



## Minutes

The American Dream Charter School  
Board Meeting  
Monday, October 23, 2017 @ 6PM  
at 423 E 138th St. New York, NY 10454

**Board Members Present:** R. Espinal, Z. martinez, L. Rojas, A. Cabrera

**Guests:** N. Gallagher

### I. OPENING ITEMS

- A. Call the Meeting to Order - L. Rojas
  - 1. Meeting called to order at 7:00pm
    - a) Seconded - Z. Martinez
- B. Approve Minutes
  - 1. Motion to approve - L. Rojas
    - a) Seconded - Z. Martinez

### II. GOVERNANCE

- C. Highmark Interviews - N Gallagher
  - 1. Questions:
    - a) Describe enrollment parameters dictated by state and locally - NG
    - b) Describe relationship with authorizer - NG
    - c) Describe school culture - MM
    - d) Demographics of students - MM
      - (1) HighMark requested this info
    - e) How are we doing what we're doing - MM
      - (1) Co-teach model
      - (2) Most of our staff are bilingual
      - (3) Advisory - meeting social/emotional needs & embedding literacy
      - (4) How community, demographics, reflect the south bronx.
    - f) Challenge is splitting leadership time for Melissa - MM
    - g) Staff retention - MM
      - (1) Every year we're hiring a whole new set of teacher
      - (2) Attrition is about 10 percent
  - 2. Questions for the board
    - a) Thinking about leadership - LMR
    - b) Different challenges with various elements of school expansion - LMR
    - c) Keeping numbers healthy - RE
    - d) Recruiting more board members LMR
  - 3. Budget questions
    - a) Sustainability RE
    - b) Student to teacher ratio RE
  - 4. Location of the property we'll be developing



5. Delivery of property is later that opening of school
6. ADS's questions
  - a) Any trepidations about ADS on HighMark's end?
    - (1) No
      - (a) Endorsed from Marilyn
7. Board Recruitment - L. Rojas
  - a) What expertise is our board composed of? - L. Rojas
    - (1) What other expertise does our current board have?
  - b) What materials would be helpful to have for a new board member
    - (1) An index of academic terms
    - (2) A booklets including: mission statement, reports, and other information about the school population.
    - (3) How to develop interest that could lead to giving
  - c) Recruiting Matrix
    - (1) What kind of expertise do we need?
      - (a) E.g. immigration lawyer
      - (b) Real estate attorney
      - (c) Technology

### III. OPERATIONS

- D. Staffing Update - N. Gallagher
  1. Full-time, Part-Time, Instructional, Administrative and Leadership. Staffing for both campuses was reviewed
- E. Enrollment - N. Gallagher
  1. Enrollment and waitlist counts were reviewed for 6th, 7th, 8th & 9th grades.

### IV. FINANCE

- F. Audit Report Draft - N. Gallagher
  1. Schedule a call with Digant 10 Minutes for Board conversation with
    - a) 4pm Wed.
- G. All account balances were reviewed- N. Gallagher

### V. Governance & Closing Items

- H. Annual Report - M. Melkonian
  1. Reviewed metrics for meeting/not meeting goals for annual report.
    - a) Total report is due next week
- I. Motion to adjourn Meeting- L. Rojas,
  1. Seconded - Z Martinez
    - a) Meeting adjourned at 7:52pm