

## Academy of the City Charter School Board Minutes --Annual Meeting

A meeting of the Board of Trustees (the "Board") of The Academy of the City Charter School (the "School") was held on June 25, 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 website, 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, Nancy Sills, James Traub, Angela Howard, Harold Elish, Silvana Vasconcelos.

The following staff members and visitors were present:

Kate Smallberg (teacher), Desiree Galashaw (assistant principal), Richard Lee (principal), Adam Hunt (director of operations), Digant Bahl (CFO), Dorothy Bukantz (teacher), Paul Ajon (AoC) and Emily Kotsafkis (PCO)

Nancy Sills moved to waive the reading of the May minutes, and that they be approved as written. Harry Elish seconded the motion, and it was unanimously passed by all board members present.

Richard Welles welcomed all to the annual meeting of AoC and the last meeting of the school year 2011-2012.

### **Facilities**

RW requested that Richard Lee deliver the facilities report. RL noted that the meeting was being held in Room 101 of the new facility, which will be the main office. The main office has been wired for electric and phone. Asbestos abatement has been concluded. The classrooms have been mostly wired. RCN and network outsource are responsible for this portion of the wiring which will proceed for several weeks. Painting of ceiling and patching for the whole building is almost completed. Removal of asbestos and installation of the new roof by the landlord is in process. The painting of the corridors and classrooms have been postponed due to plans to have a volunteer week in mid-August for volunteers, teachers, parents and other members of the school community participating. This work will commence in August with a contingency crew ready in case the volunteer project falls behind schedule.

Contractors and Architects have been meeting weekly.

Father West has been meeting with RL frequently. The school plans to hire as a custodian the former Corpus Christi school custodian with the fee for the custodian being split 60/40 with the church. Ultimately the school will hire a night custodian and a full time security guard.

There will be a final walk through with VOICE of the St. Rita's school facility. Depending upon the damage found, a portion of the \$10,000 security deposit will then be returned.

In response to a question by Harry Elish regarding the surpassing of the budget for renovations, RL explained that the original bid was forty percent above the SSF grant. RL had split up the project into two phases.

Phase one entails all classrooms being wired, sinks being placed in the art and science rooms, and the school being

painted. Phase two entails involves more extensive work on ELL and Special Ed rooms and the office space. The construction is two to three weeks behind schedule because of delays in receiving permits. A realistic projection for the completion of the office would be mid-September. Cost for the construction is about 4-10% over what was budgeted. Air conditioners are being placed in every window.

JT and RL spoke about organizing a volunteer week during the upcoming year to work at the school, a volunteer day in mid-August, and working on a playground funded by Kaboom.

### **Secretary's Report**

NS gave the secretaries report. There were twelve board meetings during the school year. All minutes are posted on the AoC web-site. Two new board members joined the board this year; James Traub and Harold Elish. Two teachers have also joined the education committee committee and were welcomed there by the board members -- first grade teacher Lisa Gangi and second grade teacher Kate Smallberg.

### **PCO Report**

Emily Kotsaftkis introduced herself as a parent and a nominee for Co-President of the future PCO board. Elections for board positions are in progress, with ballots due imminently. She expressed her interest in being more present at the board meetings and extended her appreciation to the school.

The PCO passed eight revisions of their by-laws at their June meeting, including establishing a co-presidency. There was a new position of class representative coordinator, which is a huge job, so two people will be sharing that job. There is also a communications coordinator position. The PCO will use the summer to get ready for next year. EK also mentioned that

there was a marathon meeting with RL and Steve Zimmerman at which future goals were brainstormed. One of the teachers attended the meeting. Among the goals for next year are holding special events at the school and having regular monthly meetings of the PCO. In response to a query by NS regarding whether the by-laws were revised to include teachers, EK stated that there was a revision to have a teacher present at the executive meetings, that there would be a teachers report at each meeting and that teachers were welcome at the meetings. In addition there were plans to have presentations at the meetings on academic issues by the administration and the teachers.

### **Teacher Report**

Kate Smallberg gave the teachers report. The teachers are packing furiously for the end of the year and the move to the new facility. Packing is being used as an educational tool, with children organizing games, counting manipulatives. Children are being sent home with homework packages that are mandatory. They include basic math skills. Parents are being encouraged to participate in those at home projects with the children. There is a summer reading list being sent home, with suggestions for books for the children to get from the library.

The teachers are having year end sessions to reflect on what work was successful during the year, what materials to use and what are necessary for next year. She also stated that the teachers have those meetings on a month basis, with the curriculum being constantly reviewed and revisited to recognize what areas were weak or strong.

### **School Report**

RL and DG gave the school report.

There are currently 157 children enrolled at AoC.

The plans for next year are to enroll 29 children per class, with the expectation that with normal attrition, the number of children per class will be 27. The school is working throughout the summer to ensure those enrollment figures, with outreach to the current families. HE suggested that the school consider a plan to engage the families on the wait-list so that they continue to keep AoC in mind as they make plans for the next year.

The FTE was 151.3, which exceeds the 150 expected for the budget. There are currently 157 children enrolled at AoC.

AoC had over 90% attendance as of May 30<sup>th</sup>.

Hiring has gone well, with one associate teacher position to be filled.

Currently AoC has enrolled 122 kids new for the upcoming year but still needs to fill 21 more seats.

RL discussed the AoC children's final weeks in school including an assembly where all six classes shared time together where there was even a slideshow. There is still one classroom staffing position that needs to be filled.

PCO organized a year-end picnic that had a great outcome. The open house that we held at the new facility went extremely well. We had at a positive turnout of both new and returning parents. There were tours and activities; parents, children, friends, teachers and more attended.

RL informed the board that 21 century grant was not awarded to AoC therefore AoC will have to use it's backup plan to provide afterschool for 2013-14. Like 2012-2013, NYJTL will

be a candidate; RL has already spoken to the chairperson about an in-house program that would accommodate one hundred children. The other plan would be to have an afterschool program operated by AoC, which would involve hiring an A/S coordinator and staff. The program would be an hour of academic enrichment for K-3, followed by art and sports for K-1 at the school. The Boys and Girls club would be used to provide A/S for the second and third graders for arts and sports activities. The school organizing its own after school program would allow it to integrate after school with the regular school curriculum. RL has already spoken to the Executive Director, Terry Hughes about the program. The topic of providing busing and cost for the Boys and Girls Club program is still being worked out. The anticipated cost of the after school program would be between \$2 and \$10 per child, depending upon need.

### **Finance Report**

Digant Bahl presented the report. He distributed his fiscal report to all present (Exhibit A) and there was discussion concerning same.

### **Open School Project report**

There was a presentation by OSP concerning a proposed contract for the ensuing three years. There was a discussion of the relationship between OSP and the school, in which all present at the meeting participated. SZ and RW will recuse themselves from any board decision as to whether to renew the OSP contract and on what terms.

Currently AoC has enrolled 122 kids new for the upcoming year but still need to fill 21 more seats, which is more than we enrolled in the past years at this point in June.

## **Volunteers**

JT discussed steps he has taken to engage the interest of the NYU business school program in having interns interested in not for profits work with the board in developing a long term business plan for the school.

## **Board Elections**

NS moved that the current officers remain in their current officer position for the following year. JT seconded the motion. Those positions are:

Rick Welles-Chairperson  
Angela Howard-Vice Chairperson  
Nancy Sills-Secretary  
Steve Zimmerman-Treasurer

The motion was unanimously passed by all board members present.

## **Executive Session**

RW moved that the board go into executive session to discuss the principals' evaluation by the board. NS seconded the motion and it was unanimously passed by all present.

There were no votes taken during the executive session.

NS moved that the executive session be concluded and that the board return to the public meeting. JT seconded the motion, and it was unanimously passed by all present.

During the resumed open session of the meeting RW moved that the board express its continued confidence in the stewardship of AoC by Richard Lee. AH seconded the motion, and it was unanimously passed by all present.

The business of the meeting being concluded, NS moved to adjourn the meeting. HE seconded the motion, and it was unanimously passed by all present.

The next meeting of the board of trustees shall be on July 30, 2012, at 5:00 p.m.

Respectfully submitted,

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Nancy Sills, Secretary