DRAFT

Forte Preparatory Academy

Minutes

Board Meeting

Date and Time
Wednesday September 17, 2025 at 6:30 PM

Location
Bridgespan Group Offices
333 7th Ave, 11th Floor

Directors Present
A. Espinosa, C. Cruz, E. Winn, J. Cordero, J. Schilling, K. Mullen (remote), L. Mendez, L. Rodriguez (remote), M. Dymond, S. Song, W. Yip

Directors Absent
V. Abrams

Ex Officio Members Present
G. Browne (remote)

Guests Present
Hagar Berlin, J. Smith

I. Opening Items

A. Record Attendance

B.

Call the Meeting to Order

E. Winn called a meeting of the board of directors of Forte Preparatory Academy to order on Wednesday Sep 17, 2025 at 6:35 PM.

C. Approve June and July Minutes

L. Mendez made a motion to approve the minutes from Board Meeting on 06-18-25.
J. Schilling seconded the motion.
The board **VOTED** unanimously to approve the motion.
C. Cruz made a motion to approve the minutes from Board Meeting on 07-16-25.
J. Schilling seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Welcome Lawer Teye

Introductions of the board members.

II. Finance

A. Finance and Budget Review

Janeya of EdTec reported on Forte Prep's financials:

I. Fiscal Year 2024-25

- Reviewed variances since last forecast, due mainly to grant timing and expense adjustments.
- Reviewed "Right of Use" and "Fund Balance."
- Our year-end cash flow was positive, above thresholds.
- Financial ratios are in the green and yellow.

II. August 2025 Update

- Review of budget vs. actuals.
- Variances due to contributions and grants.
- Personnel savings due to accruals.
- Review of budget vs. forecast. Settling of staff, positions, and salaries expected in October.
- Review of balance sheet and cash flow projection.

III. Fund/Dev with Hagar Berlin

A. Capital Campaign Update

Hagar Berlin introduced herself.

Campaign Phases Overview

- Forte Prep Capital Campaign goal is $2.5 million to outfit the new Forte Prep High School building, opening fall 2026.

Three Phases

1. Feasibility Phase - Reviewed meeting strategies, meetings to date and weighted pipeline.
2. Quiet and Public Phases - Focusing on large gifts. Aiming to get to 75% of goal.
3. Public Phase - Move to this phase when have achieved 50-75% of goal.

Campaign Committee - Overview and responsibilities of committee members. Aiming for 5-10 committed volunteers and board members.

Board Engagement - Reviewed how board members can contribute to the campaign.

IV. CEO Report

A. Vote on Change to Meeting Cadence

Graham shared updates about FP.

- AI in education feature on NY1.

Parental leave planning overview.

Justin reviewed state exam results received in August.

Enrollment status update and strategies to increase enrollment.

Facilities development continues to be on schedule.

The board discussed changing the board meeting to the fourth Wednesday of every month.

V. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:00 PM.

Respectfully Submitted,

J. Cordero