

Academy of the City Charter School Board Minutes

A meeting of the Board of Trustees (the “Board”) of The Academy of the City Charter School (the “School”) was held on November 19, 2013 at 5:00 P.M. at the School (31-29 60th Street Woodside, N.Y. 11377)

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, 31-29 60th Street Woodside, N.Y. 11377

The following members of the Board were present:

Dr. Richard Welles, Nancy Sills, Angela Howard, James Traub, Jessica James, Harold Elish, Steve Zimmerman.

The following staff members and visitors were present:

Richard Lee (principal), Desiree Galashaw (Asst. principal), Paul Ajon (AoC), Dorothy Bukantz (teacher/OSP), June Schwartz (OSP), Amanda Lefer (PCO)

Education Committee Update

The committee met on November 19 at 4:00. There was a lengthy discussion about project-based learning for elementary and middle school years. The next meeting will be on December 17 at 4:00 p.m..

The committee is considering asking teachers to report to the committee on specific issues which can then be reported to the committee to the full board. That would obviate the need for a teacher report at each board meeting. (Exhibit A is the Education Committee report distributed to the board for use at the meeting).

PCO Report

The PCO has been deeply involved with fundraising for the AoC Playground. Money has already been generated by the raffles and other PCO activities. that were recently organized. More than \$2,000 has already been generated and a substantial further amount is anticipated by the bake sale. There has been a discussion of class parents and how to get them more involved in the classrooms. The Scholastic books fair organized and run by the PCO will be a further fundraising opportunity for the school. Last year, the PCO raised nearly two thousand dollars for AoC from the book fair.

The PCO is trying to organize google groups for parents for dissemination of information to all AoC families. One concern that the PCO has, is that not every family has computers or access to the internet at their home.

The PCO is working on improving the provision of healthy snacks to every classroom. One suggestion is that a fund be established that would serve as a pool or collection to use to purchase healthy snacks for the children. (Exhibit B is the PCO written report distributed to the board for use at the meeting)

OSP Report

SZ talked about his upcoming meeting with David Frank from the Charter Center. SZ invited David Frank to AoC to see the school. Mr. Frank is interested in our school and hopes to contact Councilman Jimmy Van Bramer and encourage him to visit the school.

SZ discussed additional lobbying activities, including meeting with James Merriman of the New York Charter School Center which advocates for charter schools. schools.

Rick and Steve have been invited to present at South by Southwest in Austin, Texas. Over 700 applications or presentations will be at this conference/festival. SZ and RW will have a presentation entitled *Charter Schools: Necessary but not the Answer*.

A note should be made for the board to consider by the July meeting whether to withhold dues from the Charter School Network because of divergence in philosophies between our school and some of the political and philosophical positions advocated by CSN.

Finance Report

Harry Elish gave the update of the finance committee. The budget is stable with any negatives being offset by positives. There is an issue with afterschool reimbursement, which the administration is on top of and taking steps to remedy. (Exhibit C is the finance report and notes prepared by Digant Bahl, CFO, and Exhibit D is the written report of the finance

committee, all distributed to the board for use at the meeting).

School Report

RL gave the school report by stating that AoC's enrollment is at 278, which is eight over budget. The budget was prepared based upon an enrollment of 272 children.

Outreach is beginning for the next school year with a visit being planned to 82 Street Academics. Online applications will be available in early January.

The first day applications will be accepted is January 6.

Applications will be available in English and Spanish. Open houses will be held in mid- February and March. The lottery will be held on April 7, 2014.

The educational programs at AoC are going very well. Unit plans have been presented and are being implemented. There have been very few behavioral incidents in the classrooms, which have led to fewer disruptions in class. Progress reports on each child are being written by the teachers and reviewed by RL and DG. They will be sent out in mid-December.

Staffing is going well. Initial teacher evaluations are being done, with the initial goals being set with regard to classroom environment and learning practices. The initial formal and comprehensive teacher observations are beginning. There has been an agreement reached with the UFT with regard to teacher evaluation rubrics.

The PCO came to the last faculty meeting and has been very supportive of the faculty. They are helping the teachers set up donors choice pages and

prepare wish lists on Amazon for items they want for their classrooms. Purchasing the items on Amazon through those wish lists will also benefit the school with payment of a commission on each item purchased.

PLC's (Professional Learning Communities) are going well. We are currently on our second and third sessions. These are self-forming groups where all teachers participate in them. Teachers are in the middle of writing progress reports for children. They will be mailed out before December 20th. Initial goal setting is complete which will be followed by the focus observations where learning practices will be observed.

Locks for all the rooms have been purchased and will be installed soon.

After school program is going well but AoC administration will be taking further steps to collect the amount due for afterschool from the participating families. Currently, ninety children participate in the program and fee collecting has been satisfactory.

Donations and fundraising have commenced. The PCO has been enormously successful in spearheading fundraising efforts.

Escrow money has been moved from TD to Investors Bank as well as an operating account. This should be beneficial to the school on the long run. (Exhibit E is the school report distributed to the board for use at the meeting).

Other Matters

RW spoke about updating the AoC website and having a short bio about each board member.

Board retreat will take place on Tuesday, January 28 at AoC, immediately following the conclusion of the board meeting.

On Saturday February 1 from 9-1 in OSP office, there will be the second part of the board retreat meeting.

The board development committee has prepared a letter to contact former donors about contributing to the playground project. Board members have also been personally generously contributing to the playground effort, with 100% board participation the goal.

NS moved that the board move into executive session to discuss a personnel matter. RW seconded the motion. There were no votes taken during executive session. The executive session being concluded, JT moved that the board return to public session. AH seconded the motion.

(public session of the board meeting continues)

There being no further business of the board to be conducted, AH moved to adjourn the meeting. NS seconded the motion, and it was unanimously passed.