

Hillsboro Charter Academy Board of Directors  
BOD Meeting Minutes  
7:30 PM Old Stone School

1. Call to order – Attendance and establishment of a quorum

**Present:** Rebecca Baldwin Fuller, President; Ben Lenhart, Vice-President; Yvonne Balfour, Secretary; Nicki Bazaco, Nicole Rude, Amy Marasco Newton, and Roger Vance

**Absent:** Marie Doe, Treasurer and Gwen Wilf

2. Call for public comment – No public comment

3. Approval of Minutes from 3/16/17 – Ben moved minutes be adopted, Nicole seconded. Approved 7-2-0.

4. President's comments:

- Update on Calendar Change for 2017-2018. The Charter Committee received the HCA proposal and appeared to view it positively it because it would help the charter save money. They were particularly impressed that the teachers had been involved in drafting the proposal. HR at LCPS was concerned about how the change would impact the part time employees. Rebecca said that the next step would be to get the proposal and wording correct and approved by Steven Divito, the LCPS lawyer. Teachers understand that this may cause their contracts to come more slowly than other LCPS employees or need to be changed at a later date. Rebecca met with teachers and reached out to Mike Martin regarding this proposal. Steven Divito is working on a rewrite of the HCA contract to address the schedule change for review by the LCPS Charter Committee.

5. Principal's Report – C. Mueller. A written report was submitted (see attached).

6. New Business:

- Attendance issues. The monthly attendance reports show that the attendance of several children continue to present problems for our attendance percentage. Mr. Muller has sent letters. Our charter requires that we reach a 95% attendance level and we are below this. It is likely that the school could not get to 95% even if every child attended school every day for the rest of the school year. Rebecca does not think it is unreasonable to have an attendance expectation. If a child does not have 95% attendance the BOD might be able to ask that they not return to the school. Attendance issues put the charter in jeopardy. Rebecca will research LCPS policy and HCA will need an attendance policy.
- Principal Hiring – Principal candidates are posted in BOX, Personnel Committee will vet candidates on 4/25 at 7:30 at the OSS (all BOD members are welcome), 1<sup>st</sup> interviews will be held on 5/4/17 (panel = Rebecca, Nikki, Nicole, Tiffany Miller, and Mrs. Finn from Dr. Martin's office), 2<sup>nd</sup> interview will be held on 5/11 with the whole board and any interested school staff. The personnel committee will research references. Teachers and BOD members will review questions used last year and provide input to Yvonne for any changes by Friday 4/28 at 5:00 PM.
- Janitorial vs cleaning company and lawn care, etc. – Nicole estimates that about \$30,000 is spent on lawn care, snow removal and cleaning during the year. The BOD will advertise for a part time Janitor in lieu of using the 3 contractors who care for these services. A report will be made to BOD meeting at the next meeting.

7. Management Committee Report – A. Marasco. Mr. Mueller’s report covered the work of the MC over the last month.
8. Old Business
  - BOD Candidates: Ben has been talking with 2 prospective candidates. Both are local and hopefully he will hear from them soon so that he can report back next month. Both have experience with low-income populations and fund raising.
  - SPED Learning Sessions – Ben: Suzanne Jiminez cancelled her appearance at tonight’s meeting. He will work to schedule her for the next board member. In the interim he suggested that he and Rebecca have a phone conference with her to address the BOD questions.
  - Fundraiser hiring update – G. Wilf. No report.
  - Camp Planning – N. Rude. Registration has been out on HCA Facebook. Email has gone out to parents. A pamphlet will be developed and sent home with students. Two students have registered thus far. Alison will be sharing camp information in different venues around western Loudoun. The BOD has agreed that it is important to recognize Carrie Crossfields with a letter and gift certificate for her work on the camp last year.
9. Committee Reports:
  - Ad Hoc Committee on Policies and Procedures – R. Fuller. Nikki attempted to work on the policy manual but found that she was not able to make determinations about what to keep from the LCPS manual for the HCA manual. It was decided after discussion that the HCA manual would state that LCPS policies would be followed. The exception would be in cases when the HCA BOD’s approved policies that differ from LCPS or are in addition to LCPS (i.e., Lottery Design).
  - Marketing and Outreach Committee – R. Vance. Megan will be on LC board promoting women in STEM/STEAM. We will prepare news releases on Tiffany’s award and Megan’s assignment. The principal was asked to work with the MC to arrange for a HCA presence in parades and at local fairs. This would be to promote the summer camp and the school.
  - Personnel and Recruitment Committee - Y. Balfour. A contract will be presented to the reading specialist next week, the music teacher has been hired, and Mr. Mueller is close to hiring the 4<sup>th</sup> grade teacher. It is necessary to reconcile job descriptions for the office staff and for the STEAM teacher. Request that this be done by end of April and that the Personnel Committee work on the office job descriptions in a committee meeting. Once the contracts for LCPS teachers are presented Yvonne will present contracts to HCA instructional staff (STEAM teacher, TA, and Art Teacher). Mr. Mueller is working to complete the final observations and evaluations for identified staff.
  - Finance Committee – M. Doe. Nicole is working with office staff to write checks in preparation for getting the checks signed; Marie is going through Quickbooks; Nicole would like to walk through the budget at the next meeting and will provide a hard copy for review by members; Nicole will make budget projections without fundraising and grants; Amy offered to sit down for a budget work session (Nicole, Amy and Marie); and Nicole will meet with PTO to address budget issues and questions.

**Action Item: Rebecca moved that Nicole be added to the check-signing document for HCA. Yvonne seconded. Approved 7-0-2.**

  - Fundraising Report - A. Newton. Tea for a Cause on May 21<sup>st</sup> (shared fund raiser with OSS and HCA); Stage Coach Theatre for kids – Sunday July 23<sup>rd</sup>; Every Friday during the summer - Music in the Gap series - free concerts with pass-the-hat donations; Friday May 19<sup>th</sup> will package

women's items for the fund raiser on the 21st; HCA PTO Auction will be held on 5/5/2017; HCA needs to create a strategic relationship with a university (i.e., VA Tech.); Amy recommended a Summer day meeting to come up with a corporate strategy; The principal and Megan need to be the face of the school; A plaque to identify our contributors needs to be designed and purchased; recommend an end of school year dinner.

- Curriculum, Instruction and Assessment – no report
- Executive Session Option – Personnel.

Ben moved we go into executive session to discuss personnel matters, Nikki seconded, approved 7-0-2.

10. Adjournment at 10:10 PM after returning to regular session.

Principal report

Submitted by Craig Mueller

4/20/2017

1. Getting to know faculty, students and community members of HCA educational community.
2. Traffic issues seem to have calmed down.
3. Have been working to fill open positions for 2017/2018 school year.
4. Monitoring scholars attendance. Following up on families that are continuing to have difficulty getting children to school.
5. First Management Committee meeting with Craig Mueller as chair.
  - Appointments made-Megan Tucker, Interim Vice Chair, Amy Goodyear, Interim Recorder
  - Proposal for Management Committee Bylaws distributed by Craig Mueller. Will be reviewed, adapted, and amended with intent to be adopted by June meeting.
  - Draft of outline for Student /Parent hand book distributed by Jan Mercker

Dr. Minshew sent letters to 27 families concerning attendance issues March 13, 2017.

Of those 27 families 20 transported scholars to school in their cars and 7 got to school riding the bus.

Craig Mueller sent letters to 6 families concerning continuing attendance issues April 18, 2017.

Of those 6 families 3 transported scholars to school in their cars and 3 got to school riding the bus.