

The New American Academy  
Charter School  
5800 Tilden Ave.  
Brooklyn, NY 11203  
Phone: 718-968-6520

Fax: 718-968-6521  
www.tnaacs.org



**Headmaster**  
Lisa Parquette Silva  
**Master Teachers**  
Sheila Hopkins-Osnes  
Olawa Gibson

**Director of Operations**  
Matthew Harrington

*A New Vision for Education*

TNAACS Board Meeting  
Thursday October 27, 2016  
9301 Avenue B Brooklyn, NY 11236

### Minutes

#### Attendees:

Shimon Waronker – Founder, NAI  
Lisa Parquette-Silva – Headmaster, TNAACS  
Matthew Harrington – Director of Operations , TNAACS  
Shelby Stenson – Partner, MMB  
Svetlana Gnesina – Senior Financial Manager, CSBM

#### Board Members:

Varleton “Mac” McDonald – Chairman  
Kevin Monrose – Treasurer  
Elizabeth DeAngelis – Secretary  
Lorraine Scorsone – Board Member  
John Jangl – Board Member

The meeting was called to order at 6:04PM

Matthew Harrington introduced Shelby from MMB and Svetlana from CSBM to discuss the annual audit for TNAACS.

Annual Audit – was reviewed and the highlights were as follows:

Shelby stated that no there were no significant deficiencies in the audit that needed to be corrected  
An account has been opened and funded with \$75,000 in escrow per the auditors request and state regulations.  
This dissolution account is created in the event that the school cannot pay its creditors in the event that it needs to close.

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Approximately \$935,000 is reported as the cumulative unrestricted net assets for the school since inception. Approximately \$471,000 is reported as the unrestricted net assets for the 2015-16 school year

Program expenses total 82.5% of all spending, which is an increase from the previous year.

Nothing has changed in accounting policies.

Advisory Comment Letter – updated from prior year. Noted that the escrow account was opened, that SPED billing issue was corrected and suggested that the minutes for the Finance sub-committee of the board improve.

A board member asked how surplus funds are viewed and are best used by the school. Shelby stated that the amount the school has in excess is in the acceptable range to hedge against disruptions in future enrollment or because of the fact that TNAACS may need to look for new space given its co-location.

They are happy to report that they had a successful audit and things are kept in good order at the school. Shimon stated that the school has been careful with management of funds.

The audit was accepted and approved by the board.

### **Monthly Financial Report**

Svetlana from CSBM reviewed the September financials. The revenue is slightly down due to general ed per pupil enrollment but is significantly up in SPED enrollment per pupil funding which created a small decrease in projected budgeted amount. Matthew Harrington updated the board with information that general ed enrollment has climbed significantly since first per pupil payment window closed and they are not projecting a surplus in both Gen ED and SPED revenue.

CSBM also reported a cost increase in capital spending due to unexpected expenses in the new co-location to prepare the building to be inhabited. There was also a decrease in an expense with the school no longer using Revolution Foods as the meal provider for the school due to the new co-location. CSBM informed the board that

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they will be meeting with Matt on a monthly basis to review expenses and revenue.

**Other School Updates:**

Lisa Parquette Silva informed the board that Revolution Foods Snack program has been created for the school. This was done in order to continue the positive relationship with this company, to continue to promote healthy eating with the students per the mission and to provide a healthy snack for students (especially the younger grades) due to the late lunch periods at the school.

Lisa Parquette Silva informed the board that TNAACS has installed three basketball rims on the outside playground basketball courts for the use of both schools.

The fourth grade team has started a coding class program that is sponsored by PriceWaterhouseCooper and will run for 5 weeks. Selected students from the third grade have begun an iMovie marketing and film program with Brandy Sales Productions. Other enrichment programs that are running in the school include drumming, and music program

NYSED 11/10 school visit – Wants to come for a visit on November 10<sup>th</sup> because the states to visit as a follow-up to the formal visit last year. Board members are encouraged to attend this meeting

**Enrollment Update = 323 total (budget 325)**

- a. Lisa explained that the number of Kindergarten students needed to be offset by increases in the other grades.
  - i. K= 53
  - ii. 1= 69
  - iii. 2= 67
  - iv. 3= 69
  - v. 4= 65

**Co-location update** – The school continues relationship building with PS 233. The communication with the

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school community is improving. There has been some miscommunication on required fire and lockdown drills and both schools are making efforts to improve the planning of these requirements.

Lisa Silva is planning on inviting teachers from PS 233 into the early childhood classes for PD/Teacher's College lab sites.

Update on staffing- One of the teachers is applying for a disability leave from the school. She sustained an injury outside of work and is seeking medical treatment for it. The school had a budgeted opening for a cluster teacher position that was unfilled at the beginning of the year. The ELT decided to hire a general education teacher for the school and she is being placed in first grade to cover the leave.

Lisa Parquette Silva wished to recognize the first grade master teacher Jennifer Trani. She has had a tumultuous year with staffing but has demonstrated great leadership and resiliency in the face of these challenges.

Matthew Harrington discussed recent HR related matters with the board and informed the board that due to his lack of expertise in the field that he sometimes struggles offering the advice that draws on best-practices within HR. As a response he reached out to Austin and Co. who is the benefits provider for TNAACS and they offer an HR support package that includes conference calls, a "hot-line" where HR questions can be discussed, pro-active notices of HR compliance issues as well as handbook reviews. The service for the year is \$5000. Matt recommends that we use this service to help with all the labor relation questions and more cost-effective than having an attorney. Lisa stated that she would like the board's approval. Varelton MacDonald called for a motion to approve the hiring Austin and Co. There was a unanimous vote in favor of hiring Austin and Co.

The meeting was adjourned at 6:45PM.