

HAMMOND URBAN ACADEMY, INC.
School Board Meeting Minutes Noted
September 19, 2013

In attendance were:

Board Members:

Kris Sakelaris (Board President)
Mark McLaughlin (Board Member)
Dave Ryan (Board Member)
Sheldon Cutler (Board Member)
Owana Miller (Board Member)
Jerry Gomez (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)
Kevin Smith (Attorney)
Leslie Otero (Executive Assistant)
Mira Projovic (Staff Member)
Bill Hutton
Pete Papamikolado

Not in attendance: Rick Calinski (Board Member), Howard Cohen (Board Member)
and Tom Dabertin (Board Member)

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

Motions Approved by School Board:

1. *Motion to approve August 19, 2013 meeting minutes*– Sheldon Cutler motioned; seconded by Dave Ryan. All in favor motion approved 7-0
2. *Motion to approve staff contract*-
 - Kelsey Peterson, 9th grade English Language Arts- Dave Ryan motioned; seconded by Mark McLaughlin. All in favor motion approved 7-0
3. *Motion to approve Finance Report* - Mark McLaughlin motioned; seconded by Owana Miller. All in favor motion approved 7-0
4. *Motion to approve Mahdee Iqbal as Treasurer and LaTysha Sanders as Deputy Treasurer*- Mark McLaughlin motioned; seconded by Dave Ryan (Owana Miller abstained from vote). All in favor motion approved 7-0
5. *Motion to approve extension of current contract by 1 year for Dr. Egan with a salary review at the end of current school year.* Jerry Gomez motioned; seconded by Dave Ryan. All in favor motion approved 7-0

No new correspondence

School Leader Report
HAST Board Meeting
10/17/13

Human Capital Management

- Key staff duties: James Borom (discipline and state compliance reports for DOE), Curriculum Director: VACANT (curriculum development, teacher training, staff development, observation), 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

Instructional Leadership

- School Improvement Plan in collaboration with IDOE, with improvement focus areas of 7th and 8th grade Math and English/Language Arts
- 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, IXL)
- 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.
- Direct involvement and supervision of PUC dual credit Science courses
- ***Teacher Professional Goals meetings with all instructional staff, 37 meetings to date, each approximately an hour in length***
- ***Direct supervision of staff development organization and implementation, including off-site PD selections for staff***
- ***Title 1 program services coordination***
- ***Pilot program for Literacy training for HAST staff through Northwest Indiana Education Service Center***

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, 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, 6th grade arts and healthy choices 9-week program (South Shore Arts, IUN), ***Bizarre Bazaar HAST 5k run, Walgreens Flu Clinic***

- ***Supervision meetings with all non-instructional staff to establish performance goals and criteria for 2013-14 year***
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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
- HAST 2012-13 ISTEP scores: 5% increase in the combined Math/English Language Arts pass scores for students grades 6-8
- PSAT at HAST on October 16, 2013 (10th and 11th grade students)
- ***College visits at HAST (September/October)***
- ***Participation in IEP meetings for students with special needs***
- ***National Honor Society inaugural induction ceremony, 10/17, 7 p.m.***

Organizational, Operational, and Resource Management

- Conservative ongoing fiscal management
- Multi-year strategic plan addressing 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: 569 presently enrolled; 558 students, September 2013

Discussion Notes:

- Ms. Projovic will be attending board meetings to shadow Mrs. Otero. Ms. Projovic coordinates and is the mentor leader for seniors at the hospital.
- Guidance department has made appointments with several colleges for HAST student visits.
- 1st scholarship announcement. Student has been offered a scholar of \$20,000.
- Current finance budget reflects year to year, month to month and percentage based on Sheldon Cutler's recommendation.
- School Board would like to welcome Mrs. Heather Cook as new parent board member.
- Board member Sheldon Cutler would like to inform board of current balances. The building fund has a current balance of \$31,943.24, bond account has a balance of \$173.99. Also, funds have been transferred to the Dryfus account.
- Faith Church Leadership is still proposing a \$4,500 a month for the rental of the gym. Board recommends a detail proposal. *(Please see attachment)*

Board Financial Inquires

- Several Professional services for a total of \$3,199.59 were for staff development seminar reimbursements.
- Mr. Brent Fox is a contract staff person that assists with PowerSchool issues, therefore received a payment of \$735.00
- Mimi Ivancevic received payment of \$200 for team coaching
- Supply fee for \$14,898.03 is quite high. Sheldon Cutler would like to know if there's a requisition form available, in order to review what supplies are being purchased.
- Sweetwater Education for \$1,619 is for musical instruments
- IAT Interactive for \$3,829 is a software program that has been misclassified as a supply fee. Mr. Iqbal will correct it.
- Think Tank for \$3,973 is the IT consultant company for Project Lead the Way

New Business:

- Traffic patterns-
Has become a security and safety issue. Several students exit through the back doors where parents are waiting impatiently. School Board is recommending that staff direct traffic in front and back. Parents need to be informed that the parking lot north of Rimbach is another option for student pickup.

Public comment

Ms. LaTysha Sanders:

Ms. Sanders is currently an employee at Hammond Academy and would like to address the board regarding a very serious incident. On the second day of school Ms. Sanders was directing traffic. Students witnessed the incident and yelled to Ms. Sanders "watch it!", because a truck proceeded behind Ms. Sanders very closely and almost hit her. As Ms. Sanders turned to see the driver of the vehicle it was Mrs. Kitten Yolanda Gray. Mrs. Gray responded with an attitude. Ms. Sanders spoke with Dr. Egan and decided to file a police report. Ms. Sanders would like to recommend an off duty police officer at HAST. Ms. Sanders does not take the incident lightly and feels very threatened and is afraid to come to work. Mrs. Gray has personally attacked her in the past in different ways. This is very serious and needs to be addressed because she has a 4 year old that depends on her. Ms. Sanders is requesting that the school board assist with the traffic struggles at Hammond Academy. Police report has been forwarded to the school board.

Motion to Adjourn 4:54 p.m.

Janet Venecz motioned; seconded by Jerry Gomez all in favor motion carried 7-0

HAMMOND URBAN ACADEMY, INC.
School Board Executive Session
September 19, 2013

In attendance were:

Board Members:

Kris Sakelaris (Board Member)

Mark McLaughlin (Board Member)

Dave Ryan (Board Member)

Sheldon Cutler (Board Member)

Heather Cook (Board Member)

Howard Cohen (Board Member)

Jerry Gomez (Board Member)

Janet Venecz (Board Member)

Not in attendance: Tom Dabertin, Rick Calinski and Owana Miller

Executive board meeting was called to order at 3:00p.m. by Board President Kris Sakelaris.

Subject matter to be considered was litigation that is currently pending and discussion of evaluations and contracts of certain employees. Board President Kris Sakelaris certifies those subjects were discussed at executive session.