



## BOARD MEETING

June 25, 2015

**Time:** 6:45 pm – 9:25 pm  
**Location:** 117 N. Franklin Street, Hempstead, NY 11550  
**Facilitator:** Bishop Barrington Goldson, Chairman of the Board of Trustees  
**Board Secretary:** Felicia Barracks

**Trustees in Attendance:** Barrington Goldson, Janet Sanderson, Hazeltin Williams, Dawn West-Bloise, Stephen Rowley, Robert Stewart, Shelia Dancy-Wilkins, Peter Goodman, Jacqueline Small-St. Armand

**Others Present:** Wayne Haughton (Executive Director), Clarence Williams Jr. (Principal), Donna Douglas (Director of Operations), Washburn Martin (Business Manager), Hope Chin (Business Manager) Staff and Parent Representation

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Chairman Goldson opened the meeting and called for the Executive Director's report.

**Report/Reporter:** Executive Director's Report

**Person Responsible:** Wayne Haughton

1. Website
2. High School
3. Grants
4. Safety
5. Needs Assessment
6. Chapter Bill
7. Litigation
8. Compliance
9. Proposed Daycare
10. Financials

**Action Items:**

None

**Deadlines:**

None

The Executive Director started by thanking the Board for the opportunity to attend the National Charter School Conference. The Board was informed that the new website was launched on June 24, 2015. In regards to the high school, the Board was informed that the curriculum team is still reviewing the draft curriculum. A discussion was held with CSI and they are anticipating the curriculum submission for the high school and they confirmed that they would grant an extension for the 9<sup>th</sup> grade. The Board received an update on the

progress in the area of grants. It was determined that we would not qualify for the Department of Homeland Security grant. Capital grants for the high school have been identified and will be submitted once a site is acquired. In regards to safety, the school reached out to the Village authorities regarding speeding vehicles on North Franklin. As a result, a speed limit light was installed and there has been an increased police presence. Additionally, the school submitted a proposal to the governing authority to institute no parking on one side of Bedell Street. The proposal is scheduled to be reviewed by the Traffic and Safety Board. The Board was informed that at the request of Deputy Speaker Earlene Hooper, the school drafted a document, which outlined the needs of the Academy as it relates to infrastructure. The document was presented to Deputy Speaker Earlene Hooper. Funds to furnish the playground have been approved and the funds will not be distributed by Hempstead but will be issued directly from the state. In regards to the chapter bill for the reimbursement of taxes, the Board was informed that the affidavit of payment was completed and returned to the treasurer's office. The school is currently awaiting payment. The Board was informed that there are no new cases that involve the Academy. The Board was presented with the information that was researched in regards to a daycare on site. In regards to financials, the Board was informed that the draft of the budget for the 2015-16 school year was reviewed by the Finance Committee and will be presented to the Board. Revenue and expenses will be covered by Mr. Martin and student numbers and personnel will be covered by Ms. Douglas.

Chairman Goldson requested a motion to accept the Executive Director's report.  
Moted by Trustee Stewart, seconded by Trustee Williams.

The floor was opened for questions or comments on the Executive Director's report. There was discussion regarding what needs to be submitted to the Charter School Institute in regards to facilities for the high school. The Board requested that there be continuing discussion with the police chief to see how many tickets have been issued as a result of the tracker being installed. There were no further questions or comments.

Chairman Goldson called for the Elementary & Middle School Principal's report.

**Report/Reporter:** Elementary & Middle School Principal's Report  
**Person Responsible:** Clarence Williams, Jr.

**Discussion**

1. Instruction
2. Staff Correspondence
3. Traffic Concerns

**Action Items:**  
None

**Deadlines:**  
None

**Conclusion:**

Principal Williams informed the Board that the coaches and directors will be attending the VEP Leadership Academy in July. The Board was informed that ongoing meetings are being held to discuss the roles and responsibilities of the academic leadership team. The Board was also provided with a draft of the topics that will be covered during professional

development and pre service. Principal Williams informed the Board that all instructional staff evaluations have been completed. The Board was informed that correspondence was sent home to the fourth grade parents regarding the students being moved to the middle school building. The Board was informed that the parent handbook committee is meeting to ensure that the language in the handbook is clear regarding policies and failure to adhere. Principal Williams provided a copy of the letter that was sent home to parents regarding the fourth grade students moving over to the middle school and discussed the proposed dismissal procedures. The Board was informed that speed signs were posted on Franklin in response to the concern that was expressed regarding the walking students safety.

Chairman Goldson requested a motion to accept the Elementary & Middle School Principal's report. Motioned by Trustee Rowley, seconded by Trustee Goodman.

Chairman Goldson requested a motion that the academic report submitted by Victory Educational Partners be accepted. Motioned by Trustee Rowley, seconded by Trustee Williams.

The floor was opened for questions or comments on the Elementary & Middle School Principal's report. There was discussion regarding whether there have been any mandates issued out of the recent school shootings. Principal Williams informed the Board that there have not been any new mandates. There were no further questions or comments.

Chairman Goldson called for the PTO's report.

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**Report:** PTO's Report  
**Person Responsible:** Jacqueline Small-St. Armand

**Discussion**

1. PTO Meetings
2. Events
3. Financial Report

**Action Items:**  
None

**Deadlines:**  
None

**Conclusion:**

Ms. St. Armand provided an overview of the meeting held in June, which had a total of 15 attendees. During this meeting the 2015-16 Executive Board elections were held. The results are as follows:

- PTO President – Sandra O'Neil
- PTO Vice President – David Chambers
- PTO Treasurer – Yolanda Arnell
- PTO Secretary (Middle School) – Jacqueline Small St. Armand
- PTO Secretary (Elementary School) – Rolonda Basnight

The Board was informed that the first annual mother/son and father/daughter dance were held and were successful. Additionally, the Board was informed that the dances along with the White Post Farm sales were successful as fundraisers. Lastly, the Board was provided with a detailed financial report.

Chairman Goldson requested a motion to accept the PTO's report. Motioned by Trustee Sanderson, seconded by Trustee West-Bloise.

Chairman Goldson opened the floor for questions or comments on the PTO's report. There were no questions or comments.

Chairman Goldson called for the Business Manager's Report.

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**Report:** Business Manager's Report

**Person Responsible:** Washburn Martin

**Discussion**

4. Financial Reports
5. Profit & Loss
6. Balance Sheet
7. Capital Expenses

**Action Items:**

None

**Deadlines:**

None

**Conclusion:**

Mr. Martin informed the Board that he reviewed the May 2015 year-to-date financials and they appear to be reasonable and reflect the business activities and the school's financial operations. The Board was informed that the year-to-date per pupil revenue and expenses are slightly ahead of the budget and the various categories that contributed to this. An overview of the balance sheet was provided. It was noted that the school exceeded the required debt service ratio for the rest of the fiscal year and will meet all outstanding bond payment obligations for the fiscal year. In regards to the statement of cash flow the Board was informed that the statement captures the net cash at the end of May in regards to the school operating, investing and financing activities. Mr. Martin presented the check register, which was reviewed by the Financial Committee to the Board for final approval. The Board reviewed the register and unanimously approved.

Chairman Goldson requested a motion to accept the Business Manager's report. Motioned by Trustee Rowley seconded by Trustee Goodman.

The floor was opened for questions or comments on the Business Manager's report. There was discussion regarding expenses. Mr. Martin informed the Board that there should not be any unforeseen expenses in the upcoming year due to the fact that this is not an acquisition year. There were inquiries regarding whether all payments have been received from the districts. Mr. Martin informed the Board that there is one outstanding payment and collection efforts are being taken now. There were no further questions or comments.

Chairman Goldson called for the reading of the resolution to accept the Finance Committees year-to-date review of the 2015 April and May financial packages. The resolution was read by Secretary Williams.

Chairman Goldson requested a motion to resolve and approve the submission of the year-to-date April and May financial packages. Motioned by Trustee Goodman, seconded by Trustee Williams and unanimously agreed upon by the entire Board.

Chairman Goldson called for the reading of the resolution for approval of the 2015-16 budget. The resolution was read by Secretary Williams.

Chairman Goldson requested a motion to resolve and approve the submission of the 2015-16 budget. Motioned by Trustee Williams, seconded by Trustee Sanderson and unanimously agreed upon by the entire Board.

Chairman Goldson called for the Chairman of the Friends of The Academy to greet the Board.

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Chairman John Williams greeted the Board and all attending leadership. The mission of the Friends of the Academy was outlined and the Board and leadership were assured of the organizations commitment to assist with the goals of the Academy. Chairman Williams also informed the Board that several of the members of the Friends of the Academy Board will be attending the Board Retreat.

Chairman Goldson thanked Chairman Williams for his attendance and informed him that the school is looking forward to working with Friends of the Academy.

Chairman Goldson called for the Director of Operation's report.

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**Report/Reporter:** Director of Operation's Report  
**Person Responsible:** Donna Douglas

**Discussion**

1. Recruitment – New Students
2. Student Enrollment
3. Student Ethnicity
4. Summer School
5. Procurement
6. Compliance

**Action Items:**  
None

**Deadlines:**  
None

**Conclusion:**

Ms. Douglas informed the Board that over 90% of the new students have completed the registration process. The Board was informed that the current student enrollment is 659 and was given a breakdown by grade level. In regards to attendance, the student rate is over 93% and the instruction and non-instructional attendance rate is over 94%. A breakdown of the attendance for the school meals program and student ethnicity was provided. The Board was informed of the details in regards to summer school, which will be held 7/6/15 – 7/30/15. Ms. Douglas provided an update in regards to procurement of textbooks, classroom furniture and technology resources. Ms. Douglas informed the Board that the employee manual has been updated and the revised policies will be presented to the Board for approval at the Board Retreat. Lastly, in regards to compliance, the Board was informed that all required reports have been submitted.

Chairman Goldson requested a motion to accept the Director of Operation’s report. Motioned by Trustee Stewart, seconded by Trustee Rowley.

The floor was opened for questions and comments on the Director of Operations report. There was discussion regarding the summer food program. There were no further questions or comments.

Chairman Goldson thanked everyone for attending. There were comments by an Academy parent in attendance. She expressed that she felt that there was a lack of communication between the school and parents and made various suggestions on ways in which the communication channels could be improved.

Chairman Goldson requested a motion to adjourn the meeting. Motioned by Trustee West-Bloise, seconded by Trustee Sanderson.

With no further questions or discussions, the meeting came to an adjournment at 9:25 PM.