|  |  |
| --- | --- |
|  | **Founding Board Meeting**  **December 6, 2017**  **6:30 PM - 8:00 PM** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Lead** | **Agenda Item** | **Document No.** |
| **6:30** | Gerry | Call to order |  |
| **6:30-6:35** | Gerry | Approval of prior meeting minutes  Rosann - yes  Marlin - yes  Tameka - yes  Shelley - yes  Gerry - yes | 1 |
| **6:35-6:50** | Shelly | Review and vote: Healthcare Benefits  Through Little Bird everything offered through Cigna.  Plans narrowed down to 5:  HSA 3000  EPO 4500 HRA  EPO 3000 HRA  EPO 2000 HRA  PPO 2000 HRA  VOTE - for the benefits plan amount and dental/ vision plans & employee tiers  Rosann - yes  Marlin - yes  Tameka - yes  Shelley - yes  Gerry - yes  **VOTE: Yes** | 2 |
| **6:50-7:00** | Gerry | Review and vote: Initial Financial Statement to NYSED  need to generate a report and this report needs to be sent to the SED. Financial policies and procedures need to be approved.  should get a pretty clean report from the audit firm.  Need to approve sending the letter to the authorizer.  And this will be reviewed sometime this December.  Vote the initial financial statement  Rosann - yes  Marlin - yes  Tameka - yes  Shelley - yes  Gerry - yes  **Vote: Yes** | 3 |
| **7:00-7:15** | Tameka/Matt | Review and vote: Lease Attorney  Attorney to negotiate whatever lease we choose.  Cohen Schneider - worked with us on rental insurance appeal  Litman & Jacobs - experience with leases and non profits -  Bond, Schoeneck & King - 25 years of real estate experience  Lawyer’s Alliance for Pro Bono Services - a network of attorneys  **Andrews Kurth Kenyan - pro bono and has represented a charter school - recommending this one**  Barton Gilman - lots of real estate experience  Rosann - yes  Marlin - yes  Tameka - yes  Shelley - yes  Gerry - yes  **VOTE: YES** | 4 |
| **7:15-7:25** | Kristen | Management Report  Curriculum & planning small reports on the minute to minute work in the class and teacher expectations, snack time, student behavior and discipline -- All this will be part of the parent/ teacher handbook.  Dean of School Culture hired.  Fundraising & Grants - VIBHA provide funding to schools in India. They might be able to help. Meeting with Harini next week.  Ariane - used to work in publishing and reached out to publishing companies to see if we can get any donated or on deals.  Hiring- Hired ESL teacher has been teaching for 6 yrs in Texas.  Founding Dean of School Culture - worked in a school in Brooklyn and is from the Bronx. Interesting story and really wants to give back to his community.  2 interviews for counselors and a 100s for gym teachers,  Everyone hired has been on the low end of the budget.  Enrollment - application for families is up. 32 through the website. We’re the only school with a fifth grade start in the Bronx. So probably the only option.  Vanguard company does mailing - they pull the names and addresses of kids in the fourth grade based on zip code and are sending mail with info on the school. This should get a boost in applications.  Ariana has a lot of contacts in the Bronx. Going on Bronxnet in a few weeks, has the application in their network. Distributed 300 applications, also going to christmas events.  Goal to have 100 applicants by the end of Jan.  Facilities 412 E 147 ST. Have been going back and forth on term sheets.  Next step looking at a revised construction summary. 3 things we need to spend money on. To change the space into a school not office. Also need sprinkler work. Need a public assembly space. Small cosmetic upgrades - like the bathrooms.  Getting a revised summary from JLL and hopefully moving into a lease within a week.  St. Jerome (222 Alexander Ave) - used to be a catholic school connected to a church -- potential second option. Not many things need to be done to this place as it was already zoned to be a school. Good for short & long term enrollment. Have a playground, 18 classrooms, cafeteria space. Might have some violations though...are they resolved? Seeing the sight on the 14th. They will only rent to people who fit the catholic values. | 5 |
| **7:25-7:35** | Gerry | Governance Committee Report   * 403b Plan Summary   + on the google drive & everyone should read through to make sure everything in the plan is what we discussed. | 6 |
| **7:35-7:45** | Gerry | Finance and Facilities Committee Report   * Financial activity from inception to October 31, 2017 * Charter School Procedure (CSP) Required   + Agreed upon procedure for expended funds of $50,000 or more   + CSP will cost $1,000 | 7 |
| **7:45-7:55** | Marlin/Daniela | Enrollment and Development Committee Report   * Upcoming Fundraiser * The Save the Date for the event…. should we still have the event in a week? Might not be the best time of year… * A Saturday 2 - 4pm. Saturday might not be a good day.. a bit of pushback from people who would potentially be invited. * Need to make sure the entire board can be involved. So should be push the date?   STAY TUNED…. | 8 |
| **7:55-8:00** | Gerry | Next Steps   * Auditor coming in Jan. * Dean of Operations will be at the next board meeting * Engage Schall & Ashenfarb to perform CSP * Schedule Schall & Ashenfarb to present at January board meeting * Meet new director of school operations |  |
| **8:00** | Gerry | Adjournment |  |