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**Achievement First Bridgeport Academy**

**Board of Directors Meeting**

May 21, 2020, 6:00 pm

Zoom Video Conference

**I. Call to Order & Attendance**

The meeting was called to order at 6:02 pm by Dick Kalt. The following board members, constituting a quorum, and Achievement First Staff were in attendance:

Dick Kalt, AFBA Board - Yes	Annedrea Coleman, AF Bridgeport School Leadership
Marlene Macauda, AFBA Board - Yes	Samantha Lucky, AF Bridgeport School Leadership
Debra Hertz, AFBA Board - Yes	Domonique Marshall, AF Bridgeport School Leadership
James Bennett, AFBA Board - Yes	Christina Ellington, AF Network Support
Kimberly Bruce, AFBA Board - No	Michael Hendricks, AF Network Support
Michael Strambler, AFBA Board - Yes	Victor De La Paz, AF Network Support
Ruben Felipe, AFBA Board - Yes	Sarah Blanton, AF Network Support
Ebrima Jobe, AFBA Board - Yes	Ken Paul, AF Network Support
Raj Lakra, AFBA Board - Yes	

**II. Open Session for Public Comment**

There was no public comment.

**III. Approve Minutes**

RESOLVED, the AF Bridgeport Academy Board of Directors hereby approves the meeting minutes from April 16 and April 27, 2020.

Motion by Jim Bennett

Seconded by Marlene Macauda

All in favor

**IV. Discussion and Business**

**A. Principal Reports**

Ms. Annedrea Coleman gave an update on AF Bridgeport Middle School. All scholars have a Chromebook to do schoolwork and if families have internet issues they can submit an "IT ticket" to AF to receive a mifi or receive other assistance. 300 Chromebooks were distributed directly to families from the school building and the remaining Chromebooks were distributed by mail.

Attendance is 96.6% and attendance calls go out on a daily basis to understand why scholars may not have been in their Zoom classes. The attendance rates with remote learning are similar to the attendance rates for in-school learning (pre-pandemic). If students attend all classes, they are marked present. If they attend some but not all, they are considered tardy. If they miss all classes, they are considered absent.

The board discussed with Ms. Coleman the grading and promotion policy. Families have been receiving bi-weekly progress reports and they have access to the student portal so that they understand and can track how their children are doing.

Ms. Coleman talked about how the leaders and teachers are being creative about ensuring joy and fun. They've had "bring your pet to Zoom" day and dance parties.

Dick Kalt spoke about his visits to Zoom classrooms and commended the quality of the instruction and engagement with the scholars.

AFBA Middle School is participating in the National Summer School Initiative which provides a 5-week academic summer program.

Work-life balance continues to be an ongoing conversation. The leadership team is fully hired for next year (80% returning). 72% of teachers are returning. The school is almost fully hired for next year with the exception of some math teachers.

There is an upcoming town hall for families on May 29<sup>th</sup> to gather feedback about remote learning. Family surveys were recently given to families where they will indicate their intent to return.

The Middle School and Elementary School are working together to track matriculation.

There are weekly cohort meetings for principals and regional meetings to discuss work completion, quality, share best practices and support growth areas for individual schools. Michael Hendricks has been leading readiness work for the coming school year. Additionally, all DSOs are meeting in cohort groups to plan for next year.

Michael Hendricks added that the network is planning for three versions of school next year, in person, all remote or a hybrid.

The tentative date for graduation is June 11<sup>th</sup> (on Zoom). The school is printing and mailing certificates and mailing pins to graduating 8<sup>th</sup> graders. The top ten scholars are receiving awards for academic excellence.

Ms. Samantha Lucky gave an update from AF Bridgeport Elementary. The teachers are making videos that the scholars watch and the network is providing a lot of resources, in addition to the three online platforms the school is using to supplement instruction. The AF network is providing most all materials and teachers send home weekly progress reports and have conferences with scholars three times per week.

Survey results show that teachers feel supported by their fellow teachers and the leadership team. They are working to support families and give scholars what they need. Survey results also show that families feel very supported but the challenge currently is navigating the different online platforms especially for the youngest scholars.

School culture is incredibly important and Ms. Lucky shared some of the efforts they are making: yoga day, read outside day, science experiment day. Twice a month, Ms. Lucky is going on Facebook Live (“Live at 5 with Mrs. Lucky!”) where scholars and parents can speak with her directly. They are also doing morning pump-up videos, dance parties, scavenger hunts and trying to keep the kids happy. They are planning a stepping up ceremony and a car parade for the end of the year for 4<sup>th</sup> graders.

Attendance has been in the mid to high 90s with 99% attendance today. Kids and teachers are communicating regularly but they were still struggling to get high results of work completion. They received 88% of work completed yesterday.

Ms. Christina Ellington, regional superintendent, spoke about the outstanding job AF Bridgeport Elementary is doing. She is the regional superintendent and also an AFBA Elementary School parent and she underscored the point that kids are definitely learning and for some scholars, the one on one attention they’re getting from teachers while at home is working very well.

The board had a discussion about reasonable expectations for this time. Ms. Lucky shared that showing care for our families is a top priority. 60% of teachers are also parents. There are situations where the best thing to do is back off and work collaboratively with parents to understand what families can handle and how the school can support them.

AF is planning benchmark testing at the start of the next school year. The last day of school is June 12 and the school year starts again on September 1, 2020. There will be summer homework. The Elementary School is opting into the summer institute for 3<sup>rd</sup> and 4<sup>th</sup> graders.

AF has been working on getting input from staff around sustainability and work-life balance. AF has moved to shorten the school day but because of issues with bussing, AFBA will not be able to shorten the school day.

## B. Chief Financial Officer Report

Victor De La Paz joined the meeting to answer questions about the budget and the financial planning for the next school year. Given the COVID context, there are a set of assumptions that went into the budget planning for next year including an anticipated financial downturn/recession, decreased philanthropy and an overall climate of financial uncertainty making it difficult to predict costs.

Mr. De La Paz reviewed a four-part risk mitigation plan in the event that revenue declines significantly: using savings from FY20 cut backs, stimulus funds, use of balance sheets/reserves and finally mid-year budget cuts.

It is highly likely the budgets will need amendment when there is more clarity on the coming school year.

RESOLVED, the AF Bridgeport Academy Board of Directors hereby ratifies the re-appointment of CohnReznick to perform the financial audit of the 2019-20 fiscal year.

Motion by Raj Lakra

Seconded by Marlene Macauda

All in favor

RESOLVED, the AF Bridgeport Academy Board of Directors hereby approves the financial report as presented.

Motion by Raj Lakra

Seconded by Ebrima Jobe

All in favor

RESOLVED, the AF Bridgeport Academy Board of Directors hereby approves the financial budget as recommended by the Finance Committee and prepared by Achievement First for the 2020-21 fiscal year.

Motion by Jim Bennett

Seconded by Mike Strambler

All in favor

## C. Joint High School Committee Report

Dick Kalt updated the board on the Joint High School Committee Meeting that took place on May 13<sup>th</sup>. Mr. Simon Obas's presentation at that meeting included updates on remote learning,

family satisfaction with the remote learning, college acceptances, teacher hiring, and grade level promotion.

Scholars have taken AP mock exams and Mr. Obas shared that they are reviewing the results. Attendance is high.

97% of seniors have made a final decision on their college plans. Senior Signing Day will take place on Instagram.

#### D. Board Chair Report

Dick Kalt thanked Jim Bennett for his service on the board and he is cycling off on June 30, 2020.

RESOLVED, the AF Bridgeport Academy Board of Directors hereby ratifies the re-election of the following directors with a three year term ending June 30, 2023.

- Debra Hertz
- Ruben Felipe

Motion by Jim Bennett

Seconded by Marlene Macauda

All in favor

RESOLVED, the AF Bridgeport Board of Directors hereby elects Raj Lakra to serve as Treasurer and Mike Strambler to serve as Vice Chair, effective July 1, 2020.

Motion by Marlene Macauda

Seconded by Ebrima Jobe

All in favor

#### V. Adjourn

The meeting was adjourned at 7:45 by Dick Kalt.

Motion by Marlene Macauda

Seconded by Mike Strambler

All in favor