



# ATMOSPHERE ACADEMY

## Educating Your Bright Stars

### Atmosphere Academy Public Charter Schools Board of Trustees Meeting Minutes June 21, 2018

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

**Board Members Attending:**

Mr. Alan Dillon  
Mr. Mervin Burton  
Mr. Jesse J. Greene, Jr.  
Dr. Michael Lagas (by phone)

**Board Members Absent:**

Dr. Evan Powderly  
Mr. James Spitzer

**Others in Attendance:**

Mr. Colin J. Greene  
Mr. Peter Markey  
Ms. Cheryl Sacco (by phone)

#### **Agenda Item 1. Call to order**

At approximately 5:23 PM the meeting was called to order by Mr. Mervin Burton.

#### **Agenda Item 2. Pledge of Allegiance**

Mr Burton led the Pledge of Allegiance .

#### **Agenda Item 3. Board Reports**

Mr. J. Greene reported on the Finance Committee call of June 2018. He reported that the committee received a report on the financial performance and financial condition of the school, and discussed cash needs and loans. Discussion was focused on cash flow and loan levels.

There was no governance committee call for June.

#### **Agenda Item 4. Comments from the Public**

There were no public in attendance and therefore no comments from the public.

#### **Agenda Item 5. Revision and Adoption of the Agenda**

There were no revisions to the Agenda proposed by Mr. C. Greene and it was adopted.

By motion of the board to adopt the Agenda:

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

Nays: none

#### **Agenda Item 6.1. Board Minutes**

The minutes from the April meeting were reviewed. A few minor changes were proposed. They approved as revised. It was also decided to send minutes to the board in advance of future meetings.

By motion of the board to adopt the May 2018 Minutes.

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

Nays: none

#### **Agenda Item 6.2. School Update**

Mr. C. Greene gave a report on Regents testing. Results were reported to be strong.

Offer letters were sent to all teachers and were all accepted. Teacher retention is strong.

Mr. Greene reported on demand for the school. Demand is strong. Many students are returning and the school expects to be at full authorized levels of 410 students this fall.

On real estate the school is monitoring the progress at 5959 Broadway and expects the Certificate of Occupancy to be issued soon. Current projections are that occupancy will occur this summer.

#### **Agenda Item 6.3. Finance Review**

Mr. Markey reviewed the financial statements for the school including the activity report, the balance sheet and the year end projected results.

Contributions for the year were discussed and the status of individual gifts expected were reviewed,

Loan levels and risks were discussed and analyzed by the board.

A rigorous full board discussion of the financial results and outlook ensued.

Mr. C. Greene then discussed the status of the annual audit and open questions. Mr. J. Greene assumed responsibility for one of the open questions. The audit process and flow of questions was discussed by Mr. C. Greene and the board.

#### **Agenda Item 6.4. Budget**

The draft budget for the school year 2018-2019 was presented and discussed with the board. Staffing levels were reviewed in this process. A surplus is projected for the new year. After discussion with the board the budget was approved.

By motion of the board to adopt the 2018 – 2019 Budget:

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

Nays: none

Mr. C, Greene also reviewed the Accountability Plan with the board. After board discussion the plan was adopted.

By motion of the board to adopt the Accountability Plan

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

Nays: none

#### **Agenda Item 6.5. Contracts.**

Mr. C. Greene reviewed a number of contracts with the board.

The cleaning contract is still in negotiation but terms and conditions and potential contractors were discussed, It was not approved at this meeting pending management completing negotiations.

Mr. C. Greene presented proposed contracts with Johnson Controls for an Alarm system, cameras, electronic locking doors. Price and function was presented and discussed.

He also presented details on a Konica copier proposal. Monthly rent, number of a machines, term and function were presented and discussed,

The Johnson Controls and Konica proposals were approved.

By motion of the board to authorized management to sign the Johnson Controls and Konica contracts.

Vote Aye: M. Burton, A. Dillon, J. Greene, M. Lagas.  
Nays: none

My J. Greene then reviewed and signed the Justworks contract.

Mr. J. Greene and Mr. C. Greene review the Justworks/Slavic 401K and fee structure.

Mr. J. Greene again reviewed the status of the 5959 Broadway building due to come on line this summer and the lease amendment for the HVAC and kitchen improvements.

Mr. C. Greene reviewed the GreenPoint contract including price and term. Final approval will occur at a later meeting.

Mr. Greene proposed adding the Business Manager to the Debit Card process and the board concurred.

By motion of the board to add the Business Manager to the Debit Card process:

Vote Aye: M. Burton, A. Dillon, J. Greene, M. Lagas.  
Nays: none

**Mr. Lagas left the meeting at this point.**

**Agenda Item 7. No Consent Agenda Items**

**Agenda Item 8 and 9. Approval of Executive Session**

There was no executive session.

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**Agenda Item 10. Unfinished Business**

There was no unfinished business.

**Agenda Item 11. New Business**

There was no new business.

**Mr. Dillon left the meeting at this point.**

**The meeting ended at 6:54 PM.**