

## **Minutes of the Academy of the City Board of Trustees Meeting of December 20, 2016**

A meeting of the Board of Trustees (the “Board”) of the Academy of the City Charter School (the “School”) was held on December 20, 2016 at 5:00 pm at the School (31-29 60<sup>th</sup> 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 60<sup>th</sup> Street, Woodside, NY 11377.

The following members of the Board were present: Nancy Sills (Chair), Angela Howard, Rick Welles, James Traub, Harry Elish, Michela Nonis, Steven Zimmerman, and Monica Kahn-Liriano (PCO Co-chair). The following staff members and visitors were present: Richard Lee (Principal), Caren Leslie (Assistant Principal), and Sarah DeBlois.

### **Chair Report**

NS called the meeting to order and extended the board’s congratulations to RL on the success of the Art and Science Fair and the Book Fair taking place at the school. NS reminded the board to donate and solicit contributions before the end of the year. NS discussed the Family Literacy Program, which has been very successful and is now looking to enroll more parents for the next session. RL is working to organize a Family Literacy Program on Saturdays, to be paid for by the funds raised by the board. There was a discussion on how to best reach the families that would most benefit from the program, and how to facilitate travel to and from the school for those families.

### **Motion to authorize funds for leadership coach for 2016-2017 school year.**

NS asked for a motion to authorize funds for the 2016-17 school year. HE so moved, RW seconded the motion and all were in favor.

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

MN asked for a motion to ratify the minutes of the November 22, 2016 board meeting (previously distributed to the board and attached as Exhibit A). JT so moved, SZ seconded and all were in favor.

### **School Report**

RL gave the school report (previously distributed and attached as Exhibit B). RL updated the board on the SUNY Renewal Benchmark on Legal Requirements. The school is legally compliant on all matters, and “substantially complies with applicable laws rules and regulations and the provisions of its charter.” There are no open litigations against the school and the school retains independent counsel.

The public share for PBL projects will take place around the end of January. Teachers and children are very excited about the projects and the public share. RL described each project for the board.

An admission associate has been hired: Viviana Vidal, who is working closely with NP. She has worked for the Queens Housing Authority in several capacities and she will begin to do outreach with RL and DG.

RL noted that outreach will take place widely including many venues; among them Ravenswood, Queensbridge and Astoria Houses.

RL then discussed the staff survey, which was very positive, with results in the 4 to 5 level for almost every category. Leadership office hours have been a widely appreciated innovation, as is increased PD. The majority of teachers are involved outside the classroom in a task force or a committee.

### **Finance Report**

HE gave the finance report. There is no change from month to month. The school is doing better than projected in the budget. The school has instituted an internal Operations manual for the staff, a step that will save the school 5% on insurance premiums.

### **Middle School Task Force Report**

NS gave the report. The minutes were shared with the board (previously circulated to the board and attached as Exhibit C). JT will speak to the task force about core curriculum at the next meeting. NS added that AoC curriculum will be the focus of the board retreat in June.

**PCO Report**

MKL gave the report. The PCO is piloting several new initiatives. Beginning-of-the-year school kits were very successful, as well as the PCO implemented healthy snack program. The Fall Festival raised \$2,200, the best result so far. The funds will be used in part for the healthy snack program. The Catalog Fundraiser came in at \$2,500 and the Book Fair is doing very well. There are more grade specific events planned for the upcoming year to help parents connect with each other and the PCO. The PCO is considering instituting parent volunteer requirements and adding incentives for volunteers. The PCO is using the Remind App to connect with parents and that is working very well.

**Development Committee Report**

JT gave the report. A list of donors will be circulated among the board, and board members are encouraged to reconnect with donors who have not yet responded.

**Executive Session**

NS asked for a motion to move to executive session to discuss two personnel issues. HE so moved, RW seconded the motion and all were in favor. No votes were taken in the executive session.

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

NS asked for a motion to vote on adding a new board member. AH so moved, RW seconded and all were in favor. NS will present a resolution to the board at the next meeting.

There was no further business discussed during the public session. The business of the public session being concluded, AH moved to adjourn, SZ seconded the motion and all were in favor. The next board meeting will be on January 17 at 5:00 pm.