

EL-HAJJ MALIK EL-SHABAZZ PUBLIC SCHOOL ACADEMY

BOARD MEETING MINUTES

DATE: May 10, 2016
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 checked="" type="checkbox"/> Present	<input 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 checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent

Others: Mr. Charles Moore (Accountant), Ms. Angela Rodriguez, (Shabazz), Mr. Rundborg (CMU), Mr. Melvin McWilliams.

CALL TO ORDER

Ms. McConnell called the meeting to order at 5:50 PM.

APPROVAL OF AGENDA

Mr. Jackson moved for approval of the agenda with omissions:

- Remove PTSO Report
- Remove Parent Teacher Student Liaison

The motion was seconded by Ms. Baltimore.

The motion passed, 5-0.

APPROVAL OF MINUTES

Dr. Davis moved to approve the minutes of April 5, 2016 as corrected:

- Roll Call
 - Mr. Pettway absent
 - Mr. Walker present
 - Correct motion vote counts to reflect the actual roll call.

The motion was seconded by Ms. Baltimore.

The motion passed, 5-0.

PUBLIC COMMENT – None

Ms. Taylor arrived at 6:00pm

CMU REPRESENTATIVE

Mr. Rundborg reported on the following items:

- Events
 - President Round Table Discussion – Board Meetings will be held on May 16, 2016 at Gilbert & Blake’s, Okemos, MI.
 - Engagement for Administrators will be hosted by CMU on May 20, 2016 at CMU Lansing, MI.

- Board Development Series – Great Organizations Think Strategically will be held on May 24, 2016 at 6:00pm in Novi, MI (Sheraton Detroit Novi Hotel).
- Recent inspection resulted in request for Asbestos Certification. Shabazz Academy is working to resolve matter.
 - Mr. Rundborg offered to address any concerns pertaining to the inspection.
- End of Year events
 - Strategic Use of Academic Data will be hosted by CMU on June 28, 2016 at 6:00PM in Grand Rapids, MI (Double Tree by Hilton)
 - Strategic Use of Academic Data will be hosted by CMU on June 30, 2016 at 6:00PM in Novi, MI (Crowne Plaza Detroit)

OLD BUSINESS

- 2016-17 Budget
 - Mr. Moore distributed the 2016-17 Budget and discussed the line items. He shared that the budget was solid and has been fully expended. The budget was presented to the board for general approval.
 - Budget based on student count of 210.

Ms. Baltimore moved to approve the General Fund budget for 2016-17 as presented.

The motion was seconded by Mr. Jackson.

Discussion:

- Budget includes funding for Special Education Instructor
- Budget may be adjusted to reflect more accurate student count based on final student count.
- \$25,000 allocated for facility improvements
- \$25,000 allocated for building maintenance
- Storage Rental – used to store records at a cost of approximately \$5,000.

The motion passed, 6-0.

- Special Revenue Budget
 - Mr. Moore distributed the Special Revenue Budget and discussed the line items.

Ms. Baltimore moved to approve the Special Revenue budget in the amount of \$232,100 for the 2016-17 school year.

The motion was seconded by Ms. Taylor.

The motion passed, 6-0.

- 2015-16 Amended Budget
 - The following items were discussed:
 - Includes year end spending
 - Repairs will be added to the 2015-16 budget to include current repair expenses the will result in less repair expenses in 2016-17.
 - Increase in State Aid funding that resulted from the discovery of 21.45 more students than what was initially reported.
 - Retirement fund
 - Title I
 - Net Difference - \$407,180.52 can be utilized for student activity.
 - Administrator wish list
 - State Aid Financial Status Report – funding for retirement
 - Expenses
 - Teacher Compensation – decreased due to 3rd party agency fees which increased by \$60,000.
 - No benefits will be paid.
 - Correction – Health insurance entry should actually be Retirement (\$48,000)

- Supplies – Administrator wish list (Technology costs \$46,000)
 - Power School,
 - Providence (upgrades, network, and firewall)
 - New Computers\laptops
- Grant modified expenses
 - Summer School
 - Afterschool
- Special Ed – Teacher removed
- Increase Healthcare
- Tittle I & Title II
- Title I Supplement - \$17,000
- Special Ed outside services
- Media Service increase \$2500
- Increase Attorney Fee
- Reduce Admin Salary
 - Associated retirement
 - Social Security
- Increase CMU fee
- Purchase Services for year (includes)
 - Angela Rodriguez
 - Dayna Ansari
- Reduce Administrator Services
- Accountant (contracted externally to assistance with retirement)
- Repairs \$42000

Dr. Davis left at 6:26pm

- Increase Bus Driver - \$8000
- Bus Purchase – money added to budget
- Supplement for food service
- Overall surplus amounting to \$1,000 for year
 - Ms. McConnell suggested that the surplus be reinvest into certificate of Deposit that was used due to cash flow withdrawal totaled \$12,000. This will initiate the rebuilding of savings for Shabazz.
 - Title I – carry forward is not likely was recommendation to spend all funds was received.

Dr. Davis returned at 6:30 pm

Dr. Davis moved to approve the 2015-16 second amended budget with corrections to retirement information and expenditure of the remaining Title I funds.

The motion was seconded by Ms. Baltimore.

The motion passed, 6-0.

- Engagement Letter – Mr. Moore provided a draft of the engagement letter. The letter was standard and similar to previous letters.

Dr. Davis moved to approve the June 30, 2016 engagement letter for Wilkerson & Associates.

The motion was seconded by Ms. Baltimore.

The motion passed, 6-0.

- Findings – items of interest will be discussed at the Finance Committee Meeting.

ATTORNEY REPORT

Mr. McWilliams shared the following items:

- Closed Session – recommended that the board enter into closed session to discuss attorney\client matter. Mr. McWilliams shared that he does not have any public information regarding this matter. He has notified CMU of the appeal process.

Ms. Baltimore moved to go into closed session at 6:40pm to discuss attorney\client communication. The motion was seconded by Ms. Taylor. The motion passed, 6-0.

Dr. Davis moved to adjourn the closed session and reconvene the special meeting at 6:47pm. The motion was seconded by Mr. Pettway. The motion passed, 6-0.

- Mr. McWilliams informed the board that he is available to assist with CMU Request for update on the handling of Criminal Background and Unprofessional conduct matter. Procedures for this process will be established.
- Spring Board Policies – the current policies have been distributed to the board members and ready for review. The policies were presented in a completely different format that highlight the revised policies.
- Power School- proposal to formally purchase software is needed.

Ms. Taylor left at 6:50pm

Dr. Davis moved to approve the Power School software purchase. The motion was seconded by Ms. Baltimore. The motion passed, 5-0.

- Calendar for the 2016-17 year were distributed and reviewed:
 - Annual Schedule of Regular Board Meetings
 - AD-HOC Committee Meeting
 - Personnel\Finance Committee Meeting
 - Development\Curriculum Committee Meeting

Dr. Davis moved to approved the 2016-17 Calendars for the Annual Schedule of Regular Board Meetings, AD-HOC Committee Meetings, Personnel\Finance Committee Meetings, and Development\Curriculum Committee Meetings.

The motion was seconded by Mr. Jackson. The motion passed, 5-0.

- Nomination – Election of Officers
 - Ms. McConnell expressed her interest in remaining Board President.
 - Mr. Jackson nominated Ms. McConnell as President. The nomination was seconded by Dr. Davis.

Dr. Davis moved to close the nominations for the office of the President. The motion was seconded by Ms. Baltimore. The motion passed, 5-0.

- Mr. Jackson nominated Mr. Pettway as Vice-President. The nomination was seconded by Dr. Davis.

Dr. Davis moved to close the nominations for the office of the Vice-President. The motion was seconded by Ms. Baltimore. The motion passed, 5-0.

- Dr. Davis nominated Ms. Baltimore as Treasurer The nomination was seconded by Mr. Jackson.

Dr. Davis moved to close the nominations for the office of the Treasurer. The motion was seconded by Ms. McConnell. The motion passed, 5-0.

○ Ms. Baltimore nominated Dr. Davis as Secretary. The nomination was seconded by Mr. Jackson. Dr. Davis moved to close the nominations for the office of the Secretary. The motion was seconded by Ms. Baltimore. The motion passed, 5-0.

INTERIM CHIEF SCHOOL ADMINISTRATOR\CURRICULUM REPORT

Ms. Rodriguez reported in the following items:

- Student Enrollment – 201
 - 105 returning students

Ms. Baltimore left the room at 7:01 pm

- 18 undecided
- 15 not returning
- 13 new enrollments for 2016-17

- Marketing
 - Flyers\Door Hangers
 - Scripts\packets are available for distribution.

Ms. Baltimore returned at 7:02 pm

- Community Picnic will be held on June 3, 2016
 - Minor repairs\improvements will be completed prior to picnic
- 6th grade moving up ceremony will be held on June 2, 2016
 - 2016-17 changes should be communicated at the parent orientation to set the tone (avoid sudden changes)
- Site Facilities Review was conducted on May 5, 2016. Everything passed and waiting on plan letter from the State of Michigan.
- Parent Survey – was distributed for review\feedback.
- Food Service Audit – response is due May 16, 2016
- Food Service Vendor – changes are being implemented with the assistance of Ms. Fuller of Michigan Department of Education (MDE).
 - Unique Vendor – does not intend to respond to bid.
 - Alternatives:
 - Obtain outside vendor using Shabazz kitchen facilities
 - Lease outside Kitchen for food preparation
 - Obtain MDE vendor list

Ms. Baltimore left at 7:11pm

- Kindergarten Graduation – June 3, 2016
- Lion King Performance –
 - May 13th – donation requested
 - May 14th - \$10 charge
- Krispy Kreme Fundraiser – raised \$1201.10. Grade level books will be purchased.
- MSTEP Testing – April 11- May 23, 2016.
 - Login issues occurred and were corrected by Providence.
- NWEA Testing – April 25-May 27, 2016
- Sigma Gamma Rho – Mwananamugimo Essay Contest offering 2 scholarships valued at \$250 for contest winners.
- Leah Gaines will work with Shabazz on African American History Project Based Learning (PBL)
- Susan Sturoch – will conduct a Professional Development session for Kindergarten – 2nd Grade in preparation for the Rigor of 3rd Grade “Growing our Youngest Readers and Writers”
- Test outcomes have been positive and teachers\students are excited.

FACILITY REPORT

- Asbestos report will be obtained
 - Ms. Rodriguez and Mr. Walker are working on obtaining letters

DEVELOPMENT REPORT

Dr. Davis reported the following items:

- Mission Statement connected to charter
- Reviewed African Center focus
 - Address CMU Concerns
 - Contacted Leah Gaines for assistance
 - Dr. Davis will provide instruction related to African Centered content
 - Added 2 days to summer school session
 - Data Class provided for Teacher In-service
 - Board Response – Student Improvement
 - Testing Periods
 - Upward academic trends
 - Dr. Davis asked that attention be brought to African Centered Curriculum

NEW BUSINESS

- Upcoming Meetings
 - Finance/Personnel – May 16, 2016 @ 5:30pm
 - Ad-Hoc – May 12, 2016 @ 6:00pm (may be suspended due to lack of participation)
 - Dr. Davis asked that the AD-HOC Committee continue to meet. He committed to making sure that staff attends meetings.
 - Curriculum/Development – May 26, 2016 @ 5:30pm (has low attendance)

ADJOURNMENT

Dr. Davis moved to adjourned the meeting at 7:29 PM.

The motion was seconded by Mr. Jackson.

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 Special Meeting of the Board of Directors on May 10, 2016.



Dr. Willie Davis Jr., Secretary

Minutes approved June 7, 2016 Board of Directors meeting.

Elbony Hawkins

Elbony Hawkins, Recording Secretary

May 17, 2016

Date

Next Board Meeting will be held on Tuesday, June 7, 2016 @ 5:30 pm
at Shabazz Academy 1028 W. Barnes, Lansing, MI 48933-2299