



**MEETING OF THE BOARD OF DIRECTORS OF HEALTHY START ACADEMY**  
**Healthy Start Academy, 807 West Chapel Hill Street**  
**Durham, North Carolina 27701**  
**February 28, 2017 5:00 p.m.**

**Board Minutes**

**Attendance:** Elizabeth Morey, Gwendolyn Wicker, Beatrice Chestnutt, Richard Ford, Gerald McNair, Preston Edwards, Marc Willis, Aronda Hill, Philip Adkins, Kathy Davies, Shelly Watson, Nicole Covington, Regina Boney, Alycia Crews, Tyler Reynolds, and Sidney Reynolds.

**Call to Order**

The Healthy Start Academy Board of Directors meeting was called to order at 5:03 p.m. with Elizabeth Morey presiding.

**Pledge**

The Pledge of Allegiance was rendered.

**Privilege of the Floor**

No one requested Privilege of the Floor.

**Approval of Agenda**

Ms. Morey requested an amendment to the Agenda, with the Financial Report, Leaders Building Leaders Report, and Closed Session moving to initial items.

**Vote**

Mr. Preston Edwards moved to approve the Agenda as amended. Mr. Gerald McNair seconded.  
Passed with unanimous approval.

**Approval of Board Minutes**

**Vote**

Mr. Edwards moved to approve Board Minutes as provided. Mr. McNair seconded.  
Passed with unanimous approval.

## **REPORTS**

### **Financial Report**

Ms. Kathy Davies provided the Financial Report, indicating that there was a great deal of activity in Federal allocations reporting. Ms. Morey and Ms. Davies indicated they would provide an updated breakdown to Board members via email. Due to recent changes, including the reduction of Administration personnel, revenues are higher than budgeted. Expense totals are in line; however, there are line items that exceeded the expected amounts, including measurement and instructional tools. A large expenditure for bus purchases was also noted. Other line items came in below budgeted amounts for the month.

Ms. Gwendolyn Wicker asked for cost detail of the instructional tools/supplies purchased. Ms. Davies indicated that information is available via other reports. Ms. Morey indicated she would provide that information to Ms. Wicker.

Mr. Richard Ford asked if any surplus funds would be spent during the 2016-2017 year. Ms. Davies responded that there are no surplus funds included in the estimates at this time.

Ms. Wicker asked for total revenues related to the 2015-2016 technology fundraising effort. Ms. Davies indicated she would supply that information at the March Board meeting.

### **Vote**

Mr. Ford moved to accept the Financial Report. Ms. Beatrice Chestnutt seconded.  
Passed with unanimous approval.

### **Leaders Building Leaders Report**

Ms. Morey introduced the school representative from Leaders Building Leaders. Consultant Shelly Watson, who has served as a principal, DPS school improvement official, and former curriculum director for charter schools, outlined the proposed strategic plan to grow student achievement and teacher excellence.

The Goals:

- Increase student achievement (exceeding academic growth) resulting in improvements for each school's (Elementary and Middle Schools) learning gains, grade level proficiency rates, and school (performance) grade designations.
- Develop and sustain a healthy, respectful, caring, safe learning environment for students, faculty, staff, and community, resulting in individual employee learning, student achievement, and overall school improvement.
- Ensure curriculum, instruction, and assessment are designed and delivered with a focus on content rigor, student engagement, and continuous improvement of academic achievement.
- Develop and sustain effective and efficient use of all resources for improved student achievement and fiscal responsibility.
- Provide coach, training and resources to the Healthy Start Academy school leader and leadership team to strengthen the school's academic and operational programming.

Board members asked the targeted proficiency. Ms. Watson indicated the school seeks to target 70 percent proficiency. She implied the target will encompass 100 percent proficiency in the intermediate future.

Ms. Morey thanked Ms. Watson for her time and added value to Healthy Start Academy.

## **CLOSED SESSION**

### **Votes**

Ms. Gwendolyn Wicker moved to go into Closed Session to discuss hiring and a school issue. Mr. McNair seconded.

Passed with unanimous approval.

Mr. McNair moved to come out of Closed Session. Mr. Ford seconded.

Passed with unanimous approval.

## **REPORTS (resumed)**

### **Principal's Report**

Mr. Willis reported that the current student population is 355. Six students have withdrawn since the last Board meeting (January 26).

The school has received 96% of its Student Notices of Intent. Only five households have reported they will not return for 2017-2018.

Students, faculty, and staff participated in the Martin Luther King Jr. parade February 4. Healthy Start Academy brochures were distributed along the parade route.

Enrollment to date has exceeded projections: 277 students currently have provided initial applications/re-enrollment intent forms.

Academy leadership has attended two career fairs during February: the Eastern North Carolina Career Alliance (February 15) and NC A&T on February 23. The Academy is scheduled to attend career fairs at NCCU on March 2 and Shaw University on March 21. All instructional and substitute positions are advertised at this time.

Mr. Willis provided Board members with NWEA and TE 21 student achievement testing to date. He expressed concerns for Grades 4 and 6, indicating the need for additional math tutoring for Grade 4 and student growth needs for Grade 6. Board members asked to discuss again in March after Board members have had some time with the assessment reports.

Mr. Willis reported Ms. Crews, other Academy teachers, parents and students created a successful Scholastic Book Fair, with \$4,900 in book sales. As a result, the Academy will have \$2,363 to spend on Scholastic books.

Mr. Willis alerted the Board that the Exceptional Children's Department continues to grow. There are 50 identified students at this time, with the expectation that the Department will reach 52 in March and have as many as six additional students due to the MTSS process.

Mr. Edwards asked what mechanisms the school has to prepare for growth in the EC Department. Ms. Morey explained that the school cannot inquire about previous services prior to official enrollment. Mr. Edwards asked if the school can share parent-volunteered information earlier in order to allow the EC faculty to prepare prior to school's fall opening. Ms. Morey indicated the Board would have to issue an inquiry to Mr. Adkins to clarify and establish guidelines. She added the school did file a form for 2016-2017, indicating the anticipated number of students requiring services was projected to increase from 2015-2016 numbers.

Mr. Willis and Ms. Morey discussed the final tasks related to AdvancEd (SACS) renewal. The SACS Review Team will conduct its onsite visit April 4 and 5, 2017. Ms. Morey indicated a DPI participant will accompany and be on the review team. Mr. Willis recognized the additional effort of the three instructional leaders/coaches. Mr. McNair voiced appreciation for their additional efforts.

Mr. Willis indicated Leaders Building Leaders is providing excellent services.

Mr. Willis reviewed the Discipline Report with Board members. Most referrals, he indicated, are coming from classroom teachers. More classroom management strategies were introduced yesterday (February 27). Grade 3 and Grade 4 classrooms will receive additional focus.

Mr. Willis indicated the afterschool tutorial program, which currently is on hold, may resume in order to focus on students who test as a high 2 on their assessment tests. Ms. Morey asked for the number of students who will be served. Mr. Willis said he will provide that number. Ms. Morey also asked that the school focus on Grade 3 as well, due to the test emphasis on reading.

Mr. McNair encouraged the Administration to provide tutoring services to any student who wants help. Ms. Morey suggested that parents provide transportation to those students who may want tutoring but aren't assessed as in need of additional services. Mr. McNair indicated he would prefer transportation provisions for those students as well.

Ms. Morey recommended that, if any student becomes a discipline concern, the student would be excluded from tutoring, enabling tutors to focus on the students who are receptive to the program.

Ms. Wicker asked for a report on the number of parents who attend parent:teacher conferences.

Mr. Edwards suggested that some parents may be unable to be engaged in the education of their students because of other constraints. He also asked if incentives were being provided to encourage and motivate academic interest and test performance. Mr. Edwards asked to learn more about the incentives during the next Board meeting. Mr. Edwards indicated he would prefer only the most competent teachers as tutors.

Mr. McNair indicated he would like to see tutoring reinstated, and he would like to see it in operation.

Mr. Willis indicated upcoming school activities:

March 1 – March 20	Little Caesar Pizza Fundraiser
March 1 – April 30	Pennies for Postage Fundraiser
March 14	Middle School Career Fair
March 14	PTO Meeting
April 4 – April 5	SACS Review Team
April 18	Charter School Renewal Team

**OLD BUSINESS**

**State School Board/Office of Charter Schools Meetings**

Ms. Morey indicated she will attend the State School Board meeting this week as well as the Office of Charter Schools meeting next week.

Durham Charter Collaborative: Ms. Morey announced the next meeting will be March 7 at Maureen Joy Academy.

**NEW BUSINESS**

**Board Meeting Schedule Change**

Ms. Morey noted the next Board meeting date has changed to March 30.

**Substitute Teacher Policy**

Board members were asked to review the final proposed policy revisions on substitute teacher qualifications and pay. Ms. Aronda Hill reviewed the application and hiring process, which includes providing a written application to the principal. After review, the principal will interview those whose qualifications meet the needs of the position. An introduction to the school and its procedures will occur within 10 days of hire.

Mr. Ford inquired about substitute teacher evaluations. Ms. Hill indicated only long-term substitutes would receive a formal evaluation and that would occur at the end of the school year. Mr. McNair asked how many substitute teachers the school currently has. Ms. Hill indicated there are four long-term and three rotating substitute teachers. Mr. Ford asked how many hours a substitute works each day. Ms. Hill indicated a substitute works the full school day.

Mr. Willis asked for clarification of qualifications. Although the current policy requires a minimum of a high school diploma in order to serve in any substitute capacity, Mr. Willis advocated a minimum of an associate’s degree or equivalent credits. After discussion, the Board agreed to implement the changes effective July 1, 2017.

Mr. McNair and Ms. Wicker asked that all substitute teachers receive an evaluation.

**Year-Round Employee Vacation Policy**

Ms. Morey indicated a need to add a consistent vacation policy for 12-month employees. She explained that 12-month employees current receive two weeks of vacation plus often are receiving time off during school breaks. After discussion, the Board tabled the discussion until the next Board meeting in order to evaluate exempt versus non-exempt employee impact, administration

preparation needs for upcoming periods, periods where vacations cannot occur (testing), as well as the impact on facilities management schedules.

### **Additional New Business**

Ms. Wicker voiced concern about inappropriate uniforms. She indicated she has seen students with dirty uniform shirts as well as young ladies wearing leggings, which violate the uniform policy.

Mr. McNair asked if the school would consider a trip to Washington, D.C. for the students. Mr. Willis indicated the staff had initiated research into a year-end trip; however, further activity has been postponed.

### **Votes**

Mr. Ford moved that the Board move the March Board meeting to March 30. Mr. McNair seconded the motion.

Passed with unanimous approval.

Mr. Ford moved to approve the substitute teacher policy as revised to note that substitute teachers must have a minimum of a two-year degree or equivalent credits. Mr. McNair seconded the motion.

Passed with unanimous approval.

### **ADJOURNMENT**

Ms. Morey adjourned the meeting.