

Exhibit A

Approved
11/19/13



**Greenville Technical Charter High School
Board of Directors Meeting
Greenville Technical College Administrative Boardroom**

11/19/2013

~~5:00~~ PM

6:00

- | | | |
|--------|-------------------------------------|---------------|
| 5 | Call to Order/Welcome | David Vickery |
| 1 hour | Development of Board's Goals | David Vickery |
| 5 | Adoption of Agenda | David Vickery |
| 5 | Approval of Minutes 10/15/13 | David Vickery |

Standing Reports

- | | | |
|----|-------------------------------|---------------|
| 15 | Principal | Joe Greenberg |
| 5 | Audit/Finance Committee | David Flint |
| 5 | Instruction Committee | Toni Atchley |
| 5 | Board Development /Governance | Ken Payne |
| 5 | Capital/Facilities Committee | Jay Whitacre |

Special Committee Reports

Unfinished Business

New Business

Board of Directors Regular Monthly Meeting
Greenville Technical College Administrative Boardroom

11/16/2013

6:00 PM

DRAFT FOR APPROVAL



Approved
12/17/13
Jma

David Vickery, Board Chairman, called the meeting to order at 6:03 pm.

The following members of the board were present: Valerie Allen, Toni Atchley, Wanda Clark, Charlie Cox, David Flint, Henry Parr, David Setzer, David Vickery and Jay Whitacre.

Ken Payne, Joan Luthi were excused from the meeting.

Also in attendance were Joe Greenberg, Ellen Pourmand, and Skip Snow.

Agenda

The agenda was unanimously approved as amended, attached as exhibit A.

Approval of Minutes

The minutes of the regular meeting held on October 15, 2013 were approved as written, attached as exhibit B.

David Setzer was sworn in as a board member.

Standing Reports

Principal-The principal submitted his report in writing and responded to questions from the board concerning the report. A copy is attached as exhibit C. A motion was made and seconded to discuss the principal's adaptations to the dress code at the next regularly scheduled board meeting. The recommended updated dress code was received as information, attached as exhibit D.

Audit/Finance Committee- From the committee's report a motion rose for any unbudgeted expense or budget line item reallocation in excess of \$1,000 will require Board notification and any modifications in excess of \$2,000 will require prior Board approval. The motion passed.

Instruction Committee- No report

Board Development/Governance- No report

Capital/Facilities Committee-Chairman of the committee, Jay Whitacre motioned the Greenville Technical Charter High School (GTCHS) Board of Directors authorize

the sale of eight (8) portable classroom units owned by GTCHS and located on the Greer Middle College Charter High School (GMC) Campus. The offer to sell the 8 portables is given to GMC for Five-thousand Dollars (\$5,000.00) and pay off the remainder of the current lease, Twenty-one thousand Dollars (\$21,000.00) –a total of Twenty-six Thousand Dollars (\$26,000.000). The motion was seconded and passed unanimously. GTCHS Board Chairman David Vickery will send a letter to GMC. The Phillis Wheatley Center was sent a letter and an email by GTCHS indicating our intent to terminate the lease February 16, 2014. The letter also requested that discussion take place regarding mutual termination time limits.

Special Committee Reports

Principal's Goals Committee- The committee made a second request for the principal to provide a draft of his goals. The draft was developed and sent to the committee and will be presented to the board.

Unfinished Business- none

New Business- none

Announcements- none

Executive Session- none needed

Public Comment

A parent arrived wished to express a concern. A motion to hear Kelly Stevenson speak was made and seconded. He expressed concerns of his daughter attending an event in October where GTCHS students volunteered at a GTC event. Mr. Stevenson was concerned about the lack of supervision at the race event in Cleveland Park. His daughter was struck by one of the participants in the race.

A motion was made for the principal to investigate and report back to the board as to necessary follow-up action, if any.

Adjournment The meeting was adjourned at 7:17pm.



**Greenville Technical Charter High School
Board of Directors Regular Monthly Meeting
Greenville Technical College Administrative Boardroom**

10/15/2013

11/19/13

6:00 PM

~~DRAFT FOR APPROVAL~~

Approved JMA

David Vickery, Board Chairman, called the meeting to order at 6 pm.

The following members of the board were present: Valerie Allen, Toni Atchley, David Flint, Henry Parr, Ken Payne, David Vickery and Jay Whitacre.

Wanda Clark, Charlie Cox, Joan Luthi and Debbie Tucker were excused from the meeting.

Also in attendance were Joe Greenberg, Ellen Pourmand, and Skip Snow.

The agenda was unanimously approved as written, attached as exhibit A.

Approval of Minutes

The minutes of the regular meeting held on September 17, 2013 were approved as written, attached as exhibit B.

Standing Reports

Principal -The principal submitted his report in writing and responded to questions from the board concerning the report. A copy is attached as exhibit C.

Audit/Finance Committee- The committee charged Skip Snow with obtaining written agreements for his contracted services with Legacy Charter, Greer Middle College, and Brashier Middle College. The committee charged Skip Snow and Joe Greenberg with soliciting bids for next year's audit within a timeframe that allows for sufficient board review. The committee has sought guidance regarding policies on limits for line item movements within the budget and unbudgeted expenses. Mr. Greenberg is following up with the SC School Board's Association regarding other school's policies. Limits should be stated as either a dollar figure or as a percentage of expense or revenue. The board has requested that Skip Snow facilitate the maintenance of fund balances on all of GTCHS's accounts to be within FDIC limits. The Committee proposed that the Board seek to have liquid reserve funds by the end of 2016/2017 school year equal to at least 30% of the annual expenses and to maintain the reserve fund at that level going forward. The motion passed. A copy of the motion is attached as exhibit D.

Auditor Rick Frans from Martin Smith and Company presented the fiscal year 2013 audit report to the board.

Instruction Committee- The committee elected Valerie Allen as co-chair and secretary. The committee drafted procedures for operating and was presented to board. Motion for draft of operating policy for acceptance was approved.

Board Development/Governance-A motion was passed to have a retreat for the board for committees to develop policies and to have training on board procedures. The date was set for Saturday, October 26th. Dr. Nash will be invited to provide training. No report from the committee was provided. Ken Payne is now serving as chair of this committee.

Capital/ Facilities - To date, we have not received a response from Greer Middle College on the purchase of portables. The committee is still in discussion with the board of the Phillis Wheatley Board regarding our lease with their facility.

Special Committees

Policies and Procedures- Ken Payne was elected as chair of the committee. No report. •

Goals Committee- Met and developed a letter asking the principal to develop a draft of his goals for the year, including specific areas to be addressed.

Executive Committee- Will meet to discuss hiring an “on call” attorney for GTCHS.

Unfinished Business

Film, “Race to Nowhere”. Board supported school viewing film.

New Business

Debbie Tucker resigned her position on board due to job requirements. David Setzer is next in line to assume board position.

One board member a month will write a letter of appreciation to parents who provided refreshments for our monthly meetings.

Adjournment

Chairman Vickery adjourned the board meeting at 7:29pm.

Greenville Technical Charter High School

Principal's Report

November 19, 2013 Board Meeting

November Greetings:

Well into our fourth month of the school year, I continue to be learning more and more about the school community each day through my different interactions with students, parents, staff and others directly and indirectly involved with the school. I make a point to ask as many as I can what it is they feel are some of the school's strengths, as well as where they see room for growth and improvement. Although far from a statistically valid survey, these informal queries are providing me get a pulse on the attitudes and hopes regarding GTCHS. The most charged question I have been asking is: "Do you consider GTCHS a good school or a great school? And why?" For those that believe we are quite a good school, but not great (anymore, or yet)—I follow up with what they believe is keeping us from being great. If you are familiar with the book by Jim Collins, *Good to Great*, then you likely can relate and appreciate this approach and orientation to growing and transforming an organization. These are the conversations I needed to have to help me set the course for developing some of my professional goals for the year, as well as to assist in thinking about the overarching school goals and priorities the board is taking the lead in formulating. Please see this draft of goals attached with this report. Beyond the goals focus I am looking forward to working on in partnership with the board, here are a few other notable items to report that may be of interest:

ENROLLMENT LOTTERY

We had about 320 applicants for entry into our next year's freshman class, and held our lottery on November 7th. The process went smoothly thanks to the coordinated efforts of colleagues Lissa Cady, Teresa Loftis, Ellen Pourmond, Karen Kennedy and Brian Medford. At this point, our class includes 41 sibling/legacy students and 74 new families invited to attend. While our enrollment is capped at 110, we invite 115 knowing that a handful will choose school options elsewhere. Those not initially selected through the lottery will remain on a waitlist based on the order of their lottery number (all randomly selected through a software application).

1ST QUARTER STUDENT PERFORMANCE DATA ANALYSIS

As I did with our mid-cycle progress report, I have again spent some time reviewing a summary of the 1st quarter report cards that were submitted by teachers and shared with families at our student-led conferences at the end of last month. Here are some data driven insights:

- Of the students below our 80% mastery standard (115 were below at mid-quarter):
 - 13% were in Math (down from 36%);
 - 37% were in Science (down from 45%);
 - 42% were in English (up from 17%);
 - 17% were in Social Studies (up from 16%);
 - 6% were Global Language (no change)
- 12th Grade = 25 students (13 in Sr. Proj., 12 in Physics);
 11th Grade = 35 students (12 in US Hty., 18 in Chem., 9 in Eg. III);
 10th Grade = 15 students (5 in Eng II);
 9th Grade = 25 students (18 in Eng. I)
- Across the grades--35 students are below the mastery standard in 2 courses; 8 of these are below in 3 courses; and 2 of these are below in more than 3. (Some are well below, but many are within a 5% range of meeting the standard.)

It should be noted of the 100 students who have grades below the Mastery level of 80%, half are within 5 points of being at that benchmark. Despite concerns to the contrary, our academic assistance services remain available to students through teacher's office hours and our after-school Smart Center in order to support those needing support. (See attached picture from an English classroom listing students the teacher is assigning to report to Office Hours).

According to records from last year, the school had over 150 students below Mastery at the end of our 1st quarter—a significant decrease. The staff will continue to use this data to determine effective intervention strategies

TEACHERS – TAP PERFORMANCE BONUSES; RECERTIFICATION

Later this month, all teachers participating in the TAP instructional coaching and evaluation system adopted by the school last year will receive performance bonuses (grant funded by TIF—Teacher Incentive Fund, federally funded by US Dept.

of Ed.). The individually calculated bonuses are formulated by on overall school performance index and combined with teacher-specific scores. Bonuses range from \$1700-\$2400. Bonuses are also being received by teacher mentors and administration who supported the TAP efforts last year.

The school is also working closely with the State's Dept. of Ed. on supporting teachers through a required recertification process. Teachers are required to document 120 hours of specified professional development work every five years to maintain their professional certification. Teachers have each been given their up to date hours in relation to their own five-year renewal intervals. It should be noted that our involvement with TAP and the associated weekly trainings account for up to 30-36 hours annually towards the required 120 hours. Also of note is a new law/requirement for re-certification and that is participation in a two-hour online webinar on suicide prevention.

TEACHER EVALUATION ROUNDTABLE HOSTED BY GTCHS

Recently (Nov. 11), the school served as a host site for State Supt. Dr. Zais and Assembly Committee Chair of K-12 Education Andy Patrick to host a forum to solicit feedback from teachers in the field on their views on current and proposed teacher evaluation measures. Teachers from GTCHS were joined by others from other schools to respond to and ask questions about evaluation and accountability to ensure quality education for our young people. It was insightful, and GTCHS was referenced many times in a favorable light by those sponsoring the event. On a personal/professional front, it offered me a chance to interact and network

INCREASED SUPERVISORY DUTIES

Since the beginning of the year, teachers and staff have been taking on added supervision duties before school, after school and at lunch to be a welcome presence in our parking lot and crosswalk and in various designated lunch spaces. Both parents and also students have noted with appreciation the increase safety and care efforts on behalf of the staff.

RECYCLING EFFORT

In cooperation with the college, GTCHS is about a month or so into helping take the lead in an single-stream recycling initiative. Without specific data to support this yet, by all accounts our students and staff have made significant strides in shifting behaviors and differentiating their waste disposal between the large recycling receptacles and the smaller trash bins. In the coming weeks, we will begin benchmarking the weight of our trash and looking to calculate our progress to reduce non-recyclable waste. Future plans to aid this effort include incorporating composting into our responsible waste management efforts. The college has been great to work with on this initiative.

SALARY ADJUSTMENTS FOR STAFF

Under my directive, Skip and I worked to calculate reasonable and respectful salary adjustments (raises) for our non-teaching staff. These include pay increases for our Directors of IT and Development, as well as Business Manager and administrative assistants. In total, these raises were approximately \$15,000.

ELEVATOR MAINTENANCE RESPONSE

The known elevator maintenance repair brought to the board's attention several months ago commences this week in Building 120. The repair timetable is approximately one month, but the hope is for a narrower window. In the meantime, in close consultation with the specific GTCHS student and family most directly impacted, we have worked out the best and most agreeable contingency plan to accommodate. This student currently is enrolled in three classes held on the second floor of Building 119, so as a result we have arranged for two of her classes (English and Math) to move to first floor classrooms based on which rooms are not in use during those designated periods. The third class is a computer app. class and not practical to relocate due to the equipment requirements. In this case, we have configured a laptop with all the required memory, processor, operating system and software requirements needed for her to be able to work remotely on her class assignments in one of our learning resource centers with an assigned teacher to support her and the course instructor. We will monitor how this arrangement is working and adjust as needed should it be necessary.

LATENESS CHALLENGE

For the first few months of the school year, we were seeing daily late arrivals to school often as high as 25 students reporting after our 8:00am start time. Through a concerted effort of proactive phone calls by attendance clerk Lissa Cady, administrative conferences with students and calls to parents, we have seen a steady decrease in morning lateness. We also have had a weekly lateness challenge posed to students the past month or so with targeted goals set with a corresponding incentive if met. We started with a modest goal of 30 or fewer students arriving late in a given week (6 per day) and have been able to meet the descending target number twice already which has resulted in a small and perhaps overstated lunchtime patio party. Our record so far is 14 late arrivals in a week, with 12 as our current weekly challenge. Coming from a place where we were routinely seeing 18-22 students coming to school late on one day to having our total week tardy number being between 14-18 is commendable. The overall goal is to have our consistent average stay in the single digits for a week.

START OF 2ND SEMESTER CALENDAR CHANGE

We have made a calendar update that we will inform families about shortly. Some will recall that we asked students to report to school a day earlier than originally scheduled at the start of the year in August. Among the reasons we did so was to allow us to adjust and align our academic semesters to be balanced in the number of attendance days in each. As such, the payoff for students (and perhaps their families) is that **the start of semester two will now begin on Tuesday, January 7th, and not the 6th as originally scheduled**—so an extra day for the holiday recess for them. Not so for our hard-working staff, who will be participating in a full-day professional development session on Monday the 6th.

NEW SCHEDULE STUDY

I am working closely with several colleagues on examining our existing schedule and researching and investigating potential options for upgrading how we structure our school day. Issues we are working to address include: the number of open periods many students have, the effectiveness of certain curricular offerings, a more purposeful and community-based Friday experience, and enhancing our advisory and school governance and service components of our instructional program. From both a procedural and curricular standpoint, the likelihood of an immediate and abrupt transition to a new schedule is not something that should be anticipated. Instead, we will more likely pilot and strategically phase in certain elements over time. The board will be kept abreast and the hope is to work closely with the Curriculum & Instruction Committee led by Ms. Atchley.

DRESS CODE UPDATE/RECOMMENDATION

Please see attached a recommended and updated dress code for consideration. This version of our dress code was developed collaboratively with a student Senate representative from each grade and three staff members, including me. Feedback was sought by students and parents during the Family Conference Day last month, as well as preceding and following days. The goal of the task group working on this was to incorporate feedback where reasonable and consistent with the overarching purpose of the dress code. Further, the goal was to provide as much clarity and consistency as possible—as this was something that was reported as lacking in recent years. With clarity and consistency of expectations, the desired outcome is better honoring of the parameters set forth and the subsequent enforcement necessary to legitimize the expectations.

INTRODUCING CHAMEKA DUNCAN

We have a new school counselor, Chameka Duncan. Ms. Duncan officially started on November 7th. As mentioned in an earlier email to the board, she comes to us from the adult education and career counseling field and is in the process of completing her school guidance certification program. Through her previous experience she has an already established relationship with many higher ed institutions, as well as regional employers. She has already begun her training with district personnel to learn how to navigate our student information and management software, and has been part of different meetings focused on creatively problem-solving student scheduling issues, requirement needs, etc. As hoped, she has already contributed positively to conversations and brainstorming sessions with her fresh perspective.

We are looking to have a formal opportunity to introduce Ms. Duncan to the school community next month after she has a few weeks to get a better handle on her bearings. This will likely be part of a college information evening the school will be hosting with a guest being invited to share his experience and expertise with our community. Date to be determined.

ZAMORA HARRIS SCHOLARSHIP

In close collaboration with GTC President Keith Miller, I am pleased to announce the establishment of the Zamora Harris Scholarship to be awarded to eligible GTCHS students entering a health science program at the college and/or as a needs-based scholarship for GTCHS graduates pursuing a second year of study at GTC. Please see the attached proposal that was approved by the Greenville Tech. College Foundation Board at a meeting last week.

PHILISS WHEATLEY CENTER

We continue to work as cooperatively as possible with staff at the PWC, and if differences or concerns arise have been able to arrive at some mutually agreeable understandings. We have priced out replacing the front doors to the facility for increased security purposes, but given the quoted costs of close to \$6000. and not knowing our long-term plans to remain in partnership with the facility we are not intending to follow through with the door swap. We are also still monitoring at least two leaks in the building, and are still in negotiation with a roof contractor to see if the current leaks fall under an warranty of work performed over the summer.

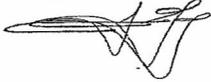
RACE TO NOWHERE

We had about 40 people in attendance of our school's screening of the documentary *Race to Nowhere* and the following panel-led discussion that followed the film. The questions and comments were rich and insightful, and also pointed to the appreciation by several present who believe GTCHS has been more successful with our students than those featured in the film in striking a healthier balance in pushing them academically while supporting them appropriately. Still, there was concern expressed about issues such as homework, sleep, and use of technology to name a few. The hope is that it was the start of some important conversations that the school can serve to facilitate in respect and honoring of our young people in our school and community.

In closing, I would like to invite each of you in your role as board members to come spend some time with me during the school day and join me and Asst. Principal Sharon Hall for some learning walks we look to embark upon several times per week. The learning walks are focused on spending just a few minutes in our classrooms (and ideally outside the classroom when teachers plan more experiential non-classroom based learning experiences) observing not teachers so much as students and assessing their level of engagement in their learning. It provides rich insight and it would be exciting to be in conversation with each of you about teaching and learning.

As always, I welcome questions, thoughts and feedback concerning points within this report and/or more generally about aspects of the school you would like to know more about. As we enter this season of thanksgiving—let me share the deep gratitude to the board for your guidance, support, patience and partnership in support of me, but more so of this special school we share a common interest and commitment.

Respectfully submitted,

A handwritten signature in black ink, appearing to be a stylized name, possibly "S. Hall", written over a horizontal line.

Greenville Technical Charter High School

Dress Code Amendments & Recommendations

Review Draft Developed on October 10, 2013 by the Dress Code Task Force
(Gay Durham, Carmen Rhodes, Nick Moser, Alivia Springgate, Trina Pham, Allyson Dixon)

The standard dress for all students attending Greenville Technical Charter High School is an outfit that presents an overall effect of a navy top and khaki bottom. The rationale for our dress code includes the ability to easily identify GTCHS students as we share a campus with older college students. Further, it is believed that by having all students wearing common school colors fosters a school culture of community, solidarity and pride, and also removes unnecessary and confusing distraction from our intended purpose and focus on scholarship and citizenship.

Therefore, students are to arrive to school and remain compliant throughout the day as long as on campus for any high school or college course or school activity by wearing the following:

TOP:

A well-fitted clean, non-faded non-ripped and unstained predominantly solid navy golf-style polo shirt is to be worn daily. The shirt may not have any graphics displayed on any part of the material other than the school crest. A small manufacturer logo is permitted so long as it is no larger than a standard driver's license. Shirts are required to remain fully tucked in at all times—no exceptions. Undershirts of any color may be worn beneath the polo, but may not extend past the length of the polo sleeves, unless solid navy blue. It is not permitted to wear a t-shirt over the polo shirt.

A predominantly solid navy blue sweatshirt or sweater may be worn over the school-compliant polo shirt. The sweatshirt can display no graphics or logos except those that are associated with GTCHS (no other school or company is permissible).

FRIDAY SCHOOL SPIRIT DAY: With the college not in session on Friday, and in an effort to display school pride, students and staff are permitted and encouraged to wear a school-sponsored top to school. These can include a polo shirt, t-shirt or sweatshirt associated with any GTCHS sports team, club or activity and can be of any color. Polo shirts are not required on School Spirit Days. (Please note that shirts are still to remain tucked in throughout the day and be worn with the school compliant khaki bottom (unless specified differently).

BOTTOM:

A khaki bottom with belt loops (khaki as a color is dull brownish yellow, and as a material is a strong cotton twill). No other colored bottoms may be worn. All bottoms must be neat, clean and without any rips, holes or stains. Pants are to be appropriately cut and should not be sagging or baggy and fall on top of the shoe. Shorts and skirts may be worn, again of the appropriate cotton khaki color and material and must be worn within two-inches of the knee.

Please Note: *Appropriate dress code compliant full-length pants are required to be worn when scheduled to attend a science lab.*

BELT & SHOES:

All pants, shorts and skirts must have belt loops and a solid buckled belt must be worn, and is to remain visible at all times. No drawstrings or partial belts are permitted.

Students are to wear clean and functional dress or casual shoes, as well as sneakers. Sandals with a back strap are permitted; flip-flops are not.

Please Note: *Appropriate toe-covered footwear is required to be worn when scheduled to attend a science lab.*

COATS & EXTERIOR WEAR

The overall effect of all exterior wear must be navy blue, including windbreakers, parkas, and coats. No dominant logos, stripes and patterns are allowed. Denim jackets are not permitted.

Exception: School-sponsored outerwear of any color, including varsity jackets, warm-up jackets and windbreakers may be worn (however, this does not include sweatshirts, which must be navy blue).

HAIR & HATS

Hair is to be clean and neatly worn, and should only be naturally human colored in appearance. Barrettes, hair combs, ribbons and ties may be worn, but no open bandanas or hats of any kind.

JEWELRY

Tasteful, non-distracting jewelry may be worn. Facial jewelry is permitted only on the ears. No heavy gauge chains or spiked jewelry is allowed.

CONSEQUENCES FOR NON-COMPLIANCE

Students deviating from the explicitly stated or intended dress code will not be allowed to remain on campus and can only return accompanied by a parent-caregiver and following a conference with school administration.

Please note that the school's administration will make the final judgment and interpretation regarding dress code issues.