



## BOARD MEETING

August 31, 2018

**Time:** 6:53 pm – 9:23 pm  
**Location:** 101 James Doolittle Blvd. Uniondale NY 11553  
**Facilitator:** Bishop Barrington Goldson, Chairman of the Board of Trustees  
**Board Secretary:** Racquel Grizzle

**Trustees in Attendance:** Robert Stewart, Dawn West, Dorothy Burton, Esq., Beth McKenzie, Dr. Roger Ball, Donovan Henry, CPA, Marie Graham, Esq., and Stephen Rowley

**Others Present:** Wayne Haughton (Acting Chief Financial Officer & Facilities Director), Nicholas Stapleton (Chief Academic Officer), Sandra Oneil (General Counsel & Human Capitol Director), Carl Johnson (Comptroller), Donna Douglas (Director of Operations), Dermoth Mattison (MS Principal), Chameita Avin (Academy Uniondale Principal)

Chairman Goldson opened the meeting welcoming all in attendance and introduced the new Board of Trustees members. He advised that the official certificate of occupancy for the Academy Charter School-Uniondale has been obtained and classes will begin on Tuesday, September 4, 2018. Chairman Goldson expressed his appreciation to all staff and contractors who worked in concert to obtain this tremendous accomplishment.

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Chairman Goldson called for the Acting Chief Financial Officer & Facilities Director's Report.

**Report/Reporter:** Acting Chief Financial Officer & Facilities Director's Report  
**Person Responsible:** Wayne Haughton

### Action Items:

### Deadlines:

### Conclusion:

Mr. Haughton provided the Board with his report. The Academy Charter High School Construction Project is currently advancing with all projects on schedule. A visual outline showing areas of work completed was presented to the Board. Regarding the Academy Charter School- Uniondale, it is legally authorized to be used as a school; approved by the Charter School Institute on August 27, 2018. All work is scheduled to be completed by the end of August and classes will commence on Tuesday, September 4, 2018. Several community outreach events were held in collaboration with local organizations. The Board was informed of the recent partnership that has been established with Nostrand Gardens Civic Association. Regarding finances, the YTD financial review has been completed by the Financial Committee and a resolution will be presented for its acceptance. The Charter School Growth Fund has released its next round of funding to the Academy and has outlined projected grant funds. In closing, Mr. Haughton provided audio media of the voice blast that will be aired beginning Saturday, September 1, 2018 announcing the opening of the Academy Charter School-Uniondale.

Chairman Goldson requested a motion to accept the Acting Chief Financial Officer & Facilities Director's Report. Motioned by Trustee Rowley, seconded by Trustee West.

The floor was opened for questions or comments on the Acting Chief Financial Officer & Facilities Director's Report. A brief discussion was held.

Chairman Goldson called for the Chief Academic Officer's Report.

**Report:** Chief Academic Officer's Report  
**Person Responsible:** Dr. Nicholas Stapleton

**Conclusion:**

Dr. Stapleton greeted the Board and presented his report. Detailed presentation was made outlining the enrollment and withdrawals of school year 2018-2019. Pre-service 2018-2019 began on August 16, 2018. Pre-service and professional development updates were provided for the Upper Elementary, Middle and High School, respectively. The updates to the teaching frameworks for both literacy and math have been a key to the work done in the Upper Elementary School. The Middle School focused on preparing the staff for implementing the instructional program. Focus on team building, the development of cultural norms and expectations, and understanding the character accountability measures. The High School team has started to build positive professional relationships and partnerships that will benefit our scholars and our school; as well as provide an environment which is aligned to the mission and vision of the Academy. The Academy - Uniondale team focused on the expectations around the new cohort of incoming students and their parents. Expectations of colleagues and leadership were also addressed.

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

The floor was opened for questions or comments on the reports received. A brief discussion was held.

Chairman Goldson called for the General Counsel & Human Capital Director's Report.

**Report/Reporter:** General Counsel & Human Capital Director's Report  
**Person Responsible:** Sandra Oneil, Esq

**Action Items:**

1. Resolution presented to the Board of Trustees providing teachers with insurance coverage throughout the summer months.

**Deadlines:**

**Conclusion:**

Mrs. Oneil provided the Board with her report. The Board was given a breakdown as it relates to talent acquisition and retention. To strengthen the financial administration team, as recommended by the Charter School Growth Fund, a Comptroller has been added to the leadership team. Regarding policy and procedure, the electronic time system is fully implemented. Ms. Oneil reported that the Director of Operations spearheaded various projects associated with the opening of the Academy Charter School-Uniondale. The Board was also informed of the status of any

pending legal matters.

Chairman Goldson requested a motion to accept the General Counsel & Human Capital Director's Report. Motioned by Trustee Ball, seconded by Trustee McKenzie.

Board Chairman Goldson called for the Comptroller's Report.

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**Report:** Comptroller's Report

**Person Responsible:** Carl Johnson

**Action Items:**

**Deadlines:**

**Conclusion:**

In regards to revenue, Mr. Johnson reported that the enrolled per pupil revenue was slightly ahead of the projected target for the 2018-2019 school year. In regards to expense two areas were slightly above budget: 1) general & administrative expenses- primarily copier expenses and 2) direct educational expenses -texts, materials, professional development, etc. Capital expenditure is on par with budget. The Board was informed that the school's cash forecast is managed effectively and compliments the school's plan to manage spending and to increase its days cash on hand.

Chairman Goldson requested a motion to accept the Business Manager's Report. Motioned by Trustee Rowley seconded by Trustee Henry.

Board Chairman Goldson called for the reading of the resolutions.

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## Resolutions

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Chairman Goldson called for the Board of Trustees Resolution. The Finance Committee has the responsibility and authority to review the school's monthly financial reports and submit a report to the Board of Trustees for approval; read by Trustee Rowley. Be it resolved, that the Committee has deemed the June 2018 financials and the month of July 2018 financials to be fairly stated and reflective of the financial and operational activities, and financial stability of the Academy Charter School as of June 30, 2018 and the month of July 2018.

Chairman Goldson requested a motion to accept the Board of Trustees Resolution.  
Motioned by Trustee West, seconded by Trustee McKenzie.

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Board Chairman Goldson called for highlights of the Academy Charter School- Uniondale.

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**Wayne Haughton:** The Academy Charter school is ready for opening. The official certificate of occupancy has been obtained. Classes will begin on September 4, 2018.

**Dr. Stapleton:** Pre-service, led by Principal Avin, began on August 15, 2018 with all Uniondale staff in attendance. Calls have been made to families enrolled regarding the school opening date.

**Sandra Oneil:** The Academy Charter School- Uniondale is fully staffed.

**Hazelin Williams:** The community outreach has been an ongoing success. This effort is also required to be demonstrated to CSI, therefore, support is necessary. The Uniondale Community Counsel partnered and assisted with our community outreach; giving free hair-cuts, an assortment of giveaways. There were over 100 people in attendance and over 80 book bags given out. Appreciation was expressed for the resourcefulness of Mr. Thomas. Special thanks was extended to elected officials, Presiding Officer Richard Nicoletto, Deputy Speaker Earlene Hooper, Legislators Kevan Abrams, and Siela A. Bynoe for their support.

**Carl Johnson:** The Uniondale principal has worked with the financial team regarding timely payouts. Her dedication and patience are noted.

With no further questions or comments, Board Chairman Goldson requested a motion to adjourn the meeting. Motioned by Vice Chairman Stewart, seconded by Trustee Henry.

Board Chairman Goldson thanked everyone for attending and the meeting came to an adjournment at 9:23 PM.