

# Hapeville Charter Schools

**Foundation Board**

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

**Community Representatives**


Irene Munn  
Barbara McKee

**Parent Representatives**

Ginger Anderson\*  
Dierdre Dixon\*  
Helen Willis\*  
Regina Mincey

\*pending

## Board Meeting Agenda August 26, 2013 at 5:30 pm Hapeville Charter Career Academy – Buffington Road

Item		Sub-Items	Discussion/Action
Meeting Call to Order, and Pledge of Allegiance 	CEO		
Public Comment	One request as of 8/22/2013		
Minutes of previous Board Meeting	CEO	Minutes of the July 31, 2013 Board Meeting	Seek Motion to Approve
Financial, Business and Legal Report	CFO	Budget and actuals for 2013-2014 for month ending July, 2013	Report to Board
		Financial Audit for 2012-2013	Report to Board
Reports from the Principals	Principal of HCMS  Principal of HCCA	<ul style="list-style-type: none"> <li>• Enrollment updates</li> <li>• Staffing updates</li> <li>• Instructional materials updates</li> <li>• Initial preparation for AdvancED responses (December, 2013)</li> <li>• Update of Hapeville Charter participation with FCS In Kind Departmental Trainings and Services</li> </ul>	Report to Board
Action Items	President	Listed on Page 7	Request Approvals
Old Business		Green Apple Day of Service  10 Year Celebration	Reminder on Page 14
New Business	CEO	Charter Governing Board 2013-2014 Calendar  Georgia Open Meetings Act	Page 12  <a href="http://gfaf.org/open-meetings-act">gfaf.org/open-meetings-act</a>

Hapeville Charter Middle School and Career Academy receive 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.

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## Hapeville Charter Schools Board of Directors 2013 – 2014 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  
8<sup>th</sup> 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 normanatl@bellsouth.net	Term expires June, 2015	Seat #1
Terry Martin CFO 43 Village Court Decatur, GA 30030 678-925-1048 tjmartin@gmail.com	Term expires June, 2015	Seat #2
Lew Valero Secretary 3335 Northside Drive Hapeville, GA 30354 404-274-2258 hlevalero@comcast.net	Term expires June, 2015	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
Barbara McKee CEO, LIFT Community Development 120 Alicante Street College Park, GA 30349 770-997-6363 bamceo@liftcdc.com	Term expires June, 2015	Seat #5

### Parent/Guardian Representatives

Ginger Anderson* 715 Maycroft Knoll Atlanta, GA 30331 404-291-1928 ginger.anderson@cigna.com	Term expires June, 2013/2015*	Seat #6
Deirdre Dixon** 115 Hodge Drive College Park, GA 30349 404-768-4797 deirdred@bellsouth.net	Term expires June, 2015	Seat #7
Helen Willis** 5040 Buckeye Place College Park, GA 30349 404-931-9937 helen.z.willis@adp.com	Term Expires June, 2015	Seat #8
Regina Mincey 6638 Foggy Oak Drive Fairburn, GA 30213 404-518-3300 regmac92@bellsouth.net	Term expires June, 2014	Seat #9

\*Ginger Anderson (HCCA Parent) has expressed interest in serving a second 2 year term on the Board (2013-2014 and 2014-2015 School Years)

\*\*Deirdre Dixon (HCCA Parent) and Helen Willis (HCCA Parent) have expressed interest in serving on the Board (2013-2014 and 2014-2015 School Years)

## **Board Meeting Dates for 2013-2014 School Year**

Approved by the Hapeville Charter Board on April 29, 2013

**Wednesday, July 31, 2013, 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 12, 2013 – First Day of Classes*

**Monday, August 26, 2013, 5:30 pm**

**Hapeville Charter Career Academy - Building A**

**Monday, September 30, 2013, 5:30 pm**

**Hapeville Charter Middle School Sixth/Seventh Grade Building**

**Monday, October 28, 2013, 5:30 pm**

**Hapeville Charter Career Academy - Building A**

**Monday, November 18, 2013, 5:30 pm**

**Hapeville Charter Middle School Sixth/Seventh Grade Building**

**Monday, January 27, 2014, 5:30 pm**

**Hapeville Charter Career Academy - Building A**

**Monday, February 24, 2014, 5:30 pm**

**Hapeville Charter Middle School Sixth/Seventh Grade Building**

**Monday, March 31, 2014, 5:30 pm**

**Hapeville Charter Career Academy - Building A**

**Monday, April 28, 2014, 5:30 pm**

**Hapeville Charter Middle School Sixth/Seventh Grade Building**

**Monday, May 19, 2014, 5:30 pm**

**Hapeville Charter Career Academy - Building A**

*May 23, 2014 – 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](http://hapevillems.org)**

Hapeville Charter Career Academy - **[hapevillecharter.org](http://hapevillecharter.org)**

<p><b>The Hapeville Charter School Board follows the requirements as set forth by the Georgia Open Meetings Act as amended in 2012.</b></p>
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## Bullet points for discussion at the August 26, 2013 Board Meeting

- Continuing Reminder: A video file copy of the first Hapeville Charter Career Academy graduation (Friday, May 24, 2013 at the Georgia International Convention Center in College Park) is available for a \$5 purchase.
- Two Hapeville Charter Board positions (Parent Representatives) are open for the 2013-2014 School Year. Parents who are interested in serving on the Board should read the following link:



Parent-Guardian  
position open for the

- As of August 16, 2013, two parents have submitted letter of interest in serving on the Board for a two year period. Both of the parents represent HCCA.
- HCCA's Perkins Fund allotment will be determined after the 10 Day Count (August 23, 2013)
- The Hapeville Charter 2013-2014 Operating Budget is linked on the last page of the Board Agenda and supporting documentation.
- Hapeville Charter Career Academy Class of 2014 dates to remember:
  - o HCCA Baccalaureate – May 13, 2014 at 5:00 pm
  - o HCCA Graduation – May 21, 2014 at 5:00 pm
- Green Apple Day of Service Update and other related information from Ms. Marcia Pecot included on last page of supporting documentation.
- Hapeville Charter Middle School Title I Advisory Meeting scheduled on Thursday, August 22, 2013 at 4:00 pm at the HCMS 8<sup>th</sup> Grade Campus. Go to [www.hapevillems.org](http://www.hapevillems.org) for further information.
- Hapeville Charter Career Academy Title I Advisory Meeting scheduled on Wednesday, August 21, 2013 at 8:30 am at the HCCA Parent Resource Room. Go to [www.hapevillecharter.org](http://www.hapevillecharter.org) for further information.
- Reminder of the Hapeville Charter Career Academy Traveling Production Team (see Page 16)
- Open Meetings Act -

### Summary:

[http://www.georgialibraries.org/dir\\_mtg/05\\_2012/Summary-requirements-GA-open-mtg-act.pdf](http://www.georgialibraries.org/dir_mtg/05_2012/Summary-requirements-GA-open-mtg-act.pdf)

#### Open Meetings – Notice and Agenda

- Notice must be posted at least one week in advance of regular meetings. Post it at the place of the meeting and on your website and let the press know.
- Special meetings usually require at least 24 hours notice, though there are special situations where less than 24 hours notice is permitted if the circumstances demand it.
- Immediately give notice to the “legal organ” for meetings that are not regular meetings.
- Agendas for meetings should be specific enough to advise the public of the matters expected to come before the agency. Matters outside of the agenda can be addressed if they were not anticipated before the meeting.

Link to the Georgia Open Meetings Act as amended in 2012:

<http://www.gfaf.org/open-meetings-act/>

## Benchmark Assessment Dates

### Benchmark Dates for Hapeville Charter Career Academy

<b>August 2013</b>	<b>November 2013</b>
<b>Social Studies – Monday, Aug 26th</b>	<b>Social Studies – Monday, Nov 18th</b>
<b>Math – Tuesday, Aug 27<sup>th</sup></b>	<b>Math – Tuesday, Nov 19<sup>th</sup></b>
<b>Science – Wednesday, Aug 28<sup>th</sup></b>	<b>Science – Wednesday, Nov 20th</b>
<b>Literature – Thursday, Aug 29<sup>th</sup></b>	<b>Literature – Thursday, Nov 21<sup>st</sup></b>

### Benchmark and NWEA Testing Dates for Hapeville Charter Middle

<b>Benchmark</b>	<b>NWEA Testing</b>
<b>Thursday, August 29<sup>th</sup></b>	<b>Fall September 23<sup>rd</sup> – October 4th</b>
<b>Thursday, November 21<sup>st</sup></b>	<b>Winter December 9<sup>th</sup> – December 20<sup>th</sup></b>
<b>Thursday, January 30<sup>th</sup></b>	<b>Spring March 17<sup>th</sup> – April 3rd</b>
<b>Thursday, February 27<sup>th</sup></b>	
<b>Thursday, May 1<sup>st</sup></b>	

## Board Action Items for August 26, 2013

1. Request the Board to approve the reversal of the following motion which was made at the November 2012 Board Meeting:

Request the Board to discuss and approve a loan of \$5,000 from the Georgia Magnet/Charter Schools Foundation, Corp. to the Hapeville Charter After Hours, Inc. as startup funding.

The Board seconded and approved the motion.

NOTE: The loan from Georgia Magnet/Charter Schools Foundation, Corp. to Hapeville Charter After Hours, Inc. was never requested by Dr. Martin. The auditing team from Marshall Jones, CPA has requested that the minutes reflect this action.

2. Request the Board to approve Response #2 of Mandated Actions per the FCS Interim Compliance Report to Hapeville Charter School (dated June 2013.)

NOTE: The responses for Mandated Actions per the FCS Interim Compliance report will be email attached to the Board prior to the August 26, 2013 Board Meeting.

Additional: Response #1 of Mandated Actions with an August 1, 2013 deadline was submitted to Laura Stowell, Fulton County School System Charter Coordinator.

The link to Response #2:



Hapeville Charter  
Response #2 to FCS

## Enrollment Updates as 08/23/2013

NOTE: The FCSS allotment is based upon 10 Day Enrollment Count as of 8/23/2013

### HCMS

Grade Level	(Column A) 10 Day Count on August 23, 2013	(Column B) Fulton County Forecasted Numbers for 2013-2014	
6	176	<b>187</b>	
7	191	<b>172</b>	
8	196	<b>196</b>	
Special Ed		<b>10</b>	
Combined	563	<b>565</b>	

### HCCA

Grade Level	(Column A) 10 Day Count on August 23, 2013	(Column B) Fulton County Forecasted Numbers for 2013-2014	
9	190	<b>196</b>	
10	192	<b>182</b>	
11	159	<b>164</b>	
12	145	<b>149</b>	
Special Ed	14	<b>14</b>	
Combined	700	<b>705</b>	

### Dual Enrollment Program for 2013-2014 at HCCA/Atlanta Technical College as of 8/19/2013

Program	Number of HCCA 11 <sup>th</sup> Graders enrolled in Dual Enrollment starting Fall 2013	Number of HCCA 12 <sup>th</sup> Graders enrolled in Dual Enrollment starting Fall 2013	Total HCCA Dual Enrollment registered for start of Fall 2013
Automotive Technology	16	9	25
Avionics	0	0	0
Criminal Justice	11	5	16
Dental Care Assisting	8	3	11
Patient Care Assisting	15	1	16
Total Enrollment –	50	18	68

NOTES: The HCCA Team is working with Avionics to remarket the program to parents and students.



**Fulton County School System  
Start Up Charter Checklist  
2013-2014 School Year**

AREA	CHARTER OBLIGATIONS	DATE OF FCS OBLIGATIONS	ACCEPTABLE EVIDENCE	INITIATING PARTY	FCS CONTACT INFORMATION/RECEIPT
<b>Governance Board Responsibilities</b>					
CHARTER DEPARTMENT (Monitoring School Performance)	Response to Initial Compliance	July/August	Response from GB	By Charter	Laura Stowell
CHARTER DEPARTMENT (Contract Management)	Non-Profit Status (Start Ups ONLY)	August 30	Copy of Certificate	By Charter	Laura Stowell
CHARTER DEPARTMENT (Contract Management)	Evidence of SACS/ADvancED Certification (Start Ups ONLY)	August 30	Copy of Certificate	By Charter	Laura Stowell
D/O and PROPERTY INSURANCE (Contract Management)	Insurance (Start Ups ONLY)	Aug. 30	Copy of Policy	By Charter	Laura Stowell
CHARTER DEPARTMENT (Operations)	New Board Member Training	Aug. 31, Sept. 16, Oct 19	Sign In Sheet	By System	Laura Stowell
CHARTER DEPARTMENT (Operations)	Listing of Current Board Member	Sept. 6	Excel Spreadsheet	By Charter	Laura Stowell
CHARTER DEPARTMENT (Safety/Security)	Evidence of GB Fingerprinting/Background Check	Sept. 13	Visual inspection	By System	Laura Stowell
CHARTER DEPARTMENT (Operations)	GB Approval of GADOE Report	Sept. GB Meeting	School Website Minutes, Agenda	By Charter	Laura Stowell
CHARTER DEPARTMENT (Monitoring School Performance)	GB Approval of SIP and updates	TBD	School Website Minutes, Agenda	By Charter	Laura Stowell
CHARTER DEPARTMENT (Operations)	GB Approval of SOSA	October GB Meeting	School Website Minutes, Agenda	By Charter	Laura Stowell
CHARTER DEPARTMENT (Monitoring School Performance)	Submission GADOE Academic Form	Oct 1	State Form	By Charter	Laura Stowell
CHARTER DEPARTMENT (Financial)	GB Evidence of Budget Construction	February/March	Rep. at budget review mtg.	By System	Laura Stowell
CHARTER DEPARTMENT (Financial)	GB Approval of Budget	March/April	School Website Minutes, Agenda	By Charter	Laura Stowell
CHARTER DEPARTMENT (Contract Management)	Lottery Video, Results and Wait List	March 1	Video and Excel Spreadsheet	By Charter	Laura Stowell; Ynggrid Huff
CHARTER DEPARTMENT (Federal Law)	Evidence of Open Meetings	on going	School Website Minutes, Agenda	By System	Laura Stowell
<b>Principal Responsibilities</b>					

CHARTER DEPARTMENT	Monthly Meetings	After Ad. Staff/Principal Meeting	Copy of Sign In Sheet	By System	Laura Stowell/Area Superintendent
CHARTER DEPARTMENT	Submission of SIP and updates	TBD	SIP Form	By Charter	Laura Stowell/Area Superintendent
CHARTER DEPARTMENT	Submission of GADOE Report	Oct. 1	Copy of GADOE Report	By Charter	Laura Stowell/Area Superintendent
CHARTER DEPARTMENT	State of the School (SOSA)	November	Copy of Presentation	By Charter	Laura Stowell/Area Superintendent
<b>General Staff Responsibilities</b>					
<b>In Kind Departments (Start Ups ONLY - Conversions are monitored through Learning Communities)</b>					
STUDENT DISCIPLINE	Discipline Matters Workshop	July 29-31	Sign In Sheet	By System	Deana Ingraham
HUMAN RESOUCES	AppliTracks Updates	Daily Aug thru May	AppliTracks Platform	By Charter	Laura Stowell; Jilleon Ivey
STUDENT DISCIPLINE	Student Code	August 30	Copy of Student Code	By Charter	Laura Stowell, Deana Ingraham
SCHOOL SAFETY	School Safety Plan	August 30	Upload of Plan	By System	Laura Stowell; Mark Muma
PROF. LEARNING-LOCAL	Varies by Charter	Aug. 30	Copy of Schedule	By Charter	Laura Stowell
HUMAN RESOUCES	Teacher Evaluation	August - May	TKES Platform	By Charter	Laura Stowell; Dawn Rose; Celeste
SOCIAL SERVICES	Residency Affidavits	Sept. 9	eSchool Plus Records	By Charter	Laura Stowell, Maribel Bell
BUDGET AND ACCOUNTING	October Audit	Oct. 1	Copy of Audit (electronic)	By Charter	Laura Stowell; Monique Bonner
HEALTH SERVICES	Immunization Records	Oct 2013-TBD	eSchool Plus Records	By Charter	Lynne Meadows
HUMAN RESOUCES	CPI Report	October, March	FCS Form	By Charter	Laura Stowell; Dawn Rose; Celeste
EARLY INTERVENTION & REMEDIAL	State compliance as needed	October, March	Teacher Schedules & FTE Segment Counts	By System	Laura Stowell; Montreal Bell
BUDGET AND ACCOUNTING	Monthly Financial Reports	15th of each month	Email Form	By Charter	Laura Stowell; TBD
STUDENT INFORMATION SYSTEMS	Training and daily eSchool Plus use	Ongoing throughout year	Report from Student Information	By System	Eulonda Washington
COMMUNICATIONS	Evidence of Communications to Parents	Ongoing throughout year	Newsletter/ Website, etc.	By Charter	Laura Stowell
ASSESSMENT	Complete compliance to all State Mandated Testing rules	Ongoing throughout year	Feedback from assessment and the state	By System	Connie Maggert; Christine Estelle
ASSESSMENT	State Mandated Testing Training	Ongoing throughout year	Feedback from assessment	By System	Connie Maggert; Christine Estelle
SST/RTI	Training	Ongoing throughout year	Feedback from SST/RtI	By System	Laura Stowell; Andrea Turner
504	Training	Ongoing throughout year	Feedback from 504	By System	TBD
TITLE I /NCLB/COMPL.	Complete compliance	Ongoing throughout year	Report from Title I	By System	Laura Stowell; Tawana Miller

ESOL	Complete compliance	Ongoing throughout year	Report from ESOI Department	By System	Barbara Beaverson
SERVICES TO EXCEPTIONAL CHILDREN	Easy IEP Training	Ongoing throughout year	Sign In Sheet	By System	Cristy Smith
SERVICES TO EXCEPTIONAL CHILDREN	Complete compliance	Ongoing throughout year	Report from SEC Department	By System	Frances Holt
FACILITY SAFETY INSPECTION	As needed	As needed	Copy of safety letter	By Charter	Laura Stowell; Joseph Clements
HEALTH SERVICES	Training Participation	TBD	Feedback from Health Services	By System	Lynne Meadows
<b>Optional Departments</b>					
TRANSPORTATION (for charters using contractor or providing their own buses)	State compliance	Aug 1	GADOE Complete Transportation Report - visual folder inspection	By Charter	Lynn Simpson
TRANSPORTATION (for charters using contractor or providing their own buses)	Transportation Insurance	Aug 1	Copy of Policy	By Charter	Laura Stowell; Lynn Simpson
TRANSPORTATION (for charters using contractor or providing their own buses)	Compliance Support	Final Tuesday of each month	Phone Call	By Charter	Lynn Simpson
TRANSPORTATION (for charters using contractor or providing their own buses)	Annual meeting of charter transportation providers	April	Sign In Sheet	By System	Lynn Simpson
TALENTED & GIFTED	Training and eSchools Review	As needed	Report from TAG	By System	Sherry Wiedman
NUTRITION	Free/Reduced Lunch Report	N/A for SY13/14	Federal Nutrition Form	By Charter	Alyssia Wright

**Additional documents to review in preparation for Hapeville Charter Board Meeting scheduled Monday, August 26, 2013 at 5:30pm at HCCA-Buffington Road**

- (1) FCS Charter Interim Compliance Report – Hapeville Charter School – June 2013



FCS Charter Interim  
Compliance Report H

- (2) Response #1 to Charter Interim Compliance Report – Hapeville Charter School – June 2013  
Response #1 emailed to Laura Stowell, FCS Charter Coordinator on August 1, 2013

Response #1:



Hapeville Charter  
Response #1 to FCS

- (3) Response #2 to Charter Interim Compliance Report – Hapeville Charter School – June 2013  
Response #2 to be emailed to Laura Stowell, FCS Charter Coordinator by August 30, 2013

Response #2:



Hapeville Charter  
Response #2 to FCS

- (4) FCS Master Checklist for the 2013-2014 School Year



Master Compliance  
Checklist 2013-2014

- (5) Hapeville Charter Operating Budget for the 2013-2014 School Year



Hapeville Charter  
2013-2014 Operating

- (6) Charter Governance Board 2013-2014 School Year Calendar from FCSS



Governing Board  
Activities Calendar fo

(7) FCS In Kind Departments:

- (1) 504
- (2) ASSESSMENT
- (3) BUDGET AND ACCOUNTING
- (4) COMMUNICATIONS
- (5) EARLY INTERVENTION & REMEDIAL
- (6) ESOL
- (7) FACILITY SAFETY INSPECTION
- (8) HEALTH SERVICES
- (9) HUMAN RESOURCES
- (10) NUTRITION
- (11) PROF. LEARNING-LOCAL
- (12) SCHOOL SAFETY
- (13) SERVICES TO EXCEPTIONAL  
CHILDREN
- (14) SOCIAL SERVICES
- (15) SST/RTI
- (16) STUDENT DISCIPLINE
- (17) STUDENT INFORMATION SYSTEMS
- (18) TALENTED & GIFTED
- (19) TITLE I /NCLB/COMPL.

# High Performance Healthy Schools- Georgia Challenge Details

From Marcia Pecot

8/15/13

## High Performance Healthy Schools- Georgia Challenges

**Purpose: To create, design and implement the most creative, effective and no/low cost sustainable practices for schools.**

"Having green schools means much more than a feel-good slogan. It means that students have fresh air and daylight free from toxic chemicals, mold and mildew. As a result kids miss fewer days of school due to asthma and allergies, which helps improve test scores and graduation rates ultimately building a stronger workforce for Georgia, " said Christine Miley, chair of the High Performance Healthy Schools (HPHS) Committee, USGBC of Georgia.

HPHS Mentors:

Tom Sayre

Laura Case

Teacher Contacts:

Krystal Rainey (HMS)

Marcia Pecot (HCCA)

### **There are 3 events the schools are able to participate in:**

#### **1. Green Apple Day of Service (Sept 28th)- More details to come.**

Purpose: International, One-Day event that provides schools with the opportunity to transform schools into healthy, safe and productive learning environments through local service projects.

HCCA Outline:

Website to sign up

volunteers: <http://service.mygreenapple.org/page/event/detail/greenappledayofservice/4jvhv>

The Environmental Ambassadors Club will spear head this project (First meeting is this Thursday, Aug 22nd at 4:30pm at HCCA in Room 102. Anyone is welcome to attend.)

7:30am - 8:00am Set Up

8:15-8:45am Volunteers Sign In

9am-1pm Welcome and Service Projects Commence

1pm-2pm Clean Up

Projects for the day (Projects will be solidified after the Environmental Ambassadors meeting):

\* Re-Start School Garden (garden needs to be cleared and weeds killed before Sept 28th)

\* Set up Community Recycling area for the day to collect donated or items able to be recycled or used at the school. (Paper, file cabinets, pencils, etc)

\*Informational table set up with ways to create a healthy indoor environment

## **2. HPHS-GA Challenge (Sept 7th-April 26th)**

Purpose: Challenges Georgia schools to develop and implement no or low cost sustainable practices in 3 areas, net impact, health/performance and environmental literacy.

\*No idling project (Students create signs, posters and after school plan to assist.)

\*Construct a school garden on campus (include garden in class room learning)

\*Energy Efficiency Project (Monitor energy bills from Aug-Sept. Begin Campaign in Oct to decrease energy usage school wide.)

\*Research Project with trees (partner with an arborist to determine damage done to older trees on campus by the asphalt area)

\*Research protected marsh/wildlife area across from HCCA

\*Create a "Green School" public announcement monthly to the student body

## **3. "Green Your School" Competition (Sept 7th-March 14th)**

Purpose: Student teams work to provide a school sustainability project (Partnered with Skills USA and CEFGA)

School Partner: Mr. Lindsey and Skills USA

Targeted Project: BioFuel/Diesel Car

Deadlines:

8/16/13 Mentor Applications Due

9/7/13 School Registration Deadline (Begin In-School Program)

9/28/13 Green Apple Day of Service

3/7/14 Completed Project/Presentations due (Green Your School)

3/14/14 Winners Announced for "Green Your School"

4/12/14 Applications due for High Performance Healthy School-Georgia Challenge

4/26/14 Winners Announced for High Performance Healthy Schools-Georgia Challenge

Above are all details and information that will be communicated by the mentors and teacher contacts as the year progresses.

### ***M. Pecot***

Science Instructor

AP Biology

Anatomy & Physiology

Science Department Chair

Cross Country Coach

# HCCA Traveling Production Team Update



August 19, 2013

[www.recyclingworkstv.com](http://www.recyclingworkstv.com)  
[www.facebook.com/recyclingworkstv](https://www.facebook.com/recyclingworkstv)  
[www.twitter/recyclingtv](https://www.twitter/recyclingtv)

Dear Dr. Martin:

On Thursday, August 15, 2013, Hapeville Charter Career Academy (HCCA) successfully launched their first seven-week videography (*vidē'āgrāfē*) training course. The learners and I experienced an awesome first day of training and we are very excited about resuming next week (See below list of participants). As a team, we have begun to implement one of the goals of HCCA, which is to encourage a "HCCA Traveling Production Team" within the media center. At the end of our seven-weeks, we are confident that a "Team" will be equipped to adequately highlight and efficiently report the events and voices of HCCA's students, faculty and surrounding communities.

As the course instructor, I have personally dedicated many hours toward designing and customizing a media production course that would specifically support HCCA's media center. Each session promotes an important area of media production. These sessions include: 1) The four phases of production; 2) Camera operations; 3) Lighting techniques; 4) Audio Techniques; 5) Script writing and reporting; 6) Team building, safety and equipment care; and 7) Editing and uploading (See attachment 1: Syllabus). The course lesson plans are aligned with the Georgia Common Core and STEM Curriculum Standards. To support the State Standards, the topics within the videography course are focused and sequential to educate learners about the field of media communications/TV Production.

To track the progress of learners, during each course a pre- and post-test is administered to assess and evaluate the retention level of learners. In addition, learners are required to demonstrate their knowledge base by completing two main projects. One is through a storybook that details how to tell a story through the lens of a video camera; and two, is through the completion of a production book, which shows learners how to plan and prepare for a proposed shoot. Thus far, through the completion of session one alone, it has been identified that the knowledge base of learners increased by approximately 40%.

Currently, learners are being taught basic videography skills through the use of Cool Pix digital cameras and a High Definition hand held video camera in which, I believe, is very suitable at this time. However, during session six of the training course, Recycling Works Television will give students the opportunity to train and shoot a practice football game with one of our professional studio cameras, along with lighting gear. I believe that this introduction to professional cameras will prepare the Traveling Production Team on how to properly operate and care for the prosumer camera that will become a part of the media center.



The seven-week videography course is offered as an after-school extracurricular activity. The training course began on Thursday, August 15, 2013 and sessions are taught every Thursday from 4:30 p.m. to 6:30 p.m. The last training session will conclude on Thursday, September 26, 2013. As you know, the instructor for the course is Mary Darby, Producer of Recycling Works Television. All classes are taught at HCCA in the media center and upon the successful completion of the course, students will receive a certificate of completion. At that time, certificate holders will become eligible for membership into HCCA's Traveling Production Team.

As graduates of the training course, Recycling Works Television would like to invite "The Team" to visit Comcast Studio as guest hosts to conduct a breaking news segment about HCCA. Also, Recycling Works would like to invite "The Team" to tour Chattahoochee Technical College Mountain View Campus TV Production Studio and meet the Department Head over the Production Department, Mr. Ivan Feinberg.

I am very excited about this opportunity to train your students of excellence! If you have any questions about the course outline or, training sessions please do not hesitate to contact me directly at 770-893-8861.

Sincerely,

**Mary**

Mary Darby  
Videography Instructor

xc: Mr. Jannard Rainey, Principal