

HAMMOND URBAN ACADEMY, INC.
School Board Meeting Minutes Noted

May 15, 2014

In Attendance:

Board Members:

Kris Sakelaris (Board President)
Owana Miller (Board Member)
Heather Cook (Board Member)
Jerry Gomez (Board Member)
Janet Venecz (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)
Mark McLaughlin (Board Member)
Dave Ryan (Board Member)
Howard Cohen (Board Member)
Robert Lendi (Board Member)
Kris Kantar (Board Member)

Board meeting was called to order at 4:17 p.m by Board president Kris Sakelaris.

Motions Approved by School Board

*****No quorum present for meeting, therefore no voting and no motions approved by board.***

New Correspondence

- Correspondence received from Ball State. They sent a revision regarding the ruling decision pertaining to dates. Kris Sakelaris forwarded the document to council. It will be approved and signed and then sent back to Ball State.
- Dr. Egan received correspondence from the State approving him as continued principal of HAST.
- The City of Hammond School Corporation awarded HAST grants totaling in the amount of \$2000. 1 grant, for \$1000, was given for the purchase of paper.

School Leader Report

School Leader Report

HAST Board Meeting

6/19/14

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)
 - 2nd monitoring visit June 3, 2014
- **Organization of course selections and master schedule design to meet student requests and needs**
- **Summer School program: Physical Education, Health, Personal Finance, Credit Recovery and On-line Spanish course**
- **Completed observation post-conferences with all staff**
- **Convened two evenings of panel interviews for HS Math teacher positions; panel consisted of 4 staff, 2 parents, and 5 students**
- **Convened Parent Team meeting with representation from all HS grade levels for teacher-parent dialogue regarding HAST HS program**
- **Meeting with CVS to plan for capstone project for PLTW 2014-15**

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; **Faith Church congregation**

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
- College admissions rate: 92% of anticipated graduates (2 and 4 year institutions)
- 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 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
- **NWEA Spring Testing completed, with numerous increases noted in all subjects at all great levels (teacher data teams collecting longitudinal data on HAST students)**
- **HAST Spring Choral program, 5/22/14 at St. Joseph Church**
- **8th grade Promotion Ceremony, 6/4/14 at HAST**
- **High School graduation ceremony, 6/5/14 at PUC**

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
- Student fees notification and collections process **VERY successful**
- 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.

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, June 17, 2014; 535, May 12, 2014

HAST Board Meeting

Discussion Notes

- With all the upcoming reshuffling in staff personnel, Kris Sakelaris inquired as to what the process is for staff to move positions and how these decisions are made. Dr. Egan explained that there is no set policy in place at this time. Some staff members ask to move and others are asked to move by Dr. Egan. The current situation began with the elimination of a 4th global studies position and the vacancy being created by Carrie Hutton's departure. This then began communications with other teachers about possibly changing positions. All teachers changing have communicated regularly with Dr. Egan and all have consented to the changes.
- Jerry Gomez asked the board if cumulative GPA's could be reconfigured from the first 2 years that HAST was in existence. The grading scale during the first 2 years was slightly harder than the present scale. The scale was changed at the end of the 2nd year to a more traditional scale but student GPA's were not adjusted. HAST no longer uses the company, RDS, that kept track of its electronic grade book, and no longer has access to the exact point totals for each student in each class. Without this exact information, changing GPA's is not possible.

Board Financial Inquires

- Reimbursement in the amount of \$932.06 was given to Brit Francis after he paid this amount on his personal credit card for a bus rental fee. The bus rental was for an 11th grade field trip to Ball State. Funds were collected from students (mostly in check form) and given to Mahdi Iqbal. This amount was then forwarded to Mr. Francis.
- April was a lean month in terms of expenses, particularly with spring break falling in the month. Costs were kept low.
- There was also a significant revenue. Liberty Mutual, our insurance company, did an audit in January and realized they overcharged us on our premium by \$6,000 and refunded the amount.
- Mahdee Iqbal has been having conversations with Kevin Smith, Bobby Lendi and Heather, the new City of Hammond controller, about the upcoming bond payments.

New Business

- Jerry Gomez asked the board to reconfigure cumulative GPA's for all students at HAST during the first 2 years. Without the reconfiguring, students are put at a disadvantage compared to students from other schools because their GPA's reflect 2 years of a harder grading scale. Dr. Egan will make another attempt to retrieve the necessary information from RDS, the old company that kept all records of grades. Dr. Egan, LaTysha Sanders and Heather Cook made the suggestions of placing a disclaimer or clause on all transcripts explaining how the old grading scale was modified to a more traditional grading scale and how this change could have affected student GPA's.
- Jerry Gomez thanked Janet Venecz for her personal donation to the senior class and for all those that helped in arranging the senior prom. His 2 daughters attended and had a fabulous time.

Public Comment

- Joy Cook, 11th grade HAST student, asked if the guidance department can meet more regularly with the junior class to keep them updated on their GPA's and credits. She believes more conversations need to take place so students are fully aware of where they stand in terms of graduation. She also would like to see a disclaimer put on transcripts to reflect the change in grading scale experienced during the first 2 years.

Meeting Adjourned at 5:26 p.m.