

EL-HAJJ MALIK EL-SHABAZZ PUBLIC SCHOOL ACADEMY

BOARD MEETING MINUTES

DATE: June 6, 2017
TIME: 5:30 p.m.
PLACE: 1028 W. Barnes Road, Lansing, MI 48910

MEETING TYPE Regular (ANNUAL) 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 checked="" type="checkbox"/> Present	<input 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. Jim Rundborg (CMU), Ms. Angela Rodriguez (Shabazz), Mr. Charles Moore (Accountant), Mr. Melvin McWilliams (Attorney).

CALL TO ORDER

Ms. McConnell called the meeting to order at 5:40 PM.

APPROVAL OF AGENDA

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

- Add the following items:
 - PCMI Contract
 - Preferred Meals Contract
 - Fire Pro
 - Bernie Lawn Care
 - Power School

Dr. Davis seconded the motion.

The motion passed, 6-0.

APPROVAL OF MINUTES

Dr. Davis moved to approve the minutes of May 2, 2017 as presented.

Ms. Baltimore seconded the motion.

The motion passed, 6-0.

PUBLIC COMMENT

Nevie Collins addressed the board.

CMU REPRESENTATIVE

Mr. Rundborg presented the following items:

- Board Development Series
 - Measuring Academic Progress
 - June 27th – Grand Rapids, MI
 - June 29th – Novi, MI
 - All board members are encouraged to attend this session.

Discussion:

- APR – multiple reporting documentation provided to Academy.
- Increase in updates and information.

ATTORNEY REPORT

Mr. McWilliams reported on the following items:

- CMU Charter Contract
 - Charter Contract changes were discussed.
 - Benchmarks
 - MSTEP Scores
 - Resident District
 - School Comparison – Demographics to demographics
 - Educational Goals – Summary of changes
 - School Code changes
 - State Reform Officer
 - Legislature changes
 - Changes – requirement for 10 month notice changed to 6 month notice
 - Charter Contract - signed and submitted.

Mr. Jackson moved to approve the Reinstated Articles of Incorporation and include amendment that allows the board president to sign on behalf of the board.

Ms. Taylor seconded the motion.

The motion passed, 6-0.

Ms. Taylor moved to adopt the amended bylaws provided in the charter contract and authorize the board secretary to sign on behalf of the board.

Ms. Baltimore seconded the motion.

The motion passed, 6-0.

Dr. Davis moved to approve the resolution of Indemnification of Certain Individuals association with the Academy and authorize the board secretary to sign on behalf of the board.

Ms. Taylor seconded the motion.

The motion passed, 6-0.

Dr. Davis moved to approve the Indemnification of the University and authorize the secretary to sign on behalf of the board.

Ms. Taylor seconded the motion.

The motion passed, 6-0.

Dr. Davis moved to approve the Charter Contract and authorize the board president and secretary to sign on behalf of the board.

Ms. Taylor seconded the motion.

The motion passed, 6-0.

OLD BUSINESS

- Vendor Contracts

Mr. McWilliams suggest approving all vendor contracts for 2017-18.

- Preferred Meals contract included an increase costs of approximately \$0.03 for breakfast and \$0.04 for lunches

Ms. Taylor moved to approve the Preferred Meals contract providing CSA to sign on behalf of the Academy.

Mr. Jackson seconded the motion.
The motion passed, 6-0.

Dr. Davis moved to approve the Power School renewal contract for the 2017-18 school year and authorized CSA to sign on behalf of the Academy.

Ms. Baltimore seconded the motion.
The motion passed, 6-0.

Ms. Baltimore moved to approve the Bernie's Lawn Care contract with specified fixed rates for service for the 2017 school year. The board authorized the CSA to sign on behalf of the Academy.

Discussion:

- Winter contract is for Bernie's Lawn Care and another vendor contracted for the snow removal services.
- Specify 2017 date for contract.
- Billing schedule should reflect monthly rate.

Ms. Taylor seconded the motion.
The motion passed, 6-0.

Dr. Davis moved to approve the PCMI contract for the 2017-18 school year for substitute teacher services. Costs is \$125 per day. The board authorized the CSA to sign on behalf of the Academy.

Ms. Baltimore seconded the motion.
The motion passed, 6-0.

Ms. Baltimore moved to approve the Fire Pro contract for the 2017-18 school year for alarm services. Costs is \$125 per day. The board authorized the CSA to sign on behalf of the Academy.

Dr. Davis seconded the motion.
The motion passed, 6-0.

- Bridge Loan
 - Phase I of Bridge Loan upload documentation to Treasury.
 - Instructions and requirements are provided 30 days prior to due date.
- Borrowing Resolution
 - Application due June 28, 2017.
 - Approve in anticipation of receiving loan \$375,000
 - Projected Budget - \$2,406,000 for 2017-18
 - Authorized signers – officers of the board.
- Possibility of Municipal Finance Authority may not permit Shabazz to participate in in pool of obtaining backup bridge loan due to low 3-year average of enrollment.

Ms. Taylor moved to authorize CSA to make application for 2017-18 bridge loan.

Dr. Davis seconded the motion.
The motion passed, 6-0.

- Budget implementation for 2017-18
 - Cash on Hand
 - Spending reductions

Dr. Davis moved to adopt the borrowing resolution not to exceed \$375,000 will be completed accurately. Authorization provided to the board secretary to sign on behalf of the board.

Ms. Taylor seconded the motion.

The motion passed, 6-0.

Ms. Baltimore moved to approve seeking backup borrowing sources in case funding pool is not available to the Academy not to exceed \$375,000.

Dr. Davis seconded the motion.

The motion passed, 6-0.

- CSA Contract – Ms. Rodriguez received insurance coverage for Chapman Agency per CSA contract. Coverage options regarding Ms. Rodriguez employment insurance coverage was determined and the Academy will continue to utilize employee coverage.
 - Attorney suggested signing contract with an effective date of July 1, 2017.

Dr. Davis moved to approve the contract for CSA as amended with an effective date of July 1, 2017.

Ms. Baltimore seconded the motion.

- Discussion
 - Mr. Jackson asked for clarification regarding signature authority of the CSA representing Academy. Stating that it is important to provide third party individuals with disclaimer that “CSA is independent contractor and has limited authority”.
 - Ms. Rodriguez agreed with Mr. Jackson.
 - Mr. McWilliams suggested that CSA perform performance objectives and carry out duties without restrictions.
 - Pay increase of \$200 and \$2000 signing bonus is included in the contract.

The motion passed, 6-0.

- OSHA Claim – dismissed due to withdrawal of appeal.
- Performance Rates for 2016-17 school year performance evaluations:
 - Base pay increase of \$791 for returning teachers
 - 2016-17 performance amounts for Teachers
 - Highly effective \$2000
 - Effective \$1000
 - 2016-17 performance amounts for Instructional Aides and Bus Drivers
 - Highly effective \$500
 - Effective \$250
 - Employee personnel files will be modified to acknowledge the increase
 - Budget will include \$14,000 to accommodate performance amount payments

Dr. Davis left the room at 6:50pm

- Increase effective 2017-18 school year in order to remain competitive

Dr. Davis returned at 6:51pm

Ms. Baltimore moved to have base pay for returning teachers increased by \$791. This amount will be included in base pay and acknowledged in personnel files.

Mr. Jackson seconded the motion.

The motion passed, 6-0.

Ms. Baltimore moved to approve the following incentives:

- 2016-17 performance amounts for Teachers
 - Highly effective \$2000
 - Effective \$1000
- 2016-17 performance amounts for Instructional Aides and Bus Drivers
 - Highly effective \$500

- Effective \$250

Mr. Walker seconded the motion.

The motion passed, 6-0.

Ms. Baltimore moved to have incentive for pay performance per hour added to the hourly wage. This applies to the Lunch Aides, highly effective merits \$0.50, and effective merits \$0.25.

Mr. Walker seconded the motion.

The motion passed, 5-1(Nay - Mr. Jackson).

- 2016-17 Budget
 - Based on actual cost
 - Loss fund^{ing} (14 students not covered by funding)
 - Building Improvements

Dr. Davis moved to approve the 2016-17 amended budget.

Mr. Jackson seconded the motion.

The motion passed, 6-0.

- Fund Balance decreased by \$73,554.51

Ms. Baltimore moved to approve the General Appropriations **fund Resolution** for 2017-18.

Ms. Taylor seconded the motion.

The motion passed, 6-0.

Ms. Baltimore moved to approve the Special Revenue **fund Resolution** for 20167 -178.

Dr. Davis seconded the motion.

The motion passed, 6-0.

****Dr. Davis left the meeting at 7:09pm****

- Incentive Plan for 2017-18 school year
 - Provided for enrollment recruiting
 - Initiated at student count of 307
 - Instructional Aides, Bus Drivers, Teachers and Shabazz staff have opportunities to participate in recruiting incentives.
- Recruitment strategy should be initiated now
 - Includes getting current students to return and recruit additional students

Ms. Baltimore moved to approve the Shabazz incentive plan for 2017-18 with the understanding that the enrollment goal of 307 students is achieved prior to initiation of incentive payout.

Dr. Davis seconded the motion.

The motion passed, 6-0.

****Mr. Walker left at 7:15pm****

- Board Retreat
 - Ms. McConnell contacted several facilitators and presented speaker fees to the board.
 - Brief bios will be provided to board members in order to identify a facilitator
- Election of Officers
 - Mr. Jackson received a nomination for Treasurer.
 - He respectfully declined.

- Mr. Jackson received nomination for Vice President.
- Ms. Baltimore received nomination for Treasurer.
- Ms. McConnell received nomination for President.
- Dr. Davis received nomination for Secretary.

Ms. Taylor moved to elect the following individuals for officer positions:

- Ms. McConnell received nomination for President.
- Mr. Jackson received nomination for Vice President.
- Ms. Baltimore received nomination for Treasurer.
- Dr. Davis received nomination for Secretary.

Ms. Baltimore seconded the motion.

The motion passed, 4-0.

- Personnel\Finance Committee proposed meeting for June.
 - Meeting will take place on June 26th opposed to June 19th
- Evaluation Tool Training
 - Four board members are available to attend the training at a cost of \$1000 (with reimbursable funding)

ADJOURNMENT

Mr. Jackson left the meeting at 7:35pm. Meeting adjourned due to loss of quorum.

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 June 6, 2017.


Dr. Willie Davis Jr., Secretary

Minutes approved July 11, 2017 at the upcoming Board of Directors meeting.

Elbony Hawkins

Elbony Hawkins, Recording Secretary

June 10, 2017

Date

Next Board Meeting will be held on Tuesday, July 11, 2017 @ 5:30 pm
at Shabazz Academy 1028 W. Barnes, Lansing, MI 48933-2299

Ms. Rodriguez shared the following information:

- Student Enrollment – 251
- SIP
- MDE adjusting date
- Consolidated Grant – due June 30th
- Rec Report – due June 30th
- Harry Hill – June 9, 2017 - field day and end of year picnic.
 - Inclement weather date June 12th
- July 10th through August 17th – Pride Summer School
- NWEA Testing – Growth highlighted
- Skilled navigator – prepares lesson and tracks mastery/progress
 - Growth goals – identified
- August 21st – Staff return