas to increase classroom availability for scheduling purposes at HCCA.
- The first Hapeville Charter Career Academy graduation is scheduled on May 24, 2012 with a 5:00 pm start time at the Georgia International Convention Center in College Park.
- The State of the School Addresses are posted on the HCMS and HCCA websites.
- Hapeville Charter After Hours
 - o Website: www.hapevillecharterafterhours.org or www.hcafterhours.org
 - o Phone: 404.576.8230
- Regarding the November 6, 2012 vote:

Election Protocols - ACTION

The election campaign season is under way at all levels of government and this often raises questions about election campaigning and participation. This season a very important question will deal with HB 1162, also termed Amendment One. *The GA Attorney General has re-affirmed* that neither public school districts nor publicly-funded charter schools can use taxpayer resources to campaign for or against any ballot initiative. FCS policy further states that public school employees are not to use school resources for political activities or distribute campaign paraphernalia on school grounds.

Public schools can share non-biased information about political initiatives such as the charter school amendment. The Fulton County Superior Court ruled Oct. 10, 2012, that the information on the FCS website is acceptable.

Many lobbying groups may ask your school to post information that advocates a particular opinion on HB 1162. It is our expectation that all FCS schools will follow the Attorney General’s guidance and will not distribute information that advocates a particular position. If your governing board feels obligated to inform your school community about this topic, given that the FCS Q and A [attached](#) has been reviewed and approved by the FC Superior Court, it may serve as a useful example for your staff. Your adherence to this policy is expected and greatly appreciated.

Board Action Items for October 29, 2012

1. Request the Board to discuss and approve Response #3 to the Fulton County School System Interim Compliance Report received via email attachment on July 2, 2012 which addresses the School Culture analysis request.
 - The first response was reviewed and discussed at the August 1, 2012 Board Meeting regarding the facilities buildout.
 - The second response was reviewed and discussed at the September 24, 2012 Board meeting regarding the Mandatory Operational Action to conduct an evaluation of school culture related to professionalism and deportment, student discipline and school behavioral expectations for teachers, staff and students.
 - The third response will meet the requirement of a November 1 deadline originally requested in the FCS Interim Charter Compliance Report. The dates have been established for the study of school culture by Dr. Latrelle McFarlane (which was explained in the second response.)

NOTE: The WORD document is included as a link on Page 22.

2. Request the Board to discuss and approve the Vending Machine proposal as an Athletic Department Fundraiser. The proposal will be forwarded to the Board by Friday, October 26, 2012.

Presentation to the Board from the Principals

October 29, 2012 Board Meeting

(#1) Faculty	Professional Development Seminars/Workshops/Conferences	Who attended what?
(#2) Substitute Teachers	Number of subs paid during the period from 08/13/2012 to 9/30/2012	Payroll amount paid for subs from 08/13/2012 to 9/30/2012
(#3) Teacher Classroom Observations – Principal	Number of classroom observations by the Principal from 08/13/2012 to 10/15/2012	Number of evaluations completed by the Principal, signed by the teacher, and submitted to HR for filing in personnel files from 08/13/2012 to 10/15/2012
(#4) Teacher Classroom Observations – Principal Designee	Number of classroom observations by a Principal Designee from 08/13/2012 to 10/15/2012	Number of evaluations, completed by the Principal Designee, signed by the teacher, and submitted to HR for filing in personnel files from 08/13/2012 to 10/15/2012
(#5) Student Discipline Infractions (Major Offenses Only)	Number of Student Discipline Infractions recorded into eSchools from 08/13/2012 to 10/15/2012	Number of students suspended or expelled from school from 08/13/2012 to 10/15/2012
(#6) Student Academic Evaluations to Date	Student Achievement Overview from 08/13/2012 to 10/15/2012	Positive and Negative News for period from 08/13/2012 to 10/15/2012
(#7) Budget line items which are either below or above forecasted levels	A brief explanation of why below or why above levels	Your recommendations for improvement for this year and plans for the 2013-2012 School Year
(#8) Request(s) to the Board for consideration		
(#9) Bragging points		
(#10) PTCO	Activities, fundraisers, meetings, and plans from 08/13/2012 to 9/30/2012	Bank account balance, Student/School related purchases made by the PTCO to support the overall program

Hapeville Charter Vision Statement – original proposal

VISION

Provide an environment that will excite, inspire and transform classes of students into productive Life Ready individuals capable of, and interested in, working together to enrich their lives and lead future generations.

HOW

- Provide enthusiastic and exciting teaching professionals
- Acknowledge the positive efforts of individuals and teams
- Expose students to diverse societies, career opportunities, arts and leisure activities

MISSION

The Mission of Hapeville Charter Schools

- Design and manage a self-sustaining facility that will make parents, students and staff proud
- Accept students for who they are and guide them as they transform themselves into who they want to be
- Maintain a safe atmosphere that allows students and parents to question the way things are and offer suggestions to make things better
- Provide affordable technology, and instructions for its use, in the disciplines we offer
- Provide students and staff a support system for their personal and career paths
- Monitor but encourage and allow students as much hands-on-experience with their own education as achievable

regarding Hapeville Charter Vision Statement

83 survey results “thus far” from the faculty/staff and parents of Hapeville Charter Schools (HCMS and HCCA):

#1

HCCA faculty member:

Vision Statement Proposal:

The vision of Hapeville Charter is to establish a schoolwide environment of excellence that will transform students into productive individuals working together to enrich their lives, transform their immediate communities, nation and the world as a whole, and fosters a long term goal of empowering, shaping and leading future nations.

Vision Statement Comment:

I like the vision and I think it does clarify the focus. However, I think something in the vision should stand out as being unique and makes the stakeholder want to latch on or be part of the school. In other words have a wow factor! For instance, being able to transform the immediate community may be a central focus that drives all the other components of the vision.

#2

HCMS faculty member:

Vision Statement Comment:

There should be some mention of the required decorum of students that exemplify a potential leader of future generations.

#3

HCMS faculty member:

The message is too vague. There should be clarity regarding the academic focus of the school. How will you achieve, improve, and maintain the academic focus?

#4

HCMS faculty member:

Please have practical examples of application.

#5

HCCA parent:

Please try to make sure that the children are in a productive learning environment.

#6

HCCA parent:

I need some time to develop this. I will forward by email.

#7

HCCA parent:

Everyone involved from staff, parents, and students should be reminded once or twice out the school year of the school vision.

#8

HCCA parent:

Organization, sticking with the rules and enforcing them at all times, making sure all students are on point with education and plans for future education or vocational training

NOTE: The HCMS PTCO meeting on October 18, 2012 included an agenda item to promote the HCMS parents to complete the online survey regarding the Hapeville Charter Vision Statement.

Fulton County School System Interim Compliance Report (rec'd July 2, 2012)

**FCS Charter Interim Compliance Report
Hapeville Charter School
June 2012**

Justification:

The responsibilities of charter authorizers, pursuant to O.C.G.A. § 20-2-2065(b)(2) to control and manage local charter schools includes the following:

- Enforce clear expectations for, and ensure achievement of, performance contained in performance goals set forth in the charters;
- Review annual budgets for local charter schools;
- Ensure that the local charter schools is complying with the accountability provisions of O.C.G.A. § 20-14-30 *et seq.* and federal accountability requirements; and
- Evaluate a local charter school's performance in relation to the expectations and goals set forth in the charter and take appropriate action based on this evaluation.

Fulton County Schools (FCS) is issuing this interim compliance report as it relates to the federal and state accountability provisions and health and safety requirements for the benefit of all our charter governance boards and administrators.

Overview of the Compliance Reports:

This report does not represent all the compliance items that might be required of a charter school by federal and state governments since individual schools and students will generate additional compliance requirements. However, this general listing can serve as a vehicle to foster communication and transparency between the charter school and the system in the area of general compliance and to further our shared goal of excellent schools for the children of Fulton County.

The schedule of compliance deadlines and related system training opportunities for the 2011-2012 school year was provided to the charter school in August 2011. Additionally, email reminders of charter obligations have been provided by various FCS departments to the charter school since July 2011.

A Final Compliance Report for the 11-12 school year will be issued in November following submission in October of the annual independent audit as required by state law and a complete analysis of academic performance. This timing will allow for parental review of the school's performance in advance of the application season which typically starts in January of each year. Both reports need to appear in the charter school's Governing Board minutes.

Status of the Charter as of this writing: Compliance

Key Facts:

Hapeville Charter Middle School is located at 3535 South Fulton Avenue, Hapeville, Georgia. Hapeville Career Academy is located at 6045 Buffington Road, Union City, Georgia. The charter school is currently approved by FCS for a term from July 2009 to June 2019.

CURRENT STUDENT ENROLLMENT PER STUDENT SUBGROUP

	Number of Students	Percent*
Total Enrollment (MS)	527	-
Male	259	49.15%
Female	268	50.85%
Ethnicity: Asian	5	0.95%
Ethnicity: American Indian	-	-
Ethnicity: Black	469	88.99%
Ethnicity: Hispanic/Latino	37	7.02%
Ethnicity: White	6	1.14%
Multi-Racial	10	1.90%
LEP	6	1.14%
Special Education	27	5.12%

	Number of Students	Percent*
Total Enrollment (HS)	504	-
Male	275	54.56%
Female	229	45.44%
Ethnicity: Asian	7	1.39%
Ethnicity: American Indian	-	-
Ethnicity: Black	476	94.44%
Ethnicity: Hispanic/Latino	13	2.58%
Ethnicity: White	5	0.99%
Multi-Racial	2	0.40%
LEP	1	0.20%
Special Education	36	7.14%

* Many students belong to more than one student subgroup. The sum total for percent of total enrollment (shown in the right hand column) may consequently be greater than 100%.

Source: FCS SAMS as accessed on June 2, 2012.

Operational Commendations:

- The school has been accepted into the Ford Partnership for Advanced Studies (PAS) program. Ford PAS is an academically rigorous, standards-based curriculum that challenges students to integrate academic learning with realistic applications in areas such as design and product development, information systems, environmental sustainability, global economics, business planning, marketing, and personal finance. The school was invited to the national conference in Detroit and hosted a conference the previous spring.
- Hapeville Career Academy is seeking an expansion of their facility to accommodate additional academic programs. While still in the preliminary stages of the project, they are working in collaboration with FCS.
- The career academy facility achieved “Silver” LEED status.

Suggested Operational Actions:

- As the school anticipates its first year of full capacity in a 6 through 12 grade configuration, it may find it useful to begin to contemplate avenues for more parental and student leadership on the board to include adding governance feedback in parent, student and teacher surveys and networking with other FCS governing boards to share best practices.
- The FCS Charter Liaison needs to be included on the list serve for the school’s newsletters.
- Prompt and regular communications with parents is a key to a strong school community. There are a higher number of complaints about slow or conflicting information coming from the school. The governing board should consider reviewing internal and external communications protocols for effective, accurate and timely responses.
- The ESOL program continues to have paperwork compliance issues. While we note the administration of this program has improved, it is still not running smoothly. Additional focus on the administrative responsibilities in this area is needed.

Mandatory Operational Actions:

School Culture: The school experienced a high number of discipline incidents during the past school year. Additionally, there have been reported incidents of very poor decision making on the part of some teachers and staff in their interactions with students and teachers. The system is aware that that the board did address each incident immediately and completely. While the specific incidents will not be addressed here due to confidentiality, the governing board needs to investigate why these incidents occurred and determine if a common factor exists that should be addressed.

- The governing board needs to conduct an evaluation of school culture related to professionalism and deportment, student discipline and school behavioral expectations for teachers, staff and students. This, ideally, could be conducted on a pro bono basis by one of the school’s many business or college partners or in conjunction with the Georgia Charter Schools Association. The results of the evaluation as well as plans to address concerns, if any, need to be reported to FCS by November 1.

Governance and Financial Management Issues:

- We expect to work in full cooperation with the school as it seeks an expansion of their high school facility. By July 31, we request a review of the process and timeline the school intends to

follow for the upcoming school year in this area as well as a financial plan reflecting the expansion.

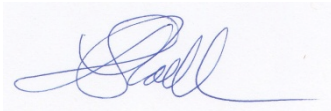
Documentation:

Attached is the detailed response representing the 2011-12 compliance items, the date the item was due, and whether the charter met the compliance item.

Please note that failure to comply with these mandatory directives issued by FCS as authorizer of the charter school will be considered a breach of contract and may jeopardize the charter school.

We appreciate the hard work, professionalism and dedication of the Hapeville Charter School staff and governing team. We continue to offer our support as you meet the compliance items required by the charter and look forward to a successful school year of learning for the students of the school.

Sincerely,

A handwritten signature in blue ink, appearing to read 'L. Stowell', is centered on a light blue rectangular background.

Laura Stowell, MPA
FCS Charter Liaison

Enrollment Updates as 10/15/2012

HCMS

Grade Level	(Column A) The number of students sitting in seats on October 15, 2012	(Column B) Fulton County Forecasted Numbers for 2012-2013	
6	188	194	
7	189	173	
8	178	179	
Special Ed		5	
Combined	555	551	

HCCA

Grade Level	(Column A) The number of students sitting in seats on October 15, 2012	(Column B) Fulton County Forecasted Numbers for 2012-2013	Revised forecasted enrollments for 2013-2014
9	201	181	190
10	173	179	190
11	160	167	160
12	143	152	150
Special Ed		17	6
Combined	677	696	696

Dual Enrollment Program for 2012-2013 at HCCA/Atlanta Technical College

Program	Number of HCCA 11 th and 12 th Graders
Automotive Technology	24
Avionics	8
Dental Care Assisting	9
Paralegal	13
Patient Care Assisting	19
Total Enrollment – September 14, 2012	73

Commitment to Quality Standards – Reminder from GCSA

COMMITMENT TO QUALITY STANDARDS

Established 2/16/09

Revised 3/31/11

Revised 8/4/11

QUALITY CATEGORY	QUALITY INDICATORS
Governance	<ul style="list-style-type: none"> Obtains governance training once yearly for all board members and training and orientation for all new board members
Legal / Compliance	<ul style="list-style-type: none"> Demonstrates legal and regulatory compliance by operating as a Georgia non-profit organization, complying with terms of the charter, following federal and state laws, rules, and regulations, and submitting timely annual reports and audits to the authorizer(s)
Financial Integrity	<ul style="list-style-type: none"> Achieves an unqualified audit conducted by a Georgia licensed CPA
Academics	<ul style="list-style-type: none"> Meets AYP and/or established student growth targets Meets academic goals established in the charter

School Administrator (print)

School Administrator (signature)

Date

Rena Youngblood
Director of Membership and Member Business Services
Georgia Charter Schools Association
600 West Peachtree Street, Suite 1555
Atlanta, GA 30308
Office: (404) 835-8915

County/Start Up Charter Checklist

2012-2013 School Year

AREA	CHARTER OBLIGATIONS	DATE OF FCS OBLIGATIONS	ACCEPTABLE EVIDENCE	CONFIRMATION	FCS CONTACT INFORMATION
Governance Board Responsibilities					
CHARTER DEPARTMENT	Non-Profit Status	August 31	Copy of Certificate	By Charter	Laura Stowell
CHARTER DEPARTMENT	New Board Member Training	Sept. 22; Oct 29	Sign In Sheet	By System	Laura Stowell
CHARTER DEPARTMENT	Listing of Current Board Member	Sept. 4	Excel Spreadsheet	By Charter	Laura Stowell
CHARTER DEPARTMENT	Evidence of SACS/AdvancED Certification	Sept. 4	Copy of Certificate	By Charter	Laura Stowell
CHARTER DEPARTMENT	Evidence of Fingerprinting/Background Check	Sept. 28	Visual inspection	By System	Laura Stowell
CHARTER DEPARTMENT	GB Approval of GADOE Report	Sept.	School Website Minutes, Agenda	By System	Laura Stowell
CHARTER DEPARTMENT	GB Approval of SIP and updates	Sept., Jan., May	School Website Minutes, Agenda	By System	Laura Stowell
CHARTER DEPARTMENT	GB Approval of SOSA	October	School Website Minutes, Agenda	By System	Laura Stowell
CHARTER DEPARTMENT	GB Evidence of Budget Construction	February/March	Rep. at budget review mtg.	By System	Laura Stowell
CHARTER DEPARTMENT	Response to Initial Compliance	February/March	Response from GB	By Charter	Laura Stowell
CHARTER DEPARTMENT	GB Approval of Budget	March/April	School Website Minutes, Agenda	By System	Laura Stowell
CHARTER DEPARTMENT	Lottery Video, Results and Wait List	March 1	Video and Excel Spreadsheet	By Charter	Laura Stowell; Yngrid Huff, Mary Mira
CHARTER DEPARTMENT	Evidence of Open Meetings	on going	School Website Minutes, Agenda	By System	Laura Stowell
Principal Responsibilities					
CHARTER DEPARTMENT	Monthly Meetings	TBD	Copy of Sign In Sheet	By System	Laura Stowell
CHARTER DEPARTMENT	Submission of SIP and updates	Oct., Jan., May	SIP Form	By Charter	Laura Stowell
CHARTER DEPARTMENT	GADOE Report	Oct. 1	Copy of GADOE Report	By Charter	Laura Stowell
CHARTER DEPARTMENT	State of the School (SOSA)	November	Copy of Presentation	By Charter	Laura Stowell
CHARTER DEPARTMENT	End of the year checklist items	TBD	Copy of checklist	By Charter	Laura Stowell
In Kind Departments					
Regular					
STUDENT DISCIPLINE	Student Code	August 30	Copy of Student Code	By Charter	Laura Stowell, Mark Muma
SCHOOL SAFETY	School Safety Plan	August 30	Notice from School Safety	By System	Laura Stowell; Mark Muma
HEALTH SERVICES	Immunization Records	August 30	eSchool records	By Charter	Lynne Meadows
PROF. LEARNING-LOCAL	Varies by Charter	September	Copy of Schedule	By Charter	Laura Stowell
BUS/PROP INSURANCE	Insurance	September 24	Copy of Policy	By Charter	Laura Stowell
BUDGET AND ACCOUNTING	October Audit	Oct. 1	Copy of Audit (electronic)	By Charter	Laura Stowell; Monique Bonner
HUMAN RESOURCES	CPI Report	October, March	FCS Form	By Charter	Laura Stowell; Dawn Rose; Celeste
HEALTH SERVICES	Screening Training	January	Notice from Health Services	By System	Lynne Meadows
SOCIAL SERVICES	Affadavits	Last Day of First Semester	eSchool records	By Charter	Laura Stowell, Gonzalo LaCava
STUDENT INFORMATION SYSTEMS	Training and daily eSchool	On-Going	Report from Student Information	By System	Eulonda Washington
COMMUNICATIONS	Evidence of Communications to Parents	Regular	Newsletter/ Website, etc.	By Charter	Laura Stowell
BUDGET AND ACCOUNTING	Financial Reports	15th of each month	Email Form	By Charter	Laura Stowell; Melandie Williams
ASSESSMENT	State Mandated Testing Training	Per notification from FCS	Participant sign in sheet	By System	Connie Maggett; Christine Estelle
SST/504/RTI	Training	Per notification from FCS	Notice from SST/504/Rtl	By System	Laura Stowell; Andrea Turner
TITLE I /NCLB/COMPL.	Complete compliance	Per notification from FCS	Report from Title I	By System	Laura Stowell; Tawana Miller
ESOL	Complete compliance	Per notification from FCS	Report from ESOL Department	By System	Barbara Beaverson
SERVICES TO EXCEPTIONAL CHILDREN	Complete compliance	Per notification from FCS	Report from SEC Department	By System	Latrina Coxton
SUMMER SCHOOL (MANDATORY)	When triggered by CRCT	End of school year	Copy of letter sent to parents	By Charter	Laura Stowell
FACILITY SAFETY INSPECTION	As needed	Annually	Copy of safety letter	By Charter	Laura Stowell; Joseph Clements
Optional Departments					
TRANS/VEHICLE INSUR	Insurance	September 23	Copy of Policy	By Charter	Laura Stowell; Lynn Simpson
TRANSPORTATION	State compliance	March	GADOE Best Practices Report*	By Charter	Lynn Simpson
TALENTED & GIFTED	Training and eSchools Review	On-Going	Report from TAG	By System	TBD
(Optional) MEDIA SERVICES	Training	On-Going	Notice from Media	By System	Brenda Annisette
NUTRITION	Free/Reduced Lunch Report	Monthly	Federal Nutrition Form	By Charter	Brenda Blanton
Episodic					
SUMMER SCHOOL (OPTIONAL)	optional	End of school year	Copy of letter sent to parents	By Charter	Laura Stowell
REMEDATION SERVICES	Varies by Charter	Last Day of First Semester	# of students, nature of service	By Charter	Laura Stowell
SUPPLEMENTAL SERVICES	Varies by Charter	Last Day of First Semester	# of students, narrative	By Charter	Laura Stowell
FACILITIES	Varies by Charter	As Needed	GADOE Relocation Packet	By Charter	Joe Clements
HOMELESS (Limited Cases)	Varies by situation	Per notification from FCS	varies by situation	By Charter	Missouri Simmons

**Documents to review in preparation for Hapeville Charter Board Meeting
scheduled Monday, October 29, 2012 at 5:30 pm at HCCA-Buffington Road**



Response #3 to the
FCS Charter Interim C

NOTE:

Additional documents to be reviewed for the Hapeville Charter Board Meeting scheduled on Monday, October 29, 2012, will be email attached to the Board by Friday, October 26, 2012.

#1 - Vending Machine Proposal

#2 - State of the School Addresses (SOSA) for HCMS and HCCA

. . . and possibly more!