

Academy of the City Charter School  
Minutes of the Meeting of the Board of Trustees  
On Monday, March 26, 2012 at 5:00 p.m.  
At Academy of the City Charter School, 36-14 12th Street, Long Island City, NY 11106

Present

Richard Welles, Chairperson  
Nancy Sills, Secretary  
Steven Zimmerman, Treasurer  
Angela Howard, Vice Chairperson  
James Traub, Trustee  
Silvana Vasconcelos, Trustee (joined meeting)

In attendance

Richard Lee, Principal  
Dorothy Bukantz, Conductor of Curriculum & Instruction  
Adam Hunt, Director of Operations  
Sarah Hill, parent  
Diane Biondo, teacher

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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 on the bulletin board at Academy of the City Charter School, 36-14 12th Street, Long Island City, New York 11106.

RW called the meeting to order.

NS moved to waive the reading of the minutes of the February meeting. AH seconded the motion and it was passed by unanimous consent.

The board welcomed Walter Sanchez of the Boys and Girls Club. SZ and AH of the facilities committee have been working extensively with Mr. Sanchez on this project. There was a discussion with Mr. Sanchez of the plans that B&G club has underway to develop a facilities collaboration between AoC and B&G, with the B&G club building on to their existing building and a charter school, presumably AoC if the terms can be worked out, occupying that space as a tenant. A draft conditions assessment report has been completed and all indications are that the building is in adequate condition to expand. The pool renovation is almost complete, and the anticipated completion is 5/1/12. B&G is considering revising their strategy for funding their after school programs.

D. Biondo gave the report of the teachers' organization. The Teacher' Organization ("TO") is continuing with its development of curriculum maps. The teachers would like to participate in the hiring committees for new staff (associate teachers, etc.). Parent/teacher conferences were held and had 80-85% turnout. Overall, parents are very happy with the school and all said they were coming back. Parents expressed reservations about the ongoing behavior issues at the school. RL met with the faculty on the issue of discipline and was very supportive. The parent/teacher conferences were 30 minutes per family. Teachers are proposing a system where on either the last Friday of the month or every Friday parents be allowed 15 minutes with the teachers to discuss and collaborate on the children's progress.

S. Hill gave the report of the Parent Community Organization ("PCO"). There has been a uniform committee established which will present its findings next week. A vote was held and of the 44 participants (out of the total student body), 42 would like uniforms and 2 would not like uniforms. The board has indicated that the implementation of uniforms might require a change to the charter. The PCO will present its findings regarding uniforms and discussion concerning definitions and enforcement to the board. A nomination committee has been established for the offices of the PCO. The positions are president, vice president, parent outreach coordinator, secretaries (2) and treasurer. The term of office for this initial year would be 1.5 years. Regarding outreach, the PCO indicated that turnout for open houses has been low, approximately 15-20 people each time. They will be concentrating their efforts on getting more people to attend the open houses and school tours. There has been an effort to do outreach in the Astoria Public Housing Development by AoC's parent coordinator and the OWN Foundation. Additional follow up was suggested. The next open house is scheduled for April 4, 2012. The PCO would like direction from the school as to what projects the school would like the PCO to take on, for example, a community fundraiser.

AH gave the school report concerning the lottery. Currently there are 365 applications for 43 available slots. The lottery is scheduled for April 16 at 5:00 p.m. The administration will consider whether to allow parents to enroll immediately after the lottery is held.

RL gave the school report regarding other issues. Enrollment is currently at 102. One child is moving, and there may be interest from another family in filling his slot which the school is considering. There is a protocol that would allow a non-wait list slot to be filled prior to the lottery only. A staffing report was distributed (Exhibit A). All the lead and associate teachers will be returning next year. Associate teachers for K, 1 and 2 will be hired in addition to an assistant principal and other support staff. An assistant principal position has been developed and will focus on curriculum implementation and discipline. Recruiting for the open positions has been ongoing at job fairs, NYU, Hunter, and Queens College schools of education. A student teacher program is being considered. Classrooms generally have two full time teachers and some volunteers. There is some art work being done in the classrooms with student interns.

A background check is being performed on every volunteer, as required by law. The staffing projections are on target with the budget projections for salaries within 1%. The SUNY visit is scheduled for 4/17/12. Trustees will be present for a meeting with SUNY at 5:00 p.m. The school accountability plan required by SUNY is being developed by RL with input from RW.

RL delivered the finance report prepared by school CFO DBahl (Exhibit B). The key fiscal factors were reviewed. The next budget projection will be based on a conservative projection of 150 students. The uses of the CSP grant funds were clarified. Expenditures include: movement/music program provider, payments to the OWN Foundation, listening centers, ipads (ordered, protocols are being put in place to secure the technology), laptops (10), cooking lab equipment. AH moved to approve the staffing budget as presented by the CFO. NS seconded the motion and the motion was unanimously approved. The budget for the next fiscal year is to be presented for approval by the board at the June board meeting. E-portfolios are in the process of going on line. With regard to the accountability plan, a rough draft will be submitted on May 1, 2012.

NS moved that the board continue the session in executive session to discuss employment history and future employment of the school leader.. AH approved the motion and it was unanimously approved. NS moved that RW be authorized to negotiate an employment contract with RL. JT seconded the motion and it was unanimously approved.

The business of the board during executive session and during the public session being concluded, RW moved to adjourn the meeting. JT seconded the motion, and the motion was unanimously approved.

The next meeting of the Board of Trustees is scheduled for Tuesday, April 24, 2012 at 5:00 p.m. at Academy of the City Charter School, 26-14 12th Street, Long Island City, NY, 11106.

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Nancy Sills, Secretary  
Dated March 26, 2012