

# EL-HAJJ MALIK EL-SHABAZZ PUBLIC SCHOOL ACADEMY

## BOARD MEETING MINUTES

**DATE:** December 6, 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: Ms. Angela Rodriguez (Shabazz), Mr. Jim Rundborg (CMU), Mr. Charles Moore (Accountant).

### CALL TO ORDER

Ms. McConnell called the meeting to order at 5:33 PM.

### APPROVAL OF AGENDA

\*\*Dr. Davis arrived at 5:35pm\*\*

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

- Strike Parent \Teacher\Student Liaison Report
- Strike Attorney Report

The motion was seconded by Mr. Pettway.

The motion passed, 4-1 (Yay- McConnell, Pettway, Baltimore, Jackson; Nay – Davis).

### APPROVAL OF MINUTES

Mr. Jackson moved to approve the minutes of November 1, 2016 as presented.

The motion was seconded by Mr. Pettway.

The motion passed, 5-0.

### PUBLIC COMMENT

Mr. Collier and Ms. Griffin addressed the board.

### CMU REPRESENTATIVE

Mr. Rundborg presented the following items:

- Board Development Series
  - The Intersection of Retention and Success presentation will be held on January 24, 2017 in Grand Blanc, MI at the Brick Street of Grand Blanc from 6:00- 8:30pm. This series will also be held in Novi, MI at the Crown Plaza Detroit on January 26, 2017 from 6:00-8:30pm.
  - The Direction of Michigan Education presentation will be hosted on February 23, 2017 in Lansing, MI. Additional details to be announced.
  - The Emerging Trends and Research in Education presentation will be held on April 11, 2017 in Novi, MI. Additional details will be announced at later date.

- The School Reform office and Board of Education are resolving discrepancy with identifying the determining factors for school rankings. Test results are being released sometime in mid-December.

## OLD BUSINESS

- Budget Amendments – None
- Approval of Expenditures
  - Scripted Science Curriculum – Shabazz is looking to purchase science package for \$7000.

Dr. Davis moved to approve the purchase of the Science package curriculum purchased from Battle Creek not to exceed the costs of \$7250.

The motion was seconded by Mr. Pettway.

Discussion:

- Package was developed by Battle Creek
- Could be used for 3 years
- Replacement Workbooks will be purchased annually
- Potential to increase Science scores
- The science scores at Battle Creek are favorable
- Several MI counties are using the same science package
- Could potentially provide revenue
- Alternatives are not rated highly

The motion passed, 5-0.

- Building Repairs
  - General repairs are estimated to costs \$2950
    - excludes \$4951 quote for painting
    - Ceiling tiles and floor repair have not been assessed for repair costs.
  - Stairwell repair has been addressed and approved at November 1, 2016 board meeting.
- Incentive Pay Plan

\*\*Ms. Taylor arrived at 6:00pm\*\*

- The current plan allocated \$4500 for individuals that receive highly effective rank
  - If more than one person is ranked highly effective the allocation will be shared among all that were ranked highly effective.
  - If only one person is ranked highly effective they will receive the entire allocation.
- The proposed change is to place a limitation on the individual payout. Ex. Individual may not receive more than 65% of the highly effective allocation.

Ms. Baltimore moved to approve the incentive pay plan modification to reflect that no one effective employee may receive more than 65% of the amount of a highly effective employee in all incentive pools. Any excess will be redistributed among highly effective employees.

The motion was seconded by Dr. Davis.

The motion passed, 5-1. (Yay- McConnell, Pettway, Baltimore, Davis, Taylor; Nay – Jackson).

## PERSONNEL COMMITTEE REPORT

Mr. Pettway reported the following items:

- The personnel Committee met and does not have any information to report to the board
- The exit interview process has been approved and will be implemented

## CHIEF SCHOOL ADMINISTRATOR REPORT

Ms. Rodriguez shared:

- Reauthorization Activities
  - Review areas for assessment

- Site Review
- Finances
- Data for Recertification
- Curriculum
  - After-school Program
  - Title I program
- Ms. McConnell encouraged all board members to review the Reauthorization Activities process for Shabazz.

## CURRICULUM REPORT

Ms. Rodriguez reported the following items:

- Data Meeting
  - Held the 1st Tuesday of the month
  - Purpose is to familiarize staff with data
  - Consist of formative assessment
  - Board members are encouraged to attend the data meeting
- Harambee will be held on December 16, 2016 at 9:30am
  - Focus is research, unity, project center based
- Aligning Curriculum – Cross curriculum (all four subjects)
- Differentiated instruction and Project Based Learning – Teachers have opportunities to facilitate

\*\*Mr. Jackson left at 6:26 pm\*\*

## CHIEF SCHOOL ADMINISTRATOR REPORT

Ms. Rodriguez reported the following items:

- Enrollment – 269 (270 as of 12/06/2017)
- Post interview – Site visit is scheduled for 12/7/2016 at 1:00pm
- Marguerite (MDE) – will discuss if Shabazz is on track. Determine ability to produce the items that have been requested
- SPED – IISD review of Special Education program on Friday, December 9, 2016.
  - Review for Special Education Compliance
- Fiber Tec – Mr. Walker provided information via email dated December 5, 2016. Update will be provided after December 13, 2016.
- EPR phone conference – scheduled for December 21, 2016 at 10:00am. The review is headed in the right direction. Site visit is scheduled for January 25, 2017.
- Personnel file Audit – waiting for findings report. Contacted Lisa Wheaton and was informed that report is being prepared to distribute to Shabazz.
- Records Report was submitted
  - MICR – Immunization Records
- Lion King – Shabazz was previously opening Act for Lion King performance that took place at Lewton School.
  - Shabazz has received opportunity to perform Lion King (applied for and was award to perform at Wharton Center).
  - After Lion King performance at Wharton Center, additional performances may be held at Shabazz for revenue

## TREASURER'S REPORT

Ms. Baltimore distributed a document that listed the expenditures for November

\*\*Mr. Jackson returned at 6:38pm\*\*

- Mr. Moore reviewed the Ending Statement financials
- Title I fund – approved early and disbursed
- Supplemental Report

- Certified Report – Section 25A allows for student count adjustments up to December 2016 and additional modification can be done in February 2017.
- Recertification – based on student count
- The disbursed funds are based on previous years' totals.
  - Budget revision – draft budget will be available for the January 2017 meeting.
- Retirement Update – Senate turned down proposal
- Workman Compensation – Audit was conducted on December 6, 2016.
  - Workman Compensation Coverage Exceptions – If person is Sole Proprietor they are allowed to file WC 337 and provide proof of liability insurance to provide protection from workman compensation claims up to 1 year.
  - Corporations, partnerships and LLC are required to have workman compensation coverage.

## FACILITY REPORT

Mr. Walker provided information via email dated December 5, 2016.

## DEVELOPMENT REPORT

Dr. Davis reported information:

- Friends of Shabazz will be contacted for support
- Wish List – displaying needs of Shabazz (similar to Ellie's Place document requesting support)
- School Improvement Team

## NEW BUSINESS

- Dr. Davis shared that Lansing Community College will have mural of Malcolm X exhibited for the next three months. A panel discussion will be held on Thursday at 4:30pm for individuals that have contributed to the cause. The mural will also be displayed at Shabazz for three months.

\*\*Ms. Baltimore left at 6:56pm\*\*

- Upcoming Meetings:
  - The Ad-Hoc meeting has been suspended until further notice.

\*\*Ms. Baltimore returned at 6:57pm\*\*

- Finance/Personnel – December 19, 2016 @ 5:30pm 4:00pm
- Curriculum/Development – December 22, 2016 @ 5:30pm
- Next Board meeting
  - January 3, 2017 has been rescheduled for January 10, 2017 at 5:30pm.

## ADJOURNMENT

Dr. Davis moved to adjourn the meeting at 7:05PM.

The motion was seconded by Mr. Pettway.

The motion passed, 6-0.

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 December 6, 2016.

  
 Treasurer Signing Dr. Willie Davis Jr., Secretary

Minutes approved January 10, 2017 at the upcoming Board of Directors meeting.

Elbony Hawkins

Elbony Hawkins, Recording Secretary

December 7, 2016

Date

Next Board Meeting will be held on Tuesday, January 10, 2017 @ 5:30 pm  
at Shabazz Academy 1028 W. Barnes, Lansing, MI 48933-2299