

Universal Bluford-Daroff Meeting Minutes
September 17, 2015

BOARD MEMBERS PRESENT:

Sultan Ahmad
Glenn Ellis
Cheryl Seay
Joel Seay
David Fattah

ALSO PRESENT:

Julisa Epps, Board Liaison
Aliya Catanch-Bradley, Principal of Universal Daroff
Stacie Beverly, Assistant Principal Universal Daroff
Crystal Gary-Nelson, Principal Universal Bluford
Dr. Kendra Johnson, Executive Vice President of Instructional Leadership
Dr. Cindy Johnson
Tamara Graham, Parent Community Manager at Universal Daroff
Tanesha Jones- School Advisor Council president of Universal Daroff
Ms. Mason
Karen Matthews
Daman Lowe
Ms. Baya- Bluford Technology Teacher

1. Meeting Minutes

- a. Mr. Ahmad asked for a motion to approve the minutes from August 20, 2015.
- b. Mr. Ellis made a motion to accept the minutes and Ms. Seay seconded that motion.
- c. The meeting minutes from August 20, 2015 were approved unanimously.

2. Monthly Reports

a. Academic Improvement Plan

- i. Dr. Johnson presented the Academic Improvement Plan
- ii. The Academic Improvement Plan discusses:
 1. The 21st Century learning and it lays out the goals around student outcomes.
 2. The recruitment, development, and training of staff.
 3. Implementing the community school model with fidelity.
 4. Supporting a safe and orderly school community.
 5. Enhancing the data processing infrastructure.
- iii. Each board member will review the Academic Plan and vote on it for the next board meeting in October.

b. Daroff Reports

- i. Ms. Bradley presented the Daroff Principal Report
 1. Back to school night is September 22nd from 5:30 to 7:30pm
 2. The office is now fully staffed.

- a. The goal is to have 100 percent of the teaching staff to be certified.
 - b. There has been a support group created for new teachers.
 - c. There is a coach in the school that helps with K-3 teachers with professional development
 - 3. All parent volunteers are now required to have criminal check, child abuse check and also their FBI clearances.
 - 4. Working with home and school to assure that any parent that wants to volunteer, can have their clearances paid for from the general pot.
 - 5. No longer have issues with food service; each and every scholar is now served breakfast in the classroom.
 - 6. Had a community walk on August 30th.
- ii. Daroff FSRC Report
 - 1. Ms. Graham presented the FSRC report
 - a. They have been helping with the mailing and talking to the parents trying to help them get their children ready for kindergarten.
 - b. They are working with the Franklin Institute this year for STEAM.
 - 10 Working on having the Traveling Science Show come visit the school.
 - c. Working on SHARE food and The Scholastic Book Fair.
- iii. Daroff SAC Report
 - 1. Ms. Jones presented the SAC report
 - a. Will not have their first meeting until October.
 - b. The name of the SAC newsletter will be changed to “Parents As Our Partners” or “Partners With Parents”.
 - c. The SAC will try to bring back the FAST program on their own.
 - d. Mr. Ahmad asked for a motion to accept the Universal Daroff report, which included the principal, the SAC, and FSRC report.
 - e. Mr. Seay made a motion to accept the report and Mr. Ellis Second that motion.
 - f. The principal, SAC and FSRC report were all approved unanimously.

c. Bluford Reports

- i. Ms. Gary- Nelson Presented the Bluford Principal Report
 - 1. Ms. Gary- Nelson discussed the strategic planning and goals for the 2015-2016 school year:
 - a. Goal #1: The school has instituted a PZ calendar for Professional development.
 - b. Goal #2: Giving teachers support and feedback in a timely effective manner.
 - c. Goal #3: Staffing the classrooms with highly qualified teachers.

- d. Goal #4: Already implemented new weekly teacher meetings to provide support.
- 2. Currently looking for an academic coach for literacy.
- 3. Bluford is working on a strategy with the kids called No Opt-Out
- 4. Classroom walk through will begin on October 5th.
- 5. Ms. Gary- Nelson and Mr. Rooney have been co-planning with the teachers.
- 6. There is a new Dean of Scholars.
- 7. There are 490 scholars in the SEM with the cap being 25 scholars in the classroom.
- 8. There are two autistic support classes, each class has eight scholars maximum.
- 9. In the K to 2 autistic support class there are six scholars.
- 10. In the autistic support Grades 6 there are seven scholars.
- 11. 48 additional scholars are needed to meet the quota so the scholars on the waiting list are being contacted.
- 12. Jerry the giraffe will represent PBIS this year.
- 13. The first PBIS trip is October 7th
- 14. There are model expectations for the cafe, the hallway, the restrooms, the classroom hallways.
- 15. The parent community engagement block party is Saturday the 19th.
- 16. 116 consistent scholars are needed for the 21st Century grant.
- ii. Ms. Baya presented the home and school report.
 - 1. Will continue with the annual juice and pretzel sale and pretzel sale every other Friday.
 - 2. The petty cash is used for supplies, trips and needs of the parents and scholars.
 - 3. First fund raiser will be in May.
 - 4. There will be a Harvest Program beginning in October.
 - 5. There are a lot of events going on to going on to try to bring in more parents, and getting them more involved.
- iii. Ms. Johnson discussed the new Assistant Principal recommendation
 - 1. The new Assistant Principal recommendation has been put on hold in order to review her performance per the contract.
- iv. Mr. Ahmad asked for a motion to accept the principal report and the home and school report.
- v. Ms. Seay made the motion to accept the reports and Mr. Seay second that motion.
- vi. The principal report and the home and school report were all approved unanimously.

d. Finance Committee

- i. Mr. Fattah gave the Finance Report for Bluford.
 - 1. The total income is \$1,488,874.99
 - 2. Out of \$7,190,778 there is still over 5 million dollars left.
 - 3. The expenses are 1,738,600 and -- 800.34, which leaves us with a deficit of \$249,805.36

4. Mr. Ahmad asked for a motion to accept the Finance Report for Bluford.
5. Mr. Ellis made the motion to accept the report and Ms. Seay second the motion.
6. The Finance Report for Bluford was approved unanimously.
- ii. Mr. Fattah gave the Finance Report for Daroff.
 1. The total income is \$1,749,170.77, which leaves us with over \$8 million.
 2. The expenses are \$2,150,798.48, which leaves us with a deficit of \$411,827.71.
 3. Mr. Ahmad asked for a motion to accept the Finance Report for Daroff.
 4. Mr Seay made the motion to accept the report and Mr. Ellis second the motion.
 5. The Finance Report for Daroff was approved unanimously

e. HR Committee

- i. Ms. Seay gave the report for the HR committee report for Daroff.
 1. Daroff welcomed a new science teacher which filled their last vacancy.
 2. Teachers who are not certified are working towards their certification.
- ii. Ms. Seay gave the report for the HR committee report for Bluford.
 1. There are 15 new hires for the 2015-2016 and four long term substitutes.
 2. Effective September 28th there will be a resignation for position of administrative assistant.
 3. Mr. Ahmad asked for a motion to accept HR report for Bluford and Daroff.
 4. Mr Seay made the motion to accept the report and Mr. Ellis second the motion.
 5. The HR report for Bluford and Daroff was approved unanimously

f. Facilities Committee

- i. Mr. Seay gave the facility report for Bluford
 1. The school needs a big clean up after the weekends
 2. Will try to have a meeting with CDC soon to discuss school clean up.
 3. Classrooms 207, 209, 303 and 305 don't have AC
 4. Some classrooms don't have door handles so will try to set up a meeting with HVAC to address that issue.
 5. One of the classrooms had a leak which will be addressed.
- ii. Mr. Seay gave the facility report for Daroff
 1. Someone needs to monitor the cleanliness of the grounds outside and some walls and gates need to be painted.
 2. The AC in the classrooms do not work.
 - a. Need to have someone come in to check and HVAC system.
 - b. The lighting and bathrooms are in good condition.

3. Board Matters

a. Board Training

- i. Per the renewal recommendation the board has to participate in mandatory board trainings.
- ii. The first session will be November 12th at 6:00 p.m. at Bluford; Conflicts of Interests- providers to be announced.
- iii. The second session will be February of 2016 at Daroff; Code of Ethics- providers to be announced.
- iv. Third session will be on May 12th at Daroff; Responsibility of Charter School Governing Board- providers to be announced.
- v. The fourth training will be on August 11th, 2016 at Daroff; The Sunshine Law- providers to be announced.
- vi. Mr. Ahmad asked for a motion to accept the board training schedule.
- vii. Ms. Seay made the motion to accept the board training schedule and Mr. Seay second the motion.
- viii. The board training schedule was approved unanimously.

b. Board Term Limits

- i. Moving forward there will be two sets of Term limits for each board member.
 1. Class A, which is members who serve three years; and Class B, which is members who serve five years.
 2. Class A (3yrs): Glenn Ellis and Joel Seay
 3. Class B (5yrs): Sultan Ahmad, Cheryl Seay and David Fattah.
- ii. Mr. Ahmad asked for a motion to accept the board term limits.
- iii. Ms. Seay made the motion to accept the board training schedule and Mr. Seay second the motion.
- iv. The board term limits were approved unanimously.

c. Committee Structure

- i. We have all of our committee representatives in place.
- ii. All board members have to review their committee structure.

4. Public Comments

- a. There was a question about the PowerSchool Portal to monitor children online.

5. Adjournment

- a. The meeting concluded at 8:00 p.m.