

**Amani Public Charter School**  
**Board of Trustees Meeting Agenda 1/11/21**

- I. Roll call/Call to order
- II. Public comment
- III. Mission moment
- IV. Executive Director's report / School Snapshot
  - a. Update on re-opening planning
  - b. SED mid-term site visit report
  - c. Department reports
  - d. Upcoming events
- V. Matters for approval
  - a. Board minutes for December 14, 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 February 5<sup>th</sup>)

Board: Sidney Burke, Stephanie Edwards, Tamara Houston, Gene Johnson, Jim Killoran, Patrick Smith

Officers: Sidney Burke (Chair), Gene Johnson (Vice Chair), Jim Killoran (Treasurer), Stephanie Edwards (Secretary)

Executive Committee: Sidney Burke, Stephanie Edwards, Gene Johnson, Jim Killoran,  
*vacant*



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

January 11, 2021

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 January 11, 2021, beginning at approximately 4:30 pm. local time pursuant to notice duly given.

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

Also present at the meeting were Debra Stern, Phil Salmon, Jamell Scott, and Bruce Tanner. Sidney Burke presided as Chair of the meeting, and Stephanie Edwards recorded the minutes as Secretary.

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

1. Roll call/ Call to order. After noting that a quorum was present, the Chair called the meeting to order.
2. Public Comment. The Chair opened the floor for public comment. No one from the public chose to speak.
3. Mission Moment. Ms. Stern shared pictures from the School’s first School-wide community circle.
4. Reopening Plans. Mrs. Stern discussed the School’s planning and currently contemplated timeline to Tier 2 (hybrid) instruction. Mr. Scott noted that, among families that had responded to the School’s survey, a majority indicated a preference for continuing with fully-virtual instruction rather than moving to a hybrid model. Mr. Scott updated the Board regarding planning for a hybrid model, including discussion of the currently-contemplated daily schedule for hybrid instruction and the School’s ability to pivot from the hybrid model to fully-virtual instruction, if needed. Mrs. Stern recommended that if the School moves to a hybrid model that it do so as of March 1, but noted that the School may determine that remaining fully-virtual for the full year is a better alternative.
5. Employee Handbook. Mr. Salmon noted that updates were being made to the School’s employee manual in response to COVID-19, with the advice of counsel.
6. Operations. Mr. Tanner updated the Board regarding the potential overhaul of the School’s HVAC system, in which the School is awaiting the results of an initial electrical review as an initial step. He also noted that the School’s phone system had recently failed multiple times and was replaced during Winter Break, and provided information regarding the cost of the replacement

system and alternatives that were considered. Members of the Board asked various questions, which were answered. After discussion, the Board unanimously ratified the expenditure to replace the School's phone system.

7. Academic Update. Mr. Scott updated the Board regarding various academic matters, including the hiring of new staff members and an Xbox One give-away to encourage student effort on iReady.

8. Finance Update. Mr. Salmon updated the Board regarding various recruitment efforts, including the use of Facebook, billboards, direct mail, the use of Spanish-language direct mail, outreach to Spanish-speaking members of the community in the School's billboards, and the weighted lottery.

9. Recent Events. Mrs. Stern and Mr. Scott noted for the Board the discussions that occurred with Scholars regarding the events in the U.S. Capitol on January 6, 2021, and other Scholar needs.

10. Cybersecurity Review. Mr. Tanner noted that the School was undergoing a cybersecurity review this month.

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

Items for Future Meetings.

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

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

Respectfully submitted,

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Stephanie E. Edwards  
Secretary

APPROVED:

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Sidney Burke  
Chair



Executive Director Report  
February 2021

**MISSION MOMENT**

[School Wide Community Circle - 2/3/2021](#)

[Scott Show/Parent University - 2/4/2021](#)

Agenda - February  
Amani Board Minutes - January

Restore*Refocus*Reimagine Timeline for Spring	<p>Timeline for Roll Out</p> <ul style="list-style-type: none"> <li>■ Email to the full board Monday, February 1</li> <li>■ Discussion in EA Monday, February 1</li> <li>■ Open Meeting for Board to Discuss Wednesday, February 3</li> <li>■ Introduce it to Staff at PD Wednesday, February 3,</li> <li>■ Share to a larger community via newsletter Sunday, February 7</li> </ul> <p>VLH Expansion</p>
Operations	HVAC Update (5pm Erik Wilson, Architect - Castle Architect)
Finance/HR	Recruitment Season Financials 990 Staff Support
Instructional	<ul style="list-style-type: none"> <li>● Up coming i-Ready diagnostic</li> <li>● Fluency assessment</li> <li>● Midterm Report</li> <li>● Science Fair</li> <li>● Capstone Project</li> </ul>
Upcoming Events	<p>Valentines Day Dance - Friday, February 12 - 6-7pm          Black History Month Kahoot - Wednesday, February 10th 3pm - 4pm          MV Youth Bureau - Black History Challenge - Thursday, February 25th, 2021 4-6pm</p>
Committee Reports and Next Meetings	Educational Accountability - Monday, March 1, 2021 @5pm



Executive Director Report  
February 2021

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