

**Universal Bluford-Daroff Meeting Minutes  
November 17, 2016**

**BOARD MEMBERS PRESENT:**

Mr. Sultan Ahmad  
Mr. Joel Seay  
Mr. Mark Allen  
Mrs. Cheryl Seay

**Meeting called to Order at 6:10pm**

**1. Meeting Minutes**

- i.** Board members reviewed the October 20, 2016 meeting minutes and there was some discussion regarding the minutes.
  - a. Mr. Ahmad asked for a motion to accept and approve the minutes from October 20, 2016.
  - b. Mr. Seay made a motion to accept and approve the Meeting Minutes from October 20, 2016 and Mrs. Seay second that motion.
  - c. The meeting minutes from October 20, 2016 were approved unanimously.

**2. Monthly Reports**

**a. Bluford Reports**

**i. Principal Report**

1. Principal Crystal Gary-Nelson presented the Bluford Principal Report. Board members were given copies of the Bluford Principal Report to follow along as Mrs. Gary-Nelson Presented.
2. Bluford's total enrollment is 529 with a goal to reach 541. Bluford has a ninety-six (96) percent average of scholars attending daily.
3. Bluford implements Positive Behavioral Intervention and Supports (PBIS) through a Multi-Tiered System of Support (MTSS) for behavior. The three (3) tiered system is as follows:
  - a) Tier 1- the base level of school behavior that is applied to all scholars as school policy
  - b) Tier 2- scholars are receiving some outside support services from Wordsworth STS services
  - c) Tier 3- individual one-on-one service is rendered.
4. Bluford's MTSS for academics support is designed so that the literacy teacher instructs scholars in Tiers II and III using Achieve 3000, Coach Books and Writer's Notebook.
5. All scholars are in the process of receiving Guided Reading as part of the literacy framework
6. Specialist teachers are utilized in the MTSS period to assist with small group instruction.
7. Principal Gary-Nelson, Assistant Principal Rooney, and Coach Duvall will instruct two small groups on a daily basis, beginning November 28, 2016.

8. Bluford has a goal to achieve a ten (10) percent gain in all subject of scholars performing proficient or advanced.
9. Instructional Coaches will work along-side with teachers to ensure teachers are self-sufficient. Instructional Coaches will model teachers' lessons.
10. Class Dojo is implemented school-wide to compliment the SWBIS system.
11. There was some discussion regarding the Bluford principal report.
12. Mr. Ahmad asked for a motion to accept the Bluford Principal report.
13. Mr. Allen made a motion to accept the report and Mrs. Seay second that motion.
14. The Bluford Principal report was accepted unanimously.

**ii. Bluford FSRC Report**

1. Ms. Krystal Johnson presented the Bluford FSRC Report.
2. The FSRC have served 25 families with the food pantry program
3. FSRC has seven new parent volunteers
4. FSRC focus areas include:
  - Student and Family health:
  - Adult and Parent Education
  - Professional Growth and Development
  - Family Support Service
5. Several parent volunteer work shops were held in the month of October
6. There were two professional development opportunities held in October.

**b. Daroff Reports**

**iii. Principal Report**

1. Mr. McCann presented the overall Daroff Principal Report.
2. Board Members were given presentation handouts to follow along with Mr. McCann as he presented his report.
3. Daroff's total enrollment is 696 with a goal to reach 735. Daroff has a ninety-five (95) percent average of scholars attending daily.
4. Daroff implements Positive Behavioral Intervention and Supports (PBIS) through a Multi-Tiered System of Support (MTSS) for behavior. The three (3) tiered system is as follows:
  - d) Tier 1- the base level of school behavior that is applied to all scholars as school policy
  - e) Tier 2- Develop individual positive behavior support plans, including: mentorship, monthly team meetings with STS providers, Group Counseling and individual counseling
  - f) Tier 3- referral for evaluation for specialized services, Bi-weekly agency and school based meetings.

5. Daroff's MTSS for academic support implement Professional Development for Achieve3000 and Small Group Instruction will be provided to teachers
6. Scholars have been identified individually for areas of improvement by grade and subject specifically.
7. These scholars, by grade and subject, will attend Small Group Instruction during RTI
8. Daroff has a new student government, made up of scholars in grades 7<sup>th</sup> and 8<sup>th</sup>.
9. Daroff has a goal to achieve a ten (10) percent gain in all subject of scholars performing proficient or advanced.
10. Instructional Coaches will work along-side with teachers to ensure teachers are self-sufficient. Instructional Coaches will model teachers' lessons.
11. Promote a system-wide culture of safety, effective engagement, cultural competency, and customer service
12. There was some discussion regarding the Daroff Principal report.
13. Mr. Ahmad asked for a motion to approve the Daroff Principal Report.
14. Mr. Allen made a motion to accept the report and Mr. Seay second that motion.
15. The Daroff Principal Report was accepted unanimously.

**iv. Daroff FSRC Report**

1. Ms. Kirsten Witmer presented the Daroff FSRC Report.
2. The FSRC have served 35 families and 27 parents through the food pantry program
3. Nine parents participated in the parent volunteer workshop
4. FSRC focus areas include:
  - Student and Family health:
  - Adult and Parent Education
  - Professional Growth and Development
  - Family Support Service

**c. The Central Office**

- v. Dr. Cruz presented the Central Office Report for both Bluford and Daroff. Board members were given copies of the Central Office report to follow long with Dr. Cruz as she presented.
  1. The Central Office team conducted a School support visit at Bluford on October 17<sup>th</sup>.
  2. The outcome of that school support visit the Central Office team has developed a School Support plan. Board members were given copies of the school support plan.
  3. The Central Office team conducted a School support visit at Daroff on October 25<sup>th</sup>.

4. The outcome of that school support visit the Central Office team has developed a School Support plan. Board members were given copies of the school support plan.
5. Central Office will meet with Instructional Coaches for both Schools to protect their duties and responsibilities to ensure Instructional Coaches are only supporting teachers.
6. The Central Office have six goals it will implement to ensure academic achievement for scholars.
  - a. Goal 1: Maximize academic achievement in a personalized 21st century learning environment
    - 1) Revision of Scope and Sequence Documents for grades K-8.
    - 2) Development of intervention programs for math and literacy (MTSS)
    - 3) Addition of Instructional Coaches (2 per school).
    - 4) Additional classroom assistants for Grade K.
  - b. Goal 2: Recruit, develop, retain and reward a premier workforce
    - 1) Quarterly school support visits
    - 2) Monthly professional development for coaches and instructional leadership teams.
  - c. Goal 3: Implement a Community School strategy to cultivate duty-honored partnerships with families, businesses, faith-based groups and community organizations to provide a sustainable system of support
  - d. Goal 4: Promote a system-wide culture of safety, effective engagement, cultural competency, and customer service
  - e. Goal 5: Strengthen data use, processes and systems to drive change and improve academic performance
    - 1) Monthly SST meetings to refine academic interventions based on student performance data
    - 2) Quarterly data reviews with school-based ILTs.
  - f. Goal 6: Inspire and nurture learning, creativity, innovation and entrepreneurship through technology and strategic school redesign
7. Central Office staff will continue to provides on-site supports to the principal and Assistant principals on climate, culture, and safety.
8. Mr. Ahmad asked for a motion to approve the Central Office report.
9. Mr. Seay made a motion to accept and approve the Central Office report and Mrs. Seay second that motion.
10. The Central Office report was approved unanimously

**d. Finance Committee**

- i. Mr. Allen Presented the Finance report for both Bluford and Daroff.
  - 1. The finance report was reviewed by board members prior to the board meeting.
  - 2. Board members were given copies of the finance report to follow along with Mr. Allen as he presented.
  - 3. There was some discussion regarding the finance report.
  - 4. Mr. Ahmad asked for a motion to accept and approve the Finance Report for both schools.
  - 5. Mrs. Seay made a motion to accept and approve the finance report for both schools and Mr. Seay second that motion.
  - 6. The Finance Report was approved unanimously.

**e. Facilities Committee**

- i. Mr. Seay Presented the Facilities Committee report for both Bluford and Daroff.
  - 1. The Facilities Committee report was reviewed by board members prior to the board meeting.
  - 2. Board members were given copies of the Facilities Committee report to follow along with Mr. Seay as he presented.
  - 3. There was some discussion regarding the Facilities Committee report.
  - 4. Mr. Ahmad asked for a motion to accept and approve the Facilities Committee Report for both schools.
  - 5. Mrs. Seay made a motion to accept and approve the Facilities report for both schools and Mr. Allen second that motion.
  - 6. The Facilities Committee Report was approved unanimously.

**f. HR Committee**

- ii. Mrs. Seay Presented the HR Committee report for both Bluford and Daroff.
  - 1. The HR Committee report was reviewed by board members prior to the board meeting.
  - 2. Board members were given copies of the HR Committee report to follow along with Mrs. Seay as she presented.
  - 3. There was some discussion regarding the HR Committee report.
  - 4. Mr. Ahmad asked for a motion to accept and approve the HR Committee Report for both schools.
  - 5. Mr. Seay made a motion to accept and approve the HR report for both schools and Mr. Allen second that motion.
  - 6. The HR Committee Report was approved unanimously.

**g. Academic Committee**

- i. There was no Academic Committee Report presented.

**3. Public Comments**

- a. Parent comment on Daroff improvements and commented Mr. McCann on the wonderful job he is doing with the school.

**4. Adjournment**

- a. Mr. Ahmad asked for a motion to adjourn meeting.
- b. Mr. Seay made a motion to adjourn and Mr. Allen second that motion.
- c. The meeting concluded at 7:57pm.