



**Board Members:**

**Rosann Santos**

**Marlin Jenkins**

**Gerry Vasquez**

**Shelly Evans**

**Tameka Beckford-Young**

<b>Time</b>	<b>Lead</b>	<b>Agenda Item</b>
<b>6:30</b>	Gerry	Call to order
<b>6:30-6:35</b>	Gerry	Approval of prior meeting minutes <ul style="list-style-type: none"><li>▪ Rosann - yes</li><li>▪ Gerry - yes</li><li>▪ Marlin - yes</li><li>▪ Tameka - yes</li><li>▪ Shelley - yes</li></ul>
<b>6:35-6:50</b>	Shelly	Review and vote: 403(b) options <ul style="list-style-type: none"><li>○ 403 (b) plan VOTE - Shelley &amp; Gerry reviewed options and costs. Talked to a retirement planning specialist. 3 vendors.<ul style="list-style-type: none"><li>▪ non proprietor</li><li>▪ implementation costs.</li></ul></li><li>○ Recommendation to go with American Funds as the 403 (b) plan. Will probably be able to hit Jan. 1 for year end plan.</li><li>○ Want to be part of ERISA rather than non ERISA. ERISA Has a little more costs but worth it.<ul style="list-style-type: none"><li>▪ Rosann - yes</li><li>▪ Gerry - yes</li><li>▪ Marlin - yes</li><li>▪ Tameka - yes</li><li>▪ Shelley - yes</li></ul></li><li>○ <b>American Funds VOTED as 403 (b) plan</b></li></ul>
<b>6:50-7:10</b>	Kristen	Management Report <ul style="list-style-type: none"><li>● Kristen has been working on hiring</li><li>● 412 E 147 ST -- top facility (kristen has a test fit)<ul style="list-style-type: none"><li>○ 3rd floor &amp; second year also have the 5th flr.<ul style="list-style-type: none"><li>■ 5&amp;6th grade together</li><li>■ 7&amp;8th grade together.</li></ul></li><li>○ Building has huge windows so lots of natural light.</li><li>○ Teacher's office with computers, etc so teachers can collaborate</li></ul></li></ul>

		<ul style="list-style-type: none"> <li>○ cafeteria surrounded by playgrounds where the kids can play.</li> <li>○ Next going to talk about aesthetics to make it pretty and last a long time</li> <li>● Curriculum planning - vision books for the school. Curriculum done.</li> <li>● CSP plan approved - next steps to continue to identify grants and funding opportunities.</li> <li>● Staffing - interviewing a lot. Plenty of strong candidates. Intensive interview process, 2hrs long with tasks and questions. Very good responses to see how people will actually do in the role. <ul style="list-style-type: none"> <li>○ offer to the founding director of operation. Erin Rojas from the Bronx. Lots of experience. Knows a lot about how to get different grants.</li> </ul> </li> <li>● Enrollment the application opens next Monday. Families can officially start applying, esp through the website. <ul style="list-style-type: none"> <li>○ working on with the charter &amp; schoolmint (licensed software) that automates a lot of the work and makes it easier for families to apply.</li> </ul> </li> <li>● Halloween parade - 30 signatures of 4th grade families who are interested in enrolling.</li> <li>● <b>Next Steps: Enrollment &amp; Hiring</b></li> <li>● <b>Big goal - 100 applicants by the end of Jan.</b></li> </ul>
7:10-7:20	Gerry	<p>Governance Committee Report</p> <ul style="list-style-type: none"> <li>● Status of objectives. <ul style="list-style-type: none"> <li>○ Administrative things need to get done <ul style="list-style-type: none"> <li>▪ benefits - medical insurance <ul style="list-style-type: none"> <li>● employees only or family (kids &amp; spouse)?</li> </ul> </li> </ul> </li> </ul> </li> </ul>
7:20-7:35	Gerry	<p>Finance and Facilities Committee Report</p> <p><u>Finance</u></p> <ul style="list-style-type: none"> <li>● Financial activity from inception to September 30, 2017. <ul style="list-style-type: none"> <li>○ Trying to figure out how much the renovation of the facility will cost. Deciding if we do the bear min then it would be cheaper but the classrooms would be smaller.</li> <li>○ Trying to negotiate a cheaper cost per sqft for the first floor and worry about the second floor later.</li> <li>○ Rent for the building starts Jan 2019.</li> <li>○ Best deal is to concentrate the Landlord allowance all on one floor.</li> <li>○ More rent for more tenant improvements.</li> <li>○ 2 ½ years before filling the top floor. BY then will have more capital and also be able to apply for a loan</li> <li>○ There is a backup option in case of a worst case scenario. But the second option is still in the district.</li> <li>○ Walton funds will go to the facility. <ul style="list-style-type: none"> <li>▪ different breakdown of the budget needed moving forward or build reserve quickly</li> </ul> </li> </ul> </li> <li>● Status of initial statement for NYSED compliance (Deadline: December 2017).</li> </ul>

	Matt	<ul style="list-style-type: none"> <li>• Have paid Kristen, EdTech, &amp; facility experts</li> <li>•</li> </ul> <p><u>Facilities</u></p> <ul style="list-style-type: none"> <li>• 412 E. 147th Facility Test Fit.</li> </ul>
7:35-7:55	Marlin/Daniela	<p>Enrollment and Development Committee Report</p> <ul style="list-style-type: none"> <li>• Status of new motto: Empower. Emblaze.</li> <li>• Status of social media blurbs for donations and recruitment.</li> <li>• Outcomes from Halloween student recruitment event (Saturday, October 28th at 12:00 PM).</li> <li>• Status of early winter fundraising event. <ul style="list-style-type: none"> <li>○ The Enrollment event took place last saturday. It went well! Planning to do more events like that around thanksgiving and christmas. Need to find organizations already doing something. Lots for christmas but either it's too specific to the organization or a borough wide event</li> <li>○ Marlin has been talking to BIDS. these do things that relate to the entire community rather than their organization.</li> <li>○ ALSO need to talk about the fundraising event in early december. A private event...where? <ul style="list-style-type: none"> <li>▪ Rosann spoke to her friend. the plan fell through. Might be other options. But how much would we be willing to pay? What would be the net result?</li> <li>▪ Marlin has ideas for possible dates of the events on tuesdays &amp; thursdays. What time of day? Would also need to be a networking event.</li> <li>▪ Marlin to send email with: how many people will you bring? What time works best?</li> <li>▪ Think how much you can possibly fundraise based on attendance. then calculate how much you can spend for the event and how to allocate it?</li> <li>▪ Right now no money allocated to fundraising. But if you always stick to the idea of making the money back everything is good.</li> </ul> </li> <li>○ Training on cultivating relationships with people who could be on the board or donate <ul style="list-style-type: none"> <li>▪ through conversation make people interested.</li> </ul> </li> <li>○ <b>Marlin &amp; Daniela working on social media etc</b></li> </ul> </li> </ul>
7:55-8:00	Gerry	<p>Next Steps</p> <ul style="list-style-type: none"> <li>• New auditor presentation to board. - looking to bring in the auditor sometime before year end to know what we should expect from him/build a relationship. Important to know him and the organization.</li> <li>• Meet new director of school operations. - Looking forward to this</li> <li>• Employee Benefits starting in Jan, so important to vote on this Dec 6. <ul style="list-style-type: none"> <li>○ make the policy clear. Need to talk to Little Bird tomorrow.</li> </ul> </li> </ul>
8:00	Gerry	Adjournment