

**MINUTES OF THE PUBLIC SESSION
OF THE SOUTH BEND EMPOWERMENT ZONE
BOARD OF DIRECTORS
1/19/24**

MINUTES

- Meeting Time Start: 6:11pm
- Meeting Called to Order: Sam Centellas, Board President
- Meeting video is available on [Youtube](#)
- Meeting presentation is available on the Zone [website](#)

LOCATION

- Virtual

QUORUM

- Attendees (all virtual):
 - Sam Centellas, Board President
 - Ryan Matthys, Board Treasurer
 - Kareemah Fowler
 - Jeff Rea
 - Sonya Watkins
 - Duane Wilson
- Absent:
 - Rosa Hiestand, Board Secretary
 - Stephanie Ball
 - Leslie Wesley
- Quorum Established (Y/N): Yes

SUMMARY

The meeting focused on a mid-year update of the Zone's progress toward its end of year targets on the balanced scorecard, as well as the Science of Reading. While most KPIs are unavailable until the end of the school year, the Zone shared details about 9 KPIs, and a summary of others relative to the baseline at the end of SY 2022-23, and the target for the end of SY 2023-24. On the Science of Reading, the Zone shared its new ELA curriculum, and the Principal, Principal Intern, and a teacher shared how they have been implementing the Science of Reading.

AGENDA ITEMS

I. ADOPTION OF AGENDA

- Motion to approve agenda: Jeff Rea
- Seconded: Ryan Matthys
- Discussion: none
- Approved unanimously

II. APPROVAL OF MINUTES

- Motion to approve minutes of December 18 , 2023: Jeff Rea
- Seconded: Duane Wilson
- Discussion: none
- Approved: unanimously

III. BOARD PRESIDENT REPORT

In honor of Martin Luther King Jr. Day and the upcoming Black History Month, Dr. Lewis shared the heroic acts of Chapman Harris and his sons. These free black Hoosiers led southern slaves to their freedom in the north. We celebrate these and other lesser known heroes of Indiana during Black History Month.

IV. BUSINESS SERVICES REPORT

The Zone's 501(c)3 has expended 63% of its budget at this point in the school year, which is close to where it should be. The Zone has expended 56% of the "All funds" budget however there will be a recalibration of that balance, which may affect that figure.

- Motion to approve the finance report: Jeff Rea
- Seconded: Ryan Matthys
- Comments or questions: none
- Public Comments: None
- Approved: unanimously.

V. PERSONNEL REPORT

December Hires: 12 (certified and non-certified). December departures: 3. Staffing timeline for SY 2024-2025 was presented. The zone is currently 93% staffed and the intent to return rate has increased to 90%.

VI. FOCUS REPORTS

Balance Scorecard

A mid-year update of the Balanced Scorecard was shared, focusing on the Zone's high-level progress compared to the baseline of the end of 2022-2023. Because this

was a mid-year update, it included information from only 48 of the 75 total key performance indicators (KPIs). Also highlighted were nine individual key KPIs, spanning all three domain areas of Learning, Leadership, and Resources.

The individual KPIs' current mid-year data shared included:

- Establishment of PTAs at each of the Zone's five schools:
 - EOY 2022-23 (actual): 3
 - MOY 2023-24 (actual): 4
 - EOY 2023-24 (target): 5

- Establishment of Student Councils at each Zone school:
 - EOY 2022-23 (actual): 3
 - MOY 2023-24 (actual): 5
 - EOY 2023-24 (target): 5

- IREADY proficiency in ELA:
 - EOY 2022-23 (actual): 24%
 - MOY 2023-24 (actual): 16%
 - EOY 2023-24 (target): 33%

- IREADY proficiency in Math:
 - EOY 2022-23 (actual): 18%
 - MOY 2023-24 (actual) 8%
 - EOY 2023-24 (target): 24%

- Student attendance:
 - EOY 2022-23 (actual): 86%
 - MOY 2023-24 (actual): 86%
 - EOY 2023-24 (target): 87%

- Students with office referrals (that did not escalate further):
 - EOY 2022-23 (actual): 20%
 - MOY 2023-24 (actual): 10%
 - EOY 2023-24 (target): 20%

- Students with In School Suspensions (ISS):
 - EOY 2022-23 (actual): 6%
 - MOY 2023-24 (actual): 6%
 - EOY 2023-24 (target): 4% (*note: corrected from 7%*)

- Students with Out of School Suspensions (OSS):
 - EOY 2022-23 (actual): 25%
 - MOY 2023-24 (actual): 18%
 - EOY 2023-24 (target): 23%
- Funding from Partnerships and Grants:
 - EOY 2022-23 (actual): \$460K
 - MOY 2023-24 (actual): \$343K
 - EOY 2023-24 (target): \$613K

Finally, the creation of a “Board Portal” was announced, where board members will be able to access the balance scorecard directly, as well as other materials.

The Science of Reading: ELA Curriculum and Coquillard Spotlight

The Executive Director of Teaching & Learning explained the foundations of the Science of Reading, and reported on the Zone’s adoption of a new ELA curriculum. The new curriculum was selected by the Curriculum Review Committee of Zone teachers, based on its alignment with the Science of Reading and integration of support for the whole child via “Crew.” Crew will be the next stage of implementation, and has specific systems and structures embedded in the curriculum to help students develop “Habits of Character.”

Principal Laura Krieger, Principal Intern Sarah Rodriguez, and Kindergarten teacher Patience Trowbridge shared Coquillard’s experience of implementing the Science of Reading.

In particular, they discussed the importance of piloting the new curriculum and instructional tools in introducing this change. They also shared some of Coquillard’s initiatives to involve families in the Science of Reading and the new curriculum. One example is the event, “Reading is a Game Changer,” a sports-themed family literacy night.

Board Questions:

- *Were the previous methods of teaching reading wrong? Are aspects of this method still being taught in classrooms?*
 - Research tells us that this method is more effective for more students. The Science of Reading implements systematic, explicit, intentional and sequential instruction so students can decode and understand what they read. The prior method is less effective for some students, and not effective at all for another group of students.

- *How come a student can go home with As and Bs, while not being proficient based on testing?*
 - It's primarily because the student is able to complete tasks with help, but is not able to do it independently. It's important to communicate that difference to the parents. Dr. Lewis first began discussing this issue during the Q2 reset in SY 2022-23, and it also led to the Promotion In Doubt process.

VII. PUBLIC COMMENT

None

VIII. BOARD COMMUNICATIONS

The next board meeting will be on Tuesday, February 20th at 6pm at Wilson Elementary School.

IX. ADJOURNMENT

Meeting adjourned at 7:55 pm