

Highland Academy Charter School

Board of Directors Meeting

September 1, 2017

1. Call to Order- *The President of the Board will call the meeting to order.*

Time- 7:05 AM

Attendees: Scott Whitlach Brook Horspool

LeslieHosey Kevin Lisboa

Brent Bishop

Billy McIntosh

Note: Board President out of country

A quorum was X established     not established

2. Public Testimony-

During meetings of the Governing Board (Board), members of the audience have an opportunity to speak regarding subjects or concerns that appear, or do not appear, on the agenda. The Board President reserves the right to limit speaking time to three (3) minutes. Unless the item has been placed on the published agenda in accordance with the Brown Act, there shall be no action taken. The Board may acknowledge receipt of the information, or refer the matter to staff with no direction as to action or priority.

It is suggested that anyone wishing to speak to the Board arrive a few minutes prior to the start of the meeting and to fill out a form "Request to Address the Board" located at the back of the boardroom. The form is submitted to the Secretary of the Board.

Individuals, who require disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting, should contact the Secretary of the Board in writing. Notification 48 hours prior to the meeting will enable the Board to make reasonable arrangements to ensure accessibility to the meeting.

Speakers and Topics:

None  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Discussion Items:

3.1- Receive a report on Attendance and Enrollment from Billy McIntosh  
Student body increased from 290 last year to maximum of 340 for this year  
Elementary program expanded (Grades 2-5); fully present on-campus  
97.7% ADA (Average Daily Attendance).  
Student/Teacher Ratios: ~24/25 to 1 for Middle School / ~21 to 1 for Elem. School

3.2- Receive a report on current Financial Data from Terrence Lee and Charter Impact  
Introduction of Terrence Lee as new Director of Finance.

\_\_\_\_\_  
\_\_\_\_\_

3.5- Review of Minutes from Previous Meeting  
(See Section 5.1)

\_\_\_\_\_  
\_\_\_\_\_

**5. Closed Session:**

4.1 Discuss any pending Parent Concerns

None  
\_\_\_\_\_  
\_\_\_\_\_

**5. Consent Agenda:** *This section is for voting on and approving/denying any propositions before the Board. Each action must be moved upon, seconded, voted upon, and have time allowed for questions, comments, or corrections.*

5.1 Recommend approving minutes from previous meetings on March 17, 2017 and April 14, 2017.

Motion Brook Second Scott

Corrections: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Vote: 3 Aye \_\_\_ No 1 Abstain \_\_\_ Opposed

Action: X Approved \_\_\_ Denied \_\_\_ Tabled

5.2 Recommend approving Accelerated Reader contract (see attachment).

Motion Kevin Second Brook

Corrections: \_\_\_\_\_

May hold this purchase until October – pending potential grant allocations that could fund this effort.

\_\_\_\_\_  
\_\_\_\_\_

Vote: 4 Aye \_\_\_ No \_\_\_ Abstain \_\_\_ Opposed

Action:  Approved  Denied  Tabled

5.3 Recommend approving Unaudited Actuals (see attachments)

Motion Kevin Second Scott

Corrections: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Vote: 4 Aye  No  Abstain  Opposed

Action:  Approved  Denied  Tabled

**5.. Employee, Directors, and Program Director Report**

President Nerni Miller: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Brooke Horspool (CFO) : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Board Secretary Kevin Lisboa: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Board Member Scott Whitlatch: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Board Member Leslie Hosey: \_\_\_\_\_

Q: Will Accelerated Reader program be ready by 2<sup>nd</sup> Semester. \_\_\_\_\_

A: Billy - Yes \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Brent Bishop, Executive Director: \_\_\_\_\_

Billy McIntosh, Assistant Director: \_\_\_\_\_

Campus Security – Evaluating installation of on-campus cameras. More details to come.

Kudos to Mr. McIntosh – more effort being put into Teacher evaluations and observations.

New forms for evals were created with Google Docs and can be quickly given out after an observations has occurred with findings and recommendations. New forms will allow for ongoing improved teacher development.

## 6. Adjournment of Meeting

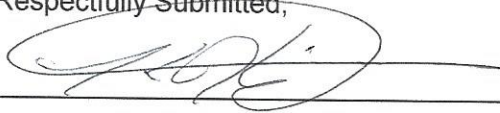
Motion Kevin \_\_\_\_\_ Second Scott \_\_\_\_\_ (7:50 AM)

Vote: 4 Aye \_\_\_\_\_ No \_\_\_\_\_ Abstain \_\_\_\_\_ Opposed \_\_\_\_\_

Date and Location of Next Meeting:

10/20, 12/1, 1/12/18 – all at 7 AM. New location is HACS MPR.

Respectfully Submitted,



Kevin Lisboa

Secretary, Board of Directors

9-29-17

Date