

Approved

**Elm City College Preparatory
Board of Directors Meeting
September 25, 2013, 5:30 – 7:30 p.m.
407 James Street, New Haven**

Board Members in Attendance:

Elm City College Prep:

William F. Heins
Lystra M. Richardson
Dick Ferguson
Carolyn Greenspan
Marnie Halsey
Patricia Pierce
Deb Quinsee
Laura Saverin
Pat Sweet

Other Staff:

ECCP Candidate: Kate Stasik, Magaly Cajigas
School staff: Shirley Harrell, Karin Gould
Achievement First staff: Scot Kerr, Kelonda Maull
Guests: None

Mr. Ferguson called the meeting to order at 5:40pm. Quorum was established.

Public Comment

There was no Public Comment

Board Business

1. Conflict of Interest Disclosure reminder

Mr. Ferguson asked the Board to review and sign the Conflict of Interest forms.

2. Elect Magaly Cajigas

The Board decided to Elect Magaly Cajigas during the next Board meeting in November pending the Parent Leadership Team vote.

3. Appointment of Joint HS Committee member

Mr. Ferguson discussed Carolyn Greenspan to be on the Joint High School Board.

4. Appoint Joint HS Committee member

- a. WHEREAS, the Board of Directors of Elm City College Preparatory is assigned a total of three (3) voting seats on the Amistad High School Joint Operating Committee

Approved

- b. AND WHEREAS, one of the allocated seats is unfilled since the departure of Melinda Hamilton from the Board
- c. NOW THEREFORE BE IT RESOLVED THAT, the Board of Directors of Elm City College Preparatory hereby appoints Carolyn Greenspan to the Amistad High School Joint Operating Committee until such time as she steps down, is removed, or leaves the Board

Laura Saverin moved to approve The Appointment of the Joint HS Committee member Carolyn Greenspan as presented, and Deb Quinsee seconded the motion. The motion carried with unanimous approval of the Board.

- 5. Elect Kate Stasik to the Board as Teacher Representative
 - a. NOW THEREFORE BE IT RESOLVED THAT, the Board of Directors of Elm City College Preparatory hereby elects Kate Stasik as the Teacher Representative for a two year term expiring on 6/30/2015.

Laura Saverin moved to Elect Kate Stasik to the Elm City Board of Directors as presented, and Patricia Pierce seconded the motion. The motion carried with unanimous approval of the Board.

- 6. Approval of Minutes of July 23, 2013 meeting
 - a. NOW THEREFORE BE IT RESOLVED THAT, the Board of Directors of Elm City College Preparatory hereby approves the July 23, 2013 minutes as drafted

Laura Saverin moved to approve the past meeting minutes as presented, and Deb Quinsee seconded the motion. The motion carried with unanimous approval of the Board.

- 7. Approval of Minutes of August 1, 2013 retreat
 - a. NOW THEREFORE BE IT RESOLVED THAT, the Board of Directors of Elm City College Preparatory hereby approves the August 1, 2013 minutes as drafted

Laura Saverin moved to approve the past meeting minutes as presented, and Will Heins seconded the motion. The motion carried with unanimous approval of the Board.

Financial Reports

- 1. Review and Accept YTD Financials

Ms. Saverin gave the Board a high level update on the YTD Financials. She spoke to the Board regarding funding for enrollment and everything is on target. She mentioned the high school finance team is working with auditors and have scheduled two meetings to review financials and discuss ways to enhance support and creating an allocated system for three schools. She then opened for questions.

- b. NOW THEREFORE BE IT RESOLVED THAT, the Board of Directors of Elm City College Preparatory hereby accepts the YTD Financial report dated 8/31/13 as presented.

Carolyn Greenspan moved to approve the YTD Financials as presented, and Pat Sweet seconded the motion. The motion carried with unanimous approval of the Board.

Approved

Board Discussion

1. Corrective Action Plans

Mr. Kerr gave a brief update on a case involving a scholar with an IEP that resulted in three corrective actions around reporting, training, and participation in the scholars PPT. Documentation of completion of each of the corrective actions has been completed and on track to be submitted by the 10/4/13 deadline.

Mr. Kerr let the Board know this is to make sure services are being given to special need scholars and all services will be provided by the New Haven Public Schools once reviewed.

2. Board Retreat Recap – Working Groups → Active Committees

Mr. Kerr gave high level updates on progress after the recent Board Retreat in August. He mentioned the Board dashboards have shifted and he is looking forward to Principal reports shifting as well to align the board on school priorities. He explained the Governance Committee is focused on Board composition, recruitment and onboarding of new directors. He asked the board to think about what active committees they would like to form. He then discussed committees and working groups and opened for questions.

Mr. Ferguson expressed he would like to have an additional member on the board from the New Haven community and recommended we approach Eric Clemons, Executive Director and President at CONNCat.

NOW THEREFORE BE IT RESOLVED THAT, the Board of Elm City College Preparatory forms an ad hoc committee of members Marnie Halsey and Kate Stasik to conduct exploratory dialog with potential Board candidates.

- I. Moved Dick
- II. Seconded Will
- III. All in favor

3. Committee Rosters

Mr. Ferguson discussed committee rosters with the Board and let them know all meetings are being scheduled.

4. In-School Visits

Mr. Ferguson will coordinate two school visits and will let the board know. These visits consist of a school tour and then lunch with the principal.

After hearing no other questions Mr. Ferguson adjourned the meeting at 6:20pm

Laura Saverin moved to adjourn the meeting, and Marnie Halsey seconded the motion. The motion carried with unanimous approval of the Board.

Approved

Minutes Taken by: Kelonda Maull, External Relations

Approved

Joint Session

Joint Board Discussion (6:30 pm)

Board Members in Attendance:

Amistad Academy:

Melinda Hamilton
Lorraine Gibbons
Khadijah Muhammad
Michael Griffin
Caroline Williams
Katrin Czinger
Michael Van Leesten
Michael Thomas
Howard Hill
Andrew Lachman
Bill Powers

Elm City College Prep:

William F. Heins
Lystra M. Richardson
Magaly Cajigas
Dick Ferguson
Carolyn Greenspan
Marnie Halsey
Patricia Pierce
Deb Quinsee
Laura Saverin
Kate Stasik
Pat Sweet

School staff: **Lashell Rountree**

Achievement First staff: **Ken Paul, Reshma Singh, Max Polaner, Laura Fletcher, Kelonda Maull, Scot Kerr, Sharon Richards, Bill Bouton**

Guests: **Melissa Bailey of the New Haven Independent**

Ms. Melinda Hamilton called the Joint session to order at 6:35pm.

Ms. Hamilton asked Ms. Laura Fletcher to introduce Days of Practice (Professional Development Days) with the Boards and she invited the Boards to attend an upcoming event.

Joint High School Committee report (Caroline Williams)

Ms. Carolyn Williams gave a brief overview of the High School Committee meeting that took place earlier in the evening. She highlighted Chris Bostock's Principal Report concerning his goals

Approved

for year two and Lisa Desfosses gave an update on the Facilities report concerning Amistad High School.

Teacher Career Pathways approval (Scot Kerr)

Mr. Kerr discussed the Teacher Career Pathways program. Mr. Kerr reported the program was approved and the State of Connecticut and the Board was very impressed with the program.

Update on status of Annual Charter Reports (Scot Kerr)

Mr. Kerr gave an update on the preparation and submission of the annual reports due mid-October.

Visitor Day Schedule / Board participation (Ken Paul)

Mr. Paul discussed Visitor Days with the Boards and asked them to invite and join our events in Brooklyn, New Haven, Bridgeport, Hartford and RI. Mr. Paul introduced the online invitations program Celebrations and gave background to its use. Ms. Sweet suggested to the Boards to bring their local legislators to the November Visitor Day in New Haven.

Advocacy Update (Reshma Singh)

Ms. Singh gave the Boards an update on state advocacy efforts. She introduced the CT Coalition work and explained their efforts for the upcoming legislative session. In New Haven the Mayoral Primary has happened and Achievement First is securing meetings with candidates to visit our schools during the campaign. Voter registration is going on in all schools across geographies. Parent Leadership trainings will kick-off soon and she gave background to this. She mentioned they will be looking for more parents to train this year.

Ms. Singh mentioned the Mayoral March in NY and Achievement First participation. She gave background to the march and explained it will have a huge impact. Ms. Singh gave the Boards information on the Achievement First Providence Mayoral Academy Elementary School and let them know things are moving forward and the school is doing great. Mr. Paul gave some background to his visit to RI and he mentioned the upcoming Opening Day Event at the school. Ms. Singh then opened for questions.

Principal Reports (Rebecca Good and Katie Poynter, 7:00 pm)

Ms. Good gave her Principal report to the Boards and discussed her goals and priorities for the year. This year she is focusing on Connecticut Mastery Testing and is preparing for the Common Core shift. She expressed her team is developing tactics to align with the Common Core and investing in scholars by imbedding character development into these tactics. She reported that management is on task and she is really excited about the coming year. She expressed she has more senior staff and is positive this year will be great. She then opened for questions.

Ms. Poynter introduced herself to the Boards and gave background on her work experience at Achievement First. She discussed her priorities for the year and mentioned her staff is working

Approved

really hard and is in a great place. She will focus on student culture and setting high expectations, academic urgency and pursuing more rigorous instruction. She then opened for questions.

Ms. Hamilton expressed her last visit to the school was joyful and she thanked Ms. Poynter for the work she has done so far in her school. Ms. Poynter mentioned the book the, "Five Dysfunctions of a team" and gave background on using this book as a tool this year with her staff. She mentioned there are places for growth and places the school is doing really well. She explained her staff is excited to see the school transform and everyone is moving forward.

Mr. Powers (Teacher Representative) spoke to the Boards about the powerful energy and engaging conversations and her leadership are keeping the school moving forward. Ms. Poynter spoke to teacher retention and opened for questions.

Hearing no other questions Mr. Hamilton adjourned the meeting at 7:40pm by Pat Sweet and Andrew Lachman.

Minute Taken by Kelonda Maull, External Relations

Signature: _____