



BOARD MEETING

MINUTES – October 25th, 2017

Academia Antonia Alonso School – 1st floor.

Meeting called to order at 5:35 pm

Attendees: Maria Alonso, Ivonne Antongiorgi, Karen Thorpe, Veronica Vasko, Maria Matos, Jose Aviles, Mayara Costa, Neil Douen, Mercedes Alonso, Scott Sheridan, Nora Lewis, Shawn Stevens, Mayra Martinez, Celeste Payne, Glenn Thompson.

Approval of October Agenda

Motion to approve the October agenda moved by Nora Lewis and seconded by Veronica Vasko.

Approval of September meeting Minutes

Motion to approve the September meeting minutes moved by Maria Matos and seconded by Nora Lewis

Public Comment

No public comment

New Business

No new business

Head of School Report

- Enrollment:
- Open House dates: nov 4th, nov 29th, Ask Board members to attend.
- CBOC: member additions to the committee like teachers, parents and supporters.
- Consolidated Grant was approved. \$491,000
- Parent booster Club: first meeting in septmeber 30+ parents participating and it was great. Planning events for the year. The president was selected as well.
- Playground was finished. Kids responses have been amazing. Educational section is a hit.
- Academics: Contract with CAL is ready. MAP testing was completing and we have started the RTI cycle has started. New system has been implemented.
- Nursing office: we have been facing some challenges with the office. DoE came and did an audit to support the office and the help has been amazing from them.

- Construction: We have not make the last payment until we check everything is correct. Processing the Certificate of Occupancy for the new building section. HVAC issues have been detected and looking for quotes to repairs.
- Transportation: Showing great success! We are working to acquire an App for transportation services for parents. Looking into costs and quotes. It's a similar app as Uber so parent can locate the school buses.
- Code of conduct: SST team members has been working relentlessly to modify the code of conduct according to our current behavior, mission and vision of the school.
- School events: Fall Festival, great event. A lot of parents were very happy and participation. Staff and PTO worked together. Ramsey Farm and Colemans Farm donated pumpkins for the event.
- Upcoming events:
 - Boy Scout meeting: first meeting of the year today.
 - November 6th to 10th: Book Fair. Students have been really excited to create their wish list.
 - Fundraiser at McDonalds: Nov. 16th 4:30 to 6:30 50% of total sales to be donated to the school. Kirkwood highway location.
 - Picture Day: October 27th.

Marketing:

- PTI: recreate the marketing products like brochures and flyers. Also, help to reach parents more effectively.
- Holiday Appeal: send a letter to donate and learn about academia to our contacts and neighbors.
- New website: working on changing providers to help boost our school. Also, to save money and make it more manageable on our end.
- Business times: magazine were we will have a half page advertising.
- Charter School Network Expo Nov. 11th.
- Improvements to the attendance letters and processes.

Donations:

- Longwood gardens grant: tittle 1 grant for kindergarten. 2 of their classes for 90 minute program. Bus transportation for classes are included. They will be able to choose different programs from the LG.
- SAP and Westtown for computers/technology donations.
- Supervisory Dialogue: Maria Alonso and Jose Aviles will be attending the training. Collaborative tool to grow and develop people.
- Delaware Pathways to Greener schools: They will be doing an audit here and Odyssey as a collaborative effort to help participate to improve some areas to become greener schools. Students are part of the process and are involved in the whole process.
- New board member walk through: will be doing this with every board members that want to participate.
- Systems and policies in the cafeteria have been improved.
- Dinner with LACC after school program to collaborate to improve the process.

Committee Reports

- Finance

The period ending September 30, 2017 represents three months or 25% of the fiscal year.

Revenues

- The preliminary budgeted revenues are \$7,153,058.
- Revenues collected to-date are \$3,444,236 which represent 48.2% of the total budgeted revenues for the year.

Teacher certifications are a problem to get since most of the new teachers are from Puerto Rico and cannot get their information out of the sources due to the consequences of the tornado. This situation affects the revenue and teacher's pay. Looking for an extension from DoE to address the issue.

- Revenue received in September consists of:

- o Interest Earned \$204.07
- o Miscellaneous \$1350.00
- o Student Activities \$1,850.00

Expenses

- The preliminary budgeted expenditures are \$6,918,867.
- Expenses to date are \$1,588,608 with outstanding encumbrances of \$290,433 which represents 27.16% of the budget.

Percentages are been updated as we speak: new version will be sent out.

Contracted services: Areas of concern: 47% as part of Educational services. Special Ed. Consultant and nurse's services are being contracted out.

Supplies are over 25% (like Custodial services 47% since you were gearing up for the year), Textbooks are 77%. One payment upfront for the year. Institutional equipment is 90% because is a one payment event (furniture).

General

- Salaries and Other Employment Costs are higher than usual as September is a 3 pay month.
- Final state revenue information will be determined after teacher credentialing is complete and the unit count is certified.

Separate report for transportation broken down line by line. Also, report for the Pcard will be separate.

Motion to approve the Website Financial Report moved by Maria Matos and seconded by Celeste Payne.

Motion to approve October financial packet moved by Veronica Vasko and seconded by Celeste Payne.

- Governance

- Onboarding new board members: documentation and look to filing and storing.
- Creating Committee binders to pass the information along in case a member moves on.
- Policy revision.

- Marketing/Student Recruitment

- Creation of Email addresses for specific areas. Transportation, admission and parent booster have an Academia email address.

- Strategic Growth and Development

- Ever growing committee.
 - Academics
- Postponed the date of meeting.
- CAL: contract. What does it entail?

Old Business

No old business

Announcements

Minor modification to DoE to become a Project Based Learning. It was approved.

We have ended the contract with Expeditionary learning shifting to Project Based Learning. November 1st will become a PBL school officially. A letter has been sent to parents to inform the change.

Motion to move to executive session moved by Veronica Vasko and seconded by Maria Matos.

Executive session:

Topics:

EL Conversations

CSAC Hearings

Board Retreat Dates

Motion to move out of executive session made by Glenn Thompson and seconded by Veronica Vasko.

Motion to approve the recommendations made in the executive session made by Shawn seconded by Veronica Vasko

Motion to adjourn the meeting at 7:44 pm moved by Shawn Stevens and seconded by Scott Sheridan.