

Application: Amani Public Charter School

Philip Salmon - psalmon@amanicharter.org
Annual Reports

Summary

ID: 0000000181
Status: Liaison Review
Labels: Board of Regents

Entry 1 School Info and Cover Page

Completed Oct 13 2020

[Instructions](#)

Required of ALL Charter Schools

Each Annual Report begins with a completed School Information and Cover Page. The information is collected in a survey format within Annual Report portal. When entering information in the portal, some of the following items may not appear, depending on your authorizer and/or your responses to related items.

Entry 1 School Information and Cover Page

(New schools that were not open for instruction for the 2019-20 school year are not required to complete or submit an annual report this year).

Please be advised that you will need to complete this cover page (including signatures) before all of the other tasks assigned to you by your school's authorizer are visible on your task page. While completing this cover page task, please ensure that you select the correct authorizer **(as of June 30, 2020)** or you may not be assigned the correct tasks.

BASIC INFORMATION

a. SCHOOL NAME

(Select name from the drop down menu)

AMANI PUBLIC CHARTER SCHOOL 660900861000

a1. Popular School Name

Amani

b. CHARTER AUTHORIZER (As of June 30th, 2020)

Please select the correct authorizer as of June 30, 2020 or you may not be assigned the correct tasks.

BOARD OF REGENTS

c. DISTRICT / CSD OF LOCATION

MT VERNON SD

d. DATE OF INITIAL CHARTER

12/2010

e. DATE FIRST OPENED FOR INSTRUCTION

8/2011

f. APPROVED SCHOOL MISSION (Regents, NYCDOE, and Buffalo BOE authorized schools only)

MISSION STATEMENT

The mission of the Amani Public Charter School (APCS) is to provide 100% of Mount Vernon students who attend the school from the 5th through 8th grade with the academic and critical thinking skills necessary to succeed in competitive high school programs, college and the career of their choice.

g. KEY DESIGN ELEMENTS (Regents, NYCDOE, and Buffalo BOE authorized schools only)

KEY DESIGN ELEMENTS (Briefly describe each Key Design Elements (KDE) as presented in the schools approved charter. KDEs are those general aspects of the school that are innovative or unique to the school’s mission and goals, are core to the school’s overall design, and are critical to its success.

KDE 1	Ridiculously Great Teaching: Our faculty will be the champions and the backbone of the Amani community. 1) We will employ a highly qualified faculty that will be committed to the middle school model and to teaching in an urban environment. 2) Teachers will be passionate about their content area and reflective about their practice. 3) Support the growth of master teachers with a robust embedded professional development program driven by the data on student achievement.
KDE 2	Rigorous Academic Program: A standards-based, rigorous academic program, with a strong focus on literacy and numeracy. 1) A data driven program where teachers and administrators work together to analyze student assessment data, identify student needs and create instructional strategies to address their needs. 2) An educational program influenced by the "No Excuses" model. 3) An educational experience where students with disabilities can truly thrive.

	<p>4) A dedicated English Language Learner ("ELL") teacher with a structured ELL program.</p> <p>5) A learning community focused on the advancement of the student.</p>
KDE 3	<p>Strong School Culture:</p> <p>In order for learning to take place, the school environment needs to be safe for both staff and students alike.</p> <p>1) A structured environment with clear expectations for behavior and a consistent approach to school discipline.</p> <p>2) A longer school day and year.</p> <p>3) Strong parental involvement.</p>
KDE 4	(No response)
KDE 5	(No response)
KDE 6	(No response)
KDE 7	(No response)
KDE 8	(No response)
KDE 9	(No response)
KDE 10	(No response)

Need additional space for variables

No

h. SCHOOL WEB ADDRESS (URL)

<http://www.amanicharter.org>

i. TOTAL MAX APPROVED ENROLLMENT FOR THE 2019-2020 SCHOOL YEAR (exclude Pre-K program enrollment)

355

j. TOTAL STUDENT ENROLLMENT ON JUNE 30, 2020 (exclude Pre-K program enrollment)

344

k. GRADES SERVED IN SCHOOL YEAR 2019-2020 (exclude Pre-K program students)

Check all that apply

Grades Served

5, 6, 7, 8

l. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?

No

FACILITIES INFORMATION

m. FACILITIES

Will the school maintain or operate multiple sites in 2020-2021?

No, just one site.

School Site 1 (Primary)

m1. SCHOOL SITES

Please provide information on Site 1 for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1	60 South 3rd Ave. Mount Vernon, NY 10550	(914) 668-2553	Mount Vernon	5-8	No

m1a. Please provide the contact information for Site 1.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Debra Stern	[REDACTED]	[REDACTED]	dstern@amanicharter.org
Operational Leader	Bruce Tanner	[REDACTED]	[REDACTED]	btanner@amanicharter.org
Compliance Contact	Debra Stern	[REDACTED]	[REDACTED]	dstern@amanicharter.org
Complaint Contact	Debra Stern	[REDACTED]	[REDACTED]	dstern@amanicharter.org
DASA Coordinator	Jamell Scott	[REDACTED]	[REDACTED]	jscott@amanicharter.org
Phone Contact for After Hours Emergencies	Bruce Tanner	[REDACTED]	[REDACTED]	btanner@amanicharter.org

m1b. Is site 1 in public (co-located) space or in private space?

Private Space

IF LOCATED IN PRIVATE SPACE IN NYC OR IN DISTRICTS OUTSIDE NYC

m1d. Upload a current Certificate of Occupancy (COO) and the annual Fire Inspection Report for school site 1 if located in private space in NYC or located outside of NYC .

Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2020.

Site 1 Certificate of Occupancy (COO)

[Certificate of Occupancy \(CO\) 2020.pdf](#)

Filename: Certificate of Occupancy (CO) 2020.pdf **Size:** 884.6 kB

Site 1 Fire Inspection Report

[2020 Fire Safety Inspection.pdf](#)

Filename: 2020 Fire Safety Inspection.pdf **Size:** 2.3 MB

CHARTER REVISIONS DURING THE 2019-2020 SCHOOL YEAR

n1. Were there any revisions to the school's charter during the 2019-2020 school year? (Please include approved or pending material and non-material charter revisions).

No

PLEASE NOTE CHARTER SCHOOLS WILL NO LONGER SUBMIT FINANCIAL STATEMENTS, ANNUAL BUDGETS, AND RELATED FISCAL DATA VIA THE ANNUAL REPORT. HOWEVER, NYSED BOARD OF REGENTS WOULD LIKE TO KNOW IF YOUR SCHOOL'S BOARD OF TRUSTEES HAS APPROVED A BUDGET FOR THE 2020-2021 FISCAL YEAR.

o. Has your school's Board of Trustee's approved a budget for the 2020-2021 FY?

Yes

ATTESTATION

p. Individual Primarily Responsible for Submitting the Annual Report.

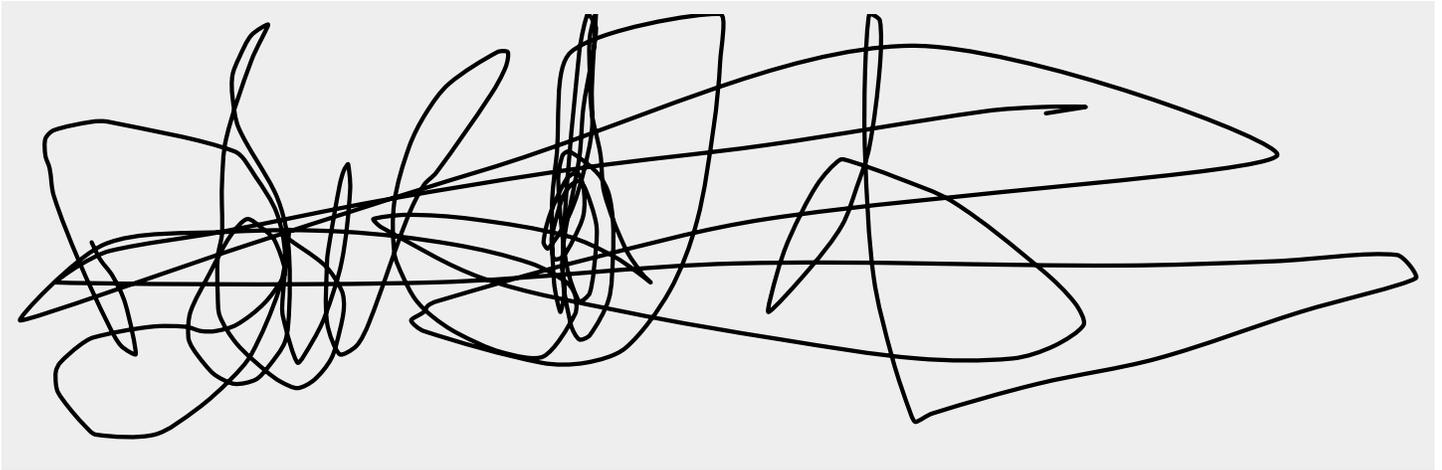
Name	Philip Salmon
Position	Director of Finance
Phone/Extension	
Email	psalmon@amanicharter.org

p. Our signatures (Executive Director/School Leader/Head of School and Board President) below attest that all of the information contained herein is truthful and accurate and that this charter school is in compliance with all aspects of its charter, and with all pertinent Federal, State, and local laws, regulations, and rules. We understand that if any information in any part of this report is found to have been deliberately misrepresented, that will constitute grounds for the revocation of our charter. Check **YES if you agree and then use the mouse on your PC or the stylus on your mobile device to sign your name).**

Responses Selected:

Yes

Signature, Head of Charter School

A highly stylized, cursive handwritten signature in black ink on a light gray background. The signature is composed of several overlapping loops and lines, making it difficult to decipher.

Signature, President of the Board of Trustees

A handwritten signature in black ink on a light gray background. The signature is more legible than the one above, appearing to start with a large 'S' followed by 'B' and 'B' and ending with a long, sweeping tail.

Date

Aug 3 2020

Thank you.



Entry 2 NYS School Report Card

Completed Oct 13 2020 Hidden from applicant

[Instructions](#)

SUNY-authorized charter schools only

Provide a direct web link to the most recent New York State School Report Card for the charter school (See <https://reportcards.nysed.gov/>) . This report captures school-level enrollment and demographic information, staff qualifications, electronic student records, and attendance rates, as prescribed by New York State statute (8 NYCRR 119.3).

Entry 2 NYS School Report Card Link

AMANI PUBLIC CHARTER SCHOOL 660900861000

NEW YORK STATE REPORT CARD

Provide a direct URL or web link to the most recent New York State School Report Card for the charter school (See <https://reportcards.nysed.gov/>).

(Charter schools completing year one will not yet have a School Report Card or link to one. Please type "URL is not available" in the space provided.)

(No response)

Entry 3 Progress Toward Goals

Completed Nov 2 2020

Instructions

Regents, NYCDOE, and Buffalo BOE-authorized charter schools

For the 2019-2020 school year, any academic or organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as "N/A".

Entry 3 Progress Toward Goals

PROGRESS TOWARD CHARTER GOALS

Board of Regents-authorized and NYCDOE-authorized charter schools only.

Complete the tables provided. List each goal and measure as contained in the school's currently approved charter, and indicate whether the school has met or not met the goal. Please provide information for all goals no later than November 2, 2020.

1. ACADEMIC STUDENT PERFORMANCE GOALS

For the 2019-2020 school year, any academic goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as "N/A".

2019-20 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Academic Goal 1	Average ELA State scores will exceed District	State Exams	Unable to Assess	N/A
Academic Goal 2	Average ELA State scores will exceed State	State Exams	Unable to Assess	N/A
Academic Goal 3	Average Math State scores will exceed the District		Unable to Assess	N/A
Academic Goal 4	Average Math State scores will exceed the State		Unable to Assess	N/A
Academic Goal 5				
Academic Goal 6				
Academic Goal 7				
Academic Goal 8				
Academic Goal 9				
Academic Goal 10				

2. Do have more academic goals to add?

No

3. Do have more academic goals to add?

No

4. ORGANIZATION GOALS

For the 2019-2020 school year, any organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”.

2019-2020 Progress Toward Attainment of Organization Goals

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Org Goal 1	Attendance: Each year the school will have a daily student attendance rate of at least 95%.	SIRS Data = 97%	Met	
Org Goal 2	Compliance: Each year the school will comply with all applicable laws, rules, regulations and contract terms and have in place and maintain effective systems, policies,	Audit Report	Met	Note, due to an unexpected resignation from our Board in September 2019, we fell below the required minimum number of directors. We were brought back into

	procedures and other controls for ensuring that legal and charter requirements are met.			compliance by December with the addition of new directors (approved by NYSED)
Org Goal 3	Enrollment: Each year, student enrollment will be within 10% of full enrollment as defined in the school's contract.	Year-end enrollment = 344, 355 is full enrollment per our Charter	Met	
Org Goal 4	Adherence to Charter: Amani will maintain a strong teaching and leadership team that furthers the school's mission, programs and goals.	Administer yearly Staff satisfaction survey with 95% return. Have a majority of employees employed for 3 plus years.	Met	
Org Goal 5				
Org Goal 6				
Org Goal 7				
Org Goal 8				
Org Goal 9				
Org Goal 10				
Org Goal 11				
Org Goal 12				
Org Goal 13				
Org Goal 14				
Org Goal 15				
Org Goal 16				

Org Goal 17				
Org Goal 18				
Org Goal 19				
Org Goal 20				

5. Do have more organizational goals to add?

No

6. FINANCIAL GOALS

2019-2020 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	If not met, describe efforts the school will take to meet goal.
Financial Goal 1	Audits: Upon completion of the school's first year of operation and every year thereafter, the school will undergo an independent financial audit which will result in no major findings.	Audit report and management letter	Met	
Financial Goal 2	Budget and Cash Flow: Each year the school will operate on a balanced budget and maintain a stable cash flow.	Audited Financial Statements	Met	
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				

7. Do have more financial goals to add?

No

Thank you.

Entry 3 Accountability Plan Progress Reports

Incomplete Hidden from applicant

Instructions

SUNY-Authorized Charter Schools ONLY

SUNY-authorized charter schools must download an [Accountability Plan Progress Report template](#). After completing, schools must upload the document into the by September 15, 2020.

Entry 7 Disclosure of Financial Interest Form

Completed Oct 13 2020

Instructions - Multiple Uploads Permitted

Required of ALL Charter Schools by August 3

Each member of the charter school's Board of Trustees who served on a charter school education corporation governing one or more charter schools for any period during the 2019-2020 school year must complete a signed:

- **Regents, NYCDOE, and Buffalo BOE Authorized Schools: [Disclosure of Financial Interest Form](#)**
- **SUNY- Authorized Charter Schools: [Trustee Financial Disclosure Form](#)**

All completed forms must be collected and uploaded in .PDF format for each individual member. If a trustee is not able or available to complete the form by the deadline, the education corporation is responsible for doing so on behalf of the trustee. (Forms completed from past years will not be accepted).

Trustees serving on an education corporation that governs more than one school are not required to complete a separate disclosure for each school governed by the education corporation. In the Disclosure of Financial Interest Form, trustees must disclose information relevant to any of the schools served by the governing education corporation.

G

Filename: G.Johnson Disclosure form FY20.pdf **Size:** 96.4 kB

J

Filename: J.Killoran Disclosure form FY20.pdf **Size:** 877.9 kB

P

Filename: P.Smith Disclosure form FY20.pdf **Size:** 96.5 kB

S

Filename: S.Burke Disclosure form FY20.pdf **Size:** 1.2 MB

S

Filename: S.Edwards Disclosure form FY20.pdf Size: 1.3 MB

T

Filename: T.Houston Disclosure form FY20.pdf Size: 96.1 kB

R

Filename: R. Jones Disclosure form FY20.pdf Size: 142.6 kB

Entry 8 BOT Membership Table

Completed Oct 13 2020

Instructions

Required of All charter schools

ALL charter schools or education corporations governing multiple schools must complete the Board of Trustees Membership Table within the online portal. Please be sure to include and identify parents who are members of the Board of Trustees and indicate whether parents are voting or non-voting members.

Entry 8 BOT Table

1. SUNY-AUTHORIZED charter schools are required to provide information for VOTING Trustees only.
2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools are required to provide information for all --VOTING and NON-VOTING-- trustees.

AMANI PUBLIC CHARTER SCHOOL 660900861000

1. 2019-2020 Board Member Information (Enter info for each BOT member)

Trustee Name and Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/)	End Date of Current Term (MM/DD/)	Board Meetings Attended During 2019-

						YYYY)	YYYY)	2020
1	Sidney Burke [REDACTED]	Chair	Executive , Finance	Yes	3	06/11/20 18	06/14/20 21	11
2	Gene Johnson [REDACTED]	Vice Chair	Executive , Educatio n and Accounta bility	Yes	1	11/22/20 19	06/13/20 22	8
3	Jim Killoran [REDACTED]	Treasurer	Executive , Finance	No	3	06/08/20 20	06/12/20 23	8
4	Stephani e Edwards [REDACTED]	Secretary	Executive , Educatio n and Accounta bility	Yes	1	11/22/20 19	06/12/20 23	6
5	Tamara Houston [REDACTED]	Trustee/M ember	Educatio n and Accounta bility	Yes	1	11/22/20 19	06/13/20 22	12
6	Patrick Smith [REDACTED]	Trustee/M ember	Finance	Yes	1	12/3/201 9	6/14/202 1	6
7	Robert Jones [REDACTED]	Trustee/M	Finance	Yes	3	06/27/20	09/24/20	5 or less

		ember				19	19	
8								
9								

1a. Are there more than 9 members of the Board of Trustees?

No

2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

1. SUNY-AUTHORIZED charter schools provide response relative to VOTING Trustees only.
2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools provide a response relative to all trustees.

a. Total Number of BOT Members on June 30, 2020	6
b.Total Number of Members Added During 2019-2020	4
c. Total Number of Members who Departed during 2019-2020	1
d.Total Number of members, as set in Bylaws, Resolution or Minutes	6

3. Number of Board meetings held during 2019-2020

11

4. Number of Board meetings scheduled for 2020-2021

12

Thank you.

Entry 9 Board Meeting Minutes

Completed Oct 13 2020

[Instructions](#)

Schools must upload a complete set of monthly board meeting minutes (July 2019-June 2020), which should match the number of meetings held during the 2019-2020 school year, as indicated in the above table. The minutes provided must be the final version approved by the school's Board of Trustees and may be uploaded individually or as one single combined file. Board meeting minutes must be submitted by August 3, 2020.

[Aug, Sep](#)

Filename: Aug Sep.pdf Size: 6.7 MB

[Oct, Nov, Dec](#)

Filename: Oct Nov Dec.pdf Size: 8.9 MB

[Jan, Feb](#)

Filename: Jan Feb.pdf Size: 8.2 MB

[Mar, Apr](#)

Filename: Mar Apr.pdf Size: 7.3 MB

[May, Jun](#)

Filename: May Jun.pdf Size: 5.5 MB

Entry 10 Enrollment & Retention

Completed Oct 13 2020

[Instructions for submitting Enrollment and Retention Efforts](#)

ALL charter schools must complete this section. Describe the efforts the charter school has made toward meeting targets in 2018-2019 to attract and retain enrollment of Students with Disabilities (SWDs), English Language Learners/Multilingual Learners (ELLs/MLLs), and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2019-2020.

Entry 10 Enrollment and Retention of Special Populations

Instructions for Reporting Enrollment and Retention Strategies

Describe the efforts the charter school has made in 2019-2020 toward meeting targets to attract and retain enrollment of students with disabilities, English language learners/Multilingual learners, and students who are economically disadvantaged. In addition, describe the school’s plans for meeting or making progress toward meeting its enrollment and retention targets in 2020-2021.

AMANI PUBLIC CHARTER SCHOOL 660900861000

Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2019-2020	Describe Recruitment Plans in 2020-2021
Economically Disadvantaged	<p>Community engagement and outreach is the primary strategy for recruiting ED students. Our recruiting efforts are focused in Zip code 10550, which has the highest concentration of ED in the City. Along with being an active and vibrant member of the community in which we reside, we have used several strategies to increase the population of ED students. According to NYSED data, approximately 78% of students in MV are economically disadvantaged.</p> <p>We advertised and recruited in places that would reach the families of these students in the community.</p> <ul style="list-style-type: none"> -Billboard on Sanford Blvd and W. First Ave. Mount Vernon, NY. -Tuition Free written on billboard -Lawn signs and flyers were 	<p>We will continue with efforts made during the 2019-2020 recruitment period. Due to COVID-19 and social distancing requirements we will expand our online recruiting efforts and targeted Facebook advertisements. We will continue to partner with community organizations including the Mount Vernon Youth Bureau, Doles Center, Mount Vernon Public Library, Boys and Girls Club.</p> <p>-Continue to build staff that is representative of the community served.</p> <p>We will address any enrollment-related barriers that might affect economically disadvantaged audiences. This includes making</p>

	<p>placed throughout the city, specifically places that offer the community free services.</p> <ul style="list-style-type: none"> -The Boys and Girls Club -Mount Vernon Public Library -The Dole Center -MV Neighborhood Health Center -MV Summer Festival -Literature Drops in community housing (Levister Towers) 	<p>sure that the hours for visiting the school and engaging with parents reflects equity and access issues. We make sure that our enrollment process does not include any limited unscreened admissions methods that would assign a priority to students for participation in meetings or open hours</p>
<p>English Language Learners/Multilingual Learners</p>	<p>Families that speak English as a second language were offered materials in Spanish.</p> <ul style="list-style-type: none"> -School Application and open house flyers were available in Spanish (online and paper). -Focus marketing outreach to dual language communities -Targeted Facebook ads were created to reach the Latinx community in Mount Vernon. -Spanish speaking employees were available at open house events to translate information -Parent referral program encouraged referrals from the Latinx community. Institute -Lottery Preferences for SWD and ELLs to increase the likelihood of admission, beginning with the 2020 lottery as allowed by Education Law Section 2854(2) (a) and (b);Weighted preference would give additional weight to SWD and ELL students but does not reserve or set aside seats for students in the preference category. (does not guarantee a seat). -Employ ENL(MLL), teacher 	<p>We will continue with efforts made during the 2019-2020 recruitment period. Due to COVID-19 and social distancing requirements we will expand our online recruiting efforts and targeted Facebook advertisements. We will look to partner with Spanish speaking organizations and develop robust Spanish “language “virtual” tours of the school. We will participate in local Spanish language radio programs within lower Westchester County.</p> <p>We will continue to employ a part time ELL teachers, and provide translation service. We will eliminate information barriers that can result in families making uninformed or misinformed choices. We will address any enrollment-related barriers that might affect economically disadvantaged audiences. This includes making sure that the hours for visiting the school and engaging with parents reflects equity and access issues. We make sure that our enrollment process does not included any limited unscreened</p>

		admissions methods that would assign a priority to students for participation in meetings or open houses.
Students with Disabilities	<p>We instituted a Weighted Lottery Preferences for SWD and ELL to increase the likelihood of admission, as allowed by Education Law Section 2854(2) (a) and (b) .</p> <ul style="list-style-type: none"> -Presentation by SPED coordinator during open house events and availability of SPED coordinator to answer parents questions during the registration process -Parent referral program encouraged parents of the SPED program to share their experience at Amani -Production of specific overview documents describing the Special Education program at Amani for the 2020 recruitment season 	<p>We will continue with efforts made during the 2019-2020 recruitment period. We will meet with local Social Service agencies.</p> <p>Plan specific Parent workshops around SPED issues. Reach out to SPED PTA organizations.</p> <p>We will develop “virtual” tours related to our SPED program and the related services</p>

Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2019-2020	Describe Retention Plans in 2020-2021
	<p>We anticipate that 70% of enrollment in 2019-2020 will be economically disadvantaged students. The decrease between from 2018-2019 was due to a decrease in the numbers of parents identifying as free and reduced price lunch. We are currently in year 3 of the Community Eligibility Program which provides free lunch to ALL</p>	<p>We will focus on our strong culture and connection to families. Our Social and Emotional team consisting of two deans, Licensed Social Worker, Licensed Guidance Counselor</p>

<p>Economically Disadvantaged</p>	<p>students without the need to provide income information. In 2019-2020 we started collecting supplemental income data.</p> <p>Key elements of our program are our longer school day and the free after-school enrichment program. This is a particularly strong method for retaining ED students, as well as to the structures offered for students who may need additional academic support. Furthermore, many of our ED families are also exposed to higher rates of crime and violence. Therefore, it is paramount that Amani offer a safe school experience. We implement this through our high standards for behavior, and a dedicated Culture Team, which includes dean positions that support students facing trauma or challenging situations.</p>	<p>and Cultural aide will work with students on a daily basis to address return to learning during this COVID-19 period</p> <p>We will continue to offer free lunch to all students. We will also establish a food pantry to support families with food insecurities.</p> <p>We will continue to have one of the members of the SEL team be primarily tasked with the function of full-time family liaison. Additionally our School Social Worker and Guidance Counselor are tasked with supporting economically disadvantaged students and their families.</p>
<p>English Language Learners/Multilingual Learners</p>	<p>We employ a certified English as a New Language (ENL) teacher to support push-in and pull-out support for ELLs. In addition, we offer a daily small-group session for ELLs to work with the ENL teacher. Students who do not qualify as ELLs, but who may require additional ELA support are served through AIS or school based intervention.</p> <p>Our decline from the school year 2018-2019 was due to the graduation of four students and the testing out by two students (including one graduate).</p> <p>Amani is located in a neighborhood in Mount Vernon</p>	<p>We generally retain our ELL students and will continue our recruitment efforts. We continue to employ an ENL teacher.</p>

	that does not have a high concentration of ELL families; ELL families that live in neighborhoods further from the school are both harder to identify and recruit, and less interested in attending Amani due to transportation concerns.	
Students with Disabilities	Amani employs a Special Education Coordinator (Administrator), four Licensed SWD Teachers, Licensed Social Worker, part time Speech pathologist and when necessary, one-to-one aides. Amani continues to coordinate with the District to identify and evaluate students and coordinate services.	During the COVID-19 and remote learning, Amani will offer an “in-school” option for SWD. We will continue to coordinate resources with the District and adjust programming as necessary.

Entry 12 Percent of Uncertified Teachers

Completed Oct 13 2020

Instructions

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education.

Entry 12 Uncertified Teachers

School Name: AMANI PUBLIC CHARTER SCHOOL 660900861000

Instructions for Reporting Percent of Uncertified Teachers

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education. Enter the relevant full-time equivalent (FTE) count of teachers in each column. For example, a school with 20 full-time teachers and 5 half-time teachers would have an FTE count of 22.5.

If more than one line applies to a teacher, please include in only one FTE uncertified category. Please do not include paraprofessionals, such as teacher aides.

CATEGORY A. 30% OR 5 UNCERTIFIED TEACHERS WHICHEVER IS LESS

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2020)	5
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	
Total Category A: 5 or 30% whichever is less	5.0

CATEGORY B. PLUS FIVE UNCERTIFIED TEACHERS IN MATHEMATICS, SCIENCE, COMPUTER SCIENCE, TECHNOLOGY OR CAREER AND TECHNICAL EDUCATION.

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2020)	2
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	
Total Category B: not to exceed 5	2.0

CATEGORY C: PLUS 5 ADDITIONAL UNCERTIFIED TEACHERS

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2020)	2
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	
Total Category C: not to exceed 5	2.0

CATEGORY D: TOTAL FTE COUNT OF UNCATEGORIZED, UNCERTIFIED TEACHERS

(Include teachers who do not fit in one of these categories or if did fit would exceed the numerical limits for that category)

	FTE Count
Total Category D	2

CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

	FTE Count
Total Category E	19

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	30



Thank you.

Entry 13 Organization Chart

Completed Oct 13 2020

[Instructions](#)

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

Upload the 2019-2020 **Organization Chart**. The organization chart should include position titles and reporting relationships. Employee names should not appear on the chart.

[Org Chart for NYSED 7](#)

Filename: Org Chart for NYSED 7.1.2020.pdf **Size:** 68.3 kB

Entry 14 School Calendar

Completed Oct 13 2020

[Instructions for submitting School Calendar](#)

Required of ALL Charter Schools

Given these uncertain and changing times, charter schools may or may not have a school calendar ready to upload by the submission deadline this year of August 3, 2020. If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 3rd submission. Charter schools will be able to upload an updated school calendar into the portal at any time but no later than **September 15, 2020**.

School calendars must meet the [minimum instructional requirements](#) adopted by the Board of Regents in 2018.

Board of Regents-authorized charter schools are required to submit school calendars that clearly indicate the start and end date of the instructional year AND the number of instructional hours and/or instructional days for each month.

[Amani Calendar 2020](#)

Filename: Amani Calendar 2020.2021 FINAL.pdf **Size:** 486.3 kB

Entry 15 Links to Critical Documents on School Website

Completed Oct 13 2020

Instructions

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the link from the school's website for each of the items:

1. Most recently filed Annual Report (i.e., 2018-19 Annual Report);
2. Most recent board meeting notice, documents to be discussed at the meeting (if any), and webcast of Board meetings (if held virtually per Governor's Executive Order);
3. Link to New York State School Report Card;
4. Lottery Notice announcing date of lottery;
5. Authorizer-approved DASA Policy;
6. District-wide safety plan and Authorizer-approved Discipline Policy (as per August 29, 2019 [Emergency Response Plan Memo](#));
7. Authorizer-approved FOIL Policy; and
8. Subject matter list of FOIL records.
9. Link to School Reopening Plan

Form for Entry 15 Links to Critical Documents on School Website

School Name: **Amani Public Charter School**

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the link from the school's website for each of the items:

	Link to Documents
1. Most Recent Annual Report (i.e., 2018-19)	http://www.amanicharter.org/wp-content/uploads/2020/09/Amani-NYSED-Annual-Report-2019.pdf
2. Most Recent Board Meeting Notice and Related Agenda Item Documents	http://www.amanicharter.org/board-of-directors/
2a. Webcast of Board Meetings (per Governor's Executive Order)	http://www.amanicharter.org/board-of-directors/
3. Link to NYS School Report Card	http://www.p12.nysed.gov/psc/csdirectory/AmaniPublicCharterSchool/home.html
4. Most Recent Lottery Notice Announcing Lottery	http://www.amanicharter.org/apply/
5. Authorizer-Approved DASA Policy	http://www.amanicharter.org/family-handbook/
6. District-wide Safety Plan	http://www.amanicharter.org/school-safety-plan/
6a. Authorizer-Approved Discipline Policy (as per August 29, 2019 Emergency Response Plan Memo)	http://www.amanicharter.org/wp-content/uploads/2020/07/Discipline-Policy-8.18.pdf
7. Authorizer-Approved FOIL Policy	http://www.amanicharter.org/wp-content/uploads/2020/05/FOIL-Policy.pdf
8. Subject matter list of FOIL records	http://www.amanicharter.org/wp-content/uploads/2020/05/FOIL-Policy.pdf
9. Link to School Reopening Plan	http://www.amanicharter.org/2020/07/14/amani-reopening-plan/

Thank you.



Entry 16 COVID 19 Related Information

Completed Oct 13 2020

[Instructions](#)

Required of ALL charter schools

Please provide the number of students attending instruction on the last day instruction was provided within physical school facilities and the number of students participating in virtual programming on the last day such programming was offered for the 2019-2020 school year.

If applicable, please provide the name and publisher of all end of year assessments provided by grade level as well as the number of participating students. Board of Regents-authorized charter schools are encouraged to refer to Appendix B of the [Remote Monitoring and Oversight Plan Spring 2020](#) remote for best practices regarding end of year assessments in a remote learning environment.

Entry 16 COVID 19 Related Information

School Name: Amani Public Charter School

TABLE 1: 2019-2020 Enrollment, Attendance and Participation Between March-June 2020

Please provide the number of students attending instruction on the last day instruction was provided within physical school facilities and the number of students participating in virtual programming on the last day such programming was offered for the 2019-2020 school year.

	Number of students enrolled in school on the last day instruction was provided within physical school facilities	Number of students attending instruction on the last day instruction was provided within physical school facilities	Number of students participating in virtual programming on the last day such programming was offered for the 2019-20 school year
	346	324	344

Table 2: 2019-2020 Assessments and Grade Participation

If applicable, please provide the name and publisher of all end of year assessments provided by grade level as well as the number of participating students. Board of Regents-authorized charter schools are encouraged to refer to Appendix B of the [Remote Monitoring and Oversight Plan Spring 2020](#) remote for best practices regarding end of year assessments in a remote learning environment.

Ass	Gra	Nu													
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		X	X	X	X	X	X	X	X	X	X	X	X	X	
		X	X	X	X	X	X	X	X	X	X	X	X	X	
		X	X	X	X	X	X	X	X	X	X	X	X	X	
		X	X	X	X	X	X	X	X	X	X	X	X	X	
		X	X	X	X	X	X	X	X	X	X	X	X	X	
		X	X	X	X	X	X	X	X	X	X	X	X	X	
Tota															0
I															

Entry 17 Staff Roster - NEW TASK For Regents Schools Only

Completed Oct 13 2020

[INSTRUCTIONS - NEW TASK FOR REGENTS-AUTHORIZED CHARTER SCHOOLS](#)

Please provide the full name of **ANY and ALL instructional and non-instructional employees** and their respective positions/titles, and employment start dates in the charter school by clicking on the MS Excel file link to the [Staff Roster](#).

[Staff_Roster_as_of_8-3-2020_NYSED_Amani](#)

Filename: Staff Roster as of 8 3 2020 NYSED Amani.xlsx **Size:** 12.9 kB

Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name:
Gene Johnson

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

Amani Public Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Vice- Chairman

2. Are you an employee of any school operated by the education corporation?
 Yes **No**

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

n/a

3. Are you related, by blood or marriage, to any person employed by the school?
No

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

n/a

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school? **No**

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

n/a

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school? **No**

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation. **n/a**

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services (“CMO”), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

___ Yes __x__ No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

n/a

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
<i>NONE</i>			

8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are

Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee

Trustee Name:

James J. Killoran

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

Amani Public Charter School

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative). TREASURER

2. Is the trustee an employee of any school operated by the Education Corporation?
 Yes No

If Yes, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?
 Yes No

If Yes, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered Yes to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself

Please write "None" if applicable. Do not leave this space blank.

None

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed by the Education Corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

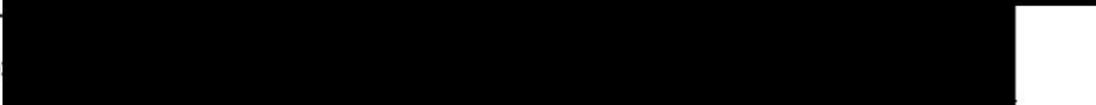
Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
Please write "None" if applicable. Do not leave this space blank.				
		None		

Signature  Date 7/1/2020

Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

Business Telephone: 

Business Address: 

E-mail Address: 

Home Telephone: 

Home Address: 

Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name:

Patrick Smith

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

Amani Public Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Trustee

2. Are you an employee of any school operated by the education corporation?
 Yes **No**

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

n/a

3. Are you related, by blood or marriage, to any person employed by the school?
No

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

n/a

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school? **No**

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

n/a

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school? **No**

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation. **n/a**

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services (“CMO”), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

___ Yes __x__ No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

n/a

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
<i>NONE</i>			

8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are

Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name: Sidney Burke

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

Amani Public Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Trustee, Chair of the Board

2. Are you an employee of any school operated by the education corporation?
 Yes X No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

No

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

No

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

No

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
None			

8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are

doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "None."

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
DLA Piper LLP (US) (" <u>DLA</u> ")	DLA serves as pro bono counsel to the School on certain matters.	DLA does not charge for its services, but may be reimbursed for out-of-pocket expenses.	I am a partner at DLA.	Disclosed potential conflict of interest and did not vote.



Signature

6/28/20

Date

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

Business Telephone: [REDACTED]

Business Address: [REDACTED]

E-mail Address: [REDACTED]

Home Telephone: [REDACTED]

Home Address: [REDACTED]

last revised 06/8/2020

Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name: Stephanie Edwards

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation): Amani Public Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Secretary

2. Are you an employee of any school operated by the education corporation?
 Yes **No**

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?
NO

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school? **NO**

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school? **NO**

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes No

If Yes, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
<u>NONE</u>			

8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "**None.**"

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
NONE				

Stephanie E. Edwards
Signature

6/29/2020
Date

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

Business Telephone: [REDACTED]

Business Address:

E-mail Address:

Home Telephone:

Home Address:

last revised 06/8/2020

Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name:

Tamara Houston

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

Amani Public Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Trustee

2. Are you an employee of any school operated by the education corporation?
 Yes **No**

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

n/a

3. Are you related, by blood or marriage, to any person employed by the school?
No

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

n/a

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school? **No**

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

n/a

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school? **No**

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation. **n/a**

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services (“CMO”), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

___ Yes __x__ No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

n/a

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
<i>NONE</i>			

8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are

doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write “None.”

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
<i>None</i>				

_____/s/ Amani- P. Salmon_____
 Signature Date 07/30/2020

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

Business Telephone: [REDACTED]
Business Address: [REDACTED]
E-mail Address: [REDACTED]
Home Telephone: [REDACTED]
Home Address: [REDACTED]

last revised 06/8/2020

Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member – Board of Regents-Authorized Charter Schools

Name: **Robert D. Jones**

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

Amani Public Charter School

1. List all positions held on the education corporation Board of Trustees (“Board”) (e.g. president, treasurer, parent representative).

Trustee and member of 2 committees: 1) Education & Accountability, and 2) Finance. Also a school parent.

2. Are you an employee of any school operated by the education corporation?
 Yes **X** **No**

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services (“CMO”), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

 Yes **X** **No**

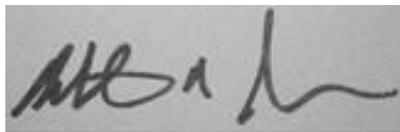
If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
7/8/13 – 7/18/13	Received sales commission from service provider of the school's summer engineering camp.	Occurred prior to being a trustee.	Self.

5. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "**None**."

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
None				



9/24/2019

Signature

Date

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

Business Telephone: [REDACTED]

Business Address: [REDACTED]

E-mail Address: [REDACTED]

Home Telephone: [REDACTED]

Home Address: [REDACTED]

**Amani Public Charter School
Board of Trustees Meeting Agenda 8/12/19**

- I. Roll Call/Call to Order
- II. Public Comment
- III. Matters for approval
 - a. Board minutes for June 2019 meeting
- IV. Retreat matters (assisted by Empire Charter Consultants)
 - a. ED performance evaluation framework for upcoming school year
 - b. Board self-evaluation
- V. School snapshot
 - a. ED self-evaluation and Board evaluation of ED performance
 - b. Policy reviews/updates
 - c. Test results
 - d. Parent and alumni survey
- VI. Committee & Taskforce Reports
 - a. *Executive Committee*
 - b. *Finance Committee*
 - c. *Education and Accountability Committee*
 - d. *Fundraising and Communications Task Force*
- VII. Items for next Board Meeting (Recommendations due September 5th)

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

August 12, 2019

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 August 12, 2019, beginning at approximately 7:00 pm. local time pursuant to notice duly given.

The following Trustees were present in person at the meeting: Sidney Burke, Derrick Dunlap, Gene Johnson, Robert Jones, and Jim Killoran.

Also present at the meeting were Andrea Rogers Barry from Empire Charter Consultants, Natasha Howard from Keren School Solutions, and the following School employees: Debra Stern, Phil Salmon, Jamell Scott, and Bruce Tanner.

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. School Snapshot. Mrs. Stern and Mr. Scott presented the School Snapshot to the Board, including a discussion of enrollment, staffing, priority areas of focus for the School for the upcoming school year (academic performance, fiscal responsibility, and culture), and preliminary academic performance goals for the upcoming school year. Mrs. Stern also noted that new staff had their first day of professional development today, and that she would be hosting a social event next week for the staff.

At this point, all of the Staff left the meeting. Mrs. Barry and Dr. Howard remained, to help facilitate the executive session.

3. Executive Session. Upon motion duly made, seconded, and unanimously approved, the members of the Board then in attendance went into executive session to discuss the evaluation of the School’s Executive Director and the framework for future evaluations of the School’s Executive Director.

4. Approval of Prior Minutes. The minutes of the Board meetings held on June 27, 2019, were reviewed and, with one revision requested by Mr. Jones, unanimously approved.

5. Items for Future Meetings.

- NYS test results.
- Building response plan.
- Fundraising: School staff to consider re-engaging with fundraising consultants and report back to the Board, as part of a broader discussion with the Board about fundraising strategy.
- ED self-evaluation for 2018-19 school year and ED evaluation framework for 2019-20 school year.
- Board self-evaluation.
- Parent and alumni survey.

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

Respectfully submitted,



Sidney Burke

Secretary for the Meeting

EXHIBIT A

[Board materials attached]

EXHIBIT B

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

August 12, 2019

None.

Amani Public Charter School
Board of Trustees Meeting Agenda 9/9/19

- I. Roll call/Call to order
- II. Public comment
- III. Mission moment
- IV. Executive Director's report
- V. Financial report
- VI. Analysis of NYS test results
- VII. Retreat matters (assisted by Empire Charter Consultants)
 - a. ED performance evaluation framework for upcoming school year
 - b. Board self-evaluation
- VIII. Matters for approval (consent agenda)
 - a. Board minutes for August 2019 meeting
 - b. Building response plan
- IX. Committee & Taskforce Reports
 - a. *Executive Committee*
 - b. *Finance Committee*
 - c. *Education and Accountability Committee*
 - d. *Fundraising and Communications Task Force*
- X. Items for next Board Meeting (Recommendations due October 5th)

Items for future meetings:

- Fundraising: School staff to consider re-engaging with fundraising consultants and report back to the Board, as part of a broader discussion with the Board about fundraising strategy.
- ED evaluation for 2018-19 school year (School staff to provide data prior to October meeting).
- Parent and alumni survey.

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

September 9, 2019

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 September 9, 2019, beginning at approximately 7:00 pm. local time pursuant to notice duly given.

The following Trustees were present in person at the meeting: Sidney Burke, Derrick Dunlap, Gene Johnson, Robert Jones, and Jim Killoran.

Also present at the meeting were Jill Shahen and Andrea Rogers Barry from Empire Charter Consultants (via videoconference), and the following School employees: Debra Stern, Cara Martin, Phil Salmon, Jamell Scott, Bruce Tanner, and (via phone) Jane Tulley.

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 meetings held on August 12, 2019, were reviewed and, with one revision requested by Mr. Jones, unanimously approved.

3. Executive Director Report. Mrs. Stern, Mr. Scott, Mrs. Martin, and Mrs. Tulley presented the Executive Director Report to the Board, including a discussion of the School’s assessment calendar for the upcoming School year, implementation of WIN hour, Saturday academy, analysis of the strengths in 6th grade teaching that led to higher academic performance (and how that is being built upon), response to the School’s “math crisis,” beginning-of-year data, and results of the NYS science tests (including science regents tests). Members of the Board asked various questions of the members of School leadership, which were answered.

During this discussion, Mr. Killoran offered to connect Amani leadership with the 9th grade principal at CSEE, to provide feedback regarding any needs/deficiencies of incoming students from Amani. Mr. Dunlap suggested focusing on writing extended responses as part of math instruction, given the disappointing results on those questions in the last NYS math testing.

4. Finance Report. Mr. Salmon reported to the Board regarding the School’s financial position. He noted that student enrollment had necessitated hiring an additional SPED

teacher and a 1-on-1 aide, and that the School is working on reimbursement arrangements with the school district with respect to the aide.

5. Emergency Plans. Mr. Tanner discussed with the Board the District Wide Safety Plan (previously approved by the Board) and School Emergency Response Plan (for Board review, comment, and approval at the next Board meeting). He also noted the plans and timeline for public comment, a public hearing, and ultimately Board approval.

At this point, all of the Staff left the meeting. Mrs. Shehan and Mrs. Barry remained, to help facilitate the executive session.

6. Executive Session. Upon motion duly made, seconded, and unanimously approved, the members of the Board then in attendance went into executive session to discuss the evaluation of the School's Executive Director and the framework for future evaluations of the School's Executive Director.

7. Items for Future Meetings.

- Analysis of beginning-of-year I-Ready test results.
- Presentation of financial audit for the 2018-19 school year.
- Approval of District Wide Safety Plan and School Emergency Response Plan.
- Fundraising: School staff to consider re-engaging with fundraising consultants and report back to the Board, as part of a broader discussion with the Board about fundraising strategy.
- ED self-evaluation for 2018-19 school year and ED evaluation framework for 2019-20 school year.
- Board self-evaluation.
- Parent and alumni survey.

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

Respectfully submitted,



Sidney Burke
Secretary for the Meeting

EXHIBIT A

[Board materials attached]

EXHIBIT B

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

September 9, 2019

None.

**Executive Director Report
September 2019**

Professional Development

This year our Professional Development focus was on Routines and Procedures (RAP). Eagle Academy commenced on Monday, August 12th with the focus on New/Newish teachers. For all others, the building was open and we encouraged returning teachers to come in to begin setting up classrooms and dealing with Administrivia. Professional Development was mission-driven with the three vision areas - Strong School Culture, Ridiculously Great Teaching, and Rigorous Academic Program addressed in each of the training modules over the week. Staff reflection on the Glows and Grows was generally positive, with teachers commenting that there was enough time allocated for meeting with instructional coaches time for setting up classrooms and overall organization.

In addition, all members of the math team (newly hired teachers included) participated in the Math Boot Camp at Teachers College Columbia University - along with our Math Coach Cara Martin.

Opening

We opened on Monday, August 26th. The first two days of school were for Orientation purposes and testing. Due to a technological snafu, we were not able to complete the testing until the first week of school - mainly related to server issues and computer availability. We continue to pull scholars off of the waitlist. Enrollment numbers and waitlist numbers can be found on the Data Dashboard.

SIS

We are migrating to a new SIS - School Tools. This was an expedited process and as such we are learning as we are doing. We had our "soft opening" for School Tools on Tuesday, September 4. We will introduce parents to the platform at Back to School Night.

Hiring

We are proud to introduce our newest staff members:

Lindsey Knebel	6th Grade Social Studies
Mike Mulino	Special Education
Mike Jaros	Guidance COunselor
Fernando Garcia	Music Techer
Michelle Ederer	Social Worker
Raudys Jimenez	7th Grade Science
Jasmine Cates	7th Grade Math
Natalie McFarlane	5th Grade Math
Nicol Cabenas	6th Grade math
Mary Martin	8th Grade Social Studies

Meghan Farrel	Special Education
Tyrell Goodman	SPED one-on-one
Johnaiya White	Math Intervention (Leave Replacement)

Director Supervision

I have completed the evaluation process with all direct reports. Each director has established goals and drivers monthly mapping form which will be used for accountability purposes. We have also discussed those areas of support for each director and will explore professional development opportunities for each to support their continued growth. As a reminder of the supervision process - I meet with all Directors on a weekly (or biweekly) basis. In these meetings, we share a document where we make notations and cronicle the productivity and progress of each individual. Annually we complete a leadership evaluation that is shared with the Director. This tool is in formation informed by the work of the Marzano Center for Teacher & Leader Evaluation and the work of Paul Mambrick-Santoyo (Leverage Leadership). The goal for the Directors is to help them become stronger leaders, become more aware of their own leadership capacity so that we can all become stronger in the role of department directors and supervisors.

To that end, each director engaged in creating an Annual Report and Priority Planning, a multi-step project resulted in a comprehensive mapping of their priorities and how they plan to execute on these priorities throughout the year. During the summer, I met with all Directors to determine priorities. From that, we build out the "goals and drivers" Each priority should have at least one SMART goal. Each Director generates a list of "Drivers" – all the actions they will take, tools they will create, the training they will offer, etc. to meet the goals for each priority. Finally, the Directors create the Monthly Map to begin to calendar out when we will take action during the school year. This document will become an accountability document.

Data

The data dashboard will be live to the board for the October meeting. There are three components to the Data Dash Board:

Amani Performance Data - NYS Testing Informatino

Interim Data - Includes Trackers, Internal testing etc...

School Dashboard - Include culture data, school information, enrollment data etc...

Goals

Based on the data, the Instructional team set forth goals for the ELA and Math departments:

ELA

1. to outperform the Mt. Vernon's school district performance score on the ELA Common Core State exam by 20%
2. to close the gap between APCS and the state's performance by 10%.

Math Goals

1. to outperform the Mt. Vernon's school district performance score on the Mathematics Common Core State exam by 10%
2. to close the gap between APCS and the region's performance by 15%.

School Culture

Tuesday, September 10	8th Grade Rites of Passage Trip - Adventure Park
Thursday, September 12	5th Grade Rites of Passage Trip - Apple Picking
Wednesday, September 18	Back to School Night
Tuesday, September 24	6th Grade Rites of Passage Trip - Sharpe Reservation
Wednesday, September 25	Amani Annual High School Fair
Thursday, September 26	5th Grade Academic Trip - American Museum of Natural History
Tuesday, October 8 -	
Thursday, October 10	7th Grade Rites of Passage Trip - Frost Valley
Tuesday, October 8	Find Your Voice Workshop - Girls
Thursday, October 10	Find Your Voice Workshop - Boys



TO: Sidney Burke, Board Chair, Amani Public Charter School
FROM: Andrea Rogers Barry, Empire Charter Consultants
DATE: August 28, 2019
SUBJECT: Executive Director Evaluation Tool/August Board of Trustees Meeting

Thank you for hosting us at Amani Public Charter School on August 12th to talk with both the Executive Director, Debra Stern, and the Board of Trustees. The conversations were helpful in providing context and details for ECC as we work to draft an updated evaluation tool for the Board of Trustees to consider.

As you know, the visit was the first step in a multi-part process to create a tool that fairly and accurately uses data to support the formal evaluation process. We are currently working on an updated draft tool to share with the Board of Trustees and Executive Director. This memo is intended to document our observations of a few systemic challenges we believe the Trustees and leadership must resolve for any evaluation tool to be as successful as possible.

CONSENSUS ON THE EVALUATION TOOL: As you know, ECC firmly believes a tool must be:

- a. Measurable
- b. Aligned to the performance framework, charter goals, and corrective action plan(s)
- c. Consistent with the mission
- d. Considers the future (strategic plans) and the present (immediate needs)

It is our recommendation that both the ED and the Board of Trustees have an opportunity to provide feedback on the final draft prior to a formal Board vote. This helps to ensure all parties are clear on all metrics being used, establishes the need to ensure data is collected to facilitate the review, and can give the process a sense of formality.

It is also extremely important to formally establish the evaluation timeline when the tool is approved. Consider both when the formal evaluation will be conducted, as well as whether there should be a mid-year or check-in progress evaluation.

This is something that may require further brainstorming and attention as the draft tool is worked on, as there is a need for consensus on when the evaluation will be conducted, and the timing will impact data possibilities. The Board may want to establish a spring date, for example, but this would mean no new state exam results are available.

ACADEMIC COMMITTEE: The Board of Trustees now has the conditions in place to ensure an active Academic Committee regularly interacts with the ED. Typically, such a Committee focuses on reviewing measures of progress related to the School's academic performance, identifying problems and asking questions, and offering solutions. Academic Committees are vested stakeholders (remember, the Board holds the charter) providing support to the leader and helping navigate the School to success.

First, we strongly recommend expectations are clearly set and communicated to all stakeholders regarding how the Academic Committee will function and what the goals and priorities will be -- this likely will require a review of the by-laws. If the current by-laws do not provide the appropriate level of rigor and/or clarity for the Committee, it is possible revisions to the by-laws should be made. If the by-laws are currently sufficient, the development of written expectations and a calendar to be agreed upon between the Committee Chair and the ED would be the next step. ECC is able to help review the by-laws and provide suggestions.

Expectations should include topics such as: frequency of meetings; who should attend regularly; goals and metrics to track; ways the Committee will support the ED; alignment to the performance framework and, when/how information is to be provided prior to meetings. Remember, Committees must keep meeting minutes and formal reports to the full Board are usually appropriate at each regular meeting.

On the topic of reporting, we noticed there seemed to be general agreement at the meeting that the current reports provided by leadership to the full Board of Trustees don't provide sufficient information. As you know, the Diamante Group is working with the School on data systems and a dashboard to support metric tracking. There also should be consensus around standardizing the ED and other leadership's report(s) to the Board (which can work in conjunction with the dashboard), and which may include a priority item based on the work done with the Academic Committee as well as a "leader's choice" opportunity to highlight something the ED deems important but not otherwise captured.

JOB DESCRIPTIONS & ORG CHART: Based on the one-day visit, it wasn't immediately clear to ECC that the School has updated, accurate and reasonable job descriptions for each of the key staff positions. Targeted and accurate job descriptions are crucial to ensuring all evaluation tools are fair and transparent. Without clear job descriptions staff may not properly prioritize time and effort and may not be evaluated against what they've been working on.

Creation of, review and feedback on job descriptions should be an immediate first task for the Academic Committee. ECC also can provide feedback if current descriptions are provided. SED often will accept changes to job descriptions as non-material revisions.

Once all job descriptions are updated and accurate, an examination of the organizational chart and lines of report will come next.

COACHING: It is often very helpful for a Board to hire a coach for the leader of the School. Generally, the coach is someone the leader can trust as a thought partner, but an expectation also is set that the coach does communicate with the Board of Trustees. It is equally important for the Board to provide as many resources as possible to ensure the success of the Executive Director and the Principal. A coach will provide important professional development and can serve as an additional accountability mechanism. We suggest the coach works directly with the Executive Director and the Principal.

The key to this type of relationship is full transparency, but also trust, which is a difficult line to walk. ECC has suggested a few coaches that can be interviewed if the Board of Trustees is interested in this possibility.

BOARD SUCCESSION/COMPOSITION: As discussed, it is necessary for the current Trustees to begin recruitment and task ongoing review and recruitment to a Trustee or Committee such as the Governance Committee (ECC also has a few feelers out for potential candidates). If just one Trustee steps down, the full Board will be below the required minimum; further, it is important to keep in mind diversity and skills as recruitment efforts unfold.

One common mistake charter schools make is to rely upon the leader to find new Board members, but recruitment and succession planning is properly the responsibility of the full Board of Trustees or a sub-committee.

DATA: The ED and Trustees have acknowledged the School's data systems need work. It is imperative for the Board of Trustees to be part of the conversation regarding data collection and reporting.

The Board must understand what data is available (or lacking) in key performance areas, how data is routinely collected and analyzed, who is responsible, how often it will be reviewed, and whether it is *actionable*.

We strongly suggest having this topic on the agenda at the September Trustee meeting. Neither an evaluation tool nor a data dashboard will be effective without clarity on data systems.

It is our understanding that the School recently decided to stop administering the STAR exam and switch to iReady. This data is likely the only source for reliable and aligned data outside of NYS testing. It is our understanding iReady is given three times a year – start of school year, after Christmas break and toward the end of the school year.

DRAFT EVALUATION TOOL: The immediate priorities are to refine and target the metrics, focus on academic measures while also working in the ED's efforts to priority plan with key staff, keep some operational measures, ensure data is collected and analyzed to evaluate the metrics, and get it in place quickly.

Longer term, the Board should work in short- and long-term strategic plans/goals, and refine it further based on specific challenges.

Key notes and questions to be read alongside the draft evaluation tool follow on the next page.

TBD:

- Weighting;
- Timeline (including whether there will be a mid-year check-in);
- Student growth factor:
 - iReady: 75% of students will achieve at least typical growth in the iReady assessment over the course of each school year. Before adopting this metric, we must confirm with the School that the iReady reports do indeed generate a “typical growth” metric.
 - NYS Testing: 75% of students enrolled in Amani for two or more years have a proficiency level that remains the same or increases each year for both Math and ELA. Should the threshold be higher than 75 percent?
- Using the continuously enrolled student cohort’s aggregated average proficiency for growth could be a problem in 2020 when another new set of exams are used in conjunction with the next generation standards; however, an argument can be made that despite changes to the tests students should still show improvement (barring dramatic, state-wide declines such as was experienced when the Common Core was first implemented). Alternatively, during such years the data can be used carefully with comparisons to statewide trends and some latitude around meeting exact thresholds;
- Does the Board/ED want to set a percentage participation goal for Regents exams?
- Should the Regents goal be split into two distinct metrics (participation and proficiency)?
- A new suggested metric requires the key staff members (need to confirm how many and which ones) who priority plan and monthly map with the ED to meet their top two professional goals each year – this will require thoughtful and explicit documentation when the tool is adopted to establish what those goals are for each staffer and how it will be measured.

Completely removed from previous draft:

- School receives a rating of “good standing” from state accountability system – this is a distractor;
- Families are highly satisfied each year based on results of an annual satisfaction survey with a response rate of at least 75 percent – rather than the evaluation, move results to an annual reporting calendar and/or dashboard;
- School effectively collects per-pupil tuition from all sending districts, including accurate collections for special education services, if applicable – again, track this via reporting calendar or dashboard;
- School has systems in place to ensure that the environment is free from harassment and discrimination;
- School hires/retains a DCI and DOF who the ED and Board would like to retain for the following year;
- School improves its processes for hiring, retention, and development, evidenced by desire to retain/actual retention rates;
- Students feel safe and comfortable in the School based on annual survey

GOALS	MEETS	APPROACHES	NARRATIVE/COMMENTS
ACADEMIC			
Amani meets or exceeds state average in ELA for percent of students proficient on NYS assessments for all students (5-8 aggregated average)			
Amani meets or exceeds state average in mathematics for percent of students proficient on NYS assessments for all students (5-8 aggregated average)			
Amani meets or exceeds the district average in ELA for percent of students proficient on NYS assessments for all students (5-8 aggregated average)			
Amani meets or exceeds the district average in mathematics for percent of students proficient on NYS assessments for all students (5-8 aggregated average)			
The aggregated average proficiency rate for students enrolled at Amani for the second year or more will be higher than the school's overall proficiency.			
Student growth TBD: iReady or State Growth Factor			
Students are encouraged to take Algebra, Living Environment and/or Earth Science Regents exams, and XX percent receive a proficient score			
Amani has no active Corrective Action Plans related to Benchmark 1 (Student Performance)			
OPERATIONAL			
Amani is fully enrolled			
Amani has a waiting list of at least 20 percent of total enrollment			
Amani has no active Corrective Action Plans related to Benchmark 9 (Enrollment & Retention Targets)			
Student retention is at least XX percent annually.			

<p>The ED provides an environment where staff can develop skills, grow professionally, and receive quality coaching, measured by an annual staff survey</p>			
<p>Each year XX percent of teachers and senior leadership offered contracts will return, including XX percent of new hires</p>			
<p>The annual independent audit is clean with no material recommendations.</p>			
<p>The priority planning and monthly mapping process the ED has facilitated with key staff members resulted in each of those key staff members accomplishing their top two priorities for the year.</p>			

**Amani Public Charter School
Board of Trustees Meeting Agenda 10/21/19**

- I. Roll call/Call to order
- II. Public comment
- III. Mission moment
- IV. Executive Director's report
- V. Financial report / audit
- VI. Prospective Board members (Stephanie Edwards, Tamara Houston, and Patrick Smith)
- VII. Retreat matters (assisted by Empire Charter Consultants)
 - a. ED performance evaluation framework for upcoming school year
 - b. Board self-evaluation
- VIII. Matters for approval (consent agenda) [*to be approved once additional Board member is approved by SED*]
 - a. Board minutes for September 2019 meeting
 - b. Building response plan
 - c. Audit for 2018-19 school year
- IX. Committee & Taskforce Reports
 - a. *Executive Committee*
 - b. *Finance Committee*
 - c. *Education and Accountability Committee*
 - d. *Fundraising and Communications Task Force*
- X. Items for next Board Meeting (Recommendations due November 5th)

Items for future meetings:

- Fundraising: School staff to consider re-engaging with fundraising consultants and report back to the Board, as part of a broader discussion with the Board about fundraising strategy.
- ED evaluation for 2018-19 school year (School staff to provide data prior to October meeting).
- Parent and alumni survey.

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

October 21, 2019

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 October 21, 2019, beginning at approximately 7:00 pm. local time pursuant to notice duly given.

The following Trustees were present in person at the meeting: Sidney Burke, Gene Johnson, and Jim Killoran. Derrick Dunlap was not present.

Also present at the meeting were (a) Jill Shahen from Empire Charter Consultants (via videoconference), (b) Jackie Lee from MMB (the School’s auditors) via telephone for the portion of the meeting indicated below, (c) the following prospective Board members: Stephanie Edwards, Tamara Houston, and Patrick Smith, and (d) the following School employees: Debra Stern, Karl Eason, Cara Martin, Phil Salmon, Jamell Scott, Bruce Tanner, and Jane Tulley.

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. *Mr. Burke noted that the New York State Education Department (“NYSED”) had informed the Board that, until there were five Board members approved by NYSED, the Board would not be permitted to take any official actions; Mr. Burke noted that, notwithstanding that, the Board intended to approve various matters and then ratify those actions once there were five Board members approved by NYSED.*

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 meetings held on September 9, 2019, were reviewed and unanimously approved.

3. Executive Director Report. Mrs. Stern, Mr. Scott, Mr. Tanner, Mrs. Martin, and Mrs. Tulley presented the Executive Director Report to the Board, including a discussion of the School’s growing SPED population, enrollment, fundraising (including for the Latin Club’s planned trip to Rome), and the assessment calendar (including clarification that iReady is being used in August/September, January, and June, and internal assessments are being used in November, June, and for the predictive test that will be taken approximately three weeks before

the state test). Members of the Board asked various questions of the members of School leadership, which were answered.

4. Emergency Plans. Mr. Tanner discussed with the Board the District Wide Safety Plan (previously approved by the Board) and School Emergency Response Plan (for Board review, comment, and approval at the next Board meeting). He also noted progress in the process of public comment and ultimately Board approval (to be included in the agenda for the next Board meeting).

5. Approval of Audited Financials. At this point, Mrs. Lee joined the meeting by phone. Mrs. Lee led a detailed discussion of the School's audited financial statements, providing a description of the key drivers of changes in each of the material line items 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 2018-19 fiscal year in the form previously provided to the Board.

6. Executive Session with Auditor. The Board asked the School staff to leave the meeting, so that the Board could speak directly with Mrs. Lee without them being present. After that discussion, the School staff returned to the meeting and Mrs. Lee left the meeting.

7. Dashboard Presentation. Mr. Eason presented to the Board some examples of the kind of data presentations that will be included in the Board dashboard for future meetings. Mr. Eason and Mr. Scott answered various questions from the Board regarding the dashboard and the underlying data, which were answered.

At this point, all of the Staff other than Mrs. Stern left the meeting. Mrs. Shehan remained, to help facilitate the executive session.

8. Executive Session. Upon motion duly made, seconded, and unanimously approved, the members of the Board then in attendance went into executive session to discuss the evaluation of the School's Executive Director and the framework for future evaluations of the School's Executive Director.

9. Approval of ED Evaluation Framework. After returning from executive session, following discussion, upon motion duly made and seconded, the resolutions attached as Exhibit B hereto were unanimously approved.

10. Prospective Board Members. At the beginning of the meeting, Mrs. Edwards, Mrs. Houston, and Mr. Smith had introduced themselves to the Board and discussed their respective backgrounds (certain background information had also previously been circulated to the Board). At this point, Mr. Burke suggested that each of Mrs. Edwards, Mrs. Houston, and Mr. Smith be elected as a Board member, subject to the NYSED approval process. Following discussion, upon motion duly made and seconded, the resolutions attached as Exhibit B hereto were unanimously approved.

11. Items for Future Meetings.

- Analysis of beginning-of-year I-Ready test results.
- ED self-evaluation for 2018-19 school year.
- Approval of District Wide Safety Plan and School Emergency Response Plan.
- Fundraising: School staff to consider re-engaging with fundraising consultants and report back to the Board, as part of a broader discussion with the Board about fundraising strategy.
- Parent and alumni survey planning.
- Board self-evaluation planning.

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

Respectfully submitted,



Sidney Burke
Secretary for the Meeting

EXHIBIT A

[Board materials attached]

EXHIBIT B

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

October 21, 2019

A. Approval of ED Evaluation Framework

1. RESOLVED, that the form, terms and provisions of the School’s evaluation framework for its Executive Director for the 2019-20 School year, in substantially the form presented to the Board, be and hereby is, authorized and approved;

B. Election of Trustees (subject to NYSED approval)

2. RESOLVED, that, subject to NYSED approval, Stephanie Edwards be appointed as a trustee of the School for a term expiring following the Board’s 2020 annual meeting, to serve until such trustee’s replacement has been duly chosen and qualified, or until such trustee’s earlier incapacity, death, resignation or removal;

3. RESOLVED, that, subject to NYSED approval, Patrick Smith be appointed as a trustee of the School for a term expiring following the Board’s 2021 annual meeting, to serve until such trustee’s replacement has been duly chosen and qualified, or until such trustee’s earlier incapacity, death, resignation or removal;

4. RESOLVED, that, subject to NYSED approval, Tamara Houston be appointed as a trustee of the School for a term expiring following the Board’s 2022 annual meeting, to serve until such trustee’s replacement has been duly chosen and qualified, or until such trustee’s earlier incapacity, death, resignation or removal;

5. RESOLVED, that, subject to NYSED approval, Derrick Dunlap be appointed as a trustee of the School for a term expiring following the Board’s 2021 annual meeting, to serve until such trustee’s replacement has been duly chosen and qualified, or until such trustee’s earlier incapacity, death, resignation or removal;

6. RESOLVED, that, subject to NYSED approval, Gene Johnson be appointed as a trustee of the School for a term expiring following the Board’s 2022 annual meeting, to serve until such trustee’s replacement has been duly chosen and qualified, or until such trustee’s earlier incapacity, death, resignation or removal;

7. RESOLVED, that all form resolutions required by NYSED with respect to the appointment of trustees are adopted in such form utilized by NYSED, and that the Secretary is authorized to certify such resolutions as having been adopted hereby and is directed to insert a copy of any such form resolution in the minute book immediately following these minutes;

C. Miscellaneous

8. 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

9. 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.

**Amani Public Charter School
Board of Trustees Meeting Agenda 11/18/19**

- I. Roll call/Call to order
- II. Public comment
- III. Mission moment
- IV. Executive Director's report / School Snapshot
 - a. Beginning-of-year and interim testing data
 - b. Fundraising
 - c. ED self-evaluation
 - d. Parent and alumni survey
- V. Matters for approval – approval of SED form resolutions for new Board members
- VI. Financial report
- VII. Committee & Taskforce Reports
 - a. *Executive Committee*
 - b. *Finance Committee*
 - c. *Education and Accountability Committee*
 - d. *Fundraising and Communications Task Force*
- VIII. Items for next Board Meeting (Recommendations due December 5th)

Items for future meetings:

- Board self-evaluation planning.
- Matters for approval (consent agenda) [*to be approved once additional Board member is approved by SED*]
 - o Board minutes for September and October 2019 meetings
 - o Building response plan
 - o Audit for 2018-19 school year

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

November 18, 2019

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 November 18, 2019, beginning at approximately 7:00 pm. local time pursuant to notice duly given.

The following Trustees were present in person at the meeting: Sidney Burke and Jim Killoran. Gene Johnson and Derrick Dunlap were not present.

Also present at the meeting were (a) the following prospective Board members: Stephanie Edwards, Tamara Houston, and Patrick Smith, and (b) the following School employees: Debra Stern, Cara Martin, Phil Salmon, and Bruce Tanner.

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. *Mr. Burke noted that the New York State Education Department (“NYSED”) had informed the Board that, until there were five Board members approved by NYSED, the Board would not be permitted to take any official actions; Mr. Burke noted that, notwithstanding that, the Board intended to approve various matters and then ratify those actions once there were five Board members approved by NYSED.*

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 meetings held on October 21, 2019, were reviewed and unanimously approved.

3. Prospective Board Members. Mr. Salmon provided to the Board copies of the completed applications for Mrs. Edwards, Mrs. Houston, and Mr. Smith and noted, among other things, that they had been fingerprinted and the results had come back clear for all of them. He also described the process for NYSED approval of their applications. At this point, Mr. Burke suggested that each of Mrs. Edwards, Mrs. Houston, and Mr. Smith be elected as a Board member, subject to the NYSED approval process. Following discussion, upon motion duly made and seconded, the resolutions attached as Exhibit B hereto were unanimously approved.

4. Academic Update. Mrs. Martin discussed with the Board the results of the School’s iReady testing, and the School’s responses to the data resulting from that testing. She

noted that approximately 50% of the School's students are receiving additional services to improve performance. She also discussed the School's interim testing, with a focus on "power standards" (the major standards that are a primary teaching focus), reteach week this week, the School's focus on students who are on the bubble and other targeted students, re-assessments this Friday, and the start of Saturday school.

5. Financial Update. Mr. Salmon provided an update on the School's financials, with a focus on personnel costs (including projections versus budget) and the impact of the number of SPED students on personnel costs.

6. Fundraising. Mrs. Stern provided an update regarding the School's fundraising plans, including the focus on fundraising for the School's plans for a student trip to Rome.

7. Items for Future Meetings.

- ED self-evaluation for 2018-19 school year.
- Approval of District Wide Safety Plan and School Emergency Response Plan.
- SPED revenue analysis.
- Updated Board committee membership.
- Parent and alumni survey planning.
- Board self-evaluation planning.

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

Respectfully submitted,



Sidney Burke
Secretary for the Meeting

EXHIBIT A

[Board materials attached]

EXHIBIT B

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

November 18, 2019

A. Election of Trustees (subject to NYSED approval)

1. The Amani Public Charter School Board of Trustees, having conducted a thorough criminal history record check via fingerprinting which is deemed acceptable by NYSED, and having discovered no State or federal criminal history, or having provided information regarding such history to NYSED, if found, and having verified that any academic and/or professional credential or qualification presented by the proposed member is genuine, and having reviewed the application in its entirety, has voted to select **Stephanie Edwards** as a member to its Board of Trustees, with a term expiring at the 2020 annual meeting pending approval by NYSED. The resolution approving **Stephanie Edwards** is adopted upon NYSED's approval.

2. The Amani Public Charter School Board of Trustees, having conducted a thorough criminal history record check via fingerprinting which is deemed acceptable by NYSED, and having discovered no State or federal criminal history, or having provided information regarding such history to NYSED, if found, and having verified that any academic and/or professional credential or qualification presented by the proposed member is genuine, and having reviewed the application in its entirety, has voted to select **Patrick Smith** as a member to its Board of Trustees, with a term expiring at the 2021 annual meeting pending approval by NYSED. The resolution approving **Patrick Smith** is adopted upon NYSED's approval.

3. The Amani Public Charter School Board of Trustees, having conducted a thorough criminal history record check via fingerprinting which is deemed acceptable by NYSED, and having discovered no State or federal criminal history, or having provided information regarding such history to NYSED, if found, and having verified that any academic and/or professional credential or qualification presented by the proposed member is genuine, and having reviewed the application in its entirety, has voted to select **Gene Johnson** as a member to its Board of Trustees, with a term expiring at the 2022 annual meeting pending approval by NYSED. The resolution approving **Gene Johnson** is adopted upon NYSED's approval.

4. The Amani Public Charter School Board of Trustees, having conducted a thorough criminal history record check via fingerprinting which is deemed acceptable by NYSED, and having discovered no State or federal criminal history, or having provided information regarding such history to NYSED, if found, and having verified that any academic and/or professional credential or qualification presented by the proposed member is genuine, and having reviewed the application in its entirety, has voted to select **Tamara Houston** as a member to its Board of Trustees, with a term expiring at the 2022 annual meeting pending approval by NYSED. The resolution approving **Tamara Houston** is adopted upon NYSED's approval.

5. RESOLVED, that all form resolutions required by NYSED with respect to the appointment of trustees are adopted in such form utilized by NYSED, and that the Secretary is authorized to certify such resolutions as having been adopted hereby and is directed to insert a copy of any such form resolution in the minute book immediately following these minutes;

B. Miscellaneous

6. 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

7. 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.

**Amani Public Charter School
Board of Trustees Meeting Agenda 12/9/19**

- I. Roll call/Call to order
- II. Public comment
- III. Mission moment
- IV. Executive Director's report / School Snapshot
- V. Updated Board committee membership
- VI. ED self-evaluation
- VII. Matters for approval
 - a. Ratification of prior actions
 - b. Board minutes for September, October, and November 2019 meetings
 - c. Building response plan
 - d. Audit for 2018-19 school year
- VIII. Financial report: SPED revenue analysis
- IX. Committee & Taskforce Reports
 - a. *Executive Committee*
 - b. *Finance Committee*
 - c. *Education and Accountability Committee*
 - d. *Fundraising and Communications Task Force*
- X. Items for next Board Meeting (Recommendations due January 5th)

Items for future meetings:

- Board self-evaluation planning.

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

December 9, 2019

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 December 9, 2019, beginning at approximately 7:00 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. Derrick Dunlap was not present.

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

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 November 18, 2019, were reviewed and unanimously approved.
3. Executive Director’s Report/School Snapshot. Mrs. Stern discussed with the Board the Board committee descriptions that had been circulated, including the roles of the various committees. She also provided an update regarding the parent survey, staff professional development, staff appreciation, instructional highlights, field trips, and honor roll celebrations. Mr. Zuckerman provided an update regarding the School’s fundraising operations, noting that he is focused on consolidating internal School fundraising data and building a database and systems to support future fundraising efforts. Mrs. Stern provided an update regarding School culture and upcoming events. Members of the Board asked various questions of Mrs. Stern and Mr. Zuckerman, which were answered.
4. Operations Update. Mr. Tanner provided an update regarding various matters related to School operations. Among other things, he noted that the cafeteria floor (which had been damaged by the water leak earlier in the year) would be renovated over winter break.

5. Finance Update. Mr. Salmon provided an update on the School's financials, with a focus on personnel costs and per-pupil revenue (including, in each case, projections versus budget). Members of the Board asked various questions of Mr. Salmon, which were answered.

6. Academic Updated/Data Report. Mr. Scott discussed with the Board his analysis of the School's November interim testing (including limitations in the ELA extended-response data as a result of the long testing days). He also noted the School's new academic outreach efforts (including through social media and the use of a "question of the day"), and discussed with the Board the School's use of iReady and related data. Members of the Board asked questions of Mr. Scott, which were answered.

7. Board Committees and Approval/Ratification of Certain Other Matters. Mr. Burke noted a number of matters that had been approved (subject to ratification) during the period when the Board did not have sufficient members. The Board also discussed the Board's committees and which committees might benefit the most from certain Board members' expertise. Following discussion, upon motion duly made and seconded, the resolutions attached as Exhibit B hereto were unanimously approved.

8. Schedule for Board Meetings. The Board discussed the calendar for the upcoming school year. After discussion, the Board unanimously approved the rescheduling of future regular Board meetings to 6:30 p.m. (rather than 7:00 p.m.).

9. Items for Future Meetings.

- ED self-evaluation for 2018-19 school year.
- Board self-evaluation planning.

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

Respectfully submitted,



Sidney Burke
Secretary for the Meeting

EXHIBIT A

[Board materials attached]

EXHIBIT B

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

December 9, 2019

A. Ratification of Prior Actions

1. RESOLVED, that any and all acts previously authorized by the Board (including during any period in which the Board was unable to take any official actions because it lacked sufficient membership) prior to the passage of this resolution be, and they hereby are, ratified and approved in all respects.

B. Approval of 2018-19 Audit

2. RESOLVED, that the audited financial statements of the School for the 2018-19 fiscal year, in the form previously presented to the Board, be and hereby are, authorized and approved.

C. Approval of District Wide Safety Plan and School Emergency Response Plan

3. RESOLVED, that the form, terms and provisions of the District Wide Safety Plan and School Emergency Response Plan, in each case, in substantially the form previously presented to the Board, be and hereby is, authorized and approved, with such changes as the Authorized Representatives, or any of them, may determine are necessary or appropriate.

D. Appointment of Committees

4. RESOLVED, that the following individuals shall be appointed to serve on the **Finance 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>
Jim Killoran	Chair
Sidney Burke	Committee Member
Patrick Smith	Committee Member

5. RESOLVED, that the following individuals shall be appointed to serve on the **Education and Accountability 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>
Gene Johnson	Chair
Stephanie Edwards	Committee Member
Tamara Houston	Committee Member

E. Formation of Task Forces

6. RESOLVED, that the responsibilities of the **Fundraising and Communications Task Force** will be undertaken by the Board, and such task force is terminated.

F. Miscellaneous

7. 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

8. 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.

DRAFT
Executive Director Report
December 2019

Board Development - Committee Assignments

As requested below please find descriptions for the Educational Accountability committee and the Finance committee.

Education Accountability

Members:

Meeting times - tentatively - Saturday, January 11 @10am or Tuesday, January 7 @4pm

EDUCATIONAL ACCOUNTABILITY (SCHOOL PERFORMANCE) COMMITTEE
(From the National Charter School Resource Center)

Although the school leader is responsible for the school community (students, parents, and staff), the board hires and oversees the school leader to make sure that students excel. The school exists to provide great educational experiences and outcomes for students, and the Educational Accountability Committee leads the board in upholding this duty. Through appropriate board oversight, the Educational Accountability Committee monitors student performance against rigorous academic goals and raises strategic issues for board discussion.

The Educational Accountability Committee must include the school leader and at least three board members, one of whom will serve as the committee chair. The committee meets at least once between every board meeting and provides committee minutes to the full board to communicate progress. It is important to note that this is a committee that can easily overstep its bounds from oversight to management. The board's role is to ask questions, provide advice, and hold the school leader accountable for results. The board does not make program-level decisions.

The Educational Accountability Committee holds itself accountable for the following:

- Partnering with the school leader to set and reach rigorous academic goals
 - Defines excellent school performance based on the charter school's mission and vision
 - Supports school leader in developing annual academic performance goals for the school, and recommends these academic goals to the board for approval
 - Verifies that school administrators are using student performance data to constructively inform decisions
 - Monitors the school leader's efforts to improve areas of subpar student performance
 - Upon request, serves as an ongoing resource to administrators for academic issues and programming

- Building board-wide understanding of the school's academic performance and progress toward goals
 - Supports the school leadership in developing and presenting academic dashboards that measure progress towards annual academic goals

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Updates the board, in partnership with the school leader, on performance data and factors currently impacting student achievement

Identifies challenges to the academic program before they become urgent issues

Evaluates the school's student achievement against neighboring schools and national standards

Attends authorizer trainings on academic accountability

Delivers onboarding and supplemental trainings to foster a working knowledge of student performance data and measurements among all board members

- **Setting committee goals and maintaining a strong committee membership**

Identifies committee goals to track academic committee progress

Recruits non-board members—if charter school bylaws allow—with educational expertise relative to the school's model to advise the committee

FINANCE COMMITTEE (From the National Charter School Resource Center)

Members:

Meeting Times - Tentative

The finance committee oversees the school's budget and asset management. This committee approves short- and long-term financial goals for the charter school, recommends and monitors a budget aligned with the school's strategic priorities, ensures compliance with official policies, and raises financial concerns and solutions to safeguard the school's resources. The finance committee includes the school leader, Chief Financial Officer (CFO), and at least three board members—one of whom serves as the committee chair. The committee meets at least once between every board meeting and submits committee minutes to the full board to communicate progress.

The finance committee holds itself accountable for the following:

- **Recommending a budget aligned to the school's strategic priorities**

Works with the school leader and CFO to prepare and recommend an annual budget for the board's consideration and approval

Ensures the annual budget is prepared in a timely manner

- **Overseeing the school's financial resources**

Reviews financial statements regularly to monitor progress throughout the year, and suggests adjustments as required

Serves as an ongoing resource and advisor to staff on financial issues

- **Providing training or onboarding to ensure all board members understand the school's finances**

- **Driving progress toward financial goals**

Sets short- and long-term fiscal goals to ensure school sustainability and success

Sets annual committee goals and regularly monitors progress

- **Ensuring financial compliance**

Confirms appropriate financial policies and procedures are in place and followed

Recommends the selection of an auditor

Meets with the auditor before the board's audit review and approval

- **Identifying actions needed to resolve complex financial issues**

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Determines whether the complexity or scale of financial operations requires the committee to split into two separate board committees: finance committee and audit committee
 Recommends the creation of an investment committee when appropriate

RANDOMS

SPED New Staff Member	Carl Adams New SPED Numbers = 26 Classified students 5 504 Plan students
SPED Revenue Analysis	Finance will have detailed presentation at Board Meeting

Parent Survey	Administered at Back to School Night Sent via newsletter Only 13 Responses Plan to send a targeted email in the next week to try to up responses. <u>Parent/Guardian Survey</u>
Staff PD	Social Studies Team attending NYS Social Studies Conference SW attending PD on restorative justice Principal attending PD on restorative justice GC attending PD on SEL Art Teacher attending PD on Teaching and Art ED completed class at Teachers College, Columbia University - Leading with Evidence in Schools: Data and Research Literacy
School Closures	One Snow day and one 2 hour delay
Board Staff Appreciations...	Assistance with lowering the price of holiday party for staff. Staff gifts Donate Gift Cards for Gift Card Roulette
Career Day	We need you to share your story and experiences with our scholars at The Amani Public Charter School Career Day "Build Your Path-Career Discovery" on Tuesday, January 28, 2020, from 8:00 am – 2:30 pm. We are looking for a diverse group of people from all types of careers to share your pathways and spend a day talking to our students. Many of our students are unaware of the career opportunities available to them, and this is a fantastic way to

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	<p>provide them with first-hand knowledge of potential career paths.</p> <p>We ask all participants to focus on their “origin” story on how they got to their careers. Participants are allowed to bring in artifacts that represent your career. Please let us know in advance if you need anything particular for your presentation (technology, etc.). You can come for multiple sessions or just one.</p> <p>Please take a minute to complete the PARTICIPANT FORM and return by Wednesday, January 15, 2020.</p> <p>Thank you in advance for being a part of a career day! If you have any questions or need further information please contact Ms. Gardner at (914) 668-2553 Ext. 104 or email kgardner@amanicharter.org.</p> <p>Best, Ms. Gardner</p> <p>https://forms.gle/G3mCa6Wdu48TbAMA8</p>
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Data Report

Data	Interim Assessments
Turn it Into Information	Tableau Report will be presented at the board meeting
Turn it into Knowledge	Instructional Leadership Discussion with Board
Knowledge which we apply to action	

Saturday School

Updates	<p>Week 1</p> <p>Student Count</p> <p>Session 1-38 students</p> <p>Session 2-34 Students</p> <p>61 total students (10 students were here for both)</p> <p>Week 2</p> <p>47 students in session 1 (out of 60)</p> <p>49 students in session 2 (out of 60)</p> <p>74 students total (Some students had both sessions)</p>
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School Instructional Highlights

Field Trips	
6th Grade - Museum of Natural History	To support instruction in Science Classes. The visit will include a viewing of “Dark Universe” Space Show in the Hayden

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	Planetarium.
SGA & NJHS - YSOP Service Project	To support leadership development 20 Scholars traveled to NYC to three locations to participate in a day of service.
7th Grade - Museum of the City of New York	To support instruction in Social Studies and ELA. The visit to the City Museum of New York will include the Special Exhibitions Tours, including the <i>City of Workers, City of Struggle</i> . Visit https://www.mcny.org/exhibition/city-workers-city-struggle for more information

5th Grade Social studies	Native American Diorama Projects (on display)
6th Grade Social Studies	Ancient Egypt Museum Project (upcoming)

Special Honor Roll Celebrations	At the end of the first marking period celebrated honor roll with new celebrations
Pizza with the Principal	15 High Honor Roll w/ Distinction 94.5 and above GPA
	54 Scholars receiving High Honor Roll - 89.5- 94.4 GPA
Cupcakes with the Principal	91 Honor Roll - 84.5 - 89.4 GPA

Operations and Finance

Cafeteria floor being redone over the Christmas Break	
District Wide Safety Plan	

Fundraising

Presentation from Harvey Zuckerman	Process and expected outcomes
Giving Tuesday, Birthday Campaign, Debra	\$1,037
Letter Writing Campaign	
Shoe Fundraiser - ends January 24th	350 Shoes so far
February - Sip & Paint Fundraiser	

March 16th - Cabaret	
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School Culture & Events

Keio School Gift Drive for Mckinney Vento 12	Thursday, December 5
NYSED Visit - David Frank and Kimberly Santiago	Friday, December 13
Picture Day	Thursday, December 12 & Friday, December 13
Winter Concert	<p>Tuesday, December 17</p> 
PTA Meeting	Thursday, November 19
Staff Holiday Party	<p>Friday, November 20 7pm - 11pm Radisson Hotel \$75 per person</p> <p>Board Invited - contact Kelly Gardner to secure a ticket - kgardner@amanicharter.org</p>

**Amani Public Charter School
Board of Trustees Meeting Agenda 1/13/20**

- I. Roll call/Call to order
- II. Public comment
- III. Mission moment
- IV. Executive Director's report / School Snapshot
- V. ED self-evaluation
- VI. Updated officers and Executive Committee membership (see below)
- VII. Matters for approval
 - a. Board minutes for December 2019 meeting
- 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 February 5th)

Items for future meetings:

- Board self-evaluation planning.

Officers as of June 2019:

Sidney Burke	Chair
[Derrick Dunlap]	Vice Chair
Jim Killoran	Treasurer
Gene Johnson	Secretary

Executive Committee as of June 2019:

Sidney Burke
[Derrick Dunlap]
Jim Killoran
Gene Johnson
vacant

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 6th 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,



Sidney Burke
Secretary for the Meeting

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Respectfully submitted,

Sidney Burke
Secretary for the Meeting

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.

Executive Director Report
December 2019

MISSION MOMENT

Ancient Egypt Museum Project in 6th Grade -

Scholars were able to decide between four different hands on projects to further their learning of Ancient Egypt. They could pick from building a pyramid, recreating a tomb, illustrating the geography of Egypt, and creating a Hall of Fame of 5 different Pharaohs. Each scholar was asked to show their new learnings with a visual and a written assignment. When all scholars brought there projects in our classes created a Museum Exhibit (Gallery Walk) to observe other students projects.



Board Development - Committee Assignments

Education Accountability

Members: Stephanie, Tamara, Gene, Jamell, Cara, Jane

Meeting times - Google Survey sent out 1/6 to determine best meeting times

Meeting Times - Tuesday, January 21 @4pm

RANDOMS

Ed Evaluation	<u>ED Evaluation Narrative</u> <u>Ed Evaluation Grid</u>
Staff PD	2 Day PD on Positive Framing Facilitated by Principal Scott Violence Prevention Training January 29th Mount Vernon PD
Board Staff Appreciations...	Refresh of the Staff Lounge
Career Day	We need you to share your story and experiences with our scholars at The Amani Public Charter School Career Day "Build Your Path-Career Discovery" on Tuesday, January 28, 2020, from 8:00 am – 2:30 pm. We are looking for a diverse group of people from all types of careers to share your pathways and spend a day talking to our students. Many of our students are unaware of the career opportunities available to them, and this is a fantastic way to provide them with first-hand knowledge of potential career paths. We ask all participants to focus on their "origin" story on how they got to their careers. Participants are allowed to bring in artifacts that represent

	<p>your career. Please let us know in advance if you need anything particular for your presentation (technology, etc.). You can come for multiple sessions or just one.</p> <p>Please take a minute to complete the PARTICIPANT FORM and return by Wednesday, January 15, 2020.</p> <p>Thank you in advance for being a part of a career day! If you have any questions or need further information please contact Ms. Gardner at (914) 668-2553 Ext. 104 or email kgardner@amanicharter.org.</p> <p>Best, Ms. Gardner https://forms.gle/G3mCa6Wdu48TbAMA8</p>
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Instructional Report

Data	
What Questions are we answering	What Standards are we deficient in
What Action plans are we putting in place	

Saturday School

Updates	<ul style="list-style-type: none"> ● After the break, our Saturday School numbers took a dip. To address the numbers, I will be blasting our messages to parents and speaking to students throughout the week. <ul style="list-style-type: none"> ○ Week 1 <ul style="list-style-type: none"> ■ 38 students session 1 (out of 60) ■ 34 students session 2 (out of 60) ■ 61 students total (Some students had both sessions) ○ Week 2 <ul style="list-style-type: none"> ■ 47 students in session 1 (out of 60) ■ 49 students in session 2 (out of 60) ■ 74 students total (Some students had both sessions) ○ Week 3 <ul style="list-style-type: none"> ■ 41 students in session 1 (out of 60) 36 students in session 2 (out of 60) ■ 60 students total (Some students had both sessions) ■ * 12 scholars had to take tours/test for high school. Parents called Mr. Scott
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Field Trips

Salesian High School	16 Boys with Guidance Counselor attended open house
6th Grade The Maritime Aquarium at	

Norwalk	
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Operations and Finance

Staff and Instructional Evaluations	February 6 through March 6
Child Nutrition Administrative Review	January 23, 2020
Cafeteria floor complete	December 31
Equipment Grant	Due 1/24/20
Lead testing in the water	Must be complete by May 31, 2020

Fundraising

10 Year Anniversary Committee	Chair - Charles Stern & Goal - To commemorate the 10 year anniversary of Amani Public Charter School beginning with the Charter Date Celebration (December 10th 2010 - December 10, 2020) progressing through a year long celebration to culminate in a gala style function prior to the opening of the 2011 school year (August 29, 2011 - August 30, 2021).
Annual Appeal Letter	https://drive.google.com/drive/u/0/recent
Rome Fundraising to date	
Shoe Fundraiser - ends January 24th	350 Shoes so far
Week of March 16th - Cabaret	
Read - A - Thon - High Flyer and other trips	

School Culture & Events

Career Day	Thursday, December 5
Open Houses	Tuesday, January 14th 6:30pm Thursday, January 30th - 6pm (National School Choice Week)
National School Choice Week	Week of January 27th
Career Day	Tuesday, January 28th, 2020
Amani Friends & Family day at MSG - Knicks vs. Toronto	Amani Friends & Family Day @ MSG Knicks vs Raptors - January 24, 2020, @ 7:30pm

	Staff Tickets are \$55pp- Children 5 and under Free (Lap Seat) Amani Community \$75pp - Children 5 and under Free (Lap Seat)
<u>National Charter Schools Conference</u>	June 21- 24 Orlando, FL

**Amani Public Charter School
Board of Trustees Meeting Agenda 2/10/20**

- I. Roll call/Call to order
- II. Public comment
- III. Mission moment
- IV. Executive Director's report / School Snapshot / Data Dashboard
- V. Data analysis (Amani Effect analysis, etc)
- VI. Charter School Office's deficiency letter / corrective action plan
- VII. ED self-evaluation / SMART goals for ED's priority plan
- VIII. Updated officers and Executive Committee membership (see below)
- IX. Board self-evaluation survey
- X. Matters for approval
 - a. Board minutes for January 2020 meeting
- XI. Committee & Taskforce Reports
 - a. *Executive Committee*
 - b. *Finance Committee*
 - c. *Education and Accountability Committee*
 - d. *Fundraising and Communications Task Force*
- XII. Items for next Board Meeting (Recommendations due March 5th)

Officers as of February 2020:

Sidney Burke	Chair
<i>vacant</i>	Vice Chair
Jim Killoran	Treasurer
Gene Johnson	Secretary

Executive Committee as of June 2019:

Sidney Burke
Stephanie Edwards
Jim Killoran
Gene Johnson
vacant

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

February 10, 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, Gene Johnson, Tamara Houston, Jim Killoran, and Patrick Smith. Stephanie Edwards was not present.

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

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. Mission Moment. Mrs. Stern described to the Board the Data Wall that has been added at the School, which currently celebrates the scholars from each class who had the top 5 scores on the School’s interim assessments.

3. ED Priority Goals. Mrs. Stern distributed to the Board revised priority goals for the Board to consider and discuss at the next Board meeting.

4. Data Analysis. Mr. Eason presented an updated Board data dashboard (including information regarding increased student applications, suspensions, and demographics, and student and staff attendance). He also presented initial analysis regarding “The Amani Effect” (in this analysis, academic performance of 4-year students over time).

5. Instructional Update. Mr. Scott provided an instructional update, including a discussion of interim testing data, the analysis that the staff has done regarding standards students showed weakness on during interim testing, weekly data meetings, and scheduled re-teach weeks. Mr. Scott also discussed the change in the teacher evaluation rubric used by the School (from the Danielson model to a charter school model based on one used by Uncommon

Schools), which also aligns with what the School has been doing in its professional development. Members of the Board discussed these matters with Mr. Scott and Mrs. Stern and asked various questions of them, which were answered.

6. Financial Update; Evaluation of Non-Instructional Staff. Mr. Salmon provided an update regarding the School's financial performance for the school year to date, including a discussion of the material variations versus the School's budget. Mr. Salmon also described the evaluation process for non-instructional staff.

7. Operations Update. Mr. Tanner provided an update of various operational matters, including the results of the administrative review of the School's lunch program and the replacement of the cafeteria floor (final adjustments to be made in the near term).

8. Fundraising. Mrs. Stern provided an update on the School's fundraising efforts and plans for future fundraising.

9. School Culture / Events. Mrs. Stern provided an update on upcoming School events, including Open Houses, the School's basketball teams, and the upcoming Cabaret fundraiser.

10. Items for Future Meetings.

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

11. Approval of Prior Minutes. The minutes of the Board meeting held on January 13, 2020, were reviewed and unanimously approved.

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

Respectfully submitted,



Sidney Burke
Secretary for the Meeting

EXHIBIT A

[Board materials attached]

EXHIBIT B

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

February 10, 2020

None.

Amani Board Self-Evaluation

BOARD STRUCTURE

1. The Board as a whole possesses the right skills and background for the current issues facing the School.

Strongly agree / Agree / Neither agree nor disagree / Disagree / Strongly disagree

Comments or suggestions: []

2. The Board has an appropriate process for identifying and attracting Board members who fulfill the present and future needs of the Board.

Strongly agree / Agree / Neither agree nor disagree / Disagree / Strongly disagree

Comments or suggestions: []

BOARD MEETINGS

3. The Board receives adequate materials in advance of meetings of the Board.

Strongly agree / Agree / Neither agree nor disagree / Disagree / Strongly disagree

How could Board materials be improved? Can any materials be left out?: []

4. I am satisfied with the quality of the presentations to the Board.

Strongly agree / Agree / Neither agree nor disagree / Disagree / Strongly disagree

Comments or suggestions: []

5. The Board has open and constructive deliberations. Board members are prepared for meetings and comfortable sharing their point of view. The Board encourages a culture of candid communication and rigorous decision making.

Strongly agree / Agree / Neither agree nor disagree / Disagree / Strongly disagree

Comments or suggestions: []

BOARD MEETINGS AND COMMITTEES

6. Committees report regularly to the Board and give the appropriate amount of information to the Board.

Strongly agree / Agree / Neither agree nor disagree / Disagree / Strongly disagree

Comments or suggestions: []

7. The Finance Committee is performing its responsibilities appropriately.

Strongly agree / Agree / Neither agree nor disagree / Disagree / Strongly disagree

Comments or suggestions (if you are a member of this Committee, please note that with your comments): []

8. The Education and Accountability Committee is performing its responsibilities appropriately.

Strongly agree / Agree / Neither agree nor disagree / Disagree / Strongly disagree

Comments or suggestions (if you are a member of this Committee, please note that with your comments): []

KEY BOARD RESPONSIBILITIES

9. The Board agrees on a common vision and mission for the School and is adequately involved in the determination of the School's strategic initiatives and direction.

Strongly agree / Agree / Neither agree nor disagree / Disagree / Strongly disagree

Comments or suggestions: []

10. The Board is effective in monitoring management's implementation of the School's strategy.

Strongly agree / Agree / Neither agree nor disagree / Disagree / Strongly disagree

Comments or suggestions: []

11. The Board is effective in monitoring the School's academic performance.

Strongly agree / Agree / Neither agree nor disagree / Disagree / Strongly disagree

Comments or suggestions: []

12. The Board is effective in reviewing management's proposed annual operating/financial plans and the School's operating/financial performance.

Strongly agree / Agree / Neither agree nor disagree / Disagree / Strongly disagree

Comments or suggestions: []

13. The Board ensures that the Executive Director and other key senior management positions have an ongoing professional development plan to enhance their effectiveness, and ensures there are resources available to implement these plans.

Strongly agree / Agree / Neither agree nor disagree / Disagree / Strongly disagree

Comments or suggestions: []

14. The Board participates effectively in management's development of succession planning for the Executive Director and other key senior management positions.

Strongly agree / Agree / Neither agree nor disagree / Disagree / Strongly disagree

Comments or suggestions: []

15. The Board reviews key School policies on a regular basis and works with management to update them as needed.

Strongly agree / Agree / Neither agree nor disagree / Disagree / Strongly disagree

Comments or suggestions: []

16. The Board is effective in identifying and communicating to management actions to address areas in need of improvement.

Strongly agree / Agree / Neither agree nor disagree / Disagree / Strongly disagree

Comments or suggestions: []

17. Does the Board, together with management, have in place mechanisms to ensure that employees act in accordance with the School's policies as to employee conduct?

Yes / No / Partially

Comments or suggestions: []

18. Are you satisfied with the Executive Director performance review process?

Yes / No / Partially

Comments or suggestions: []

19. Is the Board knowledgeable about academic and other factors facing the School? Do Board members stay abreast of trends and issues affecting the School and its performance?

Yes / No / Partially

Comments or suggestions: []

20. Does the Board focus appropriately on academic, financial, culture, and other strategic challenges the School faces?

Yes / No / Partially

Comments or suggestions: []

21. The Board (together with management) is organized and/or prepared to handle a crisis situation.

Strongly agree / Agree / Neither agree nor disagree / Disagree / Strongly disagree

Comments or suggestions: []

BOARD INTERACTION WITH MANAGEMENT

22. Is the Board both sufficiently challenging and supportive of management?

Yes / No / Partially

Comments or suggestions: []

23. Does the Board foster a performance-oriented culture that rewards performance and innovation?

Yes / No / Partially

Comments or suggestions: []

FUNDRAISING AND EXTERNAL COMMUNICATIONS

24. The Board (with management) regularly assesses the effectiveness of the School's relations with its key external constituent groups.

Strongly agree / Agree / Neither agree nor disagree / Disagree / Strongly disagree

Comments or suggestions: []

25. The Board understands and supports the School's fundraising needs and strategy.

Strongly agree / Agree / Neither agree nor disagree / Disagree / Strongly disagree

Comments or suggestions: []

26. The Board has a policy or very clear practice regarding Board members' participation in fundraising efforts. The Board is aware of and receives management input regarding best practices in non-profit fundraising (as relevant to the School).

Strongly agree / Agree / Neither agree nor disagree / Disagree / Strongly disagree

Comments or suggestions: []

27. A majority of the Board members actively participate in the School's fundraising efforts.

Strongly agree / Agree / Neither agree nor disagree / Disagree / Strongly disagree

Comments or suggestions: []

OTHER INFORMATION AND RESOURCES

28. Does the Board have an orientation program which provides adequate information for new trustees?

Yes / No / Partially

Comments or suggestions: []

29. Does the Board receive adequate resources/support from management? Does management have adequate access to the Board? What additional resources would you like to have?

Yes / No / Partially

Comments or suggestions: []

OTHER

30. Are there any other changes that would improve the Board's effectiveness that you would suggest?

Yes / No / Partially

Comments or suggestions: []

To assist tracking survey completion, please enter your name.



EXECUTIVE DIRECTOR
CHARTER SCHOOL OFFICE
ROOM 5N EB Mezzanine, 89 WASHINGTON AVENUE, ALBANY NY, 12234
Tel. 518/474-1762; Fax 518/474-1405; charterschools@nysed.gov

**NOTICE OF DEFICIENCY WITH
REQUEST FOR A CORRECTIVE ACTION PLAN**

FEBRUARY 4, 2020

Via Electronic Transmission

Mr. Sidney Burke, Board Chair
[REDACTED]

Ms. Debra Stern, Executive Director
dstern@amanicharter.org

Amani Public Charter School

Dear Mr. Burke and Ms. Stern,

Charter schools are granted extensive autonomy in exchange for high-stakes accountability. To ensure that all Board of Regents-authorized charter schools meet the obligations and standards to which they are held accountable, the NYSED Charter School Office (“CSO”) works closely to conduct oversight and monitoring throughout the charter term. It is our hope that this ongoing oversight and monitoring will ensure that these obligations and standards are transparent and well-defined and that schools not meeting them can work towards compliance before charter renewal.

This letter serves as notice to Amani Public Charter School (Amani) Board of Trustees that, as noted in the New York State Education Department (“NYSED” or “the Department”) Performance Framework, and pursuant to Section 6.3 of the school’s Charter Agreement, NYSED is requiring Amani to develop and implement a corrective action plan, using the template provided, addressing each of the academic and enrollment deficiencies enumerated in Attachment A.¹ The corrective action plan is a tool that the school and the NYSED Charter School Office will use to identify and document strategies being employed by the school towards school improvement.

Section 6.3 of the school’s Charter Agreement with the Board of Regents states:

Corrective Action. If SED determines that the Charter School is not progressing toward one or more of the performance or education goals set forth in the Charter, that the quality of the Charter School’s educational program or governance is not satisfactory, or that the Charter School is not in compliance with the terms and conditions of the Charter and/or applicable law or regulation, then SED may

¹ The deficiencies enumerated in Attachment A may not be an exhaustive list of areas of concern, areas in need of improvement, or areas in which the school is not in compliance with applicable laws and regulations.

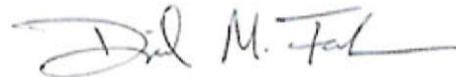
require the Charter School to develop and implement a corrective action plan, and provide evidence of implementation of same. Nothing contained herein shall be in derogation of the Regents' ability to revoke the Charter, place the Charter School on probationary status, or initiate mandatory remedial action in accordance with the Act and §8.3 of this Charter Agreement.

The corrective action plan must be submitted no later than 5:00 p.m. on Monday, March 2, 2020. The plan must be designed to achieve observable outcomes at the school. Please use the attached Corrective Action Plan template to develop the plan for your school. Each of the deficiencies identified in Attachment A will require the completion of an individual plan, beginning with the formation of the outcome statement. For academic or enrollment corrective action, you will develop a separate plan for each identified subject and subgroup deficiency (simply copy the corrective action template and repeat for additional deficiencies).

If you require further clarification, or want to discuss resources that may help your school provide more detailed support to help with the development of the corrective action plan, please contact your CSO liaison at (518) 474-1762 or charterschools@nysed.gov.

Thank you for your cooperation and efforts to strengthen the academic performance of your school.

Sincerely,



David M. Frank

Cc: Barbara Moscinski
Kimberly Santiago

Attachment A

These 2018-2019 charter school deficiencies remain under discussion with your liaison as per the 2018-2019 correction action plans (CAPs), as these plans have not yet been terminated:

1. Academic
2. Enrollment

Below are newly identified 2019-2020 charter school deficiencies, for which corrective action plans need to be developed. Please note that where a 2019-2020 deficiency is the same as a 2018-2019 deficiency, you can simply submit an updated 2019-2020 CAP.

Academic Deficiencies:

1. According to proficiency data from the 2018-2019 administration of the state grades 3-8 ELA exams, Amani's overall performance is below (-7) the New York State average performance in ELA.
2. According to proficiency data from the 2018-2019 administration of the state grades 3-8 mathematics exams, Amani's overall performance as well as students with disabilities, English language learners/multilingual learners and economically disadvantaged student populations in mathematics. is below that of Mount Vernon School District, the school's district of location, and the New York State average. Differences range from a low of -5 to a high of -26.

Enrollment Deficiencies:

1. Amani has failed to enroll a comparable number of students with disabilities (-11, SWD) and English language learners/Multilingual Learners/English Language Learners (-11, ELLs/MLLs) and economically disadvantaged students (-5 ED) when compared to the district of location. If the 2018-19 school year was the school's renewal year, the failure to meet enrollment targets could have negatively impacted the school's renewal recommendation.

**NYSED Charter School Office
Sample Corrective Action Plan Form**

Please note: Each deficiency enumerated in the Notice of Deficiency should have its own form completed. If you would like to discuss this further, or share your progress towards these goals, we encourage you to contact your Charter School Office liaison at (518) 474-1762.

Charter School Name: _____

Submission Date: _____

Deficiency Area: <i>Insert the deficiency cited in Notice of Deficiency</i>	Performance Framework Benchmark:
Goal(s): <i>List specific goal(s) the school has put into place to remediate the deficiency cited in the letter.</i>	
Strategies Employed to Achieve Goal(s): <i>Describe what steps the school will take to achieve its goal(s).</i>	
Measurable Outcomes to Demonstrate Progress Toward Achieving Goal(s): <i>Outline the ways the school will measure progress toward achieving its goal(s). These should be quantifiable and include dates whenever possible. i.e. Administration of iReady testing in November, March, and June.</i>	
Title/Role(s) of Responsible Persons:	Expected Date of Completion:
Progress Made Since Last Check-In: <i>Along with a date, provide an update of what outcomes have shown and how the school has responded.</i>	
Plan of Action Until Next Check-In: <i>Describe the school's next steps toward achieving its goal beyond those already described.</i>	
Check-In Date (s): <i>Propose check-in dates to update the CSO on progress.</i>	

**Amani Public Charter School
Board of Trustees Meeting Agenda 3/9/20**

- I. Roll call/Call to order
- II. Public comment
- III. Mission moment
- IV. Executive Director's report / School Snapshot / Data Dashboard
(including COVID19 and international travel)
- V. Data analysis (updated Amani Effect analysis)
- VI. Charter School Office's deficiency letter / corrective action plan
- VII. ED self-evaluation / SMART goals for ED's priority plan
- VIII. Updated officers and Executive Committee membership (see below)
- IX. Board self-evaluation survey
- X. Matters for approval
 - a. Board minutes for February 2020 meeting
- XI. Committee & Taskforce Reports
 - a. *Executive Committee*
 - b. *Finance Committee*
 - c. *Education and Accountability Committee*
 - d. *Fundraising and Communications Task Force*
- XII. Items for next Board Meeting (Recommendations due April 5th)

Officers as of February 2020:

Sidney Burke	Chair
<i>vacant</i>	Vice Chair
Jim Killoran	Treasurer
Gene Johnson	Secretary

Executive Committee as of June 2019:

Sidney Burke
Stephanie Edwards
Jim Killoran
Gene Johnson
vacant

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

March 9, 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 March 9, 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, Gene Johnson, Tamara Houston, Jim Killoran, and Patrick Smith.

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

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. Mission Moment. Mrs. Stern described to the Board the School’s shoe drive and its Periodic Table display.

3. Coronavirus Planning. Mrs. Stern noted that the School’s crisis response team has been meeting regularly since last week. She also discussed the School’s cleaning plan, which includes acquiring an electrostatic cleaning machine (which is expected to arrive by the end of the week). Mrs. Stern also discussed the School’s planning (for staff and for instruction) regarding remote learning.

4. Data Analysis. Mr. Eason presented an updated Board data dashboard and updated analysis of “The Amani Effect” in a manner consistent with the ED evaluation rubric. Members of the Board asked various questions, which were answered.

5. Instructional Update. Mr. Scott provided an instructional update, including a discussion of interim testing data. Members of the Board discussed these matters with Mr. Scott and Mrs. Stern and asked various questions of them, which were answered.

6. Corrective Action Plans. Mrs. Stern, Mr. Salmon (regarding enrollment), and Mr. Scott (regarding ELA and math) presented to the Board regarding the School's corrective action plans in response to the SED Charter School Office's deficiency letter. Members of the Board asked a number of questions, which were answered.

7. Approval of Prior Minutes. The minutes of the Board meeting held on February 10, 2020, were reviewed and unanimously approved.

8. Approval of Form 990. Mr. Salmon discussed with the Board the School's draft Form 990 (which had previously been distributed to the Board). Following discussion, upon motion duly made and seconded, the resolutions attached as Exhibit B hereto were unanimously approved.

9. Fundraising Update; Rome Trip; Approval of Reimbursement of Rome Deposits. Mrs. Stern provided an update regarding the School's fundraising for the Rome Trip. Mr. Salmon described the financial impact of cancelling the Rome Trip. Following discussion, upon motion duly made and seconded, the resolutions attached as Exhibit B hereto were unanimously approved.

10. Items for Future Meetings.

- Lottery process.
- ED self-evaluation / SMART goals for ED priority plan.
- Updated officers and Executive Committee membership.
- Board self-evaluation planning.

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

Respectfully submitted,



Sidney Burke
Secretary for the Meeting

EXHIBIT A

[Board materials attached]

EXHIBIT B

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

March 9, 2020

A. Approval of Form 990

1. RESOLVED, that the form, terms and provisions of the School’s Form 990, in substantially the form presented to the Board, be and hereby is, authorized and approved, with such changes as the officers of the School and 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**”), or any of them, may determine are necessary or appropriate;

2. RESOLVED, that the Authorized Representatives be, and each of them hereby is, authorized, empowered and directed to file such Form 990 with the U.S. Internal Revenue Service;

B. Miscellaneous

3. RESOLVED, that the Authorized Representatives be, and each of them hereby is, authorized, empowered and directed to reimburse the intended participants in the Rome Trip for the portion of their deposits that is not expected to be covered by insurance (\$4,750 in the aggregate), such reimbursement to be funded from various fundraising sources that were intended to support international travel;

C. Miscellaneous

4. RESOLVED, that 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

5. 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.

**Amani Public Charter School
Board of Trustees Meeting Agenda 4/13/20**

- I. Roll call/Call to order
- II. Public comment
- III. Mission moment
- IV. Executive Director's report / School Snapshot / Data Dashboard
(including COVID19 and remote learning; lottery procedures)
- V. Matters for approval
 - a. Board minutes for March 2020 meeting
 - b. Paycheck Protection Program application
 - c. Revised child abuse policy
- VI. Committee & Taskforce Reports
 - a. *Executive Committee*
 - b. *Finance Committee*
 - c. *Education and Accountability Committee*
 - d. *Fundraising and Communications Task Force*
- VII. Items for next Board Meeting (Recommendations due May 5th)

Items for future meetings:

- ED self-evaluation / SMART goals for ED's priority plan
- Updated officers and Executive Committee membership (see below)
- Board self-evaluation survey [summer retreat topic?]

Officers as of February 2020:

Sidney Burke	Chair
<i>vacant</i>	Vice Chair
Jim Killoran	Treasurer
Gene Johnson	Secretary

Executive Committee as of June 2019:

Sidney Burke
Stephanie Edwards
Jim Killoran
Gene Johnson
vacant

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

April 13, 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 April 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, Gene Johnson, Tamara Houston, Jim Killoran. Patrick Smith was absent.

Also present at the meeting were the following School employees: Debra Stern, Karl Eason, Cara Martin, Phil Salmon, Jamel Scott, and Bruce Tanner.

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. Mission Moment. Mrs. Stern described to the Board efforts to maintain the School’s culture even in a remote learning environment.

3. Remote Learning. Mrs. Stern, Mr. Scott, and Mrs. Martin updated the Board regarding the School’s remote learning operations to date and plans for the future. They noted the benefits of the School’s implementation of a case manager program, particularly regarding scholars’ social-emotional health and in identifying impediments to remote learning (such as lack of technology, food, or an adult presence during school hours). They also noted that phase 2 of the School’s remote learning program started today, including pre-recorded lessons and office hours. They also discussed changes to the School schedule, quantifying student engagement during remote learning, and measures to support parents. They discussed with the Board planning for next year, including early thinking regarding how School operations may need to adapt in the fall, and the implications on the School’s budget. The Board asked various questions, which were answered, and discussed these matters with the School’s leadership team.

4. Administrative/SPED Update. Mr. Salmon noted that he expected to have an initial budget meeting with the Finance Committee in the next week or two. He also noted that, in addition to the case manager program, the School’s social worker and SPED team were continuing to work with scholars to provide the special ed services that they need.

5. Data Analysis. Mr. Eason presented data to the Board regarding various metrics that were being analyzed related to the School's remote learning operations, including attendance, time on task, and other measures of scholar activity. Members of the Board asked various questions, which were answered.

6. Scholar Recruitment. Mr. Salmon provided an update regarding scholar recruiting. He noted that, despite the impact of COVID-19, the School would be holding a lottery. The lottery has, however, been postponed to May 13. This is the first year that the lottery will include weighting in favor of SPED/ELL students (but only after Mount Vernon residents, since students from the district of location have priority).

7. Federal Funding. Mr. Salmon noted that the School is considering applying for federal funding under the Paycheck Protection Program. Members of the Board noted that, although funding through June 30 was not expected to change, there is significant uncertainty for the School caused by the COVID-19 outbreak – including an expected reduction in per pupil funding for the School year starting July 1, 2020, costs associated with modifications to the School's program going forward, and potential personnel costs to advance student learning despite the challenges of remote learning.

8. Approval of Amended Child Abuse Policy. Mr. Salmon discussed with the Board the School's draft amended child abuse policy (which had previously been distributed to the Board). Members of the Board discussed the changes with Mr. Salmon and asked various questions, which were answered. Following discussion, upon motion duly made and seconded, the resolutions attached as Exhibit B hereto were unanimously approved.

9. Approval of Prior Minutes. The minutes of the Board meeting held on March 9, 2020, were reviewed and unanimously approved.

10. Board Self-Evaluation. Mr. Burke noted that development of the Board self-evaluation might be a worthwhile endeavor for a Board retreat during the summer. In the meantime, he noted that any comments would be welcomed, and he would work on preparing a revised draft for the Board's consideration.

11. Items for Future Meetings.

- ED self-evaluation / SMART goals for ED priority plan.
- Updated officers and Executive Committee membership.
- Board self-evaluation planning [Board retreat].

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

Respectfully submitted,



Sidney Burke
Secretary for the Meeting

EXHIBIT A

[Board materials attached]

EXHIBIT B

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

April 13, 2020

A. Approval of Amended Child Abuse Policy

1. RESOLVED, that the form, terms and provisions of the School’s amended child abuse policy, in substantially the form presented to the Board, be and hereby is, authorized and approved, with such changes as the officers of the School and 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**”), or any of them, may determine are necessary or appropriate;

B. Miscellaneous

2. RESOLVED, that 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.

- Payment Protection Program

Provides a loan up to 2.5X payroll at 1% interest rate

- Amaxi = appx. \$900,000
- Convert into a grant if you maintain payroll and employee
- Use: 75% for payroll. 25% for rent and utilities.

Qualifications

- 501(c)(3) with fewer than 500 employees
- The uncertainty of current economic conditions makes the loan request necessary to support ongoing operations
- The borrower will use the loan proceeds to retain workers and maintain payroll or make mortgage, lease, and utility payments

Amani currently has policies, procedures and reporting requirements in place related to child abuse or maltreatment

- Policy applies teachers and staff (including after-school)
- Coverage \$3 million (General), \$10 million (Umbrella)

Our insurance company wants us to extend policy to volunteers

- New requirement from insurance companies

Proposal

- All volunteers will be subject to Procedures for Reporting Child Abuse
- Provide the policy in the volunteer application package and have volunteer sign an acknowledgment form.

Prepared by the **U.S. CHAMBER OF COMMERCE**

CORONAVIRUS EMERGENCY LOANS

Small Business Guide and Checklist

Updated: April 1, 2020



The Coronavirus Aid, Relief, and Economic Security (CARES) Act allocated \$350 billion to help small businesses keep workers employed amid the pandemic and economic downturn. Known as the Paycheck Protection Program (PPP), the initiative provides 100% federally guaranteed loans to small businesses.

Importantly, these loans may be forgiven if borrowers maintain their payrolls during the crisis or restore their payrolls afterward.

The administration has released initial guidelines; they are available at www.treasury.gov. The U.S. Chamber of Commerce has issued this guide to help small businesses and self-employed individuals check eligibility and prepare to file for a loan.

Small businesses and sole proprietors can begin applying on April 3. Independent contractors and self-employed individuals can apply beginning on April 10.

Here are the questions you may be asking—and what you need to know.

You can apply through any existing SBA 7(a) lender or through any federally insured depository institution, federally insured credit union, and Farm Credit System institution that is participating. Other regulated lenders will be available to make these loans once they are approved and enrolled in the program. You should consult with your local lender as to whether it is participating.

While the program is open until June 30, 2020, the government is advising borrowers to **apply as soon as possible** given the loan cap on the program.

1 Am I ELIGIBLE?

You are eligible if you are:

- A small business with fewer than 500 employees
- A small business that otherwise meets the SBA's size standard
- A 501(c)(3) with fewer than 500 employees
- An individual who operates as a sole proprietor
- An individual who operates as an independent contractor
- An individual who is self-employed who regularly carries on any trade or business
- A Tribal business concern that meets the SBA size standard
- A 501(c)(19) Veterans Organization that meets the SBA size standard

In addition, some special rules may make you eligible:

- If you are in the accommodation and food services sector (NAICS 72), the 500-employee rule is applied on a per physical location basis
- If you are operating as a franchise or receive financial assistance from an approved Small Business Investment Company the normal affiliation rules do not apply

REMEMBER: The 500-employee threshold includes all employees: full-time, part-time, and any other status.

2 What will lenders be LOOKING FOR?

Borrowers will need to complete the Paycheck Protection Loan Application (which is available [HERE](#)) and payroll documentation

Lenders will also ask you for a good faith certification that:

1. The uncertainty of current economic conditions makes the loan request necessary to support ongoing operations
2. The borrower will use the loan proceeds to retain workers and maintain payroll or make mortgage, lease, and utility payments
3. Borrower does not have an application pending for a loan duplicative of the purpose and amounts applied for here
4. From Feb. 15, 2020 to Dec. 31, 2020, the borrower has not received a loan duplicative of the purpose and amounts applied for here (Note: There is an opportunity to fold emergency loans made between Jan. 31, 2020 and the date this loan program becomes available into a new loan)

If you are an independent contractor, sole proprietor, or self-employed individual, lenders will also be looking for certain documents (final requirements will be announced by the government) such as payroll tax filings, Forms 1099-MISC, and income and expenses from the sole proprietorship.



What lenders will NOT LOOK FOR

- That the borrower sought and was unable to obtain credit elsewhere.
- A personal guarantee is not required for the loan.
- No collateral is required for the loan.

3

How much can I BORROW?

Loans can be up to 2.5 x the borrower's average monthly payroll costs, not to exceed **\$10 million**.

How do I calculate my average monthly PAYROLL COSTS?



sum of
INCLUDED
payroll costs

-

sum of
EXCLUDED
payroll costs

=

PAYROLL COSTS

INCLUDED Payroll Cost:

- For Employers:** The sum of payments of any compensation with respect to employees that is a:
 - salary, wage, commission, or similar compensation;
 - payment of cash tip or equivalent;
 - payment for vacation, parental, family, medical, or sick leave
 - allowance for dismissal or separation
 - payment required for the provisions of group health care benefits, including insurance premiums
 - payment of any retirement benefit
 - payment of state or local tax assessed on the compensation of the employee
- For Sole Proprietors, Independent Contractors, and Self-Employed Individuals:** The sum of payments of any compensation to or income of a sole proprietor or independent contractor that is a wage, commission, income, net earnings from self-employment, or similar compensation and that is in an amount that is not more than \$100,000 in one year, as pro-rated for the covered period.

EXCLUDED Payroll Cost:

1. Compensation of an individual employee in excess of an annual salary of \$100,000, as prorated for the period February 15, to June 30, 2020
2. Payroll taxes, railroad retirement taxes, and income taxes
3. Any compensation of an employee whose principal place of residence is outside of the United States
4. Qualified sick leave wages for which a credit is allowed under section 7001 of the Families First Coronavirus Response Act (Public Law 116–5 127); or qualified family leave wages for which a credit is allowed under section 7003 of the Families First Coronavirus Response Act



NON SEASONAL EMPLOYERS:

Maximum loan =

2.5 X Average total monthly payroll costs incurred during the year prior to the loan date

For businesses not operational in 2019:

2.5 X Average total monthly payroll costs incurred for January and February 2020

SEASONAL EMPLOYERS:

Maximum loan =

2.5 X Average total monthly payments for payroll costs for the 12-week period beginning February 15, 2019 or March 1, 2019 (decided by the loan recipient) and ending June 30, 2019

- **Payments deferred for six months**
- **0.50% fixed interest rate**
- **Loan is due in two years**

4

Will this loan be FORGIVEN?

Borrowers are eligible to have their loans forgiven.

How Much?

A borrower is eligible for loan forgiveness equal to the amount the borrower spent on the following items during the 8-week period beginning on the date of the origination of the loan:

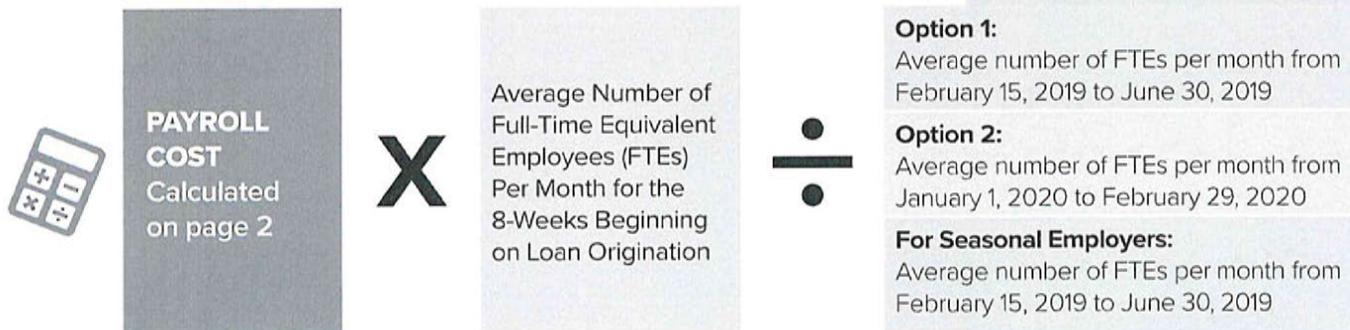
- Payroll costs (using the same definition of payroll costs used to determine loan eligibility)
- Interest on the mortgage obligation incurred in the ordinary course of business
- Rent on a leasing agreement
- Payments on utilities (electricity, gas, water, transportation, telephone, or internet)
- For borrowers with tipped employees, additional wages paid to those employees

NOTE: The government is now advising that because of high participation, it is anticipated that not more than 25% of the forgiven amount may be for non-payroll costs. The loan forgiveness cannot exceed the principal.

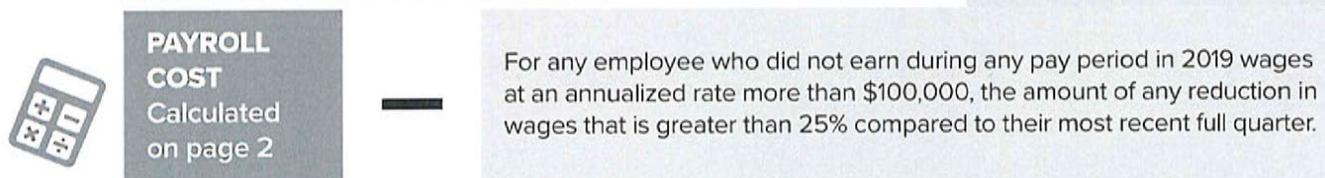
How could the forgiveness be reduced?

The amount of loan forgiveness calculated above is reduced if there is a reduction in the number of employees or a reduction of greater than 25% in wages paid to employees. Specifically:

Reduction based on reduction of number of employees



Reduction based on reduction in salaries



What if I bring back employees or restore wages?

Reductions in employment or wages that occur between February 15, 2020 and April 26, 2020 (as compared to February 15, 2020) shall not reduce the amount of loan forgiveness **IF** by June 30, 2020 the borrower eliminates the reduction in employees or reduction in wages.

WHAT'S NEXT?

Look out for more information about eligible lenders and additional guidance from the SBA soon.

For more guidance and resources for small businesses, visit uschamber.com/co

Private lenders will ultimately issue PPP loans based on guidance from the SBA and Treasury Department. More information, including from lenders, should be available once the guidance is issued.

XIV. PROCEDURES FOR REPORTING CHILD ABUSE

A. CHILD ABUSE OR MALTREATMENT PURSUANT TO §411 *et seq.* OF THE SOCIAL SERVICES LAW

Pursuant to §413 of the Social Services Law, school officials are required to report instances of suspected child abuse or maltreatment to the State Central Register of Child Abuse and Maltreatment ("SCR"). A hotline has been established for reporting by mandated reporters, which include school officials. The hotline is 1-800-635-1522.

Child "abuse" occurs when a parent or other person legally responsible for the child inflicts serious physical injury upon the child, creates a substantial risk of serious physical injury, or commits a sex offense against the child. In addition, the definition includes instances where the parent (or person legally responsible) knowingly allowed another to inflict such harm.

Child "maltreatment" (which includes neglect) occurs when a child's physical, mental, or emotional condition has been impaired, or is in imminent danger of impairment, by the parent's (or other person legally responsible for the child) failure to exercise a minimum degree of care by (1) failing to provide sufficient food, clothing, shelter or education; (2) failing to provide proper supervision, guardianship, or medical care; or (3) inflicting excessive corporal punishment, abandoning the child, or misusing alcohol or other drugs and, in doing so, causing the child to be placed in imminent danger.

As mandated reporters, school officials are required to report suspected child abuse or maltreatment when they have reasonable cause to suspect either has occurred. "Reasonable cause" to suspect child abuse or maltreatment means that, based on a school official's rational observations, professional training, and experience, the official suspects that the parent or other person legally responsible for the child has harmed the child or placed the child in imminent danger of harm.

The following procedures should be followed in reporting instances of child abuse and maltreatment.

- If a school employee learns of or suspects a situation of abuse or maltreatment of a student by his or her parent or person legally responsible for the student's care, the employee must report the situation to the building principal immediately.
- If, based on the employee's report, the Executive Director reasonably believes that abuse or maltreatment has occurred, the Executive Director must immediately call the SCR hotline at 1-800-635-1522 and make a verbal report.
 - The Executive Director should ask the SCR representative his or her name and the "Call I.D."
 - Within 24 hours of the Executive Director's verbal report to the SCR hotline, he or she must complete and submit to the SCR mandated reporter a form "LDSS-2221A". A form LDSS-2221A may be obtained from the New York State Office

of Children and Family Services website at: www.ocfs.state.ny.us/main/forms or by calling (518) 472-0971.

- If a school official is uncertain about whether a situation rises to the level of abuse or maltreatment, the official should contact the hotline to discuss the matter with a trained SCR specialist.
- The Executive Director shall document for his or her confidential file the events, conversations, and facts associated with an allegation of child abuse or neglect, whether or not those circumstances rise to the level of reasonable suspicion that cause him or her to make a report to SCR.
- All information relating to reports of child abuse or maltreatment shall be strictly confidential.

B. CHILD ABUSE IN THE EDUCATIONAL SETTING PURSUANT TO EDUCATION LAW ARTICLE 23-B

Pursuant to New York Education Law §1126, and the regulations of the Commissioner of Education (8 N.Y.C.R.R. 100.2(hh)), any oral or written allegation to a teacher, school nurse, guidance counselor, psychologist, social worker, administrator, board member, or other school personnel required to hold a teacher or administrator license or certificate, that a child has been subjected to child abuse by an employee or volunteer in an educational setting, shall promptly make a report, on a form provided by the Commissioner of Education, consisting of the following:

- The name of the child's parent;
- The name of the person who reported the abuse and their relationship to the child;
- The name of the employee or volunteer against whom the allegation is made; and
- A listing of the specific allegations.

The report must be given to the Executive Director immediately. The report and all other written materials, photographs, and/or videos concerning the allegation and report are strictly confidential and may only be disclosed to law enforcement authorities involved in the investigation of the alleged child abuse, or as expressly authorized by law or pursuant to a court-ordered subpoena. Willful disclosure to a confidential record to an unauthorized person is a "Class A" misdemeanor.

The duties of administrators upon receipt of a written report alleging child abuse in an educational setting, where the administrator has a reasonable suspicion that an act of child abuse has occurred, shall be as follows:

- If the alleged child-victim made the report, promptly notify the parent of the allegation and provide the parent with a written statement pursuant to §100.2(hh) of the Commissioner's Regulations setting forth the duties of employees and administrators upon receipt of the allegation, additional duties of superintendents, notification by the district attorney pursuant to Education Law §1130, and actions to be taken upon

criminal conviction of a licensed or certified school employee pursuant to Education Law §1131.

- If the parent made the allegation, promptly provide the parent with the above-referenced written statement.
- If someone other than the child-victim or parent made the report, ascertain from the reporting person the source and basis of the allegation, promptly notify the parent and provide the parent with the requisite written statement.
- If a public school administrator received the written report alleging abuse, the administrator must promptly provide the School's Chair of the Board with a copy of the report as well.
- A report of child abuse in an educational setting must be promptly forwarded to the appropriate law enforcement agencies.
- The School shall forward the report of child abuse to the Commissioner of Education if the accused employee or volunteer holds a license or certification issued by the New York State Education Department.
- Any child abuse report that does not, after investigation, result in criminal conviction shall be expunged after five years or at such earlier time that the School determines.

If the alleged abuse was by an employee or volunteer of a school other than one within the school district of the child's attendance, the report must be forwarded promptly to the School Leader.

Moreover, at least annually, the School shall provide training to all new teachers, school nurses, guidance counselors, psychologists, social workers, administrators, board members, and other school personnel required to hold a teacher or administrator license or certificate regarding requirements of reporting of child abuse in an educational setting.

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

May 20, 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 May 20, 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, Gene Johnson, Tamara Houston, and Patrick Smith. The following Trustees were not present: Stephanie Edwards and Jim Killoran.

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. NYSED Visit. Mrs. Stern discussed with the Board the upcoming (virtual) visit by representatives of the NY State Education Department. The Board discussed key messages that it wanted to communicate to the NYSED representatives.
3. Remote Learning. Mrs. Stern and Mr. Scott updated the Board regarding the School’s remote learning operations to date and plans for the future. This included a report to the Board regarding the early experience with Phase III of Amani Online (AOL 3.0), teacher office hours, and early data regarding scholar attendance. Members of the Board asked various questions, which were answered.
4. Planning for Fall. Mrs. Stern and Mr. Scott also discussed with the Board the planning that the School has undertaken regarding a return to brick and mortar teaching, and different scenarios being considered. Members of the Board and leadership team discussed various considerations for such planning. Members of the Board asked various questions, which were answered, and made some suggestions for consideration by the leadership team.

10. Items for Future Meetings.

- ED self-evaluation / SMART goals for ED priority plan.
- Updated officers and Executive Committee membership.
- Board self-evaluation planning [Board retreat].

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

Respectfully submitted,



Sidney Burke
Secretary for the Meeting

5. Items for Future Meetings.

- ED self-evaluation / SMART goals for ED priority plan.
- Updated officers and Executive Committee membership.
- Consideration of EIDL loan.
- Board self-evaluation planning [Board retreat].

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

Respectfully submitted,

Sidney Burke
Secretary for the Meeting

EXHIBIT A

[Board materials attached]

**Amani Public Charter School
Board of Trustees Meeting Agenda 5/11/20**

- I. Roll call/Call to order
- II. Public comment
- III. Mission moment
- IV. Executive Director's report / School Snapshot / Data Dashboard
(including budget, AmaniOnLine phase 3, planning for return to in-person classes)
- V. Matters for approval
 - a. Board minutes for April 2020 meeting
- VI. Committee & Taskforce Reports
 - a. *Executive Committee*
 - b. *Finance Committee*
 - c. *Education and Accountability Committee*
 - d. *Fundraising and Communications Task Force*
- VII. Items for next Board Meeting (Recommendations due May 5th)

Items for future meetings:

- ED self-evaluation / SMART goals for ED's priority plan
- Updated officers and Executive Committee membership (see below)
- Board self-evaluation survey [summer retreat topic?]

Officers as of February 2020:

Sidney Burke	Chair
<i>vacant</i>	Vice Chair
Jim Killoran	Treasurer
Gene Johnson	Secretary

Executive Committee as of June 2019:

Sidney Burke
Stephanie Edwards
Jim Killoran
Gene Johnson
vacant

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

May 11, 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 May 11, 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, Gene Johnson, Tamara Houston, Jim Killoran, and Patrick Smith.

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. Mission Moment. Mrs. Stern described to the Board efforts to maintain the School’s culture even in a remote learning environment, including with respect to student engagement and parent engagement.

3. Remote Learning. Mrs. Stern and Mr. Scott updated the Board regarding the School’s remote learning operations to date and plans for the future. They discussed the three stages of remote learning operations thus far:

- *Phase I*: ensuring sufficient technological capacity at home; focus on ELA, math, and social studies; and reliance on iReady.
- *Phase II*: pre-recorded lessons, more math and ELA assignments.
- *Phase III*: start live lessons for math, ELA, social studies, and science. Specials will continue to be pre-recorded.

They discussed student attendance and the extent of the School’s follow-up efforts to improve attendance. They also discussed the initial planning that the School has undertaken regarding a return to brick and mortar teaching, and different scenarios being considered.

4. Approval of PPP Application, Consideration of EIDL Application. Mr. Salmon noted that the School had been approved for a PPP loan (expected to be converted to a grant) in the amount of approximately \$900,000. Following discussion, upon motion duly made and seconded, the Board unanimously approved and ratified the School's PPP loan application.

The Board also discussed with Mr. Salmon the possibility of applying for an EIDL loan, which would provide a federal loan at a favorable interest rate. Mr. Salmon agreed to look into this further and provide a presentation to the Finance Committee at its next meeting, for further consideration.

5. Financial Update. Mr. Salmon provided an update to the Board regarding the School's financial performance to date versus the School's budget. He also discussed with the Board the proposed budget for the 2020-21 School year, including a number of factors and assumptions that influenced the proposed budget, including:

- the expectation that the School will suffer reduced revenue in the upcoming School year, both as a result of (a) a reduced per pupil allocation and (b) an assumption of reduced enrollment relative to the current year's, based on the School's actual enrollment during the course of the current year as compared to the current year's budget;
- the anticipated impact of increases in health insurance costs; and
- anticipated to reduce expenditures, both through (a) reductions in headcount as a result of attrition and (b) an across-the-board 10% reduction in other expenditures.

6. Scholar Recruitment / Lottery. Mr. Salmon provided an update regarding scholar recruiting. He noted that, despite the impact of COVID-19, the School would be holding a lottery. This is the first year that the lottery will include weighting in favor of SPED/ELL students (but only after Mount Vernon residents, since students from the district of location have priority). He discussed with the Board the procedures to be used for an online lottery, and the preparations that have been made.

7. SED Visit. Mrs. Stern noted that NY State Education Department would be making a mid-term visit (online) during the week of May 18, and the expectation that NY SED may desire to have a discussion with the Board (although no request has been made and no such discussion has been scheduled).

8. COVID-19. Mrs. Stern noted that the School community has been impacted by the COVID-19 virus, not only in its operations but through the loss of one of its custodians, Jerry Lester. She and Mr. Salmon also noted the School's responses to support Mr. Lester's family, and members of the Board suggested additional efforts that might be undertaken to do so.

9. Approval of Prior Minutes. The minutes of the Board meeting held on April 13, 2020, were reviewed and unanimously approved.

10. Items for Future Meetings.

- ED self-evaluation / SMART goals for ED priority plan.
- Updated officers and Executive Committee membership.
- Board self-evaluation planning [Board retreat].

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

Respectfully submitted,

Sidney Burke
Secretary for the Meeting

EXHIBIT A

[Board materials attached]

**Amani Public Charter School
Board of Trustees Meeting Agenda 6/8/20**

- I. Roll Call/Call to Order
- II. Public Comment
- III. Matters for approval
 - a. Budget for upcoming school year
 - b. board minutes for May 2019
- IV. School Snapshot – including updates on online learning, personnel, Fall planning
- V. Annual Meeting Business
 - a. Approval of 2020-21 budget and related items
 - b. Election of trustees (terms for Stephanie and Jim are expiring)
 - c. Election of Officers (based on current):
 - Chair: Sidney Burke
 - Vice Chair: []
 - Treasurer: Jim Killoran
 - Secretary: Gene Johnson
 - d. Appointment of Committees/Task Forces – some suggestions to consider, based on current committees/task forces:
 - *Executive Committee*: Sidney Burke (chair), Stephanie Edwards, Gene Johnson, Jim Killoran, and []
 - *Finance Committee*: Jim Killoran (chair), Sidney Burke, and Patrick Smith
 - *Education and Accountability Committee*: Gene Johnson (chair), Stephanie Edwards, and Tamara Houston.
 - *Amani 10 Fundraising Task Force*: Charlie Stern (chair, non-Board member), Jim Killoran, Tamara Houston, Debra Stern (Executive Director, non-Board member)
 - e. Board calendar for next year (continuing with second Monday of each month, at 6:30pm)
 - July 13
 - August 10
 - September 14
 - October 19 (because of Columbus Day on October 12)
 - November 9
 - December 14
 - January 11
 - February 8
 - March 8
 - April 12
 - May 10
 - June 14
 - f. Board retreat – determine date
- VI. Committee & Taskforce Reports
 - a. *Executive Committee*

- b. *Finance Committee*
 - c. *Education and Accountability Committee*
 - d. *Fundraising and Communications Task Force*
- VII. Items for next Board Meeting (Recommendations due July 5th)

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

June 8, 2020

A regular 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 June 8, 2020, beginning at approximately 4:00 pm. local time pursuant to notice duly given.

The following Trustees were present in person at the meeting: Sidney Burke, Stephanie Edwards, Gene Johnson, Tamara Houston, and Patrick Smith. The following Trustees were not present: Jim Killoran.

Also present at the meeting were the following School employees: Debra Stern, Cara Martin, Phil Salmon, Jamell Scott, and Bruce Tanner. 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. Nearpod. Mr. Scott noted that the meeting was occurring via Nearpod, the system that the School has begun rolling out to facilitate online classes.

3. Mission Moment. Mrs. Stern noted that the School has been including morning messages online from parents, Board members (including Mrs. Houston), and students to inspire students.

4. Fall Reopening Planning. Mrs. Stern and Mr. Scott presented to the Board regarding the School’s current planning for reopening in the Fall, including a discussion of how an A/B schedule might work, outreach to parents that has occurred for input on the schedule, a Nearpod lesson demonstration (which enables live or student-led lessons that are standard-aligned, searchable, and editable), the June schedule for live instruction, end-of-year assessments, make-up week, and graduation. Mrs. Martin also discussed adjustments that have been made for SPED students and others who need additional support. Mr. Scott and Mrs. Martin noted that there were no students at risk of not graduating this year. Members of the Board asked various questions of the members of School leadership, which were answered.

5. Approval of School Budget. Mr. Salmon presented the School’s proposed budget for the 2020-21 school year, describing the drivers of material changes from the prior year’s budget and projected actual results. He also provided an update regarding enrollment and

recruitment for the upcoming School year. Mr. Scott and Mrs. Martin discussed planned staffing changes, the impact of those changes on both the School's finances and its academic program. They also noted the different skills required for online instruction, and the blossoming of some younger teachers that they have observed during online classes (where there is less need for classroom management). Members of the Board asked various questions, which were answered. Following discussion, upon motion duly made and seconded, the resolutions attached as Exhibit B hereto were unanimously approved.

6. Approval of Prior Minutes. The minutes of the Board meetings held on May 20, 2020, were reviewed and unanimously approved.

7. Approval of Increase in Line of Credit. Mr. Salmon noted that, given the increased size of the School staff and related increase in payroll costs, the School's periodic payroll (including benefit costs) exceeds the School's existing \$250,000 line of credit. However, he also noted that the School has not needed to borrow under the line of credit. As a precaution, however, he recommended that the Board approve an increase in the line of credit to \$400,000. Following discussion, upon motion duly made and seconded, the resolutions attached as Exhibit B hereto were unanimously approved.

8. Re-Election of Trustees. At this point, Mr. Burke noted that the following members' term as Board members would expire following this meeting: Mrs. Edwards and Mr. Killoran. Following discussion, upon motion duly made and seconded, Mrs. Edwards and Mr. Killoran were unanimously re-elected for a term expiring after the 2022 Annual Meeting, as reflected in the resolutions attached as Exhibit B hereto.

9. Election of Officers. Mr. Burke then discussed the proposed Officers for the upcoming school year. Following discussion, upon motion duly made and seconded, the resolutions attached as Exhibit B hereto were unanimously approved.

10. Committees/Task Forces. Mr. Burke then discussed the proposed Committees and Task Forces for the upcoming school year. Following discussion, upon motion duly made and seconded, the resolutions attached as Exhibit B hereto were unanimously approved.

11. Schedule for Board Meetings. The Board discussed the calendar for the upcoming school year. Following discussion, upon motion duly made and seconded, the resolutions attached as Exhibit B hereto were unanimously approved.

12. Items for Future Meetings.

- ED self-evaluation and Board evaluation of ED performance
- Policy reviews/updates
- Test results
- Parent and alumni survey
- Board self-evaluation / strategic planning [for Board retreat]

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

Respectfully submitted,



Sidney Burke
Secretary for the Meeting

EXHIBIT A

[Board materials attached]

EXHIBIT B

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

June 8, 2020

A. Re-Election of Directors and Officers

1. RESOLVED, that each of the following persons be appointed as a trustee of the School for the term set forth above such persons’ name, to serve until such trustee has been duly chosen and qualified, or until such trustee’s earlier incapacity, death, resignation or removal:

Term expiring following the 2023 Annual Meeting:

Stephanie Edwards
Jim Killoran

2. RESOLVED, that each of the following persons be appointed as officers of the School in the position set forth opposite such person’s name, each to serve until his or her successor has been duly chosen and qualified, or until such officer’s earlier incapacity, death, resignation or removal:

<u>Name</u>	<u>Position</u>
Sidney Burke	Chair
Gene Johnson	Vice Chair
Jim Killoran	Treasurer
Stephanie Edwards	Secretary

B. Appointment of Committees

3. 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
Jim Killoran	Committee Member
Gene Johnson	Committee Member
<i>Vacant</i>	Committee Member

4. RESOLVED, that the following individuals shall be appointed to serve on the **Finance 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>
Jim Killoran	Chair
Sidney Burke	Committee Member
Patrick Smith	Committee Member

5. RESOLVED, that the following individuals shall be appointed to serve on the **Education and Accountability 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>
Gene Johnson	Chair
Stephanie Edwards	Committee Member
Tamara Houston	Committee Member

C. Formation of Task Forces

6. RESOLVED, that the following individuals shall be appointed to serve on the **Amani 10 Fundraising Task Force**, 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:

Charlie Stern (chair, non-Board member)
 Jim Killoran
 Tamara Houston
 Debra Stern (non-Board member)

D. Approval of Board Meeting Schedule for 2020-21

7. RESOLVED, that regular meetings of the Board for the 2020-21 school year be scheduled for the following dates at 4:00pm local time:

- July 13
- August 10
- September 14
- October 19 (because of Columbus Day on October 12)
- November 9
- December 14
- January 11
- February 8
- March 8
- April 12
- May 10
- June 14

E. 2019-20 School Budget

8. RESOLVED, that the School's 2020-21 budget, in substantially the form presented to the Board, be and hereby is, authorized and approved, with such changes as the Authorized Representatives (as defined below), or any of them, may determine are necessary or appropriate;

F. Approval of Increase in Line of Credit

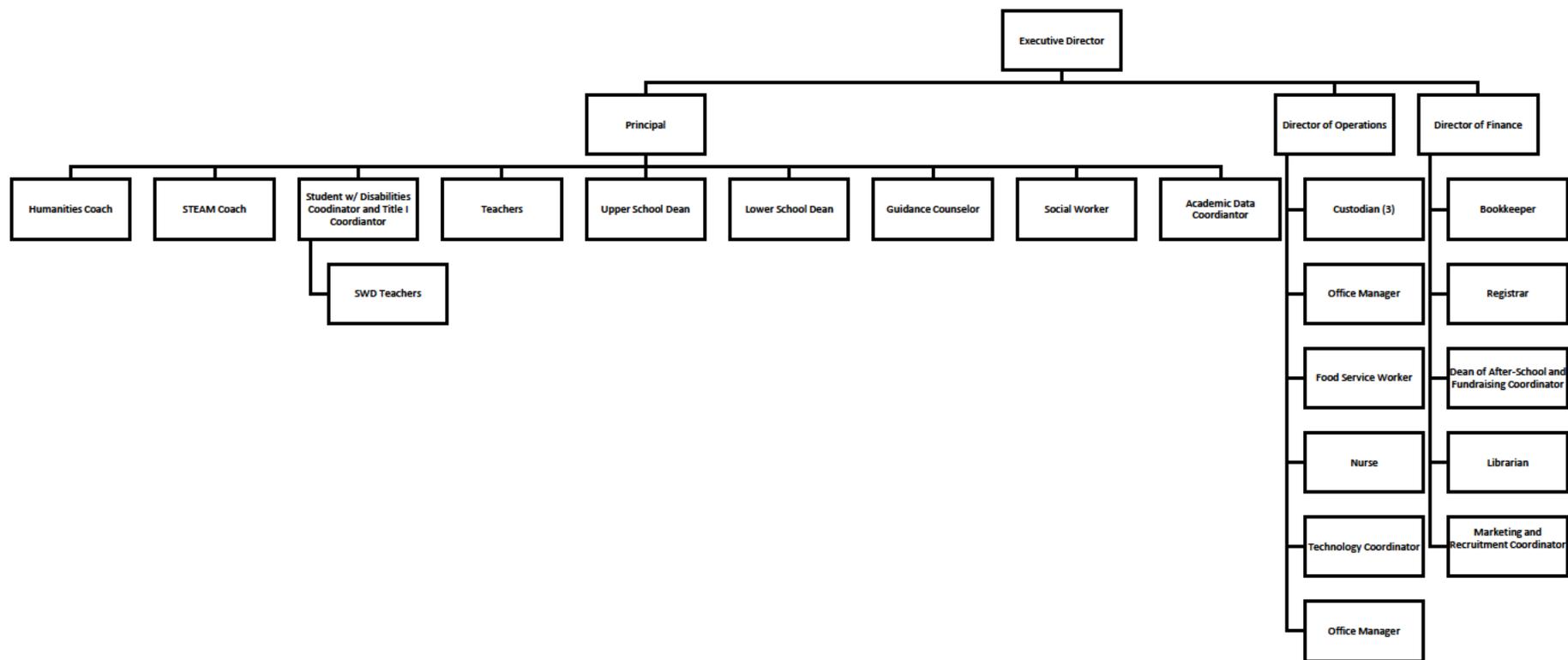
9. RESOLVED, that the Authorized Representatives are, and each of them hereby is, authorized and directed for and on behalf of the School, to take any and all actions necessary to increase the School's existing line of credit (with the School's current bank or a different bank) to an amount not to exceed \$400,000 in the aggregate, on substantially the same terms as those presented to the Board, with such changes to such terms as any such Authorized Representative may determine are necessary or appropriate (with the execution of any written agreement by an Authorized Representative constituting definitive evidence of such determination);

G. Miscellaneous

10. RESOLVED, that the officers of the School and 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

11. 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.

Amani Public Charter School
60 South 3rd Ave
Mount Vernon, NY 10552



As of July 1, 2020

Amani Public Charter School | 2020-2021 CALENDAR

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Part I: General Information and Fire/Life Safety History
(to be completed annually)

The annual fire for this building

safety inspection took place on:

NOTE: The Inspection Date cannot be earlier than 45 days before the Due Date.

0	4	0	9	2	0
Month		Day		year	

1. Indicate the primary use of this facility: (check one box)

a) Instructional	<input checked="" type="checkbox"/>	f) Maintenance	
b) Administrative		g) Other (specify)	
c) Bus Maintenance		h) Public Library	
d) Bus Storage Only		i) Storage	
e) Leased-Facility-Off-School-Grounds		j) Vacant	

2. Is there a fire sprinkler system in this facility? Yes No

If yes, is the sprinkler alarm connected with the building alarm? Yes No

3. Is there a fire hydrant system for facility protection? Yes No

If yes, indicate ownership of the system.

Public Owned

School Owned

Other _____ (specify)

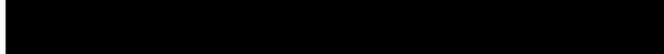
4. Indicate the ownership of this facility: Owned

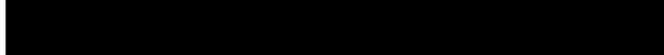
Leased from others

a. If the building is not District Owned, provide the name and address of Landlord or Building Owner:

T&Z Partners _____ (name)

 _____ (address)

 _____ (address)

 _____ (telephone #)

5. Does the District lease the building or spaces within the building to others? No Yes

a. If yes, indicate the tenant(s):

_____ (name)

_____ (address)

_____ (address)

_____ (telephone #)

6. What is the current gross square footage of this facility?
(to the nearest whole ten feet)

4	0	,	0	0	0				
---	---	---	---	---	---	--	--	--	--

7. If this facility is vacant, skip the remaining questions and go to Part II Non-Conformance Report Sheet
(on page 4) Vacant buildings are to be inspected for compliance with Items #25A-1 through #26A-3

8. If this facility is used for instruction, complete (a) – (d); otherwise go to question # 9.

a) Fire drills were held in accordance with Section 807 of State Education Law and Section F405 of the 2015 International Fire Code and F403.5.4 of the NYS Uniform Code Supplement. Yes No

b) Average time to evacuate this facility:

0	3
---	---

Minutes

2	7
---	---

Seconds

c) Arson and fire prevention instruction was provided in accordance with Section 808 of State Education Law; which requires every school in New York State to provide a minimum of 45 minutes of instructions in arson, fire prevention, injury prevention, and life safety during each month that school is in session. Yes No

d) Employee fire prevention, evacuation, and fire safety training was provided and Records maintained in accordance with Section F406 of the 2015 International Fire Code.

Yes No

9. If the fire alarm was activated since the last annual fire inspection, was the fire department immediately notified?

Yes No

10. Have there been any fires in this facility since the last annual fire inspection?

Yes No

If yes, indicate:

a) Number of fires

--	--

b) Total number of injuries

--	--

c) Total cost of property damage

\$

--	--	--	--	--	--	--	--	--	--

Part II: Public School Fire and Building Safety Non-Conformance Report Sheet

School District _____
 Facility # _____

Building Name _____

Part II-A (to be completed for public schools only – except "Big 4")				Part II-B				Part II-B				Part II-B					
Item #	Non-Conformance	Date Corrected	Date Reinspected	Item #	Non-Conformance	Date Corrected	Date Reinspected	Item #	Non-Conformance	Date Corrected	Date Reinspected	Item #	Non-Conformance	Date Corrected	Date Reinspected		
01A-2				08A-2				13A-2				19E-1					
01B-1				08B-2				13B-2				19F-1					
01C-1				08C-2								19G-1					
01D-1				08D-2				14A-2				19H-2					
01E-1				08E-2				14B-2									
				09A-2				14C-2				20A-1					
02A-2				09B-2				14D-1				20B-1					
02B-1				09C-1				14E-1				20C-1					
02C-3				09D-1				15A-2				21A-3					
02D-1				09F-2				15B-1				22A-3					
02E-2				09G-2				15C-2				22B-3					
02F-3				10A-2				15D-2				22C-3					
02G-2				10B-2				15E-1				23A-1					
				10C-1				16A-2				23B-1					
03A-3				10D-1				16B-2				23C-1					
03B-1								16C-2				23D-2					
				11A-2				16D-2				24A-3					
04A-2				11B-1				17A-3				25A-1					
04B-2				11C-2				17B-2				25B-1					
04C-1				11D-2				17C-2				25C-1					
				11E-1				17D-2									
05A-3								17E-1				26A-3					
05B-2				12A-1				17F-3				If any additional non-conformances are observed, check item 26A-3 and list the Code section below. _____ _____ _____ Inspector The inspector has been provided with a copy of the previous year's school fire safety report: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>					
05C-2				12B-3				17G-1									
				12C-2				17H-2									
06A-1				12D-2				17I-2									
06B-1				12E-1				17J-1									
06C-1				12F-1				17K-1									
06D-2				12G-1				17L-1									
06E-3				12H-1				18A-2									
06F-1				12I-1				18B-2									
06G-1				12J-1				18C-2									
06H-2				12K-1				18D-2									
				12L-1				19A-3									
07A-3				12M-1				19B-2									
07B-2				12N-1				19C-1									
07C-2				12O-2				19D-1									

All schools complete Section 8 only if the building has electrically-operated folding partitions.

Initial Inspection:

Fire Safety Inspector: _____
 Name _____
 Date _____

Registry # _____ (26E-4)

Final Inspection (if required):

Fire Safety Inspector: _____
 Name _____
 Date APRIL 9, 2020

Registry # _____ (26F-4)

Part III: Public School Certifications

Section III-A. Fire Inspector

The individual noted below inspected this building and the information in this Fire Safety Report represents, to the best of their knowledge and belief, an accurate description of the building and conditions they observed. The individual that performed this inspection has maintained their certification requirements pursuant to Title 19 Part 1208

Name: BRUCE BINGHAM

Telephone #: [REDACTED]

Title: INSPECTOR / CONSULTANT

Registry # [REDACTED]
(as designated by the NYSED)

Email: [REDACTED]

Section III-B. Building Administrator or Designee

The individual noted below certifies that this building was inspected on 4/9/20 (date) as indicated in Section III-A above.

Name: BRUCE TANNER

Telephone #: [REDACTED]

Title: DIRECTOR OPERATIONS

Email: btanner@cananichlorke.org

Section III-C. School Superintendent

I hereby submit this fire inspection report on behalf of the Board of Education and certify that:

1. Public notice of report availability has been published, and that
2. Any nonconformances noted as corrected on the *Public School Fire Safety Non-Conformance Report Sheet* portion of this report were corrected on the date indicated, and that
3. For any uncorrected nonconformances that appear on this report, the Board of Education or Board of Trustees, at the meeting held pursuant to Section 807-a of the State Education Law, adopted a written plan of correction for those nonconformances, and such plan is available for public scrutiny.

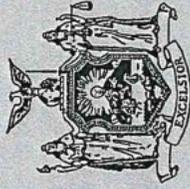
Name: Debra Stern

Telephone #: [REDACTED]

Title: Executive Director

Email: dsfern@cananichlorke.org

Electronic Signature (via NYSED Portal) 



State of New York
Department

University of the
Education

CERTIFICATE OF OCCUPANCY

VALID FOR FACILITY:

AMANI PUBLIC CHARTER SCHOOL
60 S THIRD AVE
MOUNT VERNON, NEW YORK 10550

DISTRICT:

AMANI PUBLIC CHARTER SCHOOL
DEBRA STERN
60 S 3RD AVE
MOUNT VERNON, NEW YORK 10550

Building ID: [REDACTED]

Issuance Date: April 10, 2020
Effective Date: April 01, 2020
Expiration Date: April 01, 2021

OBTAIN FIRE SAFETY REPORT FROM DISTRICT OFFICE

THIS CERTIFICATE VOIDS ANY PREVIOUSLY ISSUED