

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

DATE: October 4, 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 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: Ms. Angela Rodriguez (Shabazz), Ms. Julie Powers, Mr. Charles Moore (Accountant), Mr. Rundborg (CMU).

CALL TO ORDER

Ms. McConnell called the meeting to order at 5:35 PM.

APPROVAL OF AGENDA

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

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

The motion was seconded by Ms. Baltimore.

The motion passed, 6-0.

APPROVAL OF MINUTES

Mr. Walker moved to approve the minutes of September 6, 2016 as presented.

The motion was seconded by Mr. Jackson.

The motion passed, 6-0.

PUBLIC COMMENT

Whitney Green (Shabazz Academy - Instructional Aide) addressed the board.

CMU REPRESENTATIVE

Mr. Rundborg presented the following items:

- Annual Fall Conference – scheduled for October 6, 2016 in Novi, MI.
- Audit Response and Financial Statement - due November 1, 2016.
- Upcoming Events
 - “Leveraging Data to differentiate Reading Cohorts” - will be held on October 19, 2016 at the Lake Lansing Road CMU Office at 9:00am.
 - “Math Informing Instruction” - will be held on October 26, 2016 at the Lake Lansing Road CMU Office 9:00am.
 - Board Development Series – “Charter Contract 101” is scheduled for November 3, 2016 at Crystal Gardens Banquet Center Hall in Lansing, MI.

- Update State Reform Office –
 - Last MEAP and MSTEP 2015-16 –test\results in the bottom 5% will be evaluated and used for ranking.
 - MSTEP scores are priority and Shabazz should take this into consideration.
 - Previous MSTEP statistics for Shabazz
 - Improved Growth
 - Low Scores

OLD BUSINESS

- Approval of Instructional Aides hires
 - Kaniya Lamb – compensation aligns with other Instructional Aides is \$20,852.
 - Mr. Pettway suggested that the board approve the contract for Kaniya Lamb based on the recommendation of the CSA. The contract is for 1 year and the Personnel Committee supports this hire.

Ms. Taylor moved to approve the hire of Kaniya Lamb for 1-year contract. The compensation is \$20,852. The motion was seconded by Ms. Baltimore.

The motion passed, 6-0.

- Mr. Pettway suggested that the board approve the contract for Briana Moore as recommended by CSA. The contract is for 1-year contract with compensation of \$20,850.

Mr. Walker moved to approve the hire of Briana Moore for 1-year contract. The compensation is \$20,852. The motion was seconded by Ms. Taylor.

Discussion:

Ms. McConnell asked if any conflict of interest scenarios exists with this hire.

- Mr. Moore disclosed that Briana Moore is his daughter.

The motion passed, 6-0.

- Approval of Lunch Aide
 - Mr. Pettway suggested that the board approve the contract for Ashari Jackson based on the recommendation of the CSA. The contract is for 1 year and the Personnel Committee supports this hire.

Mr. Taylor moved to approve the hire of Ashari Jackson for 1-year contract for Lunch Aide (part-time). The motion was seconded by Ms. Baltimore.

The motion passed, 6-0.

Dr. Davis arrived at 6:10 pm

CURRRICULUM REPORT

Ms. Powers reported the following items:

- Harambee will be showcased in the local Kids World News newspaper distribution. This was accomplished by submitting application for publication be designated deadline.
- NWEA – is currently taking place until all students have completed testing.
- Chromebooks have assisted in strengthening testing skills.
 - Ms. Harris has challenged students to achieve 70% before they are allowed access to game mode access.
 - Mr. Dean will highlight the writing component (has not been utilized).
 - Math Specialist has completed the Ames web on paper. This will be uploaded next week.
 - Meetings with teachers has been completed. The sessions were 30 minutes long.

Conference Data – have taken place and data (attendance\compliance is being compiled).

- Let Us Live – non-profit program that focuses on nutrition. Assists families with developing budgets for nutritious foods.

- Community Garden resources
- Local Garden Clubs
- Dr. Davis reported on the following:
 - Enrichment exercise– Swahili language lessons are being offered by Dr. Davis.
 - These lessons will be offered as an afterschool program versus during instructional school time.
 - Instructional School lessons require approval from board and CMU.
 - Comparable afterschool programs are Girl Scouts, Garden Club, etc.
 - Ms. Rodriguez supports the afterschool instruction due to critical timeline and reauthorization schedule. This enrichment exercise will include transportation for Shabazz students.
 - Ms. Taylor suggested providing Young Authors program for Shabazz students. This will be discussed further to finalize plans.
 - Robotics program – several Shabazz students are actively engage in Robotics program at St. Stephen’s Church. This is the 3rd year that Shabazz has participated in this program.

CHIEF SCHOOL ADMINISTRATOR REPORT

Ms. Rodriguez reported on the following items:

- Enrollment – 249
- Interviews – Kindergarten, 3rd Grade Teacher and Food Service Coordinator positions are being filled.
- Ingham Intermediate School District – contacted regarding Special Education. Ms. Rodriguez anticipates an increased need for Special Education services.
- Power School – data regarding entrance\exit interview.
- Lunch Tables – need for additional tables. The tables are approximately \$1,400 and 3-4 tables are needed.
- Robotics Program– 11 students are participating in the Robotics program starting today.
- Extra-curriculum activities – reviewed previous activities and evaluated the programs that will be continued this year.
 - Drummer ~~Dance~~ ^{Spend} fee is \$1,250 based on year round availability. Ms. Rodriguez feels that the increase from \$500 to \$1,250 based on recurring appearances and year round accessibility. This will be addressed by the Personnel\Finance Committee.

PERSONNEL COMMITTEE

Mr. Pettway reported that all items have been addressed with the new hires. No additional information to report.

TREASURER’S REPORT

Mr. Moore shared the following information:

- Audit – is pending the GASB 68 review that is anticipated to be released on September 30, 2016. Mr. Moore is confident that the Audit reports will be completed prior to the November 1, 2016 deadline.
 - Special Meeting will be needed in order to approve the Audit documents.
- Financial Statement were revised. Includes \$20,000 payment to Unique Food for final payment. The actual final payment was \$12,000. The discrepancies include:
 - Estimated Accounts Payable
 - Delayed voided check for Unique Foods for \$20,000
 - Discrepancy resulted \$70,000 profit instead of \$46,000
- Title I Report – will be completed on October 7, 2016.
- The audit will begin on October 8, 2016 at 9:00am.
- The bonus program will be discussed due to increase in enrollment.
- The Bridge Loan of \$300,000 was received on September 30, 2016. The fees were lower than anticipated.

- Financial Signatory Card – was uploaded via Epicenter.
- Monthly Check Payments – a listing of the monthly bills was shared with the board members.
- Budget was based on a student count of 210 and the actual count is 249.

FACILITY REPORT

Mr. Walker reported the following items:

- Shabazz is in good condition. The facility grounds were clean and well maintained along with inside of school.
- Trash Containers\covers
- RFP Custodian – will be initiated and information will be presented to the board for approval.
- Walkway – bids for steps and safety concerns.
- Fall Preventive Maintenance
- A-OK – monthly maintenance service for the boiler.
- Asbestos Plan – current plan is not in place. Will need to set a plan in place and available for future projects.
- Mr. Jackson has volunteered to assist Mr. Walker with the upcoming Facility projects.

NEW BUSINESS

Ms. McConnell shared information that she received from the CMU sponsored Presidents Roundtable.

- Increased percentage of evaluation that address improvement of student learning. This requires the use of an evaluation tool that has been validated. The validation model currently being used will be reviewed by Ms. Rodriguez and the Personnel Committee.
- Upcoming Meetings:
 - The Ad-Hoc meeting has been suspended until further notice.
 - Finance/Personnel – October 17, 2016 @ 5:30pm
 - Curriculum/Development – October 27, 2016 @ 5:30pm

ADJOURNMENT

Ms. Taylor moved to adjourn the meeting at 7:20 PM.

The motion was seconded by Mr. Pettway.

The motion passed, 7-0.

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 October 4, 2016.


 Dr. Willie Davis Jr., Secretary

Minutes approved November 1, 2016 at the upcoming Board of Directors meeting.

Elbony Hawkins

Elbony Hawkins, Recording Secretary

October 10, 2016
Date

Next Board Meeting will be held on Tuesday, November 1, 2016 @ 5:30 pm
 at Shabazz Academy 1028 W. Barnes, Lansing, MI 48933-2299