

Amani Public Charter School
Board of Trustees Meeting Agenda 10/19/20

- I. Roll call/Call to order
- II. Public comment
- III. Mission moment
- IV. Executive Director's report / School Snapshot
 - a. Report on opening (including planning re: return to classrooms, student access to online learning, etc)
 - b. Student assessment schedule
 - c. Department reports
 - d. Follow-up re: privacy policy questions
- V. Auditor's report
- VI. Strategic Planning
- VII. Matters for approval
 - a. Board minutes for September 14, 2020 meeting
 - b. Audited financial statements for 2019-20 school year
- VIII. Committee & Taskforce Reports
 - a. *Executive Committee*
 - b. *Finance Committee*
 - c. *Education and Accountability Committee*
 - d. *Fundraising and Communications Task Force*
- IX. Items for next Board Meeting (Recommendations due November 5th)

Items for future meetings:

- ED self-evaluation / SMART goals for ED's priority plan
- Board self-evaluation

Officers as of June 2020:

Sidney Burke	Chair
Gene Johnson	Vice Chair
Jim Killoran	Treasurer
Stephanie Edwards	Secretary

Executive Committee as of June 2020:

Sidney Burke
Stephanie Edwards
Gene Johnson
Jim Killoran
vacant

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

October 19, 2020

A meeting of the Board of Trustees (the “Board”) of the Amani Public Charter School (the “School”), was held via videoconference (in light of the New York State PAUSE in response to the coronavirus (COVID-19) pandemic) on October 19, 2020, beginning at approximately 4:30 pm. local time pursuant to notice duly given.

The following Trustees were present in person at the meeting: Sidney Burke, Stephanie Edwards, Tamara Houston, Gene Johnson, Jim Killoran and Patrick Smith.

Also present at the meeting were Debra Stern, Phil Salmon, Jamell Scott and Bruce Tanner. Sidney Burke presided as Chair of the meeting, and Stephanie Edwards recorded the minutes as Secretary. Also present at the meeting were (a) Jackie Lee and Kurt Button from MMB (the School’s auditors) and Donna Webster from CSBM for the portion of the meeting indicated below, (b) the following School employees: Debra Stern, Phil Salmon, Jamell Scott, and Bruce Tanner.

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

1. Roll call/ Call to order. After noting that a quorum was present, the Chair called the meeting to order.

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

3. Executive Director’s report

(a) *Reopening Plans.* Mrs. Stern announced that the School was targeting January 19, 2021, for a move to Tier 2 (hybrid instruction). She noted that the Mount Vernon City School have pushed back their opening until December 2020. In preparation for Amani’s reopening, Mr. Scott surveyed school stakeholders (parents/faculty) to see how they felt about returning to the school building. There was a roughly 50/50 split response in who wanted to return or remain remote. Next Thursday there will be another stakeholders meeting to discuss the Tier 2 reopening timeline. After, there will also be another more detailed survey to get stakeholders’ input regarding the plan.

(b) *Student assessments schedule.* Mr. Scott shared the student schedule for all grades, as well as the student assessment schedule. Interim assessments will take place from 11/9/20-11/11/20.

(c) *Department reports.* Mr. Tanner discussed protocols that have been implemented to keep all stakeholders safe when entering the building. He also shared that he is creating a video to explain the safety measures and expectations when students return to the School

building. Mr. Tanner also discussed the plan for classroom set-ups once students returned to the building, as well as PPE availability. Each desk will have a partition, each classroom will have a water supply, and a supply of hand sanitizer and cleaning supplies.

4. Auditor's Report; Approval of Audited Financial Statements. This point, the representatives from MMB and CSBM joined the meeting by phone. Mrs. Lee led a discussion of the School's audited financial statements, providing a description of the key drivers of changes in the financial statements. Mrs. Lee also provided an overview of the other financial statement-related documents provided to the Board prior to the meeting, including MMB's internal control report and management letter. Throughout the presentation, members of the Board asked various questions of Mrs. Lee, which were answered. Following discussion, upon motion duly made and seconded, the Board unanimously approved the audited financial statements of the School for the 2019-20 fiscal year in the form previously provided to the Board.

At this point, the School staff remained in the main videoconference room while the Board and auditors went to a breakout room for the Executive Session.

Executive Session with Auditor. The Board spoke directly with Mrs. Lee without School staff being present. After that discussion, the Board rejoined the School staff in the main videoconference and Mrs. Lee left the meeting.

5. Approval of Safety Plan. Mr. Tanner discussed with the Board the District Wide Safety Plan for the current School year. Following discussion, upon motion duly made and seconded, the Board unanimously approved the District Wide Safety Plan for the current School year in the form previously provided to the Board.

6. Approval of Prior Minutes. The minutes of the Board meeting held on September 14, 2020, were reviewed and unanimously approved.

7. Department Reports. Members of the School staff reported to the Board regarding various academic and operational matters, including enrollment, attendance, the Spring 2020 end-of-year test results, and School leadership's reflections on those results.

Items for Future Meetings.

- (a) Interim student assessment results
- (b) School building reopening planning
- (c) Strategic planning
- (d) ED Self-evaluation / SMART goals for ED priority plan.
- (e) Board self-evaluation planning (Board retreat).

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

Respectfully submitted,

Stephanie E. Edwards
Secretary

APPROVED:

Sidney Burke
Chair

