

# Meeting Minutes

**Carver STEAM Academy**

**Date: 10/8/19**

**Time: 4:30 pm**

**Location: Carver STEAM Cafeteria**

**I. Call to order: 4:39pm**

**II. Roll Call**

<b>Role</b>	<b>Name (or Vacant)</b>	<b>Present or Absent</b>
<b>Principal</b>	<b>Mr. Yusuf Muhammad</b>	<b>present</b>
<b>Parent/Guardian</b>	<b>Ms. Sagirah</b>	<b>present</b>
<b>Parent/Guardian</b>	<b>vacant</b>	
<b>Parent/Guardian</b>	<b>vacant</b>	
<b>Instructional Staff</b>	<b>Mr. Samuel Lim</b>	<b>present</b>
<b>Instructional Staff</b>	<b>Ms. Javon Norman</b>	<b>present</b>
<b>Instructional Staff</b>	<b>Ms. Caterina Hopkins</b>	<b>present</b>
<b>Community Member</b>	<b>Ms. Tanysha Nunnally</b>	<b>present</b>
<b>Community Member</b>	<b>vacant</b>	
<b>Swing Seat</b>	<b>Mr. Maxwell Smith</b>	<b>present</b>
<b>Student (High Schools)</b>	<b>Mr. Marcus Richardson</b>	<b>present</b>

**Quorum Established: yes**

**III. Action Items**

- a. **Approval of Agenda:** Motion made by: **Javon Norman**; Seconded by: **Samuel Lim**  
**Members Approving: all (8)**  
**Members Opposing: none**  
**Members Abstaining: none**  
**Motion Passes**

- b. **Approval of Previous Minutes**  
Motion made by: [Javon Norman](#); Seconded by: [Samuel Lim](#)  
**Members Approving:** All (8)  
**Members Opposing:** None (0)  
**Members Abstaining:** None (0)  
**Motion Passes**
- c. **Approval of establishment of Family Engagement and Communication Committee**  
i. **Meeks, Turner, Thomas, Nunnally, one of the APs, Brooks?**  
ii. **Going to confirm with these individuals and then we can pass who is on the committee**  
Motion made by: [Javon Norman](#); Seconded by: [Yusuf Muhammad](#)  
**Members Approving:** All (8)  
**Members Opposing:** None (0)  
**Members Abstaining:** None (0)  
**Motion Passes**
- d. **Appointment of Family Engagement and Communication Committee Chair**  
Motion made by: [Javon Norman](#); Seconded by: [Samuel Lim](#)  
[Javon Norman](#) nominates [Monique Nunnally](#). [Yusuf Muhammad](#) seconds this nomination.  
**Members Approving:** All (8)  
**Members Opposing:** None (0)  
**Members Abstaining:** None (0)  
**Motion Passes**
- IV. Discussion Items**
- a. **Discussion Item 1: APS insight**
- i. Exploring the APS insights website Norman and Hopkins learned about at G3 summit. Can do comparison with other APS schools.
  - ii. At the G3 summit we reviewed Carver as compared to Crim
  - iii. Going to look as a team now at Carver compared to South Atlanta
  - iv. Carver averaged to go up ten points on CCRPI this year. Our biggest area of growth is student growth (Muhammad)
  - v. The area where we need to improve the most is in attendance. So we need to focus on family engagement (Muhammad)

## Meeting Minutes

- vi. We know that the mission statement from purpose built is going to have to do with supporting the “whole student” including services such as the food pantry and other ways to engage the community in support of student learning.

b. Discussion Item 2: Strategic Plan Development

- i. Hopkins to talk to Go-Team office about support and examples for development of strategic plan. We want to get a specific narrow goal that focuses on one aspect which falls under the values and scope of the Purpose Built mission statement.
- ii. Cluster – Our mission focuses on college and career readiness. Purpose Built is developing their own mission statement (there’s APS cluster and also Purpose Built cluster this is referring to Purpose Built cluster) We are waiting to hear what their final statement will say. Muhammad will report back and try to bring a Purpose Built rep to our next meeting to have their input when we finalize our Go Team mission statement based on what the Purpose Built one ends up being.
- iii. School – Go Team to develop strategic plan and mission statement based on what the Purpose Built one is.
- iv. Mr. King alumni leader is wondering where the participatory aspect to the development of the strategic plan is. For example, purpose built focuses more on college whereas community members are looking for trade schools etc. Need to balance that with the fact that we are run by a non-profit that has its own goals and mission.
- v. To guide the GO Team strategic plan: “What are the strengths of the school? “How can we use those strengths to grow the programs we offer here? How are we communicating those strengths and our programming to the community as well as potential partners?” Going to use these three questions to determine out strategic plan as a narrow and specific goal to achieve under the umbrella of the Purpose Built Plan. Likely to focus on family engagement because we know that is an area upon which we need to improve.
- vi. Nunnally and Hopkins to reach out to GO team office to get added support on the structuring of the strategic plan.

### V. Information Items

a. **Principal’s Report**

b. **Budget**

- i. Principal handed out copies of draft budget as of 9/26/19 (monthly Budget meeting)
- ii. Most of the budget cuts are coming from not getting enough enrollment

## Meeting Minutes

- iii. Talking now about going on visits to middle schools to recruit them to STEAM
- iv. Discussion on what could be our signature programming as a reason for students to come to Carver (project based learning is supposed to be the signature. Hard to implement, trying.) Students feel like they miss the healthcare programming. Maybe that should be our signature?
- v. Leveraging the small size as the signature to advertise our school as being able to provide one-on-one attention etc. But run into problems if we are able to increase our enrollment?
- vi. Much of the low enrollment is actually due to development and increased rent in the neighborhood and not necessarily something Carver is doing wrong with recruiting

### VI. Announcements

- i. Cluster meeting was Oct 3. We did not have representation due to scheduling issues. There was a Purpose built rep there.
- ii. Family Engagement teams must be finalized by 11.22
- iii. Next meeting to focus on three central questions and some support from GO team office in order to finalize strategic plan

### VII. Adjournment

Motion made by: Javon Norman; Seconded by: Maxwell Smith

Members Approving: All (7)

Members Opposing: None (0)

Members Abstaining: None (0)

**Motion Passes**

**ADJOURNED AT 5:28 pm**

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**Minutes Taken By:** Caterina Hopkins

**Position:** Carver STEAM GO Team Secretary

**Date Approved:**