

COMMONWEALTH OF VIRGINIA
BOARD OF EDUCATION
CHARTER SCHOOL COMMITTEE
RICHMOND, VIRGINIA

Minutes

February 24, 2016

The Board of Education Charter School Committee met at the James Monroe State Office Building in Richmond, Jefferson Conference Room, 22nd floor, with the following members present: Mr. Sal Romero, committee chair, Mr. James Dillard, and Mr. Dan Gecker from the Board; Dr. Rosa Atkins, Ms. Linda Hyslop, Mr. Walter Cross, and Ms. Bobbi Snow from the committee's education community.

Mr. Romero called the meeting to order at 9:35 a.m.

Mr. Romero described the steps of the review process and reviewed the committee's task of examining the Bertha B. Williams Academy (BBWA) public charter school application as stipulated in the *Code of Virginia*. The purpose of the meeting was for the committee to discuss the application, meet with the applicant, and decide if the application met the Board's approval criteria. Mr. Romero explained that it was not the responsibility of the committee or the Board to approve or disapprove an application.

An opportunity for public comment was provided, but no comments were made.

Before examination of the application, Mr. Romero introduced the applicant, Dr. Lois Williams. She, in turn, introduced Mrs. Jacqueline Elam, Mr. Keith Hopkins, Mr. Al Wallace, Mr. Kevin White, Joyce Leotta, Shelia Byers, and Monli Wallace. Miriam Hughey-Guy, an education consultant for BBWA, was also introduced and participated by phone.

Mr. Romero confirmed that the applicant information (Part A) was complete; an executive summary provided an overview of the proposed charter school; and the assurances (Part C) were signed. Mr. Romero explained the applicant would have an opportunity to address the educational (Sections II.-VI.), logistical (Sections VII.-X.), and business (Sections XI.-XV.) components of the application. He also explained that the applicant should address the educational sections and then the committee would have an opportunity to provide comments or ask questions. Then the applicant would proceed to the logistical section and the committee would discuss, followed by the business section with discussion. After discussion of the application, the committee would determine by consensus by majority whether the application met the criteria by section and overall.

The applicant provided a general overview of BBWA and addressed the educational (Sections II.-VI.) components of the application.

The committee, Dr. Williams, and members representing BBWA discussed several of the educational components including:

- Curriculum benchmark tests;
- Scaling back a program with many different components;
- Whether the curriculum would align with Virginia’s Standards of Learning assessments; and
- Funding and costs associated with a year-round school.

Mr. Romero gave the applicant the opportunity to discuss the logistical (Sections VII.-X.) components of the application.

The committee, Dr. Williams, and members representing BBWA discussed several of the educational components including:

- Working with Norfolk City Public Schools and community partners in the areas of transportation, food services, and funding;
- Clarifying the role of the principal and the evaluation process;
- Funding and contractual agreements for teachers at a year-round school; and
- Providing professional development.

Mr. Romero gave the applicant the opportunity to discuss the business (Sections XI.-XV.) components of the application.

The committee, Dr. Williams, and members representing BBWA discussed several of the business components including:

- Funding and revenue;
- Incentive grants and fundraising;
- Budget and sustainability;
- Insurance; and
- Human Resources.

The committee thanked Dr. Williams and her team for their summary and responses.

Mr. Romero called for a vote on whether the applicant met the criteria for the components in the application. The following chart outlines the results of the vote:

Required Application Components		Met the Criterion	Yes	No	Consensus Met Components (Y/N)
I.	Executive Summary	Yes	7		
II.	Mission Statement	Yes	7		
III.	Goals and Educational Objectives	No	3	4	
IV.	Evidence of Support	Yes	7		
V.	Statement of Need	No	2	5	
VI.	Educational Program	No	1	6	

VII.	Enrollment Process	Yes	7		
VIII.	Displacement	Yes	7		
IX.	Transportation	No	1	6	
X.	Residential Charter School	NA			
XI.	Economic Soundness	No		7	
XII.	Management and Operation	No	3	4	
XIII.	Employment Terms and Conditions	No		7	
XIV.	Liability and Insurance	Yes	7		
XV.	Disclosures	Yes	7		
Overall Consensus					

The seven application components that met the criterion were:

I.	Executive Summary
II.	Mission Statement
IV.	Evidence of Support
VII.	Enrollment Process
VIII.	Displacement
XIV.	Liability and Insurance
XV.	Disclosures

The seven application components that did not meet the criterion were:

III.	Goals and Educational Objectives
V.	Statement of Need
VI.	Educational Program
IX.	Transportation
XI.	Economic Soundness
XII.	Management and Operation
XIII.	Employment Terms and Conditions

One application component was not applicable:

XV.	Residential Charter School
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The committee reached unanimous consensus that the application overall did not meet the Board's approval criteria.

Mr. Romero explained that within ten days following the meeting, Department staff, on behalf of the committee, will prepare a consensus report with the determination from the committee as to whether the application meets the Board's approval criteria.

Based on the consensus report, the Bertha B. Williams Academy has five business days to notify the Department of Education whether the decision is to:

- 1) Withdraw the application with the option of resubmitting it at a later time; or
- 2) Present the report to the Board of Education.
 - First review on March 17, 2016
 - Applicant will be requested to attend to answer questions and make comments; and
 - The Board will make an initial determination as to whether BBWA application meets the overall approval criteria.
 - Final action on April 28, 2016
 - Action 1: The Board will accept the Charter School Committee's recommendation that the application meets all the Board's approval criteria; or
 - Action 2: The Board will accept the Charter School Committee's recommendations that the application does not meet all of the Board's approval criteria.

The meeting was adjourned by the chair at 11:30 a.m.