

## **Minutes of the Academy of the City Board of Trustees Meeting of July 21, 2015.**

A meeting of the Board of Trustees (the "Board") of the Academy of the City Charter School (the "School") was held on July 21, 2015 at 5:00 pm at the School (31-29 60<sup>th</sup> Street, Woodside, NY 11377).

Notice was given of the meeting by submitting a notice electronically to the Queens Courier newspaper, posting the meeting notice on the school's website, and posting a paper notice outside the school building at Academy of the City Charter School, 31-29 60<sup>th</sup> Street, Woodside, NY 11377.

The following members of the Board were present: Nancy Sills (Chair), Angela Howard (Vice Chair), Harold Elish (Treasurer), Michela Nonis (Secretary), James Traub, Richard Welles, Ernest Banks (on the phone).

The following staff members and visitors were present: Richard Lee (Principal); Pilly Quintanilla (PCO Co-Chair) and Christine Nick (OSP).

Nancy Sills called the meeting to order and thanked Richard Welles for his past leadership, which she noted has been instrumental in putting in place and nurturing many of the unique and wonderful aspects of AoC. NS also thanked Angela Howard and Harold Elish for their assiduous work on board governance, as well as Richard Lee and Adam Hunt for responding so quickly and thoroughly to the many recent requests and initiatives from the board. Finally, she thanked the entire board for their hard work which showed the deep commitment each of them had to the school.

**Minutes of June 19, 2015 Meeting:** James Traub moved to waive the reading of the minutes of the June 2015 annual meeting, previously circulated to the board, and adopt the minutes as written. AH seconded the motion and it was passed unanimously.

**Request to Extend Charter Term:** NS asked the board to entertain the motion to request an extension from SUNY of the AoC charter term from 12/13/15 to 7/15/16. RW moved to request the extension. AH seconded the motion. It was unanimously passed.

**Chair's Report:** The report was distributed before the meeting and is attached as Exhibit A. NS noted the following committee changes: (1) The

Finance Committee is now Finance and Operations Committee; (2) The Executive Committee is composed of the officers of the board and the chairs of the standing committees: (Nancy Sills, Chair; Angela Howard Vice Chair/Chair Education Committee; Michela Nonis, Secretary; Harold Elish, Treasurer/Chair of Finance and Operations Committee; James Traub, Chair Development and Advocacy Committee). (3) Ernest Banks is now appointed member of the Board Development Task Force. (4) RW will no longer be on the Finance Committee, his tenure there being as a result of his position as board chair. He will continue on the Education Committee and will be assisting the board and executive committee in other ways, on special projects or task forces.

NS added that the Board Self Assessments have almost all been returned and will be analyzed by OSP and then distributed to the Board for further discussion and use in future planning.

NS thanked the Board Development Task Force for their recommendations on board governance which were previously distributed to the Board (Exhibit B). She noted that the recommendations would be used as guideposts for the conduct of the board in the future. The board will do a review of their governance practices in October to determine how well they are meeting the recommendations and consider any further changes to the governance practices and structure.

NS welcomed the newly elected PCO co-chair, Pilly Quintanilla, noting how much the Board appreciated the work of the PCO and the contributions of the PCO chairs in the past to the board meetings. NSills noted that under the proposed revised by-laws, the two most senior officers of the PCO will be ex-officio board members. They will take part in the board meetings but will not count toward a quorum or be able to vote.

**PCO Report:** The PCO Report, previously distributed to the board, is Exhibit C. PQ delivered the report to the Board. The ninth PCO meeting was held on June 9, at 6:00 pm. It was not well attended. The PCO is working on ways of increasing attendance. The new PCO board was presented at the . The PCO gave all teachers mugs and Starbucks gift card as year-end gift. PCO Board presented the School with a \$10,000 fundraising check at the Final School Assembly on June 24, 2015. 2015-16 Planning meeting was held on 6/30 with RL and Noel Peguero (Parent Coordinator) with the goal to fundraise an additional \$10,000. Of that amount, \$7,000 will be for smart-boards for first grade and \$3,000 for new library books. Upcoming events will include: New student orientation on 8/26. PCO will provide snacks and coffee. Welcome Back Picnic on 8/27,

12:00pm to 3:00pm at St. Michael's Playground. Next year PCO meetings will take place around an event at the school to ensure greater participation. First PCO meeting/potluck will be held after Curriculum Night, 6:00 to 8:00 pm. PCO is planning to start a blog as another means of creating community.

**School Report:** The School Report was previously distributed to the Board and is Exhibit D. RL gave the school report. 86 out of 100 students are enrolled for next year. There were over 900 applications received for next year. A new PE Teacher has been hired. Charles Quinn, previously the PE teachers, will be the Dean of School Culture. The lease for new portable classrooms is being reviewed by the AoC lawyer. There was a reduction of \$5,000 in the rent originally requested by the Diocese in consideration of the Diocese being given access to the gym on certain Tuesday evenings. The source of the portables is still being investigated. Some that the architect had recommended were not built to NYC code. Depending on cost and timing, the school is considering purchasing new portables or accepting the free used ones offered by the DOE. For next year, AoC will be accepting 2 Kindergarten classes, down from 3 last year. The long term plan is that after our "bubble" classes pass through the school, grade will have 3 classes.

The test scores on the state test in science have been received. 88.9% of students scored at the 3&4 level. There were no children at 1, and only 11% at level 2. It is anticipated that AoC scores should be above District scores.

**Education Committee Report:** The Report of the Education Committee, previously distributed to the Board, is Exhibit E. AH (Chair, Education Committee) gave the report. The Committee has set a benchmark for School scores to grow 10-15% percent above district average over the next three years. The committee will continue to work to refine the benchmark, including requiring the school to show growth toward the benchmark every year. The committee is also working on setting a benchmark for teacher performance, including discussing what data the committee would consider in determining whether that benchmark had been reached. The Committee will continue its work on benchmarks at its next meeting. The Committee is moving forward on the 21st Century Library Project it selected for the upcoming school year. Going forward the Education Committee will meet at 4:00 pm before every Board Meeting.

AH moved that the Board adopt the Benchmark recommended by the committee, that the scores on the state tests grow to be 10-15% above

District average over the next three years. HE seconded the motion. It was unanimously passed.

**Finance & Operations Committee Report:** The Report of the Finance and Operations committee, previously distributed to the board, is Exhibit F. HE (Chair, Finance & Operations Committee) gave the report. HE anticipates no surprise in budget projections. Money is accumulating in the rainy day fund because of increased per pupil funding and rent relief: 50 to 100K are available to spend above what has been budgeted. Committee is recommending that RL and the Education Committee come up with a wish-list for education initiatives for the coming year and long term. One of the goals of the committee is to set policy that will assist the school leaders in focusing on education. The committee met and there was a good conversation with RL about who does what at the school. The committee will be continuing this work, reviewing operations, administrative structure, and the finance policies and procedures. The committee is considering bringing in an outside consultant to review operations in furtherance of its goal of finding additional ways to free up the school leaders to focus on education.

**Board Development Task Force:** The Report of the Board Development Task Force is Exhibit G. AH gave the report. EB is on the Task Force. Task Force goal is to grow the board to 12 members. Now working on adding two additional members: an experienced educator and a member from the Community or elsewhere in Queens. The Task Force is also working on on-boarding materials for new members.

### **Resolutions:**

Resolution to Adopt First Restated and Amended By-laws of Academy of the City Charter School, with attached proposed by-laws, previously distributed to the board (Exhibit H): AH moved to adopt the resolution. JT seconded the motion. It was unanimously passed.

Resolution to Adopt Amended Conflict of Interest Policy, with attached proposed conflicts of interest policy, previously distributed to the board (Exhibit I): JTraub moved to adopt the resolution. HE seconded the motion. It was unanimously passed.

Resolution to Adopt Amended Code of Ethics, with attached proposed code of ethics, previously distributed to the board (Exhibit J): JT moved to adopt the resolution. AH seconded the motion. It was unanimously passed.

Resolution to Adopt Amended Fiscal Policies and Procedures Manual, with attached proposed Manual, previously distributed to the board (Exhibit K). HE moved to adopt the resolution. JT seconded the motion. It was unanimously passed.

**Report on OSP Contract Negotiations:** JT reported that he and HE are working together on negotiating an amendment of the OSP contract for the final year of the contract between OSP and the School. The terms being discussed include tasks and compensation. The goal of the parties is to have a finalized amendment in place for the Fall of 2015.

AHoward then moved that the Board go into Executive Session to discuss the evaluation of the Principal. HElish seconded the motion and it was unanimously passed. There were no votes taken in executive session. The business of the board during Executive Session being completed, NS moved that the Board return to public session. JT seconded the motion and it was unanimously approved. The board returned to public session. There being no further business before the board, AH moved that the board adjourn. HE seconded the motion and it was unanimously passed.

The next Board meeting will take place on August 25, 2015 at the School at 5:00 p.m. There will be a meeting of the education committee on that date, starting at 4:00 p.m.