

HAMMOND URBAN ACADEMY, INC.
School Board Meeting Minutes Noted

July 24, 2014

In Attendance:

Board Members:

Kris Sakelaris (Board President)
Mark McLaughlin (Board Member)
Dave Ryan (Board Member)
Heather Cook (Board Member)
Jerry Gomez (Board Member)
Janet Venecz (Board Member)
Anne Herbert (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:

Owana Miller (Board Member)
Sheldon Cutler (Board Member)
Howard Cohen (Board Member)
Robert Lendi (Board Member)
Kris Kantar (City of Hammond, Legal Counsel)
Kevin Smith (Attorney)

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

Motions Approved by School Board

- *Motion to approve June 19th, 2014 meeting minutes-* Janet Venecz motioned; seconded by Heather Cook. All in favor motion approved 7-0.
- *Motion to approve finance report-* Dave Ryan motioned; seconded by Jerry Gomez. All in favor motion approved 7-0.
- *Motion to approve Mrs. Ledford's use of the books "Peak" and "Crispin" in her 6th grade curriculum-* Dave Ryan motioned; seconded by Janet Venecz. All in favor motion approved 7-0.
- *Motion to approve the new dress code-* Heather Cook motioned; seconded by Dave Ryan. All in favor motion approved 7-0.
- *Motion to wait on adjusting student grades until further review from the Indiana DOE -* Heather Cook motioned; seconded by Dave Ryan. All in favor motion approved 7-0.

- *Motion to approve payments of \$20,100 to Hutton Architects, \$20,000 to Babilla Roofing and \$35,000 to Gariup Construction-* Dave Ryan motioned; seconded by Heather Cook. All in favor motion approved 7-0.

New Correspondence

- Correspondence received from Ball State concerning number of Board Members. Letter will be placed on file.

School Leader Report

School Leader Report

HAST Board Meeting

8/21/14

Human Capital Management

- Key staff duties: Jeff Wood(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), Asuncion Casillas (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

- 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**
- **Dual Credit and master schedule planning for 2014–15**
- **IMAST; ISTEP; Spring ECAs, PLTW ECAs testing schedules in place for the school year**
- **Organization of course selections and master schedule design to meet student requests and needs**
- **Training for Plato learning software for additional online course selections for students (credit recovery, advancement, extra credit, core learning needs)**
- **Planning and preparation with grade level team leaders BSU charter reauthorization visit**
- **5-day Teacher Boot Camp; software, tech use, diversity, grant writing, inquiry teaching methods for year 1 and year 2 teachers, background checks, contract**

preparation, staff benefits/HR, student discipline, grade level planning, content area meetings

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, JUMP mentor program (The Caring Corner), After School Dance program (Hammond Arts Center)
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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
- **High School Graduation planning, date TBD, location: HAST**
- **First day of school: uniforms and supplies**

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
- **Faith Church donation to uniform charity fund (\$250)**
- **Student fees notification and collections process**
- **Student transfers and withdrawals**
- **Staffing vacancies all filled prior to start of school: Kristina Rubiano (12th Math), Allison Buell (11th ELA), Angela Hehn (11th Math), Dr Lee Rademacher (9th GS), Adam Erler (9th Math), Steve Grimm (8th Science), Asuncion Casillas (7th GS/AD), Ingrid Schimnoski (Music)**
- **2013 Audit update**
- **Per pupil enrollment allocation increase, \$5700 to \$6103**

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: 548 August 18, 2014; 535, May 12, 2014

HAST Board Meeting

Discussion Notes

- Jerry Gomez asked for an update on the topic of grade adjustments for students affected by the change in letter grade structure. Dr. Egan shared emails he has received from Linda Randolph, our Indiana DOE liaison, Annette Johnson, Meredith Boven and Cathy Danyluk, all directly from the DOE. Cathy Danyluk is with the department of Student Services and she will determine who will handle this issue. In the meantime, Cathy wrote that grading and grading scale adjustments are handled locally; however she cautioned about changing grades, especially for graduated students since this can have adverse affects on honors diplomas and graduation rates. The last correspondence was received on July 3rd. The board moved to hold off on adjusting student grades until the matter has been further investigated by the Indiana DOE.

Board Financial Inquires

- Mahdee Iqbal briefly went over the school year ending budget and reported we came in 4% under budget.
- Dr. Egan reported he and Mahdee will be meeting with the insurance representative next week. Dr. Egan was informed by the representative that our renewal rates should be lower than expected (only a 2% increase). This is very good news for the upcoming budget.

New Business

- Linda Montejano asked the board to consider allowing her 3 students to enroll at HAST for the upcoming school year despite having an outstanding financial balance. Ms. Montejano was hoping the children's father would pay the balance but so far, he has not. She has made several small payments and is working to settle the rest.
- Linda Camacho spoke in support of her friend Linda Montejano.
- Elizabeth Montejano spoke in support of her sister Linda Montejano.
- Pedro Cabello spoke in support of his sister Linda Montejano.

- Joy Cook spoke on the importance of finding and keeping good teachers and coaches. She is a volleyball player and is unhappy that there is currently no coach for the team. She also addressed the stricter dress code changes. She believes there will be push back from the students who have a difficult time finding clothing that fits and they are comfortable with.
- Natalia Montejano spoke in support of remaining at HAST while her mother works out the past due financial balance. She will be a senior this year, has made great strides at HAST and would like to graduate from here.

Meeting Adjourned at 5:21 p.m.