



**Governing Board Retreat/Meeting Minutes for:  
Monday, July 22nd, 2013  
Conference Room  
4:00 pm**

**GB Present:** Barbara Hill Johnson, Rickey DeAragon, Ryan Frazier

**GB Absent:** Kevin Miller, Quanda Singleton, Cory Restad

**Others Present:** Terry Croy Lewis, Keri Melmed, Kelle Bongard, Becky Jobes, Kendra Padgett, Carleen Clark

**Work Session/Retreat**

- I. Call meeting to order – BHJ called the work session to order at 4:21PM.
- II. Board Work Training – Carleen Clark
  - a. Board By-laws
    - i. Attendance – Discussed updating bylaws to show that if a board member misses four or more meetings in a fiscal year that they can be asked to leave the board.
    - ii. Summary – Targeted revisions, not total overhaul. Focus on parents joining the board through parent elected, maybe for next year? Also focus on attendance policy of board members. Provide GB members bylaws and other important documents to all board members on a flash drive.
  - b. Board member expectations
    - i. Expectations – Discussed the possibility of adding specific member expectations (ex. served on a committee, parent/community member for more than one year, read required book, etc.)
  - c. Board recruitment
    - i. Parent Members – Discussed the possibility of holding parent elections to increase parent buy-in.
    - ii. Community Members – Discussed the need to recruit more board members who come from the community, not necessarily parents though.
  - d. Board positions
    - i. Need to ratify the terms by resolution to update current GB members terms (August).
    - ii. We have a treasurer opening.
  - e. Board goals for 13/14
    - i. Build a GB calendar of events throughout the year so that nothing is missed/overlooked
    - ii. Have a 1-2 page summary of the school's charter application
    - iii. Summary – Consider a "Hit by the Bus" binder, a calendar of events for GB, a board visit day, and a SWOT analysis.
- III. Review Strategic Plan – Terry/Barbara
- IV. Review TCAP results – Admin (moved to formal governing board meeting)

**Formal Governing Board Meeting**

- I. Call to order – BHJ called to order at 6:24PM.
- II. Approve Agenda –
  - a) Edit reports section to add Ryan Frazier Report - BHJ motioned to approve. RF seconded. Passed unanimously.
  - b) RD motioned to approve. RF seconded. Passed unanimously.
- III. Approve meeting minutes: June 3rd, 2013

a) BHJ motioned to approve. RD seconded.

IV. Reports:

a. ED – Terry

- i. Review TCAP Results – Scores are embargoed until mid August.
- ii. Enrollment – looking good due to continued waitlists
- iii. Staff/Board Luncheon - moved to August 12<sup>th</sup> from 11am-12pm
- iv. Staff Updates – Jacqui Carter’s last day is Wednesday, July 24<sup>th</sup>. Still waiting to finalize facility manager position.
- v. Furniture Update – waiting on new furniture, the wrong office furniture was shipped.

b. Principal – Keri

- i. Leadership Retreat – Will be taking place on July 25<sup>th</sup> and 26<sup>th</sup>. Added a 5/6 team lead, which changes structure to a K-2, 3/4, 5/6, and 7/8. Focus will be on how the leadership team will help to reach the school wide goals. Also working on 2013-2014 professional development plan for staff.
- ii. Staff Updates – Offered a MS math and science position today. Still need to hire – 5<sup>th</sup> Grade, Preschool floater, and kindergarten IA.

c. Ryan Frazier –

- i. Joshua Raines does not intend to seek reappointment to the GB since his term has expired. As of June 30<sup>th</sup>, 2013, he will no longer be a part of the HPA GB board.

V. Finances:

a. Review June draft financials – Kendra/Terry

- i. Projected to end year with \$65,000 in the black.
- ii. Transfer from general fund to food service is looking to be around \$72,000 instead of \$67,000 as previously reported.

b. Review 13/14 budget – Kendra/Terry

- i. Nothing to physically go over until August.
- ii. E-CARE grant was awarded to HPA and we are looking to get more CPP slots as well. (E-CARE is for full day kindergarten and CPP is for pre-k/preschool).
- iii. Waiting to see what Title I funds will be for 2013-2014 SY
- iv. Staff benefits were increased to 4%, not the 12% increase as previously reported.

VI. Approve:

a. Credit card proposal – Terry/Kendra

- i. Increase limits to \$3,500 and add Teresa Frasier to the list of receiving a purchasing card. RF motioned. RD seconded. Passed unanimously.

b. Boos Financial Services Contract for this year – Terry

- i. RF raised the question as to why we have two separate contracts; one for Boos Financial (\$65,000) and one for Rick Boos (\$25,000). Kendra Padgett has asked the board to direct the question to Rick Boos. GB decided to not vote on contract until clarification is given. Will invite Rick Boos to August meeting and then vote at that time.

c. Secondary check approval limits – Terry/Kendra

- i. RF motioned to approve. RD seconded. Passed unanimously.

d. Facilities Management Proposal – Terry/Kendra

- i. Burtin Proposal (for facilities management) – Their proposal is for approximately \$152,000 and includes lawn care and snow removal. If we go this route, we can eliminate Jan Pro cleaning services and Shultz services.
- ii. GB recommends talking to Omar D. Blair for recommendation. If that comes back positive, then approval will move forward. RF motioned to approve with condition on positive references. RD seconded. Passed unanimously.

VII. Adjourn Meeting – Barbara

- a) RF Motioned to approve at 7:30PM. RD seconded. Passed unanimously.