**DRAFT MINUTES**

**Amistad & Elm City College Prep   
Board Meeting**

**Wednesday, March 26, 2014**

**5:30-7:30 PM**

**Elm City College Prep ES**

407 James Street

New Haven, CT

A meeting of the Amistad & Elm City College Prep Board of Directors was held at Elm City College Prep Elementary School located at 407 James Street, New Haven, CT. The following members were attendance:

**Amistad Board Attendance:**

Katrin Czinger, AA Board - Yes

Lorraine Gibbons, AA Board - Yes

Michael Griffin, AA Board - Yes

Melinda Hamilton, AA Board - Yes

Toni Harp, AA Board - Yes

Andrew Lachman, AA Board - Yes

Jane Levin, AA Board - Yes

Khadijah Muhammad, AA Board - Yes

Bill Powers, AA Board - Yes

Michael Thomas, AA Board - Yes

Michael Van Leesten, AA Board – Yes

Sheri Gellman, AA Board - No

Howard Hill, AA Board - No

Dorsey Kendrick, AA Board - No

Paul McCraven, AA Board - No

**Elm City Board Attendance:**

Erik Clemons, ECCP Board - Yes

Dick Ferguson, ECCP Board - Yes

Marnie Halsey, ECCP Board - Yes

Sharon Oster, ECCP Board - Yes

Patricia Pierce, ECCP Board - Yes

Lystra Richardson, ECCP Board - Yes

Laura Saverin, ECCP Board - Yes

Kate Stasik, ECCP Board - Yes

Pat Sweet, ECCP Board – Yes

Magaly Cajigas, ECCP Board - No

Carolyn Greenspan, ECCP Board - No

William Heins, ECCP Board - No

**Others in Attendance**:

D. Scot Kerr, AF Network Support - Yes

Kelonda Maull, AF Network Support- Yes

Sharon Richards, AF Network Support- Yes

Ken Paul, AF Network Support - Yes

Darryl Williams, AF Network Support - Yes

Melissa Bailey - New Haven Independent

Gaylord Bourne, AF Network Support - Yes

Tony Siddall, AF Network Support - Yes

Max Polaner, AF Network Support- Yes

Katie Poynter, School Leadership - Yes

Rebecca Good, School Leadership - Yes

**Call to Order**

Elm City Board Chair, Dick Ferguson called the meeting to order at 5:30 pm.

Public Comment

No public comment.

Reports:

Principal Reports (5:40, Rebecca Good, Katie Poynter)

Rebecca Good

* Highlights:
  + ECCP is raising money for Columbus House and scholars have been learning about how homelessness affects New Haven
  + Staffing - we are projecting that 85% of teachers will be returning, which is really strong. 100% of the math team is returning.
  + Homework - Trying to re-energize students and parents around homework completion
* Challenges:
  + Parent involvement - have had strong survey results from parents, but involvement could be stronger
  + Recent shooting in New Haven occurred 2 blocks away from the school and has really affected our students
* Questions:
  + Katrin asked how many hour of homework do students get each day
    - Rebecca: about 2 hours per day

Katie Poynter

* Great groundwork was laid down this year, but we still have a long way to go.
* Prioritized staff culture and student culture
  + Staff Culture: sign of strong momentum
    - strong staff attendance - due to improved culture
    - staff comfort with feedback has improved dramatically
    - teachers are submitting lesson plans for review and feedback
    - example of teacher commitment: teachers voluntarily spent a whole day on phone conference meetings, despite the fact that it was a snow day
* Melinda asked about IA results
  + Katie: overall, our IA growth is strong compared to other CT middle schools. Our goal is to make sure we celebrate successes, but keep a culture of urgency among the staff. We are also focusing on guided reading (with a much more robust system than before) to improve reading results.

Report of the Elm City Governance Committee (6:10, Marnie Halsey)

* Main Goal: achieve consistency in board meetings across all boards
* 3 general areas were identified for improvement at the summer retreat
  + responsibility and obligations
  + board composition and recruitment
  + board communication - suggested having a board manual
* Goals:
  + completing a board directory with resumes/bios
  + hoping to nominate potential candidates before the summer board meeting

Report of Amistad Joint High School Committee (6:20, Caroline Williams)

* Update provided by Dick in Caroline’s absence
* Hosted an opportunity for 10 board members and others at AF Amistad High to tour the school
* Chris Bostock presented to all visitors - and shared with visitors our goal to make sure our students leave the high school completely prepared for the rigors of college
* Overall, the meeting was excellent and gave board members and guest a very good sense of the high quality education students are receiving at our high school

Updates:

Advocacy & Internships (6:30, Tony Siddall)

* Summer internships - we don’t have any confirmed internship for New Haven yet(goal of 10 internship spots). Tony encouraged board members to reach out to their contacts to help get internships for our New Haven students.
* Advocacy - Pat Sweet shared the update
  + Thanked Mayor Harp, who led the way in the legislative battle for funding for charter schools
  + Next year will be an important year for charter schools - this year, we are trying to make sure that the funding that was promised is enacted
  + Another goal for this year is to get new charter schools in CT: during the hearing, the trend is that the opposition’s tactics have not been too compelling
  + At the legislature, there is a large concern with the common core, but it is still moving forward

School Leader Pipeline (6:40, Melinda Hamilton)

* Sarah Keenan talked to representatives from the board about the school leader pipeline
* Charter Network Accelerator - first meeting occurred in March and was very successful
* Joint principal committee:
  + purpose is to make sure the boards are more involved in the front end on principal selection and training
  + discussed the Principal in Residence (PIR) program and the goals associated with the program

6. Adjourn to Individual Board Meetings (6:45)

**Adjourn**

Motion: Laura Saverin

Second: Lorraine Gibbons

All in Favor

The meeting was adjourned at 6:45 by Dick Ferguson.

**Minutes taken by**: Sharon Richards, Team Development

**ECCP Individual Board Meeting Minutes**

A meeting of the Elm City College Prep Board of Directors was held at Elm City College Prep Elementary School located at 407 James Street, New Haven, CT. The following members were attendance:

Board Attendance:

Erik Clemons, ECCP Board - Yes

Dick Ferguson, ECCP Board - Yes

Marnie Halsey, ECCP Board - Yes

Sharon Oster, ECCP Board - Yes

Patricia Pierce, ECCP Board - Yes

Lystra Richardson, ECCP Board - Yes

Laura Saverin, ECCP Board - Yes

Kate Stasik, ECCP Board - Yes

Pat Sweet, ECCP Board - Yes

Others in attendance:

D. Scot Kerr, AF Network Support - Yes

Kelonda Maull, AF Network Support- Yes

**Call to Order**

Board Chair, Dick Ferguson called the meeting to order at 6:52.

**Board Business**

Dick Ferguson asked the Board to review Previous Board Minutes. Lystra stated she attended the last two Board meetings via teleconference, but the minutes didn’t reflect this. Kelonda will update the minutes below. No other comments, Dick asked for a motion to approve the minutes set forth.

a. Approve minutes of November 25, 2013 meeting (Resolution 1)

NOW THEREFORE BE IT RESOLVED THAT, the Board of Directors of Elm City College

Preparatory hereby approves the 11/25/13 Meeting Minutes with corrections to attendance as noted..

Moved: Patricia Pierce

Second: Pat Sweet

All in Favor

b. Approve minutes of January 22, 2014 Joint Meeting (Resolution 2)

NOW THEREFORE BE IT RESOLVED THAT, the Board of Directors of Elm City College

Preparatory hereby approves the 1/22/14 Joint Meeting Minutes with corrections to attendance as noted.

Moved: Pat Sweet

Second: Laura Saverin

All in Favor

c. Financial Report as of February 28, 2014 (Resolution 3)

* Ms. Saverin gave the Board a brief update on the Financial Report. She mentioned ECCP is on target, the deficit is at 9,000 and there are no variances from the last time she reported. She referenced lasts years audit and explained ECCP is on track this year.   
  She explained two million dollars is needed for the HS building project. She then opened for questions.

NOW THEREFORE BE IT RESOLVED THAT, the Board of Directors of Elm City College

Preparatory hereby accepts the YTD financial report dated 1/31/14 as presented.

Moved: Marnie Hasley

Second: Patricia Pierce

All in Favor

**Re-Appoint Auditors (Need Resolution)**

Ms. Saverin spoke to their experience with the current auditors, CohnReznik and let the Board know they oversee hire/rehire auditors for the year. Team Finance asked the Board to begin these conversations earlier so that CohnReznik can begin their pre-work earlier this year. Elm City and the Board are very pleased with CohnReznik. Ms. Saverin recommended they hire for next year. The Board voted on this and agreed to hire CohnReznik.

NOW THEREFORE BE IT RESOLVED THAT, the Board of Directors of Elm City College Preparatory hereby ratifies the re-appointment of CohnReznik of Farmington, CT to perform the financial audit of the 2013-14 fiscal year, contingent on receipt of an acceptable fee proposal.

Moved: Patricia Pierce

Second: Sharon Oster

All in Favor

**Board Discussion (7:10)**

* Scot Kerr gave background to governance reports he created concerning Board metrics which consist of attendance, engagement, giving, and administrative requests. He explained this will give the Board more clarity of the work they’re doing and their overall commitment to the organization.
* Scot mentioned AF is working to have an upcoming events page to distribute to the Board at every meeting so all can be involved and give their time.
* Scot asked Eric Clemons to speak to his experience on the Board. Mr. Clemons expressed he would like to visit our schools for Visitor Days. He mentioned that the scope and complexity of the network (schools, locations,staff) is different than other non-profit boards he’s participated on.
* Dick spoke to the board regarding the planned meeting in the middle school and plans to lock a date down for next year. Dick expressed that he is proud of the Elm City Board and how they turnout for events and meetings.
* Scot mentioned the Annual Board Survey will come out by May. He will reach out to the Governance Committee for feedback and additional questions to add. The Board thanked Scot for all his work.
* Dick spoke to the Board about their overall responsibility as the governing Board regarding finances, Principal PGP (Professional Growth Plan) and governing the Elm City Charter. He spoke directly to the Board about the PGP process for Elm City. He asked that the Board treat this process with confidentiality and explained the PGP process in Depth. 90% or more of the Elm City Board participate in at least one PGP conversation. The PGP conversation will be by phone or in-person this year.
* Upcoming: Elm City as the owner of the High School project needs to meet to review and approve spending. This meeting will come in April.
  + Votes will be taken on the financial package (FFNE) to purchase all the furnishings for inside the High School.

No Executive Session. Scot Kerr will follow-up individually with board members if they wish to participate in PGP (Professional Growth Plan) review for each of the principals.

Hearing no other questions Dick Ferguson asked for a motion to adjourn the meeting.

**Adjourn**

Motion: Pat Sweet

Second: Patricia Piece

All in Favor

The meeting was adjourned at 7:23pm by Dick Ferguson.

**Minutes taken by**: Kelonda Maull, Team External Relations