

LLCA: CFA Board Minutes

August 13, 2015

Location: Lake Lure Classical Academy: A Challenge Foundation Academy, 2520 Memorial Highway, Lake Lure, NC 28746. Meeting held at the elementary campus in building 3 Room A.

Board Members present: Joe Maimone, Mike Harrington, Jim Proctor, Chris Braund, Gary Kling, Russ Pitts, Tim Turner Jr., Margery Sherrill and Clint Calhoun.

Absent: Carol Pritchett

Teacher Representative Present: Absent

Others present: Jessica Boland and Mitchel McNeely

The Meeting opened at 5:31 pm.

1.) Pledge recited

2.) Public comment: None

3.) Amend Agenda: No Amendment to agenda

4.) Approval of Minutes:

The July 09, 2015 minutes were presented for approval. Margery Sherrill made a motion to approve the minutes as presented. Second was made by Gary Kling. The motion was unanimously approved.

5.) School Director Report: The report is attached and will be posted to the website when the minutes are approved at the September 10, 2015 board meeting.

6.) LLCA Teacher Board Representative Report: No Report

7.) Committee Reports:

a. Information and Technology Report: Russ Pitts informed the board that he had ordered the Open Mesh devices which would make the wireless internet possible at the new campus.

b. Board Development and Nominating Report: No Report

c. Grievance Report: No report

d. Education/Curriculum Report: No report

e. Personnel Report: Margery Sherrill reported that the committee had met and discussed the possibility of adding a SRO position. This position will be considered next year. Also the committee discussed a staffing for a student body count of 445 students.

f. Finance Committee:

Chris Braund made a recommendation from the committee in the form of a motion to increase the current operating budget to 445 students based on having a total of 470 students (returning students and new applications). The motion was unanimously approved.

g. Policy & Operations Report: Mrs. Boland presented a document from the meeting indicating revisions to the student handbook. Also in the document were new procedures for any Grievance issues.

Mrs. Boland made a recommendation from the committee in the form of a motion to approve the new student handbook and new grievance procedures. The motion was unanimously approved.

h. Marketing Report: No report. Mrs. Boland did indicate that the committee was mainly working on the ribbon cutting ceremony.

i. Facility Report: Russ Pitts gave a report to the board. The construction of the new campus is on schedule and on budget. There will be a punch list compiled tomorrow. Russ Pitts also reported that Shining Rock will be taking the existing porches and ramps from the old campus.

8.) New Business:

Team CFA Update: Gary Kling indicated that Cheryl Reinstadler would be attending the ribbon cutting ceremony along with Tony Helton. A Board dinner will be held at the Grove Park Inn on September 11, 2015. Mike Harrington indicated that the current site is on the market. The temporary modular should be move in October or November.

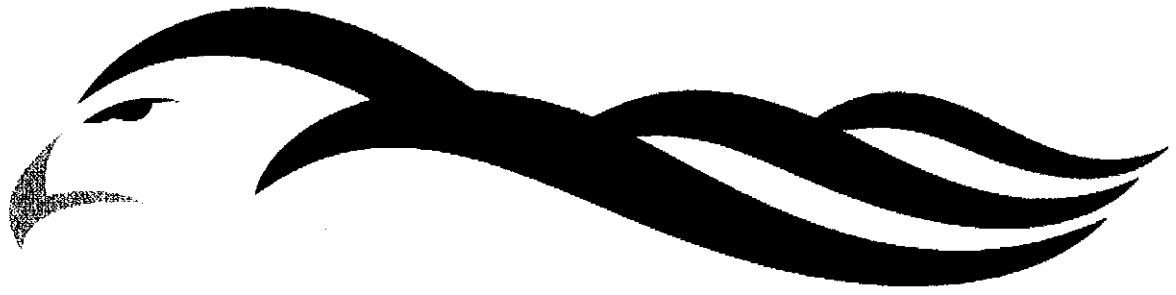
9.) LLCEF Update: No report. Jim Proctor indicated that there would be a meeting after the ribbon cutting for potential donors.

10.) PTO Update: No report

11.) The next three meetings are September 10, 2015, October 08, 2015 and November 12, 2015.

12.) Adjourn: Mike Harrington made a motion to adjourn. Second was made by Gary Kling. The motion was unanimously approved. The meeting adjourned at 6:05 pm.

The above minutes were approved by the Board of Directors on September 10, 2015.



LAKE LURE

Classical Academy

A Challenge Foundation ✦ Academy

School Director's Report
August 2015
"Inquire, Inspire, Serve"

Academics:

- K-5 staff and our EC staff were on campus last week for Singapore Math training along with some Thomas Jefferson staff.

-Our new Singapore math materials and our Core Knowledge materials have arrived along with a plethora of other supply orders.

-We have two teachers who are being trained with Lego Robotics. With the help of a parent volunteer, we are writing a grant to cover the cost of program materials for Robotics.

- Our final ACT scores came back: Below are the average scores for our 11th graders.

| ENGLISH | | | MATH | | | READING | |
|---------|-------|--|------|-------|--|---------|-------|
| LLCA | STATE | | LLCA | STATE | | LLCA | STATE |
| 19.6 | 17.1 | | 19 | 19 | | 22.7 | 18.8 |

| SCIENCE | | | COMPOSITE | | | WRITING | |
|---------|-------|--|-----------|-------|--|---------|-------|
| LLCA | STATE | | LLCA | STATE | | LLCA | STATE |
| 20.1 | 18.7 | | 20.4 | 18.5 | | 6.7 | 5.5 |

Intent to Return Numbers:

LLCA Enrollment Applications for 2015-2016

Current Students (from intent to return forms)

| GRADE | NEW APPLICATIONS | RETURNING STUDENTS | Class Size TOTAL |
|-------|------------------|--------------------|------------------|
| K | 37 | | 37 |
| 1 | 9 | 31 | 40 |
| 2 | 12 | 29 | 41 |

| | | | |
|--------------|------------|------------|------------|
| 3 | 7 | 25 | 32 |
| 4 | 7 | 31 | 38 |
| 5 | 3 | 13 | 16 |
| 6 | 15 | 32 | 47 |
| 7 | 8 | 37 | 45 |
| 8 | 10 | 25 | 35 |
| 9 | 8 | 36 | 44 |
| 10 | 3 | 30 | 33 |
| 11 | 6 | 33 | 39 |
| 12 | 1 | 26 | 27 |
| TOTAL | 126 | 348 | 474 |

New Enrollment:

| | NEW APPLICATIO NS | RETURNING STUDENTS | TOTAL |
|-----------------------|----------------------------------|-------------------------------|--------------|
| Currently | 126 | 348 | 474 |
| Target 2015-16 | 115 | 360 | 475 |

Comments on enrollment: We started with 355 returning however we have had 7 students withdraw from LLCA. A few have moved, however other have made the decision due to curricular requirements and students having to repeat courses they were unsuccessful in and the rigor of programming was too much for 2 students. Another has chosen a special school to deal with the child's behavioral concerns.

Parent Engagement:

First Friday Parent Forums will start September. It will be a chance to say hello to any new families and answer any beginning of the year questions.

Technology:

-We have submitted all of the necessary paperwork for the Calder Grant and are anxiously awaiting feedback.

Moving Plans: The staff will be making the initial move of furniture over to the new school on the 19th. We have 4 moving trucks reserved and all staff will be on hand to assist with the transition. The teacher work week will begin with training at the temporary campus and we will begin classroom set up as soon as the Certificate of Occupancy is issued.

Professional Development Plan for 2015-16:

The focus of our professional development this year is Effective Instruction. This will focus on giving our teachers the tools for better classroom management as well as methods of best practice instruction. We have scheduled work days throughout the school year to reinforce the concepts. Once we finish our two days during the start of the year, I can share a more detailed list of topics to be covered moving throughout the year.

Ongoing Projects: (estimated completion)

- High School Curriculum Guide (in final stage with Curriculum committee with presentation to the board September)
- Technology Curriculum document (to be completed with staff during work week and presented to Technology committee and Curriculum committee for input)
- Writing Skills Curriculum document (to be completed with staff during work week and presented to Curriculum committee for input)

**LAKE LURE CLASSICAL ACADEMY
A CHALLENGE FOUNDATION ACADEMY
BUDGET REPORT - PROJECTED
2015-2016**

| | |
|-----|-----|
| ADM | 445 |
| EC | 56 |

| | <u>PROJECTED BUDGET</u> |
|--------------------------------|------------------------------|
| REVENUE | |
| TOTAL STATE REVENUE | \$2,553,248.80 |
| TOTAL LOCAL REVENUE | \$789,162.68 |
| TOTAL FEDERAL REVENUE | <u>\$49,500.00</u> |
| TOTAL REVENUE | <u><u>\$3,391,911.48</u></u> |
| EXPENSES | |
| 1. Salaries & Bonuses | \$1,514,256.00 |
| 2. Benefits | \$449,199.78 |
| 3. Books & Supplies | \$109,800.00 |
| 4. Technology | \$8,000.00 |
| 5. Equipment & Leases | \$28,000.00 |
| 6. Contracted Student Services | \$71,500.00 |
| 7. Staff Development | \$6,500.00 |
| 8. Administrative Services | \$101,150.00 |
| 9. Insurance | \$58,750.00 |
| 10. Rents & Debt Service | \$488,990.91 |
| 11. Facilities | \$27,000.00 |
| 12. Utilities | \$52,000.00 |
| 13. Nutrition & Food | \$1,500.00 |
| 14. Transportation & Travel | \$142,614.67 |
| 15. Capitalized Expenses | \$0.00 |
| 16. Bright Ideas Grant | \$0.00 |
| 17. Principal Discretion Funds | \$5,000.00 |
| 18. Facebook Grant | \$10,000.00 |
| 19. Athletics | \$94,467.91 |
| 20. CFA - Deferred FY | \$0.00 |
| TOTAL EXPENSES | <u><u>\$3,168,729.28</u></u> |
| NET SURPLUS/(DEFICIT) | <u><u>\$223,182.20</u></u> |

POLICY COMMITTEE MEETING

Date: 8/3

9:00AM

In attendance: Margery Sherrill, Jim Proctor, Gary Kling, Layne Long, Joe Cornet, Jess Boland, Brad White, Mary Snyder (parent)

- Mrs. Snyder asked the committee to consider changing the school policy to allow all students to wear earrings.

Attached here is a the uniform policy as of 2014-15 school year for reference:

LLCA-CFA students are expected to dress in proper uniform attire at all times.

Reasons for requiring a uniform policy:

- Reduces peer pressure
- Helps break down socio-economic barriers
- Lowers cost
- Helps improve student conduct
- Assists in the ease and convenience of choosing wardrobe
- Helps with quick identification of students on field trips.
- Creates a more serious classroom atmosphere.
- Promotes a positive student and school image.
- Promotes pride and sense of belonging.

It is the responsibility of the parents or guardians to ensure compliance with the uniform dress code. The parent or guardian will be called to bring proper uniform items to school for any student arriving out of uniform.

The school director reserves the right to determine appropriateness of dress in cases not covered by the dress code or in other cases that may arise.

Please put your child's name on all uniform items so they can be returned if found.

Shirts:

1. Students may choose from either Land's End or Casper's Closet for royal/cobalt blue or white knit polo shirts, long-sleeved Oxford (boys) or short/three-quarter sleeve blouse (girls) with collar of their choice.
2. Shirts purchased from any other vendors **must be pre-approved** by the administration **before** being worn to school.
3. All shirts **must** have the pre-approved school logo embroidered on the left chest pocket and no other visible brand logos.

4. Only solid white or solid blue or solid black short or long sleeved shirts may be worn under shirts. (Flesh tone camis should be worn under girls white blouses.)
5. High school students only may wear black knit polo shirts, long-sleeved Oxford (boys) or short/three quarter sleeve blouse (girls) with collar of their choice from the above mentioned pre-approved vendors.

Bottoms:

- Students may wear khakis (shorts, capris, pants, skorts, knee length skirt) in the **uniform line** of approved vendors.
- Bottoms must be traditional, plain front and not cargo or other style of khaki.
- Pants, shorts or capris must not have holes and be in good condition.
- Skirts/skorts: (regardless of vendor) skirts or skorts must be knee length (top of the knee or lower)

Pre-approved vendors for bottoms: UNIFORM LINE ONLY

Land's End

Sears

Old Navy

Wal-Mart

K-Mart

Target

JC Penny

Belk

Casper's Closet

Shoes:

1. Students may wear brown, black, white or gray shoes or combination thereof of their choice. Shoe laces and soles must be black, brown, white or gray as well. No other colors are permitted.
2. Shoes must have a heel of 1 inch or less and have non-marking soles.
3. Shoes may be worn with any combination of uniform choice (with the exception of boots, see below)
4. Students must wear athletic shoes for physical education class.
5. Boots are permitted with skirts and pants only.
6. Boots must be worn under pants. They may not be worn outside the pant with pant legs tucked inside the boot.
7. Boots worn with skirts must also be worn with tights or leggings.

Students may not wear sandals, flip flops or mules. Shoes must completely cover the foot, must be securely tied at all times and must fit properly.

Alternate shoes may be required for some sports team memberships. Coaches will make this decision.

Belts:

- Students must wear belts, which may be brown or black belts or a combination thereof or school plaid
- Buckles may be silver, gold, brass, black and may not have any pictures, words, logos, or symbols. Buckles must be modest in size.

Blue/Gold Plaid:

- All LLCA plaid clothing (i.e.: jumpers and skirts) can only be purchased from Casper's Closet.

Hoodies: These items may be worn in the classroom

- Students may wear a school-approved hoodie available at Casper's Closet.
- Approved hoodies from LLCA sports team or extracurricular organizations may also be worn.
- Approved royal blue sweatshirt from PTO.

Jackets/Sweaters/Vests: These items may be worn in the classroom

- Students may wear approved items from Casper's Closet or Land's End.
- Solid black hoodless cardigan sweaters, sweater vests, and pull over crew or v-neck sweaters without logo would be permitted.
- Lands End and Caspers also have a black fleece jacket with logo that can be worn in the classroom. Caspers also has a blue windbreaker that is permitted in the classroom.

****All other jackets are not permitted in the classroom but can be worn outside when changing classes or participating in outdoor PE activities.****

Socks: Socks must be worn at all times. Socks may be up to knee high in length. Socks must be matching solid white or solid black.

Tights/Leggings: Girls may wear solid white or solid black tights or leggings. There should be no patterns.

Stockings: Middle and high school girls may wear suntan or flesh tone stockings. Knee high stockings are only allowed under pants or calf length skirts.

Other uniform requirements:

1. All shirts must be worn tucked in at all times with the exception of the girls ¾ sleeve oxford button up shirt from Casper's.
2. Girls may only wear fingernail polish that is tidy, clean, and non-offensive. (School Director's discretion)
3. Students may not wear Mohawks or similarly unusual hairstyles; trees; spikes; bandanas or other non-approved head coverings at school. (Exception: religious observance; medical reasons or spirit days where hats are allowed.)

4. Boys hair must be cut so that it falls above the collar of the shirt and may not hang in or cover the eyes.
5. Boys may not wear earrings, nail polish, or cosmetics with the exception of theater performances.
6. Students may not wear visible "body piercing" jewelry.
7. Earrings for girls are limited to two pair in the lobe area only. Two pair of studs or 1 pair of studs and one hoop or dangling (not more than 1" in diameter or length)
8. Students may only wear 1 single strand necklace not to exceed 18" in length and it may not have any offensive imagery on it. Students may wear a maximum of 2 bracelets and a maximum of 2 anklets.
9. Jewelry may be required to be removed for P.E.
10. Backpacks, lunch boxes, and purses may not have inappropriate writing (subject to School Director's discretion), dangling keys, chains, etc. on them. Students are not allowed to draw or write on themselves.
11. Appropriate hats, scarves, and gloves are allowed during winter while students are outside.
12. Blankets and wraps may not be brought to school except for Kindergarten naptime.
13. Colognes, perfumes, and body spray/splashes must be worn in moderation. These items are to be left at home and not in book bags or lockers.
14. Mild or unscented deodorant is recommended and may be used after P.E. or recess.
15. Boys facial hair must be well maintained (to School Directors discretion)
16. Hair accessories must be in school colors and modest. No feathers, clip-in hair or excessively large hair accessories will be allowed.
17. No unnatural hair colors. Colors permitted: black, brown, natural shades of red or blonde. No unnatural colors: blue, purple, green, neon red, neon orange, neon yellow, neon green, neon blue, neon purple, or any other colors deemed distracting by administration.

MOTION MADE: CHANGE #7 to students rather than girls and in #5 -remove the word earrings
Jim Proctor made the motion.
Layne Long second
6 to 1 vote for in the committee

MOTION MADE: Replace #4 with 17- both deal with hair.

Joe Cornet made the motion.
SECOND: Jim Proctor
Unanimous committee vote

Motion Made: Strike #5 and change #2 to :Cosmetics should be reasonable and modest.

Joe Cornet made the motion.
Margery Sherrill second.
Unanimous committee vote

Motion: Separate writing on bodies and add "Body art may not be visible"

Joe Cornet made the motion.
Second: Layne Long
Unanimous committee vote

Motion: change language to read "Hair accessories must be modest" rather than school colors.

Jim Proctor made the motion
Joe Cornet second.
Unanimous committee vote

Motion: The school director and dean of students can change drop off procedure verbage as needed to fit procedures.

Jim Proctor made the motion
Gary Kling second.
Unanimous committee vote

Gary presented information for the grievance committee. The documents wording changed the policy some. The new policy would read:

"GRIEVANCE PROCEDURES

The following procedure is to be followed when a parent/guardian disagrees with a discipline decision, is dissatisfied with staff, curriculum, school facilities, policies, etc., or is upset with teacher or staff behavior. **All efforts should be made to resolve the said disagreement at the LLCA-CFA School Administrative level prior to following this procedure.**

GRIEVANCE COMMITTEE - STRUCTURE AND GUIDELINES:

A Parent Grievance Committee has been established in compliance with NC Charter School Governance requirements. The Board of Directors approves the following guidelines for the said committee.

A member of the Board of Directors of LLCA-CFA will be elected by the board at the annual meeting for Board elections in September to chair the committee. At least one other Board Member, but no more than four, will be members of the committee.

One to three members of the faculty will be appointed to the committee at the beginning of each school year by the school Director. An alternate faculty member will be chosen in the event that the particular grievance may involve an appointed member.

One parent will be selected by the school director to serve on the committee.

Beginning in school year 2015-2016 the Grievance Committee will have five members, including three board members, one faculty member, and one parent.

Committee members will agree to keep all matters presented to the committee in strict confidence to preserve the privacy of all involved parties.

The school director will make every effort to resolve any issues (grievances) before they are brought to the committee. He/She will detail all events and what action(s) were taken. A summary will be available to the committee should it not be resolved.

The main bulletin board at the entrance to the school will display the above procedure for parents to follow if they wish to bring a grievance to the committee. All grievances must be dated and submitted in writing to the Chairperson of the Grievance Committee. The Chairperson shall call a meeting of the committee within one week of receipt of the grievance, if possible. At the initial meeting, the committee will meet with the named faculty and school director. The second meeting will be with the parent(s) and student.

The parent(s) who submitted the grievance will be notified by email, phone or letter as to the decision of the Grievance Committee within a reasonable amount of time that would be required for resolution of the grievance. If the parent(s) are dissatisfied with the committee's decision they may request the grievance be submitted to the LLCA Board of Directors for resolution.

GRIEVANCE FORM

To be submitted to the School Director at the time of dissatisfaction with a discipline decision, staff, curriculum, school facilities, policies, etc., or upset with teacher or staff behavior.

Date: _____

Parent (s)/Guardian(s) Name:

Student Name:

Brief Description of Grievance:

I have reviewed the LLCA Parent/Student Handbook and I am requesting a review from the LLCA Grievance Committee. In regard to a disciplinary action, this appeal form must be submitted to the School Director upon notification of the discipline or the decision becomes final. After receipt of the Grievance Form, the School Director will arrange a hearing date and time with the Grievance Committee to review only the issue. At that hearing, the Dean of Students, School Director, staff member and the student charged will present their information to the members of the Grievance Committee.

I have read and understand the rules regarding this appeal.

Parent/Guardian signature: _____

Student's signature: _____

School Director signature: _____”

Gary Kling made the motion.
Jim Proctor second.
Unanimous committee vote

Motion made: DISCIPLINARY ACTION FOR KINDERGARTEN THROUGH SECOND GRADE STUDENTS MAY BE AT THE DISCRETION OF SCHOOL ADMINISTRATOR be added to our Student Code of Conduct.

Joe Cornet made the motion.
Brad White second.
Unanimous committee vote.

Other Topics discussed:

- Suggestion to have staff and student vehicle parking permit decals or mirror tags made for new campus.
- A request by senior parents was made to allow students to bring their own technology to school for use in the classroom. The committee discussed and will do further research before consideration.