

## **Minutes of the Academy of the City Board of Trustees Meeting of November 17, 2015**

A meeting of the Board of Trustees (the “Board”) of the Academy of the City Charter School (the “School”) was held on November 17, 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), Richard Welles, Harold Elish (Treasurer), Steven Zimmerman, Ernest Brooks, and Michela Nonis (Secretary), Pily Quintanilla (PCO Co-Chair).

The following staff members and visitors were present: Richard Lee (Principal), June Schwartz, Kate Smallberg (for the beginning of the meeting).

### **Ratification of the minutes:**

NS asked for a motion to ratify the minutes of the October 14, 2015 board meeting. HE so moved, AH seconded and all were in favor.

Kate Smallberg, 3<sup>rd</sup> grade teacher, gave a short talk on the new Journeys ELA curriculum that AoC is using. The students love the stories in the book, both fiction and non-fiction, and are making connections with their Science, Math and Social Studies curricula. She described a project the children did in science class, constructing bridges out of sticks and marshmallows, that coordinates with the story about bridges the children are reading in the Journey’s textbook.

**School Report** (previously distributed to the board is attached and Exhibit A). RL gave the report. 415 students enrolled. Portable classrooms will be ready by mid-December. The TADA theater program scheduled to begin in the new year, will work with two classes back to back and is now scheduled to come to the school from the end of April through June. The School Quality Snapshot was shared with the board (Exhibit B).

The school received excellent ratings in many categories. RL is looking into how many students missed the first week of school, and for what reasons, to understand the chronic absentee percentage shown in the school quality report.

**Chair’s Report** (previously distributed to the board and attached as Exhibit C). NS gave the report and discussed the importance of the Long Term Strategic Plan as a way to learn from the past and bring the school and the community together.

Board members shared some long-term goals. Among them were:

- coming up with an action plan that will address the systemic issues that affect AoC students that may include community services, Pre-K and middle school;
- carefully assessing the needs of the school; looking at where the school might be in 5 years;
- listening to the wider school community in order to make the right choices;
- focus on clear and quantifiable metrics and measures of success for the road plan;
- work towards a Middle School;
- plan for more collaboration with district schools and other charters.
- plan for an enriched After School Program
- make sure that at the end of the next charter term, the school will be in a position for its charter to be renewed.

The board discussed finding a consultant to facilitate the process of the Long Term Plan. OSP will recommend 4 candidates by early December. The procedure for choosing a consultant from the list was discussed.

**PCO Report** (distributed to the board and attached as Exhibit D). PQ distributed the PCO report. There were no questions.

**Board Development Task Force:** HE updated the board. He has been working to make a connection with a potential board member who is a business leader in the neighborhood. Other community members are being considered by the Board Development Task Force.

**OSP Report** (previously distributed to the board and attached as Exhibit E). RW gave the report. There were no questions.

**Development & Advocacy Committee Report** (previously distributed to the board and attached as Exhibit F). NS gave the report for JT. Fundraising this Fall will be at the board level and the board is encouraged to make generous donations as much as they are able. A new flyer is ready to go out to thank all donors. The board will receive a color pdf file of the flyer.

**Finance & Operations Report** (previously distributed to the board and attached as Exhibit F). HE reported that the school would like to install fans in all the classrooms to improve air circulation. The cost to the school will be 16K. There is also money available for additional spending on school programs and professional leadership. HE will follow up with Digant Bahl on the expected payment from the DOE for the portable classrooms the school is installing.

NS moved that the board go into executive session to discuss an issue concerning a particular person's employment.. HE so moved and AH seconded the motion and all were in favor.

There were no votes taken during the executive session. The business of the executive session being concluded, AH motioned to return to public session. NS seconded the motion and all were in favor.

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

The next board meeting will be on December 15, 2015 at 5:00 pm.