



ATMOSPHERE ACADEMY

Educating Your Bright Stars

Atmosphere Academy Public Charter Schools Board of Trustees Meeting Minutes October 25, 2017

Atmosphere Academy Charter School Building
22 Marble Hill Avenue
New York, New York 10463

Board Members Attending: **Board Members Absent:** **Others in Attendance:**

Mr. Mervin Burton (presiding) Dr. Evan Powderly
Father Thomas Lynch
Mr. Jesse J. Greene, Jr.
Michael Lagas
Alan E. Dillon, Esq.

Mr. Colin J. Greene
Ms. Shelby Stenson
Mr. Christian Roman
Ms. Cheryl Sacco(by phone)
Mr. Ben Pah
Ms. Katherine Brennan
Ms. Elizabeth Nash
Mr. Bryan Fryer
Ms. Carrie Sessoms

Agenda Item 1. Call to order.

At approximately 5:20PM the meeting was called to order by Mr. M. Burton.

Agenda Item 2. Pledge of Allegiance

Mr. M. Burton led those present with the pledge of allegiance.

Agenda Item 3. Board Reports

Mr. J. Greene reported on the Finance and Governance Committee meetings held last week via conference call. Mr. J. Greene briefly discussed the scheduled payments from the Department of Education in respect to AA's tenancy in RJC facility.

Agenda Item 4. Revision and Adoption of Agenda.

There were no revisions to the Agenda.

By motion of the board, the Agenda was adopted.

Vote Aye: M. Burton, A. Dillon, J. Greene, M. Lagas, T. Lynch.

Nays: none

Absent: E. Powderly

Agenda Item 5.1. Audit Highlights.

Ms. C. Stenson, presented the audit report prepared by her organization, Mengel, Metzger, Barr & Co., LLP, certified public accountants, and discussed the main points of the retention representation letter and the audit results attached thereto.

By motion of the board, the audit report was approved.

Vote Aye: M. Burton, A. Dillon, J. Greene, M. Lagas, T. Lynch.

Nays: none

Absent: E. Powderly

Agenda Item 5.2. Intervention Coordinator

Mr.C. Greene introduced Ms. Carrie Sessoms, recently hired as AA's Intervention Coordinator. Ms. Sessoms presented her background and work experience to the board.

The board welcomed Ms. Sessoms.

Ms. Cheryl Sacco, legal counsel to AA, discussed and provided a substantive overview of New York's "Open Meetings Law" in reference to board member attendance and voting via videoconferencing, teleconferencing and other means. Ms. Saco agreed to provide the board with a memorandum delineating the points in her discussion following the meeting.

Agenda Item 5.3. Board Meeting Dates.

There were no meeting dates, committee dates or special event dates approved.

Agenda Item 5.4. 2017 Board Meeting Minutes

There were no minutes to approve.

Agenda Item 5.5. Finance Update.

Mr. B. Fryer presented the financial position, activities and projected cash flow statements of the school. He briefly discussed major items on the schedules and spending; and noted a surplus for the quarter. He further discussed the current financial status of the school and commented on what is to be expected in the coming months, as well as, on the audit report.

Atmosphere Academy

October 25, 2017

Mr. J. Greene and Mr. M. Burton commented on the general and recurring financial needs of the school and recommended implementing a definitive financial plan to address same.

Mr. C. Greene and Mr. B. Pah presented proposed revisions to the financial planning and procedures manual to streamline purchase orders and debit authorizations. C. Greene shall remain the signator.

By motion of the board, the revisions to the FPP were approved.

Vote Aye: M. Burton, A. Dillon, J. Greene, M. Lagas, T. Lynch.

Nays: none

Absent: E. Powderly

Agenda Item 5.6. Board Membership

Mr. C. Greene presented Father Thomas Lynch's formal resignation from the Board of Trustees, to be effective at the close of board meeting.

Mr. C. Green and the remaining board members thanked Father Lynch for his services.

By motion of the board, Father Lynch's resignation was accepted by the board.

Vote Aye: M. Burton, A. Dillon, J. Greene and M. Lagas,.

Nays: none

Absent: E. Powderly

Agenda Item 5.7. Successes and Shortcomings

The school's directors and principal presented an update on the progress of the departments and various programs of the school.

Mr. B Pah, Director of Operations, reported the following: slow progress in bathroom construction completion at the RJC facility; efficiencies and inefficiencies in current pupil enrollment methods; recommendations to improve enrollment by revising the use of wait lists and increasing staff. He further recommended changes to current insurance policy coverage and logistics tools and procurement methods.

Mr. C. Green commented on need and plans for more efficient enrollment procedures.

Ms. K. Brennan, Director of Curriculum and Instruction, presented a comprehensive report on the creation and implementation of a new faculty evaluation process that utilizes various methods and techniques to gather teacher assessment information to maximize teacher effectiveness, including the use of: teacher coaching logs; observation of performance by instructional leaders and teachers; teacher self-evaluation; and, the setting and defining of goals for individuals, teams and departments.

Ms. E. Nash, Director of Student Learning, reported progress in the following areas: timeliness of CSE completion; teacher accountability awareness; and RTI participation. She stated that trends in data supported student placements and educational plans.

Ms. Nash recommended improvement in the following areas: teacher punctuality; teacher use of IEPs; an increase in RTI coaching; and, parent/teacher communication.

October 25, 2017

Mr. C. Roman, Director of School Life, reported progress in various areas of his department including the implementation of established lunch routines; more effective parent student conferences; educationally substantive school field trips; RTI meetings and other areas. He further noted that students were aware of and adhering to the school's core values

Mr. C. Roman reported that improvements were needed in student safety during lunch, classroom management and staffing.

Mr. C. Greene, Mr. C Roman and Ms. E. Nash commented on the need for improvement in management and training. Mr. C. Greene recommended the creation of checklists to document areas for improvement.

Mr. C. Roman, with Mr. C. Greene commenting, presented on the significant successes of the following programs: STARS program; career exploration; and, the Columbia Business School Shark Tank field trip. Both reported on the positive impact said programs are having on students' motivation.

Mr. C. Greene presented highlights and a video of the students' trip to the Bahamas to participate in a program on the study of marina biology and personal development. He reported that the experience was well received by the students and their parents as well as by the school that organized and hosted the program.

Agenda Item 6. Public Comments

There were no public attendees.

Agenda Item 7. No Consent Agenda Items

There were no Consent Agenda items to approve..

Agenda Item 8 & 9. Motion to Enter Executive Session

At 8:15PM the board moved to enter executive session to discuss the lease with Riverdale Jewish Center and various personnel issues:

By motion of the board to enter executive session:

Vote Aye: M. Burton, J. Greene, M. Lagas and A. Dillon.

Nays: none

Absent: E. Powderly

Agenda Item 10 Executive Session

Agenda Item 11. Motion to Return to Public Session

At 9:37PM the board moved to return to public session:

Vote Aye: M. Burton,, J. Greene, M. Lagas and A. Dillon.

Nays: none

Absent: Dr. E. Powderly

Agenda Item 13. Unfinished Business

Atmosphere Academy
October 25, 2017

There was no unfinished business.

Agenda Item 13. New Business

There was no new business.

Agenda Item 15. Adjournment.

By motion of the board to adjourn.

Vote Aye: M. Burton, J. Greene, M. Burton, M. Lagas and A. Dillon

Nays: none

Absent: Dr. E. Powderly

Meeting adjourned.