

**HAMMOND URBAN ACADEMY, INC.**  
**School Board Meeting Minutes Noted**  
**June 20, 2013**

In attendance were:

***Board Members:***

Kris Sakelaris (Board President)  
Mark McLaughlin (Board Member)  
Dave Ryan (Board Member)  
Owana Miller (Board Member)  
Rick Calinski (Board Member)  
Howard Cohen (Board Member)  
Jerry Gomez (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: Sheldon Cutler, Tom Dabertin and Dana McCue

Board meeting was called to order at 4:12p.m by Board President Kris Sakelaris

**Motions Approved by School Board:**

1. *Motion to approve May 16, 2013 meeting minutes*– Dave Ryan motioned; seconded by Owana Miller. All in favor motion approved 7-0
2. *Motion to approve June 3 2013, meeting minutes* - Janet Venecz motioned; seconded by Jerry Gomez. All in favor motion approved 7-0
3. *Motion to approve new staff contracts for the 2013-2014 school year*- Dave Ryan motioned; seconded by Mark McLaughlin. All in favor motion approved 7-0
4. *Motion to approve Dr. Egan's contract for one year* - Dave Ryan motioned; seconded by Mark McLaughlin. All in favor motion approved 7-0
5. *Motion to approve HAST 2013-2014 school calendar* – Jerry Gomez motioned; seconded by Howard Cohen. All in favor motion approved 7-0
6. *Motion to approve annual school budget* – Dave Ryan motioned; seconded by Mark McLaughlin - All in favor motion approved 7-0
7. *Motion to approve school fees* – Owana Miller motioned; seconded by Howard Cohen – All in favor motion approved 7-0
8. *Motion to approve the Resolution of Board of Directors of the Hammond Urban Academy establishing membership of position criteria* – Jerry Gomez motioned; seconded by Mark McLaughlin – All in favor motion approved 7-0
9. *Motion to approve finance report* – Dave Ryan motioned; seconded by Jerry Gomez – All in favor motion approved 7-0

10. *Motion to pay invoice of \$1,562 to Mr. Mark Stern for floor adjustments –*  
Moted by Mark McLaughlin; seconded by Dave Ryan – 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:***
  - ***Contract renewals***
    - ⌈ **Rob Ackerman, Art, 1 year**
    - ⌈ **James Borom, 3 year**
    - ⌈ **Michael Curletti, 1 year**
    - ⌈ **Traci Davis, 1 year**
    - ⌈ **Kristine Feitshans, 2 year**
    - ⌈ **Brit Francis, 1 year**
    - ⌈ **Randi Genung, 1 year**
    - ⌈ **Christina Gierke, 2 year**
    - ⌈ **Anna Hansel, 1 year**
    - ⌈ **Stephen Kamin, 1year**
    - ⌈ **Deborah Kelley, 1 year**
    - ⌈ **Stephen Kubik, 1 year**
    - ⌈ **Shalane Latiker, 2 year**
    - ⌈ **Ryan Maggid, 2 year**
    - ⌈ **Jennifer O'Brien, 1 year**
    - ⌈ **Neerja Prasad, 1 year**
    - ⌈ **Laura Royster, 1 year**
    - ⌈ **Sarah Scannell, 3 year**
    - ⌈ **Cody Tatro, 2 year**
    - ⌈ **Deborah Snedden, 3 year**
    - ⌈ **Sarah Stef, 1 year**
    - ⌈ **Matt Tomczak, 3 year**
    - ⌈ **Angeliki Vassiliou, 1 year**
  - ***New contract recommendations***
    - ⌈ **Clark Sterley, English 12**
    - ⌈ **Cindy Torres, Spanish**
    - ⌈ **Luis Aguilera, Spanish**
    - ⌈ **Matthew Potter, Math 10**
    - ⌈ **Samantha Kubik, Science 6**

### Instructional Leadership

- School Improvement Plan in collaboration with IDOE, with improvement focus areas of 7<sup>th</sup> and 8<sup>th</sup> 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)
- 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.
- ***Project Lead the Way site certification***
- ***Summer School Program, over 100 students enrolled***
  - ***Middle School Literacy tutoring program (with PUC)***
  - ***Health/PE***
  - ***Personal Finance***
  - ***ECA Boot Camp***
  - ***Credit Recovery***

### 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), 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
- ***HAST delegation going to China, July 2013***

### 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: 10<sup>th</sup> grade, 18 candidates, 11<sup>th</sup> grade, 15 candidates
- ***Honor Roll for 4<sup>th</sup> quarter and academic year (get numbers from LaTysha)***

### 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)
  - 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?**
- **Gym Floor repair, start date 6/17/13**
- **Fee collections**

### 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)

Report for high ability students (Gifted/Talented)

Upcoming reports:

Attendance  
Certified Positions  
Course Completions  
Special Education Evaluation and Transition

### Curriculum Update

- **Completion of grade and content level alignment and curriculum maps**
- **Dual Credit courses 2013-14**
  - **PUC: Speech, Psychology, Government, Advanced Composition, Advanced Literature, Physics, Chemistry**
  - **IUN: Calculus**
  - **Ivy Tech: All Project Lead the Way Courses (IED, CEA, POE, Capstone)**

Enrollment: 457 currently, 457 students (April 2013)

***Discussion Notes:***

- Hammond Academy annual tuition carry over policies should be added to the student handbook. Board will review and discuss at the next board meeting in order to reasonably accommodate families and school.
- 2013-2014 HAST school calendar has been reviewed and will be following School City of Hammond
- Board member Rick Calinski is requesting Mr. Tomczak to provide school board an actual to past financial budget report for comparison
- For clarification purposes current school year budget has included bond payment
- School personnel committee is discussing what location would be best for HAST first class of 2014. Several locations are being considered. However, preferred location by HAST staff is Purdue Alumni Hall with a capacity of 400 people.
- Next school board meeting is scheduled for July 25, 2013 at 4:00pm.

***Public comment***

Mr. Mike Richardson discussed the following:

As a primary distributor in the business of solar power equipment. Mr. Richardson would like to provide Hammond local schools with power solar equipment in order to save money and energy. Mr. Richardson has provided School Board and HAST staff with a binder for a more detail review of his business proposal.

***Motion to Adjourn 5:07 p.m.***

Janet Venecz motioned; seconded by Mark McLaughlin all in favor motion carried 7-0

**HAMMOND URBAN ACADEMY, INC.**  
**School Board Executive Session**  
**June 20, 2013**

In attendance were:

***Board Members:***

Kris Sakelaris (Board President)

Mark McLaughlin (Board Member)

Dave Ryan (Board Member)

Owana Miller (Board Member)

Howard Cohen (Board Member)

Jerry Gomez (Board member)

Janet Venecz (Board Member)

Not in attendance: Tom Dabertin

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

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