

Ascend Leadership Academy Board Meeting Agenda

1/24/18

Members attending: D. Draughon, S. Gatlin, E. Arrington, J. Smith, A. Fonke, L. Malone, K. Mellette

Non-members attending: C. Draughon, Jennifer Lewis (Parent), Saul Salvador (Parent)

Board Members Absent:

Meeting called to order by Donald Draughon at 6:30 pm

1. **Public Comment:** J. Smith acknowledged that two members of the public were attending the meeting. C. Draughon advised the members of the public about their role in the meeting. He reminded them that they could listen to the meeting but were not to speak unless called upon. J. Smith informed them that the Board would allow public comment at the beginning of the meeting and that each member of the public who wanted to speak would be allowed 3 minutes. Saul Salvador signed up for public comment and made an inquiry about ALA's program. What is it? Who is it for? J. Smith answered speaking specifically to the unique features of ALA's program. Mr. Salvador had follow up questions about the curriculum (standard course of study) that J. Smith answered and informed Mr. Salvador of the next Community Informational meeting on Feb. 10 at the Sanford Civic Center.
2. **Approval of December meeting minutes** - J. Smith sent the board members a copy of the December minutes prior to the meeting for their review. S. Gatlin made a motion to approve the December meeting minutes, Seconded by E. Arrington -- Motion carried unanimously.
3. **RTO (Ready to Open) Process December Progress Check Results** - J. Smith shared with board members the evaluation rubric regarding ALA's December RTO Progress check items. He gave a brief overview of the items that were deemed "emerging" or "insufficient".
 - a. Approval of Amendments to Aug. - Nov. meeting minutes: J. Smith discussed the notes from the evaluator regarding the meeting minutes from August to November. He shared some of the specific changes he made to the meeting minutes based on feedback from the Office of Charter Schools. **S. Gatlin made a motion to accept meeting minutes amendments, seconded by A. Fonke. Motion carried unanimously.**
 - b. Employee Handbook: J. Smith had previously sent out the Employee Handbook for the board's approval but we neglected to approve at the December Board meeting. J. Smith resent the handbook with the updates suggested by the Office of Charter Schools. **D. Draughon made a motion to approve the Employee Handbook, Seconded by S. Gatlin. Motion passed unanimously.**
 - c. School Safety Policy: J. Smith shared that this policy was the only item that ALA

received “insufficient” for on the evaluation rubric. He shared that he had updated the policy and included the elements required by the Office of Charter Schools. **S. Gatlin made a motion to approve the updated School Safety Policy, Seconded by A. Fonke. Motion carried unanimously.**

- d. Conflict of Interest and Nepotism policy: J. Smith mentioned that we only needed to include a copy and paste item from the general statute concerning board members profiteering from the school. In discussion D. Draughon made public that he has no ownership or financial ties to Charter Success, ALA’s student data and financial management service provider. **S. Gatlin made a motion to approve the updated Conflict of Interest/Nepotism policy, Seconded by A. Fonke. Motion carried unanimously.**
 - e. Contract for Non-teachers: J. Smith created an employee agreement for non-teachers and part-time employees as suggested by the Office of Charter Schools. The support personnel agreement has language specific for non-teachers and the part-time contract excludes benefits and other items specific to full-time employees. **S. Gatlin made a motion to approve the updated Conflict of Interest/Nepotism policy, Seconded by A. Fonke. Motion carried unanimously.**
4. **ALA Student application update --Open until Feb. 28th**
- a. Current Numbers - Discussion -- over 100 the word is getting out people are signing up approaching the deadline. The lottery is March 10th
 - b. Marketing Plans/Strategies all plans in continuation through the enrolment deadline.

*No action items in this section.

5. **Employment Application Process**

- a. Employment Process: J. Smith mentioned that several teachers (and an ad. assistant) have shown initial interest.
- b. Hiring Policy: Board Members discussed the proposed hiring policy. The policy is standard until the final phases of other teacher feedback and collaboration assessment. Each candidate will however have to participate some sort of screening activity determined by the managing director. The goal is to assess their philosophy of education and their ability to collaborate. Board members discussed the nature of the screening activity and gave several suggestions of what could be used to fulfill the requirement. Board Members discussed how to determine salary schedule. Board decided the idea is to be competitive with local LEA, but negotiate where necessary and not adopt an official salary schedule. J. Smith shared the proposed policy 3 days prior to the meeting. **S. Gatlin made a motion to approve hiring policy, seconded by E. Arrington. Motion carried unanimously.**
- c. Teacher Recruitment Methods: J. Smith shared the methods he will be implementing to recruit highly qualified teachers including listing positions on the website, applying teachers to teachers, and teacher match.

6. School Dress Code Policy

- a. General Philosophy: J. Smith reviewed the dress code policy with board members and discussed overall philosophy. The board discussed specifics about approved apparel colors and other specifics when it comes to the policy. The Board asked J. Smith to update some grammar mistakes and other features of the policy specific to apparel color. **J. Smith made a motion to accept the Dress Code policy with the amendments suggested, seconded by D. Draughon. Motion passed unanimously.**

7. American Leadership Academy, Phoenix visit: J. Smith shared information about his recent visit to American Leadership Academy in Phoenix, Arizona. D. Draughon and C. Draughon accompanied him on the visit.

- a. Facilities: The objective of the visit the facilities built by Schoolhouse Development. The team visited 3 different schools and toured each.
- b. RAISE Leadership Program: Smith and Draughon also learned about the American Leadership Academy's Leadership program. It may be something we can implement in the future.
- c. Next Steps: ALA will continue to work with Schoolhouse Development on plans for a permanent facility.

8. Important Dates: J. Smith reminded the board members of important dates coming up in the near future. The dates are below.

- a. Jan. 31st Office of Charter Schools Meeting
- b. Feb. 10th Civic Center Meeting
- c. Feb. 20th (Tuesday) Anderson Creek Meeting: They have requested to meet board members
- d. Feb. 24th Facility Meeting: Closing conversation on the facility closing deadline, and how to communicate this information to prospective parents.

D. Draughon made a motion to adjourn the meeting, Seconded by S. Gatlin. Motion carried unanimously. Meeting adjourned at 8:17 pm.