

# Hapeville Charter Schools

## Foundation Board

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

## Community Representatives

\*Barbara McKee  
Irene Munn

## Parent Representatives

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

### Board Meeting Minutes

January 27, 2014 at 5:30 pm

Hapeville Charter Career Academy – Buffington Road Campus

Hapeville Charter Schools receive funding through the Federal Title I Program for economically disadvantaged families. Hapeville Charter Middle School and Hapeville Charter Career Academy have each received Schoolwide Title I Status.

"This institution is an equal opportunity provider."

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Diane Terry, CEO, called the Board of Directors meeting to order at 5:30 pm. Those in attendance are marked above with an asterisk.

Absent: Irene Munn

NOTE: The meeting agenda and supporting documentation were sent via email attachment to the Board members during the week prior to the Board meeting.

There were no Public Comment requests.

Dr. William "Willie" Bailey, Volunteer Field Representative and Past-President of Georgia District Exchange Club, was invited by Lew Valero (SEC) to explain several of the Hapeville Exchange Club's Program of Service for Youth projects for HCCA and HCMS to consider. His presentation included the following awards and recognitions:

- The "Youth of the Month/Year" award recognizes hard-working high school students who attain high levels of scholastic achievement, community involvement and leadership; the award also provides an incentive for other youngsters to strive for equally high levels of achievement. The club invites the "Youth of the Month" to attend a club meeting to receive the award, which includes an attractive certificate, a reference book, some cash, and a contribution from the club to the school's media center in honor of the award recipient. "Youth of the Month" award recipients for a school year may compete in an essay contest to determine the "Youth of the Year" award recipient, who will receive a post-secondary school scholarship from our club. The club's "Youth of the Year" may advance to the Georgia District Exchange Club competition, and ultimately, an opportunity to vie for the prestigious National Exchange Club "Youth of the Year" award.
- The "Accepting the Challenge of Excellence" (A.C.E) award recognizes a high school student who has made a dramatic change in her/his attitude and performance during the high school years. These changes have enabled the student to overcome adversities and prepare for graduation. The "A.C.E." award recipient will receive a post-secondary school scholarship from our club and may be eligible for the Georgia District Exchange Club competition. Winners at the district level have an opportunity to compete for the National "A.C.E." award.
- The "Young Citizenship Award" honors pre-high school students who daily demonstrate good citizenship both at school and at home. It does not necessarily seek to salute star scholastic or athletic performers. Instead, the program is designed to recognize and encourage youngsters who are honest, hard-working, helpful and fair. The Young Citizenship Award provides classroom teachers with an effective tool to further motivate promising students, and it an opportunity for the Exchange club to supply encouragement to youngsters at an impressionable time in their lives. For several school years HCMS participated in this program, but that has not been the case for the past several years. Hopefully, we can restart the program next month.

NOTE: As a followup to the presentation, Ms. Knox (HCCA) and Ms. Barnes (HCMS) have agreed to serve as the Hapeville Charter contacts with Mr. Bailey. He, in turn, will ask the Hapeville Exchange Club's board of directors to include HCCA and HCMS in the three award programs described above

A motion was made to approve the November 18, 2013 Board Meeting Minutes. The motion was seconded and approved.

Terry Martin, CFO, presented an update of the HCS Financial Summary through January 31, 2014. Year-to-date revenues are at forecasted levels. Expenditures are less than forecasted for year-to-date through January 31. Ms. Martin recommended better forecasting for several expense line items which were significantly over forecast including textbooks and instructional class supplies. Ms. Martin summarized the recent SWAP renegotiation with BB&T with a rate change from 4.4% to 3.78% which will be in effect the next six years (2014 through 2020.) Hapeville Charter paid down the loan to BB&T from \$11,300,000 to \$10,000,000 at the SWAP closing on January 15, 2014.

Mr. Rainey was called out on school related business prior to the Board meeting. Ms. Lowe presented the Principals' report for HCMS and HCCA. As of Informational Meeting #1 (Saturday, January 25, 2014) the number of applications for 2014-2015 School Year is 299 which includes 226 for 6<sup>th</sup> grade, 21 for 7<sup>th</sup> grade and 52 for 8<sup>th</sup> grade. 17 of the applications received at HCMS were actually for high school grades. 120 applications were received at HCCA as of January 25, 2014. The 2013-2014 ITBS scores indicated declines in all subject areas. The MGWA was completed January 22, 2014 and the results will be shared with the Board as soon as received from the FCSS. Letters required by FCSS are being sent to each family of HCMS and HCCA ESOL students. The monthly enrollment numbers is routinely provided in each month's Board Agenda.

Mr. Lindsey, Director of the HCCA Auto Technology Area and CTAE Program Expansion, discussed a concept which included a proposal for the Board to consider regarding the implementation of Culinary Arts and/or Cosmetology as new dual enrollment course offerings for HCCA students for the 2014-2015 School Year. The proposal included bullet point descriptions of the Atlanta Technical College certification concentrations (Culinary Arts Prep Cook and Cosmetology Shampoo Technician) in addition to the program benefits, projected startup costs, recommendations for funding sources, and additional options, such as program expansion for Hapeville Charter After Hours. The Board responded with a request for Mr. Lindsey to provide additional supporting data from student surveys as well as long term plans including costs and feasibility of construction.

## **Board Action Items for January 27, 2014**

Note: There were no action items for January 27, 2014. However, the January 2014 Board Agenda included seven specific personnel policy recommendations for consideration to be included as Action Items at the February 2014 Board Meeting

The recommendations are printed in their entirety in the Board Agenda and supporting documentation for the January 27, 2014 Board Meeting:

- Policy #1 - Tardiness
- Policy #2 – Time Clock Usage
- Policy #3 – Use of Parking Lots and/or Areas
- Policy #4 – Staff Confiscation of Student Property
- Policy #5 – Purchase Requisitions
- Policy #6 – Employment Contracts and Deadlines
- Policy #7 – School Sponsored Trips

Dr. Martin asked the Board to submit any questions, comments, modifications and recommendations by Friday, February 7, 2014.

Old Business Items included:

- Georgia Parent Survey – closes on January 31, 2014
- HCMS and HCCA received AdvancED approvals for the next three years at which time, the next QAR Team visits will be scheduled for accreditation renewal purposes.
- Ms. Pecot and her team of volunteers is being recognized by the Georgia USGBC for her part in the Green Apple Day of Service activities scheduled on September 28, 2013 at the HCCA campus.

The regular meeting was adjourned at 7:15 pm.

Submitted by:

Dr. Gary Martin  
President, Hapeville Charter Schools



**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)**

**The Hapeville Charter School Board follows the requirements as set forth by the Georgia Open Meetings Act as amended in 2012.**