

ACADEMY FOR URBAN LEADERSHIP  
BOARD MEETING MINUTES  
NOVEMBER 29, 2017  
6:30 PM

**I. CALL TO ORDER: 6:39 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 – Arrived at 7:03 PM |
| Claudine Bishop                  | Present                      |
| Hector Bonilla                   | Present                      |
| Michelle Roman                   | Absent (Excused)             |
| Stephanie Valdiviezo             | Present – Arrived at 6:40 PM |
| Jesenia Vargas                   | Present                      |

Additional attendees:

|                                         |                  |
|-----------------------------------------|------------------|
| Nestor Collazo (Lead Person)            | Present          |
| Roberto Reyes (Principal)               | Present          |
| Shanesia Davis-Clyburn (Vice Principal) | Absent (Excused) |
| Jeannie Paz (Vice Principal)            | Absent (Excused) |
| Patricia Bombelyn (Board Solicitor)     | Present          |
| Johnny-Rosa (Board Secretary)           | Present          |

V. APPROVAL OF MINUTES

Move that the Board of Trustees approve the Regular Board Meeting Minutes dated October 25, 2017 and the Special Board Meeting Minutes dated November 15, 2017.

Motion: Claudine Bishop, Second: Hector Bonilla, Roll Call: Robert Fink Yes, Claudine Bishop Yes, Hector Bonilla Yes, Stephanie Valdiviezo Yes, Jesenia Vargas Yes. (Edgardo Galleno had not yet arrived to the meeting.)

VI. CORRESPONDENCE

None

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**VII. PRESENTATION – Financial Audit Presentation FY2016 – 2017**

Ms. Leonora Galleros, CPA of Galleros Koh LLP presented a summary of AUL's audit results for FY2016 – 2017 to the Board of Trustees. Ms. Galleros explained that the audit information for FY2016 – 2017 must be uploaded into the Department of Education's homeroom by December 5, 2017.

Ms. Galleros provided the Board of Trustee members with the scope of work performed for the audit. ~~Ms. Galleros stated that there was no material weakness noted during the audit. She~~ also advised that Galleros Koh LLP received the full cooperation of Dr. Collazo, Mr. Rosa, and their office staff.

Ms. Galleros discussed AUL's financial highlights including the General Fund balance, the audit synopsis, and the audit recommendation summary. Ms. Galleros advised that there is a motion on the agenda this evening to approve the audited financial statements as of June 30, 2017 to report to the State of New Jersey the CAFR (Comprehensive Annual Financial Report), the audit synopsis, and the AMR (Auditor's Management Report).

**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**: There are still a few positions that need to be filled including two Paraprofessionals for the High School, a Physical Education teacher for the Middle School, a French teacher for the High School, and a School Nurse.
- **Finance and Facilities Planning Team**: The audit that was conducted at AUL is a labor intense process. After the Board votes on the audit, the information becomes a public document. Also, discussion in Executive Closed Session.
- **Executive Team**: It is necessary to update the entire policy series received from Strauss-Esmay. This update will require a massive team effort. In order to complete the update, it will be possible to split up the series among committees.

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**X. LEAD PERSON'S REPORT**

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

- Dr. Collazo stated that he has noticed a positive marked difference with the focus students have on their work. Dr. Collazo advised that he sees a changing culture, as AUL continues to move forward.
- Dr. Collazo noted that he is overseeing the work being completed on AUL's 5-year plan. ~~Dr. Collazo advised that faculty is working on the curriculum part, the Board is working~~ on the governance portion, and Mr. Rosa is working on the finance/facility part. Mr. Fink stated that work to complete this 5-year plan also requires a team effort. Dr. Collazo noted the importance of this plan as AUL prepares for renewal.
- In order to maintain a safe learning environment, Dr. Collazo advised that all staff is being educated on HIB (Harassment, Intimidation & Bullying) through a professional development workshop conducted by the school counselors and social worker.
- Staff completed a team building exercise by creating a collaborative art piece to represent the unity of AUL staff.
- Dr. Collazo advised that the High School Math teachers took part in a professional development workshop focused on lesson planning and student engagement strategies.
- Dr. Collazo recommended having a retreat to discuss AUL's strategies.
- ~~Dr. Collazo stated that the uniform policy remains a discipline challenge.~~ Mr. Galleno advised that there had been a proposal by students to replace the cardigan sweater with a different type of clothing. However, Mr. Galleno noted that no further proposal has been presented by students to the Board regarding a change to the uniform. It is necessary for the Board of Trustees to approve any changes made to AUL's uniform.
- Mr. Reyes stated that student tardiness is another discipline issue. Mr. Reyes advised that calls are being made to parents regarding their child's tardiness and now letters are being mailed home to parents as well. Mr. Reyes noted that if students arrive early for school, they can take advantage of having breakfast and attending zero period classes that are offered.
- Dr. Collazo advised that tomorrow evening Report Card Night will be held. At this event, parents will be instructed how to download the Blackboard App on their phones. Dr. Collazo advised that it is essential for AUL to keep parents informed.
- Regarding student enrollment, Dr. Collazo advised that AUL is working with the President of PAMA (Perth Amboy Merchants Association) to have local businesses display posters about AUL and post cards that can be distributed about AUL. Present enrollment at AUL is 576 students. Dr. Collazo also advised that the parent outreach

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coordinator spoke at St. Steven Church regarding AUL and the available enrollment openings. Mr. Fink asked if the lotteries have been scheduled for the upcoming school year. Mr. Galleno suggested showing parents the Barclay Street facility before the holiday break to instill confidence. During the holidays, parents will have the opportunity to speak to others about AUL's progress.

- Dr. Collazo advised that a meeting for parents was held to educate them about the Title 1 services available.

- Dr. Collazo advised that Kean University may be a possible venue for a graduation. Mr. Bonilla suggested contacting Middlesex County College for their availability. Mr. Fink asked that at the next Board meeting a motion be made as to the venue, date, etc. for graduation.

- According to information provided by the Guidance department, thirty-eight senior students have decided to apply for early action. Fifteen students have already been accepted to a four-year institution. Dr. Collazo advised that he is glad to see the diverse choice of colleges and universities to which students are applying. Mr. Reyes advised that the gold tie ceremony usually takes place after the third marking period. It was explained that a gold tie is given to a senior who has been accepted to a college or university.

**XI. STUDENT REPRESENTATIVE'S REPORT**

None

**XII. PARENT REPRESENTATIVE'S REPORT**

None

**XIII. TEACHER REPRESENTATIVE'S REPORT**

None

**XIV. BOARD PRESIDENT'S REPORT**

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

Mr. Fink advised that it is necessary to update the policy manual. It is essential that the policies and procedures align with AUL's Charter; and our practices follow the policies and procedures. As the Charter is for everyone, Mr. Fink further explained that these decisions are made as a team, not as an individual.

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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 #1-4 under Human Resources and Recognition; Motion Items #1-12 under Finance and Facility Planning

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

Academic Excellence

1. Move that the Board of Trustees approve the Professional Development for Lisa Freitas to attend the NJ Music Educators Association In-Service Conference on February 22, 2018 – February 23, 2018 for an amount not to exceed \$105. (11-000-223-500-000-066)
2. Move that the Board of Trustees approve the purchase of ESL resources “Access Newcomers Program Package” for 7<sup>th</sup> and 8<sup>th</sup> graders in an amount not to exceed \$407.16.
3. Move that the Board of Trustees approve the Bilingual/ESL 3 Year Program Plan.
4. Move that the Board of Trustees approve the Winter Concert at St. Michael’s Byzantine Catholic Church on Thursday, December 14, 2017 at 6:00 pm.
5. Move that the Board of Trustees approve the Senior Prom on May 24, 2018 from 6:00 pm to 11:00 pm at the Radisson Hotel of Freehold.
6. Move that the Board of Trustees approve the following field trips for the 2017-2018 school year:

| <u>Faculty</u>     | <u>Date</u>       | <u>Location</u>                                                              | <u>Time</u>     | <u>Transportation Cost</u> | <u>Entry Cost</u>            | <u>Total Cost</u> |
|--------------------|-------------------|------------------------------------------------------------------------------|-----------------|----------------------------|------------------------------|-------------------|
| Christine Dorantes | December 12, 2017 | Perth Amboy Housing Authority<br>415 Fayette Street<br>Perth Amboy, NJ 08861 | 1:00pm – 3:00pm | \$0                        | 23 Students And 3 Chaperones | No Cost to BOT    |

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| <u>Faculty</u>     | <u>Date</u>      | <u>Location</u>                                                                                | <u>Time</u>      | <u>Transportation Cost</u> | <u>Entry Cost</u>            | <u>Total Cost</u> |
|--------------------|------------------|------------------------------------------------------------------------------------------------|------------------|----------------------------|------------------------------|-------------------|
| Christine Dorantes | December 2, 2017 | Perth Amboy Holiday Parade and Tree Lighting<br>Smith & Wilson Street<br>Perth Amboy NJ, 08861 | 2:45pm – 9:00pm  | \$0                        | 30 Students and 3 Chaperones | No Cost to BOT    |
| Christine Dorantes | December 9, 2017 | Selfies with Santa<br>Downtown Perth Amboy                                                     | 12:00pm – 2:00pm | \$0                        | 30 Students and 3 Chaperones | No Cost to BOT    |

**Human Resources and Recognition**

1. Move that the Board of Trustees approve the following appointments:
  - a. Tatiana Pereira for a 10 month position as a Middle School Spanish Teacher with a salary of \$53,000 pro rated to such a date as to when Ms. Pereira's current employment with another employer ceases and her work at AUL commences. (11-130-100-101-000-043) (Pending satisfying the requirements of the New Jersey Criminal History Background Check). CEAS Teacher of Spanish Certification. (replacing Ms. Reyes)
  - b. Sylvia Ramales for a 10 month position as a Middle School Spanish Teacher with a salary of \$53,000 pro rated to such a date as to when Ms. Ramale's current employment with another employer ceases and her work at AUL commences. (11-130-100-101-000-043) (Pending satisfying the requirements of the New Jersey Criminal History Background Check). Provisional Teacher of Spanish Certification. (New Position)
  - c. Kakali Sinha for a 10 month position as a High School Biology Teacher with a salary of \$53,000 pro rated to such a date as to when Ms. Sinha's current employment with another employer ceases and her work at AUL commences. (11-140-100-101-000-043) (Pending satisfying the requirements of the New Jersey Criminal History Background Check). CE Teacher of Biological Science Certification. (replacing Ms. Dix)
  - d. Fausto Sosa for a 12 month position as a Head Custodian with a salary of \$41,000 pro rated to November 30, 2017.
2. Move that the Board of Trustees approve the following teaching reassignment for Kyle Fisher (CE Teacher of Students with Disabilities) (replacing Mr. Carvan):

| <b>FROM</b>                              | <b>TO</b>                               |
|------------------------------------------|-----------------------------------------|
| Middle School Physical Education Teacher | Middle School Special Education Teacher |

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3. Move that the Board of Trustees approve the following stipend sports positions:

| Position                         | Recommended    | Stipend |
|----------------------------------|----------------|---------|
| Head Boys Basketball Coach       | Donald Reid    | \$7,500 |
| Assistant Boys Basketball Coach  | Jordan Manley  | \$4,000 |
| Head Girls Basketball Coach      | Derrick Eatman | \$7,500 |
| Assistant Girls Basketball Coach | Kyle Manley    | \$4,000 |
| Head Baseball Coach              | Adam Taha      | \$7,500 |
| Assistant Baseball Coach         | Kyle Fisher    | \$4,500 |
| Head Softball Coach              | Edwin Santana  | \$7,500 |
| Assistant Softball Coach         | Mabel Leonardo | \$4,500 |

4. Move that the Board of Trustees approve the following resignations:

- a. Joana Santana, Guidance Secretary, effective November 20, 2017.
- b. Wahid Carvan, Special Ed. Teacher, effective September 30, 2017.
- c. Mirlene Jean-Francois, French Teacher, effective November 3, 2017 (Amend to previous motion).

Finance and Facility Planning

1. Move that the Board of Trustees approve Fund 10 General Warrants List for October 26, 2017 – November 20, 2017 in the amount of \$95,806.87.
2. Move that the Board of Trustees approve Fund 10 General Warrants List for November 21, 2017 – November 28, 2017 in the amount of \$152,287.90.
3. Move that the Board of Trustees approve Fund 10 General Warrants List for November 29, 2017 in the amount of \$108,979.37.
4. Move that the Board of Trustees approve the Payroll Report for October 30, 2017 for \$245,182.25.
5. Move that the Board of Trustees approve the Payroll Report for November 15, 2017 for \$239,765.38.
6. Move that the Board of Trustees approve the Grant from PNC Financial Services in the amount of \$12,250.
7. Move that the Board of Trustees approve the payment of \$58,566.48 (FY2015 – 2016) and \$44,417.65 (FY2016 – 2017) for all federally funded salaries reimbursing the State for Pension and Social Security.
8. Move that the Board of Trustees approve the snow removal contract with Novakowski as per the attached rates in an amount not to exceed \$15,000.
9. Move that the Board of Trustees approve the reassignment of Jeremy Pena as the kitchen aide at a rate of \$10.25/hr for 6 hours a day Monday – Friday removing Debra Strubel.

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10. Move that the Board of Trustees approve the facility use agreement with United Way of Central Jersey to use the facility on the following dates from 3:00 pm to 5:00 pm and 5:00 pm to 6:30 pm:

- |                                 |                     |
|---------------------------------|---------------------|
| a. December 4, 2017             | g. January 9, 2018  |
| b. December 6, 2017             | h. January 16, 2018 |
| c. December 8, 2017             | i. January 23, 2018 |
| d. December 12, 2017            |                     |
| e. December 15, 2017            |                     |
| <del>f. December 19, 2017</del> |                     |

11. Move that the Board of Trustees accept the Treasurer's Report for September, 2017.

12. 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 September 30, 2017 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.

Executive Team

Other Motions

1. Move that the Board of Trustees approve the Audited Financial Statements as of June 30, 2017 to Report on December 5, 2017 to the State of New Jersey the Comprehensive Annual Financial Report (CAFR), Audit Synopsis, and Auditor's Management Report (AMR).

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

2. Move that the Board of Trustees approve the attached Employee Assistant Program for the 2017-2018 School year at no cost to the Board of Trustees.

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

XVII. NEW BUSINESS

None

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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.

Close Executive Session: 8:02 PM

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

Discuss: Attorney-client Privilege  
Finance/Facility

Return from Executive Session: 8:34 PM

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

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XX. ADJOURNMENT 8:35 PM

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