



Board Members Present:

- Rosann Santos
- Daniela Cuevas
- Shelly Evans
- Tameka Beckford-Young
- Matt Kirby-Smith
- Gerry Vasquez
- Margaret Marrer
- Marlin Jenkins

Time	Lead	Agenda Item
6:30	Gerry	Call to Order
6:30-6:35	Gerry	Approval of Prior Meeting Minutes <ul style="list-style-type: none">• Rosanne - yes• Daniela - yes• Shelley - yes• Tameka - yes• Matt - yes• Gerry - yes• Margaret - yes
6:35-6:45	Gerry	Review and Vote: Workers' Compensation Plans <ul style="list-style-type: none">• Rosanne - yes• Daniela - yes• Shelley - yes• Tameka - yes• Matt - yes• Gerry - yes• Margaret<ul style="list-style-type: none">○ EIG, Westco, AmTrust○ Term of each contract is one year, no deductible, does have disaster coverage.○ EIG is a publicly traded company. AmTrust & Westco are private. This is maybe why EIG has lower cost structure.<ul style="list-style-type: none">■ recommending EIG - VOTED○ they all have 60 day cancellations
6:45-6:55	Gerry	Review and Vote: Auditor <ul style="list-style-type: none">• Rosanne - yes• Daniela - yes• Shelley - yes• Tameka - yes• Matt - yes• Gerry - yes• Margaret - yes<ul style="list-style-type: none">○ Mengel, PKF, Schall - EdTec has worked with all three

		<ul style="list-style-type: none"> ○ They all have passed quality control systems test <ul style="list-style-type: none"> ■ Mengel serves 40 charter schools, <ul style="list-style-type: none"> ● created Audit guide for NYSED ■ PKF serves 50 charter schools <ul style="list-style-type: none"> ● won many awards ● most expensive ■ Schall serves 14 charter schools <ul style="list-style-type: none"> ● small firm and promises high level monitoring ○ In compliance with financial reporting laws ○ Review the quality of service and cost. ○ Looking at what previous board members recommended <ul style="list-style-type: none"> ■ recommending Schall & Ashenfarb - VOTED <ul style="list-style-type: none"> ● 1 year contract <ul style="list-style-type: none"> ○ good to build relationship before deciding to renew instead of doing 3 years. ● typical auditor contract is year to year. Decide after your fiscal year. ● when you change providers there might be a service interruption? ● if it goes well then discuss the possibility of a multiyear contract
6:55-7:05	Matt	<p>Review and Vote: Architect</p> <ul style="list-style-type: none"> ● Rosanne - yes ● Daniela - yes ● Shelley - yes ● Tameka - yes ● Matt - yes ● Gerry - yes ● Margaret- yes ● Marlin - yes <ul style="list-style-type: none"> ● Interviewed 3 architects that were recommended. ● Kristen visited 5 sites that were recommended by each architect so were able to see a good selection of their work ● qualification - RFP, schedule, references, site visits ● Space test (can all the requirements realistically fit in the building), detailed financial analysis, ● All recommended fit the budget <ul style="list-style-type: none"> ○ Kahn - buildings that were transformed into schools. WMBE and we have a grant for that. ○ Partners for Architecture - brand new built from the ground ○ Building Studio - ● Test Fits, how many are included, what does each test fit mean? Hopefully won't need another test fit ● Kahn is recommended - VOTED
7:05-7:15	Gerry	<p>Review and Vote: Financial Policy Alignment</p> <ul style="list-style-type: none"> ● Purchasing Authority.

		<ul style="list-style-type: none"> ○ Financial policy does not align with our current budget practices ○ Emergency - define the emergency, decision making process, expenses, etc. Head of school must have the ability to operate and fix the problem in a 24 - 48 hr time period without board approval. ○ Will ask Gasper more questions about emergency procedures and how it is addressed in other charter schools ○ be prepared with emergency contractors <ul style="list-style-type: none"> ● Rosanne - yes ● Daniela - yes ● Shelley - yes ● Tameka - yes ● Matt - yes ● Gerry - yes ● Margaret- yes ● Marlin - yes <p>Approved</p>
7:15-7:30	Kristen	<p>Management Report.</p> <ul style="list-style-type: none"> ● Looking at the buildings - like 412 E 147th Street, only option that fits in the budget. Space is light and big, but in an office building. From a parental standpoint, there are some worries. <ul style="list-style-type: none"> ○ take extra precautions. ● who are the office occupiers right now? Ellen at JLL knows this. Will reach out to get more info so we can move forward. <ul style="list-style-type: none"> ○ need roster of current tenants. ○ put provision on the lease? ● is this a long term lease? - looking at 10 yr lease. ● want to look at a lease next meeting <ul style="list-style-type: none"> ● employee handbook is done ● CSP application is completed. ● Job postings on indeed, idealist. People have already been interviewing. Second round of interviews for Director of School Operations. <ul style="list-style-type: none"> ○ seven strong candidates ● Enrollment - marketing materials have been ordered. ● Applications can't be submitted until Jan. 31.
7:30-7:45	Gerry	<p>Governance Committee Report</p> <ul style="list-style-type: none"> ● OML (video conference an option if needed; posting of committee meetings and availability of minutes). ● Meeting Attendance (Harini excused absence and Margaret via video conference). ● Review of 403(b) Options. <ul style="list-style-type: none"> ○ Gerry spoke with service provider. Looking at fees, ERISA vs. Non ERISA. ○ want to spend less money on fees and more on matching for employees. ● Status of objectives.

		<ul style="list-style-type: none"> ○ circle back on status of objectives
7:45-8:00	Gerry	<p>Finance and Facilities Committee Report</p> <ul style="list-style-type: none"> ● Financial activity from inception to August 31, 2017. <ul style="list-style-type: none"> ○ EdTec made financial statements ○ cash flow not enough- will need letter of credit ● side note -- lots of decisions that need to be made. Proposal to add extra meetings so those can happen and things move faster because the next month or month and a half are very important. ● Schedule every 2 weeks and cancel if needed. ● Preparing initial statement for NYSED compliance (120 days after Charter granted. Deadline: mid-October. <ul style="list-style-type: none"> ○ Gasper will help with this and it does not have to be submitted until December. ● <ul style="list-style-type: none"> ○ summary of documents and the details are on google docs.
8:00-8:15	Marlin	<p>Enrollment and Development Committee Report</p> <ul style="list-style-type: none"> ● Input: New motto - Empower. Emblaze. ● Input: Social media blurbs for donations and recruitment. <ul style="list-style-type: none"> ○ something quick to refer to when talking to potential donors and employees. Presenting to prospective networks. ○ everyone connect with their own network in their own way..... ○ Daniela will post options of SLACK ○ Event - private or bigger? <ul style="list-style-type: none"> ▪ goal is to introduce, look for a development person, and formulate strategy for outreach beyond this. ▪ other idea is larger community event. <ul style="list-style-type: none"> ● smaller event to get a feel for the people, expectations, etc. ▪ Daniela's idea - Trivia = are you smarter than a 4th grader? \$100 per person, open bar. Fun facts about the bronx, education, NY. ▪ Plan around the time the Yankees are in the playoffs because there is lots of commotion in the Bronx around then. ● Informational: Upcoming Halloween student recruitment event- Saturday, October 28th at 12:00 PM. <ul style="list-style-type: none"> ○ waiting to hear back from 149th st bid. ○ volunteers from Build On. Also have as many board members are possible so people can meet us. ● Input: Planning for early winter fundraising event. <p>Online Tools</p> <ul style="list-style-type: none"> ● Google Docs ● Email ● Slack ● Website
8:15-8:25	Daniela	
8:25-8:30	Gerry	Next Steps

		<ul style="list-style-type: none">● Upcoming Voting Item: 403(b) Options (Governance Committee).● Upcoming Voting Item: Summary Schedule (3 Contracts) (Finance and Facilities).● Auditor Presentation to Board (New Auditor).● Schedule the new meetings every two weeks.
8:30	Gerry	Adjournment