

MEHP Annual Governance Board Meeting

November 18, 2025

11:00 am

MINUTES

Board Members Present: Keith King, Alexia Phinizey, Keith Sanford, Susan Stein, Rebecca Stern, Tammy Swenson, Tom White, Dr. Sue Anne Wells

Staff Present: Dr. Ronnie Christian, Devan Hanyon, Jeanne Hinchee, Lynne Regal, Anna Shand, Dr. Elaine Swafford, Leigh Topping

I. Welcome - Dr. Sue Anne Wells

- Boards will meet at 4 p.m. for January meeting

II. Agenda Review – Dr. Sue Anne Wells

III. Review and Approval of Minutes from Sept. 16, 2025 Board Meeting — Keith Sanford,

IV. Director's Report – Leadership and Change: Looking Ahead toward the Next Decade: Updates – Dr. Elaine Swafford

- **MEHP Academic Review**

- Benchmark fall screeners completed
- Students placed in RTI groups based on data
- Number of observations completed: 38 out of 128
- Another benchmark in December
- Teachers Corner recognitions

- **Dr. Swafford**

- Legislative Update: 119 charters in state of Tennessee; Hamilton County has 9
- Three CEOs were invited to talk to legislative delegation recently (Swafford being one of them)
- Student needs: restock pantry, school uniforms, hand sanitizer, socks, deodorant
- We are part of the Snack Pack Program; 150 sack meals distributed every Friday

- **Medical Clinic**

- Total students seen: 91
- Sent home: 6

- Returned to class: 94%
- **HR & Operations**
 - Priority Enrollment is now open
 - Upcoming recruitment dates
- **New Hires**
 - Front desk manager
 - Finance/Staff
 - Assistant Teacher
- **Facilities**
 - MEHP- changing towel dispensers, completed 30 submitted work orders

V. Chief of Staff Report – Dr. Ronnie Christian

- Began meeting with department heads to discuss procedure, ensure effectiveness and efficiency
- Four guiding principles: Professionalism, Customer Service, Follow Up and Follow Through, and Lifelong Learning
- MEHP & CGLA 2022-2027 Strategic Plan alignment Goal 1:
 - Building staff/parents/students capacity
 - Increase staff/teachers buy-in
 - Implement instructional best practices are being used
- Human Resources: Goals 2 & 3
 - Diversity of staff, students, and creating long-term sustainability
 - Rebranding the department including daily responses
 - Revamped orientation process all the way to exit interview
 - Creating internal protocols to increase the level of effectiveness and efficiency
- Community Outreach: Goals 3-5: Wellness, Community Engagement, and Partnerships

VI. Committee Reports

- **Development/Marketing: Dr. Elaine Swafford, Lynne Regal**
 - Annual Fund letters have been sent
 - Impact Report is being finalized
 - Giving Tuesday – Dec. 2, 2025
 - Odyssey – March 25, 2026
 - Golf – June 4, 2026
 - Carnival – May 2, 2026
 - Thanksgiving Message & Holiday Communications

- New Donor videos & brochures being designed and created
- **Finance – Jeanne Hinchee**
 - **MEHP:** Enrollment below target for budget; expenses below budget; grant that might be able to help medical costs
- **Academic Review Committee – Dr. Nicola Crisp**
 - Focusing on teachers, what academic coaches do, and recently had a walk through tour from Dr. Christian
- **Governance – MEHP (Hal) - no report**
- **IT & Technology** - working with E-rate to help improve access points in the buildings

VII. Strategic Plan Update

- Development: Lynne is engaging the public, strengthening the office as a whole
- All staff will update their department and continue working toward goals

VIII. Next Joint Meeting – Tuesday, January 20, 2026 at 4 p.m.

IX. Closing Remarks and Adjournment

- MEHP Poinsettia fundraiser
 - \$13.50 a piece, arrive first week of December

Upcoming Board Meetings: January 20, 2026; March 17, 2026; May 18, 2026; July 29, 2026