

HAMMOND URBAN ACADEMY, INC.
School Board Meeting Minutes Noted

July 23, 2015

In Attendance:

Board Members:

Kris Sakelaris (Board President)
Mark McLaughlin (Board Member)
Dave Ryan (Board Member)
Howard Cohen (Board Member)
Owana Miller (Board Member)
Anne Herbert (Board Member)
Gus Lopez (Board Member)
Janet Venecz (Board Member)
Kevin Smith (Attorney)

School Representatives

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

Not in Attendance:

Sheldon Cutler (Board Member)
Heather Garay (Board Member)
Kris Kantar (City of Hammond, Legal Counsel)

Board meeting was called to order at 4:03 p.m by Board president Kris Sakelaris.

Motions Approved by School Board

- *Motion to approve May 21, 2015 meeting minutes-* Dave Ryan motioned; seconded by Owana Miller. All in favor motion approved 9-0.
- *Motion to approve revised April 16, 2015 meeting minutes-* Owana Miller motioned; seconded by Anne Herbert. All in favor motion approved 9-0.
- *Motion to approve 3-year contract extension for Dr. Egan-* Mark McLaughlin motioned; seconded by Janet Venecz. All in favor motion approved 9-0.
- *Motion to approve May & June financial reports-* Janet Venecz motioned; seconded by Mark McLaughlin. All in favor motion approved 9-0.
- *Motion to approve the 2015-16 Student Handbook-* Gus Lopez motioned; seconded by Owana Miller. All in favor approved 9-0.
- *Motion to approve staff contracts for Sara Basiaga, Samantha Strimel, Brian Brilmyer, Charmanika Mosley & Joseph Marquez-* Dave Ryan motioned; seconded by Owana Miller. All in favor approved 9-0.

New Correspondence

None

School Leader Report

School Leader Report

HAST Board Meeting

August 20, 2015

Human Capital Management

- Key staff duties: Jeff Wood(state compliance reports for DOE, curriculum, and Title I), Mahdee Iqbal (budget, purchasing, payroll, accounting reports, grant reimbursement), Ross Smith (technology infrastructure maintenance and support),
- Charmanika Mosley (Students with special needs), **Vacant** (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), **Arthur Young, (Student Discipline), Justin Dupras (PowerSchool Support)**
- Weekly/daily collaborative team planning time for grade level teams

Instructional Leadership

- 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 at middle school grades, providing daily 20–30 minute periods devoted to ELA and Math at all performance levels (remedial, general, accelerated)
- **DOE School Improvement Plan workshop participation, 7/30/15 (with Team Leaders and Admin)**
- **DOE Formative Assessment Vendor Fair attendance, 7/31/15**
- **Title I program (Jeff Wood, coordinator), Rebecca Goreham (MS Math), Shana Matz (MS ELA), Kaneesha Joe (HS Math), Nohemi Flores (HS ELA)**
- **Teacher Orientation Week: workshops and training for all staff: handbook, discipline, Special Education procedures, lesson plan preparation, Project Based Learning, Technology software, HR benefits/insurance, SIP goal development, core content, grade level planning**
- **All positions staffed at start of school year, including parent volunteer School Nurse, M,W, Th, 8 a.m.-12 noon**
- **Contract approvals: Arthur Young (Dean of Discipline), Justin Dupras (IT Assistant/ MS Computer Education teacher)**
- **School-wide implementation of weekly lesson plans**

Building Relationships

- Regular email communication with HAST stakeholders

- Partnerships: PUC (dual credit program, student teachers and observers), IUN (dual credit Calculus), 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, College Bound (interns working on school marketing and classroom projects); **NexTech: computer coding pilot program, grant support \$26,973 for hardware, \$2200 for teacher training; HAST interns at HUB, St. Margaret's Hospital, and City of Hammond**

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
- 2015 HS graduation rate >90%**
- Senior Sunrise Breakfast, 8/10/15**
- First Week of School: Academics from opening day**
- College recruitment visits 2015-16 (scheduled to date): Army, University of Chicago, Purdue WL, Hanover, Manchester, St. Mary's**
- Reading and Math Scholars peer mentorship program (pull out and in the classroom)**
- Virtual Learning Day structure and content for 2015-16**
- NHS and JNHS 2015-16 student invitation process**

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
 - Fully developed Curriculum Guides, including texts, readings, and materials (grade level binder from DOE visit 2/11/15; content area teams updating curriculum maps to reflect resources, assessments, quarterly learning guides, and current DOE and Common Core standards)
 - School Improvement Plan for DOE/CCSJ**
 - Full background checks for all employees through Safe Hiring Solutions; Board members required to complete background checks for volunteers**
 - Per Pupil Facilities Grant (\$272,000 allocation for HAST;\$500/pupil, anticipated distribution in August 2015 and later date TBD, \$136K per distribution). Funds dedicated to facility/operations/technology/ transportation. Proposed use:**

- 2nd Science Lab (\$75K)
- Gym divider partition/curtain (\$10–15K)
- Integration/expansion of security camera system (\$15K)
- 14–passenger school vehicle (\$30K)
- PLTW computer hardware replacement
- iPad purchases (\$60K) and charging stations
- Exterior door hinges repair (\$2K)
- Expanded projector/SMART board system (\$8K/room for SMART system, \$2K/room for Apple system, \$500/projector alone)
- Automated calling system (absences, emergencies, parent communication)

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

School Personnel Number Report

Educator Evaluation Rating Report

Textbook Reimbursement

Certified Personnel

Non-Certified Personnel

ECA testing labels

Student not Tested Report

English Language Learner Report

Enrollment: 552, August 17, 2015; 522, July 15, 2015

Committee Reports

- **Fundraising Committee** met on June 3rd & reported on 3 items for discussion:
 - Raising funds to finish the 2nd Science Lab. The amount needed to complete the project would run between \$75-100,000. The event could be held at the Hammond Innovation Center or HAST.
 - Creating an annual HAST fundraising event. Possibly asking local artists to donate art & raffle off. Howard Cohen estimates the event could net between \$10-20,000.
 - Asking all Board Members to make whatever financial contribution they can to the school.
 - Kris Sakelaris said there might be another form of revenue for the Science Lab. She recently learned of a building grant the DOE has established that HAST is eligible for. Howard Cohen asked that the grant proposal be forwarded to the Fundraising Committee for further review.
- **Personnel Committee** went over Dr. Egan's evaluation & the Board voted to approve his new 3-year contract extension.

Discussion Notes

- Dr. Egan expressed his gratitude to the Board for his new 3-year contract extension. He remains committed to HAST & looks forward to what the next 5 years of the school will look like. He spent part of the summer working in Haiti & would like to see a project/relationship created between the two. The Board supports this endeavor as well as Dr. Dawn Greene from CCSJ.
- In regards to the parent board member openings, Mark McLaughlin will forward the resumes he has received to the other members. He will present a candidate to the Board at the next meeting.
- Mr. Wood presented the following changes to the 2015-16 Student Handbook:
 - Addition of Policy Statement for Section 504 of the Rehabilitation Act of 1973
 - Addition of parental rights in regards to Rehabilitation Act of 1973
 - Addition of Section 504 Referral procedures
 - Addition of Sexual Harassment Prevention Policy
 - Dual Credit Classes statement
 - Added language to arrival and dismissal – students should be picked up no later than 4 pm if not involved in after-school activity
 - Added a camera policy statement
 - Updated driver's license/permit restriction policy
 - Added sexting language to electronic devices
 - Updated Health Services section
 - Added Motor Vehicle Search Policy
 - Added delegation of authority statement under discipline policies
 - Updated types of discipline section
 - Added Minor violation and major violation description sections
 - Added firearm statement and destructive device statement
 - Added Possessing a Deadly Weapon section
 - Added Bullying section
 - Added suspension/expulsion procedures; suspension policy and suspension/expulsion policy for students with disabilities
 - Added Discipline Guideline Example section which outlines consequences for certain actions
- Kris Sakelaris & Dave Ryan will welcome & address the staff on Aug. 5th.

Board Financial Inquiries

- Notes from May & June Financial Reports:
 - **Worker's Compensation:** \$5,000 spent in 2013-14 & 0 for 2014-15 because HAST overpaid the previous year & received a refund
 - **General Liability Insurance:** from \$55,000 in 2013-14 to \$75,000 in 2014-15. HAST can expect a 20% increase in insurance in the coming year.
 - **Computer Hardware/Technology:** from \$65,000 to \$30,000. HAST purchased this year's iPads with last year's surplus.

New Business

Public Comment

- Dr. Dawn Greene from CCSJ addressed the Board. She expressed her appreciation for the opportunity to work with HAST & is looking forward to building a positive working relationship. She promises to do all she can to help lead HAST into a successful future.

Meeting Adjourned at 5: p.m.