



**Governing Board Meeting Minutes for:  
Wednesday, January 15, 2014  
Conference Room  
5:30PM—8:00PM**

**GB Present:** Barbara Hill Johnson, Danielle Felder (DF), Kevin Miller, Christi Julian (CJ), Ryan Frazier (via conference call)

**GB Absent:** Quanda Singleton Ricky DeAragon

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

- I. Call to order – BHJ called the meeting to order at 5:50PM
- II. Approve Agenda—CJ moved to approve the agenda, KM seconded, motion passed unanimously.
- III. Approve GB Meeting minutes from December 2013—DF moved to approve, CJ seconded, motion passed unanimously.
- IV. Community Voices—none at this time.
- V. Reports:
  - a. ED-Terry
    - i. See Attached
  - b. Principal- Keri
    - i. See Attached
  - c. Data Report: Winter MAPs Data, 2nd round of teacher evaluations- Ryan Marks
    - i. Overall data is looking positive.
- VI. Finances:
  - a. December Financials- Kendra
    - i. See Attached.
    - ii. We now have a financial policies dashboard.
    - iii. Projected deficit of \$57,000 in revised budget, much lower than beginning of year projected deficit of \$170,000
- VII. Discussion:
  - a. Dress Code- Terry/Keri
    - i. Suggested by TCL to postpone this discussion to spring and to elicit feedback from parents. JC has volunteered to chair a dress code committee as needed.
    - ii. PTO can print the new logo's on t-shirts, sweatshirts, or hoodies only. Not on polo shirts.
    - iii. CJ will take the lead on the revision of the dress code policy for the 2014-2015 school year.

- b. Community Survey for School Innovation and Future Planning Committee- Ryan
  - i. Community survey goes out to parents on January 16. Survey closes on Jan 21. SWAT analysis will be completed prior to the next future planning meeting on January 22<sup>nd</sup> @ 5:00pm.
- c. Kindergarten Configuration for 14/15 school year- Terry
  - i. Historically, HPA has not been able to fill our half day kindergarten classes.
  - ii. Financially, there is little difference between three full days vs 2 full and 2 half days.
  - iii. Recommendation to go to three full days.
- d. Enrollment Projections/Lottery for 14/15 school year – Terry
  - i. Reduced the overall total projections for each grade level due to the unknown impact that Highline Academy will have on HPA. Moving from 749 previous projection to a projection of 666. This does not mean we will only enroll to 666 total students, but will base the budget on these numbers.
- e. Marketing- Terry
  - i. Sent marketing materials to selected zip codes. Based on response, recommend to do another mailing in March to the zip codes that responded the best.
- f. School Calendar for the 14/25 school year- Terry
  - i. If you have thoughts or recommendations about the school calendar, please pass that information along to Terry.
- g. Staff Letter of Intent to Return for the 13/14 school year- Terry
  - i. These will go out next week and are due back by end of January so that HPA can start planning for 2014-2015 staffing.
- h. Food Vendor for the 14/15 school year- Terry
  - i. CSI is aware that HPA is looking for a new vendor for the 2014-2015 school year. We will bid and make decisions at a later date.
- i. Facilities Management and Cleaning Services- Terry
  - i. HPA is gathering bids on other cleaning services.

**VIII.** Approve:

- a. Kindergarten Configuration for 14/15 school year- Terry
  - i. DF made a motion to eliminate the half day kindergarten classes and move forward with three full days instead. BHJ seconded. Passed with majority vote, 3-yes, 2-no (yes – BHJ, DF, KM; no – RF, CJ).

- b. Resolutions – Amendment to 2013-2014 Fiscal Year Budgets and Fund Balance Utilization 13/14 School Budget- Terry/Kendra
  - i. DF motioned to approve both the Amendment to 2013-2014 Fiscal Year Budget Resolution and the Fund Balance Utilization Resolution. KM seconded. Passed unanimously.
- c. Advertising in the weekly newsletter Terry
  - i. We would have to pay additional taxes on funds raised depending on the amount of money raised.
  - ii. Recommendation to try for remainder of year and reevaluate for next year. Also monitor the types of advertising that is being put forth.
  - iii. KM motioned to approve advertising in the weekly newsletter. JC seconded. Passed unanimously.
- d. Facility Lease with the Building Corporation Kendra/Terry
  - i. KM motioned to approve the facility lease. CJ seconded. Passed unanimously.
- IX.** Executive Session – personnel
  - a. KM motioned to move into executive session with invite of TCL and KM. CJ seconded. Passed unanimously.
  - b. Resumed general session 9:05pm
- X.** Adjourn Meeting- Ryan
  - a. DF moved to adjourn at 9:05pm, CJ seconded. Passed unanimously.