

APPROVED: June 5, 2014

MINUTES

**Achievement First Bridgeport Academy
Board of Directors Meeting
Thursday April 3, 2014, 6:00 – 8:00 p.m.
AFBA Elementary 655 Stillman Street, Bridgeport**

A meeting of the AF Bridgeport Academy Board of Directors was held at AF Bridgeport Academy Elementary School. The following members were attendance:

Judy Andrews, AFBA Board - Yes
James Bennett, AFBA Board - Yes
Andrew Boas, AFBA Board - Yes
Dick Kalt, AFBA Board - Yes
Chris Kunhardt, AFBA Board - Yes
Marlene Macauda, AFBA Board - Yes
Cornelius Medas, AFBA Board - Yes
Wiley Mullins, AFBA Board - Yes
Max Perez, AFBA Board - Yes
Ed Raice, AFBA Board - Yes
Melissa Cerialle, AFBA Board - No
Debra Hertz, AFBA Board - No

Harold Kamins, AFBA Board - No

Others in Attendance:

Michael Kerin, AF Network Support - Yes
D. Scot Kerr, AF Network Support - Yes
Kelonda Maull, AF Network Support - Yes
Gina Ribeiro, AF Network Support - Yes
Katherine Baker, School Leadership - Yes
Challa Flemming, School Leadership - Yes
Soren Gutierrez, School Leadership - Yes
Heather Wachter, School Staff - Yes

Call to Order

Mr. Boas called the meeting to order at 6:11pm.

Public Comment

Hearing no public comment, Mr. Boas asked Challa Flemming to begin her principal report.

Principal Reports

Challa Flemming

Bright Spots

- Attendance continues to be 97% or higher and the middle school has made progress with struggling scholars
- IA 3 results improved for 8th grade in all subjects
- Attrition is low and staff are following up with families who leave the school

- Ms. Flemming is paying close attention to suspensions. She indicated suspension numbers are decreasing and she gave background to the suspension process
- The middle school is piloting and preparing to test scholars on their typing skills within literature and math. Scholars will also learn many tools within this assessment.
- Scholars are matriculating up to AF Amistad High School from 8th grade. They had a few events welcoming rising 8th graders and all received their first AF Swag item. Scholars are excited for high school.
- Parents love the school and see the positive changes

Growth areas:

- Staff retention, four teachers will not come back next year, but they have already hired three replacement teachers.
- Overall the school year has been good. In planning for next year she will focus on moving from good to being great! Ms. Flemming feels there is always room for growth. She will focus more on academics, school culture & suspensions to find new approaches for scholars to do better.

At the conclusion of Ms. Flemming's report, elementary school principal Kate Baker gave her report.

Bright Spots

- Scholars are excited about taking a trip to the middle school on April 4.
- Attendance is the highest in the Network
- Loss attrition rate is 1%
- Suspension rate is 4% and is the lowest in the Network

Growth Areas:

- Student achievement is on par with internal goals. Scholars are preparing for the Common Core. Student achievement is excellent, but the challenge is the bar is higher with Common Core.
- Ms. Baker reported that the loss of several teachers mid-year has caused reflection of some hiring decisions. The board discussed retention methods with Ms. Baker.

Following the principal reports, the Board proceeded with business before the board.

Approval of Minutes of December 12, 2013 & January 22, 2014

NOW THEREFORE BE IT RESOLVED THAT, the Board of Directors of Achievement First Bridgeport Academy hereby approves the Minutes of the December 12, 2013 meeting as presented.

NOW THEREFORE BE IT RESOLVED THAT, the Board of Directors of Achievement First Bridgeport Academy hereby approves the Minutes of the January 22, 2014 joint

meeting as presented.

Moved: Dick Kalt

Second: Max Perez

All in Favor

Financial Reports (Ed Raice)

- Ms. Raice gave the Board an update on the financials and discussed a surplus for both schools despite unanticipated spending related to special education. Mr. Boas gave background to the enrollment losses and funding deficit. Mr. Boas indicated that AFBA is in really good shape financially.
- The Board discussed Audit procedures and Mr. Gutierrez gave an update on title one funding and a legal settlement. The board discussed loan forgiveness and the importance of having more charter schools in Bridgeport in the future.

Review and Accept YTD Financials

NOW THEREFORE BE IT RESOLVED THAT, the Board of Directors of Achievement First Bridgeport Academy hereby accepts the YTD Financial report dated 2/28/14 as presented.

Moved: Max Perez

Second: Chris Kunhardt

All in Favor

1. Elementary School Addition

- Mr. Boas and Mr. Kerin gave an update on the AF Bridgeport Elementary School addition and purchasing land around the school. AF will buy parcels/land behind the school.
- There are several environmental issues that will need to be addressed, but costs for remediation are within the budget for the project as planned.
- AF has offered the City of Bridgeport \$50,000 to acquire the land.
- There will be a public hearing on April 21 and AF families will be there to support AF
- The board reviewed the current design/floor plans for the addition and discussed the layout and Mr. Kerin then opened for questions
- Construction will begin this summer and take 10 months to complete. Financing for this project will mainly be loan forgiveness grants

3. Joint High School Committee report

Mr. Medas and Mr. Kerr gave the Board a brief update on the AA HS committee and Mr. Kerin spoke to

the Board regarding the upcoming switch in Architectural firms for the project. The Board also discussed Amistad High Schools college acceptances and persistence rates.

4. School Leader Pipeline

Mr. James Bennett spoke to the Board on the School Leader pipeline meeting that took place last month. He expressed the meeting was very informative and they discussed the importance to tighten control in order to maintain success and sustainability. During the meeting they referenced Success Academy . Mr. Kerr gave an update on the Charter Accelerator program.

Ms. Judy Andrews spoke to the Board about the increased rigor at the middle school and the challenges it presents for scholars who fall behind. The Board discussed the topic and asked Ms. Andress how they can support her and the staff. Ms. Andrews expressed teachers need more support.

Ms. Andrews left the meeting at 7:51pm

2. School Expansion Update

Mr. Boas gave an update on the plans for expansion in Bridgeport. He discussed potential buildings for purchase in opening a new middle school. The Board is excited about expanding in Bridgeport.

Board Business

1. Appoint independent auditors, CohnReznik for 2013-14 fiscal year

NOW THEREFORE BE IT RESOLVED THAT, the Board of Directors of Achievement First Bridgeport Academy hereby ratifies the re-appointment of CohnReznik of Farmington, CT to perform the financial audit of the 2013-14 fiscal year.

Moved: Wiley Mullins

Second: Marlene Macauda

All in Favor

2. Approve revised Financial Policy covering "Payment of Invoices" (Resolution 5)

a. WHEREAS Achievement First is responsible for accounting services including the timely payment of invoices,

b. AND WHEREAS Achievement First Bridgeport Academy is responsible for the approval to pay invoices whether by signed check or approved invoice

c. NOW THEREFORE BE IT RESOLVED THAT, The Board of Directors of Achievement First Bridgeport Academy approves a revised policy for payment of invoices to enable the

electronic processing of invoices and their approval for payment as drafted.

Moved: Wiley Mullins

Second: Max Perez

All in Favor

3. Resolution authorizing Directors to execute necessary documents to purchase seven (7) parcels of land from the City of Bridgeport

WHEREAS, AF Bridgeport purchased that certain property located at 655 Stillman Street (the "School Facility") in 2010 to serve as the initial location for the School, capable of serving a limited number of students; and

WHEREAS, Currently the School Facility currently houses grades Kindergarten through 3rd which shall expand to Kindergarten through 4th in the 2014-15 school year after which time the School will require additional facility space to serve students as it grows to full capacity; and

WHEREAS, the School has identified seven (7) parcels of land owned by the City of Bridgeport (the "City")- 1) Block/Lot #1723-1 (1390 Pembroke Street), 2) Block/Lot #1723-2 (1380 Pembroke Street), 3) Block/Lot 1723-9 (631 Stillman Street), 4) Block/Lot #1723-19 (588 Berkshire Avenue), 5) Block/Lot 1723-20 (584 Berkshire Avenue), 6) Block/Lot #1723-21 (570 Berkshire Avenue) and 7) Interior Lot, bounded by Block/Lot #'s 1723-4, 1723-8, 1723-9, 1723-10 and 1723-21 (collectively, the "Property")- which the Board and its advisors believe would be a good location to build an additional facility to house its growing student population; and

WHEREAS, by letter dated January 16, 2014, the School submitted a proposal (the "Proposal") to the City's Office of Planning and Economic Development in the City of Bridgeport to acquire the Property from the City on which it will develop the additional facility required to house the School's growing population, proposing a purchase price of \$50,000 and assuming the responsibility for environmental remediation; and

WHEREAS, it is anticipated that the City Council will hold a public hearing on the Proposal on April 7, 2014 with a vote to take place on April 21, 2014 at which time the Board and the City would begin to negotiate and ultimately execute such ordinary and customary legal documents and instruments (the "Legal Documents") required to effectuate the purchase, sale and transfer of the Property from the City to AF Bridgeport;

BE IT RESOLVED, that upon the City's approval of the Proposal, AF Bridgeport is hereby authorized and empowered to negotiate and enter into the Legal Documents and any other instruments and documents required to effectuate the purchase, sale and transfer of the Property;

BE IT FURTHER RESOLVED, that any officer of AF Bridgeport (each an "Authorized Person") be, and hereby is, jointly or severally, authorized and directed, at any time and from time to time, to do all such things and acts and to execute and deliver all such applications, documents and instruments in writing and to expend such fees for and on behalf of AF Bridgeport as may be necessary or

advisable in order to give effect to and, generally, carry out the intent of these resolutions including, without limitation, to negotiate, execute and deliver any instruments and documents required in connection with the purchase of the Property, in the name and on behalf of AF Bridgeport, on such terms

and conditions and in such form deemed necessary or desirable and approved by such Authorized Person

with such changes, modifications and amendments thereto as such Authorized Person may in such person's discretion approve, which approval shall be conclusively evidenced by the execution and delivery of such applications, documents and instruments in writing; and

BE IT FURTHER RESOLVED, that all actions previously taken by any Authorized Person in furtherance of the foregoing resolutions are hereby ratified and confirmed.

Moved: Max Perez

Second: Cornelius Medas

All in Favor

EXECUTIVE SESSION

The board entered executive session at 7:50 pm to discuss specific personnel matters.

Moved: Dick Kalt

Second: Cornelius Medas

All in Favor

The Board Exited executive Session at 8:11pm

Moved: Max Perez

Second: Cornelius Medas

All in Favor

Scot Kerr asked the Board if anyone is interested in participating in the Professional Growth Plan review (PGP) process and being on the Committee. Dick Kalt, Marlene Macauda, and Chris Kunhardt volunteered.

Hearing no other questions the meeting **adjourned at 8:21pm**

Minutes taken by: Kelonda Maull, Team External Relations

Sign: _____