

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

**January 13, 2020**

A 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 January 13, 2020, 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, Stephanie Edwards, Tamara Houston, and Patrick Smith. Derrick Dunlap, Gene Johnson, and Jim Killoran were not present.

Also present at the meeting were the following School employees: Debra Stern, Phil Salmon, and Jamel Scott.

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 present, the Chair called the meeting to order.

1. Public Comment. The Chair opened the floor for public comment. No one from the public chose to speak.

2. Approval of Prior Minutes. The minutes of the Board meeting held on December 9, 2019, were reviewed and unanimously approved.

3. Board Members. Mr. Burke noted that this was the third meeting in a row that Mr. Dunlap had been absent, and that Mr. Dunlap had not completed his application materials for approval by NYSED. Mr. Burke also noted that he had reached out to Mr. Dunlap to see if he was interested in continuing to serve on the Board, and had not received a response. The Board concluded that Mr. Dunlap was no longer a member of the Board, although there was no need to act to remove him from the Board since he had not been approved by NYSED.

4. Committees / Officers. The Board discussed the vacancies on the Executive Committee and as Vice Chair as a result of Mr. Dunlap leaving the Board. Members of the Board agreed to continue considering who would serve as Vice Chair. Following discussion, upon motion duly made and seconded, the resolutions attached as Exhibit B hereto were unanimously approved.

5. Mission Moment. Mrs. Stern described to the Board the 6<sup>th</sup> graders’ Ancient Egypt Museum Project.

6. Staff Appreciation / Career Day. Mrs. Stern and Mr. Scott discussed with the Board the desire to improve the staff lounge as a form of staff appreciation. The Board discussed various options and considerations with the staff. Mrs. Stern and Mr. Scott agreed to come back to the Board with a vision for the renovated lounge and specific requests. Mrs. Stern then discussed planning for the School's upcoming Career Day.

7. Instructional Update. Mr. Scott provided an instructional update, including a discussion of the impact of new students on School culture and academic performance, the impact of students missing the first week of school, staff professional development, upcoming interim assessments, upcoming staff evaluations (both for teaching and non-teaching staff), Saturday school, and upcoming field trips. Members of the Board discussed these matters with Mr. Scott and Mrs. Stern and asked various questions of them, which were answered.

8. Financial Update. Mr. Salmon discussed the School's lunch program, including the upcoming child nutrition review (which occurs every three years).

9. Operations Update. Mrs. Stern provided an update of various operational matters, including the replacement of the cafeteria floor (completed at the end of 2019), a grant for new refrigerators, and required lead testing of School water.

10. Fundraising. Mrs. Stern provided an update on the School's fundraising efforts and plans for future fundraising, including the establishment of a 10-year anniversary committee, the annual appeal letter, and updates on the Rome fundraising and the School's shoe fundraising project.

11. School Culture / Events. Mrs. Stern provided an update on upcoming School events, including open houses, National School Choice Week, Career Day, and other events.

12. Items for Future Meetings.

- Board self-evaluation planning.
- Board data dashboard.
- ED priority plan.

13. 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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## **EXHIBIT A**

[Board materials attached]

**EXHIBIT B**

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

January 13, 2020

**A. Appointment of Committees**

1. RESOLVED, that the following individuals shall be appointed to serve on the **Executive Committee**, each to serve until his or her successor has been duly chosen and qualified, or until such individual’s earlier incapacity, death, resignation or removal:

<u>Name</u>	<u>Position</u>
Sidney Burke	Chair
Stephanie Edwards	Committee Member
Gene Johnson	Committee Member
Jim Killoran	Committee Member
<i>vacant</i>	Committee Member

**B. Miscellaneous**

2. RESOLVED, that the Executive Director, Director of Curriculum and Instruction, Director of Finance, and Director of Operations (in each case, whether acting, interim, or permanent) (collectively, the “**Authorized Representatives**”) be, and each of them hereby is, authorized, empowered and directed to execute and deliver any and all other agreements, instruments, certificates and other documents, to pay such fees and taxes, to give such notices, to make such filings, to obtain such governmental and third-party consents, and to take such actions in the name and on behalf of the School as such Authorized Representatives may deem necessary or advisable to effectuate the purposes and intentions of the foregoing resolutions; and

3. RESOLVED, that the authority and power given under the foregoing resolutions shall be deemed retroactive and any and all acts authorized thereunder performed prior to the passage of the foregoing resolutions be, and they hereby are, ratified and approved.