

**Draft**  
**MINUTES**  
**Achievement First Bridgeport**  
**Board of Directors Meeting**  
December 12, 2013  
529 Noble Street, Bridgeport, CT

A meeting of the Achievement First Bridgeport Academy Board of Directors was held on December 12, 2013 at 529 Noble Street, Bridgeport, CT.

The following board members, constituting a quorum, were in attendance:

**Andrew Boas**  
**Ed Raice**  
**Max Perez**  
**Wiley Mullins**  
**Marlene Macauda**  
**Harold Kamins**  
**Chris Kunhardt**  
**Dick Kalt**  
**Debra Hertz**  
**Melissa Ceriale**  
**James Bennett**  
**Judy Andrews**  
**Cornelius Medas**

Also in attendance:

School staff: **Challa Flemming, Katherine Baker, Florisca Carter, Soren Gutierrez, Heather Wachter**  
Achievement First staff: **Max Polaner, Ken Paul, Scot Kerr, Hillary Bridges**  
Guests: **Dick Ferguson, Susan Shankman, Carol Boas**

**Call to Order & Attendance**

The meeting was called to order at 6:18pm by Andy Boas.

**Open Session for Public Comment**

None

**Board Business**

**Review and Approval of Past Meeting Minutes**

The Board of Directors reviewed minutes from the October 3 meeting.

- a. NOW THEREFORE BE IT RESOLVED THAT, the Board of Directors of Achievement First Bridgeport Academy hereby approves the October 3, 2013 Meeting Minutes as drafted.

Mr. Max Perez moved to approve the minutes as presented, and Ms. Marlene Macauda seconded the motion. The motion carried with unanimous approval of the Board.

### **Principal Reports**

Ms. Kate Baker gave her principal report and named some bright spots and growth areas from the School Data Dashboards.

#### **Bright Spots from the School Data Dashboard**

- Attendance is well over 98%
- Attrition well under 1%
- No other teachers have resigned; great team and family
- Low suspension numbers

#### **2 Growth Areas from the School Data Dashboard**

- Achievement data is not where they want it to be according to the new Common Core standards. In order to increase achievement data, they've had Common Core experts come in, observe and comment.
- Data shows Achievement First Bridgeport Academy is meeting goal with CT elementary school data scores but not as well as the Achievement First NY schools.

#### **Comments:**

- The Board discussed changes in curriculum and subsequent challenges associated with the Common Core standards and staff morale.
- The Board discussed facilities and the changes needed to grow into a K-4 school.

Ms. Challa Flemming gave her principal report and named some of the bright spots and growth areas from the School Data Dashboard.

#### **Bright Spots from the School Data Dashboard**

- Event: Dean's List breakfast recognized 20 students at Achievement First Bridgeport Academy Middle school scholars who had all A's and B's.
- Challa Flemming hired a new team member who will rebuild their music program.
- Professional Development with teachers is going very well and is a top priority.

#### **2 Growth Areas from the School Data Dashboard**

- Attrition is at 2.5%. Ms. Challa Flemming and her staff are working with parents to problem solve.
- Working to improve the number of scholars who are proficient readers utilizing the "To Proficiency and Beyond program".
- Suspension numbers; the leadership team met with Regional Superintendent, Marc Michaelson to set up strategies to keep these numbers low. They want to keep expectations high while at the same time keeping scholars in class.
- Ms. Challa Flemming wants to improve parent engagement and to have a fully functional PLC (Parent Leadership Council).

#### **Other updates**

- Ms. Challa Flemming has been taking 30 minutes to speak with each of her teachers and the results have been overwhelmingly positive.

Comments:

- The Board expressed concern about suspension numbers and expulsions and discussed ways to incorporate external activities for scholars.

## **Financial Update (Ed Raice)**

### **Review and Accept YTD Financials**

Mr. Ed Raice gave the financial report indicating there is a significant surplus at the elementary school because of higher enrollment and a slightly smaller surplus at the middle school because of expense control. Mr. Raice explained that overall the balance sheet looks good. Mr. Raice explained to the Board that Mr. Max Polaner and his team deserve credit for significant improvement. Mr. Andy Boas thanked Mr. Polaner for the great progress and many improvements. Team Finance will be using more automated systems moving forward.

- a. NOW THEREFORE BE IT RESOLVED THAT, the Board of Directors of Achievement First Bridgeport Academy hereby accepts the YTD Financial report dated 10/31/13 as presented.

Mr. Dick Kalt moved to approve the YTD Financials as presented, and Mr. Wiley Mullins seconded the motion. The motion carried with unanimous approval of the Board.

### **Review and Accept 2012-2013 Audit Report**

Mr. Raice asked the Board to review and accept the 2012-2013 Audit Report and asked the Board for any questions.

- a. NOW THEREFORE BE IT RESOLVED THAT, the Board of Directors of Achievement First Bridgeport Academy hereby accepts the report of the independent auditors CohnReznik prepared in relation to the fiscal year ended 6/30/13.

Mr. Dick Kalt moved to accept the 2012-2013 Audit Report as presented, and Mr. Wiley Mullins seconded the motion. The motion carried with unanimous approval of the Board.

## **Board Discussion**

### **Elementary School Expansion**

Mr. Andy Boas gave an update on School Expansion.

- The elementary school received 2.3 million dollars in loan forgiveness which frees up debt capacity for the expansion
- The 10,000 square ft. expansion at the elementary school will take 1.5 years to complete. Mr. Max Polaner explained that we will still need philanthropy for the expansion. Mr. Boas

explained they have been working with the city to provide expenses for custodial services related to facilities.

### **Joint High School Committee report**

Mr. Dick Ferguson spoke to the Board about the previous Joint High School Committee meeting. One major topic was that Bridgeport student enrollment is low at Amistad High school. The Board discussed this more in depth.

### **Discussion of Active Committees (Scot Kerr)**

Mr. Scot Kerr gave an overview for active committees and explained the Board needs to have a view into the principal pipeline, and governance. Mr. Kerr and his team are working with Team Leadership and Development to create a committee around this.

Mr. Boas tabled the nomination for Principal, Governance and Building committees until the next Board meeting.

### **Advocacy & Community Relations**

The Board discussed Advocacy and Community Outreach for Bridgeport and expressed a need for more district Board of Education members to visit Achievement First Bridgeport Academy.

### **Review College Book Scholarship Plan (Scot Kerr)**

Mr. Scot Ker gave background on the College Book Scholarship program. The members of the Board agreed to spread the word about the program. Mr. Kerr read a letter from an Amistad Alumni, at Holy Cross who emphasized the importance for the scholarship. The board continued their discussion of possible strategies to help alumni with their school related costs.

### **Board Business**

#### **Authorize Attestation of Compliance with Meal Pattern Requirements**

WHEREAS the Healthy, Hunger Free Kids Act of 2010 (HHFKA) requires an additional 6 cents per lunch reimbursement be provided to school food authorities (SFAs) certified by a State Agency to be in compliance with the new meal pattern requirements of the final meal pattern rule published in the Federal Register on January 26, 2012.

AND WHEREAS Achievement First Bridgeport Academy's food service provider has prepared documentation that substantiates compliance with required meal patterns

NOW THEREFORE BE IT RESOLVED THAT Andy Boas as Chairman of Achievement First Bridgeport Academy (AFBA) hereby is authorized to attest to the fact that AFBA schools operating the National School Lunch Program authorized under the Richard B. Russell National School Lunch Act (42 U.S.C. 1751 et seq), and/or the School Breakfast Program authorized under the Child Nutrition Act of 1966 (42 U.S.C.

1773), are in compliance with the meal pattern requirements in effect for school year 2012-13, as set forth in 7 CFR Part 210.10 and 220.23, as applicable.

Mr. Wiley Mullins moved to approved form ED-1099 as presented above, and Mr. Cornelius Medas seconded the motion. The motion carried with unanimous approval of the Board.

### **Approve School Bonus Plan**

NOW THEREFORE BE IT RESOLVED THAT the Board hereby approves the bonus policy covering performance from the 2012-13 school year. The Board further approves the AF School Report Card as the method for determining the amount of bonuses, and delegates to Achievement First co-CEO and Superintendent Doug McCurry the exclusive authority to award mitigating points in exceptional circumstances.

Mr. Ed Raice moved to approve the School Bonus Plan as presented, and Mr. Dick Kalt seconded the motion. The motion carried with unanimous approval of the Board.

### **Adjournment**

The meeting was adjourned at 8:16 by Andy Boas after hearing no other questions.

Ed Raice moved to adjourn the meeting, and Dick Kalt seconded the motion. The motion carried with unanimous approval of the Board.

Minutes taken by Hillary Bridges.

Signed: \_\_\_\_\_