

Minutes

The American Dream Charter School

Board Meeting

Monday May 12, 2014 @ 5:00 PM at 111 Broadway, Suite 604, New York, NY 10006

Board Members Present

Damian Vargas, Luz Maria Rojas, Michael Weippert, Richard Levine (remote)

Board Members Absent

Angelo Cabrera

Guests Present

Melissa Melkonian

I. Opening Items

Call the Meeting to Order

Luz Maria Rojas called a meeting of the board of trustees of The American Dream Charter School to order on Monday May 12, 2014 @ 5:52 PM at 111 Broadway, Suite 604, New York, NY 10006.

Approve Minutes

II. Academic Excellence

Approve School Calendar

a. we need staff PD time (solution - letting student out at 1:30 on Fridays) i. Vicki (state liason) 6 hours of instruction is OK with board approval ii. Vicki is not including lunch but the rest of the days added up exceeds required instruction 1. Is this a burden for parents? a. Melissa's response is yes b. Alternative options for supervisions: i. (occasionally) Kids take physical education off site at public school ii. At some point down the line we might consider hiring consultants to do some non academic club (not for the entire population). Needs of parents over time may change - there are ways to provide support overtime iii. The local library is also an option iv. internship programs (these things take time to build however we can begin now) b. reduce the number school days from 190 to 188 for 2 weeks of full recovery for Christmas break (this is still 8 days above the minimum) c. Motion to Approve reduction of two days for a total of 188 instructional days -.

III. Finance

Approve Fiscal Policies and Procedures

a. source and gist of the fiscal policy is a huge doc (250 pages long through a federal grant another non prof got) How to put various controls in place primarily segregation of duties where no one person is doing certain aspects of finance from start to end. b. Digant suggests eventually an ongoing quarterly basis finance committee meeting to hash out detailed questions and adjustments to policies and procedures. i. This is not the loan we just received (this is government funding) ii. The first 50K\$ spent of public money triggers audit requirement (compliance audit - to assure the systems we have in place are functioning and working) d. Independent payroll company (ADP) will handle payroll as part of the the segregation of duties. e. Luz: sample forms are what we'll be using (in attachments) i. the sample forms are from other clients but can be customized to ADS f. clarifying questions: none i. APPROVED.

M. Weippert made a motion to Approve Fiscal Policies and Procedures.

Damian Vargas seconded the motion.

The board **VOTED** unanimously to approve the motion.

Approve Fiscal Auditor (Joe Blatt)

APPROVED.

M. Weippert made a motion to Approve Joe Blatt as our fiscal auditor.
Luz Maria Rojas seconded the motion.
The board **VOTED** unanimously to approve the motion.

Approve School Budget

1. board recruitment - we need 10K for the high-bar (PD) a. overall we are close in terms of our total expenses this is a concern - we have less than one person cushion (preferred to be 3 or 4 cushion) b. In order to fund these line items we will need to decrease 15K from somewhere else c. these funds will come from the former position of director of curriculum d. Melissa will get consultants to provide PD services to staff for the fraction of the cost (about 40K - also minus the fringe benefits).

IV. Governance

Approve Code of Ethics

D. Vargas made a motion to Approve Code of Ethics.
Michael Weippert seconded the motion.
The board **VOTED** unanimously to approve the motion.

Approve By-laws

R. Levine made a motion to Approve By-laws.
Michael Weippert seconded the motion.
The board **VOTED** unanimously to approve the motion.

Approve Conflict of Interest Policy

L. Rojas made a motion to Approve Conflict of Interest Policy.
Michael Weippert seconded the motion.
The board **VOTED** unanimously to approve the motion.

V. Other Business

Lottery and Wait List Results

a. 132 applicants i. applications still coming in b. for sure acceptances where we have received paperwork back - 47 for sure c. deadline for enrollment is 5/15 d. How many applicants that we've received did Melissa personally meet? i. about 80% e. Depending on when we're getting into the school we will do an orientation i. Suggestion for community building experience (e.g. outward bound) f. Activities (generally) prior to coming in in august (even outside of the building) i. Angie (rick's colleague) did a lot of outward bound.

May Accepted Student Night

a. Damian will come by on Wednesday b. Mike will come try to come on Tuesday c. Luz will come on Tuesday.

Hiring Update

a. one vacancy - Spanish language arts (3 competitive applicants for this position - hopefully to be finalized by the end of the month).

The High Bar: Governance Training

a. Motion to approve Governance Training (High Bar) to provide PD to the board and assisting Melissa in setting and meeting goals - APPROVED.
M. Weippert made a motion to approve we hire The High Bar for governance training.
Damian Vargas seconded the motion.
The board **VOTED** unanimously to approve the motion.

New Budget Bill + ADS

i. There is nothing in writing that indicates that the 25 seats/space has been taken away. ii. May 29th these decisions will be made iii. After the 29th we're commuting a request to reverse. if there was any string we could pull now wouldn't it be better if to pre-empt any decision to take the seats away in writing or officially. If the attorney's or the charter center can lobby for us pre-emptively. 1. The seats were designated for another pre-K this year at P.S. 30 2. They're adding 2 more pre-k classes to P.S. 30 that will grow over time so we'll need to reduce our space. iv. If they can't give us the seats back they need to give us per-student funding v. Damian agrees that we should pre-empt and lobby a decision vi. If there is no physical ability for them to give back seats then it

doesn't matter if you pre-empt or wait for decision on May 29th. We don't know (so we should make some inquiry now) 1. Damian will speak to the Charter Center Attorney.

VI. Closing Items

Adjourn Meeting

Meeting adjourned at 6:52pm.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 06:52 pm.

Respectfully Submitted,
Angelo Cabrera