



Capital City Lighthouse Charter School

Minutes

CapCity May 2017 Board Meeting

Date and Time

Thursday May 18, 2017 at 6:00 PM

Location

CapCity Multipurpose Room

Directors Present

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

Directors Absent

S. Forte

Guests Present

Calisha Hudspeth, Darius Young, Deron Hamilton, J. Huff, L. Sieler, LaShawnda Noel, Lakeda Ward

I. Opening Items**A. Record Attendance and Guests****B. Call the Meeting to Order**

S. Biernacki called a meeting of the board of directors of Capital City Lighthouse Charter School to order on Thursday May 18, 2017 @ 6:05 PM at CapCity Multipurpose Room.

C. Opening Remarks**D. Agenda Adoption**

C. Caradine made a motion to adopt the agenda.

E. Flowers seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Approve Minutes

C. Caradine made a motion to approve minutes.
E. Flowers seconded the motion.
The board **VOTED** unanimously to approve the motion.

II. Operations Reports

A. Principal Report

Jennifer Huff - Enrollment is still low, but steady and attendance has been good but beginning to decline as we get closer to school ending. Enrollment for next year is looking good as 284/313 seats have been filled so far.

Mrs. Huff has asked the board to approve the 6 new staff members she would like to hire and the 18 returning staff for next year (see list in PAL report). Mrs. Huff assured the board that she has made her expectations very transparent with all new hires and returning staff. Lakeda Ward (DTL) agreed and stated that they have been very upfront with wanting teachers who want to teach. Mr. Caradine wanted to make sure that new teachers understood our kids and environment. New hire Darius Young was present and the board welcomed him as he explained that he was new in teaching as he had just graduated, grew up in the area and has a strong connection to the community, and added that he was getting married soon. Additionally, new hire Calisha Hudspeth was also present and told the board that she had heard good things about the school and was excited to now be a part of it.

Mrs. Huff continued by reporting on the progress of the School's Culture of Achievement Plan stating that the gradual release of RTI to Lower Academy had been successful. They have also had the successful completion of all ACT ASPIRE testing for 3rd-6th graders. There will be a school wide NWEA testing period mid-May and Upper Academy scholars will take the ACT ASPIRE Science Interim at the end of May. Teachers are collaborating to help prepare balanced rosters for next school year, balancing not only by gender, but also academically. Teachers have also been engaging more in grade level meetings by prompting data based discussions to start developing strategies to effectively differentiate lessons.

Finally Mrs. Huff wanted to share some celebrations with the board. Kindergarten will be having their graduation ceremony on May 23rd at the King Solomon Baptist Church. She reported that New Beginnings will continue to provide services to our scholars in 2017-2018. Mr. Biernacki asked what New Beginnings is. Mrs. Huff detailed that they help counsel children who are in or have seen crisis. Mr. Biernacki then asked if this intervention is showing success. Mrs. Ward stated that it was and added that she could think of 2 scholars in particular who's behavior has improved because of the counseling. Mrs. Huff continued with celebrations stating that they had 2 weeks of teacher appreciation activities in the beginning of May and that she is very optimistic and excited about the initial enrollment numbers for 17/18 and about the level of new talent that will be joining the staff. Finally, Mrs. Huff mentioned that the 3rd grade field trip to Pinnacle Mountain had been cancelled but is being rescheduled for later in the month.

Mr. Biernacki asked Mrs. Huff if the Pillow Case Project had come in. She responded yes, with a minor hiccup, but overall was a success.
C. Caradine made a motion to accept the recommendations for hire.

M. Davis seconded the motion.
The board **VOTED** unanimously to approve the motion.
M. Davis made a motion to accept the recommendations of returning staff.
J. Kuykendall seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. RVP Report

(Presented by LaShawnda Noel) - Mrs. Noel reported that the school was preparing for NWEA testing and that RTI was still in progress at all grade levels. She thanked Steven Biernacki and Marsha Davis for helping with the school lottery that was held on April 25th. Reported that we received the 16-17 accreditation with no violations, completed all offer letters and PAFs for new hires and returning staff, and held a master scheduling meeting with administrators for 17-18 planning. Board meeting dates were recommended to the board for the 17-18 school year. Operationally it was reported that we have had electrical boxes repaired, tires moved from outside the modular because they were attracting pests, the buildings and grounds sprayed for pests, preparing to repair a hole in the floor of the modular, and have had the graffiti removed from the side of the main building. It was also reported that Capital City is able to claim 100% rate for base year 17-18. Finally, it was recommended that the board start using electronic signatures on checks.

M. Davis made a motion to accept the recommended board meeting dates for next year. The motion was seconded by C. Caradine. The board **VOTED** unanimously to approve the motion.

M. Davis made a motion to accept the 100% CEP base year rate for 17-18. C. Caradine seconded the motion. The board **VOTED** unanimously to accept the motion.

M. Davis made a motion to begin using electronic signatures on checks. C. Caradine seconded the motion. The board **VOTED** unanimously to accept the motion.

III. Finance

A. 3. Financial Report

Financial report presented by new accounting partner Deron Hamilton. He went over the federal reimbursements that had been received and what was still due to the school.

E. Flowers made a motion to accept the financial report.

M. Davis seconded the motion.

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

Lenisha Broadway presented the Special Education Assurances/Agreements and the Special Education School Age Services agreements.

M. Davis made a motion to accept the Special Education Assurances/Agreements and the Special Education School Age Services agreements.

C. Caradine seconded the motion.

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

IV. Closing Items

A. Adjourn Meeting

S. Biernacki addressed the board regarding the resignation of Susan Forte. He wanted the board to know that he has reached out to her to thank her for her service to the board and the school.

C. Caradine made a motion to accept the resignation of Susan Forte.

E. Flowers seconded the motion.

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

L. Broadway made a motion to accept Jennifer Huff as Principal again for 17-18 school year.

M. Davis seconded the motion.

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

LaShawnda Noel reported to the board that Mrs. Sanders daughter passed away on Sunday. Mrs. Sanders is still out on FMLA. Mr. Biernacki asked about the funeral. Mrs. Huff stated that Capital City send a funeral arrangement on behalf of everyone.

Lenisha Broadway reminded the board that they missed the recent Legislative session and that they all need to try to attend the next one. Mrs. Noel added that Freddie Scott from Dept of Ed will be making an unannounced visit soon, so to be expecting him.

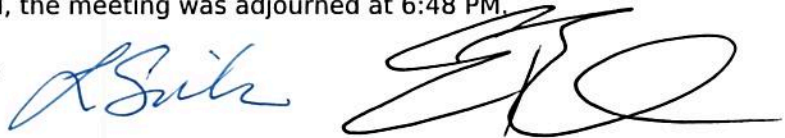
M. Davis made a motion to adjourn the meeting.

C. Caradine 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 6:48 PM.

Respectfully Submitted,
L. Sieler



V. Board Member Rotation

A. Board Member Rotation

S. Biernacki asked the board to start thinking about new board members who are passionate about children, and to have anyone interested visit a meeting and submit their resume's. It is our job to hold others in compliance, so we as a board need to do the same when it comes to it's members. We are in need of fresh new bodies and ideas. C. Caradine stated that the bylaws says that Lighthouse picks the board. Mrs. Noel explained that they assist us in choosing board members, but ultimately the decision is ours. Ms. Broadway mentioned that we post the positions online, and said that we need to be looking for a parent to be a board member. Mrs. Noel suggested having potential members visit meetings before applying. S. Biernacki asked if there is a link they can go to. Mrs. Noel said that she would open a req online and send the link.