High Point Academy's mission is to provide a strong foundation of academic excellence in partnership with family and community in which each individual is challenged to achieve his/her highest potential academically, socially, and personally.

Governing Board Meeting Minutes for:
February 27, 2019
5:00 PM – 7:00 PM

Board attendance: Michael Fields, Christi Julian, Paul Schweger (via phone), Elise Topliss, Belle Faust, Lauren Broussard

Other Attendance: Carol Meininger, Keri Melmed, Kelle Bongard, Juanise Cornell, Jen Rendon, Jessica Ranalletta, Angela Cummins, Teresa Frasier, Tammi Mobley, Timiya Jackson,

I. Call to order – Michael Fields (5:00)
   a. Called to order at 5:02 PM (CJ)

II. Approve Agenda – Michael Fields (5:00)
   a. February Agenda
      i. BF motioned to approve.
      ii. LB seconded.
      iii. Passed unanimously.

III. Approve Board meeting minutes: (5:05)
   a. January 30th, 2019
      i. LB motioned to approve.
      ii. BF seconded.
      iii. Passed unanimously.

IV. Community Voices – (5:10)
   a. None at this time.

V. Reports: (5:15)
   a. Executive Director-Keri Melmed
      i. See attached.

VI. Finances: (5:30)
   a. January 2019 Financials-Carol Meininger
      i. Financial Highlights
         1. See attached.

a. Total Gen Fund Revenue Increase of $4,998
b. Total Gen Fund Expense Increase of $1,547
c. Increase to Fund Balance from December Projection of $3,451
d. Total increase to fund balance projection Jan 31, 2019 $26,854 (due to Connect for Success Grant).

VII. Discussion (5:45)

a. Calendar Committee – Timiya Jackson and Christi Julian
    1. 2019-2020 Calendar Options
        a. See attached.
            i. Option 1 – exact replica of 2018-2019 school year
            ii. Option 2 – Spring break changes (one week earlier), Wednesday start date, two parent/teacher conferences (instead of three), more instructional time between spring break and state testing window, spring break aligns with APS and CC school districts
            iii. Concerns with option 2 – hourly employees would have smaller pay checks in both Feb and Mar (based on how payroll falls)

b. Finance Committee – Carol Meininger and Lauren Broussard
    1. Student Activity Fee Analysis and Recommendation
        a. See attached.
            i. Initial Proposal – increase in activity fees from $50 to $65 which would bring $4,000 additional funding to budget
            ii. Recommendation – not increasing at this time (perhaps in the future though) especially since we are increasing preschool tuition.
            iii. Concerns with not increasing at this time: Knowing we have fewer students projected, the $4,000 could help the bottom line.
            iv. Motion to add increase in the student fees to the approval items
                1. CJ motioned.
                2. BF seconded.
                3. Passed unanimously.
    2. Preliminary 19-20 Budget Items
        a. See attached.
            i. Enrollment FTE – potential decrease of 26 FTE for next year's budget.
            ii. Governor is calling for a 4.4 PPR increase, but we are being conservative and proposing a 3.5 increase but still very early in the process.
            iii. Cost of Living Adjustment – 2.8% (projected but trying to increase income for all HPA employees in some way (salaries/performance pay, etc.))
            iv. Potential Facility/Property Improvement Requests
                1. Playground Fence - $64, 932
                2. Entire Property Fence - $105, 328
                3. Parking Lot/Playground Improvements
                4. Painting - $71,000
            v. Board would like to propose the creation of a formalized plan for what the extra funding (if any) would be used for in relation to

employee salaries/income, school improvements, etc.

c. School Accountability Committee – Michael Fields and Belle Faust
    1. 2019-2020 CMAS Testing Policy change proposal
        a. Initially was proposing the idea of a hybrid type of online testing roll out, but in the end, landed on the recommendation of going full blown online state testing in 2019-2020 school year.
        b. With that recommendation, the realization of intentional planning to set students up for success would need to be in place in regards to learning the platform/expectations/etc. For example, do we bring technology back as a special that is offered (as opposed to full tech integration model). In addition, what will the fiscal impact be (including bandwidth issues)?

d. Development Committee – Michael Fields and Elise Topliss
    1. Update
        a. Focus has been on marketing and branding with the help of a potential outside consultant who is proposing three different levels of support ($5,000, $10,000, or $15,000).
        b. If the board approves using an outside consultant, and go with the highest level of support, it would utilize the majority of the anticipated marketing budget.
        c. MF proposed being careful about just adding a middle person to do the work, as opposed to spending the money for market poll research. Encourage outside consultant to utilize legitimate research to guide the marketing plan if the decision is made to move forward.
        d. Our online footprint right now of parent reviews is not very positive, and does not match our family satisfaction survey data.
        e. Next development committee meeting is scheduled for first week in March.

e. Mini work session – Michael Fields
    1. Strategic Plan Section 2
        a. See attached.
            i. Objective 1: Recruitment plan is happening through the development committee. Data shows that the need for transportation for enrollment purposes is surfacing as a huge need as the years go on. When thinking about using an outside consultant for development committee, might want them to look into market research about transportation too.
            ii. Objective 2: This goes with discussion item b.2.v. a (board would like to create a formalized plan for what and when to spend funding on each year). Some schools, have departmentalized budgets that impact the approval of requested items that HPA could look into if interested.
            iii. Objective 3: Need to update technology needs (additional carts, increase access points, etc).
            iv. Overall suggestions: a specific component related to transportation, salaries (which is already addressed in Goal 1), and fundraising

f. Contract agreements and renewal process
    i. Board is requesting a list of all contractual agreements (with renewal dates) currently in place

within the building so that we can create a formalized plan of how/when/what/etc. for when/if we move forward with new proposals.

g. Teacher Action Plans – Kelle Bongard and Jessica Ranalletta
    i. Every K-8 teacher and specialist within the building currently has an active action plan with an average of two goals per person.

VIII. Executive Items
a. None at this time.

IX. Executive Session
a. None at this time.

X. Approval items: (6:45)
a. Connect for Success Grant - Spending Resolution
    i. LB motioned.
    ii. MF seconded
    iii. Passed unanimously.
b. 2019-2020 Academic Calendar
    i. BF motioned to approve calendar option 2.
    ii. LB seconded.
    iii. Passed unanimously with the understanding that something needs to be done for hourly employees.
c. Increase in Student Activity Fees
    i. CJ motioned to increase fees to $65.
    ii. PS seconded.
    iii. Passed 4-2 (with MF and LB dissenting)

XI. Adjourn Meeting – Michael Fields (7:00)
a. MF motioned to adjourn meeting at 7:09PM.
b. BF seconded.
c. Passed unanimously.