

GEORGE GERVIN PREP ACADEMY GOVERNING BOARD
2801 E. Southern Ave, Phoenix, AZ 85042

MISSION

The George Gervin Prep Academy Governing Board's mission is to provide resources, which support student growth and development as well as preparation of the administrative staff and teachers that will allow them to successfully compete in the educational arena.

September 25, 2019

MINUTES

Members Present:

Eddie Tiggs, Chairman
Edward Lumpkin
Michael Williams
Audrey Bell-Jenkins
Reggie Dye

Members Absent:

Jay Banna
Herb Jackson
Darlene Little
Norman Darkwa

Staff Members Present:

Barbara Hawkins, Superintendent, via phone
Milinda Crawford, Principal, via phone
Gloria Baker, Office Manager
Sharon Hampton, Family Engagement

Others Present:

Pamela Neal

Meeting called to order at 5:31 pm

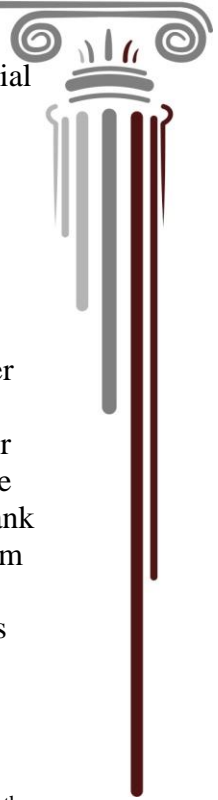
Pledge of Allegiance Recited

Call to the Public:

- Pamela Neal, Teen Court Program
 - Former Probation Officer; with Roosevelt School District for 19 years
 - Presented Teen Court Program to the Board
 - Working with 4th graders on Restorative Justice
 - Don't focus on punishment, but rather on consequences, through counseling, classes, letters of apology

Approval of Minutes:

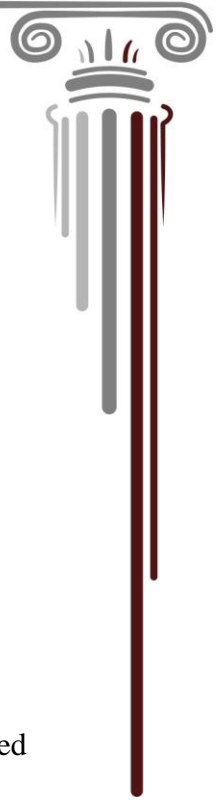
- Mr. Williams moved to approve the August 15, 2019 minutes with noted corrections; seconded by Mrs. Jenkins, unanimously approved: Ayes - 5; Nay - 0



- Correction to Superintendent's report in August 2019 Minutes, Financial Information: the amount received from George Gervin Youth Center should be \$350,000 not \$450,000 and was a donation, not a grant.

Principal's Report:

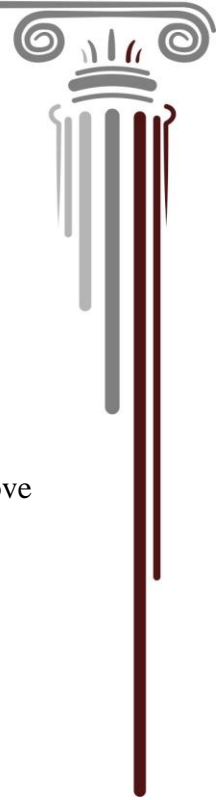
- *Celebration Highlights:*
 - Co-ed flag football games well attended; even with losses, students displayed great sportsmanship
 - Vision/hearing screenings completed; round two scheduled for October 17, 2019
 - Curriculum Night: 63 parents attended; Mrs. Jenkins facilitated booster seat distribution for eligible K-2 students; remaining seats are available through RSVP via Ms. Hampton during parent teacher conference; thank you Dr. Little for arranging for Mr. Johnson and band for the steel drum performance
 - GGPA after school program includes steel drum and leadership classes
 - ADE English Learners audit was completed on September 16, 2019; GGPA complimented on EL practices
- *Donations:*
 - WNBA player, Ms. Jay, presented mini girl-power workshop for 5th -8th grade female students; participants received free registration for 8-week clinic on Raising up Black Women, held at the Zion Center
 - ATA Martial Arts donated 10 student gift bags and 10, free month of lessons. ATA will present self control/anti-bullying assembly later in the year, free of charge.
 - The Heard Museum offering field trip on Native American art and culture for 3rd and 4th graders; also, assembly, student and teacher workshops
 - Field trip aligns with AZ state standards for Social Studies and bus/transportation cost covered by Heard; to take place in November with follow up report in December
 - Texas Roadhouse fundraiser for GGPA will be October 15, 2019. Ten percent (10%) of food purchases will be donated to GGPA.
 - 100 Black Men offering leadership program for 11, 8th grade male students; will attend field trips and entrepreneurship classes.
 - Successful picture day for GGPA staff and students, all have ID's.
- *Enrollment*
 - 199 students with 41 open seats
- *Staffing*
 - Music/Art teacher recommendation will be made next week



- Health Aide/Para needed (bilingual preferred)
- Day porter/building caretaker
- *Marketing Student and Staff*
 - No response from community yet from Sylvan commercial
 - School partnerships increased
- *Facility Maintenance Readiness Projects*
 - Van repair estimates
 - Alarm re-code
 - Camera system repair
 - Playground (wish list)
 - Ms. Baker to manage building usage going forward
- *Spotlight Programs*
 - **Teen Court** – Attorney Pamela Neal
 - **Student Achievement** – Milinda Crawford, Principal
 - After presentation, the chairman posed a question regarding strategies deployed for student achievement. The principal stated that there is rigorous professional development for teachers; quality instruction; continued monitoring using the Marzano Teacher Evaluation Model; planning which aligns with State Standards and Curriculum.
- *Upcoming Events*
 - September 25 – ADM 3-Year Audit
 - September 28 – Teen Summit
 - September 28 – Church Leadership
 - October 1 – SPED Census
 - October 1 – Move On With Reading literacy plan
 - October 3-4 – Parent Teacher Conferences
 - October 7-11 – Fall Break
 - October 15 – ADE D School Quarterly Benchmark IAP Analysis

Superintendent's Report:

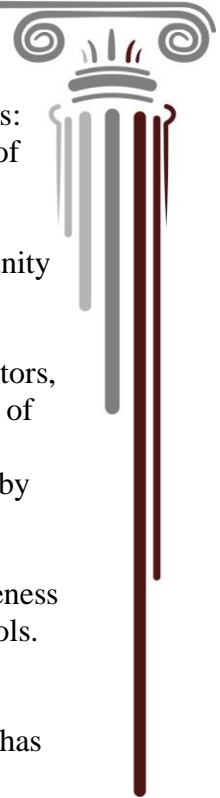
- *Goals*
 - To foster and develop a GGPA culture of success
 - To improve the perception of the GGPA school experience
 - To improve programming around the notion of educating the “whole child” to include healthy lifestyles, safety and security, engaged learning and supports for students and families.



- *Academics Updates*
 - GGPA 2018-2019 preliminary scores received, where not as expected
 - 40% of students that qualified for growth points were excluded from calculation and points not received for SPED student improvement
- *Staffing Updates*
 - Number of substitutes required for GGPA is challenging
 - Parent letter distributed to notify them of GGPA teacher credentials (compliance requirement)
- *Other Matters*
 - Charter board presentation made on 9/9/19 – GGPA required to improve its operational practices.
 - Attendance audit information due 9/25/19.
 - Financial Audit will be finalized in October, due 11/15/19
 - NSLP audit will be conducted.
 - November ADE school improvement site visit to review systems, interview staff and students; report will follow.
 - Many reports and requirements; Principal is spearheading compliance during process.
 - Charter Board revising its financial accountability, superintendent will present to the Board once adopted.
 - Numerous reports are due and must be in compliance for October 1 snapshot date.
 - Staff working on Standard Operating Procedures, to include performance pay plan, cross training strategies, records maintenance and back office compliance.
- Mr. Lumpkin moved to accept both the Principal's report and Superintendent's report; seconded by Mrs. Jenkins; unanimously approved: Ayes - 5; Nay – 0

Financials:

- Reviewed Statement of Revenues and Expenditures from 07/01/2018 through 06/30/2019
 - Total Income: \$2,130,902.61; Total Expenses: \$1,953,359.96; Net Income: \$177,542.65.
 - Discussion - Line 1920 – AZ Contributions/Donations, \$350K donation from GGYC. Line 6570 – AZ Food Service Mgmt, \$108K, most of cost is for caterer. Line 6890 – AZ Misc. Expense, \$43.7K, includes testing, steel drum program, and scholarships.



Committee Reports:

- Board Chairman gave an overview of the committees and their responsibilities:
 - **Finance and Audit** (Lumpkin): to assure that the financial condition of George Gervin Prep Academy is prudently managed and accurately reported
 - **Special Events** (Jenkins): to assure that there is support in the community for George Gervin Prep Academy as well as awareness of the entire program and its results
 - **Nominating** (Williams): to nominate/recommend new Board of Directors, Executive Committee and the officers of the corporation; shall consist of two (2) Board members and the Superintendent.
 - **Program/Planning** (Little): to assure that the programs administered by George Gervin Prep Academy are effective
 - **Procurement** (Open): shall prepare Request for Proposals (RFP) on behalf of GGPA, responsible for reviewing and appraising appropriateness and effectiveness of GGPA's purchasing system and its internal controls.

A. Finance and Audit: Edward Lumpkin

- Made initial contact with Sr. Accountant, Margarita Papin. Ms. Papin has advised the Fiscal Year-Ending June 30, 2019 audited statements are nearly complete and the committee shall receive a copy. In the interim, she has provided internally prepared year-end statements. The finding will be presented to the board after a thorough review and discussion with Chair, Dr. Eddie Tiggs and other affiliated parties.
- Mr. Dye moved to accept the Finance and Audit committee report. Mrs. Jenkins seconded; unanimously approved: Ayes - 5; Nay – 0

B. Program/Planning: Darlene Little

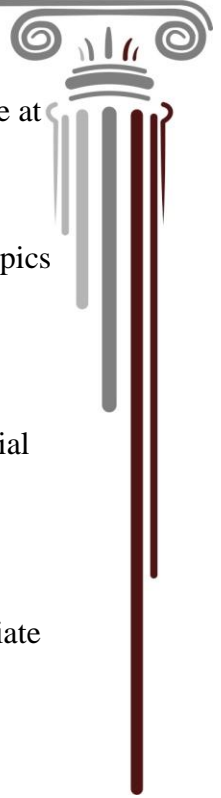
- Tabled

C. Nominating: Michael Williams

- Board is in great shape, shared members' capabilities and areas of expertise which include recruitment, project management, marketing, human relations, up sales, legal, education and finance
- Seeking potential members with fundraising/grant writing experience
- Mr. Lumpkin moved to accept Nominating Committee report, Mr. Dye seconded; unanimously approved: Ayes - 5; Nay – 0

D. Procurement:

- N/A



E. Special Events: Audrey Bell-Jenkins

- **PCH** - Phoenix Children's Hospital booster seat give-a-way took place at during GGPA Curriculum Night. Seats remaining, parents can sign up eligible children to receive.
- **Teen Empowerment Summit** – marketing material needed for swag bags; summit to include group exercises, lunch and workshops with topics such as learning to soar, mental health, the dangers of vaping, sexting. Groups will be separated by grade and gender.

Action Items:

- Obtain board member signatures for the Charter Board School Annual Financial Report FY 2019
- Board to accept resignation of board member Jay Banna.

Other Business:

- Proposed Student Fall & Spring Workshop – Edward Lumpkin – age appropriate and encourage parent participation

Executive Session:

- N/A

Adjournment:

- Meeting adjourned at 7:48 pm

Next Scheduled Board Meeting: October 24, 2019 at 5:30 pm