

La Academia Antonia Alonso

Special Board Meeting

August 31st, 2014

Latin American Community Center

Attending: Veronica Vasko, Jesús Urdiales, Alexis Simms, Shawn Stevens, Maria Matos, Maria Alonso, Bill Hutchinson, Brian Fahey, Melissa Browne, Nora Gonzalez, Luz-Elena Garcilazo, Kathy Laskowski

Steve Villanueva, Sindy Rodriguez attended as members of the public.

Meeting was called to order at 2:02 PM.

I Transportation Issues

i. Plans for next week have been ongoing in order to address the transportation issues that posed a problem for the school in the opening week. Melissa and Jesús have been consulting with the CEB, the transportation company and parents in order to solve those problems.

a. Pickup and drop off times have been adjusted and those new times will be distributed to parents on Tuesday

b. Bus stops that have no children there will be eliminated from the routes

c. the stairwell that leads to the bus stops has been too crowded, so the CEB will allow us to use other stairwells

d. We will let parents come up to the school to pick up their child prior to the dismissal time

e. All teachers have been calling parents over the weekend to verify the bus routes and pickup and drop off processes

f. Teachers are contacting Melissa and Jesús with any changes

g. We will order tags for each child that identifies their bus route and drop off

h. Some children still do not have designated bus stops, so teachers will rectify that when calling over the weekend

i. Bus aides will have a checklist for checking children in when they get on the bus and for checking them out when they get off the bus

ii. It is possible that the CEB will be acquiring their own buses, but for now we need to improve the system that we currently have

iii. We share buses with Kuumba Academy in the morning, but not in the afternoon. It seems that the bus company has not calculated the timing of the routes, which explains why the buses are late to the school in the afternoon.

iv. One of the issues that we are having is that parents have not given the school a consistent schedule and/or a consistent bus stop. This has resulted in school personnel being consumed by transportation issues throughout the day.

II Allergies

i. Teachers have been helping school personnel become aware of the children in the school who have allergies. That list will be shared with the cafeteria personnel.

ii. Those with allergies will have a separate place to eat in the cafeteria.

iii. School personnel will follow up with families to verify allergies and plans for children.

iv. Melissa will oversee the nurse to make sure that all children with allergies are receiving proper attention

v. We need better records for our students so that the nurse can access them and use them to inform the staff.

vi. The nurse will copy files and then create a file in her office. That will result in the files being kept in the main office and a duplicate set of copies in her office.

vii. Teachers will make sure that children are sitting in the appropriate places if they have an allergy.

viii. There are signs on the doors of classrooms if a child in that class has an allergy.

ix. The nurse will visit the classrooms that have children with allergies and talk to the teachers about each situation.

x. It was suggested that we send home information cards to each family and have them return it with important medical information. Those cards will be routed to the nurse so that she can create files.

xi. We need to make sure that teachers have training in crisis intervention. Maria A. has contacted someone who can do that training. Jesús will contact the DOE to see if they also offer a similar training program.

III Public Comment

i. Mr. Villanueva offered several observations.

- a. There was some confusion concerning transportation. He also noted that the
- b. Kuumba students had been labeled and La Academia tables were not. This was addressed a few days later.
- c. He also noted that there were not enough staff members present to adequately supervise at lunch
- d. There was not enough staff in the office area to handle transportation
- e. There were some parents who were patient while they were sorting out their transportation problems, but other parents were visibly upset

ii. Ms. Rodriguez offered several observations.

- a. There was disorganization at the front desk so that made it difficult to help parents who were there to ask questions
- b. The receptionist/assistant in the school did not appear to be making eye contact with the parents who were there to ask questions
- c. The receptionist/assistant may need more help (additional staff) with her work
- d. A relative of Ms. Rodriguez got on a bus, even though he was not supposed to have been on a bus

At 3:05 the Board adjourned to Executive Session.