<u>HAMMOND URBAN ACADEMY, INC.</u>
Board Meeting Minutes
October 13, 2011

The meeting was called to order at 4:05 p.m. In attendance were: Kris Sakelaris, Sheldon Cutler, Mark McLaughlin, Rick Calinski, Kim Poland, Tom Dabertin, Dana McCue and Jerry Gomez. Also present were Kris Kantar, Dr. Sean Egan, Debbie Snedden, Matt Tomczak, and Leslie Otero

Motion to approve 9/15/11 meeting minutes
S. Cutler motioned; seconded by T. Dabertin
Motion carried 7-0

<u>No new correspondence</u>

Discussion:

- Dr. Egan's school monthly progress report
  - i. Delegation and key duties of staff
  - ii. Communication between staff and parents
  - iii. Catalog for High School course electives
  - iv. Laptop Insurance
  - v. Charter renewal due in 3 years
- Nipsco bill to be reviewed
- Code of Ethics to be reviewed and updated every year
- Employee Protection Policy
- Board to be provided with financial training
- Board to provide administration with a draft of school policies and procedures, preferably by next board meeting
- TBR to be finalized and presented at the next Board Meeting

Motion to approve financial payments
S. Cutler motioned; seconded by R. Calinski
Motion carried 7-0

HAST Budget:
All categories are approximate, based on prior year's budget and present expectation. HAST will have to cover any categorical short falls through grants, donations or any budget surplus (i.e., Furniture and Equipment).

S. Cuter finance report

- Payroll account in the amount of $13,143.72 at First Federal has been closed and placed with Citizens Bank general account.
- The bond issue account has a remaining balance of $155.87
- Building fund as of 10/11 has a balance of $627,942.24
- All bills have been satisfied with the exception of one Gariup bill estimated at $18,000
- The 990 final draft has been completed and includes correct figures. Also, all or any related persons to a managing individual are to be listed

Motion to approve implementation of Document Retention Policy
M. McLaughlin motioned; seconded by T. Dabertin
Motion carried 7-0

Motion to approve Employee Protection Policy
T. Dabertin motioned; seconded by D. McCue
Motion carried 7-0

Motion to approve Code of Ethics
T. Dabertin motioned; seconded by J. Gomez
Motion carried 7-0

Motion to retain same Board Officers
M. McLaughlin motioned; seconded by T. Dabertin
Motion carried 7-0

Motion to Adjourn 6:05 p.m.
S. Cutler; seconded by D. McCue
Motion carried 7-0

Public comment