



BOARD OF TRUSTEES MONTHLY MEETING PROTOCOL AND PROCEDURES

Cultural Arts Academy Charter School welcomes your participation at the Board of Trustees meetings. The purpose of a public meeting of the Board of Trustees (“Board”) is to conduct the affairs of the Cultural Arts Academy Charter School in public. We are pleased that you are in attendance and hope that you will visit these meetings often. Your participation assures us of continuing community interest in our school. There are two parts of our Monthly Board Meeting: a closed meeting section (6:30-pm-7:30pm) and a public meeting section (7:30pm-8:30pm).

Closed Meeting Section:

This is a meeting of the Board of Trustees, which is not open to the public. During this meeting only certain topics may be discussed such as real property issues, personnel matters and consultations with attorneys and/or financial officers for pending litigations or settlements.

Open Meeting Section:

The open meeting section of our regular Board of Trustees meeting provides an opportunity for the community to hear information regarding the affairs of the school. According to policy, placards, banners, flags, picket or other signs, and other unusually bulky material and amplification equipment will not be permitted to be taken into the meeting room. The distribution of fliers will not be permitted within the meeting room. Any person planning to use recording devices to record any or all of the proceedings must receive authorization from the chairperson prior to the commencement of the meeting. Such use will be prohibited in the event the good order of the meeting is disrupted.

Cultural Arts Academy Charter School’s Board of Trustees is a talented and experienced group of professionals. The Board’s strong expertise in multiple fields—education, community development, business, law, youth programming and finance—allow it to provide strong governance and oversight of the school. The Board includes members who have a deep understanding of the CAACS model for excellence. Cultural Arts Academy Charter School is governed by a Board of Trustees, which is responsible for ensuring that CAACS is an academic success, a viable organization, and faithful to the terms of its charter. Current Trustees are:

Dr. A.R. Bernard, PRESIDENT

Dr. Bernard is the founder and CEO of Christian Cultural Center. He is also the President of the Council of Churches of the City of New York representing 1.5 million Protestants, Anglicans and Orthodox Christians. A.R. Bernard sits on the NYC Economic Development Corporation Board; NYC School Chancellor’s Advisory Cabinet and served on Mayor Michael Bloomberg’s 2001 Transition Team. A.R. Bernard has been recognized as one of the 25 Influential Leaders Reshaping New York (Crain’s New York Business, September 2008); Most Influential NY Clergyman (NY Daily News, February 2008); Most Influential

African American New Yorker (NY Post, February 2008); New York's Most Influential (NY Magazine, 2006); Bernard was honored with a Lifetime Achievement Award by Consulate General of Israel in NY in conjunction with the Jewish Community Relations Council and, Jewish National Fund. He has been personally cited in the Congressional Records. In 1993, Bernard founded Brooklyn Preparatory School, a premiere early childhood education institution. He continues to revitalize communities; recently partnering with Common Ground to build and develop affordable housing in the East New York/Canarsie section of Brooklyn and leading a transformational team to purchase one of the nation's largest Mitchell Lama Programs (Starrett City, Brooklyn, NY).

Cheryl A. Pemberton, Lighthouse International, VICE-PRESIDENT

Cheryl Pemberton currently serves as the Director of Recruitment and Administration for Lighthouse International, a leading non-profit organization dedicated to preserving vision and to providing critically needed vision and rehabilitation services. Prior to this, Cheryl Pemberton served in the Office of State Senator Kevin Parker as the Senior Advisor for Economic Development Initiatives where she created a local development corporation and coached new entrepreneurs. She has also served on the Expo Planning Committee of the American Diabetes Association and serves as Board Chairperson of the Five Pearls Foundation.

Hank Clouden, Lincoln Tech, TREASURER

Henry J. Clouden currently serves as the Public Relations and Senior Admission Representative for Lincoln Technical Institute where he developed the high school market, provides customer service training for admissions representatives, opened a new NYC campus and serves as a motivational speaker at colleges, career fairs and educational facilities. Henry was the Associate Broker for Manhattan Apartment, Inc. where he conducted hiring seminars and workshops, hired and trained new agents, and managed the advertising campaign. Henry Clouden also served as the Regional Sales Manager for the Great American Paper Stock Company and the General Manager for Bayberry Associates where he expanded the operations and heading staff meetings and department trainings. He is a member of the Real Estate Board of New York, Inc. and served in the United States Air force where he achieved the rank of Sergeant.

Chrysetta Patterson, NY Consortium for Youth Development, MEMBER

Chrysetta Patterson has a Masters of Social Work from Adelphi University and serves as the Senior Education Specialist for SUNY Stony Brook University (ASRN) Adolescent services research Network Program. Ms. Patterson also serves as the Executive Director, Pamoja International Cultural Exchange Inc. and the Vice President of Technology for the NY Consortium for Youth Development and ASRN Hunter College. She has also served as a consultant, presenter and E-learning designer and trainer for NYC AND NYS child care workers, supervisors and management, a consultant for the Council for Children and Family Services, the New Yorkers for Children Financial Literacy Program and is a member of the Adolescent Workgroup for The Office of Children and Families Services (OCFS) for the State of New York. Chrysetta Patterson is also formally trained in piano and violin with over 30 years experience writing and performing music, and served as understudy for "Mama I Want To Sing". Ms. Patterson won the Riant Theater Community Leadership Award. The Community Leadership Awards are presented to people who have demonstrated outstanding leadership in their community and have had a positive effect on their community through their work and dedication.

Susan V. Fox, L.M.S.W., MEMBER

Susan V. Fox currently serves as a School Social Worker and member of the School-based Support Team where she conducts social histories and referrals to CSE, participates in educational planning conferences, at-risk counseling, and provides resource information to parents. She has served as a Regional Parent Support Officer for Region 6. Susan has served on the Parent Boards of the Poly Prep Day School and the Berkeley Carroll School PTA Executive Board. She also served as an adjunct lecturer for the Columbia University School of Social Work and provides training social work interns.

Shirley A. Glasgow, PARENT REPRESENTATIVE

Shirley A. Glasgow is retired from Verizon Communications where she worked as a Network Services Supervisor, managing a team of eight union employees in their training, general supervision, and evaluations. Ms. Glasgow also provided cross-departmental training and support to over 50 Verizon employees, consistently exceeding corporate objectives and standards for accuracy and productivity. She was also responsible for performing internal audits for ISO (Internal Standard Operations). Ms. Glasgow graduated from SUNY Empire State College with a Bachelor of Arts in Business Management and Economics with a concentration in Human Resource Management Studies. She has been honored in Who's Who Among Students in America Colleges and Universities, and holds membership in the International Christian Sisterhood, and the Empire State College Alumni Association. Her community service projects include participating in a Tenant Association, work at various nursing homes, and assisting physically-challenged adults.

The Cultural Arts Academy Charter School Board of Trustees meeting schedule for 2012-13 school year is as follows. Members of the public should call CAACS at (718) 683-3300 at least one business day before the meeting to confirm dates and times which may change due to scheduling conflicts, Federal holidays, inclement weather, or other logistical concerns. All meetings are held at 1400 Linden Boulevard, Brooklyn, NY 11212.

August 15, 2012—Executive Board Meeting

September 19, 2012

October 17, 2012

November 28, 2012*

December 19, 2012

January 30, 2013

February 27, 2013*

March 20, 2013

April 17, 2013

May 15, 2013

June 19, 2013

July 17, 2013

Instructions for Attending Board Meetings by Members of the Community

Agendas and handouts will be available to all community members. Copies of the agenda for the public meetings are usually fifteen minutes before the start of the meeting. The tentative agenda will also posted on the school website prior to the meeting.

GRIEVANCE PROCESS

Charter schools are independent Local Educational Agencies ("LEAs"), and are not subject to the NYC Chancellor's Regulations, but rather to the regulations set forth in Article 56 of the NYS Charter Act, as well as NY State Education Law. Further, the protocol and escalation process differs slightly for each authorizing entity.

To file a grievance for Cultural Arts Academy Charter School, follow the instructions below:

1. **Contact the school leadership:** Please contact and meet with school leadership for violations, issues or complaints. We encourage parents to document events and familiarize themselves with the school's guidelines.

School Leadership: Ms. Laurie B. Midgette, Principal
(718) 683-3300
lmidgette@caa-ny.org

2. **Appeal to the school's board of trustees:** If a parent or guardian is not satisfied with the outcome or decision pertaining to the incident, the parent may appeal to the school's Board of Trustees. Parents are encouraged to contact the board to schedule a meeting with the committee that deals with such matters.

Shirley A. Glasgow, Board of Trustees, Parent Representative
(718) 257-2911
sglasgow@caa-ny.org

3. **Appeal to the school's authorizer:** If a parent is not satisfied with the Board of Trustee's decision, the parent may appeal to the school's authorizer. Each charter school is governed by a Board of Trustees and is subject to oversight by its authorizer.

Cultural Arts Academy Charter School is authorized by the Chancellor of the New York City Department of Education NYCDOE (212) 374-5419.

4. **Appeal to the New York State Board of Regents:** The last escalation point for a parent who decides that after going through the first 3 levels of the appeal process he or she is still not satisfied with the outcome, is to contact the NY State Board of Regents at this telephone number (518) 474-3852 or the following address:

Public Schools Choice
Room 462 EBA
New York State Education Department
89 Washington Avenue
Albany, New York 12234