

Academy Board of Directors

Regular Meeting Agenda

Date: 7/25/2013
Time: 6:00 – 8:00 PM
Location: Starr Detroit Academy
19360 Harper Ave
Harper Woods, MI 48225

- I. Call to Order
 - a. Roll Call
- II. Public Comment (*reserved for agenda items only*)
- III. Approval of Agenda (*if items are added, they should be included under Other Business*)
- IV. President's Report
- V. Administrator Report(s)
 - a. None
- VI. Treasurer's Report
 - a. None
- VII. Policy Review
 - a. None
- VIII. Old Business
 - a. Enrollment Resolution
- IX. New Business
 - a. Charter Contract Amendment
 - b. 2013 – 2014 Budget Amendment
- X. Consent Agenda

Action requested: Motion to approve, accept or ratify items listed on consent agenda as submitted.

 - a. Meeting Minutes for June 14th, 2013
- XI. Extended Public Comment (limited to 3 minutes per person on any item/matter not listed on the agenda)
- XII. Other Business
- XIII. Adjournment

PROPOSAL FOR BOARD ACTION: ENROLLMENT

RESOLVED, That the Starr Detroit Academy Board of Directors directs Starr Commonwealth Educational Services to increase enrollment targets to those outlined below.

	Proposed Target
Kindergarten	196
First	196
Second	112
Third	112
Fourth	84
Fifth	84
Sixth	56

Further Resolved, That the Starr Detroit Academy Board of Directors directs Starr Commonwealth Educational Services to provide monthly enrollment reports to the school board.

Further Resolved, That the Starr Detroit Academy Board of Directors directs Starr Commonwealth Educational Services to proceed cautiously with staffing and budgetary adjustments as enrollment targets are achieved.

Further Resolved, That the Starr Detroit Academy Board of Directors determines that the increased enrollment targets are authorized by its charter contract with its Authorizer.

By: _____
Board President

Secretary's Certification:

I certify that the foregoing resolution was duly adopted by the Academy Board of Directors at a properly noticed open meeting held on the 25th day of July, 2013 at which a quorum was present.

By: _____
Board Secretary

Date: _____

AMENDMENT NO. 4

to the
January 11, 2012 Contract to Charter
A Public School Academy and Related Documents

Issued To

STARR DETROIT ACADEMY
(A PUBLIC SCHOOL ACADEMY)

By

THE CENTRAL MICHIGAN UNIVERSITY
BOARD OF TRUSTEES
(AUTHORIZING BODY)

CONTRACT AMENDMENT NO. 4

STARR DETROIT ACADEMY

In accordance with Article IX of the Terms and Conditions of the Contract (the "Contract"), dated January 11, 2012, issued by the CENTRAL MICHIGAN UNIVERSITY BOARD OF TRUSTEES (the "University Board") to STARR DETROIT ACADEMY (the "Academy"), as amended, the parties agree to further amend the Contract as follows:

- 1.) Amend Schedule 5: Description of Staff Responsibilities, by replacing the staff descriptions contained therein with the materials attached as Tab 1.

The changes identified in Section 1 shall have an effective date of September 4, 2012.

- 2.) Amend Schedule 6: Physical Plant Description, by replacing the Configuration of Grade Levels contained therein with the following:

"Configuration of Grade Levels: Kindergarten through Sixth Grade."

- 3.) Amend Schedule 7, Section f: Application and Enrollment of Students, by replacing the Enrollment Limits contained therein with the following:

Enrollment Limits

The Academy will offer kindergarten through sixth grade. The maximum enrollment shall be 678 students. The Academy Board will annually adopt maximum enrollment figures prior to its application and enrollment period."

- 4.) Amend Schedule 7, Section h: Age or Grade Range of Pupils, by replacing the materials contained therein with the materials attached as Tab 2.

The changes identified in Sections 2 through 4 shall have an effective date of July 1, 2013.

This entire amendment is hereby approved by the University Board and the Academy Board through their authorized designees.

Dated: _____

By: Cynthia M. Schumacher, Executive Director
The Governor John Engler Center for Charter Schools
Designee of the University Board

Dated: _____

By: _____
Starr Detroit Academy
Designee of the Academy Board

Starr Detroit Academy
Contract Amendment No. 4

Tab 1

School Director/ ESP Executive Director of School Operations & Planning

Position: School Director / ESP Executive Director of School Operations & Planning

Hours: Full Time

Location: Detroit, MI

Starr Detroit Academy opened its doors to its inaugural class in September 2012. **The mission of Starr Detroit Academy is to prepare students for academic mastery, college, work and life.** This mission is achieved by committed educators who believe all students can and will be successful. It is our responsibility as educators to provide the educational environment for our students to succeed. Starr Detroit Academy staff do whatever it takes for our students to excel.

Under direction of ESP Vice President, Educational Services, the School Director/Executive Director of School Operations & Planning (referred to as School Director) is responsible for the organization, coordination, and administration of all programs and activities related to the daily operations of the school building, both instructional and non-instructional in accordance with the regulations, and policies of the State Department of Education, and Board of Directors.

The School Director is the overall school leader, responsible for organization, administration, supervision, employee contract implementation, community relations, personnel, students, and instruction within the building. The School Director is within his/her rights to delegate to others, to the extent of adequate fulfillment, some of their responsibilities along with necessary authority in accordance to shared – or distributed - leadership, but he/she cannot relinquish overall responsibility for results nor any portion of his/her accountability.

Core Responsibilities:

Leading Staff

- Responsible for the assignment of teaching and support staff.
- Participate in the interviewing, selection, and mentoring of new teaching, non-teaching, and support staff candidates.
- Create on-going opportunities for the growth, development and advancement of teaching and non-teaching staff.

Leading Students

- Serve as the instructional leader of the school using data to improve teaching and learning, student engagement, and academic rigor school wide.
- Is responsible for the health, welfare, and safety of children and teachers of Starr Detroit Academy and provide access to emergency care when necessary.
- Is responsible, in collaboration with the parents, teachers and staff, for the academic placement of all students in the building.
- Develops policy for attendance, character development, incentives, due process procedures, and the school wide discipline for students.

- Serves on school committees (i.e., curriculum, data teams, school culture & engagement, etc.)

Leading Programs

- Participate in the development and review of the curriculum of Starr Detroit Academy and assist in planning, adapting, and/or accelerating the course of study to meet the needs of students and developing interests of the student body.
- Organize representative sub-committee to recommend books, reference books, apparatus, supplies, technology equipment, supplemental materials, and/or review site level programs.
- Oversee and/or assign designee to organize extra-curricular activities, student clubs, incentives & awards for students and staff.

Administrating Policies & Practices

- Responsible for and approves all operations in the school building and grounds, and approves all activities of Starr Detroit Academy staff (instructional and non-instructional) and parent groups.
- Approves all schedules and routine procedures (i.e., fire drills, parent/teacher conferences, open house, etc.).
- Conducts regular meetings with the faculty, staff and parent groups.
- Delivers and/or organize professional development as based on program and performance data.
- Conduct academic conferences with each teacher to monitor student progress toward Proficiency three-times during the school year.
- Evaluate, synthesize and report to Starr Detroit Academy Board of Directors interim data detailing student progress.

Managing Finances

- Review and recommend budget items as requested by the teaching and support staff, and the maintenance contract.
- Submit budget requests to Starr Detroit Academy Board of Directors and administer funds under the approved budget annually.
- Reports to staff, parents and community partners on the Starr Detroit Academy Board approved annual budget.

Managing Relationships

- Ongoing reporting to Starr Detroit Academy Board of Directors as to the condition of the school and the activities therein.
- Build relationships outside of the school community as necessary to ensure the effective administrative of Starr Detroit Academy.
- Serve as representative of Starr Detroit Academy.

Qualifications:

- Hold a Master's degree or higher from an accredited institution and meet all Michigan certification requirements.

- Have successful educational experience at the supervisory level, and other requirements deemed necessary by Starr Commonwealth Educational Services Board of Directors.
- Pass a criminal background check.
- Hold current CPR Certification.

Pay: Competitive salary based on experience.

Reports To: ESP Vice President, Educational Services

Assistant Principal

Position: **Assistant Principal**

Hours: **Full Time**

Location: **Detroit, MI**

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Core Responsibilities:

Instruction

- Monitor and support new and experienced teachers to ensure classroom instruction is effective and consistent school wide.
- Collaborate with teachers to collect, develop, and then post lesson exemplars in each classroom to serve as models for students.
- Monitor lesson plans and provide feedback to increase teacher effectiveness and promote student engagement.
- Strive to implement, by instruction and action, the Academy's philosophy, instructional goals, and objectives of education.
- Employ a variety of research-based instructional strategies and instructional media consistent with the needs, and capabilities of students.

Evaluation

- Conduct ongoing informal evaluation and feedback sessions of assigned instructional staff.
- Conduct bi-annual evaluations of assigned staff.

Assessment

- Monitors school wide data to note trends and patterns in students' progress.
- Monitor assessment data to determine students' areas of weaknesses in reading and math and work with staff to design intervention programs to support students.

Intervention

- Collaborates with teachers create individualized learning plans to meet students' needs.
- Guide support staff efforts to deliver mini-lessons and activities to help students overcome reading/math challenges.
- Consult with teachers and parents to recommend at-home strategies to improve learning.

Culture

- Conduct regular culture checks to ensure classroom culture meets expectations for SDA.

Leadership

- Organize bi-monthly collaborative planning meetings to examine student data and work samples.
- Chair school wide curriculum committee to evaluate instructional programs, recommend improvements and identify in-service/professional development.
- Serves on other school committees (i.e., school culture & engagement, partnerships, School Improvement, etc.).

Professional Development

- Design and lead Summer Professional Development for new and returning staff.
- Design and lead ongoing Professional Development during the school year.

Qualifications:

- Hold at least a bachelor's degree from an accredited college or university and meet Michigan certification requirements.
- Thorough knowledge of Michigan GLCEs and the Common Core Curriculum.
- Teaching experience and knowledge of coaching techniques to support and inspire teachers.
- Experienced staff trainer to lead site-based professional development.
- Excellent verbal and written communication skills.
- Ability to work well in diverse settings.
- Knowledge of computer programs and related software and applications to keep records, and manage data.
- Criminal background check.

Pay: Competitive salary based on experience.

Reports To: School Director

Supervisor of Compliance

Position: Supervisor of Compliance

Hours: Full Time

Location: Detroit, MI

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Core Responsibilities:

Compliance

- Ensure school site meets compliance reporting requirements for Wayne RESA, MDE, and CMU.
- Work with school staff to ensure implementation of State and Federal Programs falls within guidelines.

School Operations

- Each year, prepare the campus for start-up/new school year by ordering furniture, equipment, and classroom supplies as well as ensuring that school services (i.e. student food services, student transportation services) are lined up and ready for action.
- Process new hires and maintain employee records to prepare the facility for occupation.
- Manage the tracking and follow up regarding teacher certification and employee benefits.
- With the support of School Director, ensure compliance with all state, federal, and local employment laws and policies.
- Ensure the maintenance of campus facilities by managing custodial personnel and third-party contracts for trash removal, recycling, and security.
- Manage the school's food and transportation services by coordinating with service providers and overseeing deliveries.
- Manage the school's supply and asset inventory.

School Administration

- Ensure the timely implementation of all items on Starr Detroit Academy's monthly administrative calendar.
- Ensure that the school is adhering to all local compliance and reporting requirements, as per calendars and guidelines.
- Provide oversight of the planning and execution of school special events, such as field lessons, Report Card Night, and graduation.
- Oversee the administration of all student tests.

- With the support of the Office Manager, disseminate progress reports to school staff and ensure the timely production of student Report Cards.
- Ensure that student records are properly maintained and updated at the school.

Management and Leadership

- Directly supervise the Office Manager, Receptionists, and outside vendors.
- Actively serve on the school's leadership team.

Qualifications:

- Hold at least a bachelor's degree from an accredited college or university
- At least 2 years of operations management experience in a fast-paced, entrepreneurial environment
- CPR certified
- Criminal background check

Pay: Competitive salary and benefits offered based on experience.

Reports To: School Director

Supervisor of Curriculum

Position: Supervisor of Curriculum

Hours: Full Time

Location: Detroit, MI

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Core Responsibilities:

Instruction

- Monitor and support new and experienced teachers to ensure classroom instruction is effective and consistent school wide.
- Collaborate with teachers to collect, develop, and then post lesson exemplars in each classroom to serve as models for students.
- Monitor lesson plans and provide feedback to increase teacher effectiveness and promote student engagement.
- Strive to implement, by instruction and action, the Academy's philosophy, instructional goals, and objectives of education.
- Employ a variety of research-based instructional strategies and instructional media consistent with the needs, and capabilities of students.

Professional Development

- Collaborate with teachers to create individualized learning plans to meet students' needs.
- Build and deliver quality site-based professional development.
- Supervise the delivery of Efficacy Student Tools curriculum school wide to encourage, set and maintain high standards for academic and character proficiency.

Curriculum and Assessment

- Implement, by instruction and action, Starr Detroit Academy's philosophy, instructional goals and objectives of education.
- Design and/or evaluate student assessments.
- Conduct assessments to determine students' reading and math challenges.
- Guide and support efforts to deliver mini lessons and activities to help students overcome reading, writing and math challenges.

Coaching

- Provide ongoing instructional observation and coaching for teachers.
- Manage instructional coaches to target appropriate coaching and support to teachers and paraprofessionals.

RTI

- Monitor general classroom Reading and Math instruction to ensure the use of sound teaching practices consisting of evidence-based instructional fidelity.
- Promote the use of researched-based interventions for
- Plan and deliver ongoing staff development for teachers and paraprofessionals with respect to RTI.
- Help teachers and instructional staff develop research based instructional practices that support the development of children's language, early literacy, and mathematical background knowledge and concept development.
- Collect and analyze student data (NWEA, Interim and Benchmark assessment results).

Qualifications:

- Hold at least a bachelor's degree from an accredited college or university and meet Michigan certification requirements.
- Thorough knowledge of Michigan GLCEs and the Common Core Curriculum.
- Teaching experience and knowledge of coaching techniques to support and inspire teachers.
- Experienced staff trainer to lead site-based professional development.
- Excellent verbal and written communication skills.
- Ability to work well in diverse settings.
- Knowledge of computer programs and related software and applications to keep records, and manage data.
- Criminal background check.

Pay: Competitive salary based on experience.

Reports To: School Director

Student and Family Services Coordinator

Position: **Student and Family Services Coordinator**

Hours: **Full Time**

Location: **Detroit, MI**

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Core Responsibilities:

- Student Services
 - City Year Supervisor
The coordinator will supervise the 8-10 City Year staff. City Year staff will be assigned to work with students in grades 4-6 and will provide overall school support around arrival, dismissal, transitions, and lunch. The coordinator in collaboration with school leadership will manage their schedules and assigned students.
 - Peer Mediation
The coordinator will work with the school leadership team to develop a peer mediation program and will serve as the program facilitator. The coordinator will train students to act as peer mediation coordinators and
 - Peer Mentors
The coordinator will develop and supervise a mentoring program for students. The coordinator will recruit and train volunteers to serve as peer mentors and organize activities for mentors to work with staff members.
 - Enrichment Programs
The coordinator will work with the school leadership team to develop an after school and Saturday academic tutoring and enrichment program. The coordinator will develop partnerships with community vendors, identify potential programs, and provide day to day management and supervision of the program.
- Parent Resources
 - Parent Workshops
The coordinator will work with school leadership and the parent committee to identify workshops and other resources for parents and families.

- Parent Resource Center
The coordinator will supervise the Parent Resource Center and make sure it is stocked with materials and supplies for families. The Coordinator will work with community partners to get community agencies stationed in the center to provide resources for families.
- Parent Meetings
The coordinator will lead regular parent meetings including facilitating the Title I parent committee.
- Other Duties

Qualifications:

- Hold at least a bachelor's degree from an accredited college or university
- Experience working with children and families
- CPR certified
- Criminal background check

Pay: Competitive salary and benefits offered based on experience.

Reports To: School Director

Classroom Teacher

Position: Classroom Teacher

Hours: Full Time

Location: Detroit, MI

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Core Responsibilities:

Planning

- Create common core and/or Michigan GLCE-aligned lesson plans and unit plans that lead to standards mastery and are aligned to grade level expectations and end-of-year assessments.
- Monitor students' progress towards standards mastery through a system of assessment data.
- Assess students in each lesson to ensure mastery of the standard and are provided with purposeful homework and assignment.

Instruction

- Deliver lessons that effectively utilize direct teaching, modeling, guided practice with immediate feedback, independent practice, and targeted support for students.
- Inspire and invest students in achieving their goals and in believing that goals are achieved through effort and not innate abilities.
- Provide targeted support to students to ensure standards mastery.
- Establish effective classroom routines and are able to manage students effectively without disruptions.
- Redirect inappropriate behavior.

Parent Engagement

- Conduct home visits with all students prior to the start of school.
- Partner with parents through frequent communication (including weekly newsletters and phone calls for both positive and negative classroom behavior).

School Responsibilities

- Serve on school committees and participate in school wide events.
- Seek out and responds constructively to feedback from others.

Qualifications:

- Believe deeply in the mission and values of Starr Detroit Academy.
- Demonstrated success working with students in an urban, open admissions school.

- A strong background in and command of content area (math/science or special education preferred).
- A Bachelor's degree or higher from an accredited institution.
- Michigan Teacher Certification completed or in progress.
- Ability to pass a criminal background check.

Pay: Competitive salary and benefits offered based on experience.

Reports To: School Director

Special Education Teacher

Position: Special Education Teacher

Hours: Full Time

Location: Detroit, MI

Core Responsibilities:

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Performance Responsibilities:

- Participate in collaborative planning meetings to examine student data and work samples.
- Promote student achievement and engagement with special needs' students.
- Collaborate with teachers to create individualized learning plans to meet students' needs.
- Build and deliver quality site-based professional development as needed.
- Employ a variety of instructional strategies and media.
- Implement, by instruction and action, Starr Detroit Academy's philosophy, instructional goals and objectives of education.
- Design and/or evaluate student assessments for special needs' students.
- Conduct assessments to determine students' reading and math challenges.
- Guide and support efforts to deliver mini lessons and activities to help special needs' students overcome reading, writing and math challenges.
- Plan, prepare, and deliver instructional lessons and activities that promote academic rigor and maintain student engagement.
- Willingness to contribute to the overall goals, objectives, vision and mission of Starr Detroit Academy.

Qualifications:

- Special Education Certification
- Multiple years experience working with Special Education students
- Demonstrated experience improving academic outcomes for all students
- Criminal background check

Pay: Competitive salary and benefits offered based on experience.

Reports To: School Director

Associate Teacher

Position: Associate Teacher

Hours: Full Time

Location: Detroit, MI

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Core Responsibilities:

Planning

- Create common core and/or Michigan GLCE-aligned lesson plans and unit plans that lead to standards mastery and are aligned to grade level expectations and end-of-year assessments.
- Monitor students' progress towards standards mastery through a system of assessment data.
- Assess students in each lesson to ensure mastery of the standard and are provided with purposeful homework and assignment.

Instruction

- Deliver lessons that effectively utilize direct teaching, modeling, guided practice with immediate feedback, independent practice, and targeted support for students.
- Inspire and invest students in achieving their goals and in believing that goals are achieved through effort and not innate abilities.
- Provide targeted support to students to ensure standards mastery.
- Establish effective classroom routines and are able to manage students effectively without disruptions.
- Redirect inappropriate behavior.

Parent Engagement

- Conduct home visits with all students prior to the start of school.
- Partner with parents through frequent communication (including weekly newsletters and phone calls for both positive and negative classroom behavior).

School Responsibilities

- Serve on school committees and participate in school wide events.
- Seek out and responds constructively to feedback from others.

Qualifications:

- Believe deeply in the mission and values of Starr Detroit Academy.

- Demonstrated success working with students in an urban, open admissions school.
- A strong background in and command of content area (math/science or special education preferred).
- A Bachelor's degree or higher from an accredited institution.
- Ability to pass a criminal background check.

Pay: Competitive salary and benefits offered based on experience.

Reports To: School Director

Paraprofessional

Position: Paraprofessional

Hours: Full Time

Location: Detroit, MI

Core Responsibilities:

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Performance Responsibilities:

- Maintaining the safety and development of the special needs student in his/her care.
- Providing tutoring for targeted Title 1 and At-Risk students in reading and math.
- Establishing high expectations for each student, and supporting their academic, social, and emotional development.
- Working closely with the classroom teacher to deliver instruction individually, in small groups, and support whole class instruction.
- Developing educational materials, learn communication techniques, and use student devices.
- Participating in the life of the school, including student activities and events.

Qualifications:

- Believe deeply in the mission and values of Starr Detroit Academy.
- Demonstrated success working with students in an urban, open admissions school.
- A strong background in and command of student discipline.
- Meet all Michigan credential requirements.
- Criminal background check.

Pay: Competitive salary and benefits offered based on experience.

Reports To: School Director

Academic Intervention

Position: **Academic Intervention**

Hours: **Full Time**

Location: **Detroit, MI**

Starr Detroit Academy opened its doors to its inaugural class of Kindergarten through Fifth grade students in September 2012. **The mission of Starr Detroit Academy is to prepare students for academic mastery, college, work and life.** This mission is achieved by committed educators who believe all students can and will be successful. It is our responsibility as educators to provide the educational environment for our students to succeed. Starr Detroit Academy staff do whatever it takes for our students to excel.

Core Responsibilities:

- Assess scholars throughout the school and identify scholars at risk.
- Design and implement academic interventions for multiple small groups of scholars using research-based methodology in English Language Arts and Math.
- Communicate with school personnel and parents of children regarding scholar's progress.
- Work with school leadership team to guide and monitor the progress of each scholar.
- Participate in team review concerning academic progress for students who are struggling or who are in need of services.

Qualifications:

- Believe deeply in the mission and values of Starr Detroit Academy
- Demonstrated success working with students in an urban, open admissions school
- A strong background in and command of content area (math/science or special education preferred)
- A Bachelor's degree or higher from an accredited institution
- Michigan Teacher Certification completed or in progress
- Ability to pass a criminal background check

Reports To: **School Director**

School Social Worker

Position: School Social Worker

Hours: Full Time

Location: Detroit, MI

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Core Responsibilities:

- Support the rules, systems, academic, and behavioral philosophy of Starr Detroit Academy through counseling in one-on one and small group support sessions.
- Create a proactive counseling program that prevents crises and supports the academically rich environment of the school.
- Serve on special education committees to provide required IEP services.
- Organize and/or teach health education, sexual education, leadership, alcohol/drug prevention etc. as needed.
- Help maintain school and staff morale by organizing school-wide events.
- Organize, plan, and regularly schedule student meetings around conflict resolution and anger management.
- Serve as the point person for all counseling issues that arise in the student body.
- Meet with individual students who require counseling on their IEPs.
- Use evidence-based practice to effectively develop treatment and intervention plans for students and families.
- Maintain close contact with teachers regarding student behavioral plans.
- Serve as the liaison to the school's parent organization.
- Keep impeccable records of all school-related actions and initiatives.
- Develop relationships with community organizations that can help support the school, students, and their families.
- Serve as a liaison between students/families and local social service agencies when necessary.
- Monitor and evaluate the effectiveness of external services and resources.
- Visit homes of Starr Detroit Academy families when necessary.
- Attend all staff meetings and professional development workshops.
- Model the schools values, Excellence, Respect, Responsibility, Perseverance, and Caring, and set the standard for professional behavior.
- Work closely with teachers to help them to better understand and relate with challenging students.
- Lead workshops around issues of physical and social development in an effort to proactively address issues.

- Monitor student attendance and follow up with families of students who are truant or on a path towards truancy.

Qualifications:

- Licensed as a School Social Worker in the State of Michigan and experience with Wayne County forms and procedures is preferred.
- 2+ years experience working in urban education.
- Excellent interpersonal skills, especially the ability to communicate and collaborate with children and young adults.
- Excellent organizational skills, attention to detail, strong work ethic, and ability to multitask between projects.
- History of building successful relationships with adults and school-aged children.
- Proven track record of meeting extremely high standards for student achievement.

Pay: Competitive salary based on experience.

Reports To: School Director

Before & After School Coverage

Position: **Before & After School Coverage**

Hours: **Part Time**

Location: **Detroit, MI**

Core Responsibilities:

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Performance Responsibilities:

- Supervise children enrolled in program.
- Follow daily lesson plans as developed by program coordinator.
- Provide supervision, guidance, discipline – in a fair and consistent manner.
- Encourage children to complete activities.

Qualifications:

- Believe deeply in the mission and values of Starr Detroit Academy.
- Demonstrated success working with students in an urban, open admissions school.
- A strong background in and command of student discipline.
- Meet all Michigan credential requirements.
- Criminal background check.

Pay: Competitive salary and benefits offered based on experience.

Reports To: School Director

Executive Assistant

Position: **Executive Assistant (EA)**

Hours: **Full Time**

Location: **Detroit, MI**

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Core Responsibilities:

- Maintain School Director's calendar and daily schedule
- Assist with daily communications and follow-up
- Participate in preparing daily agenda and to-do list
- Plan travel arrangements (flights & hotels) and prepare travel folders
- Collect receipts and handle reimbursement
- Coordinate school tours and visits
- Act as intermediary between SDA staff and School Director
- Maintain all external constituent contacts
- Plan organization specific events and meetings from inception to follow-up
- Board communication management
- Preparation of bi-monthly board meeting, executive committee meetings and governance committee meetings
- Take/maintain minutes for board meetings
- Develop and maintain weekly work plan in regular meetings with Director of Finance and Operations
- Assist with ongoing donor communications and follow-up including, but not limited to, invitations/solicitations and thank you letters (receipts for donors' gifts)
- Create detailed development calendar of cultivation activities, grant reporting activities, and funding requests
- Conduct research for presentations, proposals and reports to donors and community leaders

Qualifications:

- Belief that every child deserves a excellent education and it is the responsibility of schools to ensure this occurs.
- Belief that all children have the ability to go to college

- Hold at least a bachelor's degree from an accredited college or university.
- Experience and demonstrated excellence in fast-paced environment(s);
- Strong background in: Microsoft Outlook, Word, Excel and PowerPoint;
- Excellent written and communication skills;
- Professional demeanor and utmost discretion;
- Ability to multitask and manage multiple priorities;
- Detail-oriented and accurate;
- Flexible, responsible, and able to work autonomously; and
- Belief in SDA's core values of Excellence, Respect, Responsibility, Perseverance and Caring
- Criminal background check

Pay: Competitive salary and benefits offered based on experience.

Reports To: School Director

Receptionist

Position: Receptionist

Hours: Full Time

Location: Detroit, MI

Starr Detroit Academy opened its doors to its inaugural class in September 2012. **The mission of Starr Detroit Academy is to prepare students for academic mastery, college, work and life.** This mission is achieved by committed educators who believe all students can and will be successful. It is our responsibility as educators to provide the educational environment for our students to succeed. Starr Detroit Academy staff do whatever it takes for our students to excel.

Core Responsibilities:

- Greet all families, students, staff, and visitors to Starr Detroit Academy.
- Ensure visitor sign-in and appropriate logs.
- Manage early sign-out of students and ensure that appropriate individuals are checking out students.
- Update student contact information.
- Process attendance daily and call families who are absent.
- Assist with daily communications and follow-up
- Coordinate school tours and visits

Qualifications:

- Belief that every child deserves an excellent education and it is the responsibility of schools to ensure this occurs.
- Belief that all children have the ability to go to college
- Experience and demonstrated excellence in fast-paced environment(s);
- Strong background in: Microsoft Outlook, Word, Excel and PowerPoint;
- Excellent written and communication skills;
- Professional demeanor and utmost discretion;
- Flexible, responsible, and able to work autonomously; and
- Criminal background check

Pay: Competitive salary and benefits offered based on experience.

Reports To: School Director

Facility Coordinator

Position: **Facility Coordinator**

Hours: **Part Time**

Location: **Detroit, MI**

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Responsible for the daily operation, maintenance, preventative maintenance, inspections and repairs including plumbing, electrical, HVAC and all other building systems for a 110,000 square foot public charter school building and 15 acre campus. Responsibilities also include oversight of service contracts for cleaning, trash removal, pest control, landscaping, snow removal and others as deemed most economical for the school. Must have working knowledge of all building mechanical, electrical, HVAC, plumbing, life safety, fire protection and security systems to ensure proper operations and be able to act upon any conditions that are out of the ordinary.

Core Responsibilities:

- Inspect buildings, grounds and equipment for unsafe or malfunctioning conditions and repair as necessary.
- Conduct periodic general preventative maintenance on the mechanical, electrical, HVAC, and plumbing systems. This involves normal lubrication, adjustment, cleaning, replacement of consumable parts (such as filters, indicator lights, etc.), and periodic testing of the equipment. These systems include, but are not limited to, boiler, compressor, air handling units (including both rooftop and built-up units), re-circulating air systems, water pumping systems, cooling units and all plumbing system components.
- Assist licensed contractors with installation and modification of building equipment systems.
- Respond quickly to emergency situations and implement cost effective repairs.
- Perform and/or oversee mechanical, electrical and plumbing repair and troubleshooting.
- Perform all assigned work so as to ensure the safety of the building's occupants and the continuous operation of the property.
- Prioritize service calls, monitor work performance and follow-up upon completion.
- Troubleshoot, evaluate and recommend equipment/service upgrades.
- Coordinate maintenance efforts with outside contractors and technicians when work cannot be performed in-house. Coordinate contractor, Starr Commonwealth and management approvals for work orders that require the use of an outside contractor. Maintain log of work order details.
- Order parts and supplies as required and maintain stock and inventory control.
- Work with School Leader in planning and controlling annual operating and capital budgets.

- Be responsive to complaints in the areas of safety, plumbing, mechanical, electrical and environmental needs through both personal contact and work order systems.
- Prepare and maintain maintenance logs and records and oversee warranty issues.
- Coordinate annual inspections and permit submittals.
- Be familiar with and conform to all written operating procedures associated with property.
- Manage Building Maintenance Contracts including cleaning, landscaping, pest control, trash removal, snow removal, chemical treatment etc.
- Ensure the cleanliness and appearance of all work areas.
- Perform other duties as assigned.
- Ensure all building construction and service contracts for maintenance and cleaning comply with the AHERA Management Plan for the building.
- Coordinate all required AHERA inspections and audits.

Qualifications:

- Bachelor's degree or equivalent combination of education and experience.
- Completion of College or Technical School HVAC Certificates.
- Minimum of 5 years experience in similar building operations, engineering and equipment systems maintenance.
- Ability to handle multiple projects and make decisions.
- Knowledge and understanding of blueprints.
- Completion of Building Operator Program Coursework, Engineering Technical Training, Building Operations and Maintenance Training Certificates of Completion Desired.
- Strong customer service, communication and computer skills.
- AHERA Training

Other Job Qualifications:

- Available and on call 24/7
- Able to lift 75 pounds
- Able to climb ladder
- Successful candidates must pass criminal conviction, fingerprint and background checks.

Pay: Competitive salary and benefits offered based on experience.

Reports To: School Director

Recruitment Coordinator

Position: **Recruitment Coordinator**

Hours: **Part Time**

Location: **Detroit, MI**

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The Recruitment Coordinator will play an integral role in ensuring the school's success. The Recruitment Coordinator will have an opportunity to shape the marketing and recruiting plans for the school. The Coordinator must embody the following characteristics:

- Interns are goal-driven in their work, focused on producing measurable results.
- Interns interact respectfully with new students, parents and teachers.
- Interns demonstrate a high level of attention to detail.

Core Responsibilities:

- Home Visits
 - Visit prospective families to share information about Starr Detroit Academy and complete the enrollment process
- Recruitment
 - Contact community establishments about canvassing at their location
 - Contact prospective families

Qualifications:

- Experience working with students with diverse educational needs
- Strong technology and organizational skills
- Criminal background check

Pay: Competitive salary and benefits offered based on experience.

Reports To: School Director

Starr Detroit Academy
Contract Amendment No. 4

Tab 2

AGE OR GRADE RANGE FOR PUPILS TO BE ENROLLED

Pursuant to Applicable Law and the Terms and Conditions of this Contract, including Article VI, Section 6.8, the Academy shall comply with the age or grade ranges as stated in this schedule.

The Academy will enroll students in kindergarten through sixth grade. The Academy may add grades with the prior written approval of the authorizing body.

Students of the Academy will be children who have reached the age of 5 by the dates outlined in the Code.

STARR DETROIT ACADEMY BUDGET SUMMARY

SDA and SCES are committed to supporting the social and emotional development of all students while fostering a learning environment which yields among the top performance in the city and state. The services outlined below represent part of the Starr Model for education.

1. Wrap Around Services

a. Student Social Services	
i. Social Workers (2 FT)	\$93,279
ii. Counselor (1 PT)	\$55,000
iii. Student and Family Services Coordinator (1 PT)	\$16,166
iv. Latchkey (Free Service)	\$17,397
TOTAL	\$181,842

b. Student Instructional Services	
i. Paraprofessionals (14 FT)	\$615,075
ii. Associate Teachers (2 FT)	\$87,426
iii. Elective Teachers supporting ELA (5 PT)	\$73,683
iv. City Year (8 FT Staff)	\$100,000
v. Summer School	\$123,861
TOTAL	\$1,000,045

c. Student Youth Development	
i. Enrichment Program	\$118,113
ii. Elective Courses (Art, Gym, Foreign Language, Music)	\$213,126
iii. CHAMPS Program	\$25,000
TOTAL	\$356,239

d. Non-direct Instructional Services	
i. Reading Mastery Consultant (PT)	\$35,000
ii. Reading Coach (PT)	\$26,400
iii. Teacher Coaches (PT)	\$92,400
iv. Supervisor of Curriculum (1 FT) & Assistant Principals (2 FT)	\$285,216
TOTAL	\$439,016

2. Growth Expenditures

a. Curriculum	\$175,000
TOTAL	\$175,000

b. Facilities	
i. Wiring for expansion	\$13,429
ii. Furniture for expansion	\$100,910
iii. Technology for expansion	\$92,140
TOTAL	\$206,479

OVERALL TOTAL	\$2,358,621
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SDA POTENTIAL ADDITIONAL REVENUE

There are three key strategies SDA is targeting to reduce expenditures and increase revenue.

1. Enrollment

The current enrollment is budgeted for 784 students. If SDA exceeds this target then operational costs for maintaining the building and grounds are spread over more students. This results in approximately \$30,000 - \$40,000 in additional revenue after expenditures for each additional cohort of students (28 students).

2. Healthcare Costs

The management company is currently reviewing the healthcare benefits, structure, and costs in order to reduce the overall expenditures. The management company has received initial health care quotes which reduce expenditures between 6% – 10%. The management company is also planning on instituting co-pay's of approximately 15%, typical of other local charter schools. This is projected to result in financial savings of \$85,000 - \$100,000.

3. Facility Expenditures

As SDA expands to increase enrollment by approximately 300 students, the school is faced with increasing expenditures for curriculum, furniture, and technology. The management company is considering leasing options which would defer year 1 costs. Depending on leasing agreements the potential year 1 cost savings could be between \$50,000 - \$75,000. (Note – leasing may or may not be a cheaper option in the longer term, depending on the cost of borrowing.)

4. Increase in Categorical Funding

Based on SDA's projected increase in enrollment, the Academy stands to increase categorical funding in Title I, Title II, and At-Risk dollars. Based on an enrollment of 784, SDA's allocation may potential increase an additional \$200,000 for the 2013-2014 school year. (Note - This increase in funds is subject to state and federal budget allocations.)

Note:

SDA will need to borrow approximately \$2 million in working capital cover increase in student enrollment and state schedule for disbursement of funds. The Academy budgeted \$113,333 to cover the cost of financing the working capital. This working capital loan could be through, Starr Commonwealth or another private lender.

Starr Detroit Academy
Statement of Revenues, Expenditures and Changes in Fund Balance
General Fund
2013-2014 Operating Budget

Fund	Major Class/ Function	Suffix/ Object	Description	FY 2012 -2013 Budget	FY 2013 - 2014 Budget	FY 2013-2014 Amended Budget
Revenues						
Local Sources						
11	192	0000	Private Sources	845,752	-	-
11	199	0000	Miscellaneous	22,000	-	-
Subtotal				867,752	-	-
State Sources						
11	311	0000	Unrestricted-Direct	3,688,000	5,574,240	5,660,480
11	312	0000	Restricted-Direct	11,000	233,245	492,406
11	317	779	Restricted-Public School Pass-Thru	-	-	-
Subtotal				3,699,000	5,807,485	6,152,886
Federal Sources						
11	411	0000	Unrestricted-Direct	-	-	120,864
11	412	0000	Unrestricted-State Pass-Thru	-	-	-
11	413	0000	Restricted-Direct	-	-	775,760
11	414	0779	Charter School Implementation Grant	278,725	200,000	200,000
11	417	0000	Restricted-Public School Pass-Thru	12,644	861,146	111,787
Subtotal				291,369	1,061,146	1,208,411
Total Revenues & Other Sources				4,858,121	6,868,631	7,361,297
Expenditures						
11	111	3110	Purchased Services - Teacher Salaries	1,159,000	1,399,650	1,352,432
11	111	3110	Purchased Services - Paraprofessional salaries	-	403,000	206,320
11	111	3110	Purchased Services - Substitute Teachers	-	26,338	-
11	111	3110	Purchased Services - Group Health and Accident	105,000	347,270	283,593
11	111	3110	Purchased Services - Retirement Contributions	8,000	54,080	45,690
11	111	3110	Purchased Services - Social Security	86,000	137,903	118,330
11	111	3110	Purchased Services - Worker's Compensation	-	18,027	15,468
11	111	3110	Purchased Services - Unemployment Compensation	21,000	13,110	13,110
11	111	3110	Purchased Services - Contracted teachers	-	-	18,500
11	111	3150	Purchased Services - Contracted Art Teachers	18,000	100,000	86,178
11	111	3220	Workshops and Conferences	80	7,000	6,000
11	111	4220	Copier Lease	400	32,340	32,340
11	111	3450	Software Licenses	27,000	-	-
11	111	5110	Teaching Supplies	90,000	60,000	60,000
11	111	5210	Textbooks	123,500	25,000	25,000
11	111	7410	Dues and Fees	16,000	15,000	-
11	111	7910	Miscellaneous Expenditures	3,000	800	1,000
11	112	3110	Purchased Services - Teacher Salaries	-	134,850	118,290
11	112	3110	Purchased Services - Substitute Teachers	-	2,538	-
11	112	3110	Purchased Services - Group Health and Accident	-	22,330	19,560
11	112	3110	Purchased Services - Retirement Contributions	-	4,046	3,549
11	112	3110	Purchased Services - Social Security	-	10,316	9,049
11	112	3110	Purchased Services - Worker's Compensation	-	1,346	1,183
11	112	3110	Purchased Services - Unemployment Compensation	-	1,710	1,158
11	112	3220	Workshops and Conferences	-	-	1,000
11	112	5110	Teaching Supplies	-	60,000	60,000
11	112	5210	Textbooks	-	25,000	25,000
11	112	7910	Miscellaneous Expenditures	-	800	675
11	119	3110	Purchased Services - Teachers Salaries	4,550	-	80,000
11	119	3110	Purchased Services - Assistant Teachers	5,040	-	-
11	119	3110	Purchased Services - Contracted Art Teachers	3,000	-	-
11	119	5110	Materials	450	-	15,000
11	119	7410	Dues and Fees	-	-	861
11	119	7910	Miscellaneous Expenditures	1,700	-	-
Subtotal				1,671,720	2,902,454	2,599,285

Starr Detroit Academy
Statement of Revenues, Expenditures and Changes in Fund Balance
General Fund
2013-2014 Operating Budget

Fund	Major Class/ Function	Suffix/ Object	Description	FY 2012 -2013 Budget	FY 2013 - 2014 Budget	FY 2013-2014 Amended Budget
Added Needs						
Special Education						
11	122	3110	Purchased Services - Teacher Salaries	99,000	69,750	69,750
11	122	3110	Purchased Services - Group Health and Accident	12,000	11,550	11,550
11	122	3110	Purchased Services - Retirement Contributions	2,000	2,093	2,093
11	122	3110	Purchased Services - Social Security	8,000	5,336	5,336
11	122	3110	Purchased Services - Worker's Compensation	-	698	698
11	122	3110	Purchased Services - Unemployment Compensation	-	570	570
11	122	3220	Workshops and Conferences	2,000	2,000	2,000
11	122	3450	Software Licenses	4,000	4,000	-
11	122	5110	Teaching Supplies	1,000	40,000	3,528
11	122	5210	Textbooks	4,000	10,900	-
11	122	7410	Dues and Fees	-	3,000	-
11	122	7910	Miscellaneous Expenditures	-	250	-
Subtotal				132,000	150,146	95,524
Compensatory Education						
11	125	3110	Purchased Services - Intervention Specialists	-	69,750	69,750
11	125	3110	Purchased Services - Teachers	-	-	100,234
11	125	3110	Purchased Services - Paraprofessionals	-	-	227,250
11	125	3110	Purchased Services - Group Health and Accident	-	11,550	78,412
11	125	3110	Purchased Services - Retirement Contributions	-	2,093	9,775
11	125	3110	Purchased Services - Social Security	-	5,336	22,721
11	125	3110	Purchased Services - Worker's Compensation	-	697	2,970
11	125	3110	Purchased Services - Unemployment Compensation	-	570	8,271
11	125	3120	Purchased Services - Other Purchased Services	-	-	44,326
11	125	3220	Workshops and Conferences	150	1,000	1,000
11	125	5110	Teaching Supplies	24,000	40,000	10,000
11	125	5210	Textbooks	10,000	10,000	-
11	125	6410	Capital Outlay	-	2,500	-
11	125	7410	Dues and Fees	-	250	-
11	125	7910	Miscellaneous Expenditures	-	-	-
Subtotal				34,150	143,746	574,709
Subtotal - Added Needs				166,150	293,892	670,233
Support Services						
Pupil						
11	211	3150	Purchased Services - Truancy Officer	-	20,000	-
11	211	3150	Purchased Services - Group Health and Accident	-	3,850	-
11	211	3150	Purchased Services - Retirement Contributions	-	600	-
11	211	3150	Purchased Services - Social Security	-	1,530	-
11	211	3150	Purchased Services - Worker's Compensation	-	200	-
11	211	3150	Purchased Services - Unemployment Compensation	-	285	-
11	212	3150	Purchased Services - Guidance Counselor	-	50,000	55,000
11	212	3150	Purchased Services - Other Purchased Services	-	-	25,000
11	212	3150	Purchased Services - Group Health and Accident	-	7,700	-
11	212	3150	Purchased Services - Retirement Contributions	-	1,500	-
11	212	3150	Purchased Services - Social Security	-	3,825	-
11	212	3150	Purchased Services - Worker's Compensation	-	500	-
11	212	3150	Purchased Services - Unemployment Compensation	-	285	-
11	212	3220	Workshops and Conferences	-	1,500	1,500
11	212	5910	Office Supplies	-	500	-
11	212	7410	Dues and Fees	-	500	-
11	212	7910	Miscellaneous Expenditures	-	250	-
11	214	3150	Psychological Services	11,000	-	-
11	215	3150	Purchased Services - Speech Pathology and Audiology Services	55,000	48,750	48,750
11	215	7910	Evaluation Assessment Fees	-	16,250	16,250
11	216	3150	Purchased Services - Social Worker	27,500	90,000	90,000
11	216	3150	Purchased Services - Group Health and Accident	-	15,400	15,400
11	216	3150	Purchased Services - Retirement Contributions	-	2,700	2,700
11	216	3150	Purchased Services - Social Security	-	6,885	6,885
11	216	3150	Purchased Services - Worker's Compensation	-	900	900

Starr Detroit Academy
Statement of Revenues, Expenditures and Changes in Fund Balance
General Fund
2013-2014 Operating Budget

Fund	Major Class/ Function	Suffix/ Object	Description	FY 2012 -2013 Budget	FY 2013 - 2014 Budget	FY 2013-2014 Amended Budget
11	216	3150	Purchased Services - Unemployment Compensation	-	570	855
11	216	3220	Workshops and Conferences	-	1,500	1,000
11	216	5910	Office Supplies	-	500	-
11	216	7410	Dues and Fees	-	500	-
11	216	7910	Miscellaneous Expenditures	-	250	-
Subtotal				93,500	277,230	264,240

Starr Detroit Academy
Statement of Revenues, Expenditures and Changes in Fund Balance
General Fund
2013-2014 Operating Budget

Fund	Major Class/ Function	Suffix/ Object	Description	FY 2012 -2013 Budget	FY 2013 - 2014 Budget	FY 2013-2014 Amended Budget
Instructional Staff						
11	221	3150	Purchased Services - Compliance Officer		-	27,300
11	221	3150	Purchased Services - Instructional Coach	199,000	100,000	-
11	221	3190	Purchased Services - Student and Parent Service Coordinator		-	12,500
11	221	3150	Purchased Services - Group Health and Accident	3,300	7,700	7,700
11	221	3150	Purchased Services - Retirement Contributions	-	3,000	3,000
11	221	3150	Purchased Services - Social Security	2,000	7,650	7,650
11	221	3150	Purchased Services - Worker's Compensation	400	1,000	1,000
11	221	3150	Purchased Services - Unemployment Compensation	-	285	285
11	221	3120	Improvement of Instruction - Professional Development	88,000	35,000	35,000
11	221	3190	Improvement of Instruction - Consultants	-	55,000	119,000
11	221	3210	Travel - Staff	4,000	-	-
11	221	3220	Workshops and Conferences	2,000	1,000	1,000
11	221	5110	Teaching Supplies	3,000	5,000	51,300
11	221	5990	Miscellaneous Supplies	-	250	500
11	221	7410	Dues and Fees	-	250	-
11	221	7910	Miscellaneous Expenditures	-	250	-
11	225	3160	Purchased Services - Management Information Services	15,000	-	23,460
11	225	3150	Purchased Services - Group Health and Accident	2,100	-	-
11	225	3150	Purchased Services - Retirement Contributions	340	-	-
11	225	3150	Purchased Services - Social Security	1,300	-	-
11	225	3150	Purchased Services - Worker's Compensation	-	-	-
11	225	3150	Purchased Services - Unemployment Compensation	700	-	-
11	225	3190	Purchased Services - Other Professional Services	500	-	-
11	225	3450	Software Licenses	93,000	82,800	60,000
11	225	5910	Office Supplies	-	500	-
11	225	6410	Equipment	10,900	75,000	-
11	225	7910	Miscellaneous Expenditures	-	250	-
11	226	3110	Purchased Services - Director of Student Supports	-	28,000	28,000
11	226	3110	Purchased Services - Group Health and Accident	-	3,080	3,080
11	226	3110	Purchased Services - Retirement Contributions	-	840	840
11	226	3110	Purchased Services - Social Security	-	2,142	2,142
11	226	3110	Purchased Services - Worker's Compensation	-	280	280
11	226	3110	Purchased Services - Unemployment Compensation	-	285	285
11	227	3190	Purchased Services - Academic Student Assessment Contractors	5,225	40,000	37,900
11	229	3190	Other Purchased Services	700	100,000	127,500
Subtotal				431,465	549,562	549,722

Starr Detroit Academy
Statement of Revenues, Expenditures and Changes in Fund Balance
General Fund
2013-2014 Operating Budget

Fund	Major Class/ Function	Suffix/ Object	Description	FY 2012 -2013 Budget	FY 2013 - 2014 Budget	FY 2013-2014 Amended Budget
General Administration						
11	231	3170	Legal Services	29,000	15,000	17,000
11	231	3180	Audit Services	5,800	15,000	15,000
11	231	3220	Workshops and Conferences	2,200	2,500	2,500
11	231	3510	Advertising	11,000	30,000	25,000
11	231	5990	Miscellaneous Supplies	200	250	-
11	232	3150	Management Fee	293,000	445,939	449,577
11	232	3150	CMU Oversight Fee (3% of State Foundation Grant)	117,000	174,225	206,636
11	233	3190	Contracted Grant Writer	-	55,000	-
Subtotal				458,200	737,914	715,713
School Administration						
11	241	3150	Purchased Services - Curriculum Specialist	-	75,000	78,000
11	241	3150	Purchased Services - Principal Salaries	100,000	242,500	238,500
11	241	3190	Purchased Services - Executive Admin Assistant Salary	54,000	35,000	36,050
11	241	3190	Purchased Services - Office Support Staff	59,000	50,000	48,250
11	241	3190	Purchased Services - Project Manager	-	-	41,576
11	241	3150	Purchased Services - Group Health and Accident	9,400	48,125	43,671
11	241	3150	Purchased Services - Retirement Contributions	-	12,075	12,999
11	241	3150	Purchased Services - Social Security	12,500	30,791	34,869
11	241	3150	Purchased Services - Worker's Compensation	700	4,025	4,558
11	241	3150	Purchased Services - Unemployment Compensation	4,400	1,710	2,280
11	241	3210	Travel	250	-	-
11	241	3220	Workshops and Conferences	1,000	3,500	4,000
11	241	3430	Mail/Postage	-	250	-
11	241	3510	Advertising	500	-	-
11	241	5910	Office Supplies	13,300	3,500	3,500
11	241	7910	Miscellaneous Expenditures	5,100	250	1,000
Subtotal				260,150	506,726	549,253

Starr Detroit Academy
Statement of Revenues, Expenditures and Changes in Fund Balance
General Fund
2013-2014 Operating Budget

Fund	Major Class/ Function	Suffix/ Object	Description	FY 2012 -2013 Budget	FY 2013 - 2014 Budget	FY 2013-2014 Amended Budget
Business						
11	252	3150	Purchased Services - Business Services Salaries	43,240	-	-
11	252	3150	Purchased Services- Group Health and Accident	941	-	-
11	252	3150	Purchased Services - Retirement Contributions	81	-	-
11	252	3150	Purchased Services - Social Security	2,235	-	-
11	252	3150	Purchased Services - Unemployment Compensation	589	-	-
11	252	3150	Purchased Services - Financial Operations	108,000	60,000	40,000
11	252	3210	Travel	330	-	-
11	252	3220	Workshops and Conferences	1,500	-	-
11	252	3430	Mail/Postage	25	-	-
11	252	3510	Advertisement	20	-	-
11	252	5910	Office Supplies	1,000	-	-
11	252	7410	Dues and Fees	500	-	-
11	252	7910	Miscellaneous Expenditures	600	-	-
11	259	3430	Mail/Postage	200	-	-
11	259	3990	Other Insurance	3,400	-	-
11	259	5910	Office Supplies	300	-	-
11	259	5990	Miscellaneous Supplies	1,700	-	-
11	259	7210	Interest on short term loan	-	-	113,333
11	259	7910	Miscellaneous Expenditures	8,400	-	-
Subtotal				173,061	60,000	153,333
Operations & Maintenance						
11	261	3190	Purchased Services - Compliance Officer	-	75,000	50,700
11	261	3190	Purchased Services - Plant & Facility Manager	33,500	22,500	22,500
11	261	3190	Purchased Services - Other Purchased Services	55,000	19,000	10,000
11	261	3190	Purchased Services - Contracted Janitorial	105,000	160,000	140,000
11	261	3190	Purchased Services - Group Health and Accident	12,000	11,550	10,780
11	261	3190	Purchased Services - Retirement Contributions	-	2,925	2,496
11	261	3190	Purchased Services - Social Security	3,200	8,911	6,365
11	261	3190	Purchased Services - Worker's Compensation	-	1,165	1,105
11	261	3190	Purchased Services - Unemployment Compensation	1,100	855	855
11	261	3410	Telephone & Internet	65,000	8,280	74,693
11	261	3430	Mail/Postage	950	-	-
11	261	3610	Printing	1,200	-	-
11	261	3830	Water & Sewage	1,925	12,350	12,350
11	261	3840	Waste and Trash Disposal	5,200	5,000	5,000
11	261	3910	Property and Liability Insurance	39,100	33,500	33,500
11	261	4110	Building Repairs and Maintenance	40,000	76,000	76,000
11	261	4210	Building Rental	241,300	296,400	296,400
11	261	4220	Equipment Rental	1,200	500	-
11	261	4230	Vehicle Rental	350	500	-
11	261	4910	Security	1,750	1,710	1,710
11	261	5510	Gas	64,000	59,651	59,651
11	261	5520	Electricity	58,000	59,651	59,651
11	261	5990	Miscellaneous Supplies	21,000	13,000	13,000
11	261	6410	Capital Outlay-Equipment & Furniture	224,000	125,000	300,853
Subtotal				974,775	993,448	1,177,608

Starr Detroit Academy
Statement of Revenues, Expenditures and Changes in Fund Balance
General Fund
2013-2014 Operating Budget

Fund	Major Class/ Function	Suffix/ Object	Description	FY 2012 -2013 Budget	FY 2013 - 2014 Budget	FY 2013-2014 Amended Budget
Transportation						
11	271	3190	Purchased Services - Bus Aides	49,000	40,500	-
11	271	3190	Purchased Services - Social Security	-	3,098	-
11	271	3190	Purchased Services - Worker's Compensation	-	405	-
11	271	3190	Purchased Services - Unemployment Compensation	-	1,337	-
11	271	3310	Purchased Services - Field Trips	-	-	3,000
11	271	4230	Purchased Services - Bus Rental	307,000	388,800	451,105
Subtotal				356,000	434,140	454,105
Central						
11	283	3140	Purchased Services - Human Resources	20,000	50,000	60,000
11	283	3210	Travel	400	-	-
11	283	3220	Workshops and Conferences	50	-	-
11	283	3510	Advertisement	500	-	-
11	283	5910	Office Supplies	1,400	500	-
11	283	5990	Miscellaneous Supplies	550	250	-
11	283	7410	Dues and Fees	550	-	-
11	283	7910	Miscellaneous Expenditures	630	250	-
11	284	3190	Purchased Services - Other Professional Services	35,000	-	-
11	284	3210	Travel	800	-	-
11	284	3450	Software Licenses	2,225	-	-
11	284	5910	Office Supplies	1,100	-	-
11	284	6410	Equipment	2,000	-	-
11	285	3190	Purchased Services - Other Professional Services	-	20,000	10,000
11	285	3190	Purchased Services - Group Health and Accident	-	3,850	1,925
11	285	3190	Purchased Services - Retirement Contributions	-	600	300
11	285	3190	Purchased Services - Social Security	-	1,530	765
11	285	3190	Purchased Services - Worker's Compensation	-	200	100
11	285	3190	Purchased Services - Unemployment Compensation	-	570	285
11	285	7410	Dues and Fees	700	-	-
11	289	3210	Travel	1,440	-	-
11	289	3220	Workshops and Conferences	2,400	-	-
11	289	3510	Advertisement	34,000	-	-
11	289	5990	Miscellaneous Supplies	30	-	-
11	289	7910	Miscellaneous Expenditures	6,900	-	-
11	293	5990	Miscellaneous Supplies	-	-	-
Subtotal				110,675	77,750	73,375
Other						
11	293	5990	Miscellaneous Supplies	600	-	-
Subtotal				600	-	-

Starr Detroit Academy
Statement of Revenues, Expenditures and Changes in Fund Balance
General Fund
2013-2014 Operating Budget

Fund	Major Class/ Function	Suffix/ Object	Description	FY 2012 -2013 Budget	FY 2013 - 2014 Budget	FY 2013-2014 Amended Budget
Community Services						
11	321	6410	Equipment	8,500	-	-
11	330	3150	Purchased Services - Other Professional Services	150	-	-
11	330	3210	Travel	1,200	-	-
11	330	5110	Teaching Supplies	2,225	-	-
11	330	5990	Miscellaneous Supplies	6,500	-	-
11	330	7910	Miscellaneous Expenditures	16,000	-	-
11	351	3110	Purchased Services - After School Tutors	-	-	92,813
11	351	3190	Purchased Services - Other Professional Services	116,000	15,750	15,750
11	351	3190	Purchased Services - Social Security	500	1,205	1,205
11	351	3190	Purchased Services - Worker's Compensation	-	158	158
11	351	3190	Purchased Services - Unemployment Compensation	300	285	285
11	351	5110	Teaching Supplies	-	250	25,000
11	351	7410	Dues and Fees	400	-	-
11	351	7910	Miscellaneous Expenditures	50	-	-
Subtotal				151,825	17,648	135,211
Fund Modifications						
11	625	8110	Transfer to Food Service	10,000	-	4,479
Subtotal				10,000	-	4,479
Total Expenditures and Other Uses				4,858,121	6,850,764	7,346,557
Revenues and Other Sources Over/Under Expenditures and Other Uses				-	17,867	14,740
Beginning Fund Balance (July 1st)				-	-	-
Ending Fund Balance (June 30th)				-	17,867	14,740

Starr Detroit Academy
Statement of Revenues, Expenditures and Changes in Fund Balance
Food Service
2013-2014 Operating Budget

Fund	Major Class/ Function	Suffix/ Object	Description	FY 2011 -2012 Actual
Revenues				
Local Sources				
Federal Sources				
25	414	0000	National School Nutrition Program	349,000
Subtotal				349,000
Fund Modifications				
25	611	0000	Transfers in	10,000
Subtotal				10,000
Total Revenues & Other Sources				359,000
Expenditures				
Food Service				
25	297	3150	Purchased Services - Food Service Management	359,000
Subtotal				359,000
Total Expenditures and Other Uses				359,000
Revenues and Other Sources Over/Under Expenditures and Other Uses				-
Beginning Fund Balance (July 1st)				-
Ending Fund Balance (June 30th)				-

AMENDED GENERAL APPROPRIATION RESOLUTION
RESOLUTION OF STARR DETROIT ACADEMY BOARD OF DIRECTORS

Resolved, that this resolution shall be the amended general appropriation act of Starr Detroit Academy for the fiscal year 2013-2014; a resolution to make appropriations; to provide for the expenditure of the appropriations; and to provide for the disposition of revenue received by Starr Detroit Academy.

Be it further resolved, that the total revenues and unappropriated fund balance be estimated to be available for appropriation in the General Fund of Starr Detroit Academy for fiscal year 2013-2014 is as follows:

Revenues		
3xx	State sources	\$ 6,152,886
4xx	Federal sources	<u>1,208,411</u>
Total Revenues		<u>7,361,297</u>
Total Fund Balance at July 1 Available to Appropriate		-
Less Appropriated Fund Balance		-
Fund Balance Available to Appropriate		-
Total Available to Appropriate		<u>\$ 7,361,297</u>

Be it further resolved, that \$7,361,297 of the total available in the General Fund is hereby appropriated in the amounts and for the purposes set forth below:

Expenditures		
Instruction:		
11x	Basic program	\$ 2,599,285
12x	Added needs	670,233
Support services:		
21x	Pupil	264,240
22x	Instructional staff	549,722
23x	General administration	715,713
24x	School administration	549,253
25x	Business operations	153,333
26x	Operations & maintenance	1,177,608
27x	Pupil transport services	454,105
28x	Support services central	73,375
3xx	Community services	135,211
6xx	Transfers out	<u>4,479</u>
Total Expenditures		<u>\$ 7,346,557</u>

Further resolved, that no board of directors member or employee of the academy shall expend any funds or obligate the expenditure of any funds except pursuant to appropriations made by the board of directors and in keeping with the budgetary policy statement hitherto adopted by the board. Changes in the amount appropriated by the board shall require approval of the board.

Secretary's Certification

I certify that the foregoing resolution was duly adopted by Starr Detroit Academy Board of Directors at a properly noticed open meeting held on the 25th of July where a quorum was present

By: _____
Brewster Moore, Secretary of the Board

AMENDED GENERAL APPROPRIATION RESOLUTION
A RESOLUTION OF STARR DETROIT ACADEMY BOARD OF DIRECTORS

Resolved, that this resolution shall be the amended general appropriation act of Starr Detroit Academy for the fiscal year 2013-2014; a resolution to make appropriations; to provide for the expenditure of the appropriations; and to provide for the disposition of revenue received by Starr Detroit Academy.

Be it further resolved, that the total revenues and unappropriated fund balance be estimated to be available for appropriation in the Food Service Fund of Starr Detroit Academy for fiscal year 2013-2014 is as follows:

Revenues		
4xx	Federal sources	613,268
6xx	Transfers in	4,479
Total Revenues		617,747
Total Fund Balance at July 1 Available to Appropriate		-
Less Appropriated Fund Balance		-
Fund Balance Available to Appropriate		-
Total Available to Appropriate		\$ 617,747

Be it further resolved, that \$617,747 of the total available in the Food Service Fund is hereby appropriated in the amounts and for the purposes set forth below:

Expenditures		
29x	Food Service	617,747
Total Expenditures		\$ 617,747

Further resolved, that no board of directors member or employee of the academy shall expend any funds or obligate the expenditure of any funds except pursuant to appropriations made by the board of directors and in keeping with the budgetary policy statement hitherto adopted by the board. Changes in the amount appropriated by the board shall require approval of the board.

Secretary's Certification

I certify that the foregoing resolution was duly adopted by Starr Detroit Academy Board of Directors at a properly noticed open meeting held on the 25th day of July where a quorum was present

By: _____
Brewster Moore, Secretary of the Board

87EGULAR MEETING

STARR DETROIT ACADEMY BOARD OF DIRECTORS

Date: Wednesday June 12, 2013
Time: 6:00 p.m. – 8:00 p.m.
Location: Starr Detroit Academy
19360 Harper Avenue
Harper Woods, MI 48225

MINUTES

MEETING TYPE: **Regular** Special Proposed Approved

I. Call To Order

The meeting was called to order at 6:03p.m.

Board Member Attendance:

Jim Hall, President	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Dr. Mable Jones, Vice-President	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Brewster Moore, Secretary	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Richard Beal, Treasurer	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Verlie Ruffin, Director	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent

ARRIVED at 6:12p.m.

Other Attendees: Jeremy Vidito, Tanganikia Hopkins-O’Bey, David Beaumont, Stephanie Trotter, Ralph Burrell, Peter Webster, Teresa Pollock, and Larry Givens were also in attendance.

II. Public Comment

None

III. Approval of Agenda

Motion: Dr. Mable Jones
Support: Brewster Moore
Ayes: 4 Nays: 0

IV. President’s Report

- Jim Hall commended Jeremy and staff on for school year of 2012-2013
- Jim Hall also, recognized everyone present for the dedication and hard work to making Starr Detroit Academy a success.

*Mrs. Ruffin arrived.

V. Administrator Report(s)

o **School Dashboard**

- **Enrollment & Attendance** - Present enrollment 487. Shifts are due to families moving out of state and withdrawals of students for various reasons. Numbers around gender and grade level are constant with what we’ve presented before. Drop in attendance by 80%. Yearlong average

- 89%.
- **Special Education** – remains the same
- **Free and Reduce Lunch** - shift in number of free and reduce pay. Families incorrectly filled out lunch applications. Above are target rate. Next year we are eligible to become a CEO (Community Eligibility Option) school, where all students eat breakfast, lunch and snack free thru federal program.
- **Suspensions** - trends have risen suddenly in May but have decrease in last couple of weeks.
- **2013-2014 Enrollment Update**
 - Per Grade Level – re-enrolled 436
 - Enrolled & Applied – 889
 - Initial Goal - 662
- **Achievement Update**
 - SDA students showed improvements on every testing cycle (fall, winter, spring) at every level.
 - SDA's students averaged 1.4 years growth in math and 1.1 years growth reading.
 - This year, 75% of SDA's Kindergarten will start 1st grade reading on grade level.

VI. Treasurer's Report

- **Financial Report** (Stephanie to give financial report)
 - Balance Sheet
 - General Fund Budget
 - Nutrition Budget
 - Bank Reconciliation
- **Budget Amendment 2012-2013**
 - SDA's has to adjust the budget based where we're actually are in terms of spending.
 - According to the state, no more than a 10% variance in any function, we can't have a deficit. After explanation, budget will be set forth.
 - **Unfavorable Variances:**
 - Federal & state grant revenue
 - Staff Salaries
 - Textbooks, and teaching supplies
 - Psychologists, Social Worker, Speech
 - Teaching Consultants
 - Food Service
 - Community Events
 - Furniture
 - Telephone
 - Property and Liability
 - Repairs and Maintenance
 - Tools and hardware
 - **Favorable Variances:**
 - Building lease
 - Contracted services – general admin
 - Academic students assessments fees

Resolution to adopt the amended budget as presented

Motion: Richard Beal
Support: Dr. Mable Jones
Ayes: 5 Nays: 0

VII. Policy Review

None

VIII. Old Business

- Finance Committee to present 2013-2014 Budget
 - **Budget Development Process**
 - Based on enrollment expectations, expenditures and Starr School Model
 - Stakeholder Engagement – shared with and input from SDA Board, Starr Commonwealth, Consultants, Staff and Parents
 - Budget Timeline – February 2013 – June 2013
 - Budget Considerations – Schools have restricted funding sources. Title I (low performing students), Title II (Professional Development), At-Risk (low performing students), IDEA (Special Education), E-rate (network wiring & infrastructure projects and communication)
 - **Budget Priorities**
 - Student Support Services
 - Instructional Programs
 - Support Staff
 - **Enrollment Targets**
 - All classrooms are being budgeted for 28 students
 - Budgeted enrollment to 784. Resolution to approve up to 840 students
 - **Budget Overview**
 - SDA received confirmation of revised grant allocations for 12-13
 - Funds will be deferred to the 2013-2014 school year.
 - **Staffing**
 - Instructional
 - Support
 - Leadership
 - Operations

Board adopt function level budget for General Fund and Nutrition Fund

Motion to approve the general fund budget resolution

Motion: Verlie Ruffin
Support: Richard Beal
Ayes: 5 Nays: 0

Motion to approve the Nutrition Budget

Motion: Verlie Ruffin
Support: Dr. Mable Jones
Ayes: 5 Nays: 0

IX. New Business

- **Enrollment Resolution** – expand the available seats to enable the management company to enroll up to the presented numbers of 840. School budget is set for 784.

- **Motion to increase our cap to (840) for the overall enrollment with approval by CMU**

Motion: Richard Beal
Support: Brewster Moore
Ayes: 5 Nays: 0

X. Consent Agenda

- Modify the previous minutes to reflect that the Board did approval Darnel Myering as Auditor

Motion: Brewster Moore
Support: Dr. Mable Jones
Ayes: 5 Nays: 0

XI. Extended Public Comments

- Mr. Larry Givens – it's refreshing to sit in a School Board meeting where the entire focus is on the best interest for the children.

- Mr. Ralph Burrell – He celebrates the successes and the leadership of the school

XII. Other Business

- Richard Beal - How do we close out the topic in understanding the model? CMU needs the Curriculum documents centered around the Educational Program

XIII. Adjournment

Motion: Verlie Ruffin
Support: Brewster Moore
Ayes: 5 Nays: 0

Meeting was adjourned at 8:21 p.m.

MINUTES CERTIFICATION

A handwritten signature in blue ink, appearing to read "D. Bay", is centered at the top of the page.

05/08/2013

Board Secretary / Recording Secretary

Date

Board Secretary

Date