

HAMMOND URBAN ACADEMY, INC.
School Board Meeting Minutes Noted

August 21, 2014

In Attendance:

Board Members:

Kris Sakelaris (Board President)
Mark McLaughlin (Board Member)
Sheldon Cutler (Board Member)
Dave Ryan (Board Member)
Owana Miller (Board Member)
Heather Cook (Board Member)
Janet Venecz (Board Member)
Anne Herbert (Board Member)

School Representatives

Dr. Sean Egan (School Leader)
Mahdee Iqbal (Business Manager)
LaTysha Sanders (Vice Business Manager)
Mira Projovic (Staff Member)

Not in Attendance:

Howard Cohen (Board Member)
Robert Lendi (Board Member)
Kris Kantar (City of Hammond, Legal Counsel)
Kevin Smith (Attorney)

Board meeting was called to order at 4:05 p.m by Board president Kris Sakelaris.

Motions Approved by School Board

- *Motion to approve July 24th, 2014 meeting minutes-* Dave Ryan motioned; seconded by Mark McLaughlin. All in favor motion approved 8-0.
- *Motion to approve finance report-* Sheldon Cutler motioned; seconded by Owana Miller. All in favor motion approved 8-0.
- *Motion to approve teacher contract proposals-* Dave Ryan motioned; seconded by Sheldon Cutler. All in favor motion approved 8-0.
- *Motion to approve using a credit union for any and all unpaid student fees-* Dave Ryan motioned; seconded by Sheldon Cutler. All in favor motion approved 8-0.

New Correspondence

none

School Leader Report

**School Leader Report
HAST Board Meeting
September 18, 2014**

Human Capital Management

- Key staff duties: Jeff Wood(discipline and state compliance reports for DOE), Business Manager: Mahdee Iqbal (budget, purchasing, payroll, accounting reports, grant reimbursement), **Ross Smith** (technology infrastructure maintenance and support), Traci Davis (Students with special needs), Asuncion Casillas (Athletics), Leslie Otero (student registration, transcripts, enrollment and withdrawal), LaTysha Sanders (student fees, supplies, PowerSchool progress reports and report cards), Gloria Valdez (student attendance, front office support), **Robin Eldert (Social Worker)**
- Weekly/daily collaborative team planning time for grade level teams

Instructional Leadership

- Meetings with PATH, Parent Team, 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 and IXL)
- Response to Intervention program instituted across all grades, providing daily 20-30 minute periods devoted to ELA and Math at all performance levels (remedial, general, accelerated)
 - BSU charter reauthorization site visit, August 25-27, 2014
 - CCSJ charter authorization proposal, September 12, 2014
 - Teacher Professional Development: Technology training rotation 5-part series, CPR, Data grade level reviews
 - Teacher submission of 9-week curriculum maps and plans
 - Preliminary review of ISTEP 2013-14 results and 2014-15 testing preparation
 - Ball State University Office of Charter Schools Fall Summit, September 4-5, 2014

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.); ICHE grant with PUC, Ivy Tech, Hammond, Hobart, Crown Point, Merrillville, East Chicago schools 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, **After School Fine Arts program, dance, spoken word, and mural painting (Hammond Arts Center), Christmas clothing/uniform drive for needy HAST students (Faith Church), Healthy Choices social-emotional and fine arts program for 6th grade (South Shore Center for the Arts), on-site meeting with Associate Commissioner for the IHSAA**
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Culture of Achievement/Academic Progress

- 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
- **High School Graduation 2015 planning; date: May 29, 2015, location: HAST**
- **1st Quarter Progress Reports distribution 9/19/14**
- **GPA distribution for students in Class of 2015 and 2016**
- **HAST graduates feedback regarding academic preparation for college readiness**
- **College Admissions counselor presentations: Indiana Tech, IUPUI, Bethel College, Earlham College**
- **Preliminary distribution of 2013-14 A-F letter grade; communication with Ball State and DOE regarding absence of comprehensive high school data**

- **Participation in IEP annual review and move-in conferences for new students with IEPs**

Organizational, Operational, and Resource Management

- Multi-year strategic plan needed to address financial, curriculum, staffing, and facility needs
 - Bond refinancing (2015)
 - Second floor science lab completion
 - Stipends for all extracurricular sponsors, athletic and academic
 - Learning portfolio for students
 - Curriculum for digital citizenship
- **Faith Church donation to uniform charity fund (\$250)**
- **Faith Church support**
- **2013 Audit update**
- **Per pupil enrollment allocation increase, \$5700 to \$6103**
- **Assistance to Booster Club in transition period between 2013-14 officers and 2014-15 officers**
- **Development of policies for Conflict of Interest, Criminal Background Check, Seclusion and Restraint**
- **Transfer of accounts for school organizations, clubs, and class accounts from Advance Financial Credit Union to Peoples Bank**

State Reporting update

Real Time 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) RT reports are submitted every Thursday.

STN Report: general student demographic information, submitted monthly (Accuracy of this data is key for testing and state reporting purposes)

NWEA Report: Student information for BSU testing purposes, submitted quarterly

Membership Report: Students who attend our school, used for Average Daily Membership (ADM) to determine student tuition payment from State DOE to HAST, submitted twice a year

Title I Report: Students receiving Title I services (for designated at-risk students), submitted yearly

Enrollment: 534, September 16, 2014; 548, August 18, 2014

Upcoming Events:

National Honor Society induction ceremony, October 1, 2014, 5 p.m.

PSAT at HAST, October 15, 2014

Discussion Notes

- Kris Sakelarlis questioned if this was our last year for ISTEPs and what the new testing guidelines/standards would be for the upcoming school year. Dr. Egan replied the information has not been released yet from the DOE but it will be something similar to ISTEP.
- Background checks will be conducted on all first year teachers as well as all Board Members, existing and new.
- Dr. Egan was contacted by Heather Wiley, attorney for the Christel House Academy in Indianapolis, who would like to use HAST in her presentation to the DOE in regards to schools that have unusual configurations. Apparently Christel House is in the same exact

situation HAST is in where the Board of Education does not want to use this year's graduation information and college & career readiness information when calculating yearly school grade. She wants them to pass an emergency ruling which would force them to include current class of 2014 information.

- The Board specifically questioned how HAST will be judged in terms of growth next year since there are now 2 different test mechanisms in place. The Board would like to know what assurances we have to be treated fairly?
- The Board is requesting Fitzgerald to formally present their findings to them upon completion and draft is approved.
- Board went over upcoming Ball State visit, including schedule of events, budget & financing and curriculum data. Dr. Egan feels confident they will be impressed with what they find at HAST.
- Mark McLaughlin reported that the Board Personnel Committee has chosen Dr. Rita Vega to be the next parent board member.
- Kris Sakelarlis reported that she is working with teacher Laura Royster to bring in a mobile Court of Appeals to have a lesson with business students.

Board Financial Inquires

- Mahdee Iqbal went over the following payments from the Accounts Payable Voucher:
 - \$11,550 to Edmentum for the new Plato Courseware for online classes
 - \$7,676 to NCS Pearson, Inc. for Powerschool annual fee
 - \$7,209 to NCS Pearson, Inc. for grade point for the summer; however this amount should be reimbursed from the DOE from their summer school grant
 - \$2,247.89 to Think Tank NTG for iPad chargers to incoming students
 - \$574,137.50 to First Merchants Bank for the bond payment
 - Mahdee also pointed out there are 2 bills not on this register: Anthem bill that he has not received yet and the BSU Administration Fee for the upcoming months. These will appear next month.
- On the Credit Card Payment Sheet, Sheldon Cutler inquired why we were beginning the month with a credit of \$2,029.26. Mahdee explained this was our payment from the prior month.
- Mahdee also explained the \$1,264.36 payment to Hampton Inn & Suites was for Doug Kman's PLTW 2-week training.
- \$429.04 was paid to Walmart for the purchase of a carpet cleaner.
- Sheldon Cutler reported the Board bank accounts have the following balances:
 - Building Fund \$76.31
 - Bond Fund \$173.99
- La Tysha Sanders reported that as of August 1, 2014, she has collected: \$135,280.02. There is still an outstanding balance of \$70,329.18

New Business

- Mr. Wood, new Assistant Principal/Student Dean introduced himself to the Board.

Meeting Adjourned at 5:00 p.m.