



BOARD MEETING

Minutes – September 28th, 2016

Academia Antonia Alonso School – Library – 1st floor.

Attendees: Veronica Vasko, Maria Alonso, Shawn Stevens, Maria Matos, Ivonne Antongiorgi, Erika Rodriguez, Brian Fahey and Luz-Elena Garcilazo, Members of the public: Teresa Gerchman (IS), Givel Marrero and Kathleen Lewellyn.

Approval of September Agenda

Motion to approve the September Agenda moved by Maria Matos and seconded by Ivonne Antongiorgi.

Approval of August Minutes

Motion to approve the August minutes moved by Maria Matos and seconded by Brian fahey

Public Comment

Last night 1st PTA meeting last night. They had 22 attendees. Families love the move. Concerns: books for the library, equipment for recess and PE, computers (technology devices), green space up front (if it's going to be available for after school programs), and uniforms (to see if they could be ordered from any other vendor).

New Business

- Executive Committee Board Nominations

Thomas Peters resigned from the Board and President will be stepping down. We are looking to fill up the President and vice president positions and also it's an opportunity to look into the Secretary and Treasurer as well.

Following the by-laws, nominations have to be submitted this month and send an email with the nominees to the exec. Committee.

Head of School Report

Sent via email by the Principal read by Maria Matos.

The first three weeks of school have gone very well. Our students [and teachers] finally have the kind of school facility they deserve. There is a palpable sense of calm in the building not experienced at the other location. Students are able to play outside and enjoy recess and physical education in ways they could not previously. Detailed updates below..

Before and After Care Program:

Currently 30 total students registered for either Before or After Care. Approx 14-18 attending regularly.

- We received our Site ID # required for parents submitting for Purchase of Care [POC]. Parents were notified this week.
- Program housed in cafeteria. Kids also play outside.
- LACC has been working on their end to receive their own license to host on our site.

Breakfast / Lunch

- Cafeteria is fully operational.
- OCS providing food. Going well overall.
- We are keeping daily/weekly logs [iPad app] of how many students eating breakfast / lunch and adjusting food requests to OCS to ensure we are not ordering more than we need.

Facilities

- Punch list has been submitted to Chatham Bay
- Projectors are all installed. Some minimal electrical work still needed. To be completed Sat, 10/1.
- Full internet install still not complete. MTM reports that the necessary switch should arrive 9/29 – required to install the access points around building.
- Our tech consultants [Wayne Kingston / Brandywine Info Group] have rigged wi-fi for us temporarily.
- Ongoing issues with phone call quality. We have a ticket in with DTI to address. Advanced [phone provider] states that the phones are not being given priority on the state lines.
- We have parents looking to donate. Would like to meet with the Board's sub-committee on fundraising to discuss strategy for the needs [playground, library, etc].

Baseline Assessments

- WIDA testing completed for fall ELL students
- MAP and IDEL testing ongoing through first week in October.

Family Involvement

- School hosted Meet the Teacher Nights and Student Success Nights to discuss expectations of parents and teachers across a number of fronts. Homework policy was discussed.
- Hispanic Heritage Month Celebration scheduled for Fri, 9/30 being rescheduled due to inclement weather. New date is Friday, 10/7.

Transportation

- 6A number of challenges w/ the quality of service [late without informing school, bus drivers' negative interactions w/ parents, etc]
- Head of School requested a meeting w/ Lehanes leadership – took place Friday, Sept 23. Concerns and expectations shared. Communication protocols recommended by school --

verbally accepted by Lehanes. Bus company committed to following through on contract violations discussed and complied with a personnel change request.

- Routes and times have been updated and sent out to parents.
- Discussed GPS devices for buses so the school can track bus whereabouts. Lehanes agreed but said expense would need to be borne by school. Cost \$30/bus per year [$\$180/\text{month} \times 9 = \1620]. Investigating all related options internally.

Innovative School Report

Report will be presented next meeting with a new format with color coding to highlight the requirements to present to the state at the time for the charter renewal.

Enrollment: 421 (maybe 422 for Uni Count)

- 3rd graders will be compared to the rest of the state kids. They are considered the baseline.
- Attendance, referral and suspensions: No number to report today.
- Emergency certifications (the bilingual teachers have an emergency certification) HQT. Pay attention to this since we don't count for it. We have world language certification and elementary certification. That way we can't apply for ELL and title 3 money.
- School handbook is being updated – policies need to be updated.
- 191 students come from Spanish speaking homes which brings us closer to the 50% that it's the vision of the school to have 50% from Spanish speaking and 50 from English speaking families.

Committee Reports

- **Finance**

- Web Report:
- The only place that the budget looks different from last month is the School districts are not paying the amount of money as they are suppose: -\$79,000 from Christina District.
- \$200,000 against the budget.
- We saved 150,000 a month from the line of credit, but due to the lack of funding and overrun in construction now we have to use the \$300,000 from the line of credit.
- We need to figure out how to recover this money from now until next summer with fundraising efforts.
- Currently we are \$129,000 low.
- Summer encumbrance: we need to have it set aside \$106,000. We don't have it currently and we have to come up with this and plus the construction. We have to fundraise and also do smart savings.
- Enrollment is an issue since we are not 100%. Need to develop a strategy for .

Motion to approve the financial packet and web report by Ivonne Antongiorgi and second by Maria Matos.

- **Draft audit.**
- Have been prepared by the accountants and the results came back as a *Clean audit*. Basically they are checking if we are complying with the law and they tell you if they have any findings (if anything was done wrong). We have no findings and that's why we had a clean audit.

- We need to clean up our processes: They needed to do extra work since they didn't have enough information. Records were not organized properly.
- Academia needs to work with IS to oversee this to make sure that we pass on the right information to the auditors.
- We need to respond to the recommendation. This is how we are supposed to solve the problem that way the auditors can submit it to the DOE.

Motion to approve the audit draft and Luz Garcilazo and Brian Fahey the responsible to take the management response before September 30th made by Shawn Stevens and seconded by Maria Alonso.

- **Governance**

Recruiting Board members:

Jeff Ramson he is assistant Athletic Director at Wilmington Friends school interested in getting involved in the community locally.

Bill Chapman former judge. Asked him to help with Younger associates to recruit to help at the board.

Kendall Masset recommended a person to become a member. Luz Garcilazo will meet with him.

Wes Davis and Carlos de los Ramos to find recommendations or getting them involved for the fundraising area.

- **Marketing/Student Recruitment**

- Marketing meeting next week with IS and school staff.

- We will be interviewing an outreach specialist candidate on Friday.

- Latino Summit Thursday, November 3rd. 9 am to 2:30 pm in Georgetown, DE. DelTech Community College. Early registration: October 7th \$200 for non-profits.

This event would be important to be present for name recognition and board member recruitment.

- Gear up for School choice period. November to January

- Schedule Open houses dates.

- Invite the LACC representative to attend to the Marketing committee to build our joint efforts.

- **Academics**

The Academic Committee is scheduled to meet next Tuesday, October 4, at BMP from 5:30 - 7 pm. The agenda items are:

a. Review of Student Performance Goals for SY 2016-17

b. TWI instructional delivery

c. EL Work Plan for SY 2016-17/alignment with charter goals

Jennifer Bond and Susan Long, EL Specialists, have agreed to be part of the Academic Committee. We welcome them to the committee as we continue our partnership and collaboration.

Also, an update relative to student assessments -

a. Teachers are scheduled to receive professional development Wednesday, September 28 from NWEA (North West Evaluation Association) on Applying Reports. An outside facilitator will join the group and work with teachers on this.

b. A narrative analysis report of test scores to be done by NWEA for Board members is pending discussion and approval.

c. Testing students:

- All students are administered IDEL(Indicadores Dinamicos del Exito en la Lectura), a Spanish Language Assessment test; administered in the Fall, Winter, Spring.
- All students are administered MAP(Measures of Academic Progress), for English Language Arts, Reading and Math; administered in the Fall, Winter, and Spring.

d. Dual-Language instruction:

- K (roller-coaster model)

1/2 day English instruction in all content areas

1/2 day Spanish instruction in all content areas

- 1st - 3rd (rotation)

1 full day English instruction in all content areas

1 full day Spanish instruction in all content areas

Old Business

There were no old business

Announcements

Change in the Hispanic Heritage date to October 7th at 6pm.

Motion to move to Executive session made by Maria Matos seconded by Shawn Stevens.

Executive session

Motion to approve the recommendation discussed during executive session moved by Maria Matos seconded by Veronica Vasko

Motion to adjourn made by Brian Fahey and seconded by Shawn Stevens.

Meeting adjourned at 7:48 pm.