

DRAFT MINUTES

Date

Wednesday, September 30, 2020

6:15-8:50pm

Board Members In Attendance (by video)

X Alvarez Symonette, Chair

X Michael Busch, Vice Chair

X Rema Davis, Secretary

X John Duval (by phone)

X Patrice Fenton

X Kunjan Mehta

X Mayling Blanco

School Leadership in Attendance (by video)

X John Clemente

X Natalie Ferrell

X Brandon Corley

Board Members Not In Attendance

Frank Taylor

To do items:

- JC: Update School reopening plan posted to SBC site
- From last month:
 - JC: Need to finalize signage and building facade.
 - JC: follow up on costs (80k?) that were submitted to Kiu
 - JC to begin to prepare a 13week rolling budget for future board meetings; update expense assumptions
- Previously still open items:
 - JC: will send copy of all charter and renewal and annual report and other docs to board for review
 - JC: Poll re: schedule discussion of fundraising; what are the specific needs, how to craft the message, overall direction discussion
 - JC - Walton

Agenda

1. Call to Order and Welcome
 - Alvarez, Chair, called the meeting to order.
 - Mike motioned to approve the minutes; Rema seconded the motion
 - Minutes unanimously approved by Board
2. Renewal self evaluation
 - Focus on Benchmarks 1 and 9
 - Board review offline and commentary
3. Facilities
 - Signage and building facade still pending
 - Progress continues, standard monthly update sent by Kiu
 - Friends of SBC: Patrice and John D interviewed new directors; discussion of their responsibilities; filed for new corporation.
4. Financial
 - New PEO has helped reduce fringe benefit costs
 - Student total goal was 350, actual enrollment will be at next month; focus on SpEd
 - Approx \$1.8mln cash balance; strong days in cash
 - Audit will finish in October
 - Considering line of credit so be available if needed as precautionary measure.
5. Health & Safety protocols
 - First in person day will be October 5th
 - Discussions with Staff following cases in other schools
 - NYS dashboard presented
 - Free city-wide testing; awaiting information if charter schools can use DOE system
6. Next Meeting: October 28, 2020

Minutes respectfully submitted by Rema Davis, Secretary, on September 30, 2020.

DRAFT MINUTES

Date

Wednesday, October 28, 2020

6:15-8:50pm

Board Members In Attendance (by video)

X Alvarez Symonette, Chair

X Michael Busch, Vice Chair

X Rema Davis, Secretary

X Kunjan Mehta

X Mayling Blanco (by phone)

X Frank Taylor (by phone)

X Patrice Fenton

School Leadership in Attendance (by video)

X John Clemente

X Natalie Ferrell

X Brandon Corley

Guests in Attendance (by phone)

X Kiu Guela

Board Members Not In Attendance

John Duval

To do items:

- School leaders will schedule dates with Board members in preparation for Nov 12-13
- JC to send date polls for November/December meeting dates
- Previously still open items:
 - JC: follow up on costs (80k?) that were submitted to Kiu
 - JC to begin to prepare a quarterly or trimester rolling budget for future board meetings; update expense assumptions, update student count assumptions
 - JC: will send copy of all charter and renewal and annual report and other docs to board for review
 - JC: Poll re: schedule discussion of fundraising; what are the specific needs, how to craft the message, overall direction discussion
 - JC - Walton

Agenda

1. Call to Order and Welcome

- Alvarez, Chair, called the meeting to order.
- Thank you to the Leadership on behalf of the board for this year.
- Rema motioned to approve the minutes; Mike seconded the motion
- Minutes unanimously approved by Board

2. Facilities

- Hoping to finish the roof in 3 weeks to be watertight for winter
- Elevator 65% completed and cab should be coming soon
- Goal: end of december to have roughing and sheetrock in place, then begin finish work
- Still awaiting more direction from city if there will be further required changes for Coronavirus protection
- Friends of SBC have had their first official meeting.
 - In January, assessment will be implemented for next year.
 - Real Estate taxes
 - Need to have everything done, may have \$600k/year in RE taxes. Have submitted for exemption, but concerned that this may be denied.
 - Important to push to keep the process on track.
 - John and Kiu working on documents from Cliff for asap execution.

3. Update on NYSED movement for temporary space for district 5

- Have received letters of support
- Declined December regent meeting request
- Likely to have to move off the secondary lease; may not have a large need anyway given Covid19
- Note that we are at full scale with our in-person learning and could still accommodate more. Given current capacity, could be ok without the additional space for this school year.

4. Financial

- Audit:
 - No deficiencies or material weaknesses
 - 2 elements from last year have been resolved
 - Escrow account error/accidental wire, but has been corrected.
 - Escrow account to have \$100k going forward

5. Renewal self evaluation

- Submitted application; reviewed and scheduled Nov 12-13 site visit
- In December should have a chance to respond to any concerns
- Renewal time period followed by vote in the Spring
- Google polls forthcoming to prepare

6. Next Meeting dates will be updated for November and December 2020

Minutes respectfully submitted by Rema Davis, Secretary, on October 28, 2020.

DRAFT MINUTES

Date

Tuesday, November 24, 2020

6:15-8:50pm

Board Members In Attendance (by video)

X Alvarez Symonette, Chair

X Rema Davis, Secretary

X Patrice Fenton

X Kunjan Mehta

X John Duval

X Frank Taylor (by phone)

X Mayling Blanco

School Leadership in Attendance (by video)

X John Clemente

X Natalie Ferrell

X Brandon Corley

Guests in Attendance (by phone)

X Kiu Guela

X Neysha Mejia

Board Members Not In Attendance

Michael Busch, Vice Chair

To do items:

- JC to confirm timeline for ERTC funding
- JC to add recruitment update / turnover ratio as part of monthly Board meetings
- JC/Ken to suggest a policy around reserve cash.
- JC to send out doodle poll for next meeting
- Previously still open items:
 - JC: follow up on costs (80k?) that were submitted to Kiu
 - JC to begin to prepare a quarterly or trimester rolling budget for future board meetings; update expense assumptions, update student count assumptions
 - JC: will send copy of all charter and renewal and annual report and other docs to board for review
 - JC: Poll re: schedule discussion of fundraising; what are the specific needs, how to craft the message, overall direction discussion
 - JC - Walton

Agenda

1. Call to Order and Welcome
 - Alvarez, Chair, called the meeting to order.
 - Rema motioned to approve the minutes; Patrice seconded the motion
 - Minutes unanimously approved by Board
2. Facilities (presented by Neysha)
 - Current concentration on enclosing the building by end of January and finishing facade.
 - Neysha presented the next set of completed and scheduled tasks.
 - Good weather now so taking advantage as much as possible
 - Will be bringing the scaffolding down shortly
 - Working toward completion by end of March
3. Financial
 - Remainder of the year projections are now updated for better student count
 - \$200,000 CARESACT and Digital Equity funding found to help offset lower student count.
 - \$250,000 Believe we are eligible for ERTC funding also to offset costs of moving to all remote
 - Currently have \$1.4mln in reserve
 - Have active student recruitment campaign with group called Scola
4. Update on NYSED movement for temporary space for district 5
 - Unable to move forward.
 - NYSED were unable to move the space forward; we have also not been able to make any headway on appeal.
 - Next step to begin disentanglement form MiniSink space
5. End of Year Giving Campaign
 - Goal to go live on Giving Tuesday next week
 - Plan for 12/31 ending with ability to extend to 1/31
6. Accountability Committee
 - Renewal self evaluation
 - Site visit reschedule to Dec 14-15
 - Next step is outreach to individual teams in preparation
 - 84-87% average Student Attendance
 - Natalie reviewed process for continued decrease of the students with chronic absence
 - Proficiency data (Attainments and Mastery)
 - This year's students are performing better than last year's students at this time.
 - Continued development of new practices for staff and academic support in this remote learning environment
 - Including Student / Peer tutoring as a service opportunity
7. Next Meeting TBD in December 2020

Minutes respectfully submitted by Rema Davis, Secretary, on November 24, 2020.

DRAFT MINUTES

Date

Tuesday, December 16, 2020

6:15-8:50pm

Board Members In Attendance (by video)

X Alvarez Symonette, Chair

X Michael Busch, Vice Chair

X Rema Davis, Secretary

X Patrice Fenton

X Mayling Blanco

X Kunjan Mehta

X John Duval

X Frank Taylor (by phone)

School Leadership in Attendance (by video)

X John Clemente

X Natalie Ferrell

X Brandon Corley

Guests in Attendance

X Kiu Guela (by phone) - 7005

X Neysha Mejia (by phone) - 9571

X Paolo Giovine (by phone)

Board Members Not In Attendance

To do items:

- From last month
 - JC to add recruitment update / turnover ratio as part of monthly Board meetings
 - JC/Ken to suggest a policy around reserve cash.
- JC to begin preparing for May/June ribbon cutting guest list
- JC to sent Millwork proposals to Kiu for review and possible scaledown
- JC to review IT specs/contract with Alvarez
-
- Previously still open items:
 - JC: follow up on costs (80k?) that were submitted to Kiu
 - JC to begin to prepare a quarterly or trimester rolling budget for future board meetings; update expense assumptions, update student count assumptions
 - JC: will send copy of all charter and renewal and annual report and other docs to board for review
 - JC: Poll re: schedule discussion of fundraising; what are the specific needs, how to craft the message, overall direction discussion

Agenda

1. Call to Order and Welcome
 - Alvarez, Chair, called the meeting to order.
 - Mike motioned to approve the minutes; Patrice seconded the motion
 - Minutes unanimously approved by Board
2. Facilities (presented by Kiu and Neysha)
 - Asap goal is enclosing perimeter; overall exterior is sufficiently enclosed despite any storms. 24 hour security at site
 - Windows and Painting is advancing; finishes and flooring to begin soon. Gym equipment scheduled to come in soon
 - Decision points for next weeks: Millwork, Signage
 - Looking to complete construction by end of Q1-21; on target to schedule move in time for next school year
 - Kiu suggests ribbon cutting May/June?
 - Capital Expenditures (Millwork, Signage, IT) discussion by John Clemente
3. Renewal visit review (presented by John C)
4. Motion of approval of Frank Taylor as as official board member for 3 year term beginning today
 - Rema motioned to approve, Mike seconded the motion
 - Unanimous approval by Board
5. Motion to approve revisions to charter
 - Revision 1: Adjustment of Enrollment for 2020-2021 to 385 due to pandemic and in line with 1st year of charter renewal
 - Revision 2: Weighted lottery for ENL Students
 - Revision 3: Adjustment of Org Chart to include Associate Director position
 - Frank motioned to approve, Rema seconded the motion
 - Unanimous approval by Board
6. Financial
 - John C delivered financials update. Continuing on overall strong days in cash, improved Fringe benefits cost despite increase in salaries
 - EOY giving: 61% of the way there, 11 fundraisers so far.
7. Accountability Committee
 - Covid (presented by Brandon):
 - No students will fail courses due to pandemic. Will receive an NX grade and have opportunity for recovery.
 - Suspending regents exam for January. Believe there's a possibility for June to suspend also. GPA will be replacing SATs/ACTs for many institutions; along with extracurricular activities
 - College Application completion (presented by Natalie):
 - 20% already received early acceptances.
8. Next Meeting January 27, 2021

Minutes respectfully submitted by Rema Davis, Secretary, on December 16, 2020.

DRAFT MINUTES

Date

Wednesday, January 27, 2021

6:15-8:50pm

Board Members In Attendance (by video)

X Alvarez Symonette, Chair

X Michael Busch, Vice Chair

X Rema Davis, Secretary

X Kunjan Mehta

X John Duval

X Frank Taylor (by phone)

X Mayling Blanco

School Leadership in Attendance (by video)

X John Clemente

X Natalie Ferrell

X Brandon Corley

Guests in Attendance

X Neysha Mejia (by phone) - 9571

Board Members Not In Attendance

Patrice Fenton

To do items:

- Previously still open items:
 - JC/Ken to suggest a policy around reserve cash.
 - JC to begin preparing for May/June ribbon cutting guest list
 - JC: follow up on costs (80k?) that were submitted to Kiu
 - JC to begin to prepare a quarterly or trimester rolling budget for future board meetings; update expense assumptions, update student count assumptions
 - JC: will send copy of all charter and renewal and annual report and other docs to board for review
 - JC: Poll re: schedule discussion of fundraising; what are the specific needs, how to craft the message, overall direction discussion
- New Open items:
 - Naysha will send info on mechanics of filtration systems; class sizes and cost overrun
 - Update on workplace policies/disclosures regarding vaccinations. Update handbook and other docs?
 - Brandon: update Student Proficiency Data to % as a function of class size
 - John C.: fresh breakeven analysis on minimum students needed for school
 - Alvarez: City National Bank - community reinvestment group at re: Library
 - John C.: schedule weekly monday 3pm discussion of fundraising
 - Alvarez: Contracts review process

Agenda

1. Call to Order and Welcome
 - Alvarez, Chair, called the meeting to order.
 - Rema motioned to approve the minutes; Mike seconded the motion
 - Minutes unanimously approved by Board
2. Facilities (presented by Neysha)
 - Met yesterday with John and Natalie
 - Brick and exterior finish completed; temporary elevator only open item
 - Hoping to have elevator inspection by end of February
 - Can now begin installing equipment
 - Open items/adjustments discussed with Z and will revert to Kiu
3. Covid Update (presented by John)
 - Remaining remote
 - Teachers on vaccination list but hard to get or get 2nd shot
 - Parents not yet comfortable with more than 3-4 students back into class; will open up more as more interest comes from parents/students
 - Will not push teachers/families to get vaccines until they are comfortable themselves. Will continue to educate and encourage, but will also focus on keeping a safe environment regardless of vaccine status.
4. Accountability Committee (presented by Natalie)
 - Have been checking in with families on how they are weathering remote schooling as less than $\frac{1}{3}$ are in the building
 - All advisors checking in through a mid-year evaluation/self assessment with all families, study space, food security, health
 - Student performance
 - Strong proficiency in 12th grade, despite environmental/covid fatigue; 10th grade's first year was covid year, so their proficiency measures are generally lower
 - Supporting staff and students with new social work interns and new student teachers to provide some relief
 - Staff feedback discussion; staff retention almost 90% for last 2 years
5. Financial
 - 304 students enrolled. Discussion of DOE payments for student enrollment regarding NY address issues.
 - Year round recruitment plan; virtual open houses 2x/month, 1 dedicated employee focused on recruitment
 - Planning on / applied for \$500k of funding from non-competitive grants and federal sources
 - Reviewing if we qualify for PPP round 2
 - Potential line of credit or fixed rate loan
 - Begin focus on larger fundraising plan for school
6. Ed Evaluation
 - 1st week Feb: discussion of evaluation tool/metrics
 - Goal to close process by early June.

7. Next Meeting February 24, 2021

Minutes respectfully submitted by Rema Davis, Secretary, on January 27, 2021.

DRAFT MINUTES

Date

Wednesday, February 24, 2021

6:15-8:50pm

Board Members In Attendance (by video)

X Alvarez Symonette, Chair
X Michael Busch, Vice Chair
X Rema Davis, Secretary
X Patrice Fenton
X John Duval
X Kunjan Mehta
X Mayling Blanco
X Frank Taylor (by phone -08)

School Leadership in Attendance (by video)

X John Clemente
X Natalie Ferrell
X Brandon Corley

Guests in Attendance

X Neysha Mejia (by phone) - 80
X Kiu Guela (by phone) - 05

Board Members Not In Attendance

To do items:

- Previously still open items:
 - JC/Ken to suggest a policy around reserve cash.
 - JC to begin preparing for May/June ribbon cutting guest list
 - JC: follow up on costs (80k?) that were submitted to Kiu
 - JC to begin to prepare a quarterly or trimester rolling budget for future board meetings; update expense assumptions, update student count assumptions
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- New Open items:
 - Naysha will send info on mechanics of filtration systems; class sizes and cost overrun
 - Update on workplace policies/disclosures regarding vaccinations. Update handbook and other docs?
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 - John C.: fresh breakeven analysis on minimum students needed for school
 - Alvarez: City National Bank - community reinvestment group at re: Library
 - Alvarez: Contracts review process

Agenda

1. Call to Order and Welcome
 - Mike, Vice-Chair, called the meeting to order.
 - Rema motioned to approve the minutes; Patrice seconded the motion
 - Minutes unanimously approved by Board
2. Facilities (presented by Neysha)
 - Everything on schedule. Inspection goal for end of March/beginning of April
 - Fire inspection for May 8 weeks out requirement
 - ConEd inspection delayed due to cold and covid and texas
 - All materials to finish are purchased and in warehouse.
 - Delays due to power and approvals but still expecting to be student-ready by May
3. Financial (presented by John C)
 - Budget shortfall due to lower enrollment; around 305
 - Days in cash continues to be strong
 - Discussed enrollment planning
 - Lottery April 14th;
 - Neighborhood advertisements
 - Discussion of additional revenue planning options
 - Should hopefully exceed \$1mln, which will help while there is decreased student count
 - Planning for potential \$1mln line of credit
 - JC weekly discussions/reviews of other foundations
4. Covid Update (presented by John)
 - Our area of the Bronx 10% until now, just dropped slightly for the first time
 - Not rushing to in-person learning, given the high rate
 - Optimistic that vaccines will help; SBC held meeting with community and staff to provide more information about vaccine including emergency room doctor and Parent Engagement contact to talk about her experience
 - Putting together a team to include Families/Staff/Students/Board representation to reopen the school to ensure consensus building
 - The Parent Engagement contact also helping families get appointments and Natalie has put together a team that is also able to provide support on food/shelter/etc if needed
5. Accountability Committee (presented by Brandon/Natalie)
 - Still hoping to be back in full in person by September, but have seen growth and innovations from the remote/virtual learning also that we want to further develop
 - Formalizing tools for discussion and observations of students and staff
 - Introduction to the Improvement cycle to review the Virtual Learner Experience
 - Focus first on training and professional development
 - Evaluated class participation
 - Discussion on how to publicly disseminate this strategy and research through conferences, etc. Can we capitalize on this?
6. Leadership Updates
 - Big overhaul of website
7. Motion to approve applying for PPP loan
 - Mayling motioned to approve, Frank seconded the motion
 - Unanimous approval by Board

8. Next Meeting March 31, 2021

Minutes respectfully submitted by Rema Davis, Secretary, on February 24, 2021.

DRAFT MINUTES

Date

Wednesday, March 31, 2021

6:15-8:50pm

Board Members In Attendance (by video)

X Alvarez Symonette, Chair

X Michael Busch, Vice Chair

X Rema Davis, Secretary

X Patrice Fenton

X John Duval (by phone -94)

X Mayling Blanco

X Frank Taylor (by phone -08)

X Kunjan Mehta (by phone -77)

School Leadership in Attendance (by video)

X John Clemente

X Natalie Ferrell

X Brandon Corley

Guests in Attendance

X Neysha Mejia (by phone - 80, 90)

X Kiu Guela (by phone - 05)

Board Members Not In Attendance

To do items:

- Previously still open items (oldest to newest):
 - JC/Ken to suggest a policy around reserve cash.
 - JC to begin preparing for May/June ribbon cutting guest list
 - JC: follow up on costs (80k?) that were submitted to Kiu
 - JC to begin to prepare a quarterly or trimester rolling budget for future board meetings; update expense assumptions, update student count assumptions
 - JC: Poll re: schedule discussion of fundraising; what are the specific needs, how to craft the message, overall direction discussion
 - Naysha will send info on mechanics of filtration systems; class sizes and cost overrun
 - Update on workplace policies/disclosures regarding vaccinations. Update handbook and other docs?
 - Brandon: update Student Proficiency Data to % as a function of class size
 - John C.: fresh breakeven analysis on minimum students needed for school
 - Alvarez: City National Bank - community reinvestment group at re: Library
 - Alvarez: Contracts review process
- New Open items:
 -

Agenda

1. Call to Order and Welcome
 - Alvarez, Chair, called the meeting to order.
 - Rema motioned to approve the minutes; Mike seconded the motion
 - Minutes unanimously approved by Board
2. Facilities (presented by Neysha, Kiu)
 - Concentration starting on main vestibule
 - Plumbing inspection completed/passed
 - Biggest current challenge is ConEd and getting permanent power. Following that, can begin to schedule numerous other inspections. Kiu pushing to actively resolve in 7-10 days.
 - No major completion concerns once we receive power as all our finishes are in the warehouse
 - Visit to the new site tomorrow by Frank, John C, Alvarez.
3. Academic Accountability (presented by Brandon/Natalie/John)
 - NYSED graduation requirements
 - 4 regents exams still given but not a graduation requirement
 - Renewal:
 - Have had review and discussing, including a few corrections. Bringing some requirements up to Meet.
 - Benchmark 10 “falls far below” but we remain confident that through a discussion we will be able to prove that we have shown significant improvement since John’s first year as ED and will continue to improve
4. Covid Update (presented by John)
 - Health and Safety team begun this year; Frank joined as board representation, includes student, faculty, parents, HR all part of discussion
 - March 10th, 24th and next wednesday (3rd mtg)
 - We will plan for 10 day waiting period after break
 - April 12th potential onsite date but will depend on community conditions
 - Monitoring our area of Bronx, currently moving above 6%
 - Continued safety: testing program, 6 feet, pods, opt-in for in-person
 - June 24th tentative in person outdoor graduation
5. Finance, Audit and Management (presented by John)
 - PPP received and will sit on balance sheet as a loan.
 - ERTC and ESSER funding also received
6. New recruitment
 - Mass mailing and bus shelters have been received/visible. Lots on incoming inquiries
 - Lottery schedule for April 14th
7. Next Meeting April 28, 2021

Minutes respectfully submitted by Rema Davis, Secretary, on March 31, 2021.

DRAFT MINUTES

Date

Wednesday, April 28, 2021
6:15-8:50pm

Board Members In Attendance (by video)

X Alvarez Symonette, Chair
X Michael Busch, Vice Chair
X Rema Davis, Secretary
X Patrice Fenton
X John Duval (by phone -94)
X Frank Taylor (-08)
X Kunjan Mehta (by phone -77)
X Mayling Blanco

School Leadership in Attendance (by video)

X John Clemente
X Natalie Ferrell
X Brandon Corley

Guests in Attendance

X Neysha Mejia (by phone - 80, 90)
X Kiu Guela (by phone - 05)

Board Members Not In Attendance

To do items:

- Previously still open items (oldest to newest):
 - JC: follow up on costs (80k?) that were submitted to Kiu
 - JC to begin to prepare a quarterly or trimester rolling budget for future board meetings; update expense assumptions, update student count assumptions
 - JC: Poll re: schedule discussion of fundraising; what are the specific needs, how to craft the message, overall direction discussion
 - Update on workplace policies/disclosures regarding vaccinations. Update handbook and other docs?
 - Brandon: update Student Proficiency Data to % as a function of class size
 - Alvarez: City National Bank - community reinvestment group at re: Library
 - Alvarez: Contracts review process
- New Open items:
 - Any board member that would like to do a walk through, May 5th. Let JC know asap.
 - Any board member with ConEd connections (Frank offered assistance), it would be very helpful to push the application. JC to reach out to DOE and ask them to help push anyone else that can assist to get power up so that we can move out.
 - JC to coordinate a separate call w/Kiu to discuss what happens to students/teachers if there's a delay (storage, summer school plan, review contract, etc).
 - JC: send out poll to suggest more visit dates after May 5th
 - JC to get a cost estimate from Cerini for PPP forgiveness
 - JC to begin preparing for May/June ribbon cutting guest list - August 20th possibility, JC will revert on agenda/plan

- JC/Ken to suggest a policy around reserve cash - JC will add to finance committee agenda for next month
- JC to connect Mike with college access team
- Brandon may add a separate mtg to cover additional items by academic accountability.

Agenda

1. Call to Order and Welcome
 - Michael, Vice-Chair, called the meeting to order.
 - Patrice motioned to approve the minutes; Frank seconded the motion
 - Minutes unanimously approved by Board

2. Facilities (presented by Neysha, Kiu)
 - Exterior of the building: main entrance is being prepared
 - The elevator area is still awaiting preparation
 - Inside, plumbing and other mechanical work is being carried out
 - Sprinkler system is about 85 percent complete
 - Mechanical contractor continues to finalize installation throughout building and classrooms
 - Electrician has been focused on finalizing light fixtures in classrooms
 - Main issue continues to be ConEd connection -- told work would commence in June, but as of now there is no possibility of permanent power in advance of that schedule
 - Entire floors will be completed on a floor-by-floor basis, starting with the sixth floor and moving down from there until permanent power can be guaranteed
 - Ceramic tile is being installed in bathrooms
 - Hardware for doors is being installed, as will be the windows into the classrooms
 - May 5 at 9:30am Kiu's team will meet with Z and her people -- any board members interested in joining the walkthrough that morning, all are welcome
 - Any and all pressure we are able to apply on ConEd would be welcome and helpful (electeds, DoE, etc.). Awaiting elevator sign off so they can remove hoist. Until ConEd signs off, this is the largest obstacle.
 - Kiu moving to bi-weekly schedule. Understands that mid-June is the current ConEd plan, and SBC planning to fully move in by August 15th
 - JC updated board folder with notes from Naysha on info on mechanics of filtration systems; class sizes and cost overrun

3. Finance committee (presented by John C):
 - Budget on pace to be where we initially projected budget. Primarily a function of PPP and Cares ACT funding, which made up for student enrollment
 - Currently at 314 student count; 84% of capacity
 - Cash balance at \$1.251
 - JC to discuss with Cerini on the necessary involvement for getting PPP forgiveness
 - Other notes:
 - Break-even analysis on minimum students needed for school - 375 students but not a current requirement as we have some cushion from PPP while we have 360 student near term.
 - Leasehold condo update
 - Goal to use be able to purposefully apply all rental assistance to benefit the school
 - Reviewing multiple proposals and should be able to move forward shortly
 - JC to get further clarity on proposals from each firm. Mayling to offer up further questions also.

4. Academic Accountability (presented by Brandon/Natalie/John)

- Enrollment update:
 - 504 application; offered seats to 180 students. 123 accepted. Will accept 130 which will result in 118.
 - 360 students expected for next year
 - Next step: Mid May event for accepted students.
- Renewal
 - Expecting process to complete this week
- 2 events coming up:
 - Textbook Launch
 - 10th Grade Annual Networking
- College acceptance:
 - 94% of graduates on track to graduate
 - May 21 college decision day
 - Discussion of college commitments, future fundraising for alumni needs

5. Next Meeting May 26, 2021

Minutes respectfully submitted by Rema Davis, Secretary, on April 28, 2021.

DRAFT MINUTES

Date

Wednesday, May 26, 2021

6:15-8:50pm

Board Members In Attendance (by video)

- X Alvarez Symonette, Chair
- X Michael Busch, Vice Chair (by phone - 89)
- X Rema Davis, Secretary
- X John Duval
- X Frank Taylor (by phone - 08)
- X Kunjan Mehta (by phone - 77)

School Leadership in Attendance (by video)

- X John Clemente
- X Natalie Ferrell
- X Brandon Corley

Guests in Attendance

- X Kiu Guela (by phone - 05, - 95)

Board Members Not In Attendance

Patrice Fenton
Mayling Blanco

To do items:

- Previously still open items (oldest to newest):
 - Brandon: update Student Proficiency Data to % as a function of class size
 - Alvarez: City National Bank - community reinvestment group at re: Library
 - Alvarez: Contracts review process
 - JC: send out poll to suggest more visit dates after May 5th
 - JC/Ken to suggest a policy around reserve cash - JC will add to finance committee agenda for next month
 - JC to connect Mike with college access team
- Neisha and Z will speak to finalize signage
- \$15k ConEd, can this be reimbursed as we are 501c3?

Agenda

1. Call to Order and Welcome
 - Alvarez, Board Chair, called the meeting to order.
 - Mike motioned to approve the minutes; Frank seconded the motion
 - Minutes unanimously approved by Board
2. Facilities (presented by Kiu)
 - Hoist line still open, otherwise, brick and window work done
 - Elevator 95% complete
 - Kiu reviewed list of tasks completed and still open
 - ConEd payment has been submitted on behalf of the school

- Almost all furniture has been received and our furniture coming from Minisink space should be arriving tomorrow as part of the move.
 - Once sidewalk is finished, can take down construction fence
 - Kiu suggesting lease changes:
 - Looking to add amendment and give the next delivery date
 - Suggesting starting August for lease
 - Kiu is looking to secure a minimal TCO (Temp cert of occupancy) so we can begin to occupy new space, which will hopefully make receiving CoO (Certificate of Occupancy) faster
 - John C reviewed options for contingency planning if we can't move straight from current DOE location to new Washington location.
 - Kiu has a temporary space that we believe we can put students into from 2 grades
 - No cost to school for using the space
 - DOE will hopefully allow us to remain in space through at least end of July
 - Will create a license agreement month to month for any temp space w/Kiu
3. Academic Accountability (presented by Brandon/Natalie/John D)
- Renewal approved
 - Primary change in new framework for 2nd renewal is that Annual Regents Passage no longer relevant; now includes college and career readiness
 - New pathways have been provided by Regents with focus on Civic Readiness toward graduation; full adoption in 2022.
 - We already utilize CDOS standards and continue to move toward career readiness.
 - Have received updated guidance from NYSED on the school's framework.
 - Reviewing changes to Gateway presentations to make even greater ties to CDOS plan, which is already strong
 - First in-Person decision day on May 21st; strong presentation and assistance by the College Access team
 - Equity Team has been created and will focus on professional development for the SBC team
4. Finance committee (presented by John C):
- Stable finances; \$250k roughly in surplus. Days in cash remain stable.
 - PPP funds is currently included as revenue, but will discuss if we should recategorize as a loan until/unless it's forgiven.
 - Significant increase in per pupil to 4% from 2% but currently reviewing all needs for non-DOE space and how the budget will also need to be adjusted
 - Moving forward with Stuart Saft from Holland & Knight on Leasehold Condo
 - Met with Citizens for Pro-Bono Bank team for review of ByLaws, etc.
 - ROP has used 75% of funds to date from EOY giving
 - Alvarez:
 - Library pricing - need to figure out how / how much to ask for
 - Citizens and Scholars foundation
 - Citizens Bank proxy
5. Next Meeting June 23, 2021.
6. Motion to adjourn by Rema, second by Mike. Meeting adjourned

Minutes respectfully submitted by Rema Davis, Secretary, on May 27, 2021.

DRAFT MINUTES

Date

Wednesday, June 23, 2021

6:15-8:50pm

Board Members In Attendance (by video)

X Alvarez Symonette, Chair
X Michael Busch, Vice Chair (by phone - 89)
X Rema Davis, Secretary
X Frank Taylor (by phone - 08)
X Kunjan Mehta
X Mayling Blanco
X John Duval

School Leadership in Attendance (by video)

X John Clemente
X Natalie Ferrell
X Brandon Corley

Guests in Attendance

X Z. I. Sanchez (by phone)
X Jeffrey Simon
X Kiu Guela (by phone - 05, - 95, -81)

Board Members Not In Attendance

Patrice Fenton

To do items:

- Previously still open items (oldest to newest):
 - Brandon: update Student Proficiency Data to % as a function of class size
 - Alvarez: City National Bank - community reinvestment group at re: Library
 - Alvarez: Contracts review process
 - JC: send out poll to suggest more visit dates after May 5th
 - JC/Ken to suggest a policy around reserve cash - JC will add to finance committee agenda for next month
 - JC to connect Mike with college access team
- JC: confirm if \$15k ConEd can be used toward expenses
- JC: get weekly reporting from Kiu including ConEd, DoB, list for TCO. Get also ConEd email for accountability. Set a weekly call/meeting.
- JC to resent corrective action plan to Board that was shared with DOE and discussed in deficiency letter.

Agenda

1. Call to Order and Welcome
 - Mike, Board Vice-Chair, called the meeting to order.
 - Rema motioned to approve the minutes; Frank seconded the motion
 - Minutes unanimously approved by Board
2. Facilities (presented by Kiu)

- Still pending ConEd. They were onsite but have not yet completed entire work so permit power is not yet connected
- Elevator inspection scheduled for end of next week, hopefully permanent power by then
- 3rd to 6th floor, majority of work completed
- Coordinated final items with Z.
- 2nd floor to cellar and final work moving forward
- Expectation for School to be finished and inspected by August 20th,
- DoB is also prepared for reach out following ConEd approval
- Discussion on backup plans in case ConEd and DoB do not allow for August opening
- Kiu asking for update on lease amendment
- Alvarez and John C. confirmed that it's still in process with legal.

3. Finance committee (presented by John C):

- Monthly financial overview
 - 18% increase in student enrolment
 - Increase in per pupil allocation and federal funding
 - Some pre-pandemic costs coming back
 - Private location cost
 - Staff salary increases in line with per pupil increase but to highlight their good work
 - Review of salary benchmarking
- Annual budget discussion
 - Review of student enrollment scenarios
 - Most of costs at 3%, but where normalization would be required went back to 2019 budget
 - Expectation for Gross Profit
- Motion to approve budget
 - Mike motioned to approve, Mayling seconded the motion. Motion passed.

4. Academic Accountability (presented by Brandon/Natalie/John D)

- Summer mastery intensive, 3 week extension of regular school year
 - Will be used to test onsite capabilities. Will allow for virtual but also begin transitioning to onsite as much as possible
 - Focus on assisting with assisting toward necessary attainments
- Collecting data on in person vs. virtual requirements

5. Next Meeting July 28, 2021.

Minutes respectfully submitted by Rema Davis, Secretary, on June 23, 2021.