

Hillsboro Charter Academy Board of Directors

Thursday May 18, 2017

7:30 PM Old Stone School

1. Call to order – Attendance and establishment of a quorum
Present: Rebecca Baldwin Fuller, President; Marie Doe, Treasurer; Yvonne Balfour, Secretary; Nicki Bazaco, Amy Marasco Newton, Nicole Rude, Roger Vance, and Gwen Wilf, Ben Lenhart, Vice-President
2. Call for public comment –
 - Katie Hackett – Mrs. Byrd has announced her resignation from the school. She has a dual role and wondered how we would handle this. Wondered if we would be hiring a custodian instead of a cleaning committee.
 - Christie Hendrickson - What about the safety presentation from this fall – what has been done to improve safety. Glass windows (some form of barrier), what about the recycling dumpsters and the students
3. Approval of Minutes from 4/20/17 7-0-2. Roger moved to approve, Marie seconded. Approved
4. President's comments
 - a. Update on Calendar Change for 2017-2018. Charter Committee and the School Board approved the calendar change that we proposed. Rebecca has asked the teachers for their final updates on this. The teachers will decide and let the BOD know. The teachers will inform the BOD and the community after next Tuesday.
 - b. Enrollment currently –K-20, 1st-21, 2nd-22/23, 3rd-19 (will offer someone from wait list), 4th-20, 5th-17.
 - c. The town has met with officer moats regarding safety and security. He is impressed with the door in each classroom. HCA and the town will work on landscaping. We want to protect the town's needs and the security of the school. The don's john will be moved. Solid waste department has been communicated re: recycling. It is a slow process but there is movement through the town.
5. Principal's Report – C. Mueller (report attached)
 - a. Attendance report – making improvements toward 95%. Currently HCA has nearly the lowest attendance. Letters have been sent to certain families and improvements have been made.
 - b. Staff evaluations – LCPS Summative evaluations are completed. HCA certified staff – both have been observed and then these will be completed. Classified HCA staff evaluations have been completed.
 - c. Management Committee has been reconstituted. Tiffany is the instructional lead teacher; Miranda Meadows is the lead of the school culture committee; Bylaws are ready for approval for the June 13, 2017 BOD meeting.
 - d. HCA will have a presence at the Purcellville Music and Arts Festival.
6. Management Committee Report – A. Marasco
7. Old Business
 - a. SPED Learning Sessions – B. Lenhart. Ben will continue to work with Dr. Suzanne Jimenez to get the answers to our questions. He will attempt to offer an open meeting with her on a date that is not a BOD meeting.
 - b. Fundraiser hiring update – G. Wilf. Fund Raising workshop to be held at OSS from 12-4:00 PM. Rebecca will send an invite. Ben & his wife will provide main dish and desert. Board members will bring side dishes.

- c. Added BOD member – Ben provided a resume for Erin Bucci and will invite her to attend the next BOD meeting.
- d. Camp Planning – N. Rude. The enrollment is low at this time. Need to run an advertisement in the gazette - Roger and Nicole will put and add in the gazette. Dates are weeks of June 19, June 26, July 10 and July 17.

8. New Business

- e. Budget presentation – a rough draft was presented to the BOD (available upon request). Fund raising was not included. It is apparent that we need to raise \$100,000 - \$200,000. Next school year all of our fund raising needs to come to HCA. We need corporate fund raising. We will open the wait lists so that we can get class sizes to 22 maximum.

9. Committee Reports:

- a. Ad Hoc Committee on Policies and Procedures – R. Fuller.
- b. Marketing and Outreach Committee – R. Vance. Megan is today at a “young entrepreneurs” conference and is hoping to find community organizations for HCA to connect with. Need adds for camp, and for Megan’s committee appointment and Tiffany’s award.
- c. Finance Committee – M. Doe. We are running an advertisement to hire a bookkeeper.
- d. Fundraising Report - A. Newton. Tea for a Cause is on Sunday (3 parents are involved and no other responses from school community). It is concerning that a low challenge fundraiser is not getting HCA by in. The town cannot do all of the work for joint fund raising. Read-a-thon raised \$700.00 for the library, Suggestions to improve school involvement was addressed. Stage Coach Theatre in July. It is a school run event – it is not a town run event. Someone needs to manage; Rebecca will work with Addie Schaffer on the event. Book festival meetings have yielded no parent involvement – teachers and BOD members only. Parents are concerned that there is so much demand of their time and attention at the end of the school year. Rebecca is expressing concern that we need to reach out to more parents. Re: Corporate Fundraising. We should send letters to corporations (12-15) who will give money toward each letter of STEAM. \$5,000.00 per year for 3 years– they would donate money and volunteer at the school in ways that support their corporation. We would actively recognize them.
- e. Curriculum, Instruction and Assessment Committee – no report. Ben moved this committee be disbanded, Nikki seconded, Approved 9-0.

10. Executive Session Option – Personnel and Recruitment Committee - Y. Balfour. Yvonne moved go into executive session, Ben seconded. Approved 9-0.

10. Adjourn

Principal Report

Submitted by Craig Mueller

May 18, 2107

Attendance report:

Attendance went from 93.67 in March, 2017; to 96.24 in April, 2017

YTD average was 94.16; is now 94.42

Staff Evaluations

All LCPS certified teacher summative evaluations completed

HCA certified teacher observations done, one to be completed next week

All HCA classified staff evaluations completed

School Management Committee

Tiffany Miller appointed to chair- Instructional Lead Teacher- standing committee

Miranda Meadows appointed to chair -School Culture -standing committee

Draft of School Management Committee Bylaws- ready for approval at June 13, 2017 meeting.

Purcellville Music and Arts Festival

Saturday, May20, 2017

10:00 AM-6:00 PM