

Minutes of the Academy of the City Board of Trustees Meeting of May 17, 2016

A meeting of the Board of Trustees (the “Board”) of the Academy of the City Charter School (the “School”) was held on May 17, 2016 at 5:00 pm at the School (31-29 60th Street, Woodside, NY 11377).

Notice of the meeting was given 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 60th Street, Woodside, NY 11377.

The following members of the Board were present: Nancy Sills (Chair), Rick Welles, Steven Zimmerman, James Traub (via Skype), Michela Nonis (Secretary), Harry Elish, Pily Quintanilla (PCO Co-chair), Monica Kahn Liriano (PCO Co-chair).

The following staff members were present: Richard Lee (Principal), A. Hunt (Director of Operations), S. Cardillo (1st grade teacher) and B. MacIntire (K teacher).

Nancy Sills called the meeting to order and welcomed the board members, the staff and the teachers.

Project Based Learning Report:

SC and BMel reported to the Board on what the Project Based Learning Committee has been working on. The PBL curriculum will introduce 2 projects each year in each grade, connected to the Social Studies curriculum and other content areas for each grade and incorporating key knowledge, understanding and success skills. Students will have an opportunity to focus on many different topics from families, cultures, fairy tails and community in the earlier grades, to early man, simple machines, Greek myths, economic systems and forms of government in the upper grades. There will be PD training on Project Based Learning this summer for the teaching staff. Teachers at the school are excited and eager to contribute to the project.

RW suggested that the teachers keep a diary to track problems and solutions. NS thanked the teachers for their detailed and engaging report.

Ratification of the minutes:

NS asked for a motion to ratify the minutes of the April 19th board meeting. SZ so moved, HE seconded and all were in favor.

Financial and Operations Report:

HE gave the report. This year’s budget is coming in very close to projections. Projections for the coming fiscal year show a 2% excess of revenue over expenditures. The Finance Committee has recommended that the Board formally approve the budget for the coming fiscal year. NS so moved, MN seconded and all were in favor. RW complimented the school on its rigorous fiscal management.

School Report:

RL gave the school report (previously distributed to the board and attached as Exhibit A). Long-term plan is proceeding smoothly. AoC’s academic program is strong and there have been over 1400 applications for next year. Attendance is high at 93%. Summer Camp applications are coming in and attendance will probably be about 40-50 students. Project Based Learning PD will take place in August with about 17 teachers attending so far. A part-time administration assistant has been hired to help out in the front office. RL will continue to monitor operations.

Operations Report:

AH reported on Operations (31 mins). An operations dashboard which will feature a “future expected” component is being prepared. Enrollment for 2016-17 is proceeding well. There will be a preliminary report on the results of the language survey at the next board meeting. Renovations are planned for the 1st and 2nd floor bathrooms. AH has redrafted job descriptions for the admin staff and will determine in October if additional help is needed in the office. The new part-time admin assistant will log in attendance and help out in the front office.

The projector and microphones have been installed in the theater and are working well. A credit line and commercial credit cards for senior administration have been established through Chase bank. Offer letters will be going out in the next few days.

Executive Session

NS motioned to move to executive session to discuss a personnel issue. SZ so moved, RW seconded the motion and all were in favor.

The business of the executive session being concluded, SZ moved to return to public session. NS seconded the motion and all were in favor.

The business of the public session being concluded, NS moved to adjourn, HE seconded the motion and all were in favor.

The next board meeting will be on June 4, 2016 at 1:00 pm.