



# Capital City Lighthouse Charter School

## Minutes

### CapCity April 2017 Board Meeting

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#### **Date and Time**

Thursday April 20, 2017 at 6:00 PM

#### **Location**

CapCity Multipurpose Room

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#### **Board Members Present**

C. Caradine, J. Kuykendall, L. Broadway, M. Davis, S. Biernacki (remote)

#### **Board Members Absent**

E. Flowers, S. Forte

#### **Guests Present**

C. Bell (remote), J. Huff, L. Sieler

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### **I. Opening Items**

#### **A. Record Attendance and Guests**

#### **B. Call the Meeting to Order**

C. Caradine called a meeting of the board of directors of Capital City Lighthouse Charter School to order on Thursday Apr 20, 2017 @ 6:09 PM at CapCity Multipurpose Room.

#### **C. Opening Remarks**

#### **D. Agenda Adoption**

M. Davis made a motion to adopt the agenda.  
L. Broadway seconded the motion.  
The board **VOTED** unanimously to approve the motion.

### **E. Approve Minutes**

S. Biernacki made a motion to approve minutes.

M. Davis seconded the motion.

The board **VOTED** unanimously to approve the motion.

## **II. Operations Reports**

### **A. Principal Report**

Jennifer Huff - Total enrollment is still down but there have been no drops for the month of March and enrolled a 4th grade scholar. The board report now shows all adds and drops so we can see why scholars are leaving. Monthly attendance is up from last month and discipline has been good. Mrs. Huff is recommending that the board approve the hire of Rita Izekor as a part time school nurse. Mrs. Huff also updated the board on staffing and stated that she is in the process of interviewing multiple candidates that were acquired as a result of Ms. Broadway attending a teacher recruitment fair. She informed the board that Mrs. Sanders is out for an unknown amount of time and that Mrs. Robinson is temporarily covering the front office. Mrs Huff stated that the staff in the Upper academy has made significant strides towards effective implementation of the revised RTI process. She added that they are also implementing a targeted Writing focus to mirror state testing, and that the staff is meeting weekly to analyze scholar progress and writing samples. They continue to have Grade Level and Academic Leadership Team meetings on a bi-weekly basis. Additionally they successfully completed administering the IOWA test for grades 1 &2, and ACT ASPIRE for grades 3-6. Mr. Caradine asked what the expectation is for the next 2-3 years in regards to testing scores. Ms. Broadway responded that they do not have a baseline yet to be able to set those expectations. Mr. Biernacki asked if this year will set our base line. Ms. Broadway told the board that she was not sure yet. Mrs. Huff updated the board on recent school celebrations, to include the Black History Performance, Art Exhibit, hallway murals, Arkansas STEM Festival attended by the 4th - 6th graders, and a week long Read Across American campaign. She also mentioned that the school celebrated National Banana Day in conjunction with the FFV program and that pictures from this and all other recent events are on the schools Facebook page. Additional shout outs included school wide testing incentives, ice cream sundaes for everyone to kick off Spirit Week, a testing Pep Rally, parent volunteer involvement to help with recruitment for enrollment, New Beginnings group therapy sessions for participant scholars, increase in staff lesson plan submission, and finally changing the cafeteria seating to promote conversation and improve socialization skills for the scholars. M. Davis made a motion to accept the recommendation to hire Rita Izekor as the part time school nurse.

J. Kuykendall seconded the motion.

The board **VOTED** unanimously to approve the motion.

### **B. RVP Report**

Lenisha Broadway - Ms. Broadway discussed course codes for next year and said that all schools are reviewing and updating these now for the 17-18 school year. Data review sessions were conducted with Mrs. Huff and the National Team to review biweekly assessment data. She is continuously receiving feedback on RTI processes and assessment of teacher performance and is planning on meeting with teachers soon. All lottery and enrollment data has been reviewed to prepare for upcoming lottery. We are currently sitting at 261 scholars, which is above the current enrollment, and are hoping for at least 280 to start the year. Ms. Broadway asked for at least 2 board members to attend and Mrs. Davis and Mr. Biernacki volunteered. She updated the board on the revised Compensation

policy which now includes a Coordinator position which will accommodate the ESOL position for the state and is asking for their approval on it and a 3% pay increase for returning staff. The annual school accreditation for 2017-2018 has been completed and was submitted on April 7th. Ms. Broadway also presented the new school calendar for next year for approval, which also includes Good Friday as a holiday. Ms. Broadway updated the board on the progress of RTI in regards to recent observations with school leadership teams, the Deputy Chief School Officer, and the School an Instructional Specialist. Trends they noticed in Arkansas school were pacing of instruction, scholar attendance, rigorous instructional activities, and data analysis of targeted scholars. Next steps for progress and improvement are creating a built in make up plan for absent scholars and to begin planning for 17-18 to address literacy gaps. Finally, Ms. Broadway discussed a few operations items including preparation for the lottery, the Jacksonville SOM and OM assisting getting the lottery material ready, and that tires from near the modular building were moved to eliminate snakes from being near the buildings.

Mr. Kuykendall made a motion to accept the new Compensation Policy with the added Coordinator position. This was seconded by Ms. Broadway and passed unanimously.

Mrs. Davis made a motion to approve the 3% pay raise for all returning staff. This was seconded by Ms. Broadway and passed unanimously.

Mr. Biernacki made a motion to approve the school calendar for next year to include Good Friday as a holiday. This was seconded by Mrs. Davis and passed unanimously.

### **C. Child Nutrition Renewal Contract**

Lenisha Broadway - Presented the Child Nutrition Renewal contract to the board. L. Broadway made a motion to accept the Child Nutrition Renewal contract for the 2017-2018 school year.

M. Davis seconded the motion.

The board **VOTED** unanimously to approve the motion.

## **III. Finance**

### **A. 3. Financial Report**

Chris Bell - Presented the financial report. Mentioned the federal reimbursements that had come in that month to include Title 1, NSLA, and Child Nutrition. Mr. Biernacki asked what the school's bottom line balance was right now. Mr. Bell said the school's balance is \$95, 519.34. Mr. Caradine asked if the school is looking good financially for next year. Mr. Bell responded that yes they are, but the board will need to decide in June if they want to pay on any lines of credit. He also mentioned that the annual audit that was recently completed showed no findings. Mr. Caradine asked when the school will take any final budget hits. Mr. Bell advised the board that final budget hits will occur in May and June. He added that all funding resets on July 1st.

S. Biernacki made a motion to accept the financial report.

L. Broadway seconded the motion.

The board **VOTED** unanimously to approve the motion.

## **IV. Closing Items**

### **A. Adjourn Meeting**

Mr. Caradine asked that discussion of board position rotation be put on the agenda for next month. Mr. Biernacki agreed and added that he felt they needed more board members and that they needed to look at the bylaws regarding this process. Mr. Caradine asked that this be settled at the June meeting.

Ms. Broadway added that on May 4th, APSRC will have board hours available to go towards the 18-18 school year. She also asked that at the next meeting, the board set meeting dates for the 17-18 year.

It was agreed that the next meeting will be May 18th and the June meeting will be June 29th.

L. Broadway made a motion to adjourn the meeting.

S. Biernacki seconded the motion.

The board **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:00 PM.

Respectfully Submitted,  
L. Sieler

  
