



BOARD MEETING

December 15, 2016

Time: 7:01pm – 8:40pm
Location: 101 James Doolittle Blvd, Uniondale, NY 11553
Facilitator: Bishop Barrington Goldson, Chairman of the Board of Trustees
Board Secretary: Felicia Barracks

Trustees in Attendance: Hazelin Williams, Dawn West, Robert Stewart, Stephen Rowley, Sandra O’Neil and Sheila Dancy-Wilkins

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

Board Chairman Goldson opened the meeting. Special thanks went to the PTO President; commending her on her hard work and dedication to the Academy. Chairman Goldson called for her report.

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

Discussion

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

Action Items:

Deadlines:

Conclusion:

Mrs. Oneil provided the Board with her report. The PTO held its general monthly meeting on Thursday, December 8, 2016. Parents were addressed by Dr. Stapleton and Mr. Holloway. Parents in attendance were concerned about the Red Carpet Affair for high achieving scholars. Both parents and students are anxiously awaiting information as to when it will take place. In November, 243 Academy family and friends participated in Academy Family Skate Night. The event raised \$1,215.00. For Thanksgiving, the tradition of giving meals to scholars’ families who expressed need continued. The PTO assembled and distributed forty Thanksgiving baskets. Picture Day was held in December. Every student was photographed whether or not a package was purchased. Mrs. Oneil reported that Breakfast with Santa and Brunch with Elves will be the next PTO event. Special mention was made of Ms. Ciancuilli’s Dad who will fulfill the role of Santa. With regards to fundraisers, the PTO sold just over \$4,000.00 worth of cookie dough and

assorted desserts; earning 40% of the proceeds totaling approximately \$1,600.00. Another fundraiser will commence in January in conjunction with the Art Department. Lastly, the current balance held in our TD Bank acct is \$20, 440.85.

| Board Chairman Goldson accepted the PTO's Report.

The floor was opened for questions or comments on the PTO's Report. There was a brief discussion regarding the High Achievers Award Ceremony. Several ideas and suggestions were shared. Mr. Haughton will attend the next PTO meeting to help address the concerns of parents regarding this event. In closing, Mrs. Oneil was thanked again for her efforts and delightful attitude; she was encouraged to keep up the good work. There were no further questions or comments.

Board Chairman Goldson called for the Executive Director's Report.

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

Discussion

- ❖ Action Items
- ❖ Replication
- ❖ High School
- ❖ Fundraising
- ❖ Playground
- ❖ High Achievers Awards Ceremony
- ❖ International Travel Experience
- ❖ Litigation
- ❖ Other

Action Items:

Deadlines:

Conclusion:

The Executive Director informed the Board that currently there are no action items. Regarding replication, the relevant members of the leadership team met with the consultant to further discuss the replication application. All documentation will be submitted by February 15, 2017. Currently, we are in negotiations to obtain another site for our High School. We are continuing the process of structuring our finances to prepare to go to market. A telephone meeting will be held in the upcoming weeks with the bondholder. Fundraising efforts will be monitored and reporting will be done on a bi-monthly basis. Mr. Haughton informed that there have been several inquiries regarding the status of our playground. To date, we have not received a response from Deputy Speaker Hooper's office. With regards to the High Achievers Awards Ceremony, the date has been set for February 3, 2017 at the Long Island Marriott. To date, there are seventeen scholars confirmed for the trip to London. 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.

Board Chairman Goldson opened for questions or comments on Executive Director's Report.

Details regarding the acquisition of the High School were requested by the Board. Mr. Haughton assured that this information will be unveiled in January 2017 as more information is being confirmed. Another topic of high discussion was the award ceremony. Suggestions included having scholars pay for the event, having the event held at the Academy Middle School Gym and/or having the event held over two days. It was determined that as we have grown in excellence, the awards ceremony can no longer be housed at the Middle School and is more cost effective at another venue. Mr. Haughton assured the Board that these suggestions will be explored. With regards to the London trip, Trustee Williams asked how the seventeen scholars were chosen. Mr. Holloway informed that those chosen were a combination of scholars who applied and parents who made special requests to participate. It was shared that Trustee Williams will be accompanying them on this trip.

Board Chairman Goldson requested a motion to accept the Executive Director's Report. Motioned by Trustee Stewart, seconded by Trustee Williams.

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

Report/Reporter: Chief Academic Officer's Report

Person Responsible: Nicholas Stapleton

Discussion

- ❖ Student Attendance Dashboard 2016-2017
- ❖ Evaluation Form for School Leader
- ❖ Code of Conduct and Discipline Policy
- ❖ Assessment Data

Action Items:

2nd Grade Testing Results

Deadlines:

Conclusion:

Dr. Stapleton informed the Board that across the three schools, attendance has been satisfactory at 94%. His statistical evidence was shown in his Board package. Regarding suspensions, there were three in the Elementary School and three in the High School. There is strong focus on not just discipline but also finding ways to support any scholar who may be having behavioral difficulty. With regards to the new software products recently acquired, they are to assist in reading and writing. These tools are supplementary and not to replace the current curriculum. Dr. Stapleton stated that in January, there would be further research done on shifting the learning styles starting in the Middle School. More details will be provided as this initiative is developed. Currently, Monday meetings are held inclusive of all school Principals. The minutes will be submitted to the Board. At this juncture, Dr. Stapleton requested that Mrs. Morris address the Board regarding her role as it pertains to the enhancement of staff morale. She provided insight regarding the overall attitude of our teachers. She expressed their essential concerns and shared valid reasons for their frustrations. Some resolution ideas included destressing workshops, staff luncheons, etc. Dr. Stapleton thanked Mrs. Morris for her presentation. In closing, Dr. Stapleton brought the assessment data included in his board package to the Board's attention. The Board

took a moment to review the data. Dr. Stapleton thanked the Board for listening and offered compliments of the season to the Board of Trustees.

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

The floor was opened for questions or comments on the Chief Academic Officer's Report. Board Chairman Goldson began a brief discussion regarding the morale of the teachers. Questions were raised on why the morale is low. In summary, it was determined that our High School has the highest morale, while our Middle and Elementary School have the lowest. Reasons for this include the high turnover rate, young teachers; feeling overworked and under paid in comparison to our surrounding districts etc. . As these concerns were shared and discussed, Board Chairman Goldson assured that he will take further look into the information that has been presented. In closing, Trustee Rowley made supporting remarks to this end. He advised that in as much as we are able to provide a comfortable environment (mentally, socially and financially) for our teachers, we should do so.

Board Chairman Goldson called for the Middle School Principal's Report.

Report/Reporter: Middle School Principal's Report
Person Responsible: Dermoth Mattison

Discussion

- ❖ Middle School Culture Updates
- ❖ Middle School September Events
- ❖ Middle School Instructional Updates
- ❖ Middle School Updates
- ❖ The Academy Chronicle

Action Items:

Established partnerships

Deadlines:

Conclusion:

Mr. Mattison provided the Board with his report. He began with an explanation of the schoolwide culture focus for November, "Decision Making/Communication. This is emphasized in weekly charter education periods (45 minutes) led by the guidance counselors and deans. Due to this, there has been a notable decrease in the overall out of school suspensions in comparison to last year. There were no suspensions in the month of November. With regards to student attendance, the average for the month of November was 97%. Mr. Mattison highlighted that the first issue of the Academy Middle School newsletter has been published; written by a group of 8th grade students. Another first for the Middle School was their "Pep Rally". Here they introduced the Volleyball, Basketball, Debate and Cheerleading Teams. The Middle School's first round of interim assessments in both ELA and Math were completed in October and November. Parent-teacher conferences were held in November over the course of two days and quarterly STARS Assessments were done in December. In November, a full day of staff professional development was held; led by Ms. Sanderson and Mr. Phillips, where the focus was on the Teacher Evaluation System. In December, Dr. Stapleton and Mr. Phillips led staff professional development with the focus on lesson planning and curriculum development. Mr. Mattison informed, the first round of observations have been completed, teachers have received feedback and ongoing coaching is

taking place in areas where needs were shown. A new Technology teacher was hired and Robotics will be the focus moving forward.

Board Chairman Goldson 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. Trustee Rowley began by thanking Mr. Mattison for his work and service in his position. He admonished Mr. Mattison to keep the lines of communication open between teachers and administration. Board Chairman Goldson advised that partnerships be established with institutes such as SUNY Old Westbury, NYIT, Adelphi, Winthrop University Hospital and NuHealth. This should be included in future reporting.

Board Chairman Goldson called for the High School Principal's Report.

Report/Reporter: High School Principal's Report
Person Responsible: Travis Holloway

Discussion

- ❖ Instructional/Academic Updates
- ❖ School Culture Update
- ❖ Service Learning Update
- ❖ Tracking- Academic Update
- ❖ State of the High School

Action Items:
None

Deadlines:
None

Conclusion:

Mr. Holloway provided the Board with his report. During NYSED Regents Week, January 23-27, 2017, scholars will participate in mock Regents examinations. They will be administered under NYSED Regents conditions to provide scholars with exposure to Regents assessment questions and testing conditions. This is in preparation for the June NYSED Regents examinations. Currently, 15 scholars are enrolled in a new Geometry acceleration program offered after school. An additional 45 minutes of mathematical instruction has been incorporated into the daily curriculum. HOUSE-giving was an event that took place during scholars lunch period prior to the Thanksgiving break. Food was brought in by the scholars and shared. Scholars served each other and built comradery with their peers exemplifying the Academy's mission of leadership and service. Another successful event was the Bottled Water Drive; spearheaded by the guidance counselor, Mrs. Cosme. Students received 2 ½ hours of service credit. All donations were picked up by the United Way of America. Mr. Holloway provided a brief introduction to service learning and directed the Board to the details of this in his board package. The next service learning venture is scheduled for January 2017 where they will enhance a park.

Board Chairman Goldson requested a motion to accept the High School Principal's Report. Motioned by Trustee Stewart, seconded by Trustee Dancy-Wilkins.

The floor was opened for questions or comments on the High School Principal's Report. Vice Chairman Stewart asked for clarity on the benefits of service learning. Mr. Holloway presented a

series of points which showed the importance and relevance of this initiative. In summary, through scholar's participation in service learning projects, they will be exposed to new concepts of learning and will develop a stronger sense of civic awareness and social responsibility. Both Trustee Rowley and Trustee Williams commended Mr. Holloway for his transition to Principal. They also expressed pleasure in the high morale displayed within the High School. In closing, Mr. Holloway added that the vetting process has begun for a permanent Spanish teacher as that position is still not filled.

Board Chairman Goldson 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 requested that the resolution attached in his board package be withdrawn. Mr. Martin's report will be tabled for the next meeting. In January, Mr. Marin will report on October through December's financial information.

Board Chairman Goldson requested a motion to table the Business Manager's Report.
Motioned by Trustee West, seconded by Trustee Dancy-Wilkins.

There were no questions or comments.

Board Chairman Goldson called for the Director of Operation's Report.

Report: Director of Operation's Report

Person Responsible: Donna Douglas

Discussion

- ❖ Student Enrollment
- ❖ Student Ethnicity
- ❖ Waitlist Total
- ❖ Food Service Program
- ❖ Attendance Rates
- ❖ NYSED

Action Items:

Deadlines:

None

None

Conclusion:

In summary Ms. Douglas provided the Board with her report. She began with student enrollment. To date there are nine hundred and forty-eight (948) students enrolled. During the third week in January meetings will be held with Roosevelt Children Academy which currently does not have a ninth grade. Under student ethnicity, the highest representations are Black or African and Hispanic and Latino. Currently, there are nine hundred and sixty (960) students on our waitlist. She informed that 46.51 % of our student population are currently receiving Medicaid or are on the SNAP program. This percentage qualifies the Academy for the CEP Program. The overall percentage of Free and Reduced students is 81.40%. Our title 1 reimbursement will be based on this rate. Under compliance, the Basic Educational Data System (BEDS) Report, SNAP and Medicaid Report, and CEP Report have been submitted. The Annual Survey of Charter School Enrollments & Poverty Status Report has been to NYSD.

Board Chairman Goldson requested a motion to accept the Director of Operation's Report. Motioned by Trustee Rowley seconded by Trustee West.

There were no further questions or comments.

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

Board Chairman Goldson thanked everyone for attending. With no further questions or discussions, the meeting came to an adjournment at 8:40 PM.