

Universal Bluford-Daroff Meeting Minutes
November 19, 2015

BOARD MEMBERS PRESENT:

Sultan Ahmad
Joel Seay
Cheryl Seay
David Fattah

Meeting began at 6:30pm

1. Meeting Minutes

- a. Mr. Ahmad asked for a motion to approve the minutes from October 15, 2015.
- b. Mrs. Seay made a motion to accept the minutes and Mr. Fattah second that motion.
- c. The meeting minutes from October 15, 2015 were approved unanimously.

2. Monthly Reports

a. The Central Office

- i. Dr. Nixon presented the Central Office Report
 1. There was some parent concerns about before school care so a survey went out to parents to find out if there was a significant need.
 - a. Out of the 309 Parents who were given the survey, only 9 indicated they would need before school care.
 - b. There does not appear to be a significant need for before school care at this time.
 2. The school support visit took place on November 17, 2015
 - a. The entire central office participates in the school support visit.
 - b. Some goals of the school support visit is to identify the best instructional practices and support teachers in understanding and utilizing core curriculum documents.
 3. Mr. Ahmad asked for a motion to approve the Central Office Report.
 4. Mr. Seay made a motion to accept the report and Mr. Fattah second that motion.
 5. The Central Office Report was approved unanimously

b. Financial Report

- i. Mr. Dawan presented the July 2015-June 2016 Financial Report for Bluford.
 1. The total income is \$2,445,356.06 and our budget is \$7,437,694.00.
 - a. Bluford is -\$4,992,337.94 over budget
 2. The total expenses are \$2,971,738.31 and our budget is \$7,437,694.00.
 - a. Bluford is -\$4,465,955.69 over budget.
 3. The net income is \$-526,382.25 but there has not been a budget established so the net income is \$-526,382.25 over budget.
- ii. Mr. Dawan presented the July 2015-June 2016 Financial Report for Daroff.

1. The total income is \$2,950,451.71 and our budget is \$8,566,775.00.
 - a. Daroff is -\$5,616,323.29 over budget.
2. The total expenses are \$3,222,905.87 and the budget is \$8,566,775.00.
 - a. Daroff is -\$5,343,869.13 over budget.
3. The net income is \$-272,454.16 but there has not been a budget established so the net income is \$-272,454.16 over budget.
4. Mr. Ahmad asked for a motion to approve the Bluford and Daroff Financial Report.
5. Mr. Seay made a motion to accept the reports and Mr. Fattah second that motion.
6. The Bluford and Daroff Financial Reports were approved unanimously.

c. Daroff Reports

i. Principal Report

1. Principal Aliyah Catanch- Bradley presented the Principal Report.
2. Daroff is over the enrollment cap of 735 and has a waitlist of scholars.
3. Instructional sweeps were done and feedback was given to the teachers.
4. There are still a total of 4 vacancies at the school in Math, Special ED and ELL.
5. Early literacy – There was a Principal Meeting hosted at Daroff for schools with CLI. Classroom Environment (print rich) was the focus.
 - a. Focus of Daroff’s K-3 Team is supporting all scholars to learn how to read.
6. Proactive recruitment: Admin Team will attend the Universal Recruitment Fair on November 30th in hopes to recruit more teachers.
7. Ongoing professional development – Nov 3rd was a full day of professional development.
 - a. The focus is Zero Period and grade group meetings that are held biweekly to support teachers on how to interpret data.
8. Leadership development/leadership pipeline: 4 teachers will begin principal certification in the Spring in the program sponsored by Cabrini.
9. Data-driven decision-making: Results from first benchmark cycle are becoming available and teachers will use protocols to analyze strengths and weaknesses of scholars and erect the visual data wall.
10. There was a successful Parents are Partners workshop on 11/18.
11. Mr. Ahmad asked for a motion to approve the Daroff Principal Report.
12. Mr. Fattah made a motion to accept the report and Mr. Seay second that motion.
13. The Daroff Principal Report was approved unanimously.

ii. Daroff SAC Report

1. The group has been named “Parents are Partners”.
2. During the last meeting there were 15-20 Parents who came out to the meeting.
3. The goal is to have a guest at the meeting once per month.

iii. Daroff FSRC report

1. They have had a number of workshops and community events in October and November.
2. Upcoming December events: Can food drive.
3. Mr. Ahmad asked for a motion to approve the Daroff SAC and FSRC Reports.
4. Mrs. Seay made a motion to accept the reports and Mr. Fattah second that motion.
5. The Daroff SAC and FSRC Reports were both accepted unanimously.

d. Bluford Reports

i. Principal Report

1. Mr. Horace Rooney presented the Bluford Principal Report
2. The teachers conduct guided reading groups and the scholars do independent reading.
3. Bluford has given parents access to DOJO so they can track their scholars performance in school.
4. Bluford has received several parent letters and petition signatures in an effort to save Universal Bluford.
5. Universal Bluford has exceeded the growth target for Reading and Math from 2014-2015.
6. Early Literacy: There is the CLI Initiative (Working with teachers to transform instruction) and AARP (delivers school based early intervention tutoring and mentoring).
7. Universal Bluford follows a College and Career Readiness indicator system.
8. There is always Ongoing Professional Development within the school.
9. There is an Educator Effectiveness Appraisal System which includes evaluations of teachers and formal classroom observations that takes place during the school year.
10. There have been a number of workshops and community events in October and November
11. There is a School-Wide Initiative for Reading and Math.
12. The Fifth/Sixth Grade Scholars of the U.S.E.E. Afterschool Program are learning about entrepreneurship and they are writing a business plan to start a school store.
13. Administrators, teachers, and climate staff meet in order to discuss areas of improvement, problem solve, and receive important feedback involving the effectiveness of school structures and staff implementation.

14. Student Enrollment as of 11/6/15 is 533 scholars.
15. Mr. Ahmad asked for a motion to approve the Bluford Principal Report.
16. Mr. Fattah made a motion to accept the report and Mr. Seay second that motion.
17. The Bluford Principal Report was approved unanimously.

ii. Bluford FSRC Report

1. They have had a number of workshops and community events in October and November.
2. Upcoming December events: Can food drive.
3. Mr. Ahmad asked for a motion to approve the Bluford FSRC Report.
4. Mrs. Seay made a motion to accept the reports and Mr. Fattah second that motion.
5. The Bluford FSRC Report was accepted unanimously.

e. HR Committee

- i. Ms. Seay gave the report for the HR committee
 1. Two parents will be recruited to add to the Bluford/ Daroff Board of Trustees.
 2. There are some vacancies in the school so long term substitute teachers have been put in those positions in the interim.

f. Facilities Committee

- i. Mr. Seay presented the Facilities Report
 1. There are a few things that need to be fixed in the classrooms, hallways and surrounding areas of Universal Bluford and Universal Daroff.
 2. There will be a meeting held with the chair of the Facilities Committee and the appropriate parties at each school to discuss the plan to fix all problem areas

g. Nomination Committee

- i. Mr. Ahmad presented the nomination committee report.
 1. Two parents will be recruited to add to the Bluford/ Daroff Board of Trustees
 2. There are two resumes that have been submitted to the SRC

3. Public Comments

- a. A Universal Daroff scholar talked about how much she loves her school and the after school programs she attends.

4. Adjournment

- a. The meeting concluded at 8:25 p.m.