

# Hapeville Charter School Board

**Foundation Board**

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

**Community Representatives**


Open  
Jocelyn Juhan\*

**Parent Representatives**

Natasha Stark  
Open  
Helen Willis  
Tremesha Willis\*

\*Board representatives needing to complete required 15 hours per State DOE guidelines for Board Training

## Board Meeting Agenda Including Budget Hearing #1 (2017-2018) May 15, 2017 at 5:30pm Hapeville Charter Career Academy – Buffington Road 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 April 24 2017 Board Meeting	Seek Motion to Approve
Financial, Business and Legal Report	CFO	Operating budget Update for 2016-2017 School Year YTD for month ending April 30, 2017  Budget Hearing #1 in preparation for the 2017-2018 School Year	Board Action Item  Per HB65
Executive Director and Principals' Updates		Title I update for 2017-2018  100% Tobacco-Free School Policy Enforcement Plan  CCRPI updates and CCRPI Tasks for closing out 2016-2017  Charter Renewal Timeline	Page 16  Page 17
Action Items	Executive Director	Board Action Items	Page 7
Old Business		Hapeville Charter School Board Training Schedule Update for the 2016-2017 School Year	
New Business			
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. Hapeville Charter Middle School and Hapeville Charter Career Academy has been approved to participate in the Provision 2 option of the Federal School Breakfast Program and National School Lunch Program. Under this program, breakfast and lunch are served to all students at no charge regardless of income.

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

## 2016 – 2017 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  
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, 2017\*

Seat #2

Lew Valero  
Secretary  
3335 Northside Drive  
Hapeville, GA 30354  
404-274-2258  
lvalero@hapevillecharter.org

Term expires June, 2017\*

Seat #3

\*By-Laws being amended

### Board of Director Area Representatives

Open

Term expires June, 2018

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  
770-722-0979  
nstark@hapevillecharter.org

Term expires June, 2018

Seat #6

Open

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

Tremesha Willis  
588 Windsor Street  
Atlanta, GA 30312  
678-886-4669  
twillis@hapevillecharter.org

Term expires June, 2018

Seat #9

## 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*

\*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.**

## Bullet points for discussion at the May 15, 2017 Board Meeting

- Hapeville Charter Schools significant dates and locations
  - o HCCA Baccalaureate – Sunday, May 21, 2017 at the Word of Faith Love Center starting at 5:00 pm
  - o HCCA Graduation – Tuesday, May 23, 2017 at the Georgia International Convention Center starting at 5:00 pm
  - o HCMS Eighth Grade Promotion – Wednesday, May 24, 2017 at the College Park City Auditorium starting at 10:00 am.
- The 2016-2017 School Year marks 13 years that Hapeville Charter has provided tuition-free educational options to families residing within the Fulton County School System.
- Summary of the HCCA’s Class of 2016

HCCA Class of 2016	
Number of graduates	150
Total of non-Hope Scholarships awarded to the HCCA Class of 2015	\$3,413,311
Total of Hope Scholarships awarded to the HCCA Class of 2015	\$940,000
Number of graduates who received at least one scholarship	27
Number of graduates eligible for Hope Scholarship	40
Number of graduates who received an athletic scholarship	16
Number of graduates who received an academic scholarship	12
Least amount of scholarship awarded to an individual student	\$1,000
Greatest amount of scholarship awarded to an individual student	\$1,086,225
Average amount awarded to all students combined	\$10,000 per semester

### Additional Notes about HCCA’s Class of 2016:

- Largest Senior Class to graduate from Hapeville Charter Career Academy with 150 graduates
- 40 honor graduates are Georgia HOPE Scholarship recipients
- Over 120 college acceptances including Emory University, Fisk, USC, Howard, FAMU, Virginia Union, West Georgia, Morehouse, Fort Valley, Savannah State, Valdosta State, Lane, Brandeis and the University of Lynchburg
- Student athlete Deja O’Neal receives Volleyball Scholarship to Lane College (a first for HCCA)
- Members of the Class of 2016 are responsible for Hapeville Charter Career Academy to earn an “AP Distinction” in Fulton County for the number and percentage of students completing advance placement courses
- Largest number of football signees (13) in South Fulton County on signing day including schools such as Westlake, Banneker, Tri-Cities and Langston Hughes
- Graduation Rate is 95%

- The Annual Letter of Assurances for the 2016-2017 School Year is 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 2016-2017 School Year**
  
- 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/>

## **Board Action Items for May 15, 2017**

- (1) Request for the Board to approve the 2017-2018 Hapeville Charter School Board Training Provider





# HCCA “Move On When Ready” Dual Enrollment Program for 2016-2017 at HCCA/Atlanta Technical College

As of May 5, 2017

Program Name	9 <sup>th</sup> Graders	10 <sup>th</sup> Graders	11 <sup>th</sup> Graders	12 <sup>th</sup> Graders	Total
Automotive Technology	0	3	5	0 (10 Students Completed in December 2016)	8
Avionics	0	0	0	0	0
College Success				20	20
Off Campus			1	7	8
Criminal Justice	0	7	16	0	23
Culinary Arts	0	1	12	4	17
Dental Care Assisting	0	2	6	0	8
Health Care Science	0	4	12	1	17
Total Enrollment	0	17	52	32	101

# FCSSStart Up Charter Checklist SY 16/17

AREA OF RESPONSIBILITY	CHARTER OBLIGATIONS	DUE DATE	ACCEPTABLE EVIDENCE	FCS CONTACT
<b>Governance Board</b>				
Financial	GB Approval of Budget	July 30	Copy of Approved GB Minutes (.pdf)	Charter Coordinator
Legal	GB Approval of FCS LOA	July 30	Copy of Signed LOA	Charter Coordinator
Financial	End of Year Statements	July 30	YTD Income/Expense Statement and Balance Sheet (.pdf)	Charter Coordinator; Susan Wright
School Improvement Goals	Response to Compliance Report	September 15	Written Response from GB (See Attached Sample)	Charter Coordinator
Operations	Non-Profit Status	August 30	Copy of Current Certificate (.pdf)	Charter Coordinator
Operations	Evidence of SACS/ADvancED Certification	August 30	Copy of Current Certificate (.pdf)	Charter Coordinator
Financial	Insurance	August 30	Copy of Current Policy Coversheet (.pdf)	Charter Coordinator; LuciousRounsaville
Operations	Listing of Current Board Members	September 15	GB Listing Spreadsheet (See Attached .xlsx)	Charter Coordinator; Julie Baldwin
Operations	GB Approval of GADOE Report and Academic Form	September 30	Copy of Approved GB Minutes (.pdf)	Charter Coordinator
Financial	Independent Audit	October 1	Audit (.pdf)	Charter Coordinator; Greta Tinaglia; Susan Wright
Safety/Security	Evidence of GB Fingerprinting/Background Check	October 1	Visual Inspection Records (See Attached Form .pdf)	Charter Coordinator
Operations	GB Approval of State of School Address	December 1	Copy of Approved GB Minutes (.pdf)	Charter Coordinator
<b>Principal Responsibilities</b>				
Operations	Current Personnel Files	August 30	Listing of Primary Contact Personnel on "Academics" portal site (screen shot)	Charter Coordinator; Dawn Scullion
Safety and Security	Student Code	August 30	Copy of Student Code (.pdf)	Charter Coordinator; Deana Ingraham
Safety and Security	School Safety Plan	August 30	Copy of state plan approval email notice (pdf)	Charter Coordinator; Paul Hildreth
Operations	Submission of GADOE Report and Academic Form	October 1	GADOE Report (.pdf)	Charter Coordinator
School Improvement Goals	State of the School (SOSA)	December 1	Copy of Presentation (.pdf)	Charter Coordinator
Operations	Lottery Video	March 1	Video Recording in Vimeo	Charter Coordinator
Operations	Lottery Results and Wait List	March 1	Excel Spreadsheet (See Attached .xlsx)	Charter Coordinator; 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	13
Haneefah Banks	HCMS/HCCA School Nutrition Director	12
Sabrina Barnes	HCMS School Counselor	11
Mignon Clark	HCMS Front Office Manager	11
Judi Grubbs	HCMS/HCCA Communications Director	13
Stacy Henry	Student Achievement Data and Special Education Director	12
Marcia Lowe	HCMS Principal	11
Gary Martin	HCMS/HCCA COO	13
Charlene Mott	HCMS School Nutrition	12
DarrieNowell	HCMS Assistant Principal	13
Carla Olsen	HCMS/HCCA Business Manager	13
Stefanie Orgertrice	HCMS/HCCA Registrar	13
Jannard Rainey	HCMS/HCCA Principal	13
Krystal Rainey	HCMS Science/Enrichment Faculty	13
Jerilyn Robinson	HCMS Math Data Specialist	11
Dawn Smart	HCMS Health and Physical Education	11
JentrellStembridge	HCMS Reading Faculty	11
Chris Worley	HCMS/HCCA Human Resources	10

# Fulton County School System 2016-2017 Calendar

## First Semester

August 2-5	Preplanning
August 8	First Day of School
September 5	Labor Day (schools closed)
October 10	Columbus Day Holiday (schools closed)
October 11	Professional Development Day (students off)
November 8	Election Day/Teacher Workday (students off)
November 21-25	Thanksgiving Holidays (schools closed)
December 22	Last Day of First Semester
December 23 – January 4	Winter Break (schools closed)

## Second Semester

January 5	Teacher Workday (students off)
January 6	Professional Development Day (students off)
January 9	First Day of Second Semester
January 16	Martin Luther King Jr. Holiday (schools closed)
February 17 *	Student/Teacher Holiday (schools closed)
February 20	President's Day Holiday (schools closed)
March 10 *	Teacher Workday (students off)
March 13	Professional Development Day (students off)
April 3-7	Spring Break (schools closed)
May 25	Last Day of School
May 26 *	Post Planning
May 29	Memorial Day Holiday (schools closed)

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

# Hapeville Charter Vision and Mission Statements

## **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 OF HAPEVILLE CHARTER MIDDLE SCHOOL**

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

## **MISSION OF HAPEVILLE CHARTER CAREER ACADEMY**

- The mission of Hapeville Charter Career Academy is to provide a challenging and encouraging learning environment which substantially prepares each student for post-secondary plans and the workplace.

## 2017-2018 Hapeville Charter School Board Meeting Dates

Wednesday, July 26, 2017, 4:00 pm

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 7, 2017 – First Day of Classes with Students*

Monday, August 28, 2017, 5:30 pm

Hapeville Charter Career Academy - Building A

Monday, September 25, 2017, 5:30 pm

Hapeville Charter Middle School Sixth/Seventh Grade Building

Monday, October 30, 2017, 5:30 pm

Hapeville Charter Career Academy - Building A

Monday, November 27, 2017, 5:30 pm

Hapeville Charter Middle School Sixth/Seventh Grade Building

Monday, January 29, 2018, 5:30 pm

Hapeville Charter Career Academy - Building A

Monday, February 26, 2018, 5:30 pm

Hapeville Charter Middle School Sixth/Seventh Grade Building

Monday, March 26, 2018, 5:30 pm

Hapeville Charter Career Academy - Building A

Monday, April 24, 2018, 5:30 pm

Hapeville Charter Middle School Sixth/Seventh Grade Building

Monday, May 21, 2018 5:30 pm

Hapeville Charter Career Academy - Building A

*May 24, 2018 – 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>The Hapeville Charter School Board follows the requirements as set forth by the Georgia Open Meetings Act as amended in 2012.</p>
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# Approved 2017-2018 School Calendar

AUGUST '17						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Aug 1-4 Preplanning  
7 First Day of School

JANUARY '18						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1-3 Winter Break  
4 Teacher Workday  
5 Professional Development Day  
8 First Day of Second Semester  
15 M.L. King Jr. Holiday

SEPTEMBER '17						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

4 Labor Day

FEBRUARY '18						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

16 Student/Teacher Holiday\*  
19 Presidents' Day

OCTOBER '17						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

6 Teacher Workday  
9 Columbus Day

MARCH '18						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

9 Teacher Workday\*  
12 Professional Development Day

NOVEMBER '17						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

20-24 Thanksgiving Holidays

APRIL '18						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2-6 Spring Break

DECEMBER '17						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

21 Last Day of First Semester  
22-29 Winter Break

MAY '18						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

24 Last Day of School  
25 Post Planning  
28 Memorial Day

<span style="background-color: #0070C0; color: white; padding: 2px;"> </span> Preplanning/Post Planning
<span style="background-color: #92D050; color: white; padding: 2px;"> </span> Holiday (schools closed)
<span style="background-color: #FFC000; color: white; padding: 2px;"> </span> Teacher Workday/Professional Development Day (students off)
<span style="background-color: #FF0000; color: white; padding: 2px;"> </span> First/Last Day of Semester
* Inclement Weather Days (if needed)

Please note: the Proposed 2017-2018 School Calendar includes 180 instructional days for students: 91 days for First Semester and 89 days for Second Semester, and for teachers 96 days first semester and 94 days second semester.



## 2017 CCRPI End of Year Tasks

What	Subject	Who	When
Window Open	Post-Data Collection (GaDOE portal)	Principal	Tuesday, May 2 <sup>nd</sup> , through Thursday, June 22 <sup>nd</sup>
Webinar	Post-Data Collection <a href="https://attendee.gotowebinar.com/register/5644101430406944001">https://attendee.gotowebinar.com/register/5644101430406944001</a>	Principal	Wednesday, May 3 <sup>rd</sup>
Webinar	Live Portal Data <a href="https://attendee.gotowebinar.com/register/8267923202548228865">https://attendee.gotowebinar.com/register/8267923202548228865</a>	Principal	Monday, May 8th
Webinar	Ensuring Accurate 2017 CCRPI Data for School Leaders <a href="https://attendee.gotowebinar.com/register/3724133126452451329">https://attendee.gotowebinar.com/register/3724133126452451329</a>	Student Information Coordinator/Data Clerk	Wednesday, May 10 <sup>th</sup>
Data Check	GaDOE Portal CCRPI Multi-Year Summary CCRPI Student Record Reports	Principal	Friday, May 19 <sup>th</sup>
Data Check	GaDOE Portal CCRPI Multi-Year Summary CCRPI Student Record Reports	Principal	Wednesday, May 31 <sup>st</sup>
Data Check	GaDOE Portal CCRPI Multi-Year Summary CCRPI Student Record Reports	Principal	Wednesday, June 7 <sup>th</sup>
Data Check	GaDOE Portal CCRPI Multi-Year Summary CCRPI Student Record Reports	Principal	Wednesday, June 14 <sup>th</sup>
Webinar	Cohort Withdrawal Clean-up <a href="https://attendee.gotowebinar.com/register/7026902229254473729">https://attendee.gotowebinar.com/register/7026902229254473729</a>	Principal (HS only)	Wednesday, July 12th
Window Open	Cohort Withdrawal Clean-Up (GaDOE Portal)	Principal	July/August (dates TBD)



# Charter Renewal Timeline

## FCS Renewal Charter Process Timeline

(Note: The FCS and GADOE decision process time frames are approximate.)

