



# ATMOSPHERE ACADEMY

## Educating Your Bright Stars

### Atmosphere Academy Public Charter Schools Board of Trustees Meeting Minutes September 26, 2018

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

**Board Members Attending:**

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

**Board Members Absent:**

Dr. Evan Powderly

**Others in Attendance:**

Mr. Colin J. Greene  
Ms. Elizabeth Nash  
Ms. Katherine Brennan  
Mr. Christian Roman  
Ms. Camilla Gonzalez  
Ms. Cheryl Sacco

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

At approximately 5:26 PM the meeting was called to order by Mr. 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 September 21, 2018.

Mr. C. Greene discussed the need for a Governance Committee call in October.

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

There were no public attendees and therefore no comments from the public.

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

The original agenda was adopted by the board.

By motion of the board to adopt the Agenda.

Vote Aye: M. Burton, J. Greene, M. Lagas., J. Spitzer

Nays: none

**Agenda Item 6.1. Board Minutes.**

The minutes from the August 2018 meeting were sent to the board before the meeting. They were adopted without revision.

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

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

Nays: none

**Agenda Item 6.2. Audit**

Ms. Shelby Stenson, of Mengel Metzger Barr & Co. LLP, reviewed the status of the audit for school year 2017-2018. She reviewed the financial reports, key points of interest, financial policies, real estate leases, operating leases and trustee loans.

She also commented on the ideas to revise the second signature process to an email based process and the revised cut off for such requirement. She has no objection or recommendation to both changes.

The board discussed the report, representation letter and other matters.

By motion of the board to approve the financial statements of Atmosphere Academy.

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

Nays: none

**Agenda Item 6.3. Enrollment**

Ms. Gonzalez reported on current enrollment. Atmosphere is very near the target enrollment and expects to be at full enrollment very soon. She reported on the 911 applications received and how the enrollment levels will flow through to the full time equivalent population.

Ms. Gonzalez, Mr. C. Greene and Ms. Nash reviewed the wait list, enrollment by grade and cost/revenue dynamics per student. Special note was made about the uncertainty about whether wait list students are special needs children and how this impacts school costs and revenues. Ms. Nash also covered how the special needs student costs and revenues are determined.

#### **Agenda Item 6.4. Board Membership and Bylaws**

The board discussed the status of one board member who is ill and has not been able to attend meetings. Ideas were proposed by a number of board members and advice was given to the principal on how to proceed.

#### **Agenda Item 6.5. Director Reports**

Mr. Roman reported on discipline processes and events for 2017-2018. He discussed the school goals and the early status of the current school year.

Mr. C. Greene reviewed the response to the scholarship program. Mr. Sptizer asked about the funding plan. Mr. J. Greene explained the work underway on the Atmosphere Foundation redesign to provide this funding source.

Ms. Nash went into further detail around the special needs cost and billing process. Mr. C. Greene and Ms. Nash reviewed how the school is paid by percentage need of each student.

The Intense Intervention process was discussed with the board including how teachers engage with this process. This included discussion of Professional Development for teachers and the need for hand books and written programs.

Mrs. Brennan gave a detailed and intense Curriculum and Instruction update. Her report went into detail about the need for focus on math in the coming year. She also discussed levels of remediation, alignment of social studies with other programs, importance of sequencing of subjects correctly and other details. Other topics covered included writing systems, teacher academy (need for professional development), teacher evaluations, the structure and content of a teacher academy, and scoring of lesson plans.

An update was also given on the restructuring of the parent alliance given the new leaders in this space. Grade level committees, teacher attendance and the need for regular meetings and processes were discussed.

Mr. C. Greene discussed student state exam scores, how Atmosphere compares to other charter schools and its district, and the strong growth of the performance of Atmosphere students. He also covered the charter school industry developments and state score targets.

#### **Agenda Item 6.6. Purchasing/Contracts**

The Konica copier contract under consideration was discussed. It was delegated to Mr. J. Greene, Ms. Sacco and Mr. C. Greene to resolve in a favorable way for the school.

Mr. J. Greene discussed a proposal, made by presentation, to move the second check signature approval process to an email process. After discussion new ideas were added and decision was deferred until the next board meeting.

Mr. J. Greene proposed an increase in the cut off level which triggered a need for a second signature. That was adopted.

By motion of the board to approve the new cut off level at \$20,000 so that payments below this level will not need a trustee signature to approve the payment. Those payments at or above this level will require a trustee to approve.

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

#### **Agenda Item 6.7. Charter Expansion**

Moved to a later meeting

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

#### **Agenda Item 8, 9 and 10. Executive Session was held.**

The board moved to enter executive session to discuss personnel and real estate issues.

By motion of the board to enter executive session.

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

#### **Agenda Item 11. Return from Executive Session**

By motion of the board to return from executive session.

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

**Agenda Item 9. Unfinished Business.**

There was no unfinished business.

**Agenda Item 10. New Business.**

There was no new business.

**Agenda Item 11. Adjournment.**

At 8:36PM the board voted to adjourn.

By motion of the board to adjourn.

Vote Aye: M. Burton, J. Greene, M. Lagas., Mr. J. Spitzer  
Nays: none