



## **Minutes for the board meeting on November 29<sup>th</sup>, 2017**

**Attendees:** Maria Alonso, Ivonne Antongiorgi, Karen Thorpe, Maria Matos, Jose Aviles, Mayara Costa, Mercedes Alonso, Scott Sheridan, Nora Lewis, Shawn Stevens, Katie Lee, Celeste Payne, William Thompson, Mayra Martinez and Darrell Brady

Meeting called to order at 5:32 pm.

### **Approval of November Agenda**

Motion to approve the agenda by Maria Matos seconded by Shawn Stevens

### **Approval of October Meeting Minutes**

Motion to approve the October meeting minutes by Maria Matos seconded by Shawn Stevens

### **Public Comment**

No public comment

### **New Business**

No new business

### **Head of School Report**

Important News-Thanks to Mercedes and Scott for donation of 23 computers

The first Professional Development day about Dual Language best Practices was a success.

The whole academic staff has been included in the dual language methodology

Language Proficiency assessment has been received

Volunteers that worked with the Reading Assist program will start working next week with 3 students, they will not be working under the name "Reading Assist" anymore.

The next PD day will be 8-4 on the 8<sup>th</sup> of December

We are currently working on the last items of construction the final \$10,000 is being withheld until the process is completed.

The Code of conduct has been updated and continues to be updated, when it is finished it will be submitted to the board for approval.

An entire day of PD was put in before the code of conduct was created. There was a focus on the process

### **Marketing**

Mayara has taken the lead on the appeal for gifts. This is an initial initiative for fundraising. We are looking to generate 800 addresses. The goal for the first appeal is \$50,000.

Mayara has shared a spreadsheet asking for names of individuals and businesses to approach about fundraising. The list is due on Friday.

There is a link on the website for the fundraising which explains it all. The fundraising "in kind" will include donations that are non-monetary as well.

PTI is still working on the website. There have been significant changes made. The logo requires updating to be in line with the charter documents.

(William Thompson, parent board member arrived 5:49)

The Book fair raised around \$2,500.

The MacDonaldis school night was a success. 25% of the sales come to the school, around \$500.

Two board members, Katie Lee and Celeste Paine entered the room 5:50

The board head, Maria Alonso, and Jose have been working on the development of Leadership Teams.

A group of teachers has created the Academia's Teacher Facilitators.

- Working on Transition from EL to PBL classroom practices

- Developing celebrations of learning

- Developing UNIDOS

There has been discussion of uniform changes as parents are concerned over the price and how long they last because the color gets stained. There are a couple of months to make a decision on this. Jose will be looking at options.

### **Finance Committee Report**

As of 10/31 the revenues were just over \$7,153,057.55 of which 63.7% has been collected.

The budget will be updated based on the teacher credentialing in November

Expenses are 33.67% of the budget which is right on target for 1/3 of the fiscal year.

Actual expenditures to date are \$2,135,125.97

There is a projection of a small surplus at years end.

Motion to approve the Website financial report moved by Maria Matos and seconded by Nora Lewis

Motion to approve November financial packet moved by Shawn Stevens and seconded by Celeste Payne

### **Governance Committee**

Maria is interviewing a new board member whose specialty is finance.

Scott Sheridan has been nominated by Maria Matos to be the new Secretary to the Board for a 3 year term effective immediately seconded by Nora Lewis.

Vote was taken and unanimously passed.

### **Marketing/Student Recruitment**

The question was floated on how the booster club will work on signage and advertisement. There is no protocol as to how these things are done. \$1,300 for 4 weeks of a billboard. Other ideas for targeted marketing were brought up including wraps for busses \$4,000.

### **Strategic Development**

Had their first meeting earlier this month.

Next week will be the second meeting with a focus on crowd funding. There will be a meeting tomorrow on other fundraising/grant writing opportunities.

### **Academic Committee**

The calendar has been changed so the committee will meet monthly. The first meeting will be meeting for the first time on Dec 13<sup>th</sup>.

### **Other Business**

Really fun announcement-A member of Troop 33 of the Eagle Scouts will be coming in to do their projects. One young man came through today with his father. He is considering making benches for outside, painting the cafeteria, and/or putting up bulletin boards around the school for teachers to display classroom items on. This would be done at no cost to the school.

Motion to move into executive session was moved by Maria Matos and seconded by Scott Sheridan.

### **Executive Session:**

Motion to move out of executive session made by Scott Sheridan seconded by Celeste Payne

Motion to adjourn the meeting at 7:42 moved by Shawn Stevens and seconded by Scott Sheridan.