

La Academia Antonia Alonso Charter School  
Board Meeting  
Latin American Community Center  
August 6, 2014

Attending: Maria Matos, Bill Hutchinson, Jesús Urdiales, Nora Gonzalez-Castellanos, Shawn Stevens, Brian Fahey, Melissa Browne, Kathy Laskowski, Luz Garcilazo, Caridad Alonso, Maria Alonso, Deborah Doordan (IS) Teresa Gerchmann (IS)

The meeting was called to order at 5:15 pm.

I Approval of Agenda

- i. The agenda was approved with the following amendments: The Nominating Committee will have a brief report; there will be a brief discussion of the release of students; there will be a discussion about the website; there will be a discussion about communications policy.

II Minutes from July were approved

III Nominating Committee

- i. Nomination was made to appoint Luz-Elena Garcilazo to the board. After a brief discussion the Board voted unanimously to appoint Ms. Garcilazo.
- ii. Kathy presented Veronica Vasko as a potential member of our board. Nominating Committee had previously approved her nomination and brought their recommendation forward for approval. Following a brief discussion the Board voted unanimously to appoint her.

IV Website

- i. Kathy expressed concern about maintaining our website and being able to update it punctually. Our site is somewhat difficult to navigate. The CEB is happy with Carbonsquare. Kathy presented information about Carbonsquare. After discussion the Board decided to investigate contracting a new firm to host our website. Shawn Stevens will convene the group to research a new host. Luz and Kathy will work with Shawn. Teresa will study the current contract with Mobius for any contractual obligations.
- ii. There was a discussion regarding our facebook page. There was a negative comment on there recently. We will turn off the comments function on the page and will use it only as a means to push information to the community.
- iii. The above discussion led to a discussion about communication.
  - a. Shawn pointed out that we should have a function on the website so that parents can submit questions to the school electronically.

- b. We will upload all of our documents to the website so that parents have access to them.
- c. The school will notify parents about the appropriate channels for communicating with school personnel.
- d. We discussed the need to have a documented communication policy. Luz will convene a group to address that.

## V School Leader Update

- i. Teacher preparation has begun. Jesús read several positive emails from teachers who were impressed by the training. Caridad also commented on the quality of the teachers that were hired and on the overwhelmingly positive atmosphere at the school. She commented “This is what teaching is supposed to look like.”
- ii. We have hired a few new employees in the next few weeks. All lead teachers have been hired, as well as Music, Art and PE. The paraprofessionals have not all been hired, but Jesús will follow up on that. We are still looking for a school nurse. The nurse that was hired abruptly resigned last week. The nurse that we hired is not in possession of any student records. We are also still looking to hire a Special Education teacher. We conducted a search for an Executive Director. The Personnel Committee interviewed Shawn Stevens and Melissa Browne as finalists. After deliberating the Committee recommended the hiring of Melissa Browne. Maria Matos, as President of the Board, finalized the hiring of Ms. Browne.
- iii. The school has moved into the CEB. The phones and network are working and some of the furniture has been delivered. There seems to be a lot happening in the building, but the school is checking inventory as it is delivered.
- iv. The school has been working with EL on training. It will be working with Center for Applied Linguistics on further training.
- v. We have 314 students enrolled, and a number of others on the wait list. We have 197 completed registrations. We continue to have parents enrolling.
- vi. Open House is August 21st
- vii. We have hired Edgard to follow up with parents that we are having difficulty contacting. He will establish current contacts and procure final registrations.
- viii. The open choice period is from November to January. We will have to be active during that time.
- ix. Nine families have requested to be withdrawn from the school. Motion was made to withdraw those students. After discussion the Board approved withdrawal of the students.
- x. Melissa outlined a policy to notify parents via certified mail that they need to register by a certain date or they will be withdrawn from the school. The school would follow up with

another letter sent via certified mail that confirms withdraw. After discussion the Board approved Melissa's proposal for a notification policy for families who have not submitted a final registration.

#### VI Budget and Finance

- i. Nora presented the final report for FY 2014. The Finance Committee met recently to review the final report . At that meeting the report was approved. Bill Bentz (IS) helped Nora to prepare the final report.
- ii. Nora has been meeting with someone from DE DOE to learn more about budgeting and the state financial system.
- iii. Processes for handling invoices and accounts have been developed, resulting in a more centralized and streamlined system.
- iv. A process has been developed to address distribution of funds from the non-SEA Grant.
- v. The Committee met today to plan for distribution of funds for next year's non-SEA funds.
- vi. Going forward we will add Fundraising as a standing item on the agenda.

- i. Theresa – IS provided overview of the July 2014 Board Report
- ii. Bill made motion for Board members to review report and submit questions/concerns to Melissa and Jesus, by end 8/13/14, who will consolidate by 8/15/14 week; and then send to Theresa/IS for response. Motion made, seconded and approved.
- iii. Updated response report will be made by Theresa / IS and sent to Board members by 8/18/14.
- iv. The IS Corrective Action Plan document was provided to members and reviewed by Deborah Doordan. Overdue deliverables were identified with IS staff-aligned responsibilities for completion. Items on the Opening of School Priority List were reviewed.
- v. Melissa requested that IS staff do not contact any vendors without first consulting Melissa and Jesus.
- vi. Deborah will provide Board members with the Work Plan that will correspond with the Corrective Action Plan. IS staff will work daily with La Academia staff to keep Corrective Action Plan updated. We will try this process for the week and move forward.

#### VIII Announcements and Additional Items for Discussion

- i. Caridad expressed need to help new staff find housing. Kathy would follow up on that.
- ii. Caridad requested Board members to assist as bus aides the first day.
- iii. Caridad Alonso and Melissa Browne resigned their respective Board memberships upon assuming their new roles as employees of La Academia.

Board meeting adjourned at 7:50pm.