

EL-HAJJ MALIK EL-SHABAZZ PUBLIC SCHOOL ACADEMY

BOARD MEETING MINUTES

DATE: July 5, 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 type="checkbox"/> Present	<input checked="" 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 type="checkbox"/> Present	<input checked="" 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 (Attorney).

CALL TO ORDER

Ms. McConnell called the meeting to order at 5:45 PM.

APPROVAL OF AGENDA

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

- Table Spring Policy
- Remove PTSO Report
- Add Calendar\School Day Schedule
- Add School Improvement Plan
- Remove Parent Teacher Student Liaison

The motion was seconded by Ms. Baltimore.

The motion passed, 4-0.

APPROVAL OF MINUTES

Mr. Pettway moved to approve the minutes of June 7, 2016 with corrections:

- Change “Julie Flowers” to “Julie Powers”
- Change “Backup for Ms. Rodriguez” to “Backup to Data Coach”

The motion was seconded by Mr. Jackson.

The motion passed, 4-0.

PUBLIC COMMENT – None

CMU REPRESENTATIVE

Mr. Rundborg reported on the following items:

- Academic Performance Report
 - Test Scores
 - Mission Statement
 - Total Enrollment for Academic Year
 - Student Count per grade

- 30% of students have 3+ years at Shabazz
- Racial\Ethnic breakdown
- Statistics of students receiving Free\Reduced lunch (used to determine funding)
- Demographic of students (city)
- Achievement Target
 - Reading 26% increased to 32%
 - Math 17% increased to 18%
- Performance Series
- Student Growth (Fall to Spring Session)
- Student Achievement
 - Growth of 3rd graders over the course of 3 years, measures resulted in growth in the areas
 - Reading
 - Math
- Quality School Review done by CMU
 - Reviews Educational Programming
 - Follow-up scheduled for Shabazz in 2017
- Student Growth Measure
 - Median Growth Percentile
 - Exceeds High
 - Meets Moderate
 - Approach Low
 - Does not meet very low
 - Comparison among students with similar growth
 - Improvement from Fall to Spring
 - Factors that are evaluated
 - Stability (6 people running Shabazz over 2 years)
 - Growth
 - Line chart growth – growth from grade progression
 - Positive growth
 - Contract Amendment – student growth – CMU driven
 - Data team – focus on growth based on data
- Webinar – available for persons who missed actual presentation
- Provided snapshot of student growth from grade to grade
- Determining why growth is high? Low?
- Low achievement
- Center for Charter Schools (CMU) website update
 - No release date
 - Update is anticipated for August 1, 2016

OLD BUSINESS

- Spring Policies review and approval – Tabled until the August 2, 2016, due to updated policies being distributed.
- Appointment of CSA
 - Mr. Pettway – shared that the Personnel\Committee has evaluated CSA and provided a score of 4.19 based on 1-5 scale. The Personnel\Committee recommended that Ms Rodriguez be hired as CSA without the Interim title.

Mr. Pettway moved to hire Ms. Rodriguez as CSA without the Interim title. This hire is effective July 1, 2016.

The motion was seconded by Ms. Baltimore.

The motion passed, 4-0.

Mr. Pettway moved to have Personnel Chair *Evaluation Committee* and Ms. Rodriguez to work with counsel on details of the contract and bring final contract to the board.

The motion was seconded by Ms. Baltimore.

The motion passed, 4-0.

- CMU request for Data Coach position description
 - This position is new to Shabazz Academy and CMU has requested that a position description be developed and submitted. Copies of the job description was distributed/reviewed by the board.
 - The approved job description will be submitted immediately to CMU via Epicenter and emailed to Amy Van Atten-Densmore.

Ms. Baltimore moved to amend the charter to allow for Data Coach.

The motion was seconded by Mr. Pettway.

The motion passed, 4-0.

- Hiring Recommendations
 - The following individuals were recommended to be hired for the 2016-17 Academic School year, effective hire date is August 22, 2016:
 - *Mary Davenport for Special Education – salary is being discussed with Mr. Moore.*
 - Aubrey Gebbie – 3rd Grade Teacher – ~~suggested salary \$33,280~~
 - Christine Denning – 2nd Grade Teacher – ~~suggested salary \$33,280~~
 - Kamana Taylor – 5th Grade Teacher – ~~suggested salary \$37,500~~

Mr. Pettway moved to hire *Mary Davenport (Special Education)*, Aubrey Gebbie (3rd Grade), Christine Denning (2nd Grade) and Kamana Taylor (5th Grade) with an effective date of August 22, 2016. The salaries are based on the current salary scale.

The motion was seconded by Mr. Jackson.

The motion passed, 4-0.

- Food Vendor Contract Approval
 - Preferred Meal System, Inc. – applied for credit of \$45,000 for 2 months of reimbursable pay.
 - Quality of Food is better in comparison to the last food vendor.
 - Increase in Variety
 - Supplies more for students
 - Served unitized or bulk – selected unitized.
 - Price comparison is approximately \$10,000 less than previous food contract.

Ms. Baltimore moved to ratify the agreement between Shabazz Public School Academy and Preferred Meals System for the 2016-17 Academic year.

The motion was seconded by Mr. Jackson.

The motion passed, 4-0.

- School Calendar
 - Ms. Rodriguez provided an updated calendar for the 2016-17 Academic year. The following items were updated:
 - Displays Instructional hours - 1125
 - Displays Instructional days – 180

Mr. Pettway moved to approve the Shabazz Calendar for 2016-17 as presented.

The motion was seconded by Ms. Baltimore.

The motion passed, 4-0.

- School Improvement Plan
 - The plan has been updated the following items were modified:
 - Introduction
 - Changed to include the tiered model
 - Reflects what Shabazz has implemented “what they are doing”
 - Coincides with the EPR
 - References techniques such as Phonic, Web program, Ames web, etc.
 - Consolidated Grant – requires approval of school improvement plan

Ms. Baltimore moved to approve the Single Building District Plan for Shabazz Academy for the 2016-17 academic year.

The motion was seconded by Mr. Pettway.

The motion passed, 4-0.

- Ad Hoc Committee – Tabled for discussion with absent board members.
 - The Ad Hoc Committee was not intended to meet during the summer, due to summer schedule for Teachers. Suggested that meetings be postpone until plan can be devised to get participation. The schedule will coincide with the academic year calendar.
 - Efforts are being made to target PTSO committee as well.
 - Discussion
 - Ad Hoc meetings may not be needed because the culture of Shabazz has changed due to the newly implemented changes.
 - Suspend meetings until buy in can be achieved

CURRICULUM REPORT – None

INTERIM CHIEF SCHOOL ADMINISTRATOR REPORT

Ms Rodriguez presented the following items

- Summer Enrollment – 105 students
 - 27 new enrollments for 2016-17
 - Summer School – 86
 - Panther Pride – 126 total
 - 86 Students
 - 40 Community
 - 13 Waitlist
- Purchased 3 buses at \$2,000 each
- Insurance Check is being disbursed for repairs due to accident damage
- Juneteenth Recruitment Opportunity
 - July 16, 2016 at the 9th Annual Community Cookout (1:00 – 6:00 pm)
- Personnel Updates
 - 2 Teachers
 - 1 Instructional Aide & Lunch Aide
 - 3 reassignment personnel information

PERSONNEL COMMITTEE REPORT

- Complaint
 - A letter was sent to the entire board from a *temporary service* employee.
 - CSA has been included on the complaint in order to address the complaint.
 - The next Finance\Personnel Committee is July 18, 2016.

TREASURY REPORT

Ms. Baltimore reviewed the Financial Report dated May 31, 2016.

- Mr. Moore highlighted the following items:
 - Special Education Audit – open item regarding licensing concern of *vendor's* employee *without the correct license for the 2014-15 academic year.*
 - *Potential Total* exposure of \$6200 for the 2015-16 academic year. *Compensation may be provided by the vendor to compensate for any losses to the (school) that resulted from placement.*
 - ~~Not sure if money has to be returned~~
 - ~~A New person with the license~~ will be identified for 2016-17 academic year to avoid licensing concern. ~~This may result in a shortfall. Compensation may be provided by vendor to compensate for any losses that resulted from placement.~~

- Retirement Audit
 - No financial impact
 - Reconcile numbers to the State records
 - Difference occurred due to conflicting data:
 - Total payroll requested by the State
 - Total payments requested by auditor
 - Transfers line up with records maintained by Accountant
- Food Service Budget – over budget
 - Resubmitted documents that were requested
 - Accounting rules violation due to being 1% over budget
 - Due to retroactive policy that changed from 1% over to 0% over budget
 - Title I loss was explained

****Mr. Jackson left the room at 7:08pm****

FACILITY REPORT - None

DEVELOPMENT REPORT – None

****Mr. Jackson returned at 7 17 pm****

NEW BUSINESS - None

Mr. Jackson moved to authorize Ms. McConnell to respond to the 2014 Audit Financial letter dated June 2, 2016 from MDE.

The motion was seconded by Ms. Baltimore

The motion passed, 4-0.

ATTORNEY REPORT

Mr. McWilliams reported the following items:

- State Aide Borrowing Note
 - Anticipated sign off is August 1, 2016.

****Mr. Jackson left at 7:20pm****

ADJOURNMENT

Ms. McConnell adjourned the meeting at 7:20 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 July 5, 2016.

*Lunal Baltimore for
Dr. Willie Davis Jr.*

Dr. Willie Davis Jr., Secretary

Minutes approved July 7, 2016 Board of Directors meeting.

Elbony Hawkins

Elbony Hawkins, Recording Secretary

July 6, 2016

Date

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

