

**ACADEMY FOR URBAN LEADERSHIP
BOARD MEETING MINUTES
MAY 30, 2018
6:30 PM**

I. CALL TO ORDER: 6:48 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 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.

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IV. ROLL CALL

Board Members

Robert Fink (President)	Present
Edgardo Galleno (Vice President)	Present
Jesenia Vargas (Corporate Secretary)	Present – Left at 8:22 PM
Claudine Bishop	Present
Hector Bonilla	Present
Michelle Roman	Absent (Excused)
Stephanie Valdiviezo	Absent

Additional attendees:

Nestor Collazo (Lead Person)	Present
Roberto Reyes (Principal)	Present
Shanesia Davis-Clyburn (Vice Principal)	Present
Jeannie Paz (Vice Principal)	Absent (Excused)
Patricia Bombelyn (Board Solicitor)	Present – Arrived at 6:55 PM
Johnny Rosa (Board Secretary)	Present
Johanna Rodriguez (Parent Representative)	Absent

V. APPROVAL OF MINUTES

Move that the Board of Trustees approve the **Regular Board Minutes** dated April 25, 2018 and the **Special Board Minutes** dated May 9, 2018 and May 14, 2018.

Motion: Edgardo Galleno, Second: Jesenia Vargas, Roll Call: Robert Fink Yes, Edgardo Galleno Yes, Jesenia Vargas Yes, Claudine Bishop Yes. (Hector Bonilla was out of the room for the vote.)

VI. CORRESPONDENCE

NJDOE: Updates: Summer 2018 Administration of Partnership for Assessment of Readiness for College and Careers (PARCC): dated, May 25, 2018

Correspondence was shared with Board of Trustee members.

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VII. PRESENTATION

None

VIII. PUBLIC COMMENT #1

None

IX. COMMITTEE REPORTS

Committee chairperson(s) will provide a brief overview of pertinent items discussed during the last committee meeting.

- **Academic Excellence Team:** Motions in agenda.
- **Human Resources and Recognition Team:** Several positions are open and interviews are being conducted. Motions in agenda.
- **Finance and Facilities Planning Team:** Motion to approve auditor again for the next school year is on the agenda.
- **Executive Team:** Included in the meeting packet is the Charter School Board of Trustees Self Evaluation. Mr. Fink explained that the questions of the evaluation are about the Board as a whole and also as an individual Board member. Mr. Fink asked that this evaluation be completed by Wednesday, June 6, 2018. Mr. Fink mentioned that in each Board members binder there is a note regarding the Governance training which needs to be completed by June 15, 2018.

X. LEAD PERSON'S REPORT

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

- Dr. Collazo asked Mr. Reyes to speak about the senior prom. Mr. Reyes advised that there was a new location for the prom this year. Mr. Reyes noted that the students who attended the prom had a great time. Regarding the senior prom, Mr. Reyes wished to share one story with the Board. One student did not have appropriate clothing to wear to the prom. Staff members took that student shopping and purchased the necessary clothing items to wear to the prom. Mr. Reyes stated that this is what AUL is all about! Mr. Reyes also mentioned that the eighth grade had a moving up dance on the same day as the senior prom. Ms. Paz organized this event which included a live band. The eighth grade students invited the seventh grade students to attend the dance.
- Dr. Collazo reviewed the summer school program proposal to Board members. Dr. Collazo explained how AUL will use the extended school year as credit recovery for all students, as well as advancing student course work in accelerated and AP courses. Mr. Fink noted that he would like to see AP Economics offered to AUL students. Referring to

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the correspondence received from the NJDOE regarding the summer PARCC mandate, Dr. Collazo advised that this must also be included in AUL's summer school program.

- Regarding the SAT prep course proposed for rising seniors, Dr. Collazo explained that this course is necessary to prepare our students for the test. The NJDOE takes one snapshot of the SAT results in the fall. It is important that AUL ensure our students are exposed earlier to SAT preparation to excel and to show growth on the test.
- Dr. Collazo noted that seventh grade orientation is also included in the summer school proposal as an onboarding program. The incoming seventh grade students will have the opportunity to learn the expectations of AUL and will hit the ground running in September.
- Dr. Collazo advised that the State will be visiting AUL on June 8th. The State representatives will be speaking with administration regarding AUL's renewal and would like to visit all campuses.
- Dr. Collazo noted the Professional Development provided by Leah Robbins from National Training Network. Ms. Robbins has worked with math teachers in both the middle school and high school. Throughout the school year, math students have used a five step SOLVE method for problem solving. This problem solving method helps students become better thinkers.
- Ms. Davis attended a Middlesex County police training workshop which included training on lockdown procedures.
- Mr. Galleno questioned the high number of incidents for the seventh and ninth grade students listed on the discipline report. Dr. Collazo advised that administration is working hard with all students regarding infractions. Dr. Collazo stated that the infractions are probably a combination of many factors including uniforms and students exiting the building on April 20th during the "hallway" walk out. When reporting an incident, Dr. Collazo advised that it is necessary for all staff to have the same understanding on the definition of each infraction.
- Mr. Fink stated that he has an issue with the defiance numbers listed on the discipline report for the seventh and ninth grade students. Mr. Fink stated that when this problem is addressed, many other problems get solved. This matter needs to be addressed immediately by administration with parents and students. Mr. Fink noted that defiance becomes a distraction for others and also becomes an improper model for other students.
- Mr. Bonilla noted that the seventh grade students are the "new kids on the block" in middle school and the ninth grade students are the "new kids on the block" in high school. Mr. Bonilla asked if there was any criteria available to compare the seventh and

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ninth grade students to the previous academic year. Dr. Collazo mentioned again the importance of infractions being recorded in the same manner. Also, Dr. Collazo advised that I & R S (Intervention and Referral Services) should be available to intervene with issues dealing with student behavior and academics. Mr. Fink advised that it is important to instill AUL's culture to students on the first day of school. Mr. Fink suggested that the Step-Up program assist with the new student orientation in the summer.

- Dr. Collazo advised that the current enrollment is 565 students. Mr. Fink stated that there is a need for new strategies for student recruitment. There is a need for parent involvement in the recruitment process. Our parents are the ambassadors of AUL. Mr. Fink suggested a parent training be developed to aid in marketing our school for student recruitment. At the next Executive team meeting, Mr. Galleno suggested the Outreach Coordinator show what is being shared with the community regarding recruitment. Perhaps this information needs to be updated.
- Mr. Fink expressed concern with the staff tardiness percentage. It is important that staff model leadership by being punctual.
- Dr. Collazo advised that it was a very busy month for the Guidance department. PARCC testing and AP testing took place during the month. Progress reports for the last marking period were mailed out to parents.
- Regarding college applications, Dr. Collazo advised that the number has decreased from fourteen to nine students that have not yet applied to a college. Dr. Collazo stated that a report for the Class of 2018 college information can be presented to the Board on a weekly basis until graduation. There was a discussion by administration and Board members for the need of an alumni association.

XI. STUDENT REPRESENTATIVE'S REPORT

None

XII. PARENT REPRESENTATIVE'S REPORT

None

XIII. TEACHER REPRESENTATIVE'S REPORT

None

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XIV. BOARD PRESIDENT’S REPORT

Robert Fink, President of the Board, will give his report.

- Lead Person Search Update – Mr. Fink advised that stakeholder interviews with possible candidates are ongoing. Out of twenty-four applications received, seven candidates were interviewed. There will be three finalists. Those three candidates will interview before Board members at a Special Board meeting to be held next Tuesday, June 5, 2018.
- Board Elections – Mr. Fink advised that Board elections will take place on June 13, 2018. All applications are due tomorrow by 3 PM.
- Lead Person Evaluation – Mr. Fink stated that the Lead Person evaluation is due by June 5, 2018.
- Thank You to Kayla’s Love Doves – In memory of alumni Sammy Melendez, Mr. Fink offered his thank you to Kayla’s Love Doves for their contribution.
- Thank You to the Senior Class – Mr. Fink thanked the Class of 2018 for their invitation to the Senior Prom. Mr. Fink mentioned that the new venue was a good fit for our school, even though it was further away. Mr. Fink also thanked the senior class for the leadership that they showed regarding the uniform issue.
- Good is not Good Enough – Mr. Fink noted that it is necessary for us to continue to push ourselves forward. AUL is a school of choice.

XV. OLD BUSINESS

None

The Lead Person recommends the following items for approval:

XVI. MOTIONS – Consent Agenda

Motion Items #1-6 under Academic Excellence; Motion Items #1-2 under Human Resources and Recognition; Motion Items #1-9 under Finance and Facility Planning.

Motion: Edgardo Galleno, Second: Jesenia Vargas, Roll Call: Robert Fink Yes, Edgardo Galleno Yes, Jesenia Vargas Yes, Claudine Bishop Yes, Hector Bonilla Yes.

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Academic Excellence

1. Move that the Board of Trustees approve the Professional Development for Miriam Rodriguez to attend the “Essential of Human Resources Law 2018” workshop on June 13, 2018 at no cost to the BOT. *In the event a change of date should occur and provided that only the date is changed, the administration can approve the date change after informing the Executive Committee.* (11-000-223-500-000-068)
2. Move that the Board of Trustees approve the Professional Development for Olesia Parmar to attend the “Charter Schools Technical Assistance Workshop for ELL” on June 19, 2018 at a cost not to exceed \$110 (transportation and wage). *In the event a change of date should occur and provided that only the date is changed, the administration can approve the date change after informing the Executive Committee.* (11-000-223-500-000-066)
3. Move that the Board of Trustees approve the Professional Development for Sylvia Ramales to complete 2 days for her Masters on June 25, 2018 – June 26, 2018 at no cost to the BOT. *In the event a change of date should occur and provided that only the date is changed, the administration can approve the date change after informing the Executive Committee.*
4. Move that the Board of Trustees approve a field trip to Berkeley College Campus on June 2, 2018 for 40 11th graders to participate on a Campus tour from 8:00am – 3:00pm organized by S. Hall at no cost to the BOT. *In the event a change of date should occur and provided that only the date is changed, the administration can approve the date change after informing the Executive Committee.*
5. Move that the Board of Trustees approve an overnight field trip to Six Flags Great Adventure on June 8, 2018 for 50 12th graders from 8:00pm – 2:00am organized by Krystal Hargrave at a cost not to exceed \$450 (Transportation and Parking Cost, Entry Fee paid by the student). *In the event a change of date should occur and provided that only the date is changed, the administration can approve the date change after informing the Executive Committee.* (11-000-270-512-000-077)
6. Move that the Board of Trustees approve the attached 2018 – 2019 School Calendar.

Human Resources and Recognition

1. Move that the Board of Trustees approve the following appointments for the 2017 – 2018 school year:
 - a. Rafael Puntiel for a 12 month position as a Part-Time Custodian at \$15/hour effective May 31, 2018. (11-000-262-100-000-066) (Replacing Mugica)

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2. Move that the Board of Trustees approve the resignation of Douglas Frost as the Video Club Advisor effective immediately.

Finance and Facility Planning

1. Move that the Board of Trustees approve Fund 10 General Warrants List for April 26, 2018 – May 21, 2018 in the amount of \$110,128.28.
2. Move that the Board of Trustees approve Fund 10 General Warrants List for May 22, 2018 – May 29, 2018 in the amount of \$17,913.62.
3. Move that the Board of Trustees approve Fund 10 General Warrants List for May 30, 2018 in the amount of \$141,097.64.
4. Move that the Board of Trustees approve the Payroll Report for April 30, 2018 for \$246,820.45.
5. Move that the Board of Trustees approve the Payroll Report for May 15, 2018 for \$243,548.93.
6. Move that the Board of Trustees approve the payment to Sodexo for March, 2018 for an amount not to exceed \$14,721.31. (60-910-310-500-000-000)
7. Move that the Board of Trustees accept the Treasurer's Report for April, 2018.
8. Move that the Board of Trustees approve the Monthly certification of Financial Status: Pursuant to NJAC 6:23-2.11(a)4, the members of the Academy for Urban Leadership Board of Trustees certify as of April 30, 2018 after review of the secretary's monthly financial reports (appropriation section) and upon consultation with the appropriate district officials, that to the best of our knowledge, no major account or fund has been over-expended in violation of N.J.A.C. 6A:23-2.11(a)3 and that sufficient funds are available for the remainder of the fiscal school year FY 2017-2018.
9. Move that the Board of Trustees approve the appointment the professional services of Galleros Koh LLP for financial audit services and preparation of annual information returns for the 2018 – 2019 school year at a cost not to exceed \$19,500.

Executive Team

Other Motions

1. Move that the Board of Trustees approve the attached summer program for 2018 for an amount not to exceed \$105,040.

Motion: Edgardo Galleno, Second: Jesenia Vargas, Roll Call: Robert Fink Yes, Edgardo Galleno Yes, Jesenia Vargas Yes, Claudine Bishop Yes, Hector Bonilla Yes.

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2. Move that the Board of Trustees approve the Spring Concert at St. Michaels Byzantine Catholic Church on Wednesday, June 6, 2018 at 6:00pm.

Motion: Edgardo Galleno, Second: Claudine Bishop, Roll Call: Robert Fink Yes, Edgardo Galleno Yes, Jesenia Vargas Yes, Claudine Bishop Yes, Hector Bonilla Yes.

XVII. NEW BUSINESS

None

XVIII. PUBLIC COMMENT #2

Board President invites members of the public to present any additional comments to the Board.

Ms. Eloisa Hernandez, parent of an AUL student, advised that the agenda for this evenings meeting was not online. Mr. Fink stated that this agenda was finished later than usual, due to the holiday and interviews. Ms. Hernandez also noted that the school calendar for 2018 – 2019 was not attached to the agenda for the public.

Ms. Hernandez stated that there needs to be answers relating to the students infractions. It is necessary to look at the data and find the problems. Ms. Hernandez questioned the length of time on staff lateness. Mr. Fink advised that the length of lateness is not the issue, as by law there needs to be a teacher in the classroom with the students.

Ms. Hernandez advised that a Bronze school should be identified and look at their 2012 – 2013 data. AUL should compare if we have the same services.

Regarding college readiness, Ms. Hernandez advised that students should begin their college application process as juniors.

Ms. Hernandez inquired about the summer school program. Mr. Galleno advised that this item had been discussed prior to Ms. Hernandez's arrival; Mr. Galleno outlined the six categories of the summer school proposal for Ms. Hernandez. Mr. Galleno advised that the information regarding summer school should be available to parents by Monday.

Dr. Natasha James-Waldon, JRF Director of Education Services, asked who the contact person would be for the Step-Up Program for the next school year. Mr. Fink advised that the person would be Mr. Reyes.

Dr. James-Waldon mentioned how touched she was hearing what the teachers did for the student needing clothing for the senior prom. Dr. James-Waldon reminded Board members about Cinderellas Closet. This program sends a bus to your school in March to aid those students needing help with items for the senior prom. However, it is necessary to book this program in September.

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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.

Close Executive Session: 8:37 PM

Unanimous Vote: Motion: Edgardo Galleno, Second: Hector Bonilla, Roll Call: Robert Fink Yes, Edgardo Galleno Yes, Claudine Bishop Yes, Hector Bonilla Yes. (Jesenia Vargas had left the meeting.)

Discuss: Attorney-client Privilege

Lopac vs. AUL

Contract Negotiations

Potential Lease/Purchase of Property

Personnel Matters

Return from Executive Session: 9:57 PM

Unanimous Vote: Motion: Edgardo Galleno, Second: Hector Bonilla, Roll Call: Robert Fink Yes, Edgardo Galleno Yes, Claudine Bishop Yes, Hector Bonilla Yes. (Jesenia Vargas had left the meeting.)

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XX. ADJOURNMENT 9:58 PM

**Motion: Edgardo Galleno, Second: Hector Bonilla, Roll Call: Robert Fink Yes,
Edgardo Galleno Yes, Claudine Bishop Yes, Hector Bonilla Yes. (Jesenia Vargas had
left the meeting.)**