

Hapeville Charter School Board

Foundation Board

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

Community Representatives

Irene Munn
Jocelyn Juhan


Parent Representatives

Natasha Stark
Deirdre Dixon
Helen Willis
Open

Board Meeting Agenda

April 25, 2016 at 5:30pm

Hapeville Charter Middle School – Sixth/Seventh Grade Campus

Item		Sub-Items	Discussion/Action
Meeting Call to Order	CEO	 Pledge of Allegiance	
Public Comment	No requests at this time		
Minutes of previous Board Meeting	CEO	Minutes of the March 28, 2016 Board Meeting	Seek Motion to Approve
Financial, Business and Legal Report	CFO	Operating budget for YTD for month ending 3/31/2016	
Reports from the Principals	Principals of HCMS and HCCA	Board encouraged to schedule walk-throughs and observations at the campuses Update on enrollments for 2016-2017 Final Report of Class of 2016 Senior Week dues collected and activities to be scheduled and announced Reminder: State DOE Monitoring Visit scheduled on Thursday, April 21, 2016 at 9:00am at HCCA	
Action Items	Executive Director	Board Action Items	Page 6
Old Business		Succession Planning for Executive Director Position	Update to Board
New Business		Confirmed Board Meeting dates for 2016-2017 Appreciation to the Hapeville Charter School Board reps who will be finishing their terms in June 2016	Page 15
Meeting Adjournment	CEO		

Hapeville Charter Middle School (HCMS) and Hapeville Charter Career Academy (HCCA) are each accredited by AdvancED. HCMS and HCCA receive funding through the Federal Title I Program for economically disadvantaged families as school-wide Title I Schools operating as a part of Fulton County School System. This corporation (which includes HCMS and HCCA) is an equal opportunity provider. HCMS and HCCA are members of the Georgia Charter Schools Association.

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Hapeville Charter Schools Board of Directors

2015 – 2016 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 dterry@hapevillecharter.org	Term expires June, 2017	Seat #1
Terry Martin CFO 43 Village Court Decatur, GA 30030 267-251-5381 tmartin@hapevillecharter.org	Term expires June, 2016	Seat #2
Lew Valero Secretary 3335 Northside Drive Hapeville, GA 30354 404-274-2258 lvalero@hapevillecharter.org	Term expires June, 2017	Seat #3

Board of Director Area Representatives

Irene Munn 150 Little John Tr. Atlanta, GA 30309 404-561-5940 imunn@hapevillecharter.org	Term expires June, 2016	Seat #4
Jocelyn Juhan 546 Oak Drive Hapeville, GA 30354 404-200-4611 jjuhan@hapevillecharter.org	Term expires June, 2017	Seat #5

Parent/Guardian Representatives

Natasha Williams Stark 2820 Sapphire Street College Park, GA 30349 nstark@hapevillecharter.org	Term expires June, 2016* Completing one year term for Ginger Anderson	Seat #6
Deirdre Dixon 115 Hodge Drive College Park, GA 30349 404-768-4797 ddixon@hapevillecharter.org	Term expires June, 2017	Seat #7
Helen Willis 5040 Buckeye Place College Park, GA 30349 404-931-9937 hwillis@hapevillecharter.org	Term Expires June, 2017	Seat #8
Open	Term expires June, 2016* Completing one year term for Regina Mincey	Seat #9

2015-2016 Hapeville Charter Board Meeting Dates

Wednesday, July 29, 2015, 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 10, 2015 – First Day of Classes with Students

Monday, August 24, 2015, 5:30 pm

Hapeville Charter Career Academy - Building A

Monday, September 28, 2015, 5:30 pm

Hapeville Charter Middle School Sixth/Seventh Grade Building

Monday, October 26, 2015, 5:30 pm

Hapeville Charter Career Academy - Building A

Monday, November 16, 2015, 5:30 pm

Hapeville Charter Middle School Sixth/Seventh Grade Building

Monday, January 25, 2016, 5:30 pm

Hapeville Charter Career Academy - Building A

Monday, February 29, 2016, 5:30 pm

Hapeville Charter Middle School Sixth/Seventh Grade Building

Monday, March 28, 2016, 5:30 pm

Hapeville Charter Career Academy - Building A

Monday, April 25, 2016, 5:30 pm

Hapeville Charter Middle School Sixth/Seventh Grade Building

Monday, May 16, 2016, 5:30 pm

Hapeville Charter Career Academy - Building A

May 26, 2016 – 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**

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

Bullet points for discussion at the April 25, 2016 Board Meeting

- Hapeville Charter Schools significant dates and locations
 - o HCCA Baccalaureate – Sunday, May 22, 2016 at 5:00pm
 - Word of Faith Love Center
 - 2435 Ben Hill Road, Atlanta, GA 30344
 - o HCCA Graduation – Wednesday, May 25, 2016 at 5:00pm
 - Georgia International Convention Center
 - 2000 Convention Center Drive, College Park, GA 30337
 - o HCMS Eighth Grade Promotion – Wed., May 25, 2016 at 10:00am
 - 3631 Main Street
 - College Park, GA 30337

- The 2015-2016 School Year marks 12 years that Hapeville Charter has provided tuition-free educational options to families residing within the Fulton County School System.

- The Annual Letter of Assurances for the 2015-2016 School Year are posted on the HCMS and HCCA websites. To view,
 - (a) Go to **Hapevillems.org** and/or **Hapevillecharter.org**
 - (b) Click: **ABOUT**
 - (c) Click: **Hapeville Charter School Board** and/or **Foundation Board**
 - (d) Click: **Letter of Assurances for the 2015-2016 School Year**

- Open Meetings Act -
Summary:
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/>

Board Action Items for April 25, 2016

- 1- Request the Board to approve the Carl Vinson Institute of Government as the Board Training Provider for the 2016-2017 School Year.

Enrollment Updates as of April 18, 2016

NOTE: The FCSS Forecasted is for 10 Day Enrollment Count.

Hapeville Charter Middle School

Grade Level	(Column A) Enrolled in eSchool and/or Accepted	(Column B) Fulton County Forecasted Numbers for 2015-2016	(Column C) New Applications as of Feb. 22, 2016
6	117	181	276
7	165	188	22
8	167	179	186
Special Ed		5	
Combined	449	553	484

Hapeville Charter Career Academy

Grade Level	(Column A) Enrollments in eSchool and/or Accepted	(Column B) Fulton County Forecasted Numbers for 2015-2016	(Column C) New Applications as of Feb. 22, 2016
9	174	195	65
10	180	190	45
11	149	150	20
12	155	144	0
Special Ed		14	
Combined	658	693	130

Move On When Ready (MOWR) Dual Enrollment Program for 2015-2016 at HCCA/Atlanta Technical College

Program	Number of HCCA 11 th Graders enrolled in Dual Enrollment starting August 2015	Number of HCCA 12 th Graders enrolled in Dual Enrollment starting August 2015	Total HCCA Dual Enrollment registered for start of August 2015
Automotive Technology	14	1 - 12 completed 12/15	15
Avionics			
Criminal Justice	17		17
Culinary Arts	11	- 14 completed 12/15	11
Dental Care Assisting	10		10
Health Information Technology	7	1 - 16 Completed 12/15	8
Total Enrollment –	59	2	61

NOTE: 103 students total during 2015-2016

Fulton County School System Start Up Charter Checklist 2015-2016

AREA OF RESPONSIBILITY	CHARTER OBLIGATIONS	DUE DATE	ACCEPTABLE EVIDENCE	FCS CONTACT INFORMATION/RECEPIENT
Governance Board				
Financial	GB Approval of Budget	July 30	Copy of Approved GB Minutes (.pdf)	Laura Stowell
Legal	GB Approval of FCS LOA	July 30	Copy of Signed LOA	Laura Stowell
Financial	End of Year Statements	July 30	YTD Income/Expense Statement and Balance Sheet (.pdf)	Laura Stowell; Monique Bonner
School Improvement Goals	Response to Compliance Report	September 15	Written Response from GB (See Attached Sample)	Laura Stowell
Operations	Non-Profit Status	August 30	Copy of Current Certificate (.pdf)	Laura Stowell
Operations	Evidence of SACS/ADvanced Certification	August 30	Copy of Current Certificate (.pdf)	Laura Stowell
Financial	Insurance	August 30	Copy of Current Policy Coversheet (.pdf)	Laura Stowell; Lucious Rounsaville
Operations	Listing of Current Board Members	September 15	GB Listing Spreadsheet (See Attached .xlsx)	Laura Stowell; Julie Baldwin
Operations	GB Approval of GADOE Report and Academic Form	September 30	Copy of Approved GB Minutes (.pdf)	Laura Stowell
Financial	Independent Audit	October 1	Audit (.pdf)	Laura Stowell; Monique Bonner; Theresa Thornton
Safety/Security	Evidence of GB Fingerprinting/Background Check	October 1	Visual Inspection Records (See Attached Form .pdf)	Laura Stowell
Operations	GB Approval of SOSA	December 1	Copy of Approved GB Minutes (.pdf)	Laura Stowell
Principal Responsibilities				
Operations	Current Personnel Files	August 30	Listing of Primary Contact Personnel (See Attached .xlsx)	Laura Stowell; Dawn Rose
Safety and Security	Student Code	August 30	Copy of Student Code (.pdf)	Laura Stowell, Deana Ingraham
Safety and Security	School Safety Plan	August 30	Copy of state plan approval email notice (pdf)	Laura Stowell; Paul Hildreth
Operations	Submission of GADOE Report and Academic Form	October 1	GADOE Report (.pdf)	Laura Stowell
School Improvement Goals	State of the School (SOSA)	December 1	Copy of Presentation (.pdf)	Laura Stowell
Operations	Lottery Video	March 1	Video Recording in Vimeo	Laura Stowell
Operations	Lottery Results and Wait List	March 1	Excel Spreadsheet (See Attached .xlsx)	Laura Stowell; Yngrid Huff

Recognition of 10 and 10+ Years of Service to Hapeville Charter

The following individuals have dedicated 10 and more years of their professional careers and/or volunteer time as Board representatives to Hapeville Charter:

Name	Hapeville Charter Position	Years Service
Al Andrews	HCMS Health and Physical Education	12
Haneefah Banks	HCMS/HCCA School Nutrition Director	11
Sabrina Barnes	HCMS School Counselor	10
Mignon Clark	HCMS Front Office Manager	10
Dale Glass-Hess	HCMS/HCCA ESOL Faculty	12
Judi Grubbs	HCMS/HCCA Communications Director	12
Stacy Henry	Student Achievement Data and Special Education Director	11
Marcia Lowe	HCMS Principal	10
Gary Martin	HCMS/HCCA President	12
Terry Martin	HCMS/HCCA Board	12
Charlene Mott	HCMS School Nutrition	11
Darrie Nowell	HCMS Assistant Principal	12
Carla Olsen	HCMS/HCCA Business Manager	12
Stefanie Orgertrice	HCMS/HCCA Registrar	12
Michael Phelps	HCMS Science Faculty	10
Jannard Rainey	HCMS/HCCA Principal	12
Krystal Rainey	HCMS Science/Enrichment Faculty	12
Jerilyn Robinson	HCMS Math Data Specialist	10
Dawn Smart	HCMS Health and Physical Education	10
Jentrell Stenbridge	HCMS Reading Faculty	10
Lew Valero	HCMS/HCCA Board	12

Georgia's High Quality Charter School Requirements

To view the Georgia High Quality Charter School Requirements, go to:

<https://eboard.eboardsolutions.com/Meetings/Attachment.aspx?S=1262&AID=508601&MID=33796>

Fulton County School System 2015-2016 Calendar

2015-2016 School Year

First Semester

August 4-7	Preplanning
August 10	First Day of School
September 7	Labor Day (schools closed)
October 9	Teacher Workday (students off)
October 12	Teacher/Student Holiday (schools closed)
November 23-27	Thanksgiving Holidays (schools closed)
December 18	Last Day of First Semester
December 21 – January 1	Winter Break (schools closed)

Second Semester

January 4	Teacher Workday (students off)
January 5	Professional Development Day (students off)
January 6	First Day of Second Semester
January 18	Martin Luther King Jr. Holiday (schools closed)
February 12	Professional Development Day (students off)
February 15 *	President's Day Holiday (schools closed)
March 10 *	Teacher Workday (students off)
March 11	Professional Development Day (students off)
April 4-8	Spring Break (schools closed)
May 26	Last Day of School
May 27 *	Post Planning
May 30	Memorial Day Holiday (schools closed)

* Designated as inclement weather make-up days (if needed)

Hapeville Charter Vision and Mission Statements

(Revised by Hapeville Charter School Board on January 25, 2016)

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 - HCCA

The mission of Hapeville Charter Career Academy is to educate every student to be a responsible and productive citizen while preparing him/her for post-secondary education and the workforce.

MISSION - HCMS

The mission of Hapeville Charter Middle School is to prepare each student in a safe and caring learning environment for successful transition to high school.

FCSS Startup Charter Checklist SY15/16

AREA OF RESPONSIBILITY	CHARTER OBLIGATIONS	DUE DATE	ACCEPTABLE EVIDENCE	FCS CONTACT INFORMATION/RECEIPT
Governance Board				
Financial	GB Approval of Budget	July 30	Copy of Approved GB Minutes (.pdf)	Laura Stowell
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Principal Responsibilities				
Operations	Current Personnel Files	August 30	Listing of Primary Contact Personnel on "Academics" portal site (screen shot)	Laura Stowell; Dawn Scullion
Safety and Security	Student Code	August 30	Copy of Student Code (.pdf)	Laura Stowell, Deana Ingraham
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Operations	Lottery Results and Wait List	March 1	Excel Spreadsheet (See Attached .xlsx)	Laura Stowell; Yngrid Huff

2016-2017 Hapeville Charter Board Meeting Dates

Wednesday, July 27, 2016, 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 8, 2016 – First Day of Classes with Students

Monday, August 29, 2016, 5:30 pm

Hapeville Charter Career Academy - Building A

Monday, September 26, 2016, 5:30 pm

Hapeville Charter Middle School Sixth/Seventh Grade Building

Monday, October 24, 2016, 5:30 pm

Hapeville Charter Career Academy - Building A

Monday, November 14, 2016, 5:30 pm

Hapeville Charter Middle School Sixth/Seventh Grade Building

Monday, January 30, 2017, 5:30 pm

Hapeville Charter Career Academy - Building A

Monday, February 27, 2017, 5:30 pm

Hapeville Charter Middle School Sixth/Seventh Grade Building

Monday, March 27, 2017, 5:30 pm

Hapeville Charter Career Academy - Building A

Monday, April 24, 2017, 5:30 pm

Hapeville Charter Middle School Sixth/Seventh Grade Building

Monday, May 15, 2017, 5:30 pm

Hapeville Charter Career Academy - Building A

May 25, 2017 – Last Day of Classes