**Achievement First Hartford**

**Board of Directors Retreat and Meeting**

**July 26, 2012**

**12:00-5:30 p.m.**

**Retreat Agenda**

11:30-12:00 pm **Lunch**

12:00-12:10 pm  **Welcome and Context Setting** (Reshma Singh - VP External Relations)

12:10-12:30 pm **Ice Breaker – Line “Dancing” with Board Members** (Ashley Sargent - Amistad High Scholar and Team X Intern, Lauren Miller – External Relations Associate)

12:30-1:45 pm **Global Update and Reflection Facilitated by AF Leaders** (Dacia Toll – Co-CEO, various leaders)

**Recognition of Service to the Organization** (Dacia Toll)

1:45-1:50 pm **Break**

1:50-2:00 pm **Board Showcase with Q+A** (John Motley - AF Hartford)

2:00-2:30 pm **Board Survey** (Dana Foster - Director of Governance)

2:30-3:10 pm  **AF 101 – Key Topics**

* *Scholars who need us most: serving & retaining at risk populations (20 minutes)* (Christina Braganza - Regional Director of Special Services)
* *School Leadership Pipeline (20 minutes)* (Marc Michaelson – Regional Superintendent)

3:10-3:15 pm **Break**

3:15-3:25 pm **Board Showcase with Q+A** (Dick Ferguson – Elm City College Preparatory)

3:25-4:05 pm **Brainstorming Board Session with Facilitators**

* + ***Group 1****:* provide feedback on principal reports (Chastity Lord – Chief External Officer)
  + ***Group 2:***provide feedback on Board & Governance calendar (Dana Foster)
  + ***Group 3****:* provide feedback on AF through College intern process (Lauren Miller)
  + ***Group 4:*** provide feedback on Board communication newsletter (Candice Dormon – Associate Director of External Relations)

4:05-4:15 pm **Final Inspiration** (Chastity Lord)

**Individual School Board Meeting**

4:30-5:30 pm **Standard board business**

4:30 p.m. **Welcome and Public Comment** (Chair)

4:35 p.m. **Approval of May/June Meeting Minutes** (resolution)

4:37 p.m.  **Financial Update** (Treasurer/Team Finance)

Forecast financials (resolution)

Amendment to fiscal policies and procedures (resolutions)

4:50 p.m. **Facilities Update** (Team Facilities)

High School Building update (resolution)

5:05 p.m. **Governance Update**

Nominating Committee (resolutions)

Re-election of board members

Re-election of officers

Pipeline candidates

Joint Committee candidates

Conflicts of interest statement

5:15 p.m. **New business and future agenda topics**

Meeting dates for year

Priorities for year

5:25 p.m. **Executive Session**

5:30 p.m. **Adjourn**

**Resolutions July 2012 Retreat**

1. If Secretary is not present at the meeting:
   1. NOW, THEREFORE, BE IT RESOLVED that the officers of the board of directors Achievement First Hartford Academy, Inc.(“AFH”), be and each hereby is, singly or jointly, authorized in the name of and on behalf of AFH, to execute such instruments and agreements as would normally be executed by the secretary of the board in fulfillment of the duties of the secretary of the board, when the secretary is unable to act.
2. Approve past meeting minutes:
   1. Request motion to approve past meeting minutes. So moved. Second the motion. Vote.
3. Forecasted financials:
   1. Request motion to approve financials. So moved. Second the motion. Vote.
4. Amendment to Fiscal Policies and Procedures Manual (please see below)
5. Nominating Resolutions:

**Resolution for Re-election of Board Officers**

BE IT RESOLVED that the officers of the Board of AF Hartford, be and each hereby is, re-elected to their respective office, to serve another one year term or until their respective successors are duly elected and qualified. These officers include Jean LaVecchia as chair, Marshall Ruben as Vice-Chair, Colleen Palmer as Secretary and John Motley as Treasurer.

**Resolution for Re-election of Board Directors**

BE IT RESOLVED that subject to the approval of such re-election by the board of directors of Achievement First, Inc. , as the sole member of AF Hartford, the following directors are re-elected to the Board of AF Hartford, to serve in the class and for the term next their names or until their respective successors are duly elected and qualified:

**Name Class Term**

Jean LaVecchia Class I 3 year (July 2015)

Laura Estes Class I 3 years (July 2015)

Nancy Zwiener Class I 3 years (July 2015)

1. Conflicts of Interest Policy Resolution and Statements to be signed – please see attached in Board book.

**Amendment to the Fiscal Policies and Procedures Manual**

**Achievement First Hartford Academy, Inc.**

**July 26, 2012**

**WHEREAS,** the Board of Directors (the “Board”) of Achievement First Hartford Academy, Inc. (the “School”) recognizes the review from the State Department of Education (“SDE”) during the charter renewal process this year of Amistad Academy, Inc., Achievement First Bridgeport Academy, Inc. and Elm City College Preparatory, Inc., and acknowledges the importance of ensuring that the Fiscal Policies and Procedures are revised in accordance with the charter renewal recommendations from the SDE for the 2012-2013 school year. The Board is also mindful of the School’s relationship with Achievement First, Inc. (“AF”) and desires to maintain that relationship with appropriate regard for the separate corporate identities and applicable laws and regulations that affect the School and AF;

**NOW THEREFORE BE IT RESOLVED** that the Board amends the Fiscal Policies and Procedures of the School, specifically the section “Authorized Signatories – Bank Accounts”. The following section shall be replaced:

“**Authorized Signatories – Bank Accounts**

Individuals with the following titles are approved to be authorized signers for the school’s bank accounts:

School Principal(s)  
 School Board Chair  
 School Board Treasurer  
 Achievement First Vice President of Operations  
 Achievement First Superintendent  
 Achievement First Assistant Superintendent

Checks and wire transfers for less than $10,000 require only one signature. Amounts equal to or exceeding $10,000, exclusive of inter-account transfers, require approval by a second authorized signer via either a second signature or written authorized which can be in the form of an email. Checks and wire transfers payable to Achievement First, Inc. cannot be signed by an Achievement First, Inc. employee.”

The new section shall read:

“**Authorized Signatories – Bank Accounts**

Individuals with the following titles are approved to be authorized signers for the School’s bank accounts shall be:

School Principal(s)  
School Dean(s) (this shall mean any Dean position, including but not limited to Deans of Students and Academic Deans)  
School Board Chair  
School Board Treasurer

Checks and wire transfers for less than $10,000 require only one signature from the above. Amounts equal to or exceeding $10,000, exclusive of inter-account transfers, require approval by a second authorized signer via either a second signature or written authorization which can be in the form of an email. Checks and wire transfers payable to Achievement First, Inc. cannot be signed by an Achievement First, Inc. employee.

The School Dean(s) shall only be permitted to sign as a single authorizer in the event there is prior written (can be electronic in the form of an email) approval of the Board Treasurer, and only in emergency situations.”

**NOW THEREFORE BE IT RESOLVED** that the Board amends the Fiscal Policies and Procedures of the School, specifically the section “Authorized Signatories – Contracts”. The following section shall be replaced:

“**Authorized Signatories – Contracts**

Individuals with the following titles are approved to be authorized signers for contracts.

School Principal  
School Board Chairs  
School Board Treasurers  
Achievement First CFO  
Achievement First VP of Finance  
Achievement First VP of Operations

1. Contracts without financial obligation~~,~~ that are necessary, appropriate, and in the ordinary course of business, may be entered into by these signers without previous board approval.
2. Contracts with financial obligations that are part of the board approved budget may be entered into without additional board approval.
3. Contracts with financial obligation may only be entered into without previous board budget approval if the following conditions are met:
   1. The purchase will not cause the budget category to be exceeded by more than 10%, and a proposal for a reasonable adjustment in other is made, or
   2. The purchase is necessary due to an extraordinary emergency and the board is unavailable to provide approval.”

The new section shall read:

“**Authorized Signatories – Contracts**

Individuals with the following titles are approved to be authorized signers for contracts.

School Principal  
School Dean(s) (this shall mean any Dean position, including but not limited to Deans of Students and Academic Deans)  
School Board Chairs  
School Board Treasurers

1. Contracts without financial obligation that are necessary, appropriate, and in the ordinary course of business, may be entered into by these signers without previous board approval.
2. Contracts with financial obligations that are part of the board approved budget may be entered into without additional board approval.
3. Contracts with financial obligation may only be entered into without previous board budget approval if one of the following conditions is met:
   1. The purchase will not cause the budget category to be exceeded by more than 10%, and a proposal for a reasonable adjustment in other is made, or
   2. The purchase is necessary due to an extraordinary emergency and the board is unavailable to provide approval in a timely manner.
4. The School Dean(s) shall only be permitted to sign as a single authorizer in the event there is prior written (can be electronic in the form of an email) approval of the Board Treasurer, and only in emergency situations.
5. For contracts exceeding a total obligation of $10,000 per year, Achievement First will review the agreement and present the authorized signatories with its review and rationale for the necessity of the contract, but shall not be the signatory.”