



La Academia: The Partnership Charter School
Guillermo Barroso
Chief Academic Officer

June 20, 2018

La Academia: The Partnership Charter School
Board Meeting Minutes

Dr. Aida Ceara,
President

Carlos Graupera
Vice-President

Ted Darcus

Kenneth Hammel

Victor Ramos

Abe Borjas

Colleen Wagner

Ellen Svrcek

Marisol Torres

Shirley Kosakoski

Ommie Rivera

Radames Melendez

Susana Cortina

Non-Voting
Members:

Dr. Cheryl
Desmond
SDOL Rep.

Pam McCartney, IU
13 Representative

Board Members Attending: Dr. Aida Ceara, Mr. Ted Darcus, Mr. Carlos Graupera, Mr. Kenneth Hammel, Ms. Shirley Kosakoski, Mr. Victor Ramos, Ms. Ellen Svrcek, Ms. Colleen Wagner, Ms. Susana Cortina, Mr. Ommie Rivera

Board Members Absent: Mr. Abe Borjas Mr. Radames Melendez, Ms. Marisol Torres,

Non-Vote Board Members Absent: Ms. Cheryl Desmond, SDOL Representative, Ms. Pam McCartney, IU 13 Representative

Non-Board Members Present: Mr. Guillermo A. Barroso, Ms. Rosa Graupera, Ms. Maria Provencher, Ms. Sandy Strunk & Ms. Kristi Baker

I. **Welcome** - Dr. Ceara welcomed everyone.

II. **Approval of May 16, 2018 Board Meeting Minutes**

The Board meeting minutes were reviewed and it was noted that in the Finance Committee Report, that the 2018-2019 SY Budget was not only reviewed but approved by the Board as well and should be so stated.

➤ **Motion**

A motion was made to accept the May 16, 2018 Board meeting minutes with the revision as stated above by Mr. Ramos and seconded by Ms. Svrcek. All approved and the motion passed.

III. **President Report**

- Dr. Ceara thanked all those that attended and supported the 20th Anniversary Celebration on June 1st at Mulberry Art Studios. It was a wonderful event that showcased our students' artwork and celebrated 20 years of history for LAPCS. There was an awesome video that was created for the event and will be shared with everyone.
- Dr. Ceara also thanked those that attended the June 13th Graduation noting "this is reason we are all here – to see our students graduate and become productive members of their community!"
- The Strategic Planning Session will take place on Thursday, June 28 from 8:30 a.m. - 3:30 p.m. at HACC in East Room 203. Lunch will be provided. Dr. Ceara thanked Mr. Ramos for hosting it. She said there will be some special guests attending including Dr. Peter Licon, Mr. Mike Shirk, Mr. Bob Krasne, Mr. Hale Krasne & others. Ms. Strunk will be sending some STEM materials to the Board for their review prior to the session. She noted that it's important to have a common understanding of what it takes to be a STEM school.

President Report continued

- Dr. Ceara stated we will combine the Finance & Personnel Committees.
- Mr. Carlos Graupera will now be chairing the Development Committee and the PR/Communications Committee will each have distinct activities but will meet together so as to enhance communications.

IV. Lancaster County STEM Alliance Budget

Ms. Sandy Strunk provided an overview of LAPCS/STEM Alliance Budget 4/15 - 12/31/2018. She noted that Dr. Licona will be having monthly faculty Professional Development sessions starting in the fall and that the Swis Data collection takes the place of the PBIS system. The STEM Alliance budget for LAPCS provides significant funding resources to the school in terms of classroom materials, technology infrastructure and miscellaneous items like leadership coaching. She also noted that depending on the progress of LAPCS to meet certain goals and objectives of the charter that LSA has with the school, which will be reported monthly from Maria Provencher, STEM Project Manager to both the Lancaster STEM Alliance (LCA) Board and also to La Academia's Board, another budget will be developed for calendar year 2019. LSA funds projects on a calendar year. It was noted that becoming a STEM school is a process to go from passive to active pedagogy. STEM is based on hands-on experiential, project-based learning. Ms. Strunk stated that it is important to create a dynamic environment so as to maximize active learning.

Ms. Provencher is working closely with Mr. Barroso on student recruitment. La Academia's website has been updated to include recruitment information and materials have been disseminated to various schools within the School District of Lancaster. Ms. Provencher is putting together a budget for recruitment. Mr. Ramos stated that there is \$3,000 in the budget for this purpose. Dr. Ceara noted that it is very important to follow-up with applications which is being done by Ms. Colon. It was stressed that we need to have a presence at various community activities so as to promote the school. Ms. Provencher has met with key people from CASA of Lancaster County & Junior Achievement. Ms. Provencher stated that she and Mr. Boyer will be attending the North Museum STEAM Carnival on Saturday and will be distributing school promotional materials. A postcard will be created and sent to all parents from the 2017-2018 SY in an effort to recruit more students. A \$100 cash referral award will be used to incentivize student recruitment which is an increase from the previous \$25 incentive. We also plan to do a student recruitment mailing to residents within a 2 mile radius of the school. Social media will also be used to promote the school and increase student enrollment.

V. Chief Academic Officer Report – Mr. Guillermo Barroso highlighted key points from his report.

The Lowes Project has been completed thanks to the tremendous effort from Mr. Hammel. Mr. Hammel Summer was thanked for his oversight, coordination and implementation of the amazing front entrance landscaping. Summer projects include: painting at 38 N. Ann St. and some of the classrooms. We currently have 4 staff vacancies including the guidance counselor, 6th Grade Academy, an English teacher & Special Education position.

VI. Committee Reports

A. Finance Committee

Mr. Darcus provided a review of the finances. He noted that the Finance Committee discussed the 30 N. Ann and 38 N. Ann Street Leases in detail. The 30 N. Ann St. lease is a 5 year lease and there will be no increase for years 1 and 2; a 2% increase for years 3, 4 and 5. The 38 N. Ann St. building is a 1 year lease with no increase since day one. The Finance Committee recommends to continue with Saca Development Corporation (SDC) and SACA to include the note on enrollment.

Recruitment was discussed in detail with an incentive increasing from \$25 to \$100 for students that enroll successfully at La Academia.

Financial reports were discussed. \$155,509.40 revenue over expenses as of 5.31.18 was reported.

- Motion 1 – Mr. Darcus moved to approve the 2 property leases as presented by the Finance Committee. Ms. Kosakoski seconded the motion and it was approved by a vote of 8 to 2 with one abstention and one no vote.
- Motion 2 - Mr. Darcus moved that the Finance Committee Report be approved as presented. Ms. Cortina seconded and the motion passed.
 - It was requested that materials need to be sent to the Board at least one week in advance of the respective Board meetings from a designated person so that Board members have adequate time to prepare for the monthly meetings. In order to accommodate this and also having ample time for Ms. Graupera to complete the prior month's financial reports, the Board meetings will be moved to the last Wednesday of each month. All agreed. The new Board meeting dates for the 2018-2019 SY will be distributed at the June 28th Strategic Planning session.

B. Personnel – Mr. Graupera stated that all positions will be reviewed in the fall as we need to “tighten our belts” and streamline critical expenses.

C. Facilities – Mr. Graupera stated that an architect has been contacted to look at the masonry needs of the annex building and also for converting the staff lounge into a second 6th Grade Academy, which is slated to be ready by August 1st. There will also be an exploratory study done in early July to identify potential funding sources to build another building.

D. Public Relations/Communications – Mr. Hammel highlighted the following:

- The next celebration event will be in 5 years to coincide with the re-chartering and to celebrate the school's 25th Anniversary.
- Revenue from the 20th Anniversary event was \$28,400, expenses were \$10,194.32 with net income being \$18,205.68 and \$400 was charged against it for block party expenses with a final net income of \$17,800.68.
- Surveys for sponsors and attendees will be created to give us more insight to improve the 25th Anniversary Celebration.
- The Lowe's Project has been successfully completed with a dedication ceremony that took place on June 11th.
- An annual calendar of events will be created for the 2018-2019 SY.

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E. Development – There was no report.

F. Academic Excellence – There was no report.

G. Governance - Dr. Ceara stated that we will be changing the Bylaws regarding the size and make-up of the Board of Directors.

H. Old Business/New Business –There was none

Adjournment

The meeting adjourned at 5:30 PM, at which time the Board went into Executive Session.

The next Board meeting will be on Wednesday, August 15 from 8:00 a.m. – 2:00 p.m. for the August Retreat at a place to be determined.

Respectfully submitted,

Kristi Baker
Development Manager