

The New American Academy  
Charter School  
9301 Avenue B  
Brooklyn, NY 11236  
Phone: 718-385-1709



THE NEW AMERICAN ACADEMY

*A New Vision for Education*

**Headmaster**  
Lisa Parquette Silva  
**Master Teachers**  
Erin Farley  
Olawa Gibson  
Sheila Hopkins-Osnes  
Jennifer Trani  
**Director of Operations**  
Matthew Harrington

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**TNAACS Board Meeting**  
**Tuesday 25, 2017**  
**9301 Avenue B Brooklyn, NY 11236**

The meeting began at 6:00PM.

On the call were Lisa, Matt, Lorraine, Beth, Shelby, Kevin, and Mac

**Decision Items**

1. Financial Audit

Matt Harrington introduced Shelby and spoke about the work they have been doing with TNAACS who reviewed documents Matt sent board member earlier in the week.

- a. Year-end financials – p. 5 balance sheet, increase in cash, increase in grants and other receivables. Fixed assets were increased due to needs in new building, increase in salaries, federal grants down, food service offset by ??, Total change in net assets. The 80 range is great (response to Matt's question) 374,000 this year vs. 400,000 last year

Salary and wages went up due to school now up to Grade 4. Biggest drop was in food services now that the doe provides food service for the school.

b. Findings

p, 12 – have additional square footage, operating lease for copiers, Shelby went through notes – note i. the renewal process.

Internal Controls – no weakness

Advisory Comment – would comment on best practice, need a separate finance committee

Extension – Matt asked Shelby to resend a document that he and Lisa need to sign. Shelby asked if anyone had any questions, to please ask.

Lisa spoke highly of Matt and his team and their diligent efforts in monitoring spending, supplies and operations.

A motion was made to accept the financial statement and all board members approved.

2. Board On Track:

- a. Provides online data dashboard to support Board management
- b. Provides a platform to build agendas and take meeting notes online and will move meeting notes to our website electronically

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- c. Provides board assessments and a CEO evaluation for the Headmaster. Board members can evaluate the Headmaster as can Master Teachers.
- d. Provides document storage
- e. Provides 24×7 accessible training library all build best-practice process and create institutional systems
- f. Helps you design board goals.
- g. Place to keep committee notes, progress toward goals.
- h. Become paperless. All in one place.
- i. Includes job description of board members which will be helpful when recruiting new member.
- j. Annual fee was about \$13,000 for the year. Board and Lisa have unlimited access.

Lorraine suggested training together for those who may need support in learning how to use. Lisa said that she and Matt could set up the system. Lisa requested that we make a decision on it tonight. She stated the Beth and John were part of the demo of Board on Track. Mac asked several questions about board on track and made a motion was made to purchase the web-based dashboard called Board on Track. All board members approved the purchase. Lisa will begin working with Kyle from Board on Track this week to begin learning to use this system.

3. Mercury Public Relations – Lisa spoke about how there is a need to gain some publicity for the school. It can help create a presence in the community. Lisa Watkins were instrumental in locating this public relations organization. Lisa spoke about how we have already gotten press on Chalkbeat and are engaging local politicians to attend an upcoming curriculum celebration. Within a week of making contact, they have been helpful in gaining some press.

Matt discussed how any purchase above 20,000 we need to get board approval.

Given the short time line prior to the renewal, the board approved to spend \$75,000 without bidding on the Mercury Public Relations company for 5 months of work. Mac asked that if we need to have them longer, how to we renegotiate with them. After the renewal step, we will need to come back to the board for approval of a longer time period and go out to bid. Because we are in an urgent position, there was a need to expedite the process. An email was sent out prior to this meeting and was approved by the board.

### **Discussion Item**

NYS Charter Board has PD for board members. Lisa attended this session and will continue to attend PD's about ways to improve the board. Lisa emphasized that there is a need to improve board and board governance as stated in feedback from NYSED.

Board PD attended by Lisa

- a. Recruitment of new board members – need a larger board – 11 people minimum. Charter school standard is 11-15 members. Currently we have 5 members. The board should have a procedure to onboard new members
- b. Recommendations:
  - i. *The board chair should be strategic about who is assigned to each committee*
  - ii. *Board members need time to work for the school- time is better than a big name*
  - iii. *Board members need to be mission aligned.*
  - iv. *The board should have a succession plan for board members.*

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- v. *They recommended a vice chair.*
- vi. *The board evaluates the headmaster.*
- vii. *Groom people to be board members down the line who are not currently on your board.*
- viii. *Board should be diverse (age, race, gender, varied backgrounds).*
- ix. *You can have teachers from the school on the board – something TNAACS will seek additional information about and pursue.*
- c. Need more committees –
  - i. *Academic or school performance*
  - ii. *Governance & recruitment*
  - iii. *Finance*
  - iv. *On boarding*

*Need to make sure we are clear on the following:*

*What does it mean to be a board member?*

*What does it look like to be on a committee?*

Lisa stated that NYSED spoke about how a board needs to provide governance vs. guidance. Mac agreed that this is the direction the board must go. Lisa spoke about how if we get additional board members, they will help with the workload of the board and recognized that this a voluntary position and wants to be respectful of people's time.

One idea Lisa suggested, can Nancye Miller help support us?

Lorraine stated that we need to look at both internal candidates and external candidates. Getting people from higher education, business were suggested and make sure that people time - this is important for future board members.

Lisa noted that she needs to reschedule board meeting dates due to need to change from Tuesdays.

Lisa spoke about what hope to do before next meeting. The task for the board, to spend a little time on Board on Track on the computer and come back with names for board members.

The meeting was adjourned at 7:17PM