

# Theodore Roosevelt College and Career Academy, Inc.

730 W. 25<sup>th</sup> Avenue

Gary, IN

## Board Meeting Minutes

December 16, 2015

*Call to Order:* 4:36pm – Laura Hayes

### *Board*

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

### *Board*

*Members Absent:* None

*Guests Present:* Dr. Sabrena Davis, Superintendent; Donna Henry, Principal; Karen Raymond, SOM; Annie Baddoo, SSD-Math; Tarry Martin, Site Service Manager; Tanisha Washington, Teacher; 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 Frank Ippolito to adopt minutes from October 21, 2015 board meeting. Motion seconded by Danielle Beecham. Motion passed.

## Reports & Updates

### *Student Rep*

#### *Report:*

Matayzia Hughes presented the student representative report. Matayzia reported on JROTC effort to feed 22 families. They also contributed to the Rainbow Shelter and held a coat drive. Panther Poetry Club held a spoken word event. School spirit continues to improve even as students prepare for exams. Students Against Violence Everywhere (SAVE) planning video production. Matayzia announced she has received a college scholarship offer valued at \$42k to study forensic psychology.

*Principal's Report:* Principal Donna Henry presented the report based on the five strands. Under **Leadership** she reported on successful completion of instructional rounds with all

teachers. Formal and informal observations and feedback meetings were also completed. Challenges include maintaining staff morale after release of data and filling vacant positions. Under **Learning Environment** successes include students taking pride in maintaining a clean building, students having a stronger grasp of EdisonLearning 8 core values (Note: Values have been displayed throughout the building and shared with visitors). Lake County Drug Task Force completed full campus sweep including all lockers and common areas. Challenges include students frequently being late for first period classes due to late arriving busses. Bus issue related to fleet reduction by Gary Community School Corporation. Late arrivals sometimes cause students to miss breakfast. Under **Pedagogy & Curriculum** successes include completion of series of professional development for teachers on “Checking for Understanding”. Principal and Academy Director also led 2-day workshop on “Peer Observations” and participated in a debrief session as a means of improving instruction. Challenges include filling open positions, differentiation, and obtaining updated IEP information for new SPED students. Under **Assessment for Learning** successes include development of strategies to encourage student achievement for 7<sup>th</sup>-10<sup>th</sup> grade level teams. Teachers are using NWEA data to drive instruction. Also, each high school team has developed plans to hold boot camps after winter break to help prepare and boost student achievement on state assessments. Challenges include properly aligning and incorporating new Indiana standards and NWEA data and technology concerns due to online assessments. Under **Student & Family Supports** successes include 9<sup>th</sup>-11<sup>th</sup> grade parent night held on November 4, 2015. The focus was “Life After High School”. A local chapter of Students Against Violence Everywhere (SAVE) initiated at TRCCA (Note: program largely run by students). As part of program, students wrote anti-bullying skit. Family Game Night held on November 16, 2015 drew over 100 participants. President Laura Hayes requested photographs of this event and other student activities. The first “Saving Our Sons” event held on December 4, 2015 and attended by 7- TRCCA male students included a luncheon and motivational workshop. TRCCA now has a fully staffed SPED Department, but still needs a SPED Director. Multiple students have received college scholarships. Danielle Beecham invited student Representative, Matayzia Hughes to attend upcoming scholarship program. Principal Henry reported marked improvement in discipline. Dr. Sabrena Davis attributed improvement to new philosophy.

President Hayes requested that the “March to College” event be added to the scholarship committee calendar. Danielle Beecham will send information to Principal Henry. Principal Henry reported that the Mayor’s husband, Carmen Wilson wants to continue working as a JAG teacher.

*Operations Report:* Karen Raymond presented the operations report. She reported 100% staff retention for October and November. Staff attendance rates were 96% and 98% respectively for the same period. Student enrollment was 669 as of November 30, 2015. Student attendance was 81.6% for September, 82.5% for October, and 84.3% for November. Challenges include employee concerns about the future of TRCCA and ongoing facility issues including elevator repairs, HVAC problems, and inoperable water fountains. Need

to hire certified teachers to fill vacancies in science (2) and alternative education. Student mobility remains a challenge although transfer out rate is moderating. Successes include mitigating overcrowding on the Westside bus and filling several long vacant positions including SPED (2), AVID Tutors (2) and Math (1). Improvements to state reporting continue. Successes in technology include installation of core switch for ECA testing. Also 16 student laptops were repaired. Technology challenges include malfunction of phone auto attendant, main telephone line dropping calls, and student account creations failing.

Tarry Martin, Site Services Manager, reported bus issues were being addressed with a three-tiered system.

*Education Report:* Dr. Davis reported that TRCCA learning coaches and teachers have received training in instructional techniques (Teach Like a Champion). They also received instruction in navigating the NWEA Data Review Cycle, mastering formative assessment tracking, and READ 180. School leaders and EL Directors of Achievement completed instructional rounds and key lead observations. NWEA Learning Continuum has been aligned to Indiana state standards. Leaders reviewed school report card and SBOE data and reflection logs. Challenges include standards and MAP/Mastery Manager alignment and inequitable supports from the IDOE and SPED support from the state level. Dr. Davis presented a sample SBOE monthly dashboard. Dr. Davis is completing an audit of the school accountability grade to check for incorrect or incomplete data. For example the graduation rate for TRCCA is incorrect and that alone negatively impacted the grade.

President Hayes recommended that TRCCA develop strategies to get positive stories out and to better control the narrative. She suggested the school may need a media contact person on staff.

*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 that revenue was down by about \$346k, however, this will stabilize as grant funding is received.

*Board Report:* Frank Ippolito reported a \$500.00 donation from Friends of Ted originally received from Gary Rotary Club. He motioned to approve EdisonLearning invoices for the month of October totaling \$165,558.15 and for the month of November totaling \$108,430.13. Danielle Beecham motioned to approve payment of the invoices. Frank Ippolito seconded. Motion carried.

*Friends of Ted:* Ben Clement reported that a thank you letter was drafted and sent to Gary Rotary Club for the \$500 donation.

**New Business**

Frank Ippolito announced that travel expenses (airline tickets) for the Full Sail Disney Tour have been paid and only the only outstanding costs are for ground transportation. Walmart donated \$400 for the trip. Costs for 13 National Honor Society students and 2 adult chaperones have been covered. Mr. Ippolito and President Laura Hayes want Karen Raymond to investigate possibility of sending DECCA students as well. She will provide update on additional costs. Trip planned for January 23-28, 2016.

**Old Business**

None.

*Open Discussion:*

None.

Public Comment:

None.

Executive Session:

None.

Adjournment:

Frank Ippolito motioned for Adjournment. Danielle Meachum seconded.

Meeting adjourned at 5:59pm

***Minutes Recorded and Submitted by Ben Clement, Secretary***

**ATTEST:**

Laura Hayes, Board President \_\_\_\_\_

Danielle Beecham, Board Member \_\_\_\_\_

Frank Ippolito, Treasurer \_\_\_\_\_

Parent Rep (Vacant) \_\_\_\_\_

Matayzia Hughes, Student Rep \_\_\_\_\_