

Theodore Roosevelt College and Career Academy, Inc.

730 W. 25th Avenue

Gary, IN

Board Meeting Minutes

July 13, 2016

Call to Order: 4:02pm – Laura Hayes

Board

Members Present: Laura Hayes, President (via telephone); Danielle Beecham, Student Success Director SPED (via telephone); Frank Ippolito, Treasurer (via telephone)

Board

Members Absent: Matayzia Hughes, Student Representative

Guests Present: Dr. Sabrena Davis, Superintendent; Donna Henry, Principal; Karen Raymond, SOM; Janet McCauley, Vice President, Strategic Sourcing & Grants (via Telephone); Ben Clement, Board Secretary

Agenda Approval: Agenda presented by President Laura Hayes. Danielle Beecham motioned to approve. Frank Ippolito seconded. Motion passed.

Adoption of

Minutes: Motion by Danielle Beecham to adopt minutes from May 10, 2016 board meeting. Motion seconded by Frank Ippolito. Motion passed.

Reports & Updates

Student Rep

Report: No report.

Principal's Report:

Principal Donna Henry presented the report based on the five strands. Under **Leadership** she reported on collaboration with data owner and Registrar to report 2016 cohort. Also, Academy Director completed INTERs Training, Spring SIG Monitoring Survey showed positive feedback from staff, and leadership team completed IDOE training on new A-F accountability model. Challenges include staff retention and instructional vacancies. President Laura Hayes asked if staff bonuses helped with morale and retention. Principal Henry acknowledged they did. Under **Learning**

Environment successes include student presentation to administration on ideas for 2016-17 school year, completion of Seven Habits of Highly Effective Teens, development of relationship with local law enforcement agencies, use of Roosevelt as training facility for K-9 units. Challenges include student transfers with discipline issues and incomplete records, and retention of key security officers due to uncertainty of school operational contract. Karen Raymond added that number of security officers must be reduced because of Obamacare requirements (must be full-time with benefits). Under **Pedagogy & Curriculum** successes include additional dual credit courses for 2016-17, positive annual AVID review indicating program is moving in right direction, positive feedback from IDOE classroom visits. Principal Henry reported that all grades participated in Leadership Summit workshops and teachers participated in comprehensive exam development workshop that resulted in several creative final exam projects. Two teachers received dual credit credentials. President Hayes is seeking feedback from teachers regarding cost of obtaining credentials. Ten students were recognized at 8th Grade ribbon pinning ceremony for finishing school year with 3.0 or above G.P.A. Challenges include obsolete science equipment, lack of resources for 10th grade ISTEP+ assessments, and open teaching positions. Another Academy Director is needed. Under **Assessment for Learning** successes include student achievement gains indicated in NWEA scores, NWEA data analyzed for intentional lesson planning to address student needs, teachers participated in comprehensive exam development workshop, and all available IDOE assessment resources utilized in classrooms. Challenges include delayed release of ISTEP results until July or August, correlation between NWEA and ISTEP, overlapping scheduled assessments (NWEA, ISTEP, ECA), outdated technology (NOTE: slow speed and older equipment delays progression in assessment schedule/calendar), and lack of sufficient technology caused lab schedule conflicts for testing and Achieve classes. Under **Student & Family Supports** successes include increase in scholarship dollars with Class of 2016 earning close to \$700,000, increase of college-related activities and students' level of enthusiasm to participate. Principal Henry reported two major Indiana universities sponsored TRCCA visits to their campuses at no cost to students, fruitful partnership created with Real Life 101, a Detroit nonprofit organization that provides college scholarships, laptops and mentors for up to ten male seniors, and several beneficial partnerships created with Capital City and Edgewater Systems, Inc. to help improve mental, emotional, and behavioral wellbeing of students and their families by offering counseling and related services at no charge to families with Medicaid. Principal Henry also reported increase in parental and alumni involvement as evidenced by attendance at parent nights, monthly meetings, and sporting events (NOTE: TRCCA had increase in band donations from Alumni Association, plus over 2,000 alumni attended picnic). She also noted enhanced development of student leadership skills and marked increase in number of students securing employment this school year as direct result of strategic planning and work on behalf of Student Engagement Coordinator. Principal Henry also announced students are producing a film to be screened at the Gary International Black Film Festival.

Operations Report: Karen Raymond presented the operations report. She reported 568 students enrolled. Student attendance for April 2016 was 88.0% and May 2016 was 86.5%. Staff data included a total of 79 employees, two new hires, and no resignations. Staff attendance rate was 96.3%. Challenges include delayed start for enrollment outreach and recruitment efforts by local schools. Also, end-of-year cohort cleanup adversely affected enrollment count. Ms. Raymond reported significant challenge financing enrollment events and incentives. Successes include completion of cohort review that should positively impact school performance statistics. Also, a majority of staff did sign contracts for FY17.

Technology successes include updated technology plan submitted to state, staff laptops to be upgraded for the new school year, and ECA and ISTEP testing successfully completed. Challenges include accessing teacher laptops during the summer and updating essential programs within the network.

Education Report: Dr. Davis reported that TRCCA learning coaches and teachers have completed NWEA data review and use cycle, positive feedback on yearly progress for READ 180, implementation and roll out of AVID, and P&C and AFL Strategies (Grouping, Checking for Understanding, Cycle of Instruction). School Leaders and EL Directors of Achievement completed staff evaluations, CSE Process, new testing standards and A-F accountability, and INTERS Training.

Dr. Davis reported that challenges include continuous and random auditing of Special Education as well as facilities maintenance and scheduling.

Janet McCauley reported kitchen improvements including the addition of two ovens, mixer and steamer. She presented a services contract with vendor for food preparation. The vendor (Sera?) can also provide catering services. The board would like to sample food quality at some point.

Financial Report: Frank Ippolito presented the financial report including operating statement and revenue received to date. He also reviewed the current allocation of spending (budgeted versus actual). Mr. Ippolito reported the school is coming in on budget. More importantly the operations contract for the 2016-17 school year has been signed. Janet McCauley reported an additional \$150,000 in Title I funding.

Board Report: No report.

Friends of Ted: Ben Clement completed research and due diligence on nonprofit and tax exempt qualifications.

New Business Danielle Beecham motioned to approve food services contract for 2016-17 school year. Frank Ippolito seconded. Motion passed.

Frank Ippolito motioned to renew landscaping and grounds maintenance contract with TLC Services for 2016-17 school year. Danielle Beecham seconded. Motion passed.

Frank Ippolito motioned to renew snow and ice removal services contract with TLC Services for 2016-17 school year. Danielle Beecham seconded. Motion passed.

Danielle Beecham motioned to approve new bell schedule and school calendar for 2016-17. Frank Ippolito seconded. Janet McCauley reviewed the impact of changes to the bell schedule including the loss of 52 minutes of instructional time and the elimination of "Our Meeting". President Hayes expressed concern about the potential impact on student performance. Janet McCauley recommended starting breakfast at 8:55 a.m. to meet federal guidelines. She noted a minimum of 15 minutes is required for breakfast. Ben Clement noted school hours listed on the calendar should be edited from 3:55 a.m. end time to 3:55 p.m. Danielle Beecham noted school start time should be adjusted from 8:55 a.m. to 9:10 a.m. Motion passed.

Danielle Beecham motioned to approve a revised pay schedule for the 2016-17 school year. Frank Ippolito seconded. Motion passed.

Frank Ippolito motioned to approve EdisonLearning invoice for April 2016 (#16075810) in the amount of \$169,414.46. Danielle Beecham seconded. Motion passed.

Frank Ippolito motioned to approve EdisonLearning invoice for May 2016 (#16075811) in the amount of \$142,779.03. Danielle Beecham seconded. Motion passed.

Danielle Beecham motioned to approve the board calendar for the 2016-17 school year. Frank Ippolito seconded. Motion passed.

Board moved to table vote on Probationary Continued Education Agreement.

Frank Ippolito motioned to approve renewal of janitorial and light maintenance contract with Alpha Services for the 2016-17 school year. Danielle Beecham seconded. Dr. Davis noted contract may have to be amended if school operations expand to the third floor. Motion passed.

Old Business None.

Open Discussion: Dr. Davis announced that EdisonLearning had received "Educator of the Year Award" from the Gary Chamber of Commerce.

Public Comment: None.

Executive Session: None.

Adjournment: Frank Ippolito motioned for adjournment. Danielle Beecham seconded.

Meeting adjourned at 5:27pm

Minutes Recorded and Submitted by Ben Clement, Secretary

ATTEST:

Laura Hayes, Board President _____

Danielle Beecham, Board Member _____

Frank Ippolito, Treasurer _____

Parent Rep (Vacant) _____

Student Rep (Vacant) _____