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Elm City College Preparatory Board Package
September 17, 2014

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AGENDA
Joint Session
Amistad Academy & Elm City College Preparatory
Boards of Directors
Wednesday, September 17, 2014, 5:30 - 7:30 p.m.
403 James Street, New Haven

Dinner available immediately prior to the meeting (5:30)

Call to order (5:30 p.m.)

Reports:

1. Joint High School Committee Report (Caroline Williams)
2. Community Engagement (Candice Dormon)
3. Principal Reports (5:50 p.m.)
4. Report of the Governance Committees (6:20 p.m., Marnie Halsey)
5. Visitor Day Schedule (Ken Paul)

Announcements

Adjourn to Individual Board Meetings (6:45)

AGENDA
Elm City College Preparatory
Board of Directors
Wednesday, September 17, 2014
403 James Street, New Haven, Conference Room

Call to Order (6:55 p.m.)

Public Comment

Board Business

1. Approve minutes of 5/28/14 and 7/31/14 Meetings
2. Approve Financial Report
3. Approve 2014-15 Family Handbook

4. Approve 2014-15 School Wellness Policy
5. Approve resolution re: subtenant

Executive Session (Personnel)

6. Approve Principal Nomination

Board Discussion

1. Addendum to Agreement for Child Nutrition Programs (ED-009)
2. Upcoming principal interviews
3. Elm City College Preparatory Board Member transitions

Adjourn

Elm City College Preparatory Proposed Resolutions

- **Approve Previous Meeting Minutes**
 - NOW THEREFORE BE IT RESOLVED THAT, the Board of Directors of Elm City College Preparatory hereby approves the 5/28/14 and 7/31/14 Meeting Minutes as drafted.
 - Moved by: _____ Seconded by: _____
 - In Favor _____ Opposed: _____ Abstain: _____

- **Approve Financial Report**
 - NOW THEREFORE BE IT RESOLVED THAT, the Board of Directors of Elm City College Preparatory hereby accepts the financial report as presented.
 - Moved by: _____ Seconded by: _____
 - In Favor _____ Opposed: _____ Abstain: _____

- **Approve 2014-2015 Family Handbook**
 - NOW THEREFORE BE IT RESOLVED THAT, The Board of Directors of Elm City College Preparatory approves a revised Family Handbook as drafted.
 - Moved by: _____ Seconded by: _____
 - In Favor _____ Opposed: _____ Abstain: _____

- **Approve 2014-2015 School Wellness Policy**
 - NOW THEREFORE BE IT RESOLVED THAT, The Board of Directors of Elm City College Preparatory approves the 2014-2015 School Wellness Policy as drafted.
 - Moved by: _____ Seconded by: _____
 - In Favor _____ Opposed: _____ Abstain: _____

- **Approve Principal Nomination**
 - NOW THEREFORE BE IT RESOLVED THAT, the Board of Directors of Elm City College Preparatory hereby approves Chris Friedline as Principal of Elm City College Preparatory Middle School effective July 1, 2015.
 - Moved by: _____ Seconded by: _____
 - In Favor _____ Opposed: _____ Abstain: _____

- **Approve the sublease for Green Street tenant**

**RESOLUTIONS OF THE BOARD OF DIRECTORS OF
ELM CITY COLLEGE PREPARATORY, INC.
SEPTEMBER 2014**

The following resolutions were adopted at a duly called meeting of the Board of Directors of Elm City College Preparatory, Inc. ("Elm City"), a Connecticut nonstock corporation, having an office and place of business at 794 Dixwell Avenue, New Haven, Connecticut.

WHEREAS, Elm City currently leases certain real property located at 234-240 Greene Street ("Property") with a lease that expires in August 2017;

WHEREAS, Elm City currently has no active need for this Property;

WHEREAS, Booker T. Washington Academy is a non-profit charter organization in New Haven that needs temporary space for elementary school until its permanent facilities are available and desires to sublease the Property from Elm City from August 1, 2014 through January 31, 2015;

WHEREAS, the St. Michael's Church Corporation has approved Elm City's proposed sublease of 234-240 Greene Street to Booker T. Washington Academy;

NOW THEREFORE BE IT:

RESOLVED, that Elm City be, and hereby is, authorized and directed to enter into the Sublease of the Property (the "Sublease"), substantially the form attached hereto as Exhibit A;

FURTHER RESOLVED, that the Chairman of the Board of Directors of Elm City and his designee(s), be, and hereby are, jointly and severally, and directed, in the name and on behalf of Elm City to execute and deliver the Sublease and to do, or cause to be done, such further acts and things, including, without limitation, any such actions as are required pursuant to such Sublease, and to execute and to enter into and deliver such documents, expend such funds, and take such other actions as may be necessary or appropriate to effectuate the foregoing resolutions; and

FURTHER RESOLVED, that any and all actions previously taken by Elm City in connection with the transactions contemplated by these resolutions be, and hereby are, adopted, ratified, confirmed and approved in all respects.

**EXHIBIT A:
SUBLEASE AGREEMENT**

THIS SUBLEASE AGREEMENT (this "Sublease") dated as of the ___ day of August, 2014, by and between Elm City College Preparatory, Inc. ("Sublandlord"), having an address of 403 James Street, New Haven, Connecticut, and Booker T. Washington Academy ("Subtenant"), having an address of _____. For the purposes of this Sublease, Sublandlord and Subtenant shall be referred to collectively as the "Parties", each individually, a "Party."

WHEREAS, Sublandlord is the tenant under a lease made by St. Michael's Church Corporation ("Overlandlord") to Sublandlord dated as of August 1, 2007 for those certain buildings located at 240 Greene Street, New Haven, Connecticut and the basement and first and second floor of the "Parish Center" located at 234 Greene Street together with certain land on which they stand and adjacent hereto (the "Premises") and as further described in said lease (the "Underlying Lease");

WHEREAS, Sublandlord has agreed to sublease to Subtenant and Subtenant has agreed to sublease from Sublandlord the Premises, pursuant to the terms and conditions of the Underlying Lease and as more fully set forth herein; and

NOW, THEREFORE, the Parties hereto, in consideration of the mutual covenants, conditions and agreements hereinafter contained, do hereby agree as follows:

1. Sublease. Sublandlord, for and in consideration of the covenants and agreements herein contained on the part of Subtenant to be performed, hereby subleases the Premises to Subtenant, and Subtenant accepts from Sublandlord, the Premises. This Sublease shall be expressly subject and subordinate to all of the terms, covenants, conditions, provisions and agreements contained in the Underlying Lease. Subtenant acknowledges that a true copy of the Underlying Lease has been delivered to, and reviewed by, Subtenant and is annexed hereto and made a part hereof as Exhibit A. The provisions of the Underlying Lease are specifically incorporated herein by reference, except such terms, covenants, conditions, provisions and agreements as are specifically inconsistent with the terms hereof or are set forth in this Sublease below and except that all references therein to "Landlord" shall mean Sublandlord, and all references therein to "Tenant" shall mean "Subtenant". If any provisions of this Sublease shall conflict with any provision of the Underlying Lease, then, as between Sublandlord and Subtenant the provisions of this Sublease shall control, provided, however, that if such construction of terms would cause Sublandlord to be in default under the terms of the Underlying Lease, then such inconsistency shall be resolved in favor of the Underlying Lease.

2. Term. The term of this Sublease shall commence on August 8, 2014, and shall terminate on January 31, 2015, unless earlier terminated or extended pursuant to the terms of this Sublease.

3. Rental. Subtenant shall pay to Sublandlord ten thousand dollars (\$10,000.00) per month on the first day of each and every calendar month during the Term beginning on September 1, 2014. Subtenant shall not be responsible for paying rent use of the property during the month of

August, 2014. Subtenant shall pay such rent without notice or demand, and without any set-off, counterclaim, abatement or deduction whatsoever, in lawful money of the United States of America, to Sublandlord at such place as Sublandlord shall instruct Subtenant. Subtenant's obligation to make such payments shall survive the expiration of the Term or sooner termination of this Sublease. In the event Sublandlord incurs any costs or expenses which are directly attributable to services or utilities furnished to Subtenant or the Premises or repairs made in the Premises (except for the repairs for the roof as provided herein), such costs and expenses shall be deemed additional rent under this Sublease, and Subtenant shall pay Sublandlord or the applicable provider, as the case may be, the full amount of such costs and expenses within thirty (30) days after receipt of the applicable invoices.

4. Payments made by Sublandlord. If Subtenant shall default in making any payment required to be made by Subtenant or in performing any obligation of Subtenant under this Sublease which shall require the expenditure of money and such default shall continue beyond applicable notice and cure periods provided herein (except in case of emergency in which case no notice shall be required), Sublandlord may, but shall not be obligated to, make such payment on behalf of Subtenant or expend such sum as may be necessary to perform or fulfill such obligation. Any sums so paid by Sublandlord shall be deemed rent and shall be due and payable to Sublandlord immediately.

5. Improvements by Subtenant. Subtenant may construct such improvements within the Premises only under the conditions and only to the extent that Sublandlord would be permitted to construct the same under the Sublease. Subtenant shall cause such construction work to be done and completed in good and workmanlike manner, free from faults and defects and in compliance with all legal requirements. Subtenant shall provide and pay for all labor, materials, goods, supplies, equipment, appliances, tools, construction equipment and machinery necessary for the proper execution and completion of such work; promptly pay when due all costs and expenses incurred in connection with such work; and at all times maintain the Premises free and clear from any and all liens, claims, security interests and encumbrances arising from or in connection with such work.

6. Utilities and Services. After the commencement of the term of this Sublease, Subtenant shall pay for all heat, electricity, gas, water, sewer, telephone, cable, cleaning, janitorial, pest control and air conditioning and other utility service for the Premises, and place all such utilities under Subtenant's name, except to the extent Overlandlord shall be responsible for the same under the Underlying Lease.

7. Maintenance. Subtenant shall be responsible for the maintenance, repair and replacement of the Premises, except to the extent Overlandlord shall be responsible for the same under the Lease, or unless otherwise agreed to by the Parties in writing.

8. Assignment and Sublease. Subtenant may not, without Overlandlord and Sublandlord's prior written consent, assign this Sublease or further sublease any portion or all of the Premises. Any attempted assignment or subletting made contrary to the provisions of this Sublease shall be null and void.

9. Initial Condition of Premises. Except as may be otherwise specifically set forth in this Paragraph, Subtenant represents that it has inspected the Premises and agrees to take the same vacant and otherwise in its present "AS-IS" condition, and Subtenant acknowledges that no representations with respect to the condition thereof have been made by Sublandlord or anyone on Sublandlord's behalf. Subtenant's occupancy of any part of the Premises shall be conclusive evidence, as against Subtenant, that Subtenant has accepted possession of the Premises in its then current condition. Any work required by Subtenant to prepare the Premises for its occupancy shall be made and paid for by Subtenant and shall be subject to all of the terms, covenants, conditions, provisions and agreements set forth in the Underlying Lease. Notwithstanding the foregoing, Sublandlord agrees to promptly deliver a request to Overlandlord to make necessary repairs to the roof pursuant to Section of the 7 of the Underlying Lease.

10. Indemnity from Liens. Subtenant agrees to indemnify and hold Overlandlord and Sublandlord harmless from and against any and all mechanic's or other liens or claims for work, labor or services performed, or for materials furnished, and all costs, damages and expenses in connection therewith, by reason of any act or omission on the part of Subtenant.

11. Indemnity. Subtenant shall save and hold Overlandlord and Sublandlord harmless from all liabilities, charges, expenses (including reasonable counsel fees), and costs on account of all claims for damages by reason of any injury or injuries to any person or property of any kind whatsoever, which is occasioned by the negligence or willful actions of Subtenant. Sublandlord shall save and hold Subtenant harmless from all liabilities, charges, expenses (including reasonable counsel fees), and costs on account of all claims for damages by reason of any injury or injuries to any person or property of any kind which is occasioned by the negligence or willful actions of Overlandlord or Sublandlord.

12. Insurance Coverage. Subtenant shall during the entire term of this Sublease, at Subtenant's own expense, keep in force all insurance as shall be required under the Sublease, naming Overlandlord and Sublandlord as additional insureds and loss payees, as applicable.

13. Personal Property Taxes. Subtenant shall pay all taxes, public rates, dues and special assessments of every kind which shall become due and payable or which are assessed against or levied upon any personal property or other items placed upon the Premises by Subtenant. Sublandlord shall remain responsible for any other taxes that may become due and payable.

14. Obligations of Subtenant, Default. Subtenant shall perform all obligations of Sublandlord under the Underlying Lease. Any default or event of default under the Underlying Lease, which is, under this Sublease, the obligation of Subtenant, shall be a default under this Sublease. It is agreed that Subtenant shall be in default if Subtenant shall file bankruptcy or otherwise become insolvent. In the event a default occurs as set forth above, Sublandlord may terminate this Sublease, take possession of the Premises and recover any other damages allowable by law.

15. Casualty. If the Premises should be totally destroyed by fire or other casualty or if they should be so damaged so that rebuilding cannot reasonably be completed within the period set

forth for such rebuilding under the Underlying Lease, this Sublease shall terminate and the rent shall abate pursuant to the terms of the Underlying Lease.

16. Laws, Rules and Regulations. Subtenant shall fully comply with and obey all laws, rules and regulations of regularly constituted authorities which govern the use of the Premises.

17. Inspections. Subtenant shall permit Overlandlord and Sublandlord and the agents of Overlandlord and Sublandlord to enter upon the Premises at all reasonable times after notice to Subtenant to examine the condition thereof.

18. Surrender at Termination. At the termination of this Sublease, Subtenant shall surrender the Premises to Sublandlord in the condition required under the Underlying Lease for surrender.

19. Term Extension. The Term of this Sublease may be extended upon the mutual written agreement of the Parties hereto.

20. Compliance with Regulations. It is expressly understood that the parties intend that this Sublease will comply with all applicable rules and regulations of all governmental, regulatory and accreditation authorities. Accordingly, the parties agree to renegotiate, in good faith, any term, condition or provision of this Sublease, or any other agreement between the parties, that any such authority determines to be in contravention of any federal, state or local regulation or law.

21. Attorneys' Fees. If either party named herein brings an action to enforce the terms hereof or declare rights hereunder, the prevailing party in any such action, trial or appeal thereon shall be entitled to its reasonable attorneys' fees to be paid by the losing party as fixed by the court in the same or separate suit, and whether or not such action is pursued to decision or judgment.

22. Holding Over. Should Subtenant, with or without the express or implied consent of Sublandlord, continue to hold and occupy the Premises after the expiration of the term of this Sublease, all payments due from Sublandlord to Overlandlord during any period of holding over shall be an obligation of Subtenant under this Sublease, payable as and when due to the Overlandlord under the Underlying Lease. Subtenant shall, unless otherwise directed by Sublandlord, pay all such payments directly to the Overlandlord.

23. Waivers. No waiver of any default or breach of any covenant, agreement or condition of this Sublease shall be construed to be a waiver of the rights as to any future default or breach by Subtenant or Sublandlord.

24. Remedies to be Cumulative. The remedies available to the parties under the terms of this Sublease and in law or equity shall be cumulative and the exercise of any remedy shall not constitute an election of remedies.

25. Notice. Any notice required to be given hereunder shall be in writing and shall be served by hand delivery or by reputable overnight express courier for next business day delivery. All such notices shall be sent as follows:

If to Sublandlord:

c/o Achievement First, Inc.
403 James Street
New Haven, Connecticut 06513
Attn: Lisa Desfosses

If to Subtenant:

[]

Either party may hereafter and from time to time designate in writing a different address for the mailing of notices.

25. Captions. The paragraph captions in this Sublease are for convenience only and shall have no effect upon the terms and provisions of this Sublease.

26. No Joint Venture. Nothing contained in this Sublease shall be deemed or construed to create the relationship of principal and agent or of partnership or joint venture or of any association whatsoever between Sublandlord and Subtenant, except that of sublandlord and subtenant.

27. Quiet Enjoyment. Sublandlord represents that it has good right and authority to lease the Premises and that Subtenant shall quietly enjoy the Premises so long as it complies with the terms and conditions of this Sublease.

28. Severable Provisions. The provisions of this Sublease shall be severable and if any provisions shall be invalid or void or unenforceable in whole or in part for any reason, the remaining provisions shall remain in full force and effect.

29. Entire Agreement. This Sublease and any other agreements executed and delivered contemporaneously herewith contain the entire agreement of the parties and supersede any and all prior agreements between the parties, written or oral, with respect to the subject matter contemplated hereby. This Sublease may not be changed or terminated orally, but may only be changed by an agreement in writing signed by the party or parties against whom enforcement of any waiver, change, modification, extension, discharge or termination is sought.

30. Binding Effect. This Sublease shall be binding and shall inure to the benefit of the parties hereto, and their respective heirs, legatees, executors, administrators, successors and assigns.

31. Incorporation and Reference. The terms of the Underlying Lease are incorporated herein. Any capitalized terms not defined herein shall have the meanings ascribed to them in the Sublease.

32. Right to Inspect Books and Records. Subtenant shall have the right, upon reasonable notice and at reasonable times, to inspect the books and records of Sublandlord for the purpose of verifying any amounts due under the Sublease.

33. Self-Help. If Sublandlord or Subtenant shall default in the performance or observance of any agreement, condition or other provision in this Sublease and shall not cure such default within thirty days after notice in writing from the other party specifying the default (or shall not within said period commence to cure such default and thereafter prosecute the curing of such default to completion with due diligence) the non-defaulting party may (in addition to any other remedy available to the non-defaulting party at law or in equity) at any time thereafter cure such default and the defaulting party shall reimburse the non-defaulting party for any amount paid and any expense or contractual liability so incurred, and any amounts due from Subtenant shall be deemed additional rent due and payable with the next installment of monthly rent and any amount due from Sublandlord may be deducted by Subtenant from any rent due hereunder; provided however, that either may cure any such default as aforesaid prior to the expiration of said cure period but after notice to the other party, if it is necessary to protect the Premises, or to prevent injury or damages to persons or property.

34. Overlandlord and Sublandlord Access. Overlandlord and Sublandlord, and Overlandlord's and Sublandlord's agents, contractors, consultants, mortgagees and insurers shall have access to the Premises in any emergency at any time, and at reasonable times and upon reasonable notice to Subtenant, for purposes of determining the general condition of the Premises, or for the purpose of complying with the laws, regulations or directions of governmental authorities, or for the purpose of showing the Premises to prospective tenants.

37. Subordination. This Sublease is subject and subordinate to all mortgages that may now or hereafter affect the Premises (the "Underlying Mortgages") and to all renewals, modifications, consolidations, replacements and extensions of any such Underlying Mortgages. This clause shall be self-operative, and no further instrument of subordination shall be required by any mortgagee affecting this Sublease or the real property of which the Premises are a part. Subtenant shall, nevertheless, promptly execute and deliver such further instruments confirming the subordination of this lease as may be desired by the holder of any Underlying Mortgage, or by the Overlandlord and Sublandlord without charge or delay.

IN WITNESS WHEREOF, Sublandlord and Subtenant have hereunto executed this Sublease on the day and year first above written.

SUBLANDLORD:

ELM CITY COLLEGE PREPARATORY, INC.

By: _____

Name:

Title:

SUBTENANT:

BOOKER T. WASHINGTON ACADEMY

By: _____

Name:

Title:

Attestation of Compliance with Wellness Policy Legislation

Section 1 – Background

The Healthy, Hunger-Free Kids Act of 2010 specifies new requirements for school wellness policies beyond the original requirements of the Child Nutrition and WIC Reauthorization Act of 2004. These new requirements were effective with the 2011-12 school year and include:

- developing goals for nutrition promotion;
- informing and updating the public (including parents, students and the community) about the content and implementation of local wellness policies;
- making efforts to include physical education teachers, school health professionals and school administrators in the development, implementation and periodic review and update of the policy;
- periodically assessing local wellness policies and making this information available to the public;
- designating one or more district or school officials to ensure that each school complies with the local wellness policy.

Section 2 – Summary of action steps and attestation

Achievement First Charter Schools will be implementing the following protocols to remain in compliance with state regulations:

WELLNESS COMMITTEE CORE MEMBERS

The Achievement First Network will work annually with school boards to ensure core members of the wellness committee includes the following:

1. A teacher representative from a school in the charter
2. A parent representative from a school in the charter

The committee will be open from participation from the following:

1. Students
2. School board members
3. School Administrators
4. Members of the public

COMMUNICATION OF POLICY

The approved policy will be disseminated to the broader school communities and will be an agenda item at the Parent Leadership Committees

At the start of each school year schools will be responsible for advertising the wellness policy as well as the safety and wellness committee to solicit participation. The policy will live on the external Achievement First website for public access.

IMPLEMENTATION PROTOCOL

The approved policy will be brought to the director of school operations at each school who will be responsible for ensuring the school meets the local wellness policy.

As a part of the annual student services deep dive audit, Regional Directors of Operations will review documentation from Directors of school Operations to ensuring the policy is being implemented as outlined. This deep dive will act as an internal report to the board on the state of the implementation. At this time any changes that need to be implemented will be outlined with deadlines to ensure the school remains in compliance.

ANNUAL REVIEW OF POLICY

The spring meeting of the safety and wellness committee will review the policy focusing on the following:

1. Implementation at the school level
2. Potential additions to the policy

All policy changes will be reviewed by the Regional Director of Operations and sent to the school board for approval.

Signature:

(Signature of the Authorized Representative)

(Printed Name of the Authorized Representative)

Title (Superintendent of Schools, Business Manager, etc.)

(Date of Authorization)

-Draft-

MINUTES

Joint Session

Amistad Academy & Elm City College Preparatory

Boards of Directors

Wednesday, May 28, 2014, 5:30 7:30 p.m.

130 Edgewood Avenue, New Haven

Board Attendance:

ECCP

Magaly Cajigas, ECCP Board - Yes
Erik Clemons, ECCP Board - Yes
Richard Ferguson, ECCP Board - Yes
Carolyn Greenspan, ECCP Board - Yes
Marnie Halsey, ECCP Board - Yes
William Heins, ECCP Board - Yes
Sharon Oster, ECCP Board - Yes
Patricia Pierce, ECCP Board - Yes
Lystra Richardson, ECCP Board - Yes
Laura Saverin, ECCP Board - Yes
Kaitlyn Stasik, ECCP Board - Yes
Pat Sweet, ECCP Board - Yes

Michael Griffin, AA Board - Yes
Melinda Hamilton, AA Board - Yes
Andrew Lachman, AA Board - Yes
Jane Levin, AA Board - Yes
Paul McCraven, AA Board - Yes
Khadijah Muhammad, AA Board - Yes
William Powers, AA Board - Yes
Michael Thomas, AA Board - Yes
Caroline Williams, AA Board - Yes

Others in Attendance

Max Polaner, Brownsville Board - Yes
Gaylord Bourne, AF Network Support - Yes
Brian Cooney, AF Network Support - Yes
D. Scot Kerr, AF Network Support - Yes
Kelonda Maull, AF Network Support - Yes
Sharon Richards, AF Network Support - Yes
Amanda Alonzy, School Leadership - Yes
Hillary Bridges, AF Network Support - Yes
Andrew Poole, School Leadership - Yes

Amistad:

Katrin Czinger, AA Board - Yes
Lorraine Gibbons, AA Board - Yes

Call to order (Melinda Hamilton)

No Public Comment

Melinda announced that she's stepping down from the board once a successor is identified

Reports:

Principal Reports (Amanda Alonzy, Andrew Poole)

Amanda:

1. Most challenging grades are where students are taking the state tests - we are trying to make sure we have robust goals for all grade levels
2. Students in every grade take an end of the year reading test
3. In Math, we are adding tutoring in all grade levels to boost students who are struggling

4. Professional development: Focus on practice based PD
5. SBAC is the new computer based test which will replace the former CMT. Students in grades 3-8 take them. There are 2 reading and 2 math tests. Students have to fully type essays on the computer - we need to do more next year to help students with this skill. The tests are not timed, so students can take as long as they need. Students seem to feel very comfortable with the technology and the test is slightly lower stress than the old CMT.

Andrew:

1. End of the Year Goal - 90% proficient and 40% advanced.
 - a. Kindergarten and first grade are doing well. Scholars that are on the brink on getting "Whatever it takes" Interventions.
 - b. Second grade - we will hopefully get there by the end of the year
 - c. Third and Fourth grade - we made tremendous growth in IA results, however, these 2 grades are typically challenging for us to reach our goal

Report of the Governance Committees (Marnie Halsey)

- Amistad board and ECCP board are meeting together to share practices, but acting independently.
- One agenda items for the next meeting is to discuss leadership changes for Amistad Academy and discuss hiring officers for next year.
- The committee is developing a pipeline of potential candidates and encourages everyone to suggest potential members.
- Everyone received an individualized board involvement report to let directors know how involved they were. We plan to provide these reports in June and November each year. Marnie encourage everyone to provide feedback and point out potential inaccuracies.

Updates:

Achievement First updates

Chastity Lord, Chief External Officer, provided an AF update regarding the CXO teams:

- Enabled by internal transitions CXO teams will be restructured to provide greater geographic focus around community engagement:
 - Marketing will become Brand Strategy
 - Team External will become more focused on community involvement, student recruitment, and advocacy-
 - Authorizer Relations will move to a newly created team and
 - Board Relations will move under Team Development

Board Retreat Planning

Board retreat will happen on July 21st in CT. We will do a deeper dive into the issues around our work. We will balance activities between learnings and problem solving. Board members will answer the following questions:

1. I would like to learn more about...
2. I would like to work with directors to create a solution for...

Board members submitting suggestions of what they would like to discuss on index cards for Scot's review.

Transition to Individual Board Meetings

Elm City
Board of Directors
Wednesday, May 28, 2014
130 Edgewood Avenue, Amistad Room

Board Attendance:

Magaly Cajigas, ECCP Board - Yes
Erik Clemons, ECCP Board - Yes
Richard Ferguson, ECCP Board - Yes
Carolyn Greenspan, ECCP Board - Yes
Marnie Halsey, ECCP Board - Yes
William Heins, ECCP Board - Yes
Sharon Oster, ECCP Board - Yes
Patricia Pierce, ECCP Board - Yes
Lystra Richardson, ECCP Board - Yes
Laura Saverin, ECCP Board - Yes
Kaitlyn Stasik, ECCP Board - Yes
Pat Sweet, ECCP Board – Yes
Kelonda Maull, AF Network Support - Yes

Dick Ferguson called the meeting to order at 6:55pm.

No public comment

Board Business:

Mr. Ferguson asked the Board to review the following resolutions and approve.

Approve minutes of March 26, 2014 meeting

NOW THEREFORE BE IT RESOLVED THAT, the Board of Directors of Elm City College Preparatory hereby approves the 3/26/14 Meeting Minutes as drafted.

Moved by: Carolyn Greenspan

Seconded by: Laura Saverin

All In Favor

Financial Report as of April 30, 2014

- Ms. Saverin gave a brief update on the current financial report and discussed the deficit and surplus for the entire charter. She then opened for questions.
- Mr. Clemons asked about enrollment and open seats in reference to the current budget. The board discussed teacher hiring.

NOW THEREFORE BE IT RESOLVED THAT, the Board of Directors of Elm City College Preparatory hereby accepts the YTD financial report dated 4/30/14 as presented.

Moved by: Marnie Halsey

Seconded by: Will Heins

All In Favor

Sharon left the meeting at 7:00pm

Budget approval for 2014-15

- The Board discussed the 2014-15 budgets and explained the costs for next year.
- Ms. Saverin discussed the upcoming state per pupil funding and explained that philanthropy needs will be higher this year.
- She discussed debt for building the new Amistad High School and explained all these costs are included into the budget and philanthropy covers such costs.
- The board discussed bussing and special education costs between New Haven, Hartford and Bridgeport. She explained the schools are shifting to a two year budget cycle to accept seats in all grades and have larger classroom sizes.
- Mr. Ferguson spoke to Ken Paul's philanthropic work and expressed it is up to the Board to advocate for our schools and every conversation we have will reach others. The Board discussed community engagement more in depth and the immense role they play in showing why Achievement First schools are important. Ms. Saverin opened for questions.
- The Board discussed the need to continue conversations of expanding and the need for district funding in each city.

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

Preparatory hereby approves the financial budget as recommended by the Finance Committee and prepared by Achievement First for the 2014-15 fiscal year.

Moved by: Carolyn Greenspan
Seconded by: Marnie Halsey
All in Favor

Approve revised Financial Policies & Procedures regarding Payment of Invoices
Mr. Ferguson asked the board to approve the Financial Policies & Procedures regarding Payment of Invoices.

WHEREAS Achievement First is responsible for accounting services including the timely payment of invoices, AND WHEREAS Elm City College Preparatory is responsible for the approval to pay invoices whether by signed check or approved invoice

NOW THEREFORE BE IT RESOLVED THAT, The Board of Directors of Elm City College Preparatory approves a revised policy for payment of invoices to enable the electronic processing of invoices and their approval for payment as drafted.

Moved by: Pat Sweet
Seconded by: Erik Clemons
All In Favor

Authorize Chairman to Execute the Healthy Food Certificate

Mr. Ferguson asked the board to approve the Healthy Food Certificate.

NOW THEREFORE BE IT RESOLVED THAT, the Board of Directors of Elm City College Preparatory hereby authorizes the Board Chairman to certify that we will meet the standards specified in Section 10-215e of the Connecticut General Statutes for the period July 1, 2014 through June 30, 2015.

Moved by: Will Heins
Seconded by: Laura Saverin
All in Favor

Re-elect board members

Mr. Ferguson gave background to re-electing the below board members. The Board discussed the below members after they exited the room at 7:35pm. Dick Ferguson asked the board to re-elect the members. Board members returned to the meeting at 7:37pm.

- Lystra M. Richardson, Class II Director with a term expiring 6/30/17
- Erik Clemons, Class II Director with a term expiring 6/30/17

- Patricia Pierce, Class II Director with a term expiring 6/30/17

Moved by: Marnie Halsey
Seconded by: Laura Saverin
All in Favor

Re-elect officers

Officers left the room at 7:36pm and returned at 7:38pm. Marnie asked the Board to re-elect officers.

Re-elect officers

- Chairman - Dick Ferguson
- Vice-Chair - William Heins
- Treasurer - Laura Saverin
- Secretary - Lystra Richardson

Moved by: Carolyn Greenspan
Seconded by: Eric Clemons
All in Favor

Board Discussion

Ms. Magaly Cajigas showed a skit from her daughter's 5th grade class during teacher appreciation week.

Ms. Magaly Cajigas asked the board to attend the Elm City Colors night on June 19.

Magaly Cajigas left the meeting at 7:43pm.

Executive Session to discuss principal Professional Growth Plan (PGP)

Enter Executive Session:

Moved by: Eric Clemons
Second by: Will Heins
All in Favor

The Principal Committee gave the Board an update on the Professional Growth Plan calls that took place in April for Rebecca Good and Andrew Poole.

Leave Executive Session:

Moved by: Eric Clemons
Second by: Pat Sweet
All in Favor

Meeting adjourned at 7:52pm.

Moved: Lystra Richardson
Second: Carolyn Greenspan
All in Favor

Minutes taken by: Kelonda Maull, External Relations Coordinator

Achievement First CT Joint Board Retreat
Amistad Academy
Elm City College Preparatory
Achievement First Bridgeport Academy
Achievement First Hartford Academy
July 21, 2014, 12 - 5 pm
Amistad Academy Elementary School
130 Edgewood Avenue, New Haven

The following directors and staff were in attendance:

Bill Bouton, Legal Resources - Yes	Barry Jacobson, AFHA Board - No
Susan Shankman, Guest - Yes	Jean LaVecchia, AFHA Board - No
Brianne Gilkes, Guests - Yes	James Morton, AFHA Board - No
Brittney Graham, Guests - Yes	John Motley, AFHA Board - No
Lorraine Gibbons, AA Board - Yes	Colleen Palmer, AFHA Board - No
Michael Griffin, AA Board - Yes	Nyema Pinkney, AFHA Board - No
Jane Levin, AA Board - Yes	Marshall Ruben, AFHA Board - No
Khadijah Muhammad, AA Board - Yes	Angela Scott, AFHA Board - No
Katrin Czinger, AA Board - No	Magaly Cajigas, ECCP Board - Yes
Sheri Gellman, AA Board - No	Erik Clemons, ECCP Board - Yes
Toni Harp, AA Board - No	Richard Ferguson, ECCP Board - Yes
Howard Hill, AA Board - No	Carolyn Greenspan, ECCP Board - Yes
Dorsey Kendrick, AA Board - No	Marnie Halsey, ECCP Board - Yes
Andrew Lachman, AA Board - No	William Heins, ECCP Board - Yes
Paul McCraven, AA Board - No	Patricia Pierce, ECCP Board - Yes
Michael Van Leesten, AA Board - No	Lystra Richardson, ECCP Board - Yes
Caroline Williams, AA Board - No	Laura Saverin, ECCP Board - Yes
James Bennett, AFBA Board - Yes	Kaitlyn Stasik, ECCP Board - Yes
Andrew Boas, AFBA Board - Yes	Pat Sweet, ECCP Board - Yes

Debra Hertz, AFBA Board - Yes	Sharon Oster, ECCP Board - No
Chris Kunhardt, AFBA Board - Yes	Deb Quinsee, ECCP Board - No
Marlene Macauda, AFBA Board - Yes	Sarah Blanton, AF Network Support - Yes
Ed Raice, AFBA Board - Yes	Hillary Bridges, AF Network Support - Yes
Judy Andrews, AFBA Board - No	Candice Dormon, AF Network Support - Yes
Dick Kalt, AFBA Board - No	Elandria Jackson, AF Network Support - Yes
Harold Kamins, AFBA Board - No	D. Scot Kerr, AF Network Support - Yes
Cornelius Medas, AFBA Board - No	Jennifer Lindsay, AF Network Support - Yes
Wiley Mullins, AFBA Board - No	Bridget Mercier, AF Network Support - Yes
Max Perez, AFBA Board - No	Ken Paul, AF Network Support - Yes
Lankford Wade, AFHA Board - Yes	Tony Siddall, AF Network Support - Yes
Nancy Zwiener, AFHA Board - Yes	Robyn Silverman, AF Network Support - Yes
Laura Estes, AFHA Board - No	

A meeting of the joint boards of Achievement First Connecticut schools on July 21, 2014 at Amistad Academy.

I. Call to Order & Attendance

The meeting was called to order by Dick Ferguson at 12:26pm.

II. High School Programs

Chris Bostock, Principal of Amistad Academy High school, provided an overview of the Amistad High School program.

Mr. Bostock presented the three main goals of Amistad Academy High; 85% of students graduate from college in four years, 100% in six years, and 50% from top colleges. He described the three pillars of Amistad's college graduation strategy which includes exceptionally high standards, development in strong teachers and leaders, and support for scholars in the college process. He lauded the program as an example of what schools that serve high needs populations must accomplish and successfully prepare students for "the next economy."

Mr. Bostock detailed the four year college process which begins with the college readiness seminar for 9th graders and reaches its zenith in 12th grade. Students and families are supported

in every aspect of the process including helping them to create their college lists of “best fit” schools that meet their academic, social/emotional, and financial needs. Mr. Bostock described his hope that all AF graduates are able to pass what he calls, “the dorm room test” whereby AF alums “hang out” in their dorm rooms and engage with their peers on topics like literature, art, science, pop culture, and more.

III. Board Objectives & Theory of Change

Tony Siddall, Senior Director of Governance & Authorizer Relations, Team External Relations, gave a presentation that covered the role that boards can play in relation to Achievement First’s “Theory of Change.” Mr. Siddall framed his explanation with two points of reference; 1) Board members as public officials who hold AF accountable and 2) Board members as active participants in building the future strategy of AF schools. Mr. Siddall presented the following as counterparts to the four-part “Theory of Change.”

- Become an excellence and equity exemplar
 - Board members are well positioned to help identify blind spots between network strategy and school reality.
- Concentrate our impact geographically
 - Board members are well positioned to take on community specific roles and serve as ambassadors in our communities.
- Open more gap-closing schools
 - Board members are well positioned to help AF close the structural funding gap in Connecticut by advocating for AF and communicating our philanthropic need to their networks.
- Sharing with and learning from others
 - Board members are well positioned to provide areas of expertise and experience to schools as AF seeks to become an open source organization.

IV. Workshop Groups

Board members split into three working session groups of their choice; Scholar Support and Systems, Board Goals, and Community Engagement to discuss these topics.

At the end of each working session all board members collectively shared with the group.

- Scholar Support and Systems
 - Chris Kundhart, AF Bridgeport Board member, shared that his group spoke primarily about summer internships for students and looking forward to an active strategy to surpass the number of internships from Summer 2014 for the number in Summer 2015.
- Board Goals
 - Marnie Halsey, Elm City College Prep Board member, shared that her group spoke about governance needs for the upcoming school year as well as exciting opportunities for engagement with students and families.

- Community Engagement
 - Magaly Cajigas, Elm City College Preparatory Parent Representative, shared that her group spoke about the continued need to deeply engage and build relationships within our communities. She explained that work can be done to forge new relationships in addition to strengthening our current relationships. In addition, the group discussed how parents are our strongest advocates and how we can continue to empower families.

V. Q&A and Greenfield Update

Dacia Toll, Co-CEO & President, Achievement First, provided updates on student achievement data, suspension data, and AF's two strategies for continuous increases student achievement following by a Q&A. Ms. Toll explained the timeframe and nuances for receiving and analyzing the test scores for the new Common Core-aligned Smarter Balance test that Achievement First's Connecticut scholars completed during the 2013-14 school year. Ms. Toll announced that although AF has more work to do to reduce suspensions, in one year AF schools had a 30% reduction in suspensions. Ms. Toll also described the four pillar approach designed to help AF take "Big Steps" forward as an organization; setting a College Ready Bar, focusing on Intellectual Engagement in Planning & Instruction, solidifying Vibrant School Cultures, and developing "bright spots" to Cultivate Excellence.

Ms. Toll provided an update on Achievement First's second strategy "Greenfield" in order to continuously drive innovation into the education sector more broadly.

Ms. Toll explained that Achievement First has partnered with the top design firm IDEO to create a blueprint for a new school model. Ms. Toll provided an update on Phase I of the AF Greenfield project and described the three anchors for the new model; accelerated expectations of academic achievement, student ownership and personalization of their hard work, and an awesomely powerful community for students, teachers, parents, and families. Ms. Toll explained the model will require a huge investment in technology and a longer school day.

VI. Connection to the mission

During the Connection to the Mission Board members had the opportunity to hear from three Achievement First graduates who shared their personal experiences attending Achievement First and college. At the end of the panel Board Members asked questions and shared the insights they learned from the guests.

VII. Adjourn

Mr. Kerr and Elm City College Preparatory Board Chair, Richard Ferguson closed the meeting expressing thanks to our Connection to the Mission guests.

The meeting was adjourned at 4:57 by Richard Ferguson

Financial Materials for Elm City Board Meeting on Sept. 17th, 2014

Executive Summary

9/14/2014

Note that enrollment amounts are not finalized until Oct. 1st with the State of Connecticut, so current estimates are preliminary. However, all Elm City academies are on track to be fully enrolled as of the end of August.

July 2014 to August 2014 actual vs. budget – Elm City Elementary

- Elm City elementary has started the year on track with its budget. Spending is lower in a number of areas, but this is likely just a timing issue. The school has not yet adjusted its forecast given how early it is in the year.

July 2014 to August 2014 actual vs. budget – Elm City Middle

- Elm City middle is also on track with its budget. It has chosen not to show a bonus at this point, either on the revenue or cost sides. It is also running below budget in personnel costs, but had higher costs in a number of non-personnel areas over the summer.

August 31, 2014 consolidated balance sheet

- The cash position was \$6.9 million at the end of the period, up from \$5.3 million at the end of April. This is due to receiving the July per pupil as well as facilities funding for the high school.

Financial Materials for AF Amistad HS for Board Meeting on Sept. 17th, 2014

Executive Summary

9/14/2014

Note that enrollment amounts are not finalized until Oct. 1st with the State of Connecticut, so current estimates are preliminary. However, all Amistad academies are on track to be fully enrolled as of the end of August.

July 2014 to August 2014 actual vs. budget – AF Amistad High

- Amistad high school has started the year on track with its budget. Variances exist in salaries, which are tracking below budget but may be increased later in the year, and are higher than budgeted in areas of supplies and transportation.

Elm City College Prep -- consolidated (note that this includes the portion of the HS that is allocated to Elm City, not the entire HS)

Actuals as of:

8/31/2014



	YEAR TO DATE				Full Year			Comments to Board
	Budget	Actual	Variance (Actuals-Budget)		Budget	Forecast	Variance (Actuals-Budget)	
Income								
Total General Operating Revenue	2,704,333	2,736,361	32,028	-	6,818,000	6,818,000	-	Final enrollment is not set until Oct. 1st, but at the moment appears to be on track. MS not budgeting for bonus
Total Other Public Revenues	222,342	129,415	(92,927)	0	747,858	670,749	(77,109)	
Total Special Education Funding	95,407	-	(95,407)	0	193,274	193,274	-	
Total Public Revenue	3,022,082	2,865,775	(156,307)	0	7,759,133	7,682,023	(77,109)	
Total Private Revenue	953,333	22,592	(930,741)	0	2,000,000	2,000,000	-	
Total Other Revenue	9,065	936	(8,129)	0	44,390	44,390	-	
Total Income	3,984,481	2,889,303	(1,095,177)	0	9,803,523	9,726,413	(77,109)	
Expenses								
Personnel Expenses								
School Salaries and Wages								Salaries tracking slightly below budget
Total School Salaries and Wages	2,098,028	2,098,982	954	0	4,974,279	4,793,970	(180,310)	
Total Other Personnel Costs	20,110	32,625	12,514	0	141,647	154,280	12,633	
Total Salaries and Wages	2,118,139	2,131,607	13,468	0	5,115,926	4,948,249	(167,677)	
Total Bonuses	103,126	(8,172)	(111,298)	0	225,721	150,546	(75,176)	MS not budgeting for bonus
Total Taxes & Benefits	374,497	373,276	(1,221)	0	912,596	931,368	18,772	
Total Temporary Staff	18,104	8,949	(9,156)	0	58,625	54,625	(4,000)	
Total Personnel Expenses	2,613,866	2,505,659	(108,207)	0	6,312,868	6,084,788	(228,080)	
Non - Personnel Expenses (OTPS)	0	0	0	0	0	0	0	
Total Program Support Activities	47,240	59,980	12,740	0	250,438	276,657	26,219	Busing at HS Somewhat higher spending than expected during summer Somewhat higher spending than expected during summer Somewhat higher spending than expected during summer
Total Program Materials & Supplies	120,772	77,589	(43,183)	0	308,107	316,121	8,014	
Total Operations	121,913	169,589	47,677	0	461,318	466,974	5,656	
Total Technology	280,695	209,879	(70,816)	0	420,720	457,607	36,887	
Total General & Administrative	71,760	98,895	27,134	0	202,103	236,827	34,724	
Total Physical Plant	366,674	338,900	(27,773)	0	809,116	848,981	39,865	
Total Supplemental Program	9,858	11,444	1,586	0	29,521	28,121	(1,400)	
Direct to School Services	73,542	46,667	(26,875)	0	161,250	161,250	-	
AF Charter Management Fee	287,538	162,661	(124,877)	0	727,317	727,220	(97)	
Total Non Personnel Expenses	1,379,990	1,175,602	(204,388)	0	3,369,889	3,519,757	149,867	
Total Operating Expenses	3,993,857	3,681,261	(312,595)	0	9,682,757	9,604,545	(78,212)	
Contingencies	47,826	-	(47,826)	0	108,591	79,000	(29,591)	
Total Expenses	4,041,683	3,681,261	(360,421)	0	9,791,348	9,683,545	(107,804)	
Surplus / (Deficit)	(57,202)	(791,958)	(734,756)	0	12,174	42,869	30,694	

(Plus) Estimated capitalizable expenses 252,673

(Less) Estimated depreciation expense for expenses incurred in the current and previous years (321,773)

(Plus) Estimated philanthropy received at Achievement First due school 15,159

Adjusted Surplus/(Deficit) (845,900)

Estimated Capitalizable Expenses include those assets acquired this year and currently charged against Expenses, which will be transferred to Fixed Assets at the current year end.

Depreciation for current and past years includes an estimate of the current year depreciation attributable to assets acquired during the year and in prior years. It is based on a 3 year depreciation for technology, 5 years for furniture and 10 years for site improvements.

This is philanthropy received by AF which is not designated to a specific school, so sits at AF until the proper distribution is determined. The amount due a specific schools is an estimate until the final accounting is done for the year.

Elm City College Preparatory Elementary School

Actuals as of:

8/31/2014



	YEAR TO DATE			Full Year			Comments to Board
	Budget	Actual	Variance (Actuals-Budget)	Budget	Forecast	Variance (Actuals-Budget)	
Income							
Total General Operating Revenue	542,667	566,720	24,053	3,256,000	3,256,000	-	Final enrollment is not set until Oct. 1st, but at the moment appears to be on track.
Total Other Public Revenues	33,308	-	(33,308)	418,594	418,594	-	
Total Special Education Funding	11,334	-	(11,334)	68,007	68,007	-	
Total Public Revenue	587,309	566,720	(20,589)	3,742,601	3,742,601	-	
Total Private Revenue	78,333	5	(78,329)	470,000	470,000	-	
Total Other Revenue	6,878	472	(6,405)	41,265	41,265	-	
Total Income	672,520	567,197	(105,323)	4,253,866	4,253,866	-	
Expenses							
Personnel Expenses							
School Salaries and Wages							Salaries tracking slightly below budget
Total School Salaries and Wages	354,647	348,656	(5,990)	2,127,879	2,127,879	-	
Total Other Personnel Costs	-	2,190	2,190	70,480	70,480	-	
Total Salaries and Wages	354,647	350,846	(3,801)	2,198,359	2,198,359	-	
Total Bonuses	-	-	-	85,047	85,047	-	
Total Taxes & Benefits	68,581	63,027	(5,554)	417,186	417,186	-	
Total Temporary Staff	7,083	8,149	1,066	42,500	42,500	-	
Total Personnel Expenses	430,311	422,022	(8,289)	2,743,092	2,743,092	-	
Non - Personnel Expenses (OTPS)							
Total Program Support Activities	2,000	7,729	5,729	79,800	79,800	-	Lower spending to date, but expect to catch up
Total Program Materials & Supplies	40,835	7,670	(33,165)	177,440	177,440	-	
Total Operations	1,250	53,991	52,741	186,020	186,020	-	Lower spending to date, but expect to catch up
Total Technology	108,739	21,407	(87,332)	206,190	206,190	-	
Total General & Administrative	11,542	18,627	7,086	98,490	98,490	-	
Total Physical Plant	50,000	48,499	(1,501)	296,000	296,000	-	
Total Supplemental Program	-	-	-	-	-	-	
Direct to School Services	12,167	-	(12,167)	73,000	73,000	-	Not charged yet
AF Charter Management Fee	58,731	-	(58,731)	352,385	352,385	-	Not charged yet
Total Non Personnel Expenses	285,263	157,924	(127,339)	1,469,326	1,469,326	-	
Total Operating Expenses	715,574	579,946	(135,628)	4,212,418	4,212,418	-	
Contingencies	6,833	-	(6,833)	41,000	41,000	-	
Total Expenses	722,407	579,946	(142,461)	4,253,418	4,253,418	-	
Surplus / (Deficit)	(49,887)	(12,749)	37,138	448	448	-	

Elm City College Preparatory Middle School

Actuals as of:

8/31/2014




	YEAR TO DATE			Full Year			Comments to Board
	Budget	Actual	Variance (Actuals-Budget)	Budget	Forecast	Variance (Actuals-Budget)	
Income							
Total General Operating Revenue	1,960,000	1,979,460	19,460	2,352,000	2,352,000	-	Final enrollment is not set until Oct. 1st, but at the moment appears to be on track.
Total Other Public Revenues	186,689	128,689	(58,000)	236,121	159,007	(77,114)	Not yet forecasting a bonus payout
Total Special Education Funding	78,993	-	(78,993)	94,792	94,792	-	
Total Public Revenue	2,225,682	2,108,149	(117,534)	2,682,913	2,605,799	(77,114)	
Total Private Revenue	775,000	7,100	(767,900)	930,000	930,000	-	
Total Other Revenue	2,083	339	(1,744)	2,500	2,500	-	
Total Income	3,002,766	2,115,588	(887,178)	3,615,413	3,538,299	(77,114)	
Expenses							
Personnel Expenses							
School Salaries and Wages							
Total School Salaries and Wages	1,586,227	1,594,026	7,798	1,903,473	1,765,543	(137,930)	Salaries forecast to be below budget
Total Other Personnel Costs	19,110	23,395	4,285	23,888	36,446	12,558	
Total Salaries and Wages	1,605,338	1,617,420	12,083	1,927,361	1,801,989	(125,372)	
Total Bonuses	103,126	-	(103,126)	103,126	26,988	(76,139)	Not yet forecasting a bonus
Total Taxes & Benefits	279,532	284,429	4,897	333,999	351,798	17,799	
Total Temporary Staff	10,417	160	(10,257)	12,500	8,500	(4,000)	
Total Personnel Expenses	1,998,412	1,902,010	(96,403)	2,376,986	2,189,275	(187,712)	
Non - Personnel Expenses (OTPS)							
Total Program Support Activities	45,157	48,458	3,302	83,400	108,369	24,969	
Total Program Materials & Supplies	67,881	55,839	(12,042)	80,170	84,293	4,123	
Total Operations	120,600	113,849	(6,751)	149,600	147,756	(1,844)	
Total Technology	141,850	177,830	35,981	158,265	194,504	36,239	Higer spending over summer than expected
Total General & Administrative	54,700	69,549	14,849	61,400	96,124	34,724	Higer spending over summer than expected
Total Physical Plant	284,800	276,930	(7,870)	338,000	377,865	39,865	Higer spending over summer than expected
Direct to School Services	58,333	46,667	(11,667)	70,000	70,000	-	
AF Charter Management Fee	207,898	162,661	(45,237)	249,477	249,380	(97)	
Total Non Personnel Expenses	981,219	951,784	(29,435)	1,190,313	1,328,291	137,978	
Total Operating Expenses	2,979,631	2,853,793	(125,838)	3,567,299	3,517,566	(49,733)	
Contingencies	37,159	-	(37,159)	44,591	15,000	(29,591)	
Total Expenses	3,016,791	2,853,793	(162,998)	3,611,890	3,532,566	(79,325)	
Surplus / (Deficit)	(14,025)	(738,205)	(724,180)	3,522	5,733	2,211	

Amistad Academy High School

Actuals as of:
8/31/2014



8/31/2014



	YEAR TO DATE			Full Year			Comments to Board	Full Year	Full Year	Full Year
	Budget	Actual	Variance (Actuals-Budget)	Budget	Forecast	Variance (Actuals-Budget)		Forecast	Forecast	Forecast
Income										
Total General Operating Revenue	806,667	760,724	(45,943)	4,840,000	4,840,000	-	Final enrollment is not set until Oct. 1st, but at the moment appears to be on track.	1,605,765	1,018,290	1,292,445
Total Other Public Revenues	9,380	2,904	(6,476)	372,574	372,591	17		251,892	159,736	202,742
Total Special Education Funding	20,317	-	(20,317)	121,901	121,901	-		8,200	5,200	6,600
Total Public Revenue	836,364	763,628	(72,736)	5,334,475	5,334,492	17		1,865,857	1,183,226	1,501,787
Total Private Revenue	400,000	61,950	(338,050)	2,400,000	2,400,000	-		769,399	487,912	619,272
Total Other Revenue	417	497	80	2,500	2,500	-		1,025	650	825
Total Income	1,236,780	826,075	(410,706)	7,736,975	7,736,992	17		2,636,281	1,671,788	2,121,885
Expenses										
Personnel Expenses										
School Salaries and Wages										
Total School Salaries and Wages	628,618	625,203	(3,415)	3,771,710	3,602,190	(169,520)	Salaires are currently forecast to be somewhat below budget, but may catch up during the	1,312,407	832,258	1,056,328
Total Other Personnel Costs	4,000	28,160	24,160	189,115	189,415	300		67,498	42,804	54,328
Total Salaries and Wages	632,618	653,363	20,745	3,960,825	3,791,605	(169,220)		1,379,906	875,062	1,110,656
Total Bonuses	-	(32,688)	(32,688)	150,192	154,045	3,853		130,707	82,888	105,204
Total Taxes & Benefits	105,536	103,278	(2,259)	645,641	649,534	3,894		242,307	153,658	195,028
Total Temporary Staff	2,417	2,557	140	14,500	14,500	-		6,203	3,934	4,993
Total Personnel Expenses	740,571	726,510	(14,062)	4,771,157	4,609,685	(161,473)		1,759,123	1,115,542	1,415,880
Non - Personnel Expenses (OTPS)										
Total Program Support Activities	333	15,169	14,835	348,950	353,950	5,000	Slightly higher supplies costs. Higher anticipated spending on busing.	140,671	89,206	113,223
Total Program Materials & Supplies	48,223	56,319	8,096	201,988	217,550	15,562		92,379	58,582	74,354
Total Operations	250	6,994	6,744	502,791	532,791	30,000		157,850	100,100	127,050
Total Technology	120,424	42,563	(77,861)	225,057	227,650	2,593		81,662	51,786	65,728
Total General & Administrative	22,075	42,875	20,800	168,850	168,850	-		68,455	43,410	55,098
Total Physical Plant	127,494	53,884	(73,610)	700,465	700,465	-		104,960	66,560	84,480
Total Supplemental Program	39,431	45,775	6,344	118,083	112,483	(5,600)		48,380	30,680	38,940
Direct to School Services	12,167	-	(12,167)	73,000	73,000	-		28,700	18,200	23,100
AF Charter Management Fee	83,636	-	(83,636)	501,818	501,820	2		163,867	103,916	131,893
Total Non Personnel Expenses	454,033	263,579	(190,454)	2,841,003	2,888,559	47,557		886,924	562,440	713,866
Total Operating Expenses	1,194,604	990,088	(204,516)	7,612,160	7,498,244	(113,916)		2,646,048	1,677,981	2,129,746
Contingencies	15,333	-	(15,333)	92,000	92,000	-				
Total Expenses	1,209,938	990,088	(219,850)	7,704,160	7,590,244	(113,916)		2,646,048	1,677,981	2,129,746
Surplus / (Deficit)	26,843	(164,013)	(190,856)	32,815	146,748	113,933		(9,767)	(6,194)	(7,861)



**Elm City
Balance Sheet as of August 31, 2014**

	ELM CITY BALANCE SHEET @ 4/30/14	ELM CITY BALANCE SHEET @ 8/31/14	Change	Comments
Assets				
Current Assets				
Total Cash & Cash Equivalents	5,265,673	6,854,160	1,588,487	
Total Accounts Receivable	81,172	79,932	(1,240)	
Total Other Current Assets	<u>1,309,696</u>	<u>1,045,538</u>	(264,158)	Significant payoffs to high school and significant receipts from AF. Net amount left is remaining amounts due from AF.
Total Current Assets	6,656,542	7,979,630	1,323,088	
Total Long-term Assets	<u>17,325,293</u>	<u>23,834,328</u>	<u>6,509,035</u>	Primarily property and equipment. Increase due to work on Amistad HS.
Total Assets	<u>23,981,835</u>	<u>31,813,958</u>	<u>7,832,123</u>	
Liabilities				
Short-term Liabilities				
Total Accounts Payable	20,808	4,572	(16,236)	
Total Deferred Revenue	1,175,155	718,854	(456,301)	Represents recognition of revenue received in July for use in Sept.
Total Other Short-term Liabilities	(2,774)	<u>72,691</u>	<u>75,465</u>	Increases in accruals at end of year (retirement, bonuses)
Total Short-term Liabilities	1,193,188	796,117	(397,071)	
Long-term Liabilities				
Total Long-term Liabilities	1,798,783	4,536,361	2,737,578	Increase in debt related to high school building
Total Other Long-term Liabilities	<u>2,500,000</u>	<u>1,500,000</u>	(1,000,000)	Reduction in debt related to current buildings
Total Long-term Liabilities	<u>4,298,783</u>	<u>6,036,361</u>	<u>1,737,578</u>	
Total Liabilities	<u>5,491,971</u>	<u>6,832,478</u>	<u>1,340,507</u>	
Total Net Assets	<u>18,480,036</u>	<u>24,971,652</u>	<u>6,491,616</u>	
Total Liabilities and Net Assets	<u>23,972,007</u>	<u>31,804,130</u>	<u>7,832,123</u>	

TO: Sponsors of the National School Lunch and Breakfast Programs that have
Certified for Six Cents Certification in School Years 2012-13 and 2013-14

FROM: John Frassinelli, Chief
Bureau of Health/Nutrition, Family Services and Adult Education

DATE: September 9, 2014

SUBJECT: **Operational Memorandum #54-14**
Addendum to Agreement for Child Nutrition Programs (ED-099):
Attestation of Compliance with Meal Pattern Requirements for School Year
2014-15



As of October 1, 2012, the Healthy, Hunger-Free Kids Act of 2010 (Public Law 111-296) required that an additional six cents per lunch reimbursement be provided to school food authorities (SFAs) certified by the 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.

All SFAs that became Six Cents Certified during the 2012-13 and 2013-14 school years, must attest that all schools under its jurisdiction 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 2014-15**, as set forth in 7 C.F.R. Parts 210.10 and 220.23, as applicable.

The *Addendum to Agreement for Child Nutrition Programs (ED-099): Attestation of Compliance with Meal Pattern Requirements* is attached and posted on our website. Please note that this form must be submitted prior to **October 1, 2014**, to attest full compliance with meal pattern requirements. **Failure to respond by this date will result in Claims for Reimbursements being withheld.** This addendum covers the period **from the start of the 2014-15 school year through the start of the next school year.**

Please mail a signed original to Maria Santini, Child Nutrition Programs, 25 Industrial Park Road, Middletown, CT 06457.

Questions may be directed to:

COUNTY ASSIGNMENTS	CONSULTANT	E-MAIL AND PHONE
Fairfield County	Fionnuala Brown	fionnuala.brown@ct.gov 860-807-2129
Hartford County (towns/cities beginning with A-R)	Teri Dandeneau	teri.dandeneau@ct.gov 860-807-2079

Hartford County (towns/cities beginning with S-W) Windham County	Susan Alston	susan.alston@ct.gov 860-807-2081
Litchfield County	Allison Calhoun- White	allison.calhoun-white@ct.gov 860-807-2008
Middlesex County Tolland County	Andy Paul	andrew.paul@ct.gov 860-807-2048
New Haven County	Jackie Schipke	jackie.schipke@ct.gov 860-807-2123
New London County	Monica Pacheco	monica.pacheco@ct.gov 860-807-2073

JF:saa

Attachment

Important: This is a numbered Operational Memorandum that contains important program information. Please read carefully and retain in a binder for your future reference. Operational Memoranda are also posted on the Child Nutrition Web site at <http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=320676>.

Connecticut State Department of Education
Addendum to Agreement for Child Nutrition Programs (ED-099)
Attestation of Compliance with Meal Pattern Requirements

Section 1 – Background

As of October 1, 2012, the Healthy, Hunger-Free Kids Act of 2010 (Public Law 111-296) requires an additional 6 cents per lunch reimbursement be provided to school food authorities (SFAs) certified by the 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.

Section 2 – Attestation Statement

I, , as the duly authorized representative of the
(Authorized Representative)

Elm City College Preparatory Board of Directors, do hereby attest that the
(Name of Board of Education of Governing Authority)

aforementioned SFA and all schools under its jurisdiction 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 2014-15, as set forth in 7 C.F.R. Parts 210.10 and 220.23, as applicable. In addition, for school year 2014-15,

Elm City College Preparatory Board of Directors, attests that:
(Name of Board of Education of Governing Authority)

- documentation submitted for certification is representative of the ongoing meal service within the SFA;
- the minimum required food quantities for all meal components are available to students in every serving line;
- all labels and/or manufacturer specifications for food products and ingredients used to prepare school meals indicate zero grams of trans fat per serving;
- the minimum calories required for breakfast served under the Food Based Menu Planning option are offered and available to every student, as applicable; and
- all pre-K meals are compliant with the current meal patterns for the age/grade group being served, as applicable.

I certify that this attestation is true and correct, and therefore, I believe the

Elm City College Preparatory Board of Directors, is eligible for the performance-based
(Name of Board of Education of Governing Authority)
reimbursement.

I understand that if the Connecticut State Department of Education (CSDE) determines the SFA to be noncompliant with one or more of the requirements set forth in this attestation statement, fiscal action will include: deactivating the performance-based reimbursement; disallowance of meals; and/or withholding of payment. In addition, I understand that an attestation of compliance must be submitted annually to the CSDE prior to October 1, to attest full compliance with meal pattern requirements. This addendum covers the period **from the start of the 2014-15 school year through the start of the next school year.**

Signature: _____

(Signature of the Authorized Representative)

(Printed Name of the Authorized Representative)

(Title (Superintendent of Schools, Business Manager, etc.))

(Date of Authorization)

FOR STATE USE ONLY • DO NOT SIGN BELOW THIS LINE

Connecticut State Department of Education

Signature: _____

(Signature of the Authorized Representative)

(Printed Name of the Authorized Representative)

(Title)

(Date of Authorization)

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