



**Atmosphere Academy Public Charter Schools
Board of Trustees Meeting Minutes
March 17, 2015 from 5:30 pm to 7:30 pm
Fordham University
Keating Hall, Room 124
Bronx, New York 10458**

Board Members Attending:

Mr. Jesse Greene
Mr. Grant Grastorf
Dr. Migdalia Maldonado-Torres
Dr. Evan Powderly

Board Members Absent:

Mr. Mervin Burton
Dr. Michael Lagas
Father Thomas Lynch

Others in Attendance:

Mr. Colin Greene
Ms. Heather Blumberg
No public representation

The meeting was called to order (agenda item #1) at 5:26 pm by Atmosphere Academy's Board Chairperson, Dr. Evan Powderly.

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

Board Chairperson Dr. Evan Powderly asked for any comments or revisions for agenda item #4. 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	<ul style="list-style-type: none"> • CSBM Report • DSF vs. Business Manager • Next CSP Payment 	CSBM will present on Atmosphere's financial status.
5.2 Approval of Pending Purchases	<ul style="list-style-type: none"> • Pearson • Scholastic 	The Board will receive copies of or access to the respective proposals in order to formally vote on them during the March Board meeting.
5.3 Approval and Development of Board Policies	<ul style="list-style-type: none"> • Instruction Policy • Freedom of Information Act Policy • Compensation Policy • Curriculum Policy 	The Board will vote on the Instruction Policy and decide on further refinement of a FOIA Policy, Compensation Policy, and Curriculum Policy.
5.4 School Food Authority	<ul style="list-style-type: none"> • DOE Food • Red Rabbit • Revolution 	The Board will discuss various food vendors and the pros and cons of becoming a SFA.

<p>5.5 Admission Update</p>	<ul style="list-style-type: none"> • 250 applications • New Initiatives • Open House • Lottery • Enrollment 	<p>The Board will discuss latest developments with the admission process.</p>
<p>5.6 Lease Update</p>	<ul style="list-style-type: none"> • Timeline for Completion of Lease • Timeline for Construction of Space • New Provisions/Changes to Lease • BSA Special Permit 	<p>The Board will discuss latest developments with the lease.</p>
<p>5.7 Reimbursements</p>	<ul style="list-style-type: none"> • Reimbursements for 10/16/14 to 3/13/15 	<p>The Board will review and vote on Mr. Colin Greene's proposed reimbursements.</p>
<p>5.8 Approval of New Board Member</p>	<ul style="list-style-type: none"> • Vincenza Corcoran 	<p>Mrs. Vincenza Corcoran is the Associate Director of Field Instruction at Fordham University's Graduate School of Social Service. She has expressed interest in joining the Board of Trustees of Atmosphere Academy.</p>

Ms. Heather Blumberg, Director at CSBM, was present to give a report for agenda item #5.1. She showed Board members examples of finance reports in QuickBooks. All members of the Board have been given access to view reports for the school. Ms. Blumberg stated that she can tailor reports to the Board's needs and requests. There was a discussion on what types of reports the Board would like to receive going forward. The Board agreed that an overview of the balance sheet at each meeting would be beneficial. The Board will decide in the future what types of financial reports would be helpful in its oversight of the school.

The Board next discussed purchase orders and threshold under agenda item #5.2. It was recommended that the Board revise the amount that would require additional approval and signatures. After discussion, it was decided that purchase orders \$15,000 or more be the amount that will require an additional Board member signature. Any amount under \$15,000 can be approved by the Principal. Any amount \$15,000 and over will also require the signature of the Principal Mr. Colin Greene and a designated Trustee of the school. Mr. Jesse Greene made a motion to approve the threshold of \$15,000 for purchase order approvals. Mr. Grant Grastorf seconded the motion. All Board members agreed, and the motion was passed.

The Board also decided to give approval of pending purchase orders for Pearson, Scholastic, and PowerSchool/Review 360 so that the orders can be placed and in hand in a timely manner for opening of the school. Mr. Grant Grastorf made a motion to approve the purchase orders for Pearson, Scholastic and PowerSchool. Mr. Jesse Greene seconded the motion. All Board members present approved and the motion was passed. It was also noted that there is yet to be a Business Manager hired for the school. The applicant pool appears to be limited. Further research, advertising and efforts will be made to locate and hire a Business Manager in a timely manner. CSBM fulfills the key financial tasks needed to operate the school and will continue to do so should a Business Manager not be forthcoming.

The Board next discussed agenda item #5.3, which was Approval and Development of Board Policies. It was suggested that the instructional policy follow the Danielson format. This framework for teaching is a research-based set of components of instruction, aligned to the INTASC standards, and grounded in a constructivist view of learning and teaching. The Board next discussed the Freedom of Information Act, Compensation Policy and Curriculum Policy. Dr. Migdalia Maldonado-Torres made a motion to approve the Instruction Policy and the framework for a FOIA Policy. Mr. Jesse Greene seconded the motion. All Board members present approved, and the motion was passed.

A discussion of the School Food Authority under agenda item #5.4 was discussed. The Board decided to use Department of Education food for the first year of operation. This was due to the cost factor and that the school

facility has yet to be decided. In future years, the Board will reexamine food vendors. Dr. Migdalia Maldonado-Torres made the motion to approve use of DOE food, and Mr. Jesse Greene seconded the motion. All Board members present approved, and the motion was passed.

Mr. Colin Greene gave an update with regards to admissions under agenda item #5.5. As of March 17, there were 250 applications for 130 spots. He will be attending open houses at PS 8, PS 85 and PS 360. He also visited the Marble Hill houses which is a residential complex across the street from the proposed school site. On Saturday March 21, he and members of the Atmosphere Academy staff will host an open house at the proposed school site. Some Trustees will also attend the lottery.

Mr. Jesse Greene updated the Board on the pending lease of 2900 Exterior Street. There are some issues with the pending lease. They include that the area is zoned for light industrial and a zoning override is needed to have a school at the desired location. If the school pursued relief from the Board of Standards and Appeals, it was stated that the zoning change could take as much as six months. On the other hand, the Mayor’s Office could override the zoning within weeks as was done for the other charter school in the building on the first floor. The lease agreement was still being reviewed by the owner of the building and has protections built into the agreement for problems that may arise such as zoning. Further research is being done by Mr. Jesse Greene and the school’s lawyers for solutions. Mr. Colin Greene took the additional step of reaching out to the Archdiocese of New York (again) in case a temporary location is needed until 2900 Exterior Street can be obtained or if a replacement location is needed. He is waiting to hear back from the Archdiocese. Any updates will be reported to the Board as warranted.

The Board next heard a request from Mr. Colin Greene for reimbursements under agenda item #5.7. Mr. Colin Green has spent \$6,137.00 out of pocket for various items for the startup of Atmosphere Academy. Dr. Migdalia Maldonado-Torres made a motion to approve the reimbursements. Mr. Grant Grastorf seconded. Mr. Jesse Greene abstained from the vote. All other members present approved, and the motion was passed.

The Board next discussed the proposal for a new Board member under agenda item #5.8. Mr. Colin Greene stated that Mrs. Vincenza Corcoran (MSW, LMSW) would like to join the Board. She is Associate Director of Field Instruction at Fordham University’s Graduate School of Social Service. She has been instrumental in helping Atmosphere Academy get MSW interns at the school and in helping to hire the school’s social worker. Mr. Grant Grastorf stated that Mrs. Corcoran is a colleague of his at Fordham Westchester and recommended she be approved. Mr. Jesse Greene made a motion to approve Mrs. Vincenza Corcoran as a new member of the Board. Dr. Migdalia Maldonado-Torres seconded the motion. All Board members present approved, and the motion was passed.

Dr. Evan Powderly, Chairperson of the Board, asked for a motion to enter into an executive session under agenda item #7. Dr. Migdalia Maldonado-Torres made the motion, and Mr. Grant Grastorf seconded. All Board members approved, and the motion was passed.

The Board discussed the hiring of four new members of the school under agenda item #8 and #8a including:

- Michael Bailey – ELL Specialist
- Alexandra Cappello – PE Teacher and Athletic Director
- Sadilla Evertsz – Math Teacher
- Andrea Vazquez – Social Worker

Mr. Colin Greene presented resumes for all recommended hires. He also stated that references were checked on all individuals and that he received great recommendations for all candidates.

Dr. Evan Powderly asked for a motion to Return to public session under agenda item #9. Mr. Grant Grastorf made the motion, and Dr. Migdalia Maldonado-Torres seconded the motion. All Board members present approved, and the motion was approved.

Dr. Evan Powderly asked for a motion for agenda item #10 and #10a which was revisions and adoption of the Consent Agenda. Mr. Jesse Greene made the motion, and Dr. Migdalia Maldonado-Torres seconded the motion. All Board members present approved, and the motion was passed.

Consent Agenda Item	Description	Notes
11.1 Hiring of ELL Specialist, PE	<ul style="list-style-type: none"> • Michael Bailey – ELL Specialist • Alexandra Cappello – PE 	Per Atmosphere Academy policy, the Principal has already prepared and signed offer letters to these

Teacher and Athletic Director, Math Teacher, and Social Worker	Teacher and Athletic Director <ul style="list-style-type: none"> • Sadilia Evertsz – Math Teacher • Andrea Vazquez – Social Worker 	candidates that do not qualify as school leaders. This vote ratifies that process.
11.2 Approval of Signed Vendor Contracts	<ul style="list-style-type: none"> • MindShift • Lightpath • Kahn Architecture • TLM • Green Light Expediting • Lawyers Alliance Contract • Whiteman Contract • Westchester Land Trust MOU • Westmoreland MOU • CSBM SSF Agreement 	The Board will review and provide final approval of the ERate contracts and other contracts that were previously vetted and given preliminary approval.

For Consent agenda item #11.1 (the hiring of ELL Specialist, Math Teacher, PE Teacher and Athletic Director, and Social Worker), Mr. Jesse Greene recommended that the Board hire all four individuals, and Dr. Migdalia Maldonado-Torres seconded the motion. All Board members present approved, and the motion was passed.

Due to time constraints, the Board did not get to agenda item #11.2 and the agenda item was tabled until the April meeting.

There was no unfinished business under agenda item #12.

There was no new business under agenda item #13.

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

Dr. Evan Powderly asked for a motion to approve the February 5th, 2015 minutes. Mr. Grant Grastorf made the motion to approve and Mr. Jesse Greene seconded the motion. All Board members present approved, and the motion was passed.

Dr. Evan Powderly asked for a motion to adjourn the meeting. Mr. Grant Grastorf made the motion to adjourn and Dr. Migdalia Maldonado-Torres seconded. All Board members present approved the motion was approved.

The meeting was adjourned at 7:24pm.