AECI CHARTER SCHOOL NETWORK
838 Brook Avenue
Bronx, New York

MEETING OF THE BOARD

Date: Tuesday, January 14, 2025
Time: 6pm
Location: 116 E. 169 Street
Bronx, New York

1. Welcome Role Call: Present were Irma Zardoya, Shameeka Gonzalez, Peter Quiñones, DeVon Prioleau, Alberto Villaman

Chief Executive Officer	Derick Spaulding
Human Resources Director	Hector Rodriguez
AECI HR/Payroll Assistant	Veronica Echevarria
Principal AECI I HS	Colin Healy
Principal AECI I Middle School	Tyra Williams
Principal AECI II	Santiago Taveras
Assistant Principal AECI II	Christopher Mastrocola
Counsel:	Flora Edwards, Esq.
Josh Moreau	Boost Ed

Guest:
Carlo Schiattarella, Schoolhouse Project, Inc.

2. **Approval of Minutes of December 10, 2024**

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Moved by DeVon Prioleau; seconded by Alberto Villaman to approve the minutes of December 10, 2024. Approved unanimously

3. **CEO Report**

a. Update on AECI 1 Middle School process. AECI Middle School Principal, Tyra Williams reported

1. 43 applications as of 1/14/25

11. MS Swag gift sent home to applicants

111. Postings for a MS Counselor and a MS Assistant Principal are live on Indeed and OLAS as of 01/06/2

IV. Beginning to develop MS curriculum

b. Grant writing to secure partnership with Charter Schools Growth Fund & New Schools Venture Funds.

c. Planning and securing building space for present and future needs, compliance, vision setting

4. **Human Resources Report**

a. **W2's** - Communication has gone out to the Network that W2's should be disseminated the week of January 20.

b. **Bank Street Partnership -** AECI Network has partnered with Bank Street Education for middle school recruitment. In-Person open house expected Wednesday, February 26, 2025. Other partnerships are in progress.

c. **Compensation Survey -** AECI Network has partnered with the NYC Charter School Center in collaboration with Total Compensation Solutions, LLC to put together a compensation analysis keyed to the various categories of employees at our Schools.

d. **401K Annual Review** - Employee census along with other requested documents were sent to Wells Thomas, our third-party administrator, for review and compliance testing. This is essential to ensure that the plan is properly administered and that Form 5500 is prepared correctly.

6. **Principal's Report - AECI I**

a. Enrollment - 474 Students - 124 Freshmen, 122 Sophomores, 115 Juniors and 118 Seniors. There are 283 applications for the pending for coming school year.

b. Attendance for October was 88.41%

c. Instructional focus included:

i. November- Present Saturday Academy for Seniors in danger of not graduating

ii. Instructional rounds during the months of December and January focuses on teachers catering to different student learning styles in the classroom. Teachers choose learning styles to implement and receive feedback from administration. Next steps will have teachers implementing discussion protocols with teacher to teacher inter-visitations.

iii. Building out our student mediation center. Student mediators will be implementing workshops in the classrooms relating to issues that affect our students including financial literacy and safe social media practices.

d. Attendance incentive program. Each first Monday of the month, the grade level with the best attendance gets a dress down day. Students are earning weekly points for their attendance that can be exchanged for special lunches, gift bags, gift cards, t shirts, and trips.

e. School activities included

i. National Honor Society Induction Ceremony was held on December 13th with 10 new inductees

ii. The Student Council decorated the School for the Winter Wonderland Celebration which was held on December 20th.

iii. Alumni Day was held on January 10th featuring 25 former AECI students who returned to the School to talk to our juniors and seniors regarding how to be successful during the rest of high school and in college.

iv. Trips:

12/11/2024	TOY DRIVE - LINCOLN HOSPITAL
12/12/2024	BRONX POINT - CONSTRUCTION SITE
12/18/2024	CEREAL DONATION DRIVE - CATHOLIC CHARITIES FOOD PANTRY
12/19/2024	PENN PLAZA

7. **Principal's Report AECI II**

a. Enrollment - 440 Students- 107 Freshmen, 119 Sophomores, 106 Juniors and 108 Seniors. There are 690 applications for the new year.

b. Attendance for November was 88.10%

c. School Activities

December	3	Tuesday	Giving Tuesday
December	4	Wednesday	Open House 2 out of 6 from 5:00pm-7:00pm (HS & MS)
December	4	Wednesday	Video Game Tournament Part 1
December	7	Saturday	Financial AID Support Day (PSO)
December	10	Tuesday	Board Meeting
December	11	Wednesday	Middle School Informational: Tentative
December	11	Wednesday	Video Game Tournament Part 2
December	18	Wednesday	Toy Giveaway
December	19	Thursday	PTA: 5:00pm-7:00pm
December	20	Friday	Staff Holiday Celebration: 2:30pm-3:50pm (Church Space)

10. **HR Committee**

The Committee reviewed the revisions to the Employee Handbook and the policies referenced therein.

EMPLOYEE PERSONNEL MANUAL RESOLUTION
January 14-2025

WHEREAS the Board of Trustees recognizes the importance of a comprehensive set of guidelines and policies governing all personnel matters for all A E C I employees, including employee conduct, workplace conditions, drug and alcohol policies, policies that implement state and federal employment laws, and other aspects of public employment and District services; and

WHEREAS the policies contained in the Employee Policy Manual, apply to all AECI employees; and

WHEREAS the policies contained in the Employee Policy Manual, attached to this Resolution as Exhibit A, and incorporated herein by this reference, provide guidelines for the AECI current employment practices and workplace procedures. They

are not intended to be a contract, expressed or implied, or any type of promise or guarantee of specific treatment upon which employees may rely, nor a guarantee of employment of any specific duration; and

WHEREAS the final draft of the updated Employment Handbook and the accompanying policies referenced therein was presented to the Human Resources Committee for review on January 10, 2025; and

WHEREAS the Human Resources Committee met on January 10, 2025, to discuss recommended revisions; and

WHEREAS the Human Resources Committee met on January 10, 2025, and recommended that the Board approve the revised Employee Handbook

NOW, THEREFORE, BE IT RESOLVED that:

1. The Board of Trustees has reviewed the revised d Employee Handbook and the policies attached hereto as Exhibit A and incorporated herein by this reference, a r e adopted, subject to review by counsel. as the AECI Employee Handbook and shall be applicable to all employees, unless preempted by state or federal law.

2. This Resolution shall rescind and supersede all other previous AECI resolutions, ordinances and Employee Handbooks that may conflict with, or be contrary to, this Resolution;

3. The Human Resources Committee shall review the Employee Handbook annually hereafter, to ensure compliance with current requirements and sound practices regarding personnel administration of the AECI Charter School Network;

4. This Resolution shall be effective following review by counsel and shall remain in effect until such time as modified, repealed, or superseded by further resolution of the Board.

Moved by Shameeka Gonzalez Seconded by Peter Quiñones. Approved Unanimously.

11. **Facilities Committee**

To be discussed in Executive Session

12. **Executive Session**

Moved by DeVon Prioleau and seconded by Peter Quiñones at 7:25pm to go into Executive Session to discuss real estate. Approved unanimously.

Moved by DeVon Prioleau; seconded by Peter Quiñones at 8:10pm to return to the record. Approved unanimously.

13. **Adjournmen**t

Moved by Alberto Villaman; seconded by Devon Prioleau at 8:15pm to adjourn. Approved unanimously