

# EL-HAJJ MALIK EL-SHABAZZ PUBLIC SCHOOL ACADEMY BOARD MEETING MINUTES

**DATE:** September 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 type="checkbox"/> Present	<input checked="" type="checkbox"/> Absent
Ms. Lural Baltimore, Treasurer	<input type="checkbox"/> Present	<input checked="" 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), Ms. Julie Powers, 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. Taylor moved for approval of the agenda with omissions:

- Strike Approval of Contracts\Teachers & Staff
- Strike Facility Report
- Strike Parent \Teacher\Student Liaison Report

The motion was seconded by Mr. Pettway.

The motion passed, 4-0.

### APPROVAL OF MINUTES

Ms. Taylor moved to approve the minutes of August 26, 2016 as corrected:

- Page 2 – change “approve the minutes with corrections” to “approve the minutes of August 2, 2016 with corrections”

The motion was seconded by Mr. Pettway,

The motion passed, 4-0.

### PUBLIC COMMENT – None

### CMU REPRESENTATIVE

Mr. Rundborg presented the following items:

- Fall Conference – scheduled for October 6, 2016 at the Sheraton in Novi, MI.
- President Roundtable - scheduled for September 23, 2016 at Gilbert & Blake’s in Okemos, MI.
- Update School Reform Office –
  - MSTEP – initially not taken into consideration due to new test\results.
  - MSTEP inclusion was reconsidered. This will not impact Shabazz because they are not ranked within the bottom 5 %.
  - Charter Schools are being treated similar to public schools.

- Operational Performance Report 2015-16
  - Compliance Ratings
  - Charter Contract
  - Reauthorization Spring 2017
  - Master Calendar – items due to CMU, State of MI, etc.
  - Compliance and Document submission
  - Contract Amendments
  - Organizational Structure
  - Number of Meeting held
  - Academy Review
  - Board Policies
  - Board Development

## OLD BUSINESS

- Approval of Kitchen Commercial Appliances
  - Current refrigerator is residential grade
  - The stove is also residential grade and only 3 of the 4 burners
    - Mr. Rundborg suggested contacting Cole Academy regarding acquiring used commercial grade stove and/or refrigerator.
  - The stove also requires ventilation.
  - Approximate price range is \$12,000 (taken from capital asset line item)

Mr. Pettway moved to approve the purchase of commercial refrigerator, stove and ventilation hood not to exceed \$15,000.

The motion was seconded by Ms. Taylor.

The motion passed, 4-0.

- Corrective Items – Food Program has been completed.
- Spring Policies – Mr. McWilliams reviewed the following Spring Policy updates:

- Table of Contents
- 0140 Membership
- 1130 Conflict of Interest
- 2623 Student Assessment
- 3110 Conflict of Interest
- 3220 Staff Evaluation
- 5111 Admission of Students
- 6110 Grant Funds
- 6111 Internal Controls
- 6112 Cash Management of Grants
- 6114 Cost Principles – Spending Federal Funds
- 6116 Time and Effort Reporting
- 6325 Procurement Federal Grants/Funds – corrected to include accurate bidding threshold
- 6550 Travel Payment and Reimbursement
- 7310 Disposition of Surplus Property
- 7450 Property Inventory
- 8142.01 Weapons
- 8500 Food Services

Mr. Jackson moved to adopt the revised table of contents and the policies listed on the disposition form:

- 0140 Membership
- 1130 Conflict of Interest
- 2623 Student Assessment
- 3110 Conflict of Interest

- 3220 Staff Evaluation
- 5111 Admission of Students
- 6110 Grant Funds
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- 6114 Cost Principles – Spending Federal Funds
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- 6325 Procurement Federal Grants/Funds – corrected to include accurate bidding threshold
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- 8142.01 Weapons
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The motion was seconded by Ms. Taylor.

The motion passed, 4-0.

- Reauthorization Updates – reminders of reauthorization process. Progress is being tracked and preparation for actual reauthorization has been initiated.
  - Ms. Rodriguez is reviewing Education Program Review (EPR) for broad overview.
  - Addressing items of concern.
  - Update will be provided at each board meeting until reauthorization.
- Transparency Certificate Form
  - Reviewed/Updated via website and has been submitted through Epicenter.
  - The due dates for the Transparency Certificate Form are March 29<sup>th</sup> and August 29<sup>th</sup>. Required changes should be implemented the day of Transparency Certificate Form submission.

## CURRICULUM REPORT

Ms. Powers reported the following items:

- School Schedules – loaded into school crafter.
- Teachers are currently conducting review for students to assess student knowledge.
- September 19<sup>th</sup> – testing window start.
- Open House - will be held for Shabazz staff and families.

## CHIEF SCHOOL ADMINISTRATOR REPORT

Ms. Rodriguez reported on the following items:

- Enrollment – 227
- Interviews – consolidation grant funded positions are being filled.
- 4-5 split – will be determined according to numbers
- Bus Drivers
  - 5 Routes needed/running
  - Using sub currently
  - Looking to interview for 5<sup>th</sup> bus driver

## PERSONNEL COMMITTEE

Mr. Pettway provided the following updates:

- Position description updated
- Two staff are being sought for office to handle busy flow of administrative operations.
- Recruiting efforts are being made via MAPSA, Indeed, and Pure Michigan Talent

Mr. Pettway moved to approve Pure Michigan Talent for recruiting efforts at Shabazz Academy.

The motion was seconded by Ms. Taylor.

The motion passed, 4-0.

The next Personnel\Finance Committee is scheduled for September 19, 2016.

\*\*Mr. Pettway left the room at 7:31pm\*\*

## TREASURER'S REPORT

Mr. Moore shared the following information:

- Update Bridge Loan – additional documents were requested after initial documentation was submitted on Thursday.
- Susan Ballard has received documents and is in process of reviewing documents. Date of disbursement will be determined after document review.
- Mr. Moore distributed the Financial Report year-end financial statement.

\*\*Mr. Pettway returned at 7:33 pm\*\*

- Audited financials and year-end financial were within 1% of each other.
- The necessary equipment and facility repairs that were acquired last minute still resulted in overall surplus.
- Purchased services (Teachers and CSA) eliminated benefit costs last year. This year the benefits costs will be included in budget.
- Budget (991) to Actuals (46,937) are consistent
- Food Service fell within the higher end of budgeted range
- Grant funds – federal revenue of \$47,000 not spent last year carry forward to current year.
  - Request for transfer has been submitted.
  - Obligation date is after summer school. Summer school costs cannot be charged to the grant.
  - Extra expenses can be applied to grant and summer school may be accounted for in the general fund.
  - Overall financials support great year, please address all concerns and questions to Mr. Moore.
- Formal Audit – October 6<sup>th</sup> or 7<sup>th</sup>
  - Auditor is available for questions from 9am until 5pm at Mr. Moore's office.

## NEW BUSINESS - NONE

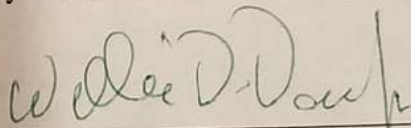
## ADJOURNMENT

Ms. Taylor moved to adjourn the meeting at 7:46 PM.

The motion was seconded by Mr. Pettway.

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 September 6, 2016.



Dr. Willie Davis Jr., Secretary

Minutes approved October 4, 2016 at the upcoming Board of Directors meeting.

*Elbony Hawkins*

Elbony Hawkins, Recording Secretary

September 12, 2016

Date

Next Board Meeting will be held on Tuesday, October 4, 2016 @ 5:30 pm  
at Shabazz Academy 1028 W. Barnes, Lansing, MI 48933-2299