



La Academia The Partnership Charter School

Amy Ferg, CAO
Maria Provencher, COO

La Academia The Partnership Charter School Board Meeting Minutes

March 27, 2018

**Dr. Aida Ceara
President**

**Carlos Graupera
Vice-President**

Ted Darcus

Kenneth Hammel

Victor Ramos

Colleen Wagner

Ellen Svrcek

Ommie Rivera

Radames Melendez

Susana Cortina

Joseph Morales

Christopher Boyd

**Non-Voting
Members:**

**Salina Almanzar
SDOL Rep.**

**Pam McCartney, IU
13 Representative**

Board Members Attending: Mr. Carlos Graupera, Mr. Ted Darcus, Mr. Kenneth Hammel, Mr. Radames Melendez, Mr. Joe Morales, Ms. Colleen Wagner, Ms. Susana Cortina, Mr. Ommie Rivera, Mr. Christopher Boyd

Board Members Absent: Dr. Aida Ceara, Mr. Victor Ramos, Ms. Ellen Svrcek

Non-Vote Board Members Present Ms. Salina Almanzar, School District of Lancaster Representative, Ms. Pam McCartney, IU 13 Representative

Non-Board Members Present: Ms. Amy Ferg, Ms. Maria Provencher, Ms. Sandy Strunk, Dr. Peter Licon, Ms. Christie Helm, Ms. Lissette Colon & Ms. Kristi Baker

I. Welcome – Mr. Graupera welcomed everyone.

II. Approval of February 27, 2019 Board Meeting Minutes
The Board meeting minutes were reviewed.

➤ **Motion**

A motion was made to accept the February 27, 2019 Board meeting minutes by Mr. Morales and seconded by Ms. Cortina. All approved and the motion passed.

III. President Report

Mr. Graupera stated that Dr. Ceara is out of town so there is no report. Mr. Graupera welcomed Mr. Christopher Boyd, our new Board member. Mr. Boyd stated that his father was a school Guidance Counselor for 25 years, so he wanted to be involved with a local school to make a difference.

IV. Chief Academic Officer/Chief Operating Officer report

Mrs. Ferg's & Ms. Provencher's Report –

1. Enrollment

- a) There are currently 208 students.
- b) 6 students having left for various reasons.

2. Student Recruitment – A significant recruitment initiative is underway.

- a) A part time Recruitment, Enrollment & Retention Coordinator has been hired. Letters of intent have been sent to all current students and their families to determine if they will be returning for the 2019-2020 school year. We should know by April 15th.
- b) Information packets will also be sent to 43 organizations including area churches informing them about our school and that we are enrolling now.
- c) There will be an Open House on 4/25 & 5/15 from 5-6 PM for potential new students followed by a Parent Night on the same dates from 6-7 PM for parents of current students. Refreshments will be served.

CAO/COO Report cont.

- d) Door hangers have been placed throughout area neighborhoods and Ms. Provencher encouraged the Board to use them in promoting the school.
- e) Guidance Counselors from area elementary school will be contacted to let them know about our school and that we are accepting students.

3. Vacancies – There are no current vacancies.

- * A part-time custodian has been hired and will start on 4/1/19.
- * A cleaning service has also been hired.
- * A handy man has made several repairs to the building as we continue to experience some vandalism in the school. It was noted that the boys' bathrooms on the second floor of the main building have been vandalized. Mr. Darcus commented that we need to build rapport with the kids to minimize the vandalism. Students that are responsible will be doing in school suspension (ISS) on Saturdays.
- * We will be using the Substitute Teacher Service (STS) which starts on 4/1/19.
- * A Personnel Files Audit was conducted by Mrs. Ferg & Ms. Provencher to identify discrepancies among the positions. This will be reviewed at the April 24th Board meeting.

V. Committee Reports

A. Finance/Facilities – Mr. Darcus provided the report.

- The Finance Committee Meeting on 3.19.19 started with a discussion of who will oversee the submission of funding contract applications. It was suggested that the Development Committee oversee the approval of submissions.
 - Discussion on stipends for the Emerald Foundation – No stipends will be paid through the Foundation grant. They will be incorporated into the 21st Century after school program.
 - Discussion on additional dollars available from the Emerald Foundation. Ms. Strunk will find out how much more is available for the school.
 - Discussion of the new STEM budget for the calendar year and its impact on the budget.
 - All revenue and expenses were reviewed through 2.28.19. \$468,930 total revenue over expenses at 2.28.19.
 - Ms. Provencher requested \$5,000+ for transportation costs for a school trip to Washington DC on May 6th which was approved as long as she and Mrs. Graupera discussed where she would be utilizing the money from to pay for it.
 - Mr. Hammel asked about a year end prediction of revenues over expenses and Mr. Darcus stated that he will have this information for review at the 4.24 meeting.
- A motion was made to approve the accept the Finance Report as presented by Mr. Morales and seconded by Ms. Wagner. All agreed, and the motion passed.

B. Personnel –

- 1) Mr. Melendez handed out 2 policies: Child Abuse, Criminal History and Criminal Records Clearances and Hiring of New Employees. All Board members were asked to review the policies and either approve or submit comments to Mrs. Ferg by Friday March 29th. It was stated that the PA Auditor General is conducting an audit on charter schools and requires these policies so that we are in compliance. Mrs. Ferg will submit these policies which are due on 4.8.19.

Personnel Report cont.

- 2) Search committee for Head of School position – Ms. Wagner stated that 24 resumes have been received that meet the requirements for the position. Four individuals will be interviewed on Thursday 3.28 and three more on Friday 3.29 via Zoom Video Conferencing. They would like to narrow their search to 2 individuals and bring them to LAPCS by the end of April for follow-up interviews. Mr. Morales thanked Ms. Wagner and her committee for all their work.

C. Development/Public Relations/Communications

Mr. Rivera highlighted key Development & PR/Communications activities including:

- EITC – People’s Bank donated \$10,000 and BB&T donated \$2,500. We hope to receive additional funds until 6.30.19.
- Rick Holdberg and his company Holdberg Design continues their work on creating a new website for La Academia which is set to go live on June 1, 2019.
- Holdberg Design is also working on the school’s branding project which will include new letterhead, business cards and more.
- Mr. Holdberg adjusted the colors to be orange and burgundy.
- Press releases were sent out announcing students of the month, teacher of the month, EITC donations, unique school programs and gift-in-kind donations.
- The Block Party is scheduled for May 23rd with a rain date of May 24th.
- Recruitment – An individual has been hired as the Recruitment, Enrollment & Retention Coordinator. The recruitment policy was discussed in reference to utilizing the best approach whether it be trying to recruit students for all grades or focusing on significantly increasing the number of 6th graders which would hopefully stay from 6-12 grade. A lottery system will be used on an as needed basis. This will be discussed at a future board meeting.

D. Academic Excellence – There was no report.

E. Governance – Ms. Strunk stated that New Tech Network has recommended a 2- day Board Retreat on governance and by laws. New Tech has a facilitator from Alabama who is willing to do this. Board members asked about specifics and a possible itinerary. Ms. Strunk will follow-up with New Tech Network. The costs for this retreat will be part of the contract between the Steinman Foundation and New Tech Network.

- It was requested that the Board materials be sent out a week prior to the board meetings. Ms. Strunk stated that the materials (agenda, staff & committee reports, etc.) could be uploaded to Curio for all to review. A reminder for the upcoming Board meetings will be added as well. Mrs. Ferg will be the contact person for the materials.

F. Old Business/New Business – There was none.

Adjournment

The meeting adjourned at 4:45 PM.

The next Board meeting will be on Wednesday, April 24, 2019 at 4:00 PM.

Respectfully submitted,
Kristi Baker
Development Manager

