



**BOARD MEETING  
December 21, 2018**

**Time:** 1:30 pm – 3:00 pm  
**Location:** 117 N. Franklin St. Hempstead, NY 11550  
**Facilitator:** Bishop Barrington Goldson, Chairman of the Board of Trustees  
**Board Secretary:** Racquel Grizzle

**Trustees in Attendance:** Marie Graham, Beth McKenzie, Roderick Roberts, Dale James, Dorothy Burton, Donovan Henry, and Stephen Rowley

**Others Present:** Travis Holloway (HS Principal), Wayne Haughton (Acting CFO & Facilities Director), Sandra Oneil (General Counsel & Human Capital Director), Carl Johnson (Business Manager), Nicholas Stapleton (Superintendent)

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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 highlights from his report. The Academy Charter School HS Construction Project is currently advancing with all projects on schedule. Updated percentages of work completed was presented to the Board of Trustees.

Regarding the Academy Charter School- Uniondale, the Academy Uniondale along with our Bondholder have begun discussions regarding Phase 3 of the Demolition Plan.

**Attachment:** Demolition Plan-Phase 3. On December 6, 2018, The Charter School Institute issued an approval letter regarding the commencement of instruction at the Uniondale School.

**Attachment:** Prior Actions Completion for the Academy Charter School- Uniondale. The school's PA system has also been received and will be installed during the school's Christmas holiday recess. Regarding finances, the Academy Charter School- Hempstead external audit, done by the NYS Comptroller's asset inventory review is complete. We are awaiting the release of their completed report. Overdue funds have been forwarded to the Academy Charter School from a neighboring district. A follow-up meeting has been scheduled with their Superintendent on January 11, 2019. The YTD financial review has been completed by the Financial Committee and a resolution will be presented for its acceptance.

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

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 Superintendent's Report.

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**Report:** Superintendent's Report  
**Person Responsible:** Nicholas Stapleton

**Action Items:** Formalized Leadership Program and Speaker Series  
**Deadlines:**

**Conclusion:**  
Dr. Stapleton greeted the board and presented his report. Graphed details of student enrollment and attendance were explained in detail. Dr. Stapleton advised of the importance of the poverty level (economically disadvantaged) within the Academy. The current poverty level for Academy Charter School is 85.2% (not final), and for Academy Charter School Uniondale is 77.5% (final). This has implications for Title I funding and sub-group performance. Currently, according to New York State, the Academy is in Good Standing; the school is in the top 25 schools across the state. The four newly added Kindergarten classes are making progress. The focus has been on language acquisition skills as 54% of the students are classified as English Language Learners (ELLs); other focus points include teacher development related to literacy programs (Reading, Foundations) and Mathematics.

Mr. Holloway provided the Board with highlights from his report.

- Students are scheduled to take the Regents at the end of January 2019.
- SAT school testing date: March 6th; ACT school testing date: April 2<sup>nd</sup>. Test preparations are provided by Kaplan each Saturday morning for three hours.
- A full-time college counselor has been hired to guide students through the college requirements, experience and expectations.
- Formal request made for a Mentorship/Leadership program. Trustee Henry advised of a program named HEAF which provides an extended continuum of educational and youth development and leadership opportunities to high-potential, underserved students throughout the city. He along with other members of the Board of Trustees have committed to support in this endeavor for the Academy.
- A list of upcoming events for the High School was submitted.

Chairman Goldson requested a motion to accept the Superintendent's Report. Motioned by Trustee James, seconded by Trustee Henry.

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

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

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

**Action Items:**

Pictures of Christmas gifts delivered to Winthrop Children’s  
Ward and Bethany House Shelter  
Security ID Badges for all employees and BOT members

**Deadlines:**

**Conclusion:**

Mrs. Oneil provided the Board with highlights from her report. Under talent acquisition, eleven new hires have joined the Academy since October 31, 2018. We will continue to extend our recruitment efforts in Hispanic publications like Diario Las Americas and the Miami Herald. Holiday Bonuses were distributed to all staff on December 14, 2018 and the Staff Holiday Party was held at Jericho Terrace on Wednesday December 19, 2018. Mrs. Oneil provided an update on both Academy Hempstead and Uniondale’s student enrollment and ethnicity respectively. Lastly, there was an update provided on litigation.

**Highlights from Ms. Morris (the Academy Charter School- Uniondale PTO):**

- Based on the demographic, a translator is needed on the PTO Board.
- Efforts are being made to bring a Dad on to the PTO Board.
- Breakfast with Santa was a huge success with three hundred plus participants.
- The Academy Charter School- Uniondale remains in communication with our elected officials to provide us with a few safety nets relative to our location.

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

Chairman Goldson called for the Comptroller’s Report.

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**Report:** Comptroller’s Report

**Person Responsible:** Carl Johnson

**Action Items:**

**Deadlines:**

**Conclusion:**

**Profit & Loss (P & L):**

**Revenue:**

Base Per Pupil revenue is significantly ahead of target at this point in the school year. Food Service Revenue represents the reimbursement received for Federal/State food subsidies, student/staff payments and any other revenue generated from the food service operation. This amount includes actual revenue for the period ending August 31<sup>st</sup> and an accrual for September thru November. Uniondale will be trued-up shortly.

**Expenses:**

Employee Salaries, in total, are below budget due to the timing of open positions. We are awaiting information from the school to break out the Uniondale amounts. This grouping will be adjusted for in the 1<sup>st</sup> Budget Amendment. Professional Services, Direct Educational Expenses, Operating & Maintenance Expenses, along with General & Administration Expenses are higher than budgeted. These items will also be adjusted for in the 1<sup>st</sup> Budget Amendment.

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

## **Resolution**

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 September 2018 financials to be fairly stated and reflective of the financial and operational activities, and financial stability of the Academy Charter School as of November 30, 2018.

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

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

Board Chairman Goldson thanked everyone for attending. The meeting was adjourned at 3:00 PM.