

APPROVED



## American Dream Charter School

### Minutes

#### ADCS Board of Trustees Monthly Meeting

SY23-24

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#### Date and Time

Monday July 17, 2023 at 5:30 PM

#### Location

<https://us02web.zoom.us/j/86732681534>

403 Concord Avenue  
Bronx, NY 10454

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#### Trustees Present

A. Cabrera (remote), L. Rojas (remote), P. Simon (remote), R. Espinal (remote), T. Hernandez (remote), Z. Martinez (remote)

#### Trustees Absent

*None*

#### Guests Present

Andy Liu (remote), C. Miranda, Digant Bahl, M. Melkonian (remote), N. Gallagher (remote), S. Espinal (remote)

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#### I. Opening Items

##### A. Record Attendance

##### B.

### **Call the Meeting to Order**

L. Rojas called a meeting of the board of trustees of American Dream Charter School to order on Monday Jul 17, 2023 at 5:37 PM.

### **C. Approve Minutes**

L. Rojas made a motion to approve the minutes from ADCS Board of Trustees Monthly Meeting on 06-12-23.

R. Espinal seconded the motion.

The board **VOTED** unanimously to approve the motion.

## **II. Educational Success**

### **A. BENCHMARK 1: Student Performance**

M. Melkonian

- Renewal Report
  - July 31st internal deadline for edits/comments
  - Report due August 15, 2023
  - Reconvene first week in August'23.
    - N. Gallagher will email BOT members to figure out a date.
  - N. Gallagher will send draft of the preliminary report to BOT members.
    - Track changes can be made by each BOT member in Microsoft Word.

### **B. BENCHMARK 2: Teaching and Learning**

SY23 - 24 Academic Calendar Approval

- Graduation TBD may shift from June 21, 2024 to June 26, 2024 update for the Graduation.
  - Will need to speak with The Bronx Zoo.
- 185 School Days for ADCS.

L. Rojas made a motion to approve the SY23-24 Academic Calendar.

R. Espinal seconded the motion.

The board **VOTED** unanimously to approve the motion.

### **C. BENCHMARK 3: Culture, Climate, and Student and Family Engagement**

N. Gallagher

- Updating Student Discipline Policy
  - Andrea assisting with Charter Renewal.
    - Application renewal portal
    - Cross checked with NYSED

- NYSED wants to see the following in the policy which isn't explicitly stated:
  - Attachment D:
    - NEW: The discipline complaint policy must clearly state that in the event a manifestation determination review (MDR) determines that the conduct of a student with a disability is attributable to that disability, the student must immediately be permitted to return to the school, in lieu of beginning or completing the period of suspension.
      - If a student is up for expulsion they are provided an expulsion hearing. If the student has a disability this applies.
  - Supportive environment of restorative justice circle to welcome students back in. L. Rojas
  - Motion to approve and then a resolution will follow via DocuSign. N. Gallagher
  - Applied to become a School Food Authority. Most students do not eat the food and it's wasteful. We can work with vendors that provide a higher quality of food for our students. Can offer high quality of school meals to students. Update in August.

L. Rojas made a motion to include the discipline complaint policy.

P. Simon seconded the motion.

NEW: The discipline complaint policy must clearly state that in the event a manifestation determination review (MDR) determines that the conduct of a student with a disability is attributable to that disability, the student must immediately be permitted to return to the school, in lieu of beginning or completing the period of suspension.

The board **VOTED** unanimously to approve the motion.

### III. Organizational Soundness

#### A. BENCHMARK 4: Financial Condition

D. Bahl & A. Liu

- SY23-24 Budget Approval
  - SY23-24 Budget Reviewed
    - Actual Worksheet budgeted slightly higher than revenue expenses a bit higher than projections.
    - Overall had increase in budget basis.
    - 594 student enrollment projected
    - 4.7% increase in DOE per pupil
    - Encourage the Finance Committee to have a deeper Finance Committee meeting in end of August/early September.

- Late August R. Espinal & L. Rojas are available to meet.
- Federal & Stimulus Grants will end this year. Only expected change.
- Balance Sheets Reviewed
  - Surplus on budget basis for Year 22-23
  - Liabilities nothing major changes except the deferred rent - straight line of the lease.
- N. Gallagher - Per pupil funding has changed but we are financially healthy.
- R. Espinal - Need to finalize the numbers but okay with approving the budget.
- D. Bahl - Compliance Audit will be underway in the near future. The audit was held last week. The report will be provided between Oct 1 - Oct 20, 2023.

N. Gallagher

- Accounts balances reviewed.

R. Espinal made a motion to approve the SY23-24 Budget approval.

L. Rojas seconded the motion.

The board **VOTED** unanimously to approve the motion.

## **B. BENCHMARK 5: Financial Management**

## **C. BENCHMARK 6: Board Oversight and Governance**

- Board Recruitment N. Gallagher
  - BoardServe NYC Update
    - If any other BOT members would like to assist with this process it would be helpful.
      - L. Rojas - has two (2) potential candidates.
      - M. Melkonian - Provides evidence that we are actively recruiting.
      - S. Espinal - July 26th meeting/interviewing a Legal Candidate (N. Gallagher).
        - P. Simon pulled her resume from BoardServe NYC. She will work on getting more for August'23 meeting.
      - A. Cabrera - Can support on the weekends.

## **D. BENCHMARK 7: Organizational Capacity**

## **IV. Faithfulness to Charter & Law**

### **A. BENCHMARK 8: Mission and Key Design Elements**

M. Melkonian

Paul O'Neil - will look at our policies in the upcoming weeks for approval by NYSED for the renewal.

## **B. BENCHMARK 9: Enrollment, Recruitment, and Retention**

N. Gallagher

- Building 6th grade waitlist. Done additional advertisements on 6 Train Line and Bus Routes. Social Media campaigns.
  - P. Simon asked about Open Houses.
- School Mint Enrollment Numbers:
  - 6th Grade:
    - Offered - 23
    - Accepted - 3
    - In Progress - 3
    - Completed - 80
  - 7th Grade:
    - Offered - 1
    - In Progress - 2
    - Completed - 1
  - 8th Grade:
    - In Progress - 1
  - 9th Grade:
    - In Progress - 3
    - Completed - 10

## **C. BENCHMARK 10: Legal Compliance**

## **V. Closing Items**

### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:19 PM.

Respectfully Submitted,  
L. Rojas