



BOARD MEETING

November 3, 2016

Time: 6:49 pm – 9:00pm
Location: 117 N. Franklin Street, Hempstead, NY 11550
Facilitator: Robert Stewart, Vice Chairman of the Board of Trustees
Board Secretary: Felicia Barracks

Trustees in Attendance: Roderick Roberts, Hazelin Williams, Dawn West, Robert Stewart, Stephen Rowley, Sandra O'Neil

Others Present: Wayne Haughton (Executive Director), Dermoth Mattison (Principal), Travis Holloway (Principal), Donna Douglas (Director of Operations), Washburn Martin (Business Manager), Hope Chin (Business Manager), Nicholas Stapleton (Chief Academic Officer) Staff and Parent Representation

Vice Chairman Stewart opened the meeting. Chairman Goldson sent his apology for not being able to attend the meeting. Each board member greeted the room and Vice Chairman Stewart called for the Executive Director's report.

Report: Executive Director's Report
Person Responsible: Wayne Haughton

Discussion

- ❖ Replication
- ❖ High School
- ❖ Charter School Growth Fund
- ❖ Audit
- ❖ Fundraising
- ❖ Playground
- ❖ Traffic & Safety Concerns
- ❖ International Travel Experience
- ❖ Litigation
- ❖ Other

Action Items:

Deadlines:

Conclusion:

The Executive Director informed the Board that in the upcoming weeks, there will be a second meeting with the consultant regarding the replication applications. We are preparing to move into the community outreach phase. Mr. Haughton stated that our presentation to the growth fund was found to be complimentary. Therefore, they are recommending us as an applicant for their national fund. We are expected to hear from them within the next two weeks. Our quarterly compliance report has been submitted. We are in compliance. The Charter School Growth Fund Retreat was attended by Mr. Haughton, October 17-21, 2016. There, he obtained access to resources and financial help for the Academy Charter School. Mr. Haughton shared a major concern of his; to strengthen the parent and school relationship. The goal is to have a more collaborative and informative culture, thus bridging the communication gap with new outreach and initiatives. In regards to our recent audit, we have received our audited financial statements which cited no exceptions. To date, we have not received a response from Deputy Speaker Hooper’s office regarding her assistance in the releasing of funds for the playground. The request to close Bedell Street and Jackson Street during dismissal hours was denied. The request for a crossing guard and to reserve parking spaces in the front of the school is still under review. However, there was a resolve; traffic will be directed as a one way street on those streets in the morning and after school hours. Mr. Haughton took a moment to thank the Friends of the Academy. They are offering full scholarships to two (2) scholars to attend the London trip in February 2017. Currently, there are twenty (20) scholars confirmed for the trip to London. In preparation for this event, Ms. Dawkins attended the training tour in Barcelona in October and returned with a host of resources pertaining to the trip. Lastly, under litigation, there are no new cases involving the Academy. The financial report inclusive of revenue and expenses will be covered by Mr. Martin and student numbers and personnel will be covered by Ms. Douglas.

Vice Chairman Stewart requested a motion to accept the Executive Director’s Report.
Motioned by Trustee Rowley, seconded by Trustee Roberts.

The floor was opened for questions or comments on the Executive Director’s Report. There was discussion regarding the details of the trip to London, the scheduled release of funds from the bond holder and playground concerns. Mr. Haughton’s response to these concerns informed that we have done our part but submitting all necessary documents and at this juncture, we are exercising patience. Any seeming delays do not indicate that we have lost any of our connections and are still on target with all strategic planning. There were no further questions or comments.

Vice Chairman Stewart called for the Chief Academic Officer’s Report.

Report: Chief Academic Officer’s Report

Person Responsible: Nicholas Stapleton

Discussion

- ❖ Curriculum and Instruction
- ❖ Student Attendance Dashboard 2016-2017
- ❖ Professional Development 2016-2017
- ❖ K-8 After School Enrollment 2016-2017
- ❖ Assessment Data

Action Items:

Deadlines:

Conclusion:

Dr. Stapleton provided detailed information regarding each school respectively. His statistical evidence was shown in his Board package. Dr. Stapleton mentioned that in March of 2017, the new standards for NYS teaching ad testing will be introduced. At this time, we are not sure if new materials will be required. With regards to the student attendance, the small decline in student number is natural. This is generally the case in the winter months due to the holidays, etc. Dr. Stapleton provided information regarding school suspensions, after school detention and Saturday school activities. He held the first parent meeting last weekend. There were approximately thirty (30) people in attendance. Mention was made of today's STEAM Fair; the impact and success was a highlight. We applauded and thanked Mr. Phillips for organizing a great event. Regarding our Professional Development, the Academy will provide trainings during the summer months and preservice starting June 2017 inclusive of teachers of all subject areas, instructional coaches and consultants. Dr. Stapleton stated Ms. Sanderson is an intricate part of streamlining our future events in this regard. Lastly, Dr. Stapleton reported that there will be an increase in instructional time for Mathematics to ninety (90) minutes.

Vice Chairman Stewart requested a motion to accept the Chief Academic Officer's Report. Motioned by Trustee West, seconded by Trustee Rowley.

The floor was opened for questions or comments on the Chief Academic Officer's Report. Trustee West shared concern for the incorporation of the ninety (90) minutes instructional time; whether it would be during the school day, and how it would affect the budget. Mr. Holloway informed that as compared to the city schools, it is within our capabilities to have this done in the school day and as it is budget neutral, it will not affect our budget. Because we need a certain amount of students at a certain level to maintain our position as an entity, this ninety (90) minute increase in instructional time is important. Mr. Holloway went on to highlight his pleasure in noting no High School suspensions. This fact was noted by applause. Trustee West went on to share her concerns with the Elementary and Middle School suspensions. Dr. Stapleton informed that there has been a shift in how they are handled. In essence, discipline is done two fold; a punishing component and a guidance component. Trustee West continued with her questioning pertaining to today's STEAM Fair. The relevance was shown and the importance of robotics in today's technology was expanded upon. Vice Chairman Stewart asked about our budget in connection to workbooks. Dr. Stapleton assured we have all we need and no adverse effect to budget is required or expected. This was pleasing. Vice Chairman Stewart also sought an assurance that the upcoming holiday show is secure and under good management. This was confirmed. He also made quick mention to the Professional Development endeavors; whether or not they are deemed valuable and effective; there was a resounding "yes".

Vice Chairman Stewart called for the Middle School Principal's Report.

Report/Reporter: Middle School Principal's Report

Person Responsible: Dermoth Mattison

Discussion

- ❖ Middle School Events
- ❖ Middle School Culture
- ❖ Middle School Instructional Updates
- ❖ Student Support Services
- Student Attendance

Action Items:
None

Deadlines:
None

Conclusion:

The Middle School Principal thanked all our leaders and supporters, especially his immediate working team for a season of success. Hispanic Heritage Month was celebrated on September 15th. The halls of the school were decorated with flags to represent the various Hispanic cultures represented in our school. The schoolwide focus for the month of October was “Building Confidence.” This focus is being emphasized on in our weekly character education periods “CORE” which is facilitated by our guidance counselors and deans. Anti-bullying was also the focus for the month of October. Lessons were implemented to focus on defining bullying and how to appropriately respond as a victim or a bystander. October 5th was the first day of After School. And a third of the Middle School population is attending. The After School and lunch detention programs have proven to be effective. As a part of our detention program, our Deans are also providing counseling/mediation during the detention time. Regarding student attendance, the Academy’s goal is to maintain an ADA of 95%. We are currently on pace to outperform this goal. Our Guidance Counselors have been doing an excellent job following up with families by making calls, sending home letters and meeting with families of students who have excessive absences.

 | Vice Chairman Stewart requested a motion to accept the Middle School Principal’s Report. Motioned by Trustee West, seconded by Trustee Williams.

The floor was opened for questions or comments on the Middle School Principal’s Report. There was brief discussion regarding student culture. There were also inquiries regarding whether all resources that are needed are in place. There were no further questions or comments.

Vice Chairman Stewart called for the High School Principal’s Report.

Report/Reporter: High School Principal’s Report

Person Responsible: Travis Holloway

Discussion

- ❖ The Academy Masters Early College Program
- ❖ High School After School Schedule
- ❖ After School/ Before School HS Program Breakdown
- ❖ The Academy News
- ❖ Student Service Learning Dashboard Report

Action Items:

Deadlines:

Conclusion:

Principal Holloway informed the Board that all book orders and supplies are now in their respective classes. He presented details regarding the Academy Masters Early College Program. The Academy Charter High School is proposing to partner with SUNY Old Westbury to design and implement an Early College High School Program. The proposed initiative will enable High School scholars to earn up to 32 college credits in addition to their Regents diploma. Students

will undergo a yearlong pre-collegiate program with SUNY Old Westbury in their freshman year of high school. Students, who successfully complete the pre-collegiate program, will be eligible to take courses for college credit at only \$130.00 per course. This cost does not include textbooks and other materials. Beginning in their junior year, students will have the opportunity to participate in course offerings including but not limited to English 1 and 2, College algebra, Themes in US History, Biology for Science and Non-Science Majors, Pre-calculus and Into to Literature. This initiative will also enable SUNY Old Westbury to provide exceptional, ongoing professional development to the Academy staff. This process will cost \$800.00 per course and depending on the course; one section of the instruction (i.e. lab) may be conducted on the Westbury campus. Mr. Holloway informed the Board that there is an open position for a Spanish teacher and that his team is working diligently to find a proper replacement. Lastly, Mr. Holloway stated that once the STAR Assessments have been completed, the results will be submitted.

Vice Chairman Stewart requested a motion to accept the High School Principal's Report.
Motioned by Trustee West, seconded by Trustee Williams.

The floor was opened for questions or comments on the High School Principal's report. Trustee Roberts raised concern and a brief discussion was had regarding the use of the Ouija Board in his Board package. In summary he advised that moving forward, we should be more careful in choosing what content goes into our school publications. Vice Chairman Stewart asked whether or not the guidance counselor's position is being maximized. Mr. Holloway advised that she is and Dr. Stapleton added that the goal is to expand the guidance department whereby we can separate the roles of our guidance counselors; having social and emotional needs addressed separately from the academic needs of our scholars.

Vice Chairman Stewart called for the Director of Operation's Report.

Report/Reporter: Director of Operation's Report

Person Responsible: Donna Douglas

Discussion

- ❖ Student Enrollment
- ❖ Waitlist Total
- ❖ Food Service Program
- ❖ Student and Staff Attendance for October 2016
- ❖ NYSED
- ❖ Fire Drills

Action Items:

None

Deadlines:

None

Conclusion:

Ms. Douglas began by addressing an Action Item. Ms. Douglas informed the Board that they have begun the International Recruitment process. The Board was informed that the current student enrollment is 944 and given a breakdown by grade level. Ms. Douglas informed that today there was a change in the attendance total, but not reflected in the Board package as it was submitted prior to today. Ms. Douglas informed that the waitlist total is currently 928 and this too

was broken down by grade level. The Board was informed that the Food Service Program is doing well and the results were shown in her report. Lastly, in regards to compliance, the Board was informed that all NYSED reports have been prepared and submitted timely. The Elementary School, Middle School and High School have completed eight (8) of the twelve (12) fire drills required by NYS for the school year.

 | Vice Chairman Stewart requested a motion to modify the attendance information
 | presented in the Director of Operation’s Report. Motioned by Trustee West, seconded
 | by Trustee Roberts.

 | Vice Chairman Stewart requested a motion to accept the Director of Operation’s Report.
 | Motioned by Trustee West, seconded by Trustee Rowley.

The floor was opened for questions or comments on the Director of Operation’s Report. Vice Chairman Stewart asked for clarity on the VADIR Report and the Dignity Act Report. Dr. Stapleton informed that both reports pertain to bullying in schools.

Vice Chairman Stewart called for the Business Manager’s Report.

Report/Reporter: Business Manager’s Report

Person Responsible: Washburn Martin

Discussion

- ❖ Financial Analysis
- ❖ Profit & Loss
- ❖ Balance Sheet
- ❖ Statement of Cash Flows
- ❖ Capital Expenditure

Action Items:

None

Deadlines:

None

Conclusion:

Mr. Martin provided the Board with a report for approval. The finance committee reviewed the financial information for October. The resolution captured the work that was done. This was read by Trustee Williams.

 | Vice Chairman Stewart requested a motion to accept the Business Manager’s Report.
 | Motioned by Trustee West, seconded by Trustee Rowley.

There were no questions or comments.

The Board reviewed the register and unanimously approved.

Vice Chairman Stewart called for the PTO’s Report.

Report: PTO's Report
Person Responsible: Sandra O'Neil

Discussion

- ❖ Meetings
- ❖ Events & Activities
- ❖ Fundraisers
- ❖ Financial Report

Action Items:

None

Deadlines:

None

Conclusion:

Mrs. Oneil provided the Board with her report. The PTO's monthly general meeting on Thursday, October 13, 2016 well attended. Parents were addressed by all our leaders. The first ever Fall Festival was a success and plans are set to having it again next year. Mrs. Oneil informed the Board of other upcoming events and activities. Mrs. Oneil informed the Board that close to \$10,000.00 has been collected due to fundraising and the Academy will earn 40% of these proceeds. Lastly, the current balance held in our TD Bank acct is \$16,858.49.

 | Vice Chairman Stewart requested a motion to accept the PTO's Report. Motioned by
 | Trustee Rowley seconded by Trustee Williams.

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

Vice Chairman Stewart thanked everyone for attending. With no further questions or discussions, the meeting came to an adjournment. Motioned by Trustee Roberts seconded by Trustee Williams at 9:00PM.