

HAMMOND URBAN ACADEMY, INC.
School Board Meeting Minutes Noted

January 22, 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)

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)
Jerry Gomez (Board Member)
Kris Kantar (Board Member)
Tom Dabertin (Board Member)
Rick Calinski (Board Member)
Kevin Smith (Attorney)

Board meeting was called to order at 4:04 p.m by Board president Kris Sakelaris.

Motions Approved by School Board

- *Motion to approve December 19, 2013 meeting minutes-* Dave Ryan motioned; seconded by Owana Miller. All in favor motion approved 7-0.
- *Motion to approve finance report-* Sheldon Cutler motioned; seconded by Janet Venecz. All in favor motion approved 7-0.
- *Motion to approve data support agreement, Indiana Network of Independent Schools-* Dave Ryan motioned; seconded by Sheldon Cutler. All in favor motion approved 7-0.
- *Motion to adjourn meeting-* Mark McLaughlin motioned; seconded by Heather Cook. All in favor motion approved 7-0.

New Correspondence

- Lakeshore Chamber of Commerce sent a congratulatory letter announcing their choice of Carrie Hutton as Teacher of the Year. She will be honored at a dinner on February 15th.

School Leader Report

**School Leader Report
HAST Board Meeting
2/19/14**

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

- 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)
- **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 (submitted)**
 - **3/14: Public Hearing (Board meeting) regarding SAP**
 - **4/14: Submit public hearing notice to IDOE**
 - **4/14: Ensure Strong Leadership notification to IDOE**
- **Improved development of teacher websites through TechTeam redeployment of MyBigCampus (for student and parent use)**

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), Ivy Tech/American Honors meeting held at HAST 2/12/14, Parent Survey conducted 1/23-2/7/14 in collaboration with Parent Team member and PUC Professor Dr. Rita Brusca-Vega, Boys and Girls Club of Hammond, YMCA (sports facility usage)**

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: 75% of anticipated graduates**
- **Anticipated graduation rate >90% Class of 2014**
- **Over \$825,000 in scholarships for 2014 Seniors, not including College Bound and 21st Century Scholars programs**
- **Student-led conference meetings between parents and teachers of students at-risk**
-

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
- Liberty Mutual insurance gym floor review**
Gym floor replacement bid and vendor solications
Contract review with office suppliers
Utilities usage reduction plan

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

Discipline Snapshot

56 After school detentions

19 Friday detentions

22 Saturday detentions

4 In-School Suspensions

5 Out-of-School Suspensions

Primary offenses: AUP violations, missing assignments, and bookbag infractions

Enrollment: 546 February 17, 2014; 551 January 2014

HAST Board Meeting

Discussion Notes

- Kris Sakaleris reported HAST is 1 of 30 schools that has a pending appeal for the past year's letter grade. The appeal is based on the fact that we currently do not have a graduating class, are a combination middle school/high school and the State currently has no way of charting this information. Mrs. Sakaleris sees this as a positive that the State is still investigating our situation and our letter grade. The DOE is taking the appeal very seriously and should have a decision before the end of the school year.
- Dr. Egan predicts that for this current school year, we should expect a letter grade of a C at minimum. He is basing this on a number of criteria: last year's DOE framework for evaluating schools, the new goals created in our School Improvement Plan, this year's statistics (including academics of both our middle school & high school), an expected high graduation rate and very high percentage of students enrolled in dual credit classes. However, he did mention caution because the DOE keeps changing the targets of what our school needs to achieve.
- Regarding tuition adjustment based on enrollment, the board acknowledged receipt of the DOE's email but that the numbers we are seeing every month is not in line with the number Ball State has in their matrix. Dr. Egan recommended we go with the recommended amount for now. If there are any further questions, we will handle those as they come.
- Dr. Egan has met with several vendors to replace the gym floor. He has received their quotes, product samples and is waiting on the insurance company to approve an amount before a vendor can be chosen and the work can be scheduled. The work cannot wait until summer and will start as soon as the insurance company has issued payment. The floor was flooded by a

small burst in a pipe in the wall. This was not caused by the cold. It was simply a fluke that could not be foreseen. The good news is because we just had the floor redone this past summer, our depreciation is very little.

- A parent survey was generated by Dr. Rita Vega and generated to all HAST parents. Heather Cook took the survey and reported it was very easy.

Board Financial Inquires

- Mahdee Iqbal reported the bond payment was made on January 15th. This left us with a balance of \$116,438.34. We're facing a liquidity problem because the next money that will come in from the State won't be until February 15th. We have 2 payrolls until then. The real problem is the bond payment coming in July which we currently don't have the funds for.
- Mark McLaughlin reported the city would advance the July bond payment to the school in the next couple of weeks. The school should use this money to cover cash flow and run business as usual.
- The Finance committee will be meeting on Tuesday to make sure the money from the city has been sent.
- Dr. Egan said he has been in contact with all vendors to try and reduce costs wherever possible.

New Business

.

Public Comment

- Kevin Botma from Faith Church spoke on how delighted his congregation is to be moving their services to HAST. They are sympathetic to our situation with the gym floor needing to be replaced and will patiently wait for that to be completed.

Meeting Adjourned at 4:38 p.m.