

Academy of the City Charter School

Board Meeting Minutes

January 29, 2013

A meeting of the Board of Trustees (the “Board”) of The Academy of the City Charter School (the “School”) was held on January 29, 2013 at 5:00 p.m. at the School (36-14 12th Street Long Island City NY 11106).

Notice of the meeting was given by submitting a notice electronically to the Queens Courier newspaper, posting the meeting’s notice on the school web-site, and posting a paper notice on the bulletin board at Academy of the City Charter School, 36-14 12th Street, Long Island City, New York 11106

The following members of the Board were present:

Dr. Richard Welles, Steve Zimmerman, Nancy Sills, Silvana Vasconcelos, Angela Howard and Jim Traub

The following other staff members and visitors were present:

Richard Lee (Principal), Desiree Galashaw (Asst. Principal), Adam Hunt (Director of Operations), Digant Bahl (CFO), Angela Mane, June Schwartz, Rachel Gladstone, Diane Biondo, Stephanie Galea, Samantha Feigelson, Alice McNeill, Karen Granados, Alicia Latman, Kate Smallberg, Dorothy Bukantz, Victoria Miller (UFT), Brittany Graham (UFT), Jason Wheeler (UFT) and Dr. Frank Singuenza (Boys & Girls Club).

Richard Welles called the meeting into order at 5:10 p.m.

Minutes of Previous Meeting

The Board:

PRIOR MINUTES:

Nancy Sills moved to waive the reading of the minutes of the December 18, 2012 meeting and accept them as written. Jim Traub seconded the motion and it was unanimously passed.

Committee Updates

Steve Zimmerman did a walk through of the prospective building with architects and if things go well the lease should be secured by the end of February. Nancy Sills is working pro-bono for the Board as an Attorney and working on a basic draft of the lease. Mr. Shwartz has been working with Nancy Sills and she believes he is doing a good job.

VOTED

Nancy Sills moved to retain Mr. Schwartz as her Co-Counselor at a charge of \$3,000.00. All were in favor

Teacher's Report:

- Teachers are continuing their assessments of the student's academic level in all areas. There have been some large gains, as well as some small gains.
- Within the area of Math the teachers are assessing how well the students have learned from the beginning of the year. But they would like to change the mid-year assessment.
- The reading assessments consist of letter recognition at the beginning of the year. The mid-year assessment consists of the same as well as a reading record, and guided reading groups.
- So far there are kindergarten students that are on reading levels B, C, & D and the English Language Learners are on level A. This is a good sign because kindergarten students should be on Reading level C by the end of the school year.
- Within the first grade the teachers believe that there should be an element of assessment throughout the day should be added to the assessment and that it is not just a yearly assessment. They would like things such as; running records and one to one
- All of the assessment reports are due on February 01, 2013 and Richard and Desiree will be the ones to determine the changes and/or improvement since the beginning of the school year.
- Richard stated that part of the assessment that they have created is that the children will be able to see for themselves that they have improved.

Parent Community Organization (PCO):

No members were in attendance but it was reported that Sarah Hill has officially stepped down due to the fact that she is expecting a new child within the next couple of months.

School/ Management Report:

Richard Lee led the discussion with the following points:

- There are already 242 submitted applications for the 2013-2014 school year, which is a great sign since there were 400 submitted applications last year.
- Richard Lee, Desiree Galashaw, and Adam Hunt attended the 82nd Street Academics for “Principals Night” and there was a great response from the parents.
- Richard and Desiree are meeting with current parents in order to discuss the new building.
- Open Houses have been scheduled for the months of February, March and April all at 8:45 am. It will include a tour of the classrooms and a Questions & Answers at the end.
- Richard decided not to host evening Open Houses since the turnout last year was very poor and Richard prefers that prospective parents get a chance to see a live classroom.
- Richard would look to have an Open House at the new site as soon as the contract is signed and work has been done in the building.
- Richard had a meeting with another food vendor because he would like the school to have its own food authority. He also believes that it will be good because the children will be provided with better quality food.

Math Committee Report:

No update was provided

Finance Report:

Digant Bahl led the discussion with a few points

- The school will not receive the FTE for the beginning of the school year because although the school has 152 students currently enrolled, there were only 147 students enrolled for most of the first half of the year. It is suppose to be 150 in order to receive FTE.
- At this time the school’s revenue is \$483,252.00 which includes \$350,000.00 that the State prepays. (See attached)
- It has been announced that the per pupil revenue will remain the same for the 4th year.
- CSP has paid for the following positions Marquis Studio (music), technology, the Parent Coordinator for 2 years. This is the last year. There is the option of losing them all or making the school responsible for those salaries. Since the school

does not want to lose those positions, they will take the responsibility. This is another reason why the school needs to look at ways of making more revenue.

- Richard Lee believes that having 2 bubble classes is the best way to get the revenue needed.
- Open School Project is looking to revise the school's charter and a Board resolution is needed to revise the cap.
- The Board wants to focus not only on class size, but on the school size. Research has shown that 400 is an ideal number for students in a school and that is where they would like the school to be and not go over it.

Outreach and Enrollment

- The school will work with Vanguard again to do a mailing of applications to families within the District 30 area.
- Richard Welles would like for one of the Board members to become a liaison with the school for enrollment. He feels that good ideas and things can come from it.

Facilities Report

There are many things that need to be worked on before the lease is secured and the school can begin to move. Interviews for Architects will begin to take place shortly and teachers will be asked to join the committee in choosing the Architects who will work to create the school's ideal facility. Richard Lee noticed a few things that need to be done, with one of them being that the lobby of the prospective building is big while the offices have limited space and believes that the best option is to take some of the lobby space in order to create a bigger office space. He does not want to take away a classroom in order to use it as an office, He prefers to keep it as a classroom.

Open School Project Report:

(See report)

Executive Session:

Nancy Sills moved that the board go into executive session to discuss a personnel issue. Richard Welles seconded the motion and the motion was unanimously passed. All but the board members left the room.

RESUMED PUBLIC MEETING

There being no further business to be transacted, and upon motion duly made, seconded and unanimously passed, the meeting was adjourned at

The next board meeting is scheduled for February 26, 2013 at 5:00 p.m. at Academy of the City Charter School, 36-14 12th Street, Long Island City, NY 11106.

Respectfully Submitted

Nancy Sills, Trustee
