

# EL-HAJJ MALIK EL-SHABAZZ PUBLIC SCHOOL ACADEMY

## BOARD MEETING MINUTES

**DATE:** May 2, 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: Mr. Jim Rundborg (CMU), Ms. Angela Rodriguez (Shabazz), Mr. Charles Moore (Accountant).

**CALL TO ORDER**

Ms. McConnell called the meeting to order at 5:36 PM.

**APPROVAL OF AGENDA**

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

- Add the following items:
  - Master Calendar
  - Grant Status

Dr. Davis seconded the motion.

The motion passed, 4-0.

**CMU REPRESENTATIVE**

Mr. Rundborg distributed the Fiscal Performance.

- Fiscal Performance Report
  - State expenditures
  - Federal funding
  - Fund Balance
  - Liquidity
  - Audit Findings
  - 4<sup>th</sup> quarter financials correlate with budget audit
  - Capital Improvements
  - Maintenance plan
  - Conflict of Interest Disclosure
- Board Development Series
  - Board President’s Roundtable
    - June 12<sup>th</sup> – Novi, MI
    - June 14<sup>th</sup> – Okemos, MI
    - June 19<sup>th</sup> – Grand Blanc, MI
  - Measuring Academic Progress
    - June 27<sup>th</sup> – Grand Rapids, MI

- June 29<sup>th</sup> – Novi, MI
  - All board members are encouraged to attend this session.
- Discussion:
  - Testing – US versus other countries
  - Assessment for growth (nationally)
  - Shabazz scores for 2015-16 AY
    - 73% Math
    - 61% Reading
  - Charter Update
    - Decision has not been disclosed, should be noted in CMU Board of Trustees minutes for April.
    - Determining factors
      - Finance
      - Academics
      - Growth\Achievement
      - Administration

\*\*Ms. Baltimore left the room at 6:10 pm\*\*

\*\*Ms. Baltimore returned at 6:14 pm\*\*

## APPROVAL OF MINUTES

Ms. Taylor moved to approve the minutes of April 4, 2017 as corrected:

- Notate topic regarding Committee for Idlewild was a discussion point.
- Add text: **“Ms. Taylor raised question on behalf of “Committee for Idlewild (Women Historical Information)**
- Add text: **Contract Request** to have Shabazz bus and bus drivers transport Shabazz parents, teachers, **students** and staff to destination site
- Add text **“Ms. Taylor was asked to contact Mr. McWilliams to seek answers”**

Ms. Baltimore seconded the motion.

The motion passed, 4-0.

## PUBLIC COMMENT - None

## OLD BUSINESS

- Contract Amendment #7

Dr. Davis moved to adopt Contract Amendment #7 Methods of Pupil Assessment.

Ms. Baltimore seconded the motion.

The motion passed, 4-0.

- Board Meeting Calendars – Regular and Committee
  - The Ad-hoc Committee will be table until attendance preference is determined
  - Survey is available to send to parents to determine if they would be interested in attending Ad-Hoc Committee meeting and/or Parent Teacher Organization.

Ms. Taylor moved to approve the 2017-18 Board regularly scheduled meetings and the Board Committee meeting (Personnel\Finance and Curriculum\Development Committees).

Ms. Baltimore seconded the motion.

The motion passed, 4-0.

- Board Retreat Planning

- Two potential facilitators were contacted for the board retreat, an additional facilitator will be contacted and update will be provided at the June 2017 board meeting.
- Training Evaluation Tool
  - Board members must attend the training session if they wish to participate in the evaluation process.
  - Local training session – August 1, 2017 at 5-9 pm
  - Training costs will be covered by IISD up to \$1000 (offer expires on 9/30/2017)
  - Cost increases if board decides to have exclusive training session

\*\*Mr. Davis left the room at 6:38 pm\*\*

\*\*Mr. Davis returned to room at 6:40 pm\*\*

- Inquire if other boards are interested in attend joint training session with Shabazz
- Ms. Taylor and Ms. McConnell will attend the training session. Ms. Baltimore may attend if her schedule allows.
- 8321 – Criminal Justice Information Security
  - Technology advancement are necessary to ensure that policy is followed. Adopting policy without having tracking system in place may be problematic.
  - Old policy has information included that outlines hardcopy paper tracking mechanisms.
  - Audit Retention will be held for 365 days and until decided no longer need to retain.
  - Spring policies may present the need for computerized system to track audit records. This also complies with policies adopted

Discussion:

Kyle Bishop has been contacted to review system bids to assess Shabazz needs. This is a paid service to have professional opinion (not to exceed \$250).

Dr. Davis moved to table policy 8321– Criminal Justice Information Security until additional financial and technical information is obtained.

Ms. Taylor seconded the motion.

The motion passed, 4-0.

- Master Calendar–
  - Includes 182 Instructional Days
  - Hours are being calculated
  - Late start (Wednesday) will be implemented
    - PD will take place on Wednesdays opposed to Friday
    - Waverly and Lansing Schools use similar scheduled that alternates every other week
  - Malcolm X Day will replace Malcolm X week
    - Change is due to academic scores
      - More attention will be given to adding academic content to Malcolm X activities
      - Shabazz has afro centric foundation that is acknowledged year round.

Ms. Baltimore moved to approve the 2017-818 School Calendar with understanding of possible amendment for Malcolm X celebration week.

Ms. Taylor seconded the motion.

The motion passed, 4-0.

- Curriculum will be established at the upcoming Curriculum \Development Committee meeting.

## CSA REPORT

Ms. Rodriguez shared the following information:

- Student Enrollment – 253

- OSR (On Site Review) Update – Marguerite was pleased with progress and funds are stable. Ms. Rodriguez will continue to work closely with Marguerite.
- Consolidated Application 2017-18 – Consultant will be acquired to offer assistance with more detailed report. Consultant will be compensated through grant funding.
- The costs associated with Consultant is approximately \$5000 and covers the entire process throughout the school year.
- Kyle Bishop will assist with bid assessment.
- Hire Denise Sanders
  - Instructional Aide until end of the school year.
  - Interview process – include member of the board.
  - Candidates that have been interviewed have not had experience with Teachers.
  - Ms. Sanders is familiar with Shabazz, Dr. Cain, PTSO (member) and philosophy of school.
  - Offer includes temporary contract for \$1600 for the remainder of the current school year.
  - PTSO recruitment assistance may be delegated with the position.
  - Target and Assistance – very structured responsibility with students until June 30, 2017 for the total of \$1600.

Ms. Taylor moved to hire Denise Sanders effective May 3, 2017 at a rate of \$1600 until June 30, 2017.

Dr. Davis seconded the motion.

The motion passed, 4-0.

- Audit Engagement
  - Letter was provided to the board with audit detail, cost and expectations.
  - Basic Audit

Dr. Davis moved to accept/authorize the Engagement Letter from Wilkerson & Associates at a rate of \$8300 for June 30, 2017.

Ms. Taylor seconded the motion.

The motion passed, 4-0.

○

## TREASURER REPORT

Ms. Baltimore distributed the financial statement ending March 30, 2017.

Mr. Moore presented the following items:

- 25E funds – elusive and recommends that Shabazz proceeds as if funds will not be received.
  - Additional added students (based on enrollment)
  - Generally, bigger schools/district dominate funds allocations.
  - Shabazz received funding for 2.6 students in January.
- Suspend spending until funding end of year
  - May end up absorbing fund balance
  - Recruiting for 2017-18
  - Lunch program - \$32,000 in the hole (compared to \$50,000 last year)
  - Spending practices will correlate with cash on hand
  - Repairs were \$40,000 higher than budgeted
- Staffing Costs – Title I
  - Turnover of high paid positions
  - Hired in at lower costs
  - Summer Repairs – on hold
    - Playground Equipment

- Contact Walter French to inquire about used playground equipment
- Bridge Loan – start application to process for 2017-18
  - State and Bank application will be submitted due to deadlines and turnaround time
  - State program has better incentives

**CURRICULUM DEVELOPMENT REPORT**

Ms. Rodriguez presented the following items:

- MSTEP Testing – Scheduled for April 10<sup>th</sup> through May 5<sup>th</sup>
- Family Game Night – Covered by Title I dollars and had great attendance by Shabazz students and parents
- Malcolm X birthday celebration – scheduled for May 19<sup>th</sup>. Dr. Davis will assist with the activities.
- Harambee – scheduled for May 26<sup>th</sup> at 1-3pm
- Science Fair – June 1<sup>st</sup>
- School wide honors assembly – scheduled for June 2<sup>nd</sup> (all board members are encouraged to attend)

Discussion:

- Friends of Shabazz – include promotion of “Friends of Shabazz” for the School wide Assembly on June 2<sup>nd</sup>.
- Advertisement\Flyers for event
- Table provided for PTSO recruitment
- Personnel\Finance Committee may reschedule meeting for May 16<sup>th</sup>

**ADJOURNMENT**

Ms. Baltimore moved to adjourn meeting at 7:50 pm.

Dr. Davis seconded the motion.

The motion passed, 4-0.

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 May 2, 2017.

  
 \_\_\_\_\_  
 Dr. Willie Davis Jr., Secretary

Minutes approved June 6, 2017 at the upcoming Board of Directors meeting.

Elbony Hawkins

Elbony Hawkins, Recording Secretary

May 8, 2017

Date

Next Board Meeting will be held on Tuesday, June 6, 2017 @ 5:30 pm  
 at Shabazz Academy 1028 W. Barnes, Lansing, MI 48933-2299