

HAMMOND URBAN ACADEMY, INC.
School Board Meeting Minutes Noted
May 16, 2013

In attendance were:

Board Members:

Kris Sakelaris (Board President)
Mark McLaughlin (Board Member)
Sheldon Cutler (Board Member)
Dave Ryan (Board Member)
Owana Miller (Board Member)
Dana McCue (Board Member)
Jerry Gomez (Board member)
Tom Dabertin (Board Member)
Janet Venecz (Board Member)

School Representatives

Dr. Sean Egan (School Leader)
Debbie Snedden (Curriculum Director)
Matt Tomczak (Business Manger)
Kevin Smith (Attorney)
Bill Hutton (Architect)
Leslie Otero (Executive Assistant)

Not in attendance: Owana Miller and Rick Calinski

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

Motions Approved:

1. *Motion to approve amended March 2013 meeting minutes*– Sheldon Cutler motioned; seconded by Mark McLaughlin 7-0
2. *Motion to approve April 18, meeting minutes*- Dave Ryan motioned; seconded by Jerry Gomez. All in favor motion approved 7-0
3. *Motion to appoint Chancellor Howard Cohen as board representative*- Dave Ryan motioned; seconded by Mark McLaughlin. All in favor motion approved 7-0
4. *Motion to table Audit Report and Estimates until further review by school board and HAST administration* – Tom Dabertin motioned; seconded by Jerry Gomez. All in favor motion approved 7-0
5. *Motion to approve Finance Report* – Tom Dabertin motioned; seconded by Sheldon Cutler. All in favor motion approved 7-0

No new correspondence

School Leader Report

Human Capital Management

- Key staff duties: James Borom (discipline and state compliance reports for DOE), Deb Snedden (curriculum development, teacher training, staff development, observation), Matt Tomczak (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)
- Weekly/daily team planning meetings for grade level teams
- **Staffing:**
 - **Three candidates for HS English/Language Arts**
 - **Chemistry and Physics 2013-14, Melissa Higgason from PUC will instruct Chemistry, Randi Genung from HAST will instruct Physics, with supervision from Dan Suzon from PUC**
 - **Seeking candidates for HS Math (10th grade); shifting current 10th grade to 11th and current 11th grade to 12th grade math**
 - **Seeking Spanish instructor**
 - **Seeking qualified IT/PowerSchool manager**

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)
- Renewed appeal to DOE under new Superintendent of Public Instruction Glenda Ritz; awaiting response from DOE
- 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.
- Administrative team concentrated and concerted improvement of data reporting processes from classroom, to front office, to DOE
- **Project Lead the Way site certification visit, May 14, 2013. Delegation consists of DOE STEM program director and Indiana director of PLTW**
- **Indiana DOE School Improvement Plan second progress monitoring visit to HAST, May 29, 2013. SIP focus: 7th and 8th grade ELA and Math.**

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), BP (dome greenhouse/classroom project), Geminus (parent education program), 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
- Project Lead the Way advisory committee meetings at HAST; pending internship and partnership with PUC CIVS
- *Continued planning work for Sister City exchange to Shahe, China, between local specialty school of Math and Science and HAST; parent, student, and staff information session held on April 11 at HAST. Still seeking participants. Sil Foundation has assured \$1000 assistance/participant to help defray the \$4000/person expenses. **Current total enrollment for trip: 10 participants (4 adults, 6 students)***

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
- Comer Process professional development plan 2012-13
- iPad use supervision and mandatory grades-based restrictions for iPad usage (school and at home)
- National Honor Society high school candidates: 10th grade, 18 candidates, 11th grade, 15 candidates
- *Meeting with TRIO/Educational Talent Search recruiters from PUC to increase HAST student participation*

Organizational, Operational, and Resource Management

- Conservative ongoing fiscal management
- Multi-year strategic plan addressing financial, curriculum, staffing, and facility needs
 - Senior year curriculum and classroom locations
 - Senior year off-site internship considerations
 - Bond refinancing (2015)
 - On-line course expansion
 - Full- and part-time staffing needs analysis
 - Begin January 2013, projected completion May 2013
 - 25 staff volunteer members volunteer
 - **Timeline for completion extended to Fall 2013**
 - **Presentation to Board**
 - **Amend/Approval process**
 - **Upcoming meetings: 5/17/13, 1-3 p.m.**
 - **Board recommendations/suggestions?**

Guidance Counselor update

- Tentative master schedule completed for 2013-14, including senior year internships, expanded dual credit courses with PUC, 12th grade classes using second floor academic spaces, maximizing space utilization on the second floor

State Reporting update

Real Time Report - RT 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.

Suspension/Expulsion – EX Report: The purpose of this data is to gather student suspensions as a form of disciplinary action. (Continuous Update)

Curriculum Update

- Summer school signups begin May 13-June 3
- Middle School Literacy Program - July 8- August 1
- Departments are working on Alignments and completing HAST content curriculum maps
- Dual Credit partnership with IUN approved for Calculus
 - **PUC:** Speech, Psychology, Government, Advanced Composition, Advanced Literature, Physics, Chemistry
 - **IUN:** Calculus
 - **Ivy Tech:** All Project Lead the Way Courses (IED, CEA, POE, DE, Capstone)
- Dual Credit parent meeting May 14.

Assessment Schedule

ECA English/Language Arts	4/23-4/25	Completed
ECA Algebra	4/30-5/2	Completed
ECA Biology	5/7-5/9	Completed
ISTEP/IMAST, grades 6-8	4/30-5/2	Completed, altered schedule
NWEA Spring 2013		
8 th grade	week of 5/6	Completed
7 th grade	week of 5/13	Completed
6 th grade	week of 5/20	

Enrollment: 457 currently, 457 students (April 2013)

Discussion Notes:

- School Board stated school leader report was excellent
- School Board met for Executive Session 5/16/13. The subject matter considered were matters for the discussion of strategy with respect to the a) initiation of litigation or litigation that is pending b) purchase of lease of real property by the governing body.
- School Board Representative Kim Poland has resigned from her position. All current board members are supportive of Ms. Poland's decision and appreciate her support and dedication. School board has decided to replace Ms. Poland with Chancellor Howard Cohen
- Board member Sheldon Cutler is requesting accounting firm to provide audit financials for 2011-2012 in order to review the variance year to year percentage.
- Accounting representative Jill Jones presented the requirements of filing a 990. *(In explanation the 990 is a financial filing with the Internal Revenue Service that provides detail information to the public on the organization's finances and activities)* Ms. Jones furthered discussed how Hammond Academy has no significant errors listed for the fiscal year and if there were any errors detected the school board would be properly informed as required by the hired accountant. After further discussion and review of the financial explanation a significant fund discrepancy was disclosed. Also, documents have not been properly reviewed between all parties. Therefore, in conclusion, Dr. Egan, school board and Ms. Jill Jones have agreed to table audit report in order to further discuss financial reporting in detail.
- Property tax exception was approved, as of May 8, 2013

Board Inquires

None at this time

Board Financial Inquires

- Advantage signs payment of \$3,125 is for school T-shirts and Sweatshirts
- Lightspeed Systems payment of \$6,800 is for school internet filter
- Legend Group payment of \$925.00 is for 403b contributions
- Chemtreat payment of \$1,307.34 is for chemicals to treat air conditioning system

New Business

- School strategic plan agendas are to be prepared for next school year
- Board retreat is scheduled for the Fall at Hammond Academy with lunch provided.
- Board member Jerry Gomez has been assigned to Chair Personnel Committee due to Kim Poland's resignation
- Parents are to submit a resume and letter of interest for potential school board addition by 5/31/13
- Personnel committee will be preparing and distributing Dr. Egan's evaluation for staff and school board by Fall season
- Proposed school year calendar most likely will follow School City of Hammond, however to be discussed at next board meeting

Public comment

Mrs. Kitten Gray would like to state the following concerns:

1. At this point not sure if Ball State has concluded their investigation regarding the incident with Attia Gray and very well aware that Ball State only investigates if HAST is being compliant with all the rules, classrooms, etc....
2. Because Ball State does not reprimand staff. Mrs. Gray is requesting some kind of discipline and would appreciate an apology to Attia Gray by teacher or school
3. Mrs. Gray is inquiring as to why dog sperm was presented to students in a cup and what was the purpose.
4. Mrs. Gray has stated there's so many positive aspects here at the school and is the best Hammond has to offer
5. The school is still in the learning stages with staff that is inexperienced and have not learned their job descriptions. However, Mrs. Gray does see growth in the school and especially in Dr. Egan as a school leader.

Current 11th grader Tyshaun Jordan would like to state the following:

1. I would like to thank the school for making me a better person.
2. Mr. Jordan does not agree with the current grade HAST received
3. As a current student at HAST our school deserves better then an F

Motion to Adjourn 5:35 p.m.

Tom Dabertin motioned; seconded by Shelton Cutler all in favor motion carried 7-0

HAMMOND URBAN ACADEMY, INC.
School Board Meeting Minutes Noted
June 3, 2013

In attendance were:

Board Members:

Kris Sakelaris (Board President)

Mark McLaughlin (Board Member)

Dave Ryan (Board Member)

Owana Miller (Board Member)

Dana McCue (Board Member)

Jerry Gomez (Board member)

Janet Venecz (Board Member)

School Representatives

Dr. Sean Egan (School Leader)

Leslie Otero (Executive Assistant)

Not in attendance: Tom Dabertin and Rick Calinski

Motion to release retainage funds to Hasse Construction Jerry Gomez motioned;
seconded by Dave Ryan 6-0