



BOARD MEETING

Minutes– November 28th, 2018

Academia Antonia Alonso

Present at the Meeting: Mercedes Alonso, Mayara Costa, Nora Lewis, Jen Burdette, Theresa Sardella, Shawn Stevens, Maria Matos, Scott Sheridan, Maria Alonso, Karen Thorpe, Lisa Maniscalco, Norma Antongiorgi

Meeting called to order at 5:32

Approval of November Agenda

Motion to approve by Maria Matos, seconded by Scott Sheridan, unanimous approval

Approval of October Meeting Minutes

Motion to approve by Shawn, seconded by Maria, unanimous approval

Public Comment

No Public comment

New Business

The campus director for Odyssey was contacted about next year's needs, and he stated that he would broach the subject of building 27 with the Odyssey board. We need to discuss the possibility of leasing to purchase. Maria, Maria and Mercedes will be involved in preliminary conversations. Others are welcomed to join. We are making an investment, do we want to move towards ownership of the building.

We need a board waiver to have classes of 23 students or more without a paraprofessional. Motion to approve waiver by Maria Matos seconded by Norma Antongiorgi, passed unanimously.

We do not have an attorney on retainer. Judge Bill Chapman, Senior Council at Potter and Anderson has been recommended by Glen Thompson. Karen Thorpe will also send some names. Charter School law is very specialized and someone who is versed in special ed law would be helpful.

Executive Director Report

Admissions and Enrollment-Recruiting has been done at head start programs and daycares. Tomorrow Mayara will be at the LACC discussing school choice. Already we have 66 kindergarteners and 10 1st graders who are interested.

Marketing-Academia took part in the Latin summit which Mercedes attended.

Academia was part of the Charter expo. It was a great networking opportunity.

Fundraising-The holiday appeal will be coming out this month.

Activities-We had our first turkey race this year. The winners, one boy and one girl from each grade won a Thanksgiving Turkey.

Dec 19th at AI middle will be the holiday concert.

The partnership with the DE art museum is bearing fruit. Live on facebook tomorrow at 8am will be a raffle for a yearly membership.

This year the holiday party will be held on the 15th of December.

Kegan came in and did their first PD, and parent conferences took place this month. Report cards are much easier to do as a result of eSchool. The report cards will go home on the 10th of December. Up to 80-90% of parents came to the conferences and many parents have asked to be part of the school.

The PD has been successful. The strategies are being implemented. Teachers are being coached, and the students are enjoying the different, peer to peer, learning approach. It is a much more student-centered approach, that has gotten the students speaking more.

Jen Burdette won a scholarship for a workshop in Colorado in December.

Teachers are joining the state ELL program so they can become teacher coaches/leaders.

Other-

Committee Reports

- **Finance**

- A yearly audit report was made by Lisa Maniscalco of Maillie. The audit report goes to the state of Delaware as of 9/30. Highlights of this report include. Academia is a component unit of the state. The audit report is unmodified. It is clean, with no significant issues or concerns. All charter schools had to have a paragraph on page 4 for auditing standards 75 for benefits. All charter schools were required to do so as of this year. The balance sheet includes all activities, including all assets, outflows and inflows. Assets went up around \$350K as a result of the addition of students. Non-current assets, leasehold improvements went up \$922K for busses and equipment. Adjustments for post employment benefits/health care based on actuarial reports at the state level led to

adjustments at our end. The biggest change on the balance sheet is the net OPEB liability of \$5.1 million. This is the state's expenses and liability but for Academia employees. As a result of the OPEB adjustment makes it look like there is a deficit, which there is not. The 19% increase in enrollment increased the budget, and additional staff and rent increases led to increases in the expenses. Our change in net position is really a positive of \$137,021, but the state OPEB liability makes the position look like we have encumbrances of \$3 million (Again, that's the state's liability). The auditing from here on out should remain pretty steady.

- Maillie met all of the ethical requirements. No significant difficulties were met during the course of the audit. The process was completed very close to the deadline. The deadline was met though. It was the first time working with us, and the working relationship will be easier in the future. There were no disagreements. Some adjustments were made.
- There was a weakness in the long term debt associated with the purchases of the school busses. There is a recommendation for capitalized assets moving forward. It will be to our benefit moving forward. (Didn't go to the state, only for the BOD).
- Revenues
 - Final budgeted revenues are \$8,880,034
 - Revenues collected to date are \$5,959,947 or 67.1% of the total budgeted revenues for the year.
 - Revenue received in September consists of
 - State Opportunity Grant \$101,880
 - Local School District Transfers & Interest \$307,290
 - Federal Funds \$400,214
 - Local Interest \$170
 - School Activities \$8,285
 - Food Service \$1,190
 - Donations \$490
- Expenses
 - The final budgeted expenditures are \$8,324,242
 - Expenses to date are \$2,920,893 with outstanding encumbrances of \$191,702, which represents 37.39% of the budget
- General
 - The reduced enrollment raises concerns with revenue. In reviewing the local and state revenue with the current enrollment the original budgeted revenues may hold.
 - All expense areas have been reviewed and will continue to be monitored and reviewed for potential adjustments

Motion to accept the web report made by Scott Sheridan seconded by Maria Matos approved unanimously.

- **Governance**

- Maria and Scott met with Paul Stock from DANA for board consulting services. We might need help with board member recruitment and resource development. Paul recommended Richard Haviland for board development consultations, strategic development and leadership development programs. Mercedes will be meeting with him and is happy to give her impressions.
- Questions were brought up about DANA being the right consultants for Charter School development. Maria has worked with DANA. They are good, but might not have the expertise we are looking for.
- The idea of hiring a grant writer or development director. As of now members of the board, primarily Shawn, have been focused on the grant writing.
- The finance committee will discuss the possibility of hiring a grant writer.

- **Strategic Growth and Development**

- There was a meeting on the 13th. Discussed were the funding needs in the near future. HVAC, roof replacement, new outfitting and other capital improvements are necessary. These are big ticket items. If we could find the money to purchase the busses outright, that would be preferable to leasing to own.
- A couple of federal grants have been identified. School facilities grants call for proposal has come out and will be due in April. Other grants for funding schools will come out in the Spring and will be due in the Summer.
- Clifton Jones contacted Norma regarding a specific grant and needs to contact him again about other grant opportunities.
- The Longwood foundation grant will be coming up this March. We will require a business plan, something concrete.
- In the original charter we stated we will survey our parents, but we need more data in order to substantiate parent needs for the use in grant applications. The survey has apparently been done the past two years, we need the data for strategic growth purposes.
- A luncheon has been discussed for marketing purposes, follow ups are coming.
- What is the ask? What are our priorities? This needs to drive the focus of the strategic development committee. Determining if we are going to continue leasing or if we will be purchasing before moving forward.

- **Academics**

- Initial LAS Links administration (in progress)
The testing began on 10/30, despite challenges with accommodations things are coming along. The listening, reading and writing are underway for most classes, and are nearing completion. However, the speaking section requires 603 students to do the speaking 1:1 which is a logistical problem.
Alternatively, the 5th grade could give us an understanding of how students' speaking has improved over the course of our students to be at the end of the elementary program. With 3rd-4th completing listening, reading and writing and 1st and 2nd completing listening and reading while K only completes the

listening section.

Having a testing coordinator would be helpful as the testing takes Gianna and Jill away from their other duties. The person hired for this position, if approved, would be the testing coordinator and IT support.

- We will be exploring other options other than LAS Links due to the challenges that have been faced.
- Diandra running the RTI has made the process much more streamlined. The 4 paras have been trained. The groups have been made. The groups are now 5-7+ in tier 3. There has been some progress made. In particular, students in the 1st percentile have shown improvement.

Steve from iTracker will be providing data which will be shared at the next meeting.

The coach has meet with all K-2 and Diandra. Diandra has been going in with a checklist to increase fidelity of RTI implementation. Diandra has become a coach of the RTI process and should be commended.

- **Personnel Committee**

- The Personnel Committee has not met in the last month, meetings are being scheduled.

Old Business

The charter modification was put on hold because of the annual report being due this month. Jill has done an amazing job of the academic portion. The report is due on the 3rd of December. The charter modification has pieces provided by the state that can be incorporated.

Middle School Expansion will include:

- Advisory
- Leadership
- Mindfulness
- Health and Wellness
- Social Justice Curriculum
 - Leaders from the community

The process is developing and will be offered to the board by the upcoming meeting.

Announcements

No new announcements were made

Executive session:

Motion to move into executive session made by Scott Sheridan and seconded by Norma Antongiorgi

Transparency Time:

Topics:

Personnel and functional payroll

K-8 Expansion

Motion to come out of executive session made by Scott Sheridan, seconded by Nora Lewis, passed unanimously.

Motion to adjourn meeting made by Scott Sheridan, seconded by Shawn Stevens, passed unanimously.

Meeting adjourned at 8:02