

# **Academy of the City Charter School**

## **Board Meeting Minutes**

November 8, 2012 (October Board Meeting)

A meeting of the Board of Trustees (the “Board”) of The Academy of the City Charter School (the “School”) was held on November 8, 2012 (October Board Meeting) at 5:00 p.m. at the School (36-14 12th Street Long Island City NY 11106). The October meeting was delayed until November due to closures as a result of Hurricane Sandy.

Notice of the meeting was given by submitting a notice electronically to the Queens Courier newspaper, posting the meeting’s notice on the school web-site, 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, Steve Zimmerman, James Traub, Nancy Sills, Silvana Vasconcelos and Angela Howard

The following other staff members and visitors were present:

Richard Lee (Principal), Desiree Galashaw (Asst. Principal), Adam Hunt (Director of Operations), June Schwartz, Dorothy Bukantz, Sarah Hill (PCO) and Angela Mane Digant Bahl (CFO).

Steve Zimmerman called the meeting into order at 5:10 p.m.

### **Minutes of Previous Meeting**

The Board:

#### PRIOR MINUTES:

Approval of the November 7, 2012 minutes was adjourned until the December meeting.

### **Committee Updates**

All committee updates were moved to next Board Meeting

### **Teacher’s Report:**

No teachers were in attendance

## **Parent Community Organization (PCO):**

- Communication: during the storm, the newsgroup worked well in English and Spanish, The phone tree was used. All parents received the information about our school during the storm. Further development of the phone tree is in process.
- Halloween party (or similar event) is being rescheduled. No date at this time.
- Open house for new facility may include posters and pictures of the new facility
- Fundraising: Scholastic books fair, holiday fundraiser, selling items during the Winter concert are all ideas on the table at this time.
- Bank account was opened with \$220.00 deposited
- PCO member dues are \$20.00 and are voluntary.
- Parent survey was sent out.
- PCO welcome packet went out to families.
- Box tops for Education account is opened
- PCO meeting rescheduled for next Tuesday, Nov 13 at 6pm.
- Karan Casey benefit concert is being planned by Dorothy

## **Finance Report:**

- The Finance Report is Exhibit A hereto. The Finance Committee has adopted the audited financials. The Board now needs to accept the audited financials before we can release the report.
- We are on target on expenses, however we are under enrolled, and that results in lower revenue.
- On Oct 23, 2012, the actual enrollment was 147, enrollment as of today is 144, our budget is based on 150 students.
- Postcard direct mailing is planned, but not executed because addresses are not updated by Vanguard Direct. Update is expected to be completed in mid-November. The administration is continuing to contact families on the waitlist.
- Nancy Sills expressed concern about enrollment and asked the administration to develop a plan to boost enrollment. Richard Lee advised that he would be meeting with Adam Hunt (Director of Operations) on the issue of expediting contacting families on the waitlist.
- We will spend our Charter School Program (CSP) funds this year.
- Hiring employees is in line with the budget.
- Balance Sheet assets as of 9/30/2012 are \$387,000.
- Cash Flow projections for the next 4 months were provided.
- Projections for 2013 and beyond were provided based on 26.5 students per class, plus a bubble class in School year 2013-14 and an additional bubble in '14-15

## VOTED:

Steve Zimmerman moved to accept the management letter and audited report as submitted by Loeb and Troper. Nancy Sills seconded the motion.

All in attendance were in favor. The decision was unanimous.

## **School/ Management Report:**

- Work in Responsive Classroom is going well
- PLC being developed to continue the responsive work
- Literacy is abundant in the classroom
- Content areas are being looked at
- Initial assessment was done in October
- Second grade will take norm-referenced Measurement of Academic Progress (MAP) testing for Language Arts & Math in January with NWEA. Date to be determined
- Assemblies are going well on Mondays
- Clubs have begun on Monday afternoon with 9 different clubs. Children have choice of club and are across grade levels.
- There is a winter concert planned for mid-December, date TBD. There will be an afternoon concert at 2pm and an evening concert at 6pm which will be held on the same day.
- Volunteers have been matched with classrooms.
- Behavior: consistency in language across the school is notable. Analysis of the behaviors and rate of occurrence was conducted and reported on in the Education Committee meeting. Overall, low level misbehavior is decreasing. Chronic behaviors identified as repeated level 1 offenses represent 6% of population. Most common offenses are hitting, followed by uncooperative behavior.

## **Open School Project Report:**

- On Oct 2, June Schwartz and Steve Zimmerman attended the "Futures in Education" dinner sponsored by the Brooklyn Diocese.
- Developed and wrote the SSF grant which was submitted on Oct 10 to SUNY.
- Architectural RFP for the new facility has been shaped. Not formalized and not begun. The process was helpful in preparing the rate sheet for the Diocese.

- Steve is not comfortable with opening the RFP process for parents of Academy of the City Charter School yet since there were other people who had questions. The decision is to be made at a later date.
- Steve Zimmerman and Richard Welles attended the annual meeting of the New York Charter School Association, where they gave a presentation on leadership and leadership search.
- Dorothy Bukantz is working on the curriculum, program and rationale for the middle school charter and/or amendment of the our current charter.
- Steve invited anyone present to help with work on planning the middle school
- Boys and Girls Club is working on garnering political support for the joint facilities plan with AoC.
- Assisted PCO in opening of the bank account
- The e-portfolio is to be completed by end of December.
- A Committee was put together by Richard Lee in regards to the 21st Century Grant. OSP is working in conjunction with successful grant writers (school approved) to review the grant.
- Steve recommends outsourcing the writing of the grant (for \$7,500 fee). The grant writers recommended work at CEI-PEA and have prior experience with the 21st Century grants. The grant amount is based upon the number of students who attend (maximum amount is \$1500 per student). Submission deadline is 1/4/2013. There was a discussion of the OSP's role in grant writing and the impact of the \$7,500 on the budget. Richard Lee recommended including a figure for grant writing and fundraising in all future budgets.

VOTED:

Nancy Sills moved that the board approve expenditure of the \$7,500 fee for a grant writer. James Traub seconded the motion. The motion was passed unanimously.

VOTED:

There being no further business to be transacted, and upon motion duly made, seconded and unanimously passed, the meeting was adjourned at 6:58 p.m.

The next board meeting is scheduled for November 27, 2012 at 5:00 p.m. at Academy of the City Charter School, 36-14 12th Street, Long Island City, NY 11106.

Respectfully Submitted

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Nancy Sills, Trustee

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