

## **MINUTES**

### **Joint Session**

Amistad Academy & Elm City College Preparatory

Boards of Directors

Wednesday, May 28, 2014, 5:30 7:30 p.m.

130 Edgewood Avenue, New Haven

#### **Board Attendance:**

##### **Amistad**

Katrin Czinger, AA Board - Yes  
Lorraine Gibbons, AA Board - Yes  
Michael Griffin, AA Board - Yes  
Melinda Hamilton, AA Board - Yes  
Andrew Lachman, AA Board - Yes  
Jane Levin, AA Board - Yes  
Paul McCraven, AA Board - Yes  
Khadijah Muhammad, AA Board - Yes  
William Powers, AA Board - Yes  
Michael Thomas, AA Board - Yes  
Caroline Williams, AA Board - Yes

##### **ECCP**

Magaly Cajigas, ECCP Board - Yes  
Erik Clemons, ECCP Board - Yes  
Richard Ferguson, ECCP Board - Yes  
Carolyn Greenspan, ECCP Board - Yes

Marnie Halsey, ECCP Board - Yes  
William Heins, ECCP Board - Yes  
Sharon Oster, ECCP Board - Yes  
Patricia Pierce, ECCP Board - Yes  
Laura Saverin, ECCP Board - Yes  
Kaitlyn Stasik, ECCP Board - Yes  
Pat Sweet, ECCP Board - Yes  
Lystra Richardson, ECCP Board - Yes

##### **Others in Attendance**

Hillary Bridges, AF Network Support - Yes  
Kelonda Maull, AF Network Support - Yes  
Andrew Poole, School Leadership - Yes  
Max Polaner, Brownsville Board - Yes  
Gaylord Bourne, AF Network Support - Yes  
Brian Cooney, AF Network Support - Yes  
D. Scot Kerr, AF Network Support - Yes  
Sharon Richards, AF Network Support - Yes  
Amanda Alonzy, School Leadership - Yes

#### **Call to order (Melinda Hamilton)**

No Public Comment

Melinda announced that she's stepping down from the board once a successor is identified

#### **Reports:**

Principal Reports (Amanda Alonzy, Andrew Poole)

Amanda:

1. Most challenging grades are where students are taking the state tests - we are trying to make sure we have robust goals for all grade levels
2. Students in every grade take an end of the year reading test
3. In Math, we are adding tutoring in all grade levels to boost students who are struggling
4. Professional development: Focus on practice based PD

5. SBAC is the new computer based test which will replace the former CMT. Students in grades 3-8 take them. There are 2 reading and 2 math tests. Students have to fully type essays on the computer - we need to do more next year to help students with this skill. The tests are not timed, so students can take as long as they need. Students seem to feel very comfortable with the technology and the test is slightly lower stress than the old CMT.

Andrew:

1. End of the Year Goal - 90% proficient and 40% advanced.
  - a. Kindergarten and first grade are doing well. Scholars that are on the brink on getting "Whatever it takes" Interventions.
  - b. Second grade - we will hopefully get there by the end of the year
  - c. Third and Fourth grade - we made tremendous growth in IA results, however, these 2 grades are typically challenging for us to reach our goal

Report of the Governance Committees (Marnie Halsey)

- Amistad board and ECCP board are meeting together to share practices, but acting independently.
- One agenda items for the next meeting is to discuss leadership changes for Amistad Academy and discuss hiring officers for next year.
- The committee is developing a pipeline of potential candidates and encourages everyone to suggest potential members.
- Everyone received an individualized board involvement report to let directors know how involved they were. We plan to provide these reports in June and November each year. Marnie encourage everyone to provide feedback and point out potential inaccuracies.

## **Updates:**

Achievement First updates

Chastity Lord, Chief External Officer, provided an AF update regarding the CXO teams:

- Enabled by internal transitions CXO teams will be restructured to provide greater geographic focus around community engagement:
  - Marketing will become Brand Strategy
  - Team External will become more focused on community involvement, student recruitment, and advocacy-
  - Authorizer Relations will move to a newly created team and
  - Board Relations will move under Team Development

## Board Retreat Planning

Board retreat will happen on July 21st in CT. We will do a deeper dive into the issues around our work. We will balance activities between learnings and problem solving. Board members will answer the following questions:

1. I would like to learn more about...
2. I would like to work with directors to create a solution for...

Board members submitting suggestions of what they would like to discuss on index cards for Scot's review.

## Transition to Individual Board Meetings

Amistad Academy  
Board of Directors  
Wednesday, May 28, 2014  
130 Edgewood Avenue, Amistad Room

### Board Attendance:

#### Amistad

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Paul McCraven, AA Board - Yes  
Khadijah Muhammad, AA Board - Yes  
William Powers, AA Board - Yes  
Michael Thomas, AA Board - Yes  
Caroline Williams, AA Board - Yes  
Sharon Richards, AF Network Support – Yes  
D. Scot Kerr, AF Network Support - Yes

### Call to Order at 6:49 p.m.

### Public Comment

None

### Board Business

- a. Approve minutes of March 26, 2014 meeting (Resolution 1)

NOW THEREFORE BE IT RESOLVED THAT, the Board of Directors of Amistad Academy hereby approves the 3/26/14 Meeting Minutes as drafted.

Moved: Katrin Czinger  
Second: Khadijah Muhammad  
All in Favor

b. Financial Report as of April 30, 2014 (Resolution 2)

All financials are in good shape for this year. At Amistad High, fewer students were enrolled than planned so we received less revenue than expected. The deficit has been whittled down to about \$23,000. Once the budget is set, the principal and DSO have the latitude to manage on the daily basis. Both the elementary and middle schools are in good shape - the elementary school will have a surplus of \$51,000, middle school will have a surplus of \$8,000. All payments to Amistad from ECCP, Bridgeport and AF are coming in on a timely basis. Amistad requires about \$2 MM in philanthropy. In order to achieve sustainability, we need the city of New Haven to supplement the per-pupil amount that we received from the state. At the elementary school and middle school, we will start backfilling students - this will be a financial loss in the next year because the state financial reimbursement is on a 2 year cycle. However, this will be made up for next year, unless we are able to successfully request for an amendment and receive the money this year. The VP of Finance has been hired and will assume this role at some point between July and October - he is an internal candidate.

NOW THEREFORE BE IT RESOLVED THAT, the Board of Directors of Amistad Academy hereby accepts the YTD financial report dated 4/30/14 as presented.

Moved: Paul McCraven  
Second: Caroline Williams  
All in Favor

c. Budget approval for 2014-15 (Resolution 3)

NOW THEREFORE BE IT RESOLVED THAT, the Board of Directors of Amistad Academy hereby approves the financial budget as recommended by the Finance Committee and prepared by Achievement First for the 2014-15 fiscal year.

Moved: Paul McCraven  
Second: Michael Griffin  
All in Favor

d. Approve revised Financial Policies & Procedures regarding Payment of Invoices (Resolutions

AF has been putting in new software to make financial processes work smoother. A new policy was created to reduce the paperwork between AF and schools.

WHEREAS Achievement First is responsible for accounting services including the timely payment of invoices,  
AND WHEREAS Amistad Academy is responsible for the approval to pay invoices whether by signed check or approved invoice  
NOW THEREFORE BE IT RESOLVED THAT, The Board of Directors of Amistad Academy approves a revised policy for payment of invoices to enable the electronic processing of invoices and their approval for payment as drafted.

Moved: Caroline Williams  
Second: Lorraine Gibbons  
All in Favor

e. Accept report of project completion regarding 130 Edgewood Avenue (Resolution

Michael Kerin reported to the board that they are required to accept that the project is complete so that the final package and request for reimbursement can be submitted to the state. The state will then do an audit of the project, which is necessary because this project was 80% funded by the state. Once the state does the final certification after the audit, we will receive the last 5% of the reimbursement from the state.

“BE IT RESOLVED that the Board of Education accepts the Amistad Academy; State Project #279-0001 at 130 Edgewood Avenue in New Haven, as complete.”

Moved: Paul McCraven  
Second: Lorraine Gibbons  
All in Favor

f. Authorization to sign the Healthy Food Certificate

Directors received a Healthy Food Certificate in their materials. Certifies that we are serving healthy food at our schools.

NOW THEREFORE BE IT RESOLVED THAT, the Board of Directors of Amistad Academy hereby authorizes the Board Chairman to certify that we will meet the standards specified in Section 10-215e of the Connecticut General Statutes for the period July 1, 2014 through June 30, 2015.

Moved: Khadijah Muhammad  
Second: Caroline Williams  
All in Favor

Directors thanked Melinda for her leadership over the past year!

**Adjourn at 7:21 by Melinda**

Minutes Taken by: Sharon Richards, Team Development