

HAMMOND URBAN ACADEMY, INC.
School Board Meeting Minutes Noted
March 21, 2013

In attendance were:

Board Members:

Kris Sakelaris (Board President)
Mark McLaughlin (Board Member)
Sheldon Cutler (Board Member)
Dave Ryan (Board Member)
Kim Poland (Board Member)
Owana Miller (Board Member)
Dana McCue (Board Member)
Jerry Gomez (Board member)
Tom Dabertin (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: Rick Calinski

Board meeting was called to order at 4:04 p.m. by Board President Kris Sakelaris

Motions Approved:

1. *Approval of February 21, 2013 meeting minutes* – Sheldon Cutler motioned; seconded by Dave Ryan. All in favor motion approved 9-0
2. *Motion to incorporate school leader report into monthly minutes.* Owana Miller motioned; seconded by T. Dabertin. All in favor motion approved 9-0
3. *Approval of finance report and payments* – Kim Poland motioned; seconded by Sheldon Cutler. All in favor motion approved 9-0

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), Gloria Valdez (student attendance)
- Weekly/daily team planning meetings for grade level teams
- *Teacher observations beginning 2/19/13 through present; 45-60 minutes spent in each classroom with follow-up sessions of 30-45 minutes. 3 teachers remaining to complete as of 3/21/13. Fifty 30-60 minute observations AND feedback sessions.*
- *Staffing changes: Mr. Scharp and Mr. Fox will no longer be at HAST effective 3/29/13. Mr. Scharp will remain as teacher of record. PUC student in Electronic Engineering will assist students with projects during Friday instructional period. Mr. Fox will provide consultant services. Current HAST staff is meeting with Mr. Fox to redistribute reporting/Power School duties. HAST is actively seeking replacement for 2013-14 school year.*

Instructional Leadership

- School Improvement Plan in collaboration with IDOE, with improvement focus areas of 7th and 8th 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)
- Renewed appeal to DOE under new Superintendent of Public Instruction Glenda Ritz; awaiting response from DOE
- 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.
- Administrative team concentrated and concerted improvement of data reporting processes from classroom, to front office, to DOE

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), South Shore Arts and Indiana University Northwest (after school program for arts and healthy choices for 30 students grades 6-8), Geminus (parent education program), 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

- Continued planning work for Sister City exchange to Shahe, China, between local specialty school of Math and Science and HAST
- Project Lead the Way advisory committee meetings at HAST; certification process for 2013-14 school year; pending internship and partnership with PUC CIVS

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)
- *ISTEP testing periods completed with no technical errors!*
- *All grades working to develop incentive program for NWEA testing results, based on both student growth and student overall performance*
- *HAST Middle School Science Olympiad team 10th in state*
- *HAST students participation and medals from Hammond Optimist Speech and Oratory Competition*
- *HAST student winner in SCH "Hammond Reads" essay competition*
- *HAST students recommended to SCH SOAR summer enrichment program for top 5% of our 6th grade class*
- *Mayor McDermott presentation of College Bound program to HAST 11th graders*

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)
 - On-line course expansion
 - Full- and part-time staffing needs analysis
 - Begin January 2013, projected completion May 2013
 - 25 staff members volunteer to participate actively as committee members and leaders of the drafting process of the Strategic Plan (all staff were invited; no volunteers were rejected)
 - Meeting notes from 3/16/13 attached to report

Guidance Counselor update

- Guidance team meeting with all students grades 11, 10, 9, and 8 to review graduation requirements, progress towards meeting these requirements, and scheduling classes for 2013-14 school year
- Drafting school needs survey & conceptualizing ideas for curriculum geared toward social/ emotional standards for 2013- 2014 school year

Discipline update

- After School Detentions: 40 (homework completion, inappropriate language, dress code violations, tardy to class)
- Friday Detentions: 51 (homework completion, dress code violations, insubordination, tardy to school/class, truant)
- Saturday Detentions: 15 (Cheating, AUP violation, disrespect, insubordination, truant)
- Internal Suspensions: 2 (truancy, disrespect towards peer)
- External Suspensions: 5 (fighting, vandalism, disrespect towards teacher)

State Reporting update

Testing Labels - ECA/ISTEP/IMAST: The purpose of the data collection is to gather student information used to populate student-level information for online testing and barcode labels for the ECA, ISTEP, Las Links, and IMAST tests. (Submitted Mar 6)

Real Time Report - RT Report: The collection of the Real Time data is to obtain and maintain information that accurately determines where a student is enrolled and attending classes. (Submitted Weekly)

Membership - ME Report: The purpose of this data collection is to gather average daily membership. (Submitted Feb 19th)

Certified Positions: CP Report: The purpose of this data is to gather the positions on employees employed during the academic school year. (Submitted Mar 1st)

Course Completions: CC Report: The purpose of this data is to gather info on the number and type of courses that students completed throughout the school year. (Submitted Mar 1st)

SPN - School Personnel Number: The purpose of this data collection is to obtain a SPN for personnel submitted on the Certified Employee Report and use in Learning Connection. (Submitted Mar 3rd)

Certified Employees - CEReport: Purpose of data is to gather data on certified employees employed during the school year. (Submitted Mar 7th)

Suspension/Expulsion - The purpose of this data is to gather student suspensions as a form of

disciplinary action. (Submitted Mar 13: Continuous Update)

Curriculum Update

Team Target Goals

Grade level teams met with Ms. Snedden to establish 3 standards-based team literacy goals and math goals. Data is collected weekly using Study Island and Teacher made assessments. Every week the data is compared for growth on the three standards and instruction is adjusted based on the data. Targets are added or changed based on the progress of the students. Team goals have encouraged more deliberate planning and assessment as well as collaboration between the content areas.

Staff Professional Development

HS participated in “Project Wars” as suggested by Ryan Maggid, 11th grade teacher. Teams were given 1 hour to develop an interdisciplinary class project on the topic of Illegal Immigration. 9th grade project was voted the best for original content and inclusion of standards from all core content areas.

Remainder of year will be dedicated to continued team and subject area planning and coordination meetings, curriculum articulation across grade levels, technology instruction, and individualized assistance for specific teacher needs.

Kelli Lucito and Deb participated in a workshop with educators throughout Indiana (including many new members of the DOE) on Common Core curriculum standards. It was noted how far ahead we are on implementation compared to most other districts in the state.

Deb Fenno, Ryan Maggid and Deb Snedden participated in the National ASCD conference in Chicago. Will be utilizing curriculum mapping in alignment with new standards as well as HS scheduling.

NWEA testing spring testing cycle started week of March 18, with 10th grade testing first in order to be able to track progress towards ECA goals.

Enrollment: 467 currently, 468 students (February 2013)

Discussion Notes:

- Board is recommending sub-headings and areas for all monthly agendas
- Mr. Mark Stern concrete and cement expert has been recommended and approved by all parties involved to review floor issues. Mr. Stern will gather information and do a site visit with Gariup, Hasse, Hutton & Hutton and board and will then present a report
- Staining issue to be discussed in more detail at board executive session

- Board member Sheldon Cutler will forward contractor check to Attorney Smith for review. Check has been authorized for payment on 2 separate occasions and has yet to be cashed in over a year

Board Inquires

- Following ISTEP testing, what is the anticipated date for results? Primary results will be available late May early June.
- What's the current status of DOE appeal regarding school grade? DOE has acknowledged the appeal, but has yet to respond as to whether results have been reviewed, response date, or anything related to the appeal.

Board Financial Inquires

- Board member Sheldon Cutler has reviewed cash flow projections and proposed a 3% raise for all staff members.
- Board member Sheldon Cutler questioned supply and materials 26% increase
- Board member Kim Poland requested more information regarding claims totaling \$2,450 for speech therapist Charm Mosley. For clarification purposes any invoices paid to Ms. Mosely by Hammond Academy are reimbursed by the state Special Education Grant.

New Business

- Board would like to generate a proper cost analysis in order to even review a HAST rental proposal.
- Board is requesting an information meeting with students, faculty, and parents to further discuss funding and accommodations for China trip that is scheduled for July 2013.

Public comment

Ms. Joy Cook current 10th grader would like to state the following concerns:

On 3/15/13 Ms. Cook's camera was stolen inside school property while serving detention and requested Mr. Borom to please forward an email to HAST community the description of the camera and an incident report. Ms. Cook would like HAST to include parents in the email, hoping a parent will return the camera in the event a student took her property.

Mrs. Heather Cook would like to state the following concerns:

Mrs. Cook did file a police report and a detective will interviewing some students. The detective will interview students as witnesses and not necessarily as suspects. Mrs. Cook would like to inform everyone that her daughter brought the camera to school only to capture images of her engineering project for a portfolio she was creating. Mrs. Cook would like to add that as a parent of a student that tested quite well for NWEA should not be required to test and if all possible would like that in writing.

Mrs. Kitten Gray would like to state the following concerns:

1. The website is quite extensive and informative, however after review of board minutes several are missing including public comment.
2. All of Mrs. Gray's concerns have been addressed by the board so there's no need to contact Ball State at this time.
3. African American History month was a pleasant presentation, however cannot compare to the display from last year. Also, hopefully the display will be honored earlier rather than later in the month.
4. Mrs. Gray has inquired about the promised laptops to HAST students back in 2010 and has not received a response. This is an important issue because several students might not be able to afford a laptop and need one in order to be prepared for college.
5. Mrs. Gray would not like to see the Hammond Public Library closed, because HAST cannot accommodate students with a library.

Mrs. Nicole Swart would like to state the following:

Mrs. Swart would like to thank the staff that supported the Science Olympiad students down in Bloomington. It meant a lot to the HAST students.

Motion to Adjourn 4:59 p.m.

Sheldon Cutler motioned; seconded by Tom Dabertin all in favor motion carried 9-0