

HAMMOND URBAN ACADEMY, INC.
School Board Meeting Minutes Noted

April 9, 2014

In Attendance:

Board Members:

Kris Sakelaris (Board President)
Mark McLaughlin (Board Member)
Owana Miller (Board Member)
Heather Cook (Board Member)
Jerry Gomez (Board Member)
Janet Venecz (Board Member)
Robert Lendi (Board Member)
Kevin Smith (Attorney)

School Representatives

Dr. Sean Egan (School Leader)
Mahdee Iqbal (Business Manager)
LaTysha Sanders (Vice Business Manager)
Mira Projovic (Staff Member)

Not in Attendance:

Sheldon Cutler (Board Member)
Dave Ryan (Board Member)
Howard Cohen (Board Member)
Tom Dabertin (Board Member)
Kris Kantar (Board Member)
Rick Calinski (Board Member)

Board meeting was called to order at 4:00 p.m by Board president Kris Sakelaris.

Motions Approved by School Board

- *Motion to approve March 19th, 2014 meeting minutes-* Mark McLaughlin motioned; seconded by Heather Cook. All in favor motion approved 8-0.
- *Motion to forward March 19th minutes to Ball State-* Heather Cook motioned; seconded by Janet Venecz. All in favor motion approved 8-0.
- *Motion to approve finance report-* Owana Miller motioned; seconded by Heather Cook. All in favor motion approved 8-0.
- *Motion to approve proposed calendar for the upcoming 2014-15 school year—* Jerry Gomez motioned; seconded by Owana Miller. All in favor motion approved 8-0.

- *Motion to approve adding information about unpaid fees on registration forms for 2014-15 school year-* Mark McLaughlin motioned; seconded by Owana Miller. All in favor motion approved 8-0.
- *Motion to adjourn meeting-* Heather Cook motioned; seconded by Janet Venecz. All in favor motion approved 8-0.

New Correspondence

- Correspondence received from Ball State. Motion carried to forward approved March 19th minutes to Ball State as response to this correspondence.

School Leader Report

School Leader Report

HAST Board Meeting

5/15/14

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

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 (done)
 - 3/14: Public Hearing (Board meeting) regarding SAP (done)
 - 4/14: Submit public hearing notice to IDOE
 - 4/14: Ensure Strong Leadership notification to IDOE (done)
- Dual Credit and master schedule planning for 2014-15
- Classroom observations of all instructors grades 6-12

- **Completion of IMAST; ISTEP; Spring ECAs, PLTW ECAs (will be in progress)**
- **Testing processes done in concert with IT Director for maximum use of available technology; NO technology obstacles noted in testing process**
- **Order of diplomas and certificates of attendance**
- **Organization of course selections and master schedule design to meet student requests and needs**
- **Selection of 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 for DOE Monitoring visit #2, 6/3/14**
- **IMAP document completion for 2nd year teachers on Indiana Initial Practitioner license**

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
- **PCollege admissions rate: 92% of anticipated graduates (2 and 4 year institutions)**
- **Anticipated graduation rate >90% Class of 2014 (93%)**
- **>\$1,000,000 in scholarships for 2014 Seniors, not including College Bound and 21st Century Scholars programs**
- **National Honor Society completion of service project in conjunction with UNI and Alexius Barber**
- **National Honor Society candidates selection process for 2014-15 already under way**
- **Internship selection process (application, interview, letters of recommendation) for 2014-15 year; expanded options for student placement**
- **Capstone Project presentation at CIVS for HAST PLTW Senior year students, 4/29/14**
- **Senior Sunset Dinner, Friday, 5/2/14**
- **Senior Prom, Saturday, 5/10/14 at Lost Marsh Golf Course**

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 weekend use scheduled to begin June 2014**
 - chairs have arrived
 - acoustic equipment and materials, window coverings on order
- **Student fees notification and collections process**
- **End-of-year technology collection process with IT and Main Office admin/Business Office: focus on 8th and 12th grades first, due to graduation and/or possible transfer from HAST**
- **Technology orders for next year are being finalized (to accommodate anticipate total student growth of approximately 50 students)**
- **Gym floor is in full use and service; manufacture recommends HAST to apply first maintenance coat this summer**
- **Mechanical Concepts replaced leaking pipe seals for the chiller water lines in the west side of basement (under warranty)**
- **Motor for Relief Fan #2 burned out again. Third time in three years. Building Engineer Mr Vargas is working with Peter Papanikalou from KJWW Engineering to resolve why has happened repeatedly.**
- **Electrical hinge on Door B is non-functional; staff with key entry cards are not able to unlock the door. Repair pending.**
- **Staffing changes: Mr Kman to PLTW, Mr Francis to 7th grade ELA, Ms Ledford to 6th grade ELA, Ms Burke to 11th grade ELA, Ms Projovic to 11th grade GS (Gov/Econ, Internships), Mr Maggid to 9th grade GS (Sociology/Psychology dual credit), one PE/Health teacher (Radtke), one Fine Arts teacher (Gierke), one Spanish teacher (Aguilera), Ms Stef not returning,**
- **Staffing vacancies, currently interviewing: 9th and 11th grade Math**
- **IHSAA Spring Conference attendance with HAST AD; pending informal site visit by IHSAA staff before end of school year**

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: 535, May 12, 2014; 541, March 17, 2014

Discussion Notes

- Robert Lendi was welcomed as the newest board member and introduced himself to the board.
- Janet Venecz, as a member of the graduation committee, gave an update on graduation. The ceremony will be streamed live on GoHammond TV. All but 2 students have their caps and gowns. The committee is looking for donations for flowers for the ceremony. She is also looking to find a sign for the podium at Purdue. Janet has also donated \$500 to the graduation committee.
- Discussion on unpaid fees ended with a motion to add disclaimer on all registration forms for the 2014-15 school year. Disclaimer will read all unpaid fees must be paid in full before student can be admitted for the new school year. Any unpaid fees will be sent to a collection agency.
- With Jerry Gomez finishing his term as parent board member, Kris Sakaleris recommends the board begin the vetting process for finding a new parent to fill this role.
- Dr. Egan proposed a calendar for the upcoming 2014-15 school year. The calendar is more in line with Hammond schools, which is roughly 2 weeks earlier than the normal starting date. The calendar has built-in snow days at the end of the year (if needed.)

Board Financial Inquires

- Dr. Egan asked the Board to pay particular interest to the spending columns under March and notice that there was no spending in several areas. We are currently still below last year's spending, even with the increased staff. Cash flow is currently solvent.

New Business

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Public Comment

- Tyshaun Jordan, 12th grade HAST student, spoke in response to Mrs. Kitten Gray's emails regarding Black History Month. He is proud of HAST and all that it does to promote diversity of all its students, all the time.
- Dr. Samantha Francis, 9th grade science teacher, offered her services to help revise the school handbook and discipline policy. This is her first year teaching at HAST and she is very happy with the culture and direction the school is taking.

Meeting Adjourned at 4:39 p.m.