

HAMMOND URBAN ACADEMY, INC.
School Board Meeting Minutes Noted
April 18, 2013

In attendance were:

Board Members:

Kris Sakelaris (Board President)
Mark McLaughlin (Board Member)
Dave Ryan (Board Member)
Owana Miller (Board Member)
Dana McCue (Board Member)
Tom Dabertin (Board Member)
Rick Calinski (Board Member)
Janet Venecz (Board Member)

School Representatives

Dr. Sean Egan (School Leader)
Debbie Snedden (Curriculum Director)
Matt Tomczak (Business Manager)
Kevin Smith (Attorney)
Leslie Otero (Executive Assistant)

Not in attendance: Sheldon Cutler, Kim Poland and Jerry Gomez

Board meeting was called to order at 4:10 p.m. by Board President Kris Sakelaris

Executive Session Record

The Executive Session of the Hammond Urban Academy Inc. of April 18, 2013 began at 3:30 p.m. in the board room of Hammond Academy of Science and Technology. The subject matter considered were matters for the discussion of strategy with respect to the a) initiation of litigation or litigation that is pending b) purchase of lease of real property by the governing body, c) discussion of the job performance or evaluation of certain employees pursuant to I.C. 5-14-1.5-6 The board certifies that no subject matter was discussed in the executive session other than the subject matter specified in the public notice.

Board Members Presents for Executive Session:

Tom Dabertin, Dana McCue, Mark McLaughlin, Janet Venecz, Rick Calinski, Dave Ryan, Kris Sakelaris and Attorney Kevin Smith

Motions Approved:

1. *Approval of March 21, 2013 meeting minutes* – Tom Dabertin motioned to defer the March meeting minutes to the next regular agenda; seconded by Owana Miller. All in favor motion approved 7-0
2. *Motion to approve proposed insertion by personnel committee* – Dave Ryan motioned; seconded by Tom Dabertin. All in favor motion approved 7-0
3. *Motion to approve amendment to the insertion by personnel committee. It should state the following and after the 2nd bullet point.* Parents who are employed by the school are not eligible to serve as a parent school board representative. Tom Dabertin motioned; seconded by Rick Calinski. All in favor motion approved 7-0
4. *Motion to approve - Finance report* Tom Dabertin motioned; seconded by Mark McLaughlin. All in favor motion approved 7-0
5. *Motion to approve* – Public comment is provided for the board to hear from parents and general public regarding issues relevance to the school. Each person is limited to (5) minutes and the sharing or yielding of time is not permitted. Tom Dabertin motioned; seconded by Janet Venecz. All in favor motion approved 7-0

No new correspondence

School Leader Report

Human Capital Management

- Key staff duties: James Borom (discipline and state compliance reports for DOE), Deb Snedden (curriculum development, teacher training, staff development, observation), Matt Tomczak (budget, purchasing, payroll, accounting reports, grant reimbursement), Mark Sienicki (technology infrastructure maintenance and support), Traci Davis (Students with special needs), Eric Arcella (Athletics), Leslie Otero (student registration, transcripts, enrollment and withdrawal), LaTysha Sanders (student fees, supplies), Gloria Valdez (student attendance)
- Weekly/daily team planning meetings for grade level teams
- ***Staffing:***
 - ***Preliminary selection interviews for HS English/Language Arts***
 - ***Government/Economics dual credit 2013-14 candidate***
 - ***Chemistry and Physics 2013-14, working with PUC to identify candidates that we will pay per course, using PUC lab space and PUC certified instructors***
 - ***Seeking candidates for HS Math (10th grade); shifting current 10th grade to 11th and current 11th grade to 12th grade math***
 - ***Seeking additional Spanish instructor***
 - ***Seeking qualified IT/PowerSchool manager***

Instructional Leadership

- School Improvement Plan in collaboration with IDOE, with improvement focus

- Monthly/regular meetings with PATH, Parent Team, Booster Club, Senior Planning Committee
- Use of software programs for student-based academic interventions, with focus on Middle School ISTEP and High School ECA requirements (Study Island)
- Renewed appeal to DOE under new Superintendent of Public Instruction Glenda Ritz; awaiting response from DOE
- Response to Intervention program instituted across all middle school grades, providing daily 20-30 minute periods devoted to ELA and Math at all performance levels (remedial, general, accelerated). High School RTI support for lower performing students.
- Administrative team concentrated and concerted improvement of data reporting processes from classroom, to front office, to DOE
- ***Indiana DOE School Improvement Plan progress monitoring visit to HAST, April 23, 2013. SIP focus: 7th and 8th grade ELA and Math.***
- ***Development of Summer Literacy Intervention program for at-risk students in grades 6-8, in collaboration with PUC Special Education department***

Building Relationships

- Regular email communication with HAST stakeholders
- Partnerships: PUC (teacher mentoring, curriculum design/implementation/retooling, dual credit program, student teachers and observers), Ivy Tech(dual credit PLTW), BP (dome greenhouse/classroom project), Geminus (parent education program), Jewish Federation of Northwest Indiana (adult tutor volunteers for students with learning needs); ICHE grant with PUC, Ivy Tech, School City of Hammond, Hobart Public Schools, Crown Point Community Schools, Merrillville Public Schools, and School City of East Chicago to review college readiness at the high school level; multi-year DOE grant with PUC for Science Education (SUNRISE: Students using New and Real Life Initiatives in Science Education) in collaboration with Challenger Learning Center of NWI, BP Amoco, Bishop Noll, Charter School of the Dunes, Neighbors New Vistas, and Thea Bowman
- Project Lead the Way advisory committee meetings at HAST; certification process for 2013-14 school year; pending internship and partnership with PUC CIVS
- *Saint Joseph's College, Rensselaer: freshmen and sophomores in Primary and Secondary education programs visit to HAST on March 26 (24 students, 2 staff) and March 28 (16 students, 1 staff)*
- *Continued planning work for Sister City exchange to Shahe, China, between local specialty school of Math and Science and HAST; parent, student, and staff information session held on April 11 at HAST. Still seeking participants. Sil Foundation has assured \$1000 assistance/participant to help defray the \$4000/person expenses.*
- *PUC Mission Ocean:*
 - *\$6,000/year currently covered by grant funding*
 - *Expenses include materials, teacher professional development, mission*

- 80 students/year x 3 years: over 240 HAST students have benefited from this program
- Mission Ocean offers high interest, technology-infused applications of a fully integrated Math and Science program
- Pending continued institutional support from PUC, HAST will continue this program

Culture of Achievement

- Effective discipline program based on respect for all
- Effective use of Friday afternoon detention and lunch detentions
- Balance of high expectations and support for struggling learners
- Comer Process professional development plan 2012-13
- iPad use supervision and mandatory grades-based restrictions for iPad usage (school and at home)
- 10th grade community meeting, April 9, 2013, to discuss student performance and progress on academic and behavioral goals
- IHSA progress monitoring visit to HAST April 25, 2013
- National Honor Society high school candidates: 10th grade, 18 candidates, 11th grade, 15 candidates

Organizational, Operational, and Resource Management

- Conservative ongoing fiscal management
- Multi-year strategic plan addressing financial, curriculum, staffing, and facility needs
 - Senior year curriculum and classroom locations
 - Senior year off-site internship considerations
 - Bond refinancing (2015)
 - On-line course expansion
 - Full- and part-time staffing needs analysis
 - Begin January 2013, projected completion May 2013
 - 25 staff volunteer members volunteer
 - **Timeline for completion**
 - **Presentation to Board**
 - **Amend/Approval process**
 - **Upcoming meetings: 4/19 and 5/17, 1-3 p.m.**
 - **Board recommendations/suggestions?**

Guidance Counselor update

- Drafting school needs survey & conceptualizing ideas for curriculum geared toward social/ emotional standards for 2013- 2014 school year
- Tentative master schedule completed for 2013-14, including senior year internships, expanded dual credit courses with PUC, 12th grade classes using second floor academic spaces, maximizing space utilization on the second floor

Discipline update

- After School Detentions: 60 (Tardy to school, tardy to class, insubordination, dress code violation, plagiarism, homework completion)
- Friday Detentions: 63 (tardy to school, insubordination, dress code violation, homework, inappropriate language, PDA)

- Internal Suspensions: 3 (truancy)
- External Suspensions: 7(fighting, disrespect towards teacher)

State Reporting update

Real Time Report - RT Report: The collection of the Real Time data is to obtain and maintain information that accurately determine where a student is enrolled and attending classes. (Submitted Weekly, 3/28/13, 4/4/13, 4/11/13) RT reports are submitted every Thursday.

Special Education Report- SE Report: inventory of compliance of services delivered through Special Education department (Submitted 4/12/13)

Suspension/Expulsion – EX Report: The purpose of this data is to gather student suspensions as a form of disciplinary action. (Submitted 4/15/13: Continuous Update)

Curriculum Update

Team Target Goals

Each grade level has 3 Math and 3 English/Language Arts standards-based achievement goals. Data is collected weekly using Study Island and Teacher made assessments. Every week the data is compared for growth on the three standards and instruction is adjusted based on the data. Targets are added or changed based on the progress of the students. Team goals have encouraged more deliberate planning and assessment as well as collaboration between the content areas.

Assessment Schedule

ECA English/Language Arts	4/23-4/25
ECA Algebra	4/30-5/2
ECA Biology	5/7-5/9
ISTEP/IMAST, grades 6-8	4/30-5/2
NWEA Spring 2013	
8 th grade	week of 5/6
7 th grade	week of 5/13
6 th grade	week of 5/20

Staff Professional Development

Enrollment: 457 currently, 467 students (March 2013)

Discussion Notes:

- Attorney Kevin Smith has edited original draft by board member Jerry Gomez. Attorney Smith is requesting time to review draft in order for insertion to be appropriate and corresponding to both bylaws of the corporation as well as the Board of Directors policy manual. *{Still under review, but not limited to).*
To be inserted under – 3.4. Board Composition and Membership that will state

B) A parent Representative Director, shall hold office for a term of three (3) years, beginning on the next July 1 after their nomination is approved by the Board of Directors and ending on June 30 of the last year of their term of (3) years, unless of the following occur:

- ✚ They no longer have a child attending HAST*
- ✚ They tender their resignation from the Board of Directors*

In the event of a vacancy in the position of Parent Representative Director, a communication shall be sent to the parents of all HAST students in the regular course of that said communications are generated and disseminated to parents by HAST, requesting application documents and giving any additional information necessary for application as a Parent Representative on the Board of Directors.

C) The Personnel Committee shall receive all applicant documents for Parent Representative Director(s). It shall be the Committee's duty to receive the documents, and determine in its sole discretion, which, if any, of the applicants should be interviewed. After said review, the Committee shall report it's findings to the full Board of Directors including it's recommendation, if any, for the vacancy. Their recommendation shall be submitted to the full board at the next board meeting after the application process and interview process has been completed.

- Attorney Kevin Smith suggested that school board review the Directors Policy Manual in order to determine the maximum amount of members at large. Currently manual does not specify.
- Teacher school board representative to be discussed as new business at next board meeting
- Summer School Program at HAST is currently pending and waiting for state fund approval. This program is designed for students that need to take credit recovery courses. Students will attend classes until they have successfully completed their course requirement.

Board Financial Inquires

- Board member Rick Calinski inquired about current budget position for the remainder of the year. Mr. Tomczak responded current school year will end under budget even with bond payments, that will not change.

New Business

- Public comment restricted to 5 minutes (*See under motions approved*)

Public comment

Mrs. Gloria Valdez did sign in, but did not comment at this time.

Ms. Joy Cook current 10th grader would like to state the following:

Would like to thanks the board for allowing Dr. Egan to announce lost camera via email. She would like to inform everyone that the camera has been returned.

Mrs. Kitten Gray would like to state the following concerns:

- Mrs. Gray knows that HAST school board is aware of her complaint to Ball State and of it's importance
- Meeting with Dr. Egan regarding matter was not satisfying
- Accusations made against Attia Gray by certain people are not true.
- Mrs. Gray is stating media interview with Dr. Egan has some untruth to it
- Mrs. Gray stated that Attia is allegedly suffering from retaliation from her peers because of complaint to Ball State and is asking board to assist with this matter.
- Mrs. Gray stated that the animal reproductive fluid was exposed to students inappropriately and choice of words were unfit.
- Mrs. Gray is recommending that teachers receive diversity training.

Motion to Adjourn 4:53 p.m.

Dave Ryan motioned; seconded by Tom Dabertin all in favor motion carried 7-0