

# Board of Directors Meeting Minutes - June 22nd, 2020

Virtual Meeting held via Zoom video conference service

**Attendees:** R. Wilson, L. Hamer, A. Knight, S. Fairclough-Leslie, L. Stephens, M. Anglin, T. Muniz, K. Sandiford, C. Williams, D. A. Seabourne

After a short welcome from L. Hamer, the meeting was called to order at 6:50 p.m.

Verification of public notice was sent and confirmed.

The agenda was reviewed; C. Williams made a motion to accept the agenda, K. Sandiford seconded; motion was passed.

The minutes were reviewed from 5/27/20. R. Wilson made a motion to accept the minutes with any necessary corrections; K. Sandiford seconded; motion was passed.

L. Hamer stated that next Monday (6/29/2020) she would like to have a virtual meeting with school leadership and the board to discuss next steps for 2020-2021 school year; 6:30 p.m. start time.

## **Business Operations Report – Ms. Muniz**

<b>Total number of students</b>	<b>334</b>
UPK	36
K-5	295
6th Grade	38
SPED	53
ELL	3
Economic Disadvantaged Students	69%

- As of 6/22/20 we have 398 students on the roster for the 2020-2021 school year.
- Pre-K maximum student count (36) has been reached.
- Waiting to fill 2 seats.
- 3 ELL students accepted.
- 6 students on the waitlist.
- REACS electronic registration is ongoing; 88% of parents have completed forms electronically.
- Appointments have been set up for parents with issues on uploads.
- Ops is leading the way with the close-out plan with starts in 6/22/20.
- 2019-2020 preliminary virtual audit session has begun; working with auditors.

- Draft budget submitted for the 2020-2021 school year; 1st payment should arrive early July.
- Pre-K cost per pupil has been approved; an increase to \$14,356.00. Waiting for contract.
- Financial Summary and Cash disbursement reports were given to the board, in good financial position.

### **CEO Report – Dr. Rice**

PPP Loan application was submitted via Northfield bank and was approved, and funds were transferred into bank account 5/1/20 (\$633K). 99% of loan will be forgiven if all steps are followed. Construction loan was submitted to underwriters for approval; will have to start from scratch from COVID-19 pandemic. C. Rice will be working with them to obtain financials needed. Construction guidelines and inspections have been sent from New York State; looking to obtain COO for Montessori building. CEO must attend classes to have an inspection scheduled. Membership to Black, Latino, Asian, Charter Collaborative (B.L.A.C.C.) has been completed and payment has gone out.

### **Principal Report – S. Fairclough-Leslie/Dr. A. Knight**

**Remote Learning update** – synchronous and asynchronous instruction, ongoing daily virtual classes, ongoing emotional counseling of scholars – COVID-19 trauma. Teachers go into school by grade level bands to prepare report cards, scholar awards, pack up classroom and retrieve personal belongings.

**Student Data** – Assessing scholars for end-of-year using: Go Math/Eureka, Journeys and i-Ready. Entering in data in PADS for report cards; deadline 6/22/20. Admin to review report cards and distribute to families. Analysis of final data to determine growth and gaps will happen July 2020.

**Summer School 2020** – will be remote; July 6 – Aug 6 from 9:00 a.m. to 12:00 noon Monday through Thursday; staff have been hired, PD sessions and material are forthcoming. Need to identify students, train teachers, notify parents, create schedule, graduation, awards, and Admin PD are in development

**Student Activities** – Virtual graduations - Pre-K (6/16/20), K (6/17/20), 5th Grade (6/18/20). Awards ceremonies (6/16/20 – 6/18/20); spirit week (6/22/20 – 6/26/20).

**Personnel** – Met 6/15 to review resumes; meeting 6/23/20 to review candidates. Currently 2 considerations for board vote.

**Professional Development** – Eight hours for each teacher (6/15/20 – 6/22/20); professional development in following areas: Slinky, Connect and RAZ Plus.

**Leadership Development** – Via Charter collaborative, SEL for distance learning, accelerating learning to close gaps, safeguarding student data, equity, and excellence, illuminate – IO classroom and transforming assessment practices.

Re-entry plans are awaiting guidance from the governor; awaiting guidance for in-school learning, remote learning and blended in-school and remote learning. Currently have updated zoom account with advanced features and cloud-based archive.

**Academic Report** – C. Williams

Met 6/9 and restated goal to continue to provide services for staff and students, to increase student test scores (ELA and Math) by 5% and to provide summer school session.

**Personnel Report** – K. Sandiford - NO REPORT

**PTO Report** – D. A. Seabourne - NO REPORT

**Finance Report** – M. Anglin

Met on 6/18 to review budget for 2020-2021 school year. Will accept budget with any necessary adjustments. Spoke about logistics of upcoming school year and potential costs associated with said changes.

**Fundraising Meeting** – L. Stephens - NO REPORT

Looking to modify goals (ELA and Math scores) because of COVID-19 pandemic cancelling ELA and Math tests. Looking to improve timeline for contracts to teachers.

L. Hamer thanked all for attending, thanked school leadership and staff for hard work. Next board meeting 7/27/20. Meeting was adjourned at 7:45 p.m.