

Approved: 12/12/13

**Achievement First Bridgeport
Board of Directors Meeting
October 3, 2013
655 Stillman Street, Bridgeport, CT**

Meeting Minutes

A meeting of the Achievement First Bridgeport Academy Board of Directors was held on October 3, 2013 at 655 Stillman Street, Bridgeport, CT.

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

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

Also in attendance:

School staff: **Challa Flemming, Katherine Baker**

Achievement First staff: **Reshma Singh, Hillary Bridges, Scot Kerr, Ken Paul**

Guests: **Soren Gutierrez, Mark Michaelson, Heather Wachter (Academic Dean),**

I. Call to Order & Attendance

The meeting was called to order at 6:12pm by Andy Boas.

II. Open Session For Public Comment

There was no one from the public present, and no public comment.

Board Business

III. Review and Approval of Past Meeting Minutes

The Board of Directors reviewed minutes from the June 10 meeting.

- a. NOW THEREFORE BE IT RESOLVED THAT, the Board of Directors of Achievement First Bridgeport Academy hereby approves the June 10, 2013 Meeting Minutes as drafted.

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

The Board of Directors reviewed minutes from the August 1 meeting.

- b. NOW THEREFORE BE IT RESOLVED THAT, the Board of Directors of Achievement First Bridgeport Academy hereby approves the August 1, 2013 Meeting Minutes as drafted.

Melissa Ceriale moved to approve the minutes as presented, and Ed Raice seconded the motion. The motion carried with unanimous approval of the Board.

Principal Reports

Kate Baker

- Ms. Kate Baker began by highlighting her attendance goals for the year and reported that everything is on target and going really well.
- All of the school staff is focused on Common Core as a great challenge, but all assessments and curriculum are aligned with Common Core. They made significant improvements in Social Studies and Science.
- Although most staff returned, two staff members resigned at the beginning of the school year.
- Kate Baker is very excited about the expansion of the school building.

Challa Flemming

- Common Core: Kids and teachers have really embraced this challenge.
- Highly engaged classrooms: They've gotten a high level of compliance, but what they want is engagement rigor/joy.
- Data driven interventions and support: In order to help kids who are struggling they are developing academic and behavioral interventions to make their support more robust.
- The school had two days of 100% attendance in a row.
- The staff has really stepped up to and there is great staff culture and a strong team and family mentality in the school.
- Debra Hertz asked about "planned joy" Ms. Flemming explained that it's when teachers strategically work joy into their lessons.

Andy Boas introduced the middle school Director of School Operations, Soren Gutierrez and congratulated him on doing a fine job. Everyone is extremely happy with Soren. Judy Andrews emphasized Soren's value as a positive male role model for our scholars. Mark Michelson reported that Challa Flemming is doing a great job in her first year as school leader.

Financial Update (Ed Raice)

IV. Accept 2011-2012 Audit report & YTD Financials

- Mr. Ed Raice gave an update on the Audit Report and YTD Financials. He discussed the need for timely and complete check-lists and importance of filling staff positions on team finance.

- Mr. Raice reported that the high school was \$150,000 over budget because two staff members are on disability but had to be replaced for the start of the school year.
- The current balance sheet is strong.
- Ken Paul emphasized the progress that has been made during the last year and reminded Directors of the complexity of our finances, and pressure on our Finance team as a result of the organizations rapid growth.
- Reshma Singh suggested that she and Scot be responsible for making sure Mr. Raice receives the reports he has asked for several times.

- a. NOW THEREFORE BE IT RESOLVED THAT, the Board of Directors of Achievement First Bridgeport Academy hereby accepts the 2011-2012 report of the independent auditors, CohnReznik.

Dick Kalt moved to accept the 2011-2012 Audit Report as presented, and Debra Hertz seconded the motion. The motion carried with unanimous approval of the Board.

- a. NOW THEREFORE BE IT RESOLVED THAT, the Board of Directors of Achievement First Bridgeport Academy hereby approves the YTD Financial report dated 8/31/13 as presented.

Marlene Macaуда moved to approve the YTD Financials as presented, and Max Perez seconded the motion. The motion carried with unanimous approval of the Board.

Board Discussion

V. Expansion Update (Andy Boas)

- Ms. Reshma Singh explained she is working with the city of Bridgeport to buy parcels of land around the elementary school. Despite some environmental issues, the adjacent property is still the best option for an addition.
- Mr. Max Perez strongly agreed this is the best option. Ed Raice, Marlene Macaуда, Chris Kunhardt and Dick Kalt expressed some concern about purchasing this land with potential environmental issues. Mr. Boas indicated that Team Facilities is leading this project and will insure it is in our best interests.
- Judy Andrews expressed her faith that Kate Baker will be able to successfully manage the school in spite of limited space in FY14.
- Ms. Singh also addressed the expansion of the Bridgeport charter. She spoke to the fact that in order to open another school in Bridgeport, we must have free or low cost facilities and per pupil funding. The city seems able to offer free facilities but not per pupil funding.

VI. Fundraising (Ken Paul)

Mr. Ken Paul spoke to the Board regarding the network support operating costs this year of 19 million dollars. 1.2 million dollars is for Bridgeport. Mr. Paul and Mr. Boas told the Board about a 2.5 million dollar loan forgiveness.

VII. Board Retreat Recap -- Active Committees (Scot Kerr)

- Mr. Scot Kerr told the Board of the progress that has been made since the Board Retreat especially in terms of reporting, dashboards and data. The reports now give better comparative info and provide more consistency.
- He also suggested that the Board consider creating a Governance Committee. This committee should be involved in board composition and governance practices. A Principal Committee would be responsible for Principal Hiring, reviewing the principal pipeline and Professional Growth Plan evaluations.
- Ken Paul seconded that it's very important for the Board to know who is in the Principal pipeline. Andy Boas expressed that board recruitment is not a current priority given that the Board is sufficiently competent with its current members. Ms. Singh emphasized the fact that our principal pipeline needs to be expanded.

Visitor Day Schedule / Board participation (Ken Paul)

Mr. Paul gave an update on the FY14 Visitor Day Schedule and the importance of Board Participation.

Teacher Career Pathways approval (Scot Kerr)

Scot Kerr reported to the board that the alternative educator evaluation plan that was submitted to the state DOE was approved, and that comments from the State indicated how impressed they were with the comprehensive nature of Teacher Career Pathways. It was also noted that this is an annual waiver for which we will need to apply.

VIII. Conflict of Interest Policy (Scot Kerr)

Scot Kerr explained the Conflict of Interest Policy was put into place in 2012 and that the Board must do this on an annual basis, and asked Directors to complete their disclosure forms before leaving the meeting.

Adjournment

The meeting was adjourned at 8:16 by Andy Boas.

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.

Approved: _____