

**ACADEMY FOR URBAN LEADERSHIP  
BOARD MEETING MINUTES  
JANUARY 29, 2020  
6:30 PM**

**I. CALL TO ORDER: 6:47 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**

Edgardo Galleno (President)	Absent - Excused
Joshua Bishop (Vice President)	Present
Jesenia Vargas (Corporate Secretary)	Present
Lisette Bayas Vilanova	Absent
Claudine Bishop	Present
Hector Bonilla	Present
Elba Ceballo	Present
Reyes Ortega	Present
Michelle Roman	Present
Stephanie Valdiviezo	Present

**Additional attendees:**

Margaret Morales (Lead Person)	Present
Patricia Bombelyn (Board Solicitor)	Present
Joanette Femia (Board Secretary)	Absent - Excused
Douglas Kelly (Vice-Principal)	Present – Left at 9 PM
Daniel Cugini (Vice-Principal)	Absent - Excused
Peter Salek-Nejad (Supervisor of Curriculum And Instruction)	Present
Eloisa Hernandez (Parent Representative)	Present

In the absence of the Board President, Edgardo Galleno, the meeting was led by the Board Vice President, Joshua Bishop.

**V. APPROVAL OF MINUTES**

Move that the Board of Trustees approve the Regular Board Meeting Minutes dated December 18, 2019.

**Motion:** Michelle Roman, **Second:** Elba Ceballo, **Roll Call:** Joshua Bishop Yes, Jesenia Vargas Yes, Claudine Bishop Yes, Hector Bonilla Yes, Elba Ceballo Yes, Reyes Ortega Yes, Michelle Roman Yes, Stephanie Valdiviezo Yes.

**VI. PRESENTATION**

**JRF Presentation**

Ms. Anyelina Alvarado, Program Manager of the Step Up program at AUL, discussed what activities students have participated in and what activities are planned for the remainder of the school year. Ms. Alvarado advised that Step Up stands for Student Training and Enrichment Program for Urban Progress. This program has also been implemented in the middle school. At

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the beginning of the school year, Ms. Alvarado advised that she had introduced herself in all classes, as well as setting up a table in the cafeteria during lunch periods. Ms. Alvarado stated that there is a Helping Hands Club that meets one time a month where students have the opportunity to give back to their community. The Step Up program also aids students with college readiness by planning college tours. Ms. Alvarado noted that Step Up also provides a transition support program for students to acclimate to their new culture. Ms. Alvarado advised that the Step Up program partners with Ms. Mabel Leonardo, AUL middle school Social Worker, to offer a Girls Talk Club for students. Ms. Alvarado stated that the Step Up program has been a service to approximately eighty students at AUL to date.

Ms. Alvarado noted that some of the upcoming events include college tours over Spring break, a college readiness workshop, community service opportunities through the Perth Amboy Public Library and the City of Perth Amboy, and an Anti-Poverty Youth summit during the summer. Ms. Jesenia Vargas asked if Ms. Alvarado would be able to help students with scholarships and navigating the process. Ms. Alvarado advised that she would be able to assist students with this process.

**PLC Presentation – High School**

Ms. Rose Ann Berberich, AUL Social Studies teacher, advised that the teaching staff took part in Professional Development workshops in the afternoon on January 9, 2020. Ms. Berberich noted the importance of teachers knowing at what level the students are at when coming into their classrooms. Ms. Berberich stated that students were required to take placement tests when enrolled at AUL. Ms. Berberich advised that this process should be reinstated, as this information is a useful tool for teachers. Ms. Berberich noted that some students do well in class, but not on standardized tests.

As the data coach, Ms. Jamali advised that it is important for staff to be familiar with data terms. Ms. Jamali noted that online testing has advantages and disadvantages. Can the results give the teacher an item analysis? Ms. Jamali stated that Scantron tests give an item analysis and the standards are all aligned. For example on a multiple choice test, if all of the students are getting question number four wrong, the teacher can review again with the class, as well as reflect on why.

**Data/PLC Coach Presentation – Middle School**

Ms. April Gardner, AUL ESL teacher, introduced Mr. Spero to discuss a new textbook being used in the middle school. Mr. Spero, AUL Language Arts teacher, advised that a literature textbook was not being used at the high school, so all copies were sent to the middle school. Mr. Spero advised that this textbook is now being used in both the seventh and eighth grade English classes. Mr. Spero noted that the use of this textbook has increased student writing and student engagement. Ms. Gardner advised that this book is a wonderful resource for the middle school, which is being used every day.



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Ms. Gardner advised that the I&RS team in the middle school has begun to review students grades that fell under seventy-five. Ms. Gardner advised that daily PLC discussions have revolved around classroom management and its importance on student learning. Ms. Gardner discussed some modifications available to assist teachers in providing instructional practices based on individual needs. Ms. Gardner advised that the middle school is preparing a combined celebration of African-American History Month and Rev. Dr. Martin Luther King, Jr Day. Also, an invitation has been extended to Senator Cory Booker to be a guest speaker at the middle school when convenient to his schedule. Ms. Gardner discussed a data summary report for the middle school and the importance of cross curricular instruction.

**Data Coach Presentation – High School**

Ms. Munira Jamali, AUL Math teacher, noted that the data of core subjects for marking period two has been analyzed. Ms. Jamali advised that there is a significant gap in two subjects, Chemistry and Algebra II. Ms. Jamali noted the need to address these issues.

**VII. CORRESPONDENCE**

**State of New Jersey Correspondence – Level of Service for 21<sup>st</sup> Century Grant Program**

Mr. Luis Vargas, Project Director for the 21<sup>st</sup> Century Grant, read the correspondence received from the State of New Jersey stating that the level of service for the grant was met. Mr. Vargas advised that there are new enrichment opportunities available for students this term.

Motion made and agreed upon by all Board members in attendance to change the order of the agenda.

**XI. STUDENT REPRESENTATIVE'S REPORT**

Audrick Franco, 9<sup>th</sup> grade, and Ahliya Burgos, 11<sup>th</sup> grade, are the student representatives.

Ms. Morales mentioned that Mr. Syed, Student Government advisor, prepared a schedule of student representatives to be present for each Board meeting.

- The students this evening noted that money is being collected to “pie a teacher in the face” with the proceeds going to the Leukemia and Lymphoma Society.
- AUL’s basketball team is doing very well.
- Clubs would like to have their available balances, so that events can be planned this year.
- Students would like to have a dance or social to raise money for their classes. The event would only be open to the high school students.
- Students would like more college trips this year.
- Students would like to open up a school store which could be run by the internship class. Mrs. Bishop noted that the Business Club could make a proposal for a school store.
- Students would like to have a polo shirt version of AUL’s gym shirt. Mr. Bishop advised that a polo shirt would not yet be an option, as the AUL uniform should be distinguishable in the community with a white button down shirt. The students also would like to have a

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varsity jacket or sweater. Mrs. Bishop advised the students that these items would involve a proposal made to the Board.

- Students would like a change in the lunch menu with more food choices, including vegetarian items. Mr. Bishop requested the students have a meeting with AUL's food service representatives to address their concerns.

**VIII. PUBLIC COMMENT**

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

Mr. Reinaldo Aviles, former AUL Board member, stated that the numbers from the PLC reports are concerning and worrisome. Mr. Aviles questioned why the middle school would only be starting cross curricular instruction. As an AUL founding member, Mr. Aviles advised that this instruction had been instituted at the high school level. In the past, potential teaching candidates were asked to prepare cross curricular instruction when presenting their demo lessons. Mr. Aviles noted that cross curricular instruction should improve the student numbers.

Mr. Aviles asked about the status of The Citizens Campaign which had been presented to Board members at a prior Board meeting. Ms. Morales advised that Mr. Bonilla had placed a call to Mr. Joel Rosa, but had not received a call back from Mr. Rosa.

Mr. Aviles inquired about the status of the academies. Ms. Morales advised that the academies are growing each month with the addition of courses, new elective courses, and curriculum revisions. Students are given the opportunity to choose courses in which they are interested.

Ms. Eloisa Hernandez, parent of an AUL student, discussed the small learning community component with the academies. Ms. Hernandez questioned if the academies could perhaps be partnered with the 21<sup>st</sup> Century Grant program.

Mr. Ronald Puntiel, AUL security guard, advised Board members that AUL's Boys Basketball team is doing extremely well this season. They are currently number one in the Charter league and will probably be going into the playoffs. Mr. Puntiel noted that the Girls Basketball team record was better this year. Mr. Bishop stated that it would be advantageous to have an AUL sports website. Mrs. Bishop asked if there was a pep rally planned.

**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. Item #10 under Academic Excellence should be Item #5 under Human Resources and Recognition. Correction to the agenda made and noted.
- **Human Resources and Recognition Team**: Motions in agenda.
- **Finance and Facilities Planning Team**: Motions in agenda. There are motions on the agenda to approve a Revised Budget and to approve an Interim Business Administrator.
- **Executive Team**: No report.

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**X. LEAD PERSON'S REPORT.**

Lead Person, Ms. Margaret Morales, will give details of her report to the Board.

- Ms. Morales advised that out of ninety-five senior students, eighty-six students have been accepted to a college. Also, many of the students have been accepted to multiple institutions. There are only four senior students that have not yet applied to a college. There has been almost \$9,000,000 offered to students in scholarships.
- Ms. Morales advised that the gold tie ceremony will take place in the near future, as additional ties needed to be ordered.
- The Connected Action Roadmap workshop was attended the end of January by Ms. Morales, Mr. Salek-Nejad, Ms. Berberich, Ms. Jamali, and Ms. Gardner. This training was designed to assist schools and their PLC's in improving student learning outcomes via understanding the content standards, review of curriculum, review of instructional practices, summative and formative assessments, and differentiated learning.
- Mr. Bishop asked about student participation during the 3PM – 4PM hour. Mr. Salek-Nejad advised that he had built a schedule for the high school for this time period, including English and Mathematics SAT prep two times a week.
- Ms. Morales advised that academic contracts were prepared for students having grades in their classes which were below seventy-five. Mr. Kelly advised that student grades have increased since the academic contracts began.

**XII. PARENT REPRESENTATIVE'S REPORT**

None

**XIII. TEACHER REPRESENTATIVE'S REPORT**

None

**XIV. BOARD PRESIDENT'S REPORT**

None

**XV. OLD BUSINESS**

None

The Lead Person recommends the following items for approval:

**XVI. MOTIONS – Consent Agenda**

Move from Consent Agenda to Other Motions Items #10 and #11 under Finance and Facility Planning.

Motion Items #1-9 under Academic Excellence; Motion Items #1-5 under Human Resources and Recognition; Motion Items #1-9 under Finance and Facility Planning.



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**Motion:** Hector Bonilla, **Second:** Elba Ceballo, **Roll Call:** Joshua Bishop Yes, Jesenia Vargas Yes, Claudine Bishop Yes, Hector Bonilla Yes, Elba Ceballo Yes, Reyes Ortega Yes, Michelle Roman Yes, Stephanie Valdiviezo Yes.

**Academic Excellence**

1. Move that the Board of Trustees approve to apply to participate in NJDOE Positive Behavior Support in Schools cohort program.
2. Move that the Board of Trustees approve to participate in Sustainable Schools New Jersey Environmental Education program.
3. Move that the Board of Trustees approve the following field trip for the 2019-2020 school year (*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*):

<u>Faculty</u>	<u>Date</u>	<u>Location</u>	<u>Time</u>	<u>Transportation Cost</u>	<u>Entry Cost</u>	<u>Total Cost</u>
Aknaris Padilla	March 4, 2020	Northern NJ Hispanic College Fair  Woodbridge High School 25 Samuel Lupo Place Woodbridge, NJ 07095	9:00am – 12:45pm	No Cost	75 Students (Juniors And 4 Chaperones)  No Cost	No Cost To BOT

4. Move that the Board of Trustees approve the Professional Development for CathyJo Lombardi to attend the “Stop the Bleed in NJ Schools” workshop on January 31, 2020 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 the Professional Development for Margaret Morales to attend the “A Story for Every Student: Diverse Books in the Classroom” workshop on March 5, 2020 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.*
6. Move that the Board of Trustees approve the Professional Development for Rafael Puntiel to attend the Black Seal Boiler Certification Training on 3/10/20, 3/24/20, 4/7/20, 4/21/20 with Completion of the State test in May in an amount not to exceed \$550.00. *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.*
7. Move that the Board of Trustees approve the Professional Development for Alex De Los Santos to attend the Athletic Director Convention on March 16, 2020 through March 20,

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2020 in an amount not to exceed \$375.00. *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.*

8. Move that the Board of Trustees approve the Professional Development for Kelly Howlett to attend the EOF Counselors Luncheon on January 31, 2020 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.*
9. Move that the Board of Trustees approve the Professional Development for the following individuals to attend the "2020 Statewide Assessment District Test Coordinator and District Technology Coordinator Training" at no cost to the BOT:
  - a. Mabel Leonardo, Ericka Charles, and Jilian Rise to attend training on March 2, 2020
  - b. Abraham Williams to attend training on March 3, 2020
  - c. Dan Cugini to attend training on March 4, 2020
  - d. Susan Ho to attend training on March 5, 2020

**Human Resources and Recognition**

1. Move that the Board of Trustees approve the appointment of the following staff members for Home Instruction, at a rate of \$40 per hour:
  - a. Kelly Enny
  - b. Saad Syed
  - c. Brittany Morgan
  - d. April Gardner
  - e. Bernadette Gioia
2. Move that the Board of Trustees approve the appointment of the following staff members for Saturday Detention:
  - a. Odane Hutchinson
  - b. Saad Syed
  - c. Deblina Mukherjee
  - d. Aknaris Padilla
  - e. Ludys Genao
  - f. Meltem Pak
  - g. Ada Pineiro (Nurse)
3. Move that the Board of Trustees approve the following resignation (the employee may be released earlier than the contracted days only if a new replacement has been found and is able to start before the end of the resigning employee's contractual release date):
  - a. Yudelka Collado, Math Teacher, received on 1/6/2020
4. Move that the Board of Trustees appoint the following staff members for the **Extra-Curricular Clubs** listed below in the 2019 – 2020 school year:
  - a. Jaime Seward      Yearbook Advisor      \$1,000.00
  - b. Saad Syed      Science Club Advisor      \$ 500.00
5. Move that the Board of Trustees approve attendance of Miriam Rodriguez at the following



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*Job Fairs 2020 (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):*

- a. Kean University Job Fair on March 25, 2020 with a Registration Fee of \$75.00 and Mileage Fee of \$10.54 in an amount not to exceed \$85.54.
- b. Rowan University Job Fair on March 26, 2020 with a Registration Fee of \$175.00 and Mileage/Toll Fee of \$61.65 in an amount not to exceed \$236.65.
- c. William Paterson University Education Career Fair on March 27, 2020 with a Registration Fee of \$100.00 and Mileage/Toll Fee of \$31.69 in an amount not to exceed \$131.69.
- d. NJSchoolJobs.com 3<sup>rd</sup> Annual NJ Teacher Job Fair on April 28, 2020 with a Registration Fee of \$250.00 and Mileage/Toll Fee of \$18.58 in an amount not to exceed \$268.58.

**Finance and Facility Planning**

1. Move that the Board of Trustees approve Fund 10 General Warrants List for December 19, 2020 – January 22, 2020, in the amount of \$107,700.27.
2. Move that the Board of Trustees approve Fund 10 General Warrants List for January 23, 2020 – January 28, 2020, in the amount of \$140,912.28.
3. Move that the Board of Trustees approve Fund 10 General Warrants List for January 29, 2020, in the amount of \$73,268.56.
4. Move that the Board of Trustees accept the Treasurer's Report for December, 2019.
5. 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 December 31, 2019 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 2019-2020.
6. Move that the Board of Trustees approve the Payroll Report for December 13, 2019 for \$278,828.20.
7. Move that the Board of Trustees approve the Payroll Report for December 20, 2019 for \$261,147.98.
8. Move that the Board of Trustees approve the Payroll Report for January 15, 2020 for \$287,364.99.
9. Move that the Board of Trustees approve the payment to Piscataway Township Schools (Sodexo) for November in the amount of \$27,823.00 and December in the amount of \$25,040.30 for a total of \$52,863.30.

**Executive Team**

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**Other Motions**

**Finance and Facility Planning**

10. Move that the Board of Trustees approve the Revised 108 Line Budget for the 2019 – 2020 school year.

**Note:** Ms. Joannette Femia, Interim Business Administrator, was contacted by telephone regarding the revised budget motion. Ms. Femia was questioned regarding meeting the required ratios for Instructional (60%), Administrative (20%), and Support (20%). The revised budget showed the ratios as Instructional (55.095), Administrative (19.39%), and Support (25.52%).

Ms. Femia suggested moving forward to approve the revised budget, as there is time to make adjustments and get closer with the percentages.

**Motion:** Jesenia Vargas, **Second:** Reyes Ortega, **Roll Call:** Joshua Bishop Yes, Jesenia Vargas Yes, Claudine Bishop Yes, Hector Bonilla Yes, Elba Ceballo Yes, Reyes Ortega Yes, Michelle Roman Yes, Stephanie Valdiviezo Yes.

11. Move that the Board of Trustees approve the appointment of Mark Steven Kramer as the Interim Business Administrator for up to 5 full days per week at a rate of \$600.00 per day effective February 7, 2020. (*Pending satisfying the requirements of the New Jersey Criminal History Background Check*).

**Motion:** Jesenia Vargas, **Second:** Reyes Ortega, **Roll Call:** Joshua Bishop Yes, Jesenia Vargas Yes, Claudine Bishop Yes, Hector Bonilla Yes, Elba Ceballo Yes, Reyes Ortega Yes, Michelle Roman Yes, Stephanie Valdiviezo Yes.

**Other Motions**

1. Move that the Board of Trustees approve the appointment of the following staff members for the 21<sup>st</sup> Century Grant, at a rate of \$40 per hour (paid with 21<sup>st</sup> Century Grant Funds):
- a. Kelly Howlett – Cooking
  - b. Michael Sarbone – Music

**Motion:** Michelle Roman, **Second:** Hector Bonilla, **Roll Call:** Joshua Bishop Yes, Jesenia Vargas Yes, Claudine Bishop Yes, Hector Bonilla Yes, Elba Ceballo Yes, Reyes Ortega Yes, Michelle Roman Yes, Stephanie Valdiviezo Yes.

**XVII. PUBLIC COMMENT #2**

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

Mr. Reinaldo Aviles mentioned that AUL will be celebrating its tenth anniversary this year. Mr. Aviles inquired if founding Board members can participate in organizing the anniversary. Mr. Bishop suggested the founding members brainstorm amongst themselves. Mr. Bishop stated that Ms. Bayas-Vilanova has been working with Ms. Morales on plans for this event.

Mr. Aviles noted that the budget shortfall is due to enrollment in the middle school, specifically the seventh grade. Mr. Aviles questioned why the low enrollment. Mr. Aviles stated that it is necessary to know the reason for the low enrollment numbers.

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Mr. Aviles questioned the cost of the Interim Business Administrator.

Mr. Aviles asked about the consequences of the student contract and Mr. Salek-Nejad explained the process.

**XVIII. 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: 9:42 PM

Unanimous Vote: Motion: Reyes Ortega, Second: Michelle Roman, Roll Call: Joshua Bishop Yes, Jesenia Vargas Yes, Claudine Bishop Yes, Hector Bonilla Yes, Elba Ceballo Yes, Reyes Ortega Yes, Michelle Roman Yes, Stephanie Valdiviezo Yes.

Discuss: Attorney-client Privilege

Carvan vs. AUL

HIB Cases

Personnel Matter

Potential Lease/Acquisition of Property

Return from Executive Session: 10:01PM

Unanimous Vote: Motion: Hector Bonilla, Second: Elba Ceballo, Roll Call: Joshua Bishop Yes, Jesenia Vargas Yes, Claudine Bishop Yes, Hector Bonilla Yes, Elba Ceballo Yes, Reyes Ortega Yes, Michelle Roman Yes, Stephanie Valdiviezo Yes.

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**Other Motions**

2. Move that the Board of Trustees affirm the HIB cases reviewed in Executive Session (Case 4, Case 5, Case 6, Case 7, and Case 8) by the Board of Trustees for the 2019-2020 school year.

**Motion:** Hector Bonilla, **Second:** Elba Ceballo, **Roll Call:** Joshua Bishop Yes, Jesenia Vargas Yes, Claudine Bishop Yes, Hector Bonilla Yes, Elba Ceballo Yes, Reyes Ortega Yes, Michelle Roman Yes, Stephanie Valdiviezo Yes.

**XIX. ADJOURNMENT 10:03 PM**

**Motion:** Michelle Roman, **Second:** Claudine Bishop, **Roll Call:** Joshua Bishop Yes, Jesenia Vargas Yes, Claudine Bishop Yes, Hector Bonilla Yes, Elba Ceballo Yes, Reyes Ortega Yes, Michelle Roman Yes, Stephanie Valdiviezo Yes.