

**Board of Directors Meeting Minutes
Jumoke Academy**

Date: Tuesday December 11, 2014

Time: 6:00PM

Location: 852 Asylum Avenue

Present:

James Michel, Chair

Thomas Smith, Community Representative

Sharon Gentles-Harris, Community Representative

Troy Monroe, Executive Director

Melanie James, Treasurer & Teacher Representative

- I. Meeting called to order by James Michel, chairman of the board at 6:05PM.
- II. **Public Comments:** None
- III. **Approval of Minutes:** The minutes from the previous meeting were approved with amendments. The motion was made by Mr. Smith second by Ms. James. All were in favor.
- IV. **Executive Director Report:** Dr. Monroe updated the board on the following:
 - Rebranding Efforts – A series of talks and tours with potential funders and local and state politicians are being scheduled. The focus of these meetings will be to re-message the good work of the academy, highlight the new direction, and also dispel any rumors. If the academy is to be successful, it will need to reestablish the support of funders and our political leaders. Current efforts are underway to design a communications flyer which will highlight new leadership and direction, district goals, scholar and workforce stats, and pictures.
 - Security – a local firm was hired to come in to complete an assessment of safety protocols and procedures at all Jumoke campuses. Specific attention was given to observations of lock down procedures, opening and closing activity, high traffic at the elementary school and the operations of the traffic flow at all campuses.

Recommendations will be made to district leadership upon completion of the assessment.

- **Partnership Opportunities** – A meeting was held with a representative from Ethel Walker School in Simsbury, CT regarding a partnership with the Academy and the Horizons Program. Female scholars from the Academy in grades K – 8 will have an opportunity to participate in a partnership designed to support a 6 week summer literacy experience on the campus of Ethel Walker. Additional experiences will include a focus on STEM classes, swimming, horseback riding, gardening, and other enrichment experiences. Transportation will be included for all participants. It was noted that there may also be opportunities for faculty and staff to work in the Horizons summer program. The program has income guidelines for participants. It was noted that Ethel Walker was eager to partner with the Academy. Board members commented favorably in support of confirming a Horizons Partnership. A motion was by Ms. James, second by Ms. Gentles-Harris to support the establishment of a partnership with Ethel Walker in support of involving our female scholars in the Horizons program. All were in favor. A representative from Ethel Walker and the Horizon program will be invited to make a brief presentation at the next board meeting.

- **Real Estate** –District leadership has reviewed all of its facilities and has determined that the campuses in their current state don't support the vision for the future of Jumoke. Additional discussion and movement toward consolidating campuses will continue. Emphasis will be placed on possibly consolidating to one campus with facilities to support the expansion of grade levels and common core instruction. Additionally, facilities with safe play fields for scholars is also desirable. District leadership will work with the building committee and real estate brokers to identify possible facilities for our consideration.

V. **Financial Manager Report:**

- Real estate assessment
 - City of Hartford indicated that 852 Asylum is 73% taxable based on the usage in the amount of \$150,000. To alleviate this, it was suggested that consideration be given to moving some of the academy's IT materials and instructional offices to unoccupied space.
 - It was noted that 846 Asylum is taxable based on the value of \$202,023.
 - A recent meeting was held with the director of the Blue Hills Civic Association - a tenant at the property who was informed that there will be an increase in the rent based on the new taxes levied by the City of Hartford.
 - The Academy received unexpected communication from the city of Hartford regarding 231 Scarborough Street which is now 100% taxable on its assessed value of 1.6 million dollars.
 - Real Estate Broker Meetings – Meetings were held with three brokers concerning Scarborough Street – Coldwell Bankers, William Raveis and an

individual broker, Mr. Thomas McNeil. Mr. Thomas Smith building sub-committee chair also participated in this process.

- Audit Update - The FUSE audit is complete and JUMOKE audit is in full swing and should be completed by the third week of December. Meetings are held with the auditors every week to provide them with all the information needed to prevent any surprises at the end of the audit process. Two reports will be issued. A report will be filed to the State by December 31st 2014. The firm that is handling the audit – O’Connell & Pace - was recommended by the State. Mr. Michel asked that the board receives a notice when the reports are filed.

VI. Unfinished Business : Executive Director Evaluation

Mr. Cooper meet with Dr. Monroe and Chris Chinni to look at the model protocol to be followed by the sub-committee that will be meeting to put the evaluation together.

VII. New Business – Board Retreat: As per the previous meeting, the board attorney and Mr. Winfree will be the facilitators at the retreat. The tentative dates are 1/10, 1/24 and 1/31, 2015. It was suggested by the board chair that some of the senior staff, principals and part of the management team be included in the retreat. This will be discussed with counsel and a doodle poll will be sent to all participants.

VIII. Committee Report – Building & Grounds: Mr. Smith reported that he met with Finance Director, Mr. Williams and Facilities Assistant Ms. Gray to do an assessment of the buildings. The following represents their review:

- 834 Asylum needs a new boiler
- 325 Blue Hills avenue needs to be winterized and there are issues with the roof that needs to be addressed
- Met with the three brokers: Coldwell Bankers, William Raveis and independent broker, Thom McNeil.
- The presentation from Coldwell Bankers was very thorough and included a detailed portfolio with a comprehensive plan on how they would and market the sale of the property. They gave a time line on when it should be sold and confirmed that they had no previous business association with former management. Their commission would be 6%.
- The broker from William Raveis did not have a written presentation. A time line as to when the property would be sold was presented along with reference to a commission rate of 6%. He also confirmed that he had no previous business association with past management.

- Thomas McNeil had no written plan for marketing the property and offered no time frame as to when the property would be sold. His commission rate was 10%.

Of the three brokerage firms, the subcommittee felt most comfortable with Coldwell Bankers.

- The subcommittee would like to make a recommendation to the board to give Coldwell Bankers a six month contract to market the Scarborough property. If not sold within that time frame the committee will reevaluate. A motion was made by Mr. Smith to hire Coldwell Banker to market Scarborough Street and second by Ms. Gentles-Harris. All were in favor. Mr. Michel, the board chairman will be the signatory for the contract.
- The subcommittee will meet every Wednesday prior to the Board meeting.

IX. Executive Session: Ms. James made a motion for the Executive Committee to go in to session to discuss the sale price for Scarborough Street. The motion was moved into second by Mr. Smith. All were in favor.

Mr. Smith made a motion for the Executive Committee to come out of session, second by Ms. James. All were in favor

X. Selling Price of Scarborough Property: A motion was made by Mr. Smith to propose that the sale price for the Scarborough property be in the amount of \$499,999.99. This was seconded by Ms. Gentles-Harris. It was voted unanimously.

XI. Items for Future Agenda:

Scholar Recognition - some of the scholars are doing great things at the school and needs to be recognized. It was suggested to have two or three scholars from each school to be recognized with a plaque and invite the parents to be at the program.

XII. Adjournment: A motion was made by Ms. Gentles –Harris to adjourn and moved into second by Ms. James. The meeting adjourned at 7:50pm