

EL-HAJJ MALIK EL-SHABAZZ PUBLIC SCHOOL ACADEMY

BOARD MEETING MINUTES

DATE: April 4, 2017
TIME: 5:30 p.m.
PLACE: 1028 W. Barnes Road, Lansing, MI 48910

MEETING TYPE Regular Special Proposed Approved

ROLL CALL

Ms. Cordree McConnell, President	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Mr. Darryl Pettway, Vice President	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Absent
Dr. Willie Davis, Jr., Secretary	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Ms. Lural Baltimore, Treasurer	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Mr. Carnell Walker, Member	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Absent
Ms. Leola Taylor, Member	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Mr. Brian Jackson, Member	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Absent

Others: Ms. Angela Rodriguez (Shabazz), Mr. Charles Moore (Accountant).

CALL TO ORDER

Ms. McConnell called the meeting to order at 5:35 PM.

APPROVAL OF AGENDA

Ms. Taylor moved for approval of the agenda with corrections:

- Omit the following items:
 - CMU Representative
 - Attorney Report
 - Personnel Committee Report
 - Facility Report
 - Parent\Teacher\Liaison Report
- Add CSA Contract Status

Ms. Baltimore seconded the motion.

The motion passed, 4-0.

BUDGET HEARING

Ms. Baltimore distributed the proposed budget. She included the following items:

- Notice of Hearing
- 2017-18 Proposed Budget
- Mr. Moore highlighted the following items:
 - Budget consist of current budget, amended budget and wish list items and incentives
 - Estimate for Title I – depends on student count
 - Costs for salaried employees with benefits versus salaried employees with no benefits
 - Incentive Pay for Teachers
 - New Workbooks
 - Technology Purchases
 - Special Education service increase
 - E-Rate Payment
 - Instructional Services
 - Administrative Salary – purchase service for office staff

- Oversight charge increase due to increase in revenue
- HR personnel – proposed at \$20,000
- Building payoff scheduled for November\December 2017
- Wish list Items \ Incentives are approximately \$161,000

Ms. Taylor moved to close the Budget Hearing.

Ms. Baltimore seconded the motion.

The motion passed, 4-0.

APPROVAL OF MINUTES

Dr. Davis moved to approve the minutes of March 7, 2017 as corrected:

- Student enrollment should reflect 258 not 358.

Ms. Taylor seconded the motion.

The motion passed, 4-0.

PUBLIC COMMENT - None

OLD BUSINESS

- Ratify Evaluation Tools Selection-
 - Several evaluation tools were researched and Marzano was selected to evaluate Teachers.
 - Cost:
 - \$2500
 - Board Training \$1000
 - July 13th or August 1st (Lansing Area)
 - Payment Due: June 30th
 - Additional information will be provided as details are finalized.
 - School Advance was selected as an evaluation tool for Administration.
 - Cost
 - \$1795 Training
 - \$550 certificate package for 25 people
 - \$1286 potential grant funding
 - These tools were suggested by MDE
 - Tools were identified on Transparency Certification – validation insurance will be updated
- CMU Reauthorization
 - Update – awaiting feedback anticipated for May 2017. Shabazz Reauthorization will be reviewed at the April 2017 CMU Board Meeting.
- Board Retreat Planning
 - Contacting facilitators for potential costs
 - Date will be determined when facilitator has been identified.
- CSA Contract
 - Counsel and Ms. Rodriguez are negotiating details. Hope to resolve by next board meeting.
 - Request to meet with counsel in closed session to further discuss CSA negotiations may occur.

CSA REPORT

Ms. Rodriguez shared the following information:

- Current enrollment – 258 (possibly 255 – family of 3 indicated they are moving to another state)
- MSU Job fair – attended by 150 MSU students. Three individuals expressed interest in Shabazz and were invited to interview. Interviews will be scheduled in the upcoming week.
- CMU Job Fair – low student turnout. Ms. Powers and Ms. Griffin received one resume and that individual will be interviewed.
- Food Service has a better handle on the lunch count.

- \$6,000 per month savings for placing items orders as needed.
- Playground Equipment
- Request for sponsorship – Ms. Taylor asked if Shabazz would be able to sponsor community youth program.
 - Request requires personnel services and/or funding.
 - Additional discussion will take place regarding this request at the Personnel/Finance Committee
- *Discussion: Fee raised question on behalf of's* Committee for Idlewild (Women Historical Information)
 - *Request* Contract to have Shabazz bus and bus drivers transport Shabazz parents, teachers, and *students* staff to destination site
 - Costs will be deferred to the Idlewild Committee.
- *MS Taylor was asked to contact Mr. McWilliams to seek answers.* Flagpole
 - Flag pole, flag and repairs to the flagpole rope
 - \$2400 to cut trees surrounding flagpole
- Screens
 - Portable units require window repairs
 - Screens were purchased for the portables and will be returned.
 - Window replacement costs is \$732
 - Additional quotes will be gathered for better pricing
- April 14, 2017 – Good Friday
 - School calendar will be amended to reflect no school for April 14th
 - Current school days and hours will be reviewed to identify need to offset days off.

Ms. Taylor moved to amend the school calendar to reflect April 14, 2017 as a no school day for students.

Ms. Baltimore seconded the motion.

The motion passed, 4-0.

- Aquarium Donation
 - 100-gallon aquarium with fish, sharks, etc. are being donated to Shabazz Academy.
 - MSU staff to set up transfer coordination, the value is \$3500 - \$4500.
 - Maintenance costs will be requested from Pruess Pets.
 - Shabazz will handle the transfer of aquarium, fish, and supplies.
 - Mr. Dean's class will handle the care of aquarium.
- M-Step
 - Will be held on April 5th through 10th

TREASURER REPORT

Ms. Baltimore distributed the financial statement ending February 28, 2017.

Mr. Moore presented the following items:

- Temporary Cash flow
- 25E funds – captures funding for students not included in the official count day total.
 - Based on count of 258
 - \$70,000 was initially received
 - Will be received in April or May, count was certified on March 17, 2017.
- Reauthorization repairs
 - Cash on hand versus budgeted
 - Food Services – 2-week food supply on hand has been eliminated and will be acquired on an as needed basis.
 - Preferred Foods has been informed of the change
- Camp Pride and Summer School are included in the 2017-18 budget.

CURRICULUM\DEVELOPMENT REPORT

Dr. Davis presented the following items:

- Draft of proposed Mission Statement.
- Draft Strategic Plan – outlines the Strategic plans of Shabazz
 - Assesses learning – various methods
- Technology Needs for curriculum, assessment test, student information backup, server, telephone, and computers.
- Reception for Lion King Performance (Shabazz students participating)
 - Costs for reception are being compiled
- Suggestion was made to attend CMU training on Strategic Planning
 - Draft of Strategic Plan could be used to facilitate additional input\feedback from other board members

Ms. Taylor moved to accept the draft outline with modifications\adjustments as needed for strategic planning framework.

Dr. Davis seconded the motion.

The motion failed, 2-1(Nay - Ms. McConnell) (Abstain - Ms. Baltimore).

Discussion:

- Draft outline should be modified to include requirements of CMU, Shabazz, etc.
- Mission statement updates should reflect:
 - Technology needs.
 - Development improvements
 - School Improvement plan

Ms. Taylor moved to accept the outline with modifications and adjustments as needed for strategic planning framework.

Dr. Davis seconded the motion.

Discussion:

- Adjustments will be made to eliminate parts that are not needed to move forward.
- No vote, Motion was restated:

Ms. Baltimore moved to accept the outline with modification and adjustments to the outline with eliminations to parts of the outline not needed for strategic planning process.

Dr. Davis seconded the motion.

The motion passed, 3-1 (Nay – Ms. McConnell)

- Dr. Davis volunteered to contribute to the overage costs associated to the Lion King production.
- 2017-18 Budget – Suggestions for finalizing budget line items. Provide input\suggestion amongst the board.

ADJOURNMENT

Meeting adjourned at 7:56 pm.

I, Dr. Willie Davis, Jr., the duly elected Secretary of EL-Hajj Malik EL-Shabazz Public School Academy Board, hereby certify that this is a true and correct copy of the minutes of the Regular Meeting of the Board of Directors on April 4, 2017.


Dr. Willie Davis Jr., Secretary

Minutes approved May 2, 2017 at the upcoming Board of Directors meeting.

Elbony Hawkins

Elbony Hawkins, Recording Secretary

April 10, 2017

Date

Next Board Meeting will be held on Tuesday, May 2, 2017 @ 5:30 pm
at Shabazz Academy 1028 W. Barnes, Lansing, MI 48933-2299