



## BOARD MEETING

May 21, 2015

**Time:** 6:35 pm – 8:00 pm  
**Location:** 117 N. Franklin Street, Hempstead, NY 11550  
**Facilitator:** Bishop Barrington Goldson, Chairman of the Board of Trustees  
**Board Secretary:** Felicia Barracks

**Trustees in Attendance:** Barrington Goldson, Janet Sanderson, Hazeltin Williams, Dawn West-Bloise, Stephen Rowley, Robert Stewart, Shelia Dancy-Wilkins, Roderick Roberts, Peter Goodman, Jacqueline Small-St. Armand

**Others Present:** Wayne Haughton (Executive Director), Clarence Williams Jr. (Principal), Donna Douglas (Director of Operations), Washburn Martin (Business Manager), Hope Chin (Business Manager) Staff and Parent Representation

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Chairman Goldson opened the meeting and called for the Executive Director's report.

**Report/Reporter:** Executive Director's Report

**Person Responsible:** Wayne Haughton

1. Grants
2. High School
3. Needs Assessment
4. Chapter Bill
5. Culture
6. Assessments
7. Litigation
8. Financials
9. Website

**Action Items:**

None

**Deadlines:**

None

The Executive Director updated the Board on the progress in the area of grants. An application for a grant that is being offered by the Department of Homeland Security will be submitted in June. In regards to the high school a letter of intent was submitted to CSI on May 1, 2015 and the curriculum team is in the process of reviewing a draft of the curriculum. The Board was informed that at the request of Deputy Speaker Earlene Hooper, the school drafted a document, which outlined the needs of the Academy as it relates to infrastructure. The document was presented to Deputy Speaker Earlene Hooper. Funds to

furnish the playground have been approved and Deputy Speaker Hooper informed the Academy that she will be increasing the amount that she was originally giving to the Academy. In regards to the chapter bill for the reimbursement of taxes, the Board was informed that the affidavit of payment was completed and returned to the treasurer's office. The school is currently awaiting payment. The Board was informed that the culture program committee has been established to develop a framework for the enhancement of the character education program. Mr. Haughton informed the Board of the various assessments that were completed. The Board was informed that there are no new cases that involve the Academy. In regards to the financials, the Board was informed that the draft of the budget for the 2015-16 school year has been reviewed by the Finance Committee and is ready for presentation to the Board. Revenue and expenses will be covered by Mr. Martin and student numbers and personnel will be covered by Ms. Douglas.

Chairman Goldson requested a motion to accept the Executive Director's report and table discussion of the report to the next meeting. Motioned by Trustee Dancy-Wilkins, seconded by Trustee Williams.

Chairman Goldson called for the Director of Operation's report.

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**Report/Reporter:** Director of Operation's Report

**Person Responsible:** Donna Douglas

**Discussion**

1. Recruitment – New Students
2. Lottery Results
3. Student Enrollment
4. Attendance
5. Student Ethnicity
6. School Meal Program
7. Staffing
8. Summer School
9. Procurement
10. Compliance

**Action Items:**

None

**Deadlines:**

None

**Conclusion:**

Ms. Douglas informed the Board that the registration process for new students has begun and will be completed on 6/13/15. The Board was given a breakdown by grade level of the lottery results, which included applications received, seats awarded and wait list. The Board was informed that the current student enrollment is 661 and was given a breakdown by grade level. A breakdown of the ethnicity of the student body was provided. In regards to attendance the student rate is over 94% and the instruction and non-instructional attendance rate is over 96%. A breakdown of the attendance for the school meals program

and student ethnicity was provided. The Board was informed that interviews would be conducted this week for all external and internal candidates and summer school discussions will be completed next week. Lastly, in regards to compliance, the Board was informed that all required reports have been submitted.

Chairman Goldson requested a motion to accept the Director of Operation's report and table discussion of the report to the next meeting. Motioned by Trustee Goodman, seconded by Trustee Stewart.

Chairman Goldson called for the Elementary & Middle School Principal's report.

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**Report/Reporter:** Elementary & Middle School Principal's Report

**Person Responsible:** Clarence Williams, Jr.

**Discussion**

1. Newsletter
2. Staff Correspondence
3. Traffic Concerns
4. Community Outreach

**Action Items:**

None

**Deadlines:**

None

**Conclusion:**

Principal Williams discussed the various upcoming events that will be taking place including the literacy fair, book fair and parent teacher conferences. The Board was informed of the communications that were sent to staff regarding new protocol in the middle school building. Principal Williams informed the Board that a meeting was held with The Hempstead Police Department to discuss traffic concerns at the Elementary and Middle School. In regards to community outreach the Board was informed that the students visited the assisted living facility.

Chairman Goldson requested a motion to accept the Elementary & Middle School Principal's report and table discussion of the report to the next meeting. Motioned by Trustee Rowley, seconded by Trustee Sanderson.

Chairman Goldson requested a motion that the academic report submitted by Victory educational Partners be accepted. Motioned by Trustee Williams, seconded by Trustee Roberts.

Chairman Goldson called for the Business Manager's report.

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**Report:** Business Manager's Report

**Person Responsible:** Washburn Martin

**Discussion**

1. Financial Reports

2. Profit & Loss
3. Balance Sheet
4. Capital Expenses

**Action Items:**

None

**Deadlines:**

None

**Conclusion:**

Mr. Martin informed the Board that he reviewed the April 2015 year-to-date financials and all financials appear to be reasonable and reflect the business activities and operation of the school over the last ten months. The Board was informed that the approved amended budget will now be used to identify monthly variances in the Profit & Loss statement. The Board was informed that the year-to-date per pupil revenue is more than the budgeted amount for this time of the school year and the expenses are ahead of the budgeted amount. Mr. Martin also provided the Board with details as it relates to the balance sheet and capital expenses. In regards to the balance sheet the Board was informed that the school has adequate current assets to meet its current obligation. In regards to the statement of cash flow the Board was informed that the statement appears to be fairly stated. Mr. Martin presented the check register, which was reviewed by the Financial Committee to the Board for final approval. The Board reviewed the register and unanimously approved.

Chairman Goldson requested a motion to accept the Business Manager's report. Motioned by Trustee Stewart seconded by Trustee West-Bloise.

The floor was opened for questions or comments on the Business Manager's report. There was a brief discussion regarding the amended budget and expenses. There were no further questions or comments.

Chairman Goldson requested a motion to adjourn the meeting. Motioned by Trustee Williams, seconded by Trustee Rowley.

Chairman Goldson thanked everyone for attending. With no further questions or discussions, the meeting came to an adjournment at 8:00 PM.