

**HAMMOND URBAN ACADEMY, INC.**  
**School Board Meeting *Amended* Minutes Noted**  
**December 19, 2013**

**In Attendance:**

***Board Members:***

Kris Sakelaris (Board President)  
Mark McLaughlin (Board Member)  
Heather Cook (Board Member)  
Tom Dabertin (Board Member)  
Janet Venecz (Board Member)  
Rick Calinski (Board Member)

***School Representatives***

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

**Not in Attendance:**

Sheldon Cutler (Board Member)  
Dave Ryan (Board Member)  
Howard Cohen (Board Member)  
Jerry Gomez (Board Member)  
Owana Miller (Board Member)  
Kris Kantar (Board Member)

**Board meeting was called to order at 4:10 p.m by Board president Kris Sakelaris.** Minutes have been amended and noted that motions were approved 6-0 **not** 7-0

**Motions Approved by School Board**

- *Motion to approve November 21, 2013 meeting minutes-* Tom Dabertin motioned; seconded by Janet Venecz. All in favor motion approved 6-0.
- *Motion to approve finance report-* Mark McLaughlin motioned; seconded by Rick Calinski. All in favor motion approved 6-0.
- *Motion to adjourn meeting-* Janet Venecz motioned; seconded by Tom Dabertin. All in favor motion approved 6-0.
- *Motion to table MOU agreement with Indiana Network of Independent Schools, data collection partner with BSU Office of Charter Schools for next meeting-* Rick Calinski motioned; seconded by Tom Dabertin. All in favor motion approved 6-0.
- *Motion to table tuition adjustment based on enrollment for next meeting-* Janet Venecz motioned; seconded by tom Dabertin. All in favor motion approved 6-0.

## New Correspondence

- Letter from Ball State submitted and on record.

## School Leader Report

### School Leader Report

### HAST Board Meeting

1/22/14

## Human Capital Management

- Key staff duties: James Borom (discipline and state compliance reports for DOE), Business Manager: Mahdee Iqbal (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, PowerSchool progress reports and report cards), Gloria Valdez (student attendance, front office support)
- Weekly/daily collaborative team planning time for grade level teams
- **Seeking part-time Spanish instructor**

## Instructional Leadership

- School Improvement Plan 2012–13 in collaboration with IDOE, with improvement focus areas of 7<sup>th</sup> and 8<sup>th</sup> grade Math and Eng/Lang Arts
- Meetings with PATH, Parent Team, Senior Planning Committee
- Use of software program for student-based academic interventions, with focus on Middle School ISTEP and High School ECA requirements (Study Island)
- 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)
- Direct involvement and supervision of PUC dual credit Science course
- **Direct supervision of staff development organization and implementation, including off-site PD selections for staff**
- **Indiana Department of Education reporting requirements for Focus/Priority Schools timeline**
  - Analyze school data (NWEA, ISTEP, ECA)
  - Identify Primary Areas for Improvement (minimum 3)
    - ▮ Math and ELA, middle school grades
    - ▮ Algebra ECA, grade 10
  - 2/14: Student Achievement Plan
  - 3/14: Public Hearing (Board meeting) regarding SAP
  - 4/14: Submit public hearing notice to IDOE
  - 4/14: Ensure Strong Leadership notification to IDOE

### 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), Jewish Federation of Northwest Indiana (adult tutor volunteers for students with learning needs); 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, **PacMoore (manufacturing job readiness), JUMP mentor program (The Caring Corner), After School Dance program (Hammond Arts Center)**

### 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
- **College admissions rate: 70% of anticipated graduates**
- **Anticipated graduation rate >90% Class of 2014**
- **Over \$500,000 in scholarships for 2014 Seniors, not including College Bound and 21<sup>st</sup> Century Scholars programs**
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### 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

### 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: 551 January 2014, 548 December 2013

### **Discussion Notes**

- Dr. Egan met with the Indiana Network of Independent Schools, a partner with the BSU Office of Charter schools. Ball State has proposed that we work with them on our data reports. They would take our information straight from Power School and let us know what we should use in our presentation to Ball State. This would be part of our 5 year renewal process with Ball State. We would not have access to their software. Since no paperwork for the agreement was presented to board members, Mr. Dabertin requested this be tabled for the next meeting.
- School Board member terms that are expiring at the end of this year (December 31, 2013) are: Tom Dabertin, Sheldon Cutler, Jerry Gomez and Rick Calinski.
  - Jerry Gomez's term was extended to 6/30/14 to stay in line with the current parent terms and make all future parent terms coincide with the school calendar year.
  - Tom Dabertin has agreed to stay on per the Mayor's request.
  - Rick Calinski addressed the Board and has decided to step down as a member. He has requested however, to be able to attend graduation and sit with the Board. Board President Kris Sakaleris agreed to his request.
  - Sheldon Cutler, in an earlier conversation with Kris Sakaleris, expressed that he would like to remain a Board Member.

### **Board Financial Inquires**

- In reply to board inquiries for more thorough financial reports, Dr. Egan pointed out the following have been included in this months documents: grant reimbursement sheets, full balance sheets, asset liability statement, detailed expense report, detailed report comparing last year's expenses to this year's and a specific description of all voucher registers.

### **Public Comment**

- Mrs. Kitten Gray, parent to Attia Gray, spoke out again about the Planned Parenthood visit the students had in November. She requested the Board consider not inviting this organization to present to students in the future.

**Meeting Adjourned at 4:33 p.m.**