



**Atmosphere Academy Public Charter Schools  
Board of Trustees Meeting Minutes  
June 4, 2015 from 5:30 pm to 7:00 pm  
Held at Fordham University  
Keating Hall, Room 124  
Bronx, New York 10458**

**Board Members Attending:**

Ms. Vincenza Corcoran  
Mr. Jesse Greene  
Mr. Grant Grastorf  
Dr. Migdalia Maldonado-Torres  
Dr. Evan Powderly  
Dr. Michael Lagas (via phone – not counted toward quorum)

**Board Members Absent:**

Mr. Mervin Burton  
Father Thomas Lynch

**Others in Attendance:**

Ms. Heather Blumberg (via phone)  
Ms. Rose Castillo (via phone)  
Mr. Colin Greene  
No public representation

The meeting was called to order at 5:46pm by Dr. Evan Powderly, Chairman of the Board.

No members of the public were present for agenda item #3 and #3a under Comments from the Public

Dr. Evan Powderly asked for any revisions to the agenda (item #4) and a motion to adopt the agenda (item #4a). There were no revisions. Mr. Jesse Greene motioned to adopt the agenda and Ms. Vincenza Corcoran seconded the motion. All members approved the motion.

The agenda was then discussed for item #5.

Agenda Item	Description	Notes
5.1 Update on accounting of expenses related to pursuit of prior facilities	<ul style="list-style-type: none"> <li>• Mr. Jesse Greene and Mr. Colin Greene will summarize the known costs and what steps remain to provide a full accounting.</li> </ul>	The Board will review known costs and discuss total impact on budget.
5.2 Approval of 2015-2016 Budget and Finance Update	<ul style="list-style-type: none"> <li>• 2015-2016 projected budget (as of 6/2) will be shared and reviewed for possible approval. If approved, this budget will be submitted to SUNY via their designated template.</li> <li>• 5-year projected budget will be shared and reviewed. Mr. Colin Greene will discuss recent changes.</li> <li>• Other reports will be shared by CSBM and reviewed. Ms. Heather Blumberg will present. An ETA on a detailed cash flow analysis will be discussed.</li> </ul>	The Board will discuss the budget and vote to approve the proposed 2015-2016 projected budget. Additional Board approval will be sought in future months as changes are made.

5.3 Approval of Revised Finance Policy	<ul style="list-style-type: none"> <li>• A copy of the addendum to the Finance Policy will be circulated and reviewed.</li> </ul>	The Board will vote to approve the addendum to the Finance Policy that addresses the new changes in the law regarding federal grant reporting and other items that take effect on 7/1/15.
5.4 Reimbursement	<ul style="list-style-type: none"> <li>• Mr. Colin Greene will present a reimbursement request to the Board.</li> </ul>	The Board will review and vote to approve the request.
5.5 Building Update	<ul style="list-style-type: none"> <li>• Mr. Colin Greene will present on the latest developments with the school's building.</li> </ul>	The Board will review and discuss progress timeline and pictures.
5.6 Insurance Update	<ul style="list-style-type: none"> <li>• CSBM Report (Ms. Heather Blumberg)</li> </ul>	CSBM will present on Atmosphere's financial status and upcoming events.
5.7 Fordham Coaching Update	<ul style="list-style-type: none"> <li>• Mr. Colin Greene will provide the latest developments with this initiative.</li> </ul>	The Board will review the progress to date.
5.8 Enrollment Update	<ul style="list-style-type: none"> <li>• Mrs. Rose Castillo will provide the latest numbers on student enrollment and steps taken to further increase the wait list.</li> <li>• As of 6/4/15, over 95% of seats are filled.</li> <li>• In the 60 days since the lottery, an additional 26 families have applied to our school. This was accomplished with almost no recruitment efforts on our behalf. There remains approximately 50 families on the waiting list so in a sense, our waiting list is now back to 75+. We will now look to step up recruiting efforts before the end of June to pad our waiting list even further.</li> <li>• The demand for Atmosphere continues to impress all of us. We are quickly approaching 350 applications in total and could exceed 400 (for just 132 seats, which are now almost all filled).</li> </ul>	The Board will review and discuss next steps in the enrollment process.

Mr. Jesse Greene gave an update on accounting of expenses related to pursuit of prior facilities for agenda item #5.1. It was noted that monies were spent on lawyer retainer fees for the Exterior Street location before the Marble Hill property became a possibility for the school. The monies for these lawyer retainer fees are expected to be returned to Atmosphere Academy. Mr. Colin Greene also updated the board on other expenses that were spent in the pursuit of a location which totaled \$17,900 for an Environmental Assessment Statement.

Mr. Colin Greene presented the board with a proposed 2015-2016 budget which has to be submitted to SUNY. Mr. Colin Greene also shared a five year budget plan with the board. One area of high expense is health care costs which are estimated at increasing 11% per year. To balance the budget based on these higher health care costs, it may require some cuts in staffing. Ms. Heather Blumberg also showed current budget actuals and the school's balance sheet as of June 2, 2015. After discussion, Mr. Jesse Greene motioned to approve the 2015-2016 budget. Mr. Grant Grastorf seconded the motion. All members present approved the motion.

Mr. Colin Greene presented the board with a revised financial policy statement for agenda item #5.3. Some of the changes include updates in the law regarding federal grant reporting and other items that take effect on July 1,

2015. Ms. Heather Blumberg discussed good business practices as it related to the finance policy addendum. After discussion, Mr. Jesse Greene motioned to approve the addendum to the finance policy. Ms. Vincenza Corcoran seconded the motion. All members present approved the motion.

Mr. Colin Greene presented the board with a reimbursement request for expenses he has paid out of pocket. The total of expenses was \$1,928.77. The expenses included computer printer, business cards, cell phone charges and ink cartridges. After discussion, Mr. Grant Grastorf motioned to approve the reimbursement request. Dr. Migdalia Maldonado-Torres seconded the motion. All members present approved the motion.

Mr. Colin Greene gave the board a building update for 22 Marble Avenue and agenda item #5.5. Mr. Colin Greene showed photos the construction currently taking place to get the facility ready for the opening of the school. The building owners anticipate that it should be ready in 1 ½ - 2 months.

Mr. Jesse Greene gave the board an insurance update for agenda item #5.6. Mr. Jesse Greene explained the outcome of the RFP. There were seven companies who declined to bid. There were six who gave no time frame for a response, and one proposal for each of the RFP programs. The recommended proposal is for Charity First-Travelers for the general liability; Seneca Insurance Company for the property insurance; and Charity First for the Umbrella policy. The ERISA bond is still to be determined. The total cost is \$22,276.74 which is very reasonable. The policies will be in place by July 1, 2015. After discussion, Dr. Michael Lagas made the motion to approve the insurance providers. Dr. Migdalia Maldonado-Torres seconded the motion. All members present approved the motion.

Mr. Colin Greene updated the board on the Fordham Instructional Coaching under agenda item #5.7. Mr. Colin Greene is working with Dr. Anita Batisti, head of Fordham’s Center for Educational Partnerships on finalizing the agreement between Atmosphere Academy Charter Schools and Fordham University. He is interviewing coaching candidates and will have recommendations at future meetings.

Ms. Rose Castillo, Director of Operations for Atmosphere Academy Charter School gave an update on enrollment for agenda item #5.8. As of June 4<sup>th</sup>, there are 120 students accepted, 113 enrolled, 5 with appointments scheduled, and calling has started from the waiting list. By July 1<sup>st</sup>, the school should have the target number enrolled.

Dr. Evan Powderly asked for any revisions to the consent agenda for agenda item #6. There were no revisions so a motion was made by Mr. Grant Grastorf to adopt the consent agenda. Ms. Vincenza Corcoran seconded the motion. All members present approved the motion.

Mr. Colin Greene gave an update on the hiring of a Social Worker, Custodian, Math Teacher and Office Manager for consent agenda item #7.1. He shared each individual’s resume and recommended the Board approve each hiring. After discussion, Mr. Grant Grastorf motioned to approve the hirings based on Mr. Colin Greene’s recommendations.

Mr. Colin Greene discussed contracts and purchases for the school which need board approval for consent agenda item #7.2. These include AECOM (environmental study); Land’s End school uniforms, MindShift (technology), Kahn Architecture (drawings) for Marble Hill property, iReady (curriculum) and History Alive (curriculum). After discussion, Mr. Grant Grastorf motioned to approve the vendor contracts. Mr. Jesse Greene seconded the motion. All members present approved the motion.

Consent Agenda Item	Description	Notes
7.1 Hiring of Social Worker, Custodian, Math Teacher, and Office Manager	<ul style="list-style-type: none"> <li>• Vishnari Prag – Social Worker</li> <li>• Lenin Nunez – Custodian</li> <li>• Caleb Kobosh – Math Teacher</li> <li>• Leidy Ramos – Office Manager</li> </ul>	Per Atmosphere Academy policy, the Principal has already prepared and signed offer letters for these candidates, who do not qualify as school leaders. This vote ratifies that process.
7.2 Approval of Signed Vendor Contracts	<ul style="list-style-type: none"> <li>• Mr. Colin Greene will summarize a range of contracts and purchases that the Board needs to approve.</li> <li>• AECOM (environmental study)</li> <li>• Lands’ End (school uniform)</li> </ul>	The Board will review and provide final approval of contracts that were previously vetted and given preliminary approval or that are upcoming.

	<ul style="list-style-type: none"> <li>• MindShift (technology procurement, ethernet wiring, and ongoing tech support services) - this is in addition to MindShift's eRate and wireless infrastructure services that the Board previously approved)</li> <li>• Kahn Architecture (design drawings for 22 Marble Hill Avenue)</li> <li>• Curriculum Associates (iReady)</li> <li>• Teachers Curriculum Institute (History Alive!)</li> </ul>	
--	---	--

Dr. Evan Powderly asked for a motion for an approval and proposed executive session for agenda item #8 and #8a. Mr. Jesse Greene made the motion and Mr. Grant Grastorf seconded the motion. All members present approved the motion.

Dr. Evan Powderly asked for a motion to enter executive session for agenda item #9. Mr. Michael Lagas made the motion and Ms. Vincenza Corcoran seconded the motion. All members present approved the motion.

There was discussion regarding personnel and compensation for agenda item #10 and #10a. After discussion, Mr. Jesse Greene made a motion for Mr. Colin Greene to evaluate employees after three months. If after that time, any increased compensation is warranted, he can make that determination. Mr. Grant Grastorf approved the motion. All board members present approved the motion.

Dr. Evan Powderly asked for a motion to return to public session for agenda item #11. Mr. Grant Grastorf made the motion and Dr. Migdalia Maldonado-Torres seconded the motion. All board members approved the motion.

There was no unfinished business for agenda item #12.

There was no new business for agenda item #13.

There were no staff reports for agenda item #14 and #14a.

There were no board reports for agenda item #15 and #15a.

Dr. Evan Powderly asked for a motion to approve the board minutes for agenda item #16 and #16a. Ms. Vincenza Corcoran made the motion to approve the board minutes from May 15<sup>th</sup>. Mr. Grant Grastorf seconded the motion. All members present approved the motion.

Dr. Evan Powderly asked for a motion to adjourn the meeting for agenda item #17. Mr. Jesse Greene made the motion and Dr. Migdalia Maldonado-Torres seconded the motion. All members present approved the motion and the meeting was adjourned at 7:34pm.