

EL-HAJJ MALIK EL-SHABAZZ PUBLIC SCHOOL ACADEMY

BOARD MEETING MINUTES

DATE: August 2, 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 type="checkbox"/> Present	<input checked="" 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 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 type="checkbox"/> Present	<input checked="" type="checkbox"/> Absent

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

CALL TO ORDER

Ms. McConnell called the meeting to order at 5:55 PM.

APPROVAL OF AGENDA

Ms. Baltimore moved for approval of the agenda with omissions:

- Strike PTSO Report
- Strike Spring Policies
- Add Background Checks
- Strike Facility Report
- Strike Development Report
- Strike Parent \Teacher\Student Liaison Report

The motion was seconded by Ms. Taylor.

The motion passed, 4-0.

APPROVAL OF MINUTES

Ms. Baltimore moved to approve the minutes as presented.

The motion was seconded by Mr. Walker.

The motion passed, 4-0.

PUBLIC COMMENT – None

CMU REPRESENTATIVE

Mr. Rundborg presented the following items:

- New Website – Center for Charter Schools will be releasing new website. The website is being designed by CMU IT team and is user friendly.
- Charter Award
 - Grants are available to cover 50%-degree tuition costs
 - Available to charter school employees
 - Sent to charter school employees

OLD BUSINESS

- Charter Amendment
 - Data Coach position description approved at previous board meeting
 - Includes revised by date
 - Formal contract with position description attached
 - Motion needed to approve contract ~~renewal~~ **amendment** the includes data coach position description

Ms. Taylor moved to approve contract ~~renewal~~ **amendment** the includes data coach position description.

The motion was seconded by Ms. Baltimore.

The motion passed, 4-0.

- Transparency Certification Form
 - Due August 29, 2016 (Fall) and March 29, 2016 (Spring)
 - Ms. McConnell requested that she receive authorization to sign the Transparency form after Mr. McWilliams has the opportunity to follow-up with staff and administration to ensure that actions are being executed at Shabazz Academy.

Ms. Baltimore moved to authorize Ms. McConnell to sign the Transparency form after Mr. McWilliams has the opportunity to follow-up with staff and administration to ensure that actions are being executed at Shabazz Academy.

The motion was seconded by Ms. Taylor.

The motion passed, 4-0.

- Emergency Repair
 - The ventilation system in the kitchen was repaired and the expense total was \$6,280.21.
 - Motion is needed to ratify the emergency repair.

Ms. Baltimore moved to ratify the emergency expenditures for the ventilation system repair and sinks in the amount of \$6,281.21, payable to McKissic Construction.

The motion was seconded by Ms. Taylor.

The motion passed, 4-0.

- Approval of Contracts
 - Julie Powers
 - Ebony Middlebrook
 - Mary Davenport
 - Audrey Gebbie
 - Kamana Taylor

Ms. Taylor moved to approve the positions\salaries for new teachers and coaches:

- Julie Powers – Data Coach - \$40,000 plus benefits (no signing bonus)
- Ebony Middlebrook – part-time food service coordinator - \$15.00 per hour (no benefits)
- Mary Davenport – Special Education Teacher - \$46,000 plus benefits (no signing bonus)
- Audrey Gebbie – Teacher - \$33,289.60 plus \$2000 signing bonus
- Kamana Taylor - Teacher - \$36,006.03 plus \$2000 signing bonus

The motion was seconded by Ms. Baltimore.

The motion passed, 4-0.

- Mr. McWilliams shared that all contracts are available for board review and signatures.
- The board discussed the process for hiring Teachers
 - Teachers are being brought on as substitutes and will be hired contingent on background check.
 - Advantages
 - Teachers gain experience instantly
 - Fingerprints are processed right away
 - Contracts are necessary to ensure the new employee with job stability
 - Will receive paycheck immediately being hired as a substitute

- Contracts should be revised to align to fit with benefits terms to begin immediately.
- Ms. Rodriguez expressed that the current process is too slow.
- Special Education Pro-Care Contract (Special Education)
 - Contract for Douglas Pennfield

Ms. Baltimore moved to approve the Education Pro Care Contract for Douglas Pennfield.

The motion was seconded by Ms. Taylor.

The motion passed, 4-0.

- Tiny Eye
 - Contract for online program for speech programs software package.

Mr. Walker moved to approve the Tiny Eye software program speech contract for 1 year.

The motion was seconded by Ms. Baltimore.

The motion passed, 4-0.

- Professional Psychologist and Rehabilitation Services (PPRS)
 - Contract for Dr. Thomas services include
 - Teacher Consultant
 - Social Worker
 - Master Psychologist
 - Occupational Therapist
 - Some charges are reimbursable
 - Contract changes:
 - Prescreening and background checks is being added
 - Grammatical errors will be contingency in contract

Mr. Walker moved to approve the contract for Special Education Pro-Care (Special Education) for the term August 3, 2016 through July 3, 2017.

The motion was seconded by Ms. Taylor.

The motion passed, 4-0.

- Background Check - CMU Response
 - Ms. McConnell distributed response letter board approval. The board discussed this letter.
 - Standard operating procedure for background check
 - Included in hiring process
 - Minor language changes

Mr. Walker moved to authorize Ms. McConnell to respond to CMU with Background Check response.

The motion was seconded by Ms. Baltimore.

The motion passed, 4-0.

CHIEF SCHOOL ADMINISTRATOR REPORT

Ms. Rodriguez reported on the following items:

- Enrollment – 186
- Summer Enrollment – 71
- Consolidated Grant – The forms have been submitted and awaiting review\completion from Mr. Moore.
- Hiring New Teacher – Teacher changed mind regarding return to Shabazz, recruitment efforts are being made to fill vacancy.
- Office Staff – looking to replace office staff through Personnel World.
- Mike Ratke – contacted Shabazz regarding significant gains. Ms. Rodriguez is scheduled to meet with Mr. Ratke on August 24, 2016 at 9:00am.
- Staff Reassignment
 - Tara Williams is being assigned to Instructional Aide position
 - Mr. M. Riley is being assigned to Instructional Aide position

- 26 new chrome brook
 - 70 chrome books in total
 - 1 new chrome book cart
- Mandatory Parent session scheduled for September 1, 2016. All board members are encouraged to attend.
 - AM and PM Sessions will be held
 - Discussion topics include:
 - Curriculum
 - Classrooms
 - Introductions
 - Board
 - Staff
 - Teachers
 - Administration
 - Incentives
 - T-Shirts
 - Food
 - Activities
- Training – Ms. Rodriguez will attend a training session (Rubric, policies, etc.) on August 23, 2016.
- Robert Hall – Current custodian that took over previous custodian contract.
- Jasmin – has submitted a bid for custodial services at Shabazz Academy.

ATTORNEY REPORT

Mr. McWilliams advised the board of the confidential communication and instructed the board to enter into closed session to discuss the communication in detail.

Mr. Walker moved to enter into closed session at 7:04 PM to discuss the confidential communication.

The motion was seconded by Ms. Baltimore.

The motion passed, 4-0. Roll Call: Ms. Taylor, Ms. Baltimore, Ms. McConnell, and Mr. Walker.

Ms. Taylor moved to convene the meeting at 7:15 PM.

The motion was seconded by Mr. Walker.

The motion passed, 4-0.

Ms. Taylor moved to have a formal response sent on behalf of the board approved and forwarded to CMU.

The motion was seconded by Mr. Walker.

The motion passed, 4-0.

NEW BUSINESS - NONE

ADJOURNMENT

Ms. Baltimore moved to adjourn the meeting at 7:16 PM.

The motion was seconded by Mr. Walker.

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 August 2, 2016.


Dr. Willie Davis Jr., Secretary

Minutes approved September 6, 2016 at the upcoming Board of Directors meeting.

Elbony Hawkins

Elbony Hawkins, Recording Secretary

August 9, 2016

Date

Next Board Meeting will be held on Tuesday, September 6, 2016 @ 5:30 pm
at Shabazz Academy 1028 W. Barnes, Lansing, MI 48933-2299

