



BOARD MEETING MINUTES

March 1st, 2016

(rescheduled from February 24th, 2016)

Attendees: Luz-Elena Garcilazo, Thomas Peters, Veronica Vasko, Norma Antongiorgi, Shawn Stevens, Brian Fahey, Mark Phelps, Teresa Gerchman (IS), Riccardo Stoeckicht (IS),.

Absents: Maria Alonso, Mónica Ruiz Melendez, Maria Matos, Erika Rodriguez.

Meeting called to order at 5:37 pm

Approval of Agenda

Motion to approve the agenda made by Luz Garcilazo seconded by Thomas Peter

Approval of January Minutes

Edits in the minutes: point one on major mod. Dimitri Dandolos is not the principal for Odyssey Charter School, he is a Board Member.

Barney Mill instead of Mills.

Motion to approve the minutes with the above editions made by Luz Garcilazo seconded by Shawn Stevens

Public Comment

No public in attendance

New Business

Board meetings scheduled for November and December fall on thanksgiving and winter break. It was Recommended to change to Nov 30th and December Tuesday 20th.

Motion to approve Thomas Peters and seconded by Brian Fahey

- **Code of Conduct** was reviewed by Board members and editions were made:
 - Use *Head of school* or *principal* throughout the document.
 - Include the tablets in the technology policy.
 - Motion to approve the Code of Conduct with the document with the following editions made by Thomas Peters:
 - A) limit the number to 10 days to deliver the letter of intent to send to parents for expulsions
 - B) add the In school suspension
 - C) Cyber bullying: don't specify the sites in particular.
 - D) And to be posted on the website within 7 days.
- Seconded by Luz Garcilazo. All in favor.

- **CSAC Meeting 2/23/16 Update**

The meeting was attended by: Brian Fahey, Mark Phelps, Thomas Peters, Riccardo Stoeckicht, Teresa Gerchman and Luz Garcilazo.

- 1) an 80% budget to ensure the school is financially viable if it cannot reach it's enrollment targets next year

- 2) information on any anticipated transportation changes resulting from the change in district (from Christina to Red Clay).
- DoE was satisfied by the fact that the school will be sharing operational costs with Odyssey.
- Odyssey was presenting a minor modification for Academia to move to the campus and it was recommended for approval.
- March 7th at 5 pm a public hearing. Inviting parents to go.
- Ask for help to create an Operations Committee to manage the move to Barley Mill Plaza
- Tours to the new building: March 5th at 9 and 10 am. April 2nd possible Tour of Odyssey building.
- **Letter of Intent from Odyssey:** Dimitri Dandolo needs the LOI to start getting all appropriate permits. Looking for Academia to show the intention to move to the building. The lease will be for a year. Negotiation after getting the charter renewal for another 5 years.
- No broker fees or lease fees are supposed to be paid.
- Odyssey has been working to get all the permits.
- Triple net: the lease is the base paid for the building. Not utilities, services, insurance, etc. are included in the lease.

Motion to approve the authorization to the board president to sign the LOI made by Shawn Stevens, seconded by Thomas Peters.

Committee Reports

Finance

- We need to save a dollar to create a reserve fund since we are going to encounter expenses with the move. Storage, operations, etc.
 - Filing cabinets and 5 executive desks were donated, and Odyssey let us store it there. Donation made by IFS insurance company.
- Motion to approve financial report made by Norma Antongiorgi and seconded by Thomas Peters.
- Motion to approve the web report made by Brian Fahey and seconded by Luz Garcilazo.

- **Governance**

- Policy Handbook for the Board: Luz Garcilazo (chair), Teresa Gerchman, Thomas Peters, Maria Alonso and Maria Matos.
- In the Past we have done one policy every Board meeting recommended by the Committee.
- Teresa will look into it.

- **Marketing/Student Recruitment**

- **Events:**
- Evening Open Houses – Dates coming up Tuesday March 8th, Thursday 10th and Tuesday 15th.
- Major Modification support: I contacted teachers and PTA president to send a public comment statement to the DoE website to show support. 2 teachers and a parent have submitted the comment.
- March 5th: We will be taking parents to see the new building at Barley Mill Plaza.
- March 29th, Food Bank of Delaware Mobile Food Pantry Fair. Janis Oppenheimer will be attending the event.
- Domain: Credit card from Academia. IS is doing the purchases. Mark Phelps needs to get the State Purchase credit card for the school. Mark takes training March 18th to get the process and have the policy before getting the credit cards.

- News Journal Summer Camp guide: we had an advertorial, advertising and a website ad. Come out February 28th.
- Also, we are arranging to have 30.000 web ads (banner location) on delawareonline.com
- AARP has offered to do a TV interview with Luz-Elena Garcilazo as our Board Chair of La Academia on March 18th On Comcast Newsmakers. Would be great to advertise the school and the possible move. Finishing details on topics.
- 120 current applicants – 25 accepted. 7 declined 1 withdrawn.
- 112 active applicants
- Marketing Contractor met with LACC Early Childhood Coordinator to schedule a table at the Center to hand out materials and meet with parents.

Events to attend:

- World Thinking Day at Rockwood Park Carriage House. Sunday, February 21, 2016
- New Castle County's Camp Open House at 77 Reads Way, New Castle. February 24, 2016
- ESL Workshop in Rehoboth Beach this coming Thursday, February 25th, 2016 to bring materials. It's very well attended.
- Black History Month Event of the Police Athletic League of Delaware (PAL) at 26 Karlyn Dr, New Castle, DE 19720 this coming Friday, February 26.

• Academics

- Last meeting was cancelled.
- Monday, March 7th they will be meeting with EL people for the mid year review. Post questions

Head of School Report

- Lapse with Speech services. We have contracted Susan Burton.
- Parent engagement: Math night well attended.
- Dance-a-palooza organized by PTA will be March 18th
- PTA engaging parents Thursday and Friday to get parents involve in the public hearing for the major mod.
- Major Mod: Parents very positive support.
- Survey to parents: Out of 89 only 2 don't want to move. 11 not sure. 75 will move with us.
- Survey for teachers: to show support for CSAC meeting.
- PD: ongoing with EL. March 8, 9 and 10th Direct observation and follow up on a PD after the observation. Strategy for Dual language piece.
- Survey from EL: we submitted our concern of need of support on Dual language piece.
- RTI meeting preparation for CSAC from the teachers. Small groups planning and teaching.
- Delaware guidance services: comes to work with the parents to show options.
- Spirit week: Monday: crazy (favorite) socks; Tuesday: Mix & Match; Wednesday: superhero day; Thursday: crazy hair day; Friday: sport's day.
- March 24th parents conferences. Teachers reaching out to parents with students possibly to be retained.
- Recruitment/enrollment: Marketing/Graphic Design students from UofDe and DELtech to internship and help us.
- In regards to Santillana: We need options to present to the Principal and Board to decide which one to use. Academics committee needs to make the recommendation for different suppliers in our next board meeting. Most Publishing company are aligned with Common Core.

CMO Report

- Teacher evaluation process: rubric to grade the teachers. Teaching excellence rubric.
- DPass: point 5 in the rubric.
 - What type of feedback is been given to teachers: 8 observations per teacher a year.
 - Discipline data: 9 out 8 inappropriate behavior, safety
 - Student attendance: kindergarten 2, 1st 2 and 2nd 2.

Old Business

No old business update

Announcements

7:24 pm Motion to move to Executive session made by Luz Garcilazo, seconded by Brian Fahey

Executive session

Motion to move out of Executive Session made by Brian Fahey seconded by Thomas Peters

Motion to approve the decisions discussed in Executive Session moved by Thomas Peters and seconded by Luz Garcilazo. Meeting adjourned at 7:57 pm