

MINUTES OF A MEETING OF  
THE BOARD OF TRUSTEES OF THE  
**AMANI PUBLIC CHARTER SCHOOL**

**September 12, 2016**

**(INFORMATIONAL MEETING)**

An informational meeting of the Board of Trustees (the “**Board**”) of the Amani Public Charter School (the “**School**”), was held at the School’s facility at 60 South Third Avenue, Mount Vernon, NY on September 12, 2016, beginning at approximately 6:30 pm. local time pursuant to notice duly given.

The following Trustees were present in person at the meeting: Sidney Burke, E. Adell Dowdy, David Eichler, and Robert Jones.

Stephanie McCaine sent her regrets in advance and was not present. Laura Francis, Jim Killoran, and Richard Thomas were not present.

Also present at the meeting were Debra Stern (the School’s Executive Director) and Yasmeen Livingston (the School’s Director of Advancement and Legal). Mr. Burke presided as Chair of the meeting and recorded the minutes as secretary for the meeting.

Attached as Exhibit A are the materials provided to the Board at or prior to the meeting.

After noting that a quorum was *not* present, the Chair called the meeting to order as an *informational meeting* only.

1. Public Comment. The Chair opened the floor for public comment. No one from the public chose to speak.
2. School Snapshot. Mrs. Stern presented the School Snapshot to the Board, including a discussion of insurance coverage (including for the Board), staffing changes and staff recruitment, HR outsourcing and the new organizational structure/responsibilities for the human resources function, operations, instructional matters and faculty observations, enrollment, and upcoming events. Members of the Board asked various questions of Mrs. Stern, which were answered.
3. Fundraising. Mrs. Livingston provided an update to the Board regarding fundraising and various related activities, including the GoFundMe effort for the School’s library, the School’s new website, a grant application that has been submitted, and a planned fundraiser in December. Mrs. Livingston also discussed with the Board the need for Board

member support in a letter-writing campaign to raise funds, and provided the Board with materials for this campaign.

4. Legal / School Policies. Mrs. Livingston then described various training programs that the School was implementing related to harassment and related matters. She also described proposed changes to the School’s employee handbook and other School documents and policies relating to various matters, including the School’s vacation policy, staff dress policy, BYOD (“bring your own device”) policy, and parent consent forms for the receipt of text notifications.

5. Prior Meeting Minutes. Mr. Jones suggested certain changes to the minutes of the Board’s meeting on July 11, 2016, which will be incorporated into a revised draft that will be circulated to the Board for approval at the next meeting.

6. Items for Next Meeting.

- ED self-evaluation
- Investment of operating reserve
- Additional bank signatory
- Data follow-up

7. Adjournment. There being no further business to come before the Board, the meeting was adjourned.

Respectfully submitted,

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Sidney Burke  
Secretary for the Meeting

APPROVED:

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E. Adell Dowdy  
Vice Chair

## **EXHIBIT A**

[Board materials attached]

**EXHIBIT B**

Resolutions of the  
Board of Trustees (the “**Board**”)  
of the  
Amani Public Charter School (the “**School**”)

September 12, 2016

None.