ACADEMY FOR URBAN LEADERSHIP
BOARD MEETING MINUTES
February 23, 2016
6:30 PM

I. CALL TO ORDER: 6:51 PM

This meeting has been publicized in accordance with Section 5, Ch 231, PL 1975, and Open Public Meeting Law by notification of the Home News Tribune and at the Academy for Urban Leadership Charter High School within the legal time required. Time may be allotted for public comment at this meeting.

II. FLAG SALUTE

I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one Nation under god, indivisible with liberty and justice for all.

III. MISSION STATEMENT

To employ an educational design and experience that merges the highest standards of academic excellence while fostering convictions and commitment to social and economic justice. The school acknowledges that both family and community involvement are integral to the student's academic achievement level, and will focus on fostering strong relationships between the school, family and community. Through these partnerships, the school will strive to create a nurturing environment by providing each student with the five resources deemed necessary for healthy child development by the President's Summit for America's Future. These include: a one-on-one relationship with a caring adult, a safe place to learn and grow, a healthy start, a marketable skill through effective education, and a chance to give back to peers and the community.

In order to provide a quality education, the curriculum offered will involve rigorous academics with a holistic approach to education. Special emphasis will be placed on service learning and espousing the importance of civic and social responsibility. The development of character, leadership skills, conflict resolution abilities, and community responsibility will be stressed to provide the students with the necessary tools to become contributing members of a democratic society.

ACADEMY FOR URBAN LEADERSHIP
BOARD MEETING MINUTES
February 23, 2016
6:30 PM

IV. ROLL CALL

Board Members

Eloisa Hernandez (President)	Present
Robert Fink (Vice President)	Present
Edgardo Galleno (Secretary)	Present – Arrived at 7:50 PM
Hector Bonilla	Present
Luis Vargas	Present
Claudine Bishop	Present – Arrived at 8:06 PM Left at 11:38 PM
Noelia Colon	Absent
Tashilee Vazquez	Present
Eleni Glykis	Present – Arrived at 8:07 PM

Additional attendees:

Nestor Collazo (Lead Person)	Present
Roberto Reyes (Principal)	Present
Christine Lopac (Vice Principal)	Present – Excused at 11:38 PM
Patricia Bombelyn (Board Solicitor)	Present
Gil Berrios (Board Secretary)	Present – Excused at 11:38 PM

V. APPROVAL OF MINUTES

A. Move that the Board of Trustees approve the **Regular Board Minutes** dated **February 2, 2016** for the **FY2015-2016.**

Motion: Robert Fink, Second: Luis Vargas, Roll Call: Eloisa Hernandez Yes, Robert Fink Yes, Hector Bonilla Yes, Luis Vargas Yes, Tashilee Vazquez Yes. Note: Edgardo Galleno, Claudine Bishop and Eleni Glykis had not yet arrived for the meeting.

ACADEMY FOR URBAN LEADERSHIP
BOARD MEETING MINUTES
February 23, 2016
6:30 PM

Move that the Board of Trustees approve a change in the order of the agenda to move on the two items under **Other Motions** and to hear the scheduled **Webinar presentation.**

Motion: Robert Fink, Second: Luis Vargas, Roll Call: Eloisa Hernandez Yes, Robert Fink Yes, Hector Bonilla Yes, Luis Vargas Yes, Tashilee Vazquez Yes. Note: Edgardo Galleno, Claudine Bishop and Eleni Glykis had not yet arrived for the meeting.

Other Motions

1. Move that the Board of Trustees approve a **Resolution #2016-1** to recognize **Cesar Colon** for his vital role and leadership in a **Blood Drive** which took place on January 29, 2016.
Motion: Robert Fink, Second: Luis Vargas, Roll Call: Eloisa Hernandez Yes, Robert Fink Yes, Hector Bonilla Yes, Luis Vargas Yes, Tashilee Vazquez Yes. Note: Edgardo Galleno, Claudine Bishop and Eleni Glykis had not yet arrived for the meeting.
2. Move that the Board of Trustees approve a **Resolution #2016-2** to recognize **Mr. Christopher Cassio** for his vital role and leadership in promoting and supporting the **New York Blood Center Drive**, which took place on January 29, 2016.
Motion: Robert Fink, Second: Luis Vargas, Roll Call: Eloisa Hernandez Yes, Robert Fink Yes, Hector Bonilla Yes, Luis Vargas Yes, Tashilee Vazquez Yes. Note: Edgardo Galleno, Claudine Bishop and Eleni Glykis had not yet arrived for the meeting.

The Resolution was presented to Mr. Cassio. Mr. Cassio advised that 53 units of blood were collected throughout the day.

VIII. SPECIAL PRESENTATION

A. My Learning Plan Webinar 7:00 PM by Stacy Pena

Ms. Pena advised My Learning Plan is a web-based Professional Development Management System. The process for this Professional Development Management System allows the educator to choose a professional development of interest, receive approval for the professional development and participate in the professional development to advance student growth. Throughout this process, the administrator can manage the professional development requirements, manage the finances, as well as analyze the data. Ms. Pena advised that any of the forms could be changed to meet the requirements of our school.

Ms. Pena presented another available option, the Oasys System, which is an Observation and Appraisal Management System. This system allows the evaluator to schedule a pre and post observation with the evaluatee, collect data, complete rubrics and calculate the scores. Again, Ms. Pena advised this system would be able to implement the Danielson Evaluation tool to meet the needs of AUL.

VI. CORRESPONDENCE

None

VII. PUBLIC COMMENT #1

Ms. Brittany Morgan, English teacher at AUL Charter School, spoke to the Board of Trustees in support of Mr. Joseph Ramalho, AUL Music teacher.

Mr. Ramalho requested to speak with the Board.

Move that the Board of Trustees go into Close Executive Session at 7:47 PM.
Discussion: Personnel Matter
Motion: Robert Fink, Second: Luis Vargas, Roll Call: Eloisa Hernandez Yes, Robert Fink Yes, Hector Bonilla Yes, Luis Vargas Yes, Tashilee Vazquez Yes. Note: Edgardo Galleno, Claudine Bishop and Eleni Glykis had not yet arrived for the meeting.
Return from Close Executive Session at 10:15 PM.

IX. COMMITTEE REPORTS

- **Finance:** Items in Agenda. Item #2, Fund 10 General Warrants List, includes an amount payable to Falak Construction. This construction project is set to be completed in mid-March. Item #6, shows a revised budget in the amount of $269,125.00. The majority of these funds are going to transportation, High Street issues and the water work.

Item #8, approval of the Line of Credit Commitment Letter with Investors Bank. Lastly, it is necessary to post an RFP for a Treasurer of School Monies. In the meantime, the uncertified documents can be forwarded to the County to be kept on record.

- **Facilities**: There was damage to the High Street location due to a sewage back up. The work to get the facility reopened took approximately two weeks. The entire school was disinfected, as well as the kitchen and bathroom tiles being replaced. New ceramic tiles were used, instead of vinyl. Mr. Fink, Mr. Vargas and Mr. Berrios met with the pastor and members of the Simpson United Methodist Church. During this meeting, the church agreed that it was their responsibility to make payment for the repairs. It was also agreed that AUL would make half of the payment, however, that amount would be deducted from the amount of the rent.
- **Personnel**: Discussion in Close Executive Session. The committee would like to have the staff handbook in place before the end of the school year. The committee has received sample contracts for administration, staff and support staff. There has been discussion regarding stipends for teachers in leadership roles, including PLC coaches, academy leaders and data coordinators. Mr. Bonilla stated that these stipends are rewards for being supervisors, which is against what our charter school stands for. During the month of April, discussion will take place on renewals for FY2016-2017; the committee is available to help administration if needed. The Strategic Plan will be discussed at the Board Retreat on Tuesday, March 8, 2016.
- **Curriculum**: Items in Agenda.
- **Outreach**: Ms. Vazquez advised that the school received wonderful media coverage when Carlos Beltran, New York Yankee baseball player, visited AUL. Mr. Beltran spoke with the junior and senior classes. This event promoted our charter school and it was a unique opportunity for our students.
- **Governance**: The committee would like to establish a budgeted amount for FY2016-2017 in the amount of $11,190.00. These funds would enable Board members to attend the New Jersey Charter School Convention, have a facilitator available for the Annual Board Retreat, training sessions with New Jersey School Board (Board members professional development), background checks and fingerprinting and two members attending the National Charter School Conference. A Comprehensive Equity Plan packet were given to Board members for review. The committee would appreciate any suggestions or changes be sent to Dr. Collazo with a copy to Mr. Fink by March 3, 2016.

This Comprehensive Equity Plan must be submitted by April 1, 2016.

X. LEAD PERSON'S REPORT

Lead Person, Nestor Collazo, will give details of his report to the Board.

- AUL may have a compliance issue with PARCC since only 190 students out of 300 students took the PARCC test, which is not 95% compliant. Commissioner Hespe has advised districts that Federal funding is dependent upon meeting the testing compliance. In a letter from the State of New Jersey Department of Education dated the 2nd of February, 2016, many districts received a corrective action plan. This plan is due back to the State of New Jersey by the 4th of March, 2016. It is extremely important that information regarding the PARCC test be communicated to parents, students and faculty. AUL students must remain serious about taking the PARCC test. Dr. Collazo is suggesting a policy modification to include the PARCC test. Regarding the testing, Mrs. Bishop stated that students should be given some type of incentive.
- Professional development for administration and staff continued through the month.
- A lockdown with the Perth Amboy Police Department is scheduled for tomorrow, February 24, 2016.
- A security guard and a guidance counselor were hired on February 3, 2016.
- AUL is in the process of working out a formula with Realtime for monthly attendance information.

XI. STUDENT REPRESENTATIVE'S REPORT

None

XII. PARENT REPRESENTATIVE'S REPORT

None

XIII. TEACHER REPRESENTATIVE'S REPORT

None

XIV. BOARD PRESIDENT'S REPORT

None

ACADEMY FOR URBAN LEADERSHIP
BOARD MEETING MINUTES
February 23, 2016
6:30 PM

XV. OLD BUSINESS

None

The Lead Person recommends the following items for approval:

XVI. MOTIONS – Consent Agenda

Motion Items #1 - #11

Motion: Edgardo Galleno, Second: Tashilee Vazquez, Roll Call: Eloisa Hernandez Yes, Robert Fink Yes, Edgardo Galleno Yes, Hector Bonilla Yes, Luis Vargas Yes, Tashilee Vazquez Yes, Claudine Bishop Yes, Eleni Glykis Yes.

Curriculum

1. Move that the Board of Trustees approve the **Purchases ($8,897.11), Professional Development ($550.00), Class Trip ($1,839.05)** and **Internship Program (Free)** for a total cost **$11,286.16**.

PURCHASE		
FACULTY	**DESCRIPTION**	**COST**
Hala Morcos	**Barron's AP Chemistry 7th Edition** by Neil D. Jesperson Books will prepare students for the state exam. Workbook that students can write and see how the state exam looks like. They can work on it and compare their answer to the answer key. **Unit Price: $10.38 x 15 books** **** Text material needed for new Semester 2 courses**	**$155.70**
Douglas Frost	**HS Scholars Program student registration for Spring 2016 semester** Registration for 12 students @$155.00 HS Scholar Program Description: **Memorandum of Agreement between AUL and Middlesex County College**	**$1860.00**

	To: Dr. Nester Collazo **From:** Kimberlee Hooper, Director, Office of School Relations **CC:** Don Groninger, Chair, Mathematics; Marla Brinson, Dean, Student Affairs **Date:** September 21, 2015 **Re:** College Credit Options for High School Students – 2015-2016 As agreed the Academy for Urban Leadership Charter School students have the opportunity to earn college credit while still in high school. Through the High School Scholars program, Middlesex County College courses are offered at your high school during regular school hours and taught by one of your district's teachers. Our agreement requires the following: • Course work must parallel MCC course work and cover all topics referenced in the course outline. • Participation in the program will cost the students $155 per course each semester. • Courses approved to offer during the academic year include: o MAT 116 – Douglas Frost, Kathleen Ryan o MKT 201 – Nicholas Critelli o BUS 101 – Nicholas Critelli We are pleased to continue our partnership with your district and look forward to expanding the course off	
Douglas Frost	**eBook rental on Financial Algebra** **25 eBooks @ $28.49** **Hardcover Financial Algebra** **25 books @ $ 119.95** **<u>** Text material needed for new Semester 2 courses</u>**	$712.25 $2,998.75 **TOTAL** **$3,711.00**
Luizette Armise	Adobe Photoshop CC Classroom in a book 15 books @ $32.01 **<u>** Text material needed for new Semester 2 courses</u>**	**$480.15**
Daniel de Jesus	**Facility Fee for District 19 Tournament** NJSIAA District Wrestling Tournaments Woodbridge High School Joseph Ward Athletic Director	**$100.00**
Daniel de Jesus	**Individual State Tournament** NJSIAA District Wrestling Tournament Woodbridge High School	**$80.00**

ACADEMY FOR URBAN LEADERSHIP

BOARD MEETING MINUTES

February 23, 2016

6:30 PM

	Joseph Ward Athletic Director	
Eileen Matichuk	**Thermometer's SureTemp** For High Street (which is broken) and one for YMCA (not working properly-too old). **Each thermometer is @ $249.00** **Cabinet for High Street** High Street needs to store medical and supplies **TOTAL**	**$498.00** **$1,029.00** **$1,527.00**
Eileen Matichuk	**AED for High Street – Not machine, only chip, pads and battery.** High Street has one AED but was purchased in 2008, we will purchase the chip and replace and will be able to continue using. Also need to replace the battery, which last 5 yrs. and pads that last 2 yrs. **Cost: Pads - Adults 2 @$38, Pad – kids 1@$99,First responder kit @ $25 and 5 yr battery @$149.00** **TOTAL**	**$349.00**
Chris Tereschko	**NJ Charter School Athletic League** **HS Girls Basketball Tournament** Basketball Individual Tournament Varsity Girls Basketball Team was invited to participate in the 1st Annual NJ Charter School Athletics League Girls Basketball Invitational Tournament. Tuesday, February 9, 2016 and Friday, 12, 2016 at the Newark YMCA located on 600 Broad St. Newark, NJ 4 Invited Teams: • Great Oaks Charter High School • Paulo Freire Charter High School • Peoples' Prep Charter High School • Urban Leadership Academy Charter High School	**$250.00**
Saad Syed Mrs. Mukherjee	**2 Intro to Microbiology Teacher's addition** Cost: 2 @ $85.95 2 Case workbook: Human Gothics Cost: 2 @ $6.68 Fetal Pigs Jumbo Book **** Students already have their books, but still missing the teachers addition**	$171.90 $13.36 $199.00 **$384.26**

ACADEMY FOR URBAN LEADERSHIP

BOARD MEETING MINUTES

February 23, 2016

6:30 PM

PROFESSIONAL DEVELOPMENT			
FACULTY	DATE OF PD	DESCRIPTION	COST
James O. O'Brien	May 31- June 8	**College Board ask to be an Advanced Placed Reader for the AP US History Exam** from June 1-7. Location: Louisville, Kentucky Dates: May 31-June 8th In charge of reading and scoring the essays for seven straight days. No Cost	No cost
Eileen Matichuk	April 9, 2016	**NJSSNA Spring Conference Registration** Renaissance Woodbridge Hotel – Saturday Continuing education and expand her knowledge & clinical skills on dealing with today's issues with HS Students	**$290.00**
Sarah Joseph	April 8th, 2016 7AM to 3:30PM	**12th Annual School Counselor Conference Kean University** Will highlight issues and outcomes in how to assume and address in helping students and their families prepare future academic or career goals. Full day of retreat on campus, can network with colleagues and reinforce skills through professional development workshops.	**$35.00**
Sarah Joseph	March 11th 10AM – 2PM	**Counselor's Day @ Rutgers** Exclusive event for NJ High School Counselors Rutgers Spring Counselor Day Rutgers University - Newark	**No Cost**
Sarah Joseph	March 8th 8AM – 3PM	**Test Coordinator Training – PARCC** District Test Coordinator and District Technology Coord. Forsgate Country Club Monroe Twp, NJ	**No Cost**
Maria Sena Roberto Reyes Christine Lopac Ada Gonzalez	To be scheduled	**Attendance Webinar** Online training for Real-time Learn the system in a better capacity **ONSITE TRAINING:** **As outlined in our agreement, after the first year's included on-site training hours are used, additional on-site training is billable at $150.00 per hour plus $75.00 per hour for the travel.** **We will schedule the desired training once we have received a Purchase Order covering the anticipated charges. Realtime will not provide any billable training without prior receipt of a Purchase Order.**	$150.00 $75.00 **TOTAL** **$225.00**

ACADEMY FOR URBAN LEADERSHIP

BOARD MEETING MINUTES

February 23, 2016

6:30 PM

CLASS TRIP			
FACULTY	**DATE**	**DESCRIPTION**	**COST**
Nick Critelli	May 12, 2016	**Business & Marketing Education Day** Six Flags Great Adventure Jackson, NJ Leaving @ 8:30 am Returning 6:00 pm Juniors & Seniors **Cost of Trip:** 45 students @ $32.09 = $1,444.05 **TRANSPORTATION:** 1 Bus needed @$375 **Parking:** $20	$1,444.05 $375.00 $20.00 **TOTAL** **$1,839.05**

DESCRIPTION:

For years, Six Flags has invited high school and middle school students to learn about business by bringing them inside the marketing of a theme park. Through our partnerships we invite professionals from all different industries to speak to students about all levels of marketing.

Business and Marketing Challenge

Each year Six Flags creates a new challenge that ask students to design a business plan for everything from a new concert or sporting event to marketing non-profits. Tying in these classroom principles to a theme park makes this event a favorite and helps them gain insight into a future career. Participating students compete for theme park tickets. Winners are announced at Showcase Theater following the 11am presentation.

Exclusive Education Day

May 12 is an Exclusive Education Day; this means the theme park is only open for education groups.

Finance

2. Move that the Board of Trustees approve Fund 10 General Warrants List for January 30th, 2016 – February 18, 2016 in the amount of **$191,373.64**.
3. Move that the Board of Trustees approve Fund 10 General Warrants List for February 19, 2016 – February 23, 2016 in the amount of **$133,667.39**.
4. Move that the Board of Trustees approve the Payroll Report for January 30, 2016 in the amount of **$163,988.39.**

5. Move that the Board of Trustees approve the Payroll Report for February 15, 2016 in the amount of **$172,008.67**.
6. Move that the Board of Trustees approve the **Revised Budget** for FY2015-2016.
7. Move that the Board of Trustees approve **Additional Fund Balance** of $**269,125.00** for FY2015-2016.
8. Move that the Board of Trustees approve the Investors Bank **Line of Credit Commitment Letter** of **$750,000.00**.

Personnel

9. Move that the Board of Trustees approve the Membership Application for Executive Administrative Assistant Professional for Eileen Ortiz FY2015-2016 for a cost amount of **$141.00**.
10. Move that the Board of Trustees approve the Introduction to School HR Management at FEA 12 Centre Drive Monroe Township, NJ 08833 March 15, 2016 9AM-3PM for Eileen Ortiz FY2015-2016 for a cost amount of **$149.00**.

Governance

11. Move that the Board of Trustees approve the **1st Reading Policies for the Comprehensive Equity Plan** for the FY2015-2016.

Other Motions

3. Move that the Board of Trustees empower the Executive Committee to give final approval on the Corrective Action Plan regarding PARCC to enable a timely filing.

Motion: Edgardo Galleno, Second: Tashilee Vazquez, Roll Call: Eloisa Hernandez Yes, Robert Fink Yes, Edgardo Galleno Yes, Hector Bonilla Yes, Luis Vargas Yes, Tashilee Vazquez Yes, Claudine Bishop Yes, Eleni Glykis Yes.

4. Move that the Board of Trustees accept the letter of resignation from Mr. Joseph Ramalho on this date February 23, 2016.

Motion: Robert Fink, Second: Luis Vargas, Roll Call: Eloisa Hernandez No, Robert Fink No, Edgardo Galleno No, Hector Bonilla No, Luis Vargas No, Tashilee Vazquez No, Claudine Bishop Abstain, Eleni Glykis No.

5. Move that the Board of Trustees accept Dr. Collazo's recommendation to terminate Joseph Ramalho effective date February 23, 2016 at 11:33 PM.

Motion: Robert Fink, Second: Eleni Glykis, Roll Call: Eloisa Hernandez Yes, Robert Fink Yes, Edgardo Galleno Yes, Hector Bonilla Yes, Luis Vargas Yes, Tashilee Vazquez Yes, Claudine Bishop Yes, Eleni Glykis Yes.

6. Move that the Board of Trustees accept Dr. Collazo's recommendation to terminate Kathleen Ryan effective date February 23, 2016 at 11:35 PM.

Motion: Robert Fink, Second: Eleni Glykis, Roll Call: Eloisa Hernandez Yes, Robert Fink Yes, Edgardo Galleno Yes, Hector Bonilla Yes, Luis Vargas Yes, Tashilee Vazquez Yes, Claudine Bishop Yes, Eleni Glykis Yes.

XVII. NEW BUSINESS

None

XVIII. PUBLIC COMMENT #2

None

XIX. EXECUTIVE SESSION

Public bodies may meet in closed session when the matters under discussion are: (1) Matters made confidential by state, federal law or rule by court. (2) Disclosure would result in an unwarranted invasion of individual privacy, unless the person affected consents in writing. (3) Disclosure would impair the body's right to receive federal or state funds. (4) Collective bargaining. (5) Lease or acquisition of property, setting of banking rates, investment of public funds if disclosure would harm the public interest. (6) Investigations into violations of law. (7) Strategies to protect public security. Pending, ongoing or anticipated litigation or contract negotiation, including attorney-client privilege. The threat of litigation must be more than theoretical for this exemption to apply. (8) Personnel matters affecting employees of the public bodies, unless all parties request or consent to a public hearing. Prior to discussion of personnel, affected employees must be given notice, known as a Rice notice, which gives the employee the right to request a public hearing. (9) Proceedings that could result in a suspension, civil penalty, or loss of a license or permit

ACADEMY FOR URBAN LEADERSHIP
BOARD MEETING MINUTES
February 23, 2016
6:30 PM

Close Executive Session: 11.37 pm
Unanimous Vote: Motion: Luis Vargas, Second: Robert Fink, Roll Call: Eloisa Hernandez Yes, Robert Fink Yes, Edgardo Galleno Yes, Hector Bonilla Yes, Luis Vargas Yes, Tashilee Vazquez Yes, Claudine Bishop Yes, Eleni Glykis Yes.

Discuss:
Attorney-client Privilege

Return from Executive Session:

XX. ADJOURNMENT