



## ACADEMY OF HEALTH SCIENCES CHARTER SCHOOL

Board of Trustees  
Meeting Minutes  
December 16, 2019

**Board Members Present:** Warren Hern, Michele Lawrence, Mario Urso, Erika Dooley, Kevin Overton, Kevin Railey, Wendy Ferrer

**Others Present:** Wanda Perez-Brundage, Alison Tyler

**Not Present:** Bradley Turner, Louise Vella, Joseph Searles

### I. Call to Order

The meeting was called to order at 5:35 PM at 16 Lakeview Park Rd., Rochester, NY.

### II. Approval of Minutes

A motion was made and seconded to approve the minutes of the November 21, 2019 meeting.  
MOTION CARRIED

### III. Principal's Report

Enrollment: Wanda Perez-Brundage reported that there are 101 total students as of Dec. 16. Two students have recently left. Two other students have recently begun, and another will begin after the holiday break. The wait-list now has three students. However, since applications have already started coming in for students applying to 6th grade spots for next year, the school could reach out to those families to fill spots if needed. Erika Dooley asked whether the school receives tuition for students who enroll mid-year, and Alison Tyler responded that the school receives tuition proportionate to the percentage of the year that the student is enrolled at AHS.

Student Recruitment: The GoodSchoolsRoc 2020-2021 application has now opened, and so far AHS has received eight 6th grade applications and 16 5th grade applications. In addition, GoodSchoolsRoc has sent out a postcard to all families with school-age children in Rochester. AHS will begin more intensive recruitment efforts in mid-January 2020, including an open house. In late winter, AHS will ask families of currently enrolled students to complete an "intent to return" form to help assess how many seats will be available in 2020-2021.

Attendance: Average daily attendance rates have dropped slightly due to poor weather. In response, Wanda is planning attendance incentives for January and February. In addition, the AHS Executive Assistant has begun sending out absence notification letters to parents of students who have missed 10 or more days of school per the attendance policy in the Family Handbook, and the Counselor is working to schedule conferences with parents of these students. Wanda explained that many students with chronic absenteeism are influenced by unstable housing and transportation.

Parent Involvement: Approximately 35 families attended the recent Student-Parent-Teacher Empowerment Meeting. In addition, approximately 70% of families have had a parent-teacher conference, and teachers continue to work on bringing in parents to complete the rest of those. When staff return, they will begin scheduling parents for student-led conferences in February.

Professional Development: Wanda used the recent half-day to provide teachers with additional training on restorative practices. So far, teachers have led a handful of proactive restorative circles in classrooms, and the Counselor has led several in response to specific incidents. Wanda will continue to emphasize these practices to help reset behavior expectations when students return from winter break. In addition, when teachers return from break, they will spend a full professional development day diving deeply into data and learning how to use daily, standards-based assessments to prepare for the next report card cycle. The next round of internal standardized assessments, including the reading level test, will be given mid-January.

Strategic Directions: This staff-led Committee has been discussing compensation for next year. Wanda and Alison will give a fuller presentation at the next Board meeting, including a proposed salary scale and project timelines for investigating benefit and retirement options.

Building Renovations: Alison stated that construction has now begun. She has informed staff of potential impacts. So far staff have not noticed significant noise in the classrooms.

Website Redesign: Alison stated that the school has selected a designer for the website redesign project. Alison has been soliciting opinions on what should be included in the new website from parents, staff, and Board members via a survey. Alison and Wanda will be meeting to work on the site map and home page content, and assess the need for professional photography and videography services. The goal is to have the new website go live in early March.

#### **IV. Children's Internet Protection Act Policy**

Alison summarized the requirements of the Children's Internet Protection Act, how AHS is fulfilling these, and why the policy is necessary in order to apply for a federal technology grant. A motion was made and seconded to approve the policy. MOTION CARRIED

#### **V. New Board Member**

Warren summarized Robert Hoggart's qualifications and what he may contribute to the AHS Board of Trustees. A motion was made and seconded to add Robert Hoggart as a new member.  
MOTION CARRIED

#### **VI. Finance Committee Update**

Mario Urso noted that the school remains in a strong financial positions. The statement of activities shows a surplus, with the loan now fully paid off as of early December. In the budget, there are no concerns about specific line items. Finally, the cash flow projections show the school in good order through the end of the fiscal year.

#### **VII. Board Retreat Planning**

Warren stated that the Board is planning a retreat around February 2020 for extended discussion on Board priorities and long-term strategic planning. The retreat may include discussions of fundraising, long-term building plans, implications of growth for next year, and advocacy.

#### **IX. Executive Session**

A confidential executive session was held.

#### **X. Adjournment**

Hearing no other business, the meeting was adjourned.