

**Universal Bluford-Daroff Meeting Minutes  
December 17, 2015**

**BOARD MEMBERS PRESENT:**

Sultan Ahmad  
Joel Seay  
Cheryl Seay  
David Fattah

**Meeting began at 6:12pm**

**1. Meeting Minutes**

- a. Mr. Ahmad asked for a motion to approve the minutes from November 19, 2015.
- b. Mr. Seay made a motion to accept the minutes and Mrs. Seay second that motion.
- c. The meeting minutes from November 19, 2015 were approved unanimously.

**2. Monthly Reports**

**a. The Central Office**

**i. Dr. Johnson presented the Central Office Report**

1. The school visits focused on Content is SS, ELA, Math, Science, Climate, Culture and Safety.
2. Members of the Central Office visited Bluford and has helped the school with Climate.
3. Members of the Central Office visited Daroff and focused on Climate, Safety and Culture.
  - a. They also provided support for new teachers.
4. The Central Office has been working with the Principals directly to help support the schools.
  - a. Working closely with Dean of Education at some colleges to help recruit new teachers.
5. Mr. Ahmad asked for a motion to approve the Central Office Report.
6. Mr. Seay made a motion to accept the report and Mr. Seay second that motion.
7. The Central Office Report was approved unanimously

**b. Daroff Reports**

**i. Principal Report**

1. Principal Aliyah Catanch- Bradley presented the Principal Report.
2. Positions:
  - a. There is a 4<sup>th</sup> grade Math teacher, Mrs. Smith, starting on 01/04/2016 and a 6<sup>th</sup> grade Math teacher has recently started.
  - b. The school hope to fill the NTA position and any other vacancies by next year.
  - c. The buzzer system has gone down but there has been a request put in to have it fixed.

1. There is a temporary buzzer currently in place while awaiting the new one.
3. There have been few incidents of fighting in the school or other offenses requiring suspensions.
  - a. Daroff is working with the community and law enforcement to resolve this issue.
4. Based on the Benchmarks for Q1, the analysis and action plan to increase scholar achievement has been completed.
5. Universal Daroff is still fully enrolled.

**ii. Daroff SAC Report**

1. Ms. Tanine Jones Presented the SAC Report.
2. There was a monthly SAC meeting on December 16, 2015 and the next meeting will be held on January 20, 2016.
  - a. The meeting on December 16<sup>th</sup> was an informative meeting with no agenda.
3. The Parents Are Partners newsletter will be coming out soon – Mrs. Seay has given an insert in the newsletter.

**iii. Daroff FSRC report**

1. They have had a number of workshops and community events in October and November.
2. There will be a can food drive this month.
3. Mr. Ahmad asked for a motion to approve the Daroff Principal, SAC and FSRC Reports.
4. Mr. Seay made a motion to accept the reports and Mrs. Seay second that motion.
5. The Daroff Principal, SAC and FSRC Reports were all accepted unanimously.

**c. Bluford Reports**

**i. Principal Report**

1. Ms. Gary-Nelson presented the Bluford Principal Report
2. There are still some positions that need to be filled but in the interim, there are long term substitutes in those positions.
3. There is ongoing professional development offered in the mornings that focus on Content and lesson planning
4. The teachers conduct guided reading groups.
5. Family and community engagement events include:
  - a. Karaoke Night- January 2016
  - b. Math & Literacy Night – January 2016
6. Social, emotional and physical health:
  - a. 3 Scholars have been referred to Wordsworth as of 11/19/15
  - b. 4 Scholars are on hold because of health insurance discrepancies or parents missed two or more scheduled appointments for re-evaluation.

- c. 23 Scholars are currently being serviced by Wordsworth receiving at least 15 hours of service per week.
- 7. As of 12/01/2015 student enrollment was 539
  - a. Daily attendance= 96.13%
  - b. Special education 20% = 109 scholars

**ii. Bluford FSRC Report**

- 1. They have had a number of workshops and community events in November and December.
- 2. Upcoming events include: 12/22- Holiday Concert.
- 3. Mr. Ahmad asked for a motion to approve the Bluford Principal, SAC and FSRC Reports.
- 4. Mr. Seay made a motion to accept the reports and Mrs. Seay second that motion.
- 5. The Bluford Principal, SAC and FSRC Reports were all accepted unanimously.

**d. Finance Committee**

- i. Mr. Fattah presented the July 2015-June 2016 Financial Report for Bluford and Daroff.
  - 1. The profit and loss statement was reviewed for Universal Bluford and Universal Daroff.
  - 2. If the state does not approve this budget we could have a strain on our school finances and we may need to have an emergency meeting to figure out how to move forward.
  - 3. Mr. Ahmad asked for a motion to approve the Bluford and Daroff Financial Report.
  - 4. Mr. Seay made a motion to accept the reports and Mrs. Seay second that motion.
  - 5. The Bluford and Daroff Financial Report were both accepted unanimously.

**e. HR Committee**

- i. Mrs. Seay presented the HR committee report.
  - 1. There are still some vacancies at both schools: 5 at Bluford and 5 at Daroff.
    - a. Both schools are interviewing candidates to fill those positions.
  - 2. There is a new assistant Principal that will start on Monday 12/21
  - 3. Mr. Ahmad asked for a motion to approve the HR committee report.
  - 4. Mr. Seay made a motion to accept the report and Mrs. Seay second that motion.
  - 5. The HR committee report was approved unanimously.

**f. Facilities Committee**

- i. Mr. Seay presented the Facilities Report
  - 1. The buzzer on the front door of Daroff needs to be replaced.
  - 2. Should have no dogs allowed signs at both schools.

3. Bluford needs working cameras and intercoms.
4. The climate control staff needs more help.
5. There are a few things that need to be fixed in the classrooms, hallways and surrounding areas of Universal Bluford and Universal Daroff.
6. 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.
7. Mr. Ahmad asked for a motion to approve the Facilities committee report.
8. Mrs. Seay made a motion to accept the report and Mr. Seay second that motion.
9. The HR committee report was approved unanimously.

**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 parent had a concern about the recent fights and teacher vacancies in the school and the questions were directed to the school Principal.

**4. Adjournment**

- a. The meeting concluded at 7:22 p.m.