



## Capital City Lighthouse Charter School

### Minutes

#### CapCityLCS Board Meeting

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##### **Date and Time**

Thursday October 25, 2018 at 6:00 PM

##### **Location**

CapCity Multipurpose Room

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##### **Directors Present**

C. Caradine, L. Roberts, T. Shine

##### **Directors Absent**

T. Mosby

##### **Guests Present**

D. Woods (remote), L. Noel, L. Sieler, S. Shannon, T. Brown, amanda crowder, brent elliott, saliha quazi

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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 Oct 25, 2018 @ 6:05 PM at CapCity Multipurpose Room.

T. Brown led the board in prayer to open the meeting.

##### **C. Agenda Adoption**

L. Roberts made the motion to adopt the agenda.

T. Brown seconded the motion.

The board voted unanimously to approve the motion.

#### **D. APPROVE MINUTES**

L. Roberts made a motion to approve minutes from the CapCityLCS Board Meeting on 09-27-18.

T. Shine seconded the motion.

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

### **II. Academic Excellence**

#### **A. Principal Report**

S. Shannon: New scholars are enrolling. Attendance is not where she wants it to be, but they are making phone calls and stopping by scholars houses to get kids to school. Once suspension, but situation is remedied. Asking for board to approve the hire of Michael Mills as the new Culture Coordinator. NWEA scores were discussed and S. Shannon stated that they are not where we want them to be, but she knows now where we need to focus our efforts. She is currently interviewing for a Lead Teacher Coach to be a resource for math and literacy teachers. They are also streamlining RTI sessions so they are more beneficial and deliberate. All K-2 scholars have been tested with DIBELS. They are now grouping the scholars for RTI based on these scores. Red Ribbon Week this week and Fall Fest tonight. Second trip to the library was yesterday and the report back was that the scholars were great!

C. Caradine asked about the mood of the school after 1st quarter and school report card. S. Shannon said that conferences went well and everyone is encouraged so far. She is planning a parent meeting soon to discuss the report card.

C. Caradine suggested that the board send letters home on a monthly basis to encourage parents about their child's education. Caradine - Nov; Brown - Dec; Shine - Jan; Woods - Feb; Roberts - March.

L. Roberts recommended that in addition to acknowledging the scholars, we also need to recognize the teachers that are going above and beyond. C. Caradine agreed and asked about the mood of the staff and how they are doing. S. Shannon said things are not bad and seem to be coming together. L. Roberts suggested morale boosters.

B. Elliott introduced his new partner at SBAS, Saliha Quazi and suggested that SBAS would help with incentives and morale boosters.

L. Roberts made a motion to approve the hire of Michael Mills.

T. Brown seconded the motion.

The board voted unanimously to approve the motion.

#### **B. Executive Director Report**

L. Roberts: They are really focused on closing the gap to get the scholars closer to grade level. Interim Assessment scores should be available by November's board meeting. She has been working with A. Crowder on the data analysis of our school vs other schools. Since the state changed how scores are created, we are lower than planned. We had 38 out of 99 scholars that were new to us that also made a difference since only 6 of those 38 met readiness status. Attendance is a huge part of this as well, so S. Shannon is really working with parents to make sure their children are in school every day. L. Roberts is making sure that S. Shannon is focused and able to work with the teachers to help our

scholars. She presented the Statement of Assurances for Accreditation for the boards approval.

T. Brown made a motion to approve the Statement of Assurances for Accreditation.

T. Shine seconded the motion.

The board voted unanimously to approve the motion.

### III. Operations

#### A. Regional Director of Operations

L. Noel: All Child Nutrition documents are uploaded and submitted. All drills are current and occurring as required. Attended APSRC conference this month and will be attending a Threat Assessment Training next month. Enrollment is at 217 as of today.

### IV. Finance

#### A. Financial Report

B. Elliott presented the financial report.

L. Roberts made a motion to approve the financial report.

T. Brown seconded the motion.

The board voted unanimously to approve the motion.

### V. Closing Items

#### A. Adjourn Meeting

C. Caradine asked for an update on the board sponsored reading program. T. Brown said that she and T. Shine drafted a letter for the 4th and 5th scholars outlining the program to include a pizza party as a reward. The letter will go home tomorrow. Pizza Party will be Dec 14th.

C. Caradine asked about bylaws to establish changing board positions. Board agreed that C. Caradine should be the Board President, T. Shine will be Treasurer and T. Brown will be the Secretary.

Board Training is in November.

L. Roberts made a motion to adjourn the meeting.

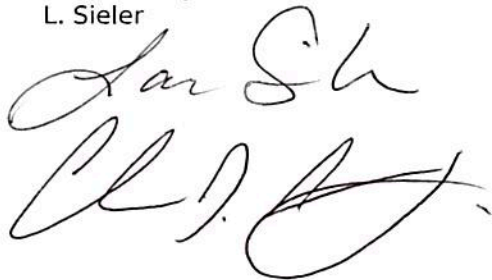
T. Shine seconded the motion.

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 6:53 PM.

Respectfully Submitted,

L. Sieler

The image shows two handwritten signatures in black ink. The top signature is cursive and appears to be 'L. Sieler'. The bottom signature is also cursive and is more stylized, possibly belonging to another board member.