



BOARD MEETING

January 25, 2018

Time: 6:30 pm – 8:35pm
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: Barrington Goldson, Hazelin Williams, Robert Stewart, Roderick Roberts, and Stephanie Gomez.

Others Present: Nicholas Stapleton (Superintendent), Sandra Oneil (General Counsel & Human Capitol Director), Camille Morris (LES Principal), Keiron Phillips (UES Principal), Donna Douglas (Director of Operations), Washburn Martin (Business Manager), Hope Chin (Business Manager)

Chairman Goldson welcomed everyone to the meeting and called for the PTO's report.

Report: PTO's Report
Person Responsible: Stephanie Gomez

Discussion

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

Action Items:
None

Deadlines:
None

Conclusion:

Mrs. Gomez provided the Board with her report. The PTO held its general monthly meeting on January 10, with 30 parents in attendance. The next monthly meeting is scheduled for Thursday, February 15, 2018. Mrs. Gomez reported on the traditional Breakfast with Santa event. The event was held on December 22, 2018. Breakfast with the Elves was held at the Upper Elementary School and Brunch with the Elves was held at both the Middle and High Schools. Mrs. Gomez noted that seventeen parents volunteered in the Lower Elementary School, ten in the Upper Elementary School, and none in the Middle or High School. Mrs. Gomez advised that the next fundraiser is a dress down event scheduled for January 26, 2018. Future fundraisers being considered are Chipotle, Dodgeball Tournament, Art, Chocolate, and Tape Fundraiser. Lastly, the Board was provided with a detailed financial report.

Board Chairman Goldson requested a motion to accept the PTO's Report. Motioned by Trustee Rowley; seconded by Vice Chairman Stewart.

The floor was opened for questions or comments on the PTO's Report. Special thanks were extended to Mrs. Gomez and her board for their service and dedication. The Board also expressed their gratitude to the Principals for their assistance in collaboration with the PTO and reminded them that the PTO is a school-wide focus. There were no further questions or comments.

Board Chairman Goldson called for the Business Manager's Report.

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 provided the Board with a report for December 2017, which highlighted that the recent audit reported no material issues. All bond payments and lease payments have been made timely. The financial team is aggressively managing cash flow. The review of the December 2017 Year-to-Date (YTD) financials was performed in conjunction with the GL account details and the 2017-2018 budgets. The review revealed that the financials are fairly stated and the operational and business activities for the fiscal year were responsibly captured. The Board was informed that the year-to-date per pupil revenue and total revenue were on par with the budget. Mr. Martin also provided the Board with details as it relates to the balance sheet and capital expenses. In regards to the statement of cash flows, the Board was informed that the statement agreed with the total cash balance in the bank accounts as of December 31, 2017.

Chairman Goldson requested a motion to accept the Business Manager's Report. Motioned by Trustee Roberts seconded by Vice Chairman Stewart.

Chairman Goldson called for the reading of the resolution deeming the November and December 2017 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, 2017 and December 31, 2017 respectively. The Committee recommends that the Board approves the financial packages; read by Trustee Williams. Chairman Goldson requested a motion to accept the Resolution. Motioned by Trustee Rowley, seconded by Trustee Roberts.

Chairman Goldson called for the reading of the resolution stating that the Finance Committee has complied with the strong recommendation by the Charter School Institute (“CSI”), the school’s authorizer, to change its external audit firm; read by Trustee Williams. It is resolved that the Committee hereby recommends to the Board the selection of Berdon LLP as the new audit firm. Chairman Goldson requested a motion to accept the Resolution. Motioned by Vice Chairman Stewart, seconded by Trustee Rowley.

The check warrant was reviewed by the Board and unanimously accepted and entered into the records.

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

The floor was opened for questions or comments on the Business Manager’s Report. Trustee Rowley conveyed the financial expectations of the Board. In addition, he advised that each school Principal should take ownership of the financial success of their school; taking into consideration staffing materials, curriculum etc. Lastly, he advised that there will be a budget freeze effective February 28, 2018.

Chairman Goldson called for the Executive Director’s Report.

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

Discussion

- ❖ Replication
- ❖ High School Construction Project
- ❖ School Layout
- ❖ Staff Recruitment
- ❖ Finances
- ❖ Litigation

Action Items:

Provide the names of those on the Uniondale start up team

Deadlines:

Conclusion:

Mr. Haughton provided the Board with his report. The Charter School Growth Fund (“CSGF”) along with the leadership team visited several potential sites for the Uniondale school. We are reviewing all possible sites to ensure that the optimal location is chosen. The High School construction project is progressing as expected and is currently on Requisition #12. The Academy is actively recruiting to fill the positions for the Uniondale expansion. Regarding finances, the YTD budget review has been completed by the Financial Committee. Student numbers will be covered by Ms. Douglas, Director of Operations, in greater detail. In regard to litigation, there is one new matter involving the Academy.

Chairman Goldson requested a motion to accept the Executive Director’s report. Motioned by Trustee Williams, seconded by Trustee Roberts.

Chairman Goldson called for the reading of the resolution stating that the SUNY Charter Schools Institute (“CSI”) has waived the requirement of submitting the Initial Statement process, as per §5.1 of the Charter Agreement, for Education corporations with authority to operate multiple schools who have already undertaken the process; read by Trustee Williams. The Board of Trustees resolves that the TACS Board of Trustees certify to the Institute that similar Financial Controls have been established for the operation of the new school, in accordance with § 5.1 of the Charter Agreement. Chairman Goldson requested a motion to accept the Board of Trustees Resolution. Motioned by Vice Chairman Stewart, seconded by Trustee Williams.

The floor was opened for questions or comments on the Executive Director’s Report. There was a brief discussion held regarding the high school construction progress and the Uniondale expansion.

Chairman Goldson called for the Superintendent’s Report.

Report/Reporter: Superintendent’s Report

Person Responsible: Nicholas Stapleton

Discussion

- ❖ Assessment
- ❖ School Leadership
- ❖ Teacher Degree and Certification Program
- ❖ HS Career and Technical Education
- ❖ Academy Charter School Uniondale

Action Items:

Deadlines:

Conclusion:

Dr. Stapleton greeted the board and presented his report. Students in all the schools are in the process of completing the mid-year assessments. The data from these assessments will be presented at the February Board of Trustees meeting. Under school leadership, an Assistant Principal has been hired for the High School. To date there are eleven accepted candidates for the Masters’ degree and Teacher Certification program through the New York Institute of Technology (“NYIT”). Dr. Stapleton advised that as required by the New York State Education Department (“NYSED”), select students will be allowed to take a pathway to graduation by taking approved career and technical education courses in lieu of the Regents exams. The school will ensure that all necessary institutional partnerships are established to make this possible. Students for this track will be identified by June 2018. Lastly, Dr. Stapleton highlighted the key design elements for the Academy Charter School Uniondale.

Chairman Goldson requested a motion to accept the Superintendent’s Report. Motioned by Trustee Rowley, seconded by Trustee Roberts.

The floor was opened for questions or comments on the Superintendent’s Report. There was a brief discussion held regarding the career and technical education courses track. There were no further questions or comments.

Chairman Goldson called for the Lower Elementary School Principal's Report.

Report/Reporter: Lower Elementary School Principal's Report
Person Responsible: Camille Morris

Action Items:

Deadlines:

Conclusion:

Mrs. Morris provided the Board with her report. The reading and math assessment began on January 25, 2018. Testing results will be submitted in the February meeting. The attendance rate for January is 94%. All chronic absentee letters have been sent home. There has been one report submitted under incidents/suspensions. Ongoing professional development for the academic staff has been taking place every other Wednesday of each month. Mrs. Morris concluded her report with thanks to her team, many of which were present in tonight's meeting.

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

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

Report/Reporter: Upper Elementary School Principal's Report
Person Responsible: Keiron Phillips

Action Items:

Deadlines:

Conclusion:

Mr. Phillips provided the Board with his report. Fourteen teacher evaluations were completed in the month of November. Informal observations of the teacher assistants will begin next week. The attendance rate for January is 97%. Chronic absenteeism has been addressed with the parent(s)/guardian(s). Parent engagement and communication is consistent and ongoing. In regard to events, an Awards Day was held where students were pinned in recognition of their achievements. Additional recent events include Career Day and an ice skating trip.

Chairman Goldson requested a motion to accept the Upper Elementary School Principal's Report. Motioned by Trustee Rowley, seconded by Trustee Roberts.

Chairman Goldson called for the Middle and High School Board Reports to be accepted as written; motioned by Vice Chairman Stewart, seconded by Trustee Rowley. Both Principals are engaged in professional development and leadership conferences in Florida. They will verbally report to the Board in the February meeting.

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

Action Items:

Deadlines:

Conclusion:

Mrs. Oneil provided the Board with her report. Two Elementary school teachers have been hired. The Academy currently has 1 Special Education Teacher position available. Regarding the Uniondale recruitment, a recruitment plan has been prepared. The plan includes online advertising, on site open house, college recruitment, international recruitment, out of state job fairs and staff referrals. Fourteen teachers have registered for the first cohort of the New York Institute of Technology (“NYIT”) teacher certification program. Eleven have had full review of their transcripts and have been accepted into the program. The other applicants are still under review. Ms. Oneil reported that there is one new matter involving the Academy and provided an update on all legal matters.

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

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 Attendance
- ❖ School Nutrition
- ❖ Staff Attendance for January 2018
- ❖ 2018-2019 Student Recruitment
- ❖ Facilities Report
- ❖ Staff Recruitment

Action Items:

Provide a breakdown of new students vs. old students as it relates to absences

Deadlines:

Conclusion:

Ms. Douglas provided the Board with her report. In summary, Ms. Douglas provided the Board with updates regarding student recruitment and staffing. The current numbers of enrolled students are 1100.nStudent YTD attendance is 95.7%. Chronic absenteeism is at 8.9%. Regarding January staff attendance, the attendance rate is over 96%. The 2018-2019 student recruitment applications for Hempstead and Uniondale were submitted to the Charter School Institute (“CSI”) for approval. They were both approved and parents are currently submitting applications for the 2018-2019 school year. The deadline for all applications is April 2, 2018. The Hempstead lottery will be held on April 3, 2018 and the Uniondale lottery will be held on April 4, 2018. Ms. Douglas advised that the Facilities Report was attached.

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

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

Board Chairman Goldson thanked everyone for attending and the meeting came to an adjournment at 8:35 PM.