

Atmosphere academy



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

Board Members Attending:

Mr. Mervin Burton
Mr. Jesse Greene
Mr. Grant Grastorf
Dr. Michael Lagas
Dr. Migdalia Maldonado-Torres
Dr. Evan Powderly

Board Members Absent:

Father Thomas Lynch

Others in Attendance:

Mr. Colin Greene
Ms. Rose Castillo
Mr. Christian Roman
Mr. Nethaneel Cleary
Ms. Heather Blumberg (via phone)
Ms. Felicia Homan
Mrs. Ismelia Cleary

The meeting was called to order at 5:36pm by Atmosphere Academy's Board Chairperson, Dr. Evan Powderly.

There were no comments for agenda item #3a – Public Comments.

Dr. Powderly asked for any comments or revisions for agenda item #4 – Revision and Adoption of Agenda.

There were no revisions so the agenda was adopted.

The Board discussed the following agenda items:

Agenda Item	Description	Notes
5.1 Finance and Operations	<p>CSBM</p> <ul style="list-style-type: none"> • Reporting • QuickBooks • Invoices • Reimbursements • CSP • SSF • DYCD • Title I, Title II, Title III <p>Chase</p> <ul style="list-style-type: none"> • Positive Pay • ACH Debit Block • Approved ACH Debit Accounts <p>Paychex</p> <ul style="list-style-type: none"> • Payroll • Benefits 	CSBM will present on Atmosphere Academy's financial status after one month of operations. The services provided by Paychex, QuickBooks, Chase, and other benefits vendors were discussed.
5.2 Distribution of Vendor Proposals for	<ul style="list-style-type: none"> • E-Rate • Student Information System 	The Board will receive copies of or access to the respective proposals in

March Vote	<ul style="list-style-type: none"> • Curriculum • Professional Development • Security • Construction • Lease 	order to formally vote on them during the March Board meeting.
5.3 Discussion of Board Policies for March Vote	<ul style="list-style-type: none"> • Freedom of Information Act Policy • Compensation Policy • Evaluation Policy • Curriculum Policy • Instruction Policy 	The Board will discuss which policies they wish to develop in the coming weeks in order to vote on them during the March Board meeting.
5.4 Updates	<ul style="list-style-type: none"> • Hiring Process • Fordham GSSS • School Life Program 	These and other updates will be discussed briefly.

Ms. Heather Blumberg, Director at CSBM was conferenced into the meeting via phone for agenda item #5.1. Ms. Blumberg updated the board on the items listed under “description” associated with agenda item #5.1. Ms. Blumberg reported that there was a balance of \$75,000 in the Chase Bank account as of 2/5/15. Mr. Colin Greene was put on payroll as of the end of January. One of the services offered by CSBM is QuickBooks. Ms. Blumberg stated that CSBM can create login credentials for the Board if they desire access to the information. All members of the Board requested the login credentials, which will be “view only.”

For agenda item #5.2, Mr. Colin Greene distributed vendor proposals from Pearson and Scholastic for review by the Board before the next meeting on March 5. Mr. Colin Greene gave a brief summary of the proposals which include: Read180, Scholastic Common Core Code X, Do the Math Now, CMP3, and Interactive Sciences. The Board will vote on vendor proposals at the next meeting in March.

There was a brief discussion of agenda item #5.3 on Board Policies. The Board will discuss the proposed policies in the coming weeks and vote on them at the March meeting.

Mr. Colin Greene gave updates on agenda item #5.4. Mr. Greene reported on the hiring process and timeline. He also reported on a meeting held on February 3 with Fordham’s Graduate School of Social Service’s Associate Director of Field Instruction, Vincenza Corcoran. The meeting was to discuss the process of Social Work interns for the school. Ms. Corcoran also agreed to help identify and interview candidates for the position of Social Worker for the school. Mr. Greene also discussed the School Life Program which features additional partnerships with Montefiore Medical Center, Westmoreland Sanctuary, and the Westchester Land Trust.

Next, Dr. Evan Powderly asked for a motion for the approval of agenda items #6 and #7 that related to entering executive session. Dr. Michael Lagas made the motion to enter executive session and Mr. Jesse Greene seconded the motion. All members of the Board unanimously approved the motion.

Dr. Evan Powderly asked all candidates to leave the room so that the Board could meet with each candidate individually for agenda item #8 – Personnel/Hiring.

Dr. Evan Powderly gave brief remarks about personnel and hiring for agenda item #8 – Personnel/Hiring. He stated that Mr. Colin Greene will give introductions of each candidate based on the Hiring Committee’s recommendations.

Mr. Colin Greene first introduced Ms. Rose Castillo as the candidate for Director of Operations. He gave background information and recommended her for the position. The Board was given an opportunity to ask questions of Ms. Castillo. After discussion, the Board welcomed Ms. Rose Castillo as Director of Operations based on the Hiring Committee’s recommendation.

Next, Mr. Christian Roman was introduced by Mr. Colin Greene as the candidate for Director of School Life. He gave background information and recommended him for the position. The Board was given an opportunity to ask questions of Mr. Roman. After discussion, the Board welcomed Mr. Christian Roman as Director of School life based on the Hiring Committee’s recommendation.

For the last candidate, Mr. Colin Greene introduced Mr. Nethaneel Cleary as the candidate for Director of STEM. He gave background information and recommended him for the position. The Board was given an opportunity to ask questions of

Mr. Cleary. After discussion, the Board welcomed Mr. Nethaneel Cleary as Director of STEM based on the Hiring Committee's recommendation.

Dr. Evan Powderly asked for a motion to return to public session for agenda item #9 – Motion to Return to Public Session. Mr. Jesse Greene made the motion and Dr. Michael Lagas seconded. All members of the Board unanimously approved.

Dr. Evan Powderly asked for comments or revisions of the consent agenda. There were no comments or revisions and the Consent Agenda was adopted.

The Board discussed the following consent agenda items:

Consent Agenda Item	Description	Notes
11.1 Hiring of Principal, Director of Operations, Director of School Life, and Director of STEM	<ul style="list-style-type: none"> • Colin Greene – Principal (previously approved during 11/4/14 meeting and retroactive to 1/1/15) • Rose Castillo – Director of Operations (3/1/15) • Christian Roman – Director of School Life (7/1/15) • Nethaneel Cleary – Director of STEM (7/1/15) 	The offer letters and detailed job descriptions reviewed during the meeting will be furnished to each candidate on behalf of the Board. This will constitute a formal offer of employment and culminate the hiring process. These steps have already been completed with Mr. Greene based on the Board's November vote.
11.2 Approval of 501c3 Application	<ul style="list-style-type: none"> • 1023 Form 	The Board will vote to approve the submission of the 501c3 application to the IRS.

Mr. Jesse Greene next reported on agenda item #11.2 for the approval of the 501c3 application. Dr. Evan Powderly requested a motion to approve the submission of the 501c3 application with the IRS. Mr. Jesse Greene made the motion and Dr. Migdalia Maldonado-Torres seconded the motion. All members of the Board unanimously agreed.

The Board voted to approve the consent agenda.

There was no new business for agenda item #13.

There were no staff reports for agenda item #14.

There was one update for Board Reports under agenda item #15. Mr. Jesse Greene reported that an application was put in for Lawyers Alliance. This organization offers pro bono legal assistance which will be helpful for the startup of the school.

Dr. Evan Powderly asked for a motion to approve the January 15 Board minutes. Mr. Jesse Greene made the motion and Mr. Mervin Burton seconded the motion. The Board unanimously agreed.

Finally, Dr. Evan Powderly asked for a motion to adjourn the meeting. Mr. Jesse Greene made the motion and Dr. Migdalia Maldonado-Torres seconded. The Board unanimously agreed.

Dr. Evan Powderly invited all members and guests to stay for a reception to welcome the new hires and founding team members of Atmosphere Academy Public Charter Schools.

The meeting was adjourned at 6:45pm.