



Howard Road Academy
Public Charter School of Excellence
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**Board of Trustees - Open Board Meeting
August 18, 2011**

Board Members in Attendance:

Chrystal Jones, Board President; Clara Duhon, Treasurer; Dr. Carla Bailey, Board Member; Kevin Stephenson, Board Member; Tracey Proctor, Board Member; Valerie Grant, Board Member

Board Members Excused:

Dr. Talmadge Williams, Co-Chair; Keith Reed, Co-Chair; and; Dr. LaTonya Henderson, Board Member; Jewel Goodman, Board Secretary and Tiffany Aziz, Board Member

Others in Attendance: Tracey Johnson, COO; Dr. Latrice Hicks, HOS-Main; Dr. Nicole Garcia, HOS-PABC; Claude Presley, HOS-MLK; Mia Long, Director of SPED; Dr. Katrina Polk, Director of Compliance; Dr. Shelley Jallow, RVP Mosaica; Roger Gray, SVP Mosaica; Usha Jayanthi, CFO; Tameka Martin, PTO President; Sheena Moye, PTO and Parent

The meeting was called to order by Mrs. Jones at 6:45 p.m.

Approval of Minutes

The July 18, 2011 minutes were approved as presented.

Head of School's Report

Dr. Hicks spoke about student achievement and the opening activities for the school year 2011-2012 for the Main Campus. Mr. Presley reported on enrollment targets and new student admission for the Middle School Campus. Dr. Garcia spoke about the enrollment, initiatives and goals for the PABC campus. Mrs. Jones stressed the significance of the school's mission statement and asked that all staff get involved in the fulfillment of HRA's mission and goals by forming additional support committees to assist in executing compliance, rules and regulations.

Mosaica's Report

Dr. Jallow provided a handout and presented a summary report about her meeting with the Head of Schools, the Director of Special Education and other key personnel. She spoke about the upcoming challenges for the new school year and gave mechanisms and supports for addressing issues.

Dr. Jallow covered strategies for improving instructional time, teaching and learning processes concerning professional development, communication systems, student support, enrollment protocol and special education. She covered the next steps to be addressed and accomplished within the next 60 days to be brought to the Board. Dr. Jallow provided a list of vacancies as of 08/17/11. There was discussion about support from the Board to the Heads of School.

Finances

Mrs. Duhon talked about staffing and budgeted needs to meet relating to enrollment changes and positions. She noted that the Finance Committee will follow up with the Heads of Schools and

the Special Education department, in becoming a part of the Finance Committee to identify areas in need of improvement.

Mr. Gray reported on all 2011-2012 funds for the end of the fiscal year planned budget. He presented the following resolutions to the Board for approval.

Resolution #12-1 Change of Signers on Checks
Resolution #12-2 Banks Authorized Signatures
Resolution #12-4 Preliminary Appropriations 2011-2012

Resolutions #12-1; #12-2 and #12-4 were adopted as presented and approved unanimously by all Board members in attendance.

Mrs. Jayanthi reported on the status of Requests for Proposals (RFP) and provided a chart summary. Mrs. Williams-Polk gave feedback about the process for RFP's. There was discussion about time clock usage and requirements.

Board Nominations

Every year in June or thereafter, Board member officers are up for renewal and/or replacement through a majority vote of the Board. The Board gave confirmation of the Board Officers for the 2011-2012 school year. The Board received the application from Dr. Marjorie Lloyd, a potential new Board member for consideration.

COO Report

Mr. Johnson reported on the business operations and human resources activities for the month of August. There was discussion about time clock training and the process for assuring that the proper procedure is followed.

Mrs. Martin presented the PTO report for August. She announced that the PTO informed parents of the upcoming PTO nominations. She stated that the PTO would like to disseminate a survey provided to leadership last year. Mrs. Martin noted that the plan is to meet with the Head of Schools to share ideas for the 2011-2012 academic year in an effort to share the activities and events with the Board. She stressed the importance of having teachers and administration attending PTO meetings and functions.

Mrs. Martin pointed out several issues that need to be addressed by the Board. She mentioned the need to have class assignments, lunch forms and other information in advance prior to the first day of school. The Board will provide responses to the issues at the next Open Board meeting.


September Executive Session

The regular monthly September Executive Session was rescheduled for Monday, September 12, 2011.

Adjournment

The Open Board meeting was adjourned by Mrs. Jones at 8:27 p.m.


Crystal Jones, Board President and Chair


Jewel Goodman, Board Secretary
Dr. Carla Bailey, Board Member