

# Board of Directors Meeting Minutes - March 26th, 2020

Virtual Meeting held via Zoom video conference service

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

After a short welcome from L. Hamer, the meeting was called to order at 6:53 p.m.

Verification of public notice was sent and confirmed.

The attendance sheet was signed and submitted to Ms. Muniz.

An item was added to the agenda as per L. Hamer for discussion in executive session

K. Sandiford made a motion to accept the agenda; C. Williams seconded; motion was passed. The minutes were reviewed from 2/24/20. M. Anglin made a motion to accept the minutes with any necessary corrections; K. Sandiford seconded; motion was passed.

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

<b>Total number of students</b>	<b>335</b>
UPK	36
K-5	295
6th Grade	39
SPED	53
ELL	3
Economic Disadvantaged Students	69%

**Ongoing Enrollment:** 703 applications have been received for the '20-'21 school year:

UPK	139
Kindergarten	178
1st Grade	75

2nd Grade	53
3rd Grade	47
4th Grade	53
5th Grade	43
6th Grade	86
7th Grade	29

Deadline for applications is 4/1/20. Lottery will be on 4/23/20 @ 5:00 p.m. must video/record event, doesn't have to be open to public. Financial Summary report was sent to the board; money will be saved if school is not re-opened (possible \$300K savings). Working on invoicing for DOE and reconciliation will be done in July pending governors' adjustments. Looking at Bill.com – a virtual financial software system that allows bills to be paid and checks written (charter school network). UPK program has been extended and the Queens area UPK manager has the updated UPK budget for review on 3/17/20.

#### **CEO Report – Dr. Rice**

Everything has stalled because of COVID-19 in terms of contractors, banks, etc. There is a meeting scheduled for next week for updates but plans for school expansion are complete, but nothing will be done in terms of progress pending COVID-19. A FEMA grant has been sent and currently awaiting validation.

#### **Principal Report – S. Fairclough-Leslie**

On 3/13/20 students were sent directly to class to minimize groupings. Students were sent directly to class. On 3/15/20, decision was made to close and teachers were directed to online methods of teaching. On 3/18/20, staff meeting was held on Zoom and plans were discussed; remote learning was started on 3/23/20. Zoom, Google docs, I-Ready, Think Central are being used to meet needs of students. Attendance is being taken and sent to school administration. Guidance dept. working along with staff to reach out to parents to ensure students are logging on. Devices have been given out (75) and additional delivery of devices have been ordered to ensure all students have devices. IEP meetings are being held for students. School activities for senior scholars are on hold pending COVID-19. All promotions for scholars are on hold as well for the same reason. A grant is being applied for by REACS for technology purchases. Looking for full allotment of funds from governor for the remainder of the school year.

#### **Academic Report – C. Williams**

Telephone conference was held on 3/25/20. Topics discussed were: remote learning progress, communications with parents, school schedules, technology upgrades and funding. Lottery, scheduling events for seniors, new students, emotion condition of parents, students and staff and

a summer program. A thank you was given to all staff to ensure school was run well and online transition was made successfully.

**Personnel Report** – K. Sandiford

Expanding to 7 th grade; looking for 3 additional staff members. Will not replace assistant principal and looking for teachers for summer school

**PTO Report** – D. A. Seabourne

Looking to meet via video conference in the next few days

**Finance Report** – M. Anglin

Finance has not meet but communications are continuing with school admin; budget ad finance matters are continuing to progress.

**Fundraising Meeting** – L. Stephens

No updates: landscape analysis has been completed for funding opportunities and is being reviewed. Applied for a grant for additional security (fencing, walkway) for school.

L. Hamer thanked all for attending and thanked the staff for operating the school in a wonderful way throughout the COVID-19 virus outbreak; next board meeting TBD. Meeting was adjourned at 7:49 p.m.

In executive session, R. Wilson made a motion to amend the bylaws to invite the prospective board member on the board, L. Stephens seconded. K. Sandiford opposed; C. Williams abstained.