

Rutherford Winans Academy Mission Statement

The mission of Rutherford Winans Academy is to prepare students for academic excellence and responsible citizenship.



Rutherford Winans Academy
16411 Curtis Avenue, Detroit, MI 48235
Wednesday, December 20, 2023 @ 5:30 p.m.

Board Meeting Agenda

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| I. Call to Order | Reginald B. Scott, II., President |
| II. Roll Call | Board Members |
| III. Expulsion Hearing | Board Members |
| IV. Public Comment | Board Members |
| V. Approval of Agenda | Board Members |
| VI. Approval of the Minutes– November Meeting | Board Members |
| VII. Curriculum Update | Tomi Ingram, Instructional Officer |
| VIII. Principal Report | Dr. Ingra Howard |
| IX. Report from Solid Rock Management | Lateefah Scott |
| <ul style="list-style-type: none">• Audited Financials• Adopted Resolution for Audited Financials | Cindy Flowers, Vice President |
| X. Old Business | Dr. Ingra Howard |
| <ul style="list-style-type: none">• 8th Grade Washington, D.C. Trip Update | |
| XI. New Business | Board Members |

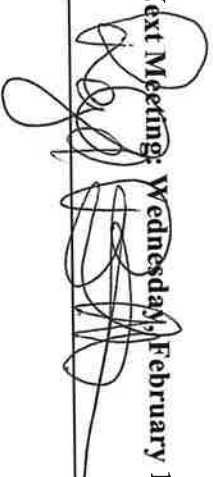
Rutherford Winans Academy Mission Statement

The mission of Rutherford Winans Academy is to prepare students for academic excellence and responsible citizenship.

XII. Adjournment

Next Meeting: ~~Wednesday~~, ~~February 13~~, 2023

Approved Agenda Signature: _____



Board position: _____

President

Date: _____

12.20.23

This meeting of the Board of Directors in public for the purpose of conducting the Academy's business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated in the agenda.

Individuals wishing to place an item on the agenda shall register their intent with the school principal two (2) days prior to the date set by the Board for mailing the Board member Meeting Agenda. Individuals wishing to address the board of directors under Items III or VIII are requested to sign in with the Board Secretary prior to the start of the meeting. Individual comments are limited to no more than (5) minutes each and total time allowance not to exceed thirty (30) minutes. The Board will not verbally respond to public comments but may follow up in the most appropriate and time effective manner.

*Complaints or concerns regarding the Board members or individuals assigned to the Academy shall first be addressed in writing and delivered to the board President at least (5) days prior to the Board meeting or such complaints or concerns shall not be heard by the Board. Individuals with special needs accommodations should contact the Principal's Office at (313) 852-0709 preferably five (5) business days prior to the meeting. *Proposed minutes of this meeting will be available for public inspection at the Academy office located at: 16411 Carris Ave, Detroit, MI 48235, eight (8) business days after the meeting. Approved minutes are available with five (5) business days after the meeting at which they are approved pursuant to applicable law.*

**Rutherford Winans Academy
Board of Directors Meeting
Wednesday, November 1, 2023**

The monthly meeting of the Board of Directors of the Rutherford Winans Academy was held on Wednesday, November 1, 2023, at Rutherford Winans, Detroit, MI at 5:30 p.m.

The following Board Members were present:

Patricia Charleston – Vice President
Tamika Bryant-Cromer - Treasurer & Secretary
Shivonna Cadwell – Board member

Absent:

Reginald B. Scott, II

Guests included:

Lateefah Scott – Solid Rock
Dr. Ingra Howard – Principal
Tomi Ingram- Curriculum Officer
Erricka Chester – Office Clerk
Ms. Williams – Math Interventionist

Parent Guest:

Public Comment:

Patricia Charleston officially called the meeting to order at 6:05 p.m.

Curriculum Update (Tomi Ingram/Dr. Howard)

- FALL DATA RESULTS
 - 1) NWEA
 - a) The detailed results were reviewed from page three of the report. The goal is to transition all our students to Tier 1.
 - b) Tier 3 represents 61%, below their grade level post pandemic effects, Tier 2 61-79% and Tier 1 80 – 100%.
 - 2) MSTEP
 - a) Canceled during pandemic, this test content is standard based.
 - b) Not proficient and partial proficient is where a lot of our students fall.
 - c) Goal is Advanced Proficiency for all students.
 - d) K-6 are all post pandemic children, who missed the RWA educational rigor.
 - 3) TESTING TAKEAWAYS
 - a) Our students are lacking phonic skills.
 - b) Pandemic left teachers, teaching at a deficit.
 - c) Dr. Howard and Ms. Ingram reviewed all testing data every grade and class to implement a learning plan and teaching strategies.

- Dr. Howard
 - a) Immediately meet with teachers and paraprofessionals to show them data, giving clarity on where we are and where the students need to be. In correlation to NWEA, MSTEP, Early Literacy and Math benchmarks.
 - b) Interventions to use after school tutoring and using curriculum resources.
 - c) Methods to use center base instruction which are small groups for intense learning.
 - d) Changed to double blocks of instructions, two blocks of reading or math based on students needs.
 - e) Dr. Howard will do walk-throughs and expect weekly reports from teachers.
 - f) Teachers will utilize best practices and express to Dr. Howard or Ms. Williams any concerns they have.
 - g) Data walls implemented to explain to students for engagement and encouragement.
 - h) Dr. Howard, Ms. Ingram and Ms. Williams are teamed to help teachers adapt to the new rigor curriculum.
 - i) Students will now have the ability to take computers home for additional academic support.
 - j) Child Focus is an additional resource used to support the student's learning needs.

Principals' Report (Dr. Ingra Howard)

Calendar of Events

- September 29, 2023-Grandparents Day 2-3pm
- October 3, 2023-Coffee/Conversation/the Principal 7:45-8:45 am
- October 4, 2023-Count Day Pep Rally
- October 4, 2023-Count Day
- October 5, 2023-Parent/Teacher Conference 3:45 pm-6:00 pm
- October 6, 2023-Professional Development (No School)
- October 17, 2023-After School Tutoring begins 3:45 pm-4:45 pm
- October 19, 2023-Wiard's Field Trip (K-1) 9:00-1:30
- October 25, 2023-DPSCD in-school visit for 8th grade 11:00 am
- October 27, 2023-Harvest Fest 1:00 pm-3:00 pm
- October 31, 2023-End of Term 1

Enrollment/Attendance Report

- October 23rd enrollment is currently at 161.
- September attendance report: 92% were in attendance.
- October attendance report: 90% were in attendance.
- Octavia Foster has been consulted to assist with marketing to increase enrollment. We are awaiting her proposal to broaden our student reach.
- Budget this school year was for 166 students, currently we are at 161.

School Meetings

- Staff meetings occur weekly on Wednesday's at 3:40-4:30
- PLC meetings occur weekly on Wednesday's during teacher prep time with weekly designated issues concerning curriculum and discussions on best practices, data, and instructional rigor.
- School Improvement meetings now occur after our staff meeting.

- All teachers are a part of the team. We began with opening the dialogue regarding our school climate and alignment. This week we will indicate our 2 goals we will focus on in order to close the learning gap and increase learning growth.

Climate / Culture

- Parent Surveys were submitted regarding the climate/culture and principal progress and perception. Parents expressed their love for the school culture, Dr. Howard's transparency and the consistent communications that go home.
- **Parent-Early-Year Principal Survey**
Teacher Surveys were submitted and returned regarding principal progress, perception, and concerns.
- **Teacher-Early-Year Principal Survey**
An additional survey was submitted to staff regarding key concerns as a means to provide solutions and problem solve.

Specialized Services

Dr. Calderon will assume the role of MTTSS Coordinator for the 2023-2024 school year. We have reviewed the process that we will use with the students and staff members.

MTSS

- Small groups have been established for the paraprofessionals and teachers.
- Exact Path learning components will be used to assess learning and measure progress.
- Dean Hill has been included in the behavior component with Dr. C.
- Attendance component is being monitored by the office staff.
- SEL will be monitored by Social Worker/SPED dept.

Child Focus

- Child Focus services to increase reading ability of the students began September 25, 2023 for grades K-5. We currently have 25 students who qualify based on ability and test scores. The services are for 45 minutes, 2-days per week.

Diverse Learners

- Social Worker is now available in-person twice monthly but available on ZOOM as students need.

Curriculum Instruction / Assessment (K-8)

- NWEA fall testing has now concluded and scores have been reported to the teachers/ parents. The teachers have been instructed to schedule individual meetings with each student to review scores and set individual goals for the winter testing session.
- Focus of instruction will support the Common Core State Standards and learning continuum for each student for NWEA and for M-Step assessments.

Professional Learning

BUILDING

- October 6, 2023 Professional Development for Science curriculum. Health, Wonders program and McGraw Hill.

DEAN OF STUDENTS

- PBIS Training- WRESA (monthly sessions)

Staffing

- Substitute Teacher company has been contracted.

Student Affairs

Learning Initiatives

- Our Call to Order occurs daily during our breakfast time and is now led by our scholars.
- After school Tutoring begins October 17, 2023-April 11, 2024 every Tuesday/Thursday from 3:45-4:45. Students will focus on classwork and the IXL platform.

National Junior Honor Society

- We have 7 candidates for membership in grades 7-8. They are currently completing the essay and selection process. The beginning ceremony will commence on November 27, 2023 @2:30-3:30pm Sixth grade candidates will complete the process in January 2024 after the semester grade has been submitted.
- By-laws and constitution have been created for the RWA Chapter.
- The student council is in the process preparing to vote for this school year.

Dad of Great Students

- Soliciting participation: Will hold an informational meeting with the dads the beginning of November.
- In order to accommodate all interested Dad's, we will have to set up a ZOOM meeting.

Field Trip

- We currently have the following field trips scheduled:
 - Ann Arbor Hands on Museum (K-1) 12/19; Campus Martius (4/5) 5/7.
 - Washington D.C. visit for the 8th grade students: March 23rd-26th, 2024. Total cost per student:\$200. Average total cost of trip: \$9000 (transportation, accommodations, meals, educational tours).

Fundraising

- Dress-Down Fridays-Cost: \$1.00 per student. The proceeds will be used to fund school initiatives and year-end promotion ceremonies. Money will be collected and recorded every Friday morning.
 - School Store-Snacks will be sold after school and proceeds will be used for student activities.
 - We now have a Rutherford Winans Academy AMAZON profile/QR Code which is used for anyone who would like to purchase registered items for the school/classroom and shipped directly to the school. We are currently adding needed items to the site, which is an ongoing process.
- Amazon QR Code.

School Discipline

- August/September/October Discipline Report
- Total: 3 suspensions

PBIS

- We currently have all students in our PBIS Rewards program and all teachers have been trained and supported in using the program daily with the students.
- SEL check-ins through PBIS allows students to rate how they are feeling and Dean Hill and I receive immediate alerts to our phones for students who are "high risk" with anger. We are able to immediately address concerning situations.

- Will need to solicit items for our Rewards Store. The first batch of items for October were purchased and donated by Dr. Howard. November Items were purchased by Dr. McIntosh. Ms. Ingram has committed to \$100 for December.
- Identification cards have been ordered for the students where they will receive immediate points for positive behavior.

Community / Parent Involvement

- Grandparents Day-We had over 50 grandparents/families represented and the students provided words of love to their grandparents. We also provided certificates and lunch as a show of appreciation.
- PTO Drive for the school-will focus on parents who volunteer for activities and school initiatives/D.O.G.S.-Phone calls, brochures, school events for sign-up, Drop-off/pick-up times.
- We currently have 8 parents for our PTO and our first meeting will take place November 7th (after Coffee/Conversations).
- Background checks for potential parents have been submitted and processed.
- Parent/Teacher Conference had 51 parents in attendance.

Communications

- **Social Media**
 - Facebook postings occur daily/weekly with photos of various activities occurring in the school and classrooms. In order to increase content reaching others, all viewers must comment on the postings.
 - Developed RWA Communication Plan
 - **Website**
 - New website is visible. Information needs to be updated to personalize the site.
 - **Staff Newsletter**
 - Weekly staff newsletter to provide principal's pride and motivation, vision/mission/goals, instructional strategies, curriculum and assessment updates, MTSS, Data, SEL information, gentle reminders, and important dates.
 - **Parent Newsletter**
 - Updated monthly to keep parents and community abreast of activities/information. The October Newsletter was sent out on September 25, 2023. November Newsletter will be sent out on October 30, 2023.
 - **Operations/Maintenance**
 - We are in need of doors on the girls bathroom stalls.

Corrections sighted to change Call to Order by Patricia Charleston, remove Financial Report, change order of Curriculum Update and Principal Report on the agenda.

Board moved to approve the agenda after aforementioned corrections are made, corrections were made. Motion made by Patricia Charleston. Motion seconded by Tamika Bryant-Cromer.

➤ Roll Call Vote:

Yeas: Patricia Charleston, Tamika Bryant – Cromer and Shivonna Caldwell.

Nays: None

3 Yeas and 0 Nays

The motion was approved.

Changes to remove Tamika Bryant-Cromer from last motion in voting as she was not present replace with Shivonna Cadwell, correct spelling of the name Cadwell, and correct time on Budget Hearing. Board moved to approve the minutes from the August meeting after the aforementioned corrections are made. The Motion was made by Tamika Bryant-Cromer. Motion seconded by Shivonna Cadwell.

➤ Roll Call Vote:

Yeas: Patricia Charleston, Tamika Bryant – Cromer and Shivonna Caldwell.

Nays: None

3 Yeas and 0 Nays

The motion was approved.

Board did not make a motion to approve the curriculum and principals' report. Motion made by. Motion seconded by.

➤ Roll Call Vote:

Yeas:

Nays:

Yeas and Nays

The motion was not made nor voted on during the meeting November 1, 2023.

Adjournment

A motion was made to adjourn the meeting by board member Patricia Charleston.

Meeting adjourned at 6:57 p.m.


Patricia Charleston, Vice President


Tamika Bryant-Cromer, Secretary