

Universal Bluford-Daroff Meeting Minutes
April 21, 2016

BOARD MEMBERS PRESENT:

Mr. Sultan Ahmad
Mr. Joel Seay
Mr. Mark Allen
Mrs. Cheryl Seay
Ms. Martha Wiggins

Meeting began at 6:18pm

1. Meeting Minutes

- a. Mr. Ahmad asked for a motion to approve the minutes from March 17, 2016.
- b. Mr. Allen made a motion to accept the minutes and Mr. Seay second that motion.
- c. The meeting minutes from March 17, 2016 were approved unanimously.

2. Monthly Reports

a. Bluford Reports

i. Principal Report

1. Mr. Horace Rooney presented the Bluford Principal Report.
2. Scholars began taking PSSA's the week of April 11th and will continue testing through the ending of April 29th in math, reading and science.
3. Achieve 3000 and First in Math are being implemented for RTI to ensure the school is moving in the right direction.
4. 21st Century After School Program- Project Based Assessments are underway. Scholars have deadlines to display their and demonstrate their skills.
5. On April 7th Bluford hosted the Principal's meeting with Children Literacy Initiative. The focus was Guided Reading.
6. The leadership team at Bluford is working with the FSRC to reach out to parents and hold open houses.
 - a. Also working hard to provide alternative resources for parents to let them know they have support.
7. The school is promoting scholar voice by helping scholars create benchmark passports.
 - a. They will be able to track their benchmark data and set goals for themselves.
8. To promote art Mr. Morris has a grant that afforded him 16 guitars which has been added to the scholars' repertoire.
9. PBIS have been holding weekly meetings to review treatment and crisis plans for scholars who need additional support.
10. PBIS launched the March rewards;
 - a. anyone who displayed leadership won a golden ticket.
 - b. Golden ticket winners attended the bowling trip.

11. Mr. Horace Rooney stated that the Schools Improvement Plan will be provided at the next meeting.
12. Mr. Ahmad asked for a motion to accept the Bluford Principal report.
13. Mr. Seay made a motion to accept the report and Mr. Allen second that motion.
14. The Bluford Principal report was accepted unanimously.

ii. Bluford FSRC Report

1. They have incorporated an Ice Cream Sunday incentive to help minimize absences during PSSA.
 - a. earn a layer ice cream or topping for each day present during testing.
2. They are conducting a truancy intervention program:
 - a. (1) three unexcused absences a letter is sent home to parent, (2) six unexcused absences a personal call is made to parent, (3) an additional follow-up letter is sent home, (4) truancy action plan is developed, and (5) truancy court referral is sent.
3. They have had a number of events and workshops in March including:
 - a. Read Across America (Guest Readers)
 - b. Dress in your Favorite Dr. Seuss character
 - c. Math and Literacy Night
 - d. Kindergarten Open House
 - e. PSSA Parent Workshop
4. Some upcoming events include:
 - a. Wear Blue for Autism Awareness
 - b. PSSA scholar Rally

iii. Bluford Home and School Report

1. They are still doing the weekly Pretzel and Popcorn sale.
 2. They are looking to recruit new members. A meeting was held to recruit new members.
 3. Mr. Ahmad asked for a motion to accept the FSRC report and the Home and School Association Report.
 4. Mr. Seay made the motion to accept the reports and Mr. Allen second that motion.
- iv. The Bluford FSRC Report and Home and School Association Report was accepted unanimously.

b. Daroff Reports

i. Principal Report

1. Ms. Catanch- Bradley presented the Daroff Principal Report.
2. PSSA's have begun. The school is offering incentives for PSSA attendance.

- a. Parent incentive: 32 inch flat screen television
- b. student incentive: Xbox 1
- 3. Second round of formal observations for teachers is well underway.
- 4. Audit of the 21st Century After School Program will take place on May 3rd. Preparation is underway for this audit.
- 5. There will not be any summer school this year, only summer enrichment to continue the theme of extended learning.
- 6. Current Vacancies: 7th Grade Science
- 7. Daroff leadership team will be having a Job Fair at Cabrini University.
- 8. There has been a decrease in out of school suspensions based on an increase of mediations from Admin and Climate Staff.
- 9. Universal Daroff is still fully enrolled.
- 10. Mr. Ahmad asked for a motion to approve the Daroff Principal Report.
- 11. Mrs. Seay made a motion to accept the report and Mr. Seay second that motion.
- 12. The Daroff Principal Report was accepted unanimously.

ii. Daroff SAC Report

- 1. Ms. Tanine Jones Presented the SAC Report.
- 2. There is an opening for the Vice President position.
- 3. There was a Graduation Campaign Training this month.
- 4. April: RISE (Mayor's Office of Reintegration Services).
- 5. The SAC is in need of raffle items as incentive for parents to attend PAP Meetings.
- 6. There will be a public safety meeting at Universal Daroff on 05/18 in the evening.
- 7. The Newsletter Insert is due every 3rd Thursday of the month.
 - a. An email will be sent the first day of the month and the 2nd email will be sent the Monday before the newsletter insert is due.

iii. Daroff FSRC Report

- 1. There have been 8 Home Visits-Requested by Dean and teachers.
- 2. There are 6 new Referrals to Wordsworth STS.
- 3. There have been 3 Crisis Interventions.
- 4. Two service referrals for homelessness-day passes have been provided as well as uniforms and referrals for transportation assistance.
- 5. The FSRC has been renovated.
- 6. The Universal Daroff Annual Blood Drive- yielded 20 donors.
 - a. Obtained 13 units of blood.
- 7. Mr. Ahmad asked for a motion to approve the Daroff FSRC and SAC reports.

8. Mrs. Seay made a motion to accept the reports and Mr. Seay second that motion.
9. The Daroff FSRC and SAC reports were accepted unanimously.

c. The Central Office

- i. Dr. Johnson presented the Central Office Report for Daroff.
 1. The Central Office Staff have been providing support during PSSA.
 - a. Dr. Johnson is assigned to Daroff.
 2. Accelerated Summer Learning applications for students and employees were sent out on April 17th.
 - a. school messenger should have notified parents/guardians no later than April 18th.
 3. Parents enrolling kindergarten students should receive application for K-academy.
 4. The Central Office has requested FSRC to hand out K-Academy flyers to local daycare centers.
 5. Daroff will have a renovation project completed in the cafeteria this summer.
 6. School improvement plans will be discussed in detail via an oral presentation at the next scheduled board meeting.
- ii. Dr. Johnson presented the Central Office Report for Bluford.
 1. The Central Office Staff have been providing support during PSSA.
 - a. Dr. Pulliam is assigned to Bluford.
 2. Accelerated Summer Learning applications for students and employees were sent out on April 17th.
 - a. school messenger should have notified parents/guardians no later than April 18th.
 3. Parents enrolling kindergarten students should receive application for K-academy.
 4. The Central Office has requested FSRC to hand out K-Academy flyers to local daycare centers.
 5. Bluford and Daroff scholars will be combined during summer enrichment period at Bluford due renovation project at Daroff.
 6. Mr. Ahmad asked for a motion to approve the Central Office report.
 7. Ms. Allen made a motion to accept the report and Mr. Seay second that motion.
 8. The Central Office report was approved unanimously

d. Facilities Committee

- i. Mr. Seay presented the Facilities report
 1. There are some issues with the computer lab at Daroff.
 2. Windows in Daroff are sealed shut.

3. Air conditioning system at Daroff has some major problems. This has been a concern for quite some time. The system is old and there is an issue with getting correct parts.
 - a. Will email all findings and recommendations.
4. Mr. Ahmad asked for a motion to approve the Facilities committee report.
5. Ms. Seay made a motion to accept the report and Mr. Allen second that motion.
6. The Facilities Committee report was approved unanimously.

e. Finance Committee

- i. Mr. Allen Presented the Finance Report
 - a. Profit and Loss Budget Report was presented.
- ii. Mr. Ahmad asked for a motion to approve finance report.
 - a. Mr. Allen made a motion to approve finance report as presented. Ms. Wiggins second that motion.
 - b. The finance Committee report was approved unanimously.

f. HR Committee

- i. Mrs. Seay presented the HR Committee Report
 1. There are 4 vacancies at Bluford
 - a. Spanish, Special Education, and Writing
 2. There is a lack of consistency in teaching staff.
 3. There is a need for climate control.
 - a. Daroff currently have 5 climate specialist
 4. Classroom aids are need in upper grades to help control climate
 5. Need protocol when handling students with special needs.
 - a. will email all finding and recommendations.
 6. Mr. Ahmad asked for a motion to approve the HR committee report.
 7. Mr. Allen made a motion to accept the report and Mr. Seay second that motion.
 8. The HR Committee report was approved unanimously.

g. Academic Committee

- i. Ms. Wiggins presented the Academic Committee Report
 1. There was a school visit to Daroff. The academic committee is looking to become more involved in the special education needs.

3. Board Matters

- a. Mr. Ahmad asked for a motion to approve and adopt the Uniform Guidance Grant Policies Resolution 16-01 for both Bluford and Daroff.
- b. Mr. Seay made a motion to the Uniform Guidance Grant Policies Resolution 16-01 for both Bluford and Daroff and Mr. Allen second that motion.

- c. The Uniform Guidance Grant Policies Resolution 16-01 for both Bluford and Daroff Calendar was approved unanimously.

4. Public Comments

- a. A parent had a comment about the safety concerns for students in and out of school.
- b. Parent had a comment extra training teachers and staff for special education students.

5. Adjournment

- a. Mr. Ahmad asked for a motion to adjourn meeting.
- b. Mr. Allen made a motion to adjourn and Mr. Seay second that motion.
- c. The meeting concluded at 8:25pm.