APPROVED

Veritas Preparatory Charter School

Minutes

Board Meeting

Date and Time
Thursday April 23, 2020 at 4:30 PM

Location
https://zoom.us/j/97841293523?pwd=S2x0cmtaeXg5enNYTFY4ODZJbE8zdz09
Meeting ID: 978 4129 3523
Password: 074357
One tap mobile +19292056099,,97841293523# US (New York)
Dial by your location +1 929 205 6099 US (New York)

Trustees Present
A. Errichetti (remote), A. Mendelson (remote), D. Ford (remote), D. Fuller (remote), D. Janes (remote), G. Moody (remote), J. Crowell (remote), L. Doherty (remote), M. Landon (remote), M. Sweet (remote), R. Martin (remote), R. Sela (remote), T. Gabinetti (remote)

Trustees Absent
None

Guests Present
L. Goncalves (remote), R. Romano (remote)

I. Opening Items

A. Record Attendance

B.

Call the Meeting to Order

D. Janes called a meeting of the board of trustees of Veritas Preparatory Charter School to order on Thursday Apr 23, 2020 at 4:30 PM.

C. Approve March Minutes

A. Errichetti made a motion to approve the minutes from Board Meeting on 03-26-20.
D. Fuller seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

R. Sela	Aye
D. Janes	Aye
A. Errichetti	Aye
A. Mendelson	Aye
M. Landon	Aye
R. Martin	Aye
G. Moody	Aye
L. Doherty	Aye
M. Sweet	Aye
D. Fuller	Aye
T. Gabinetti	Aye
J. Crowell	Aye
D. Ford	Aye

D. Approve April Break Meeting Minutes

M. Sweet made a motion to approve the minutes with amendment to reflect the board vote to cancel April vacation from April Vacation on 04-15-20.
A. Errichetti seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

D. Fuller	Aye
J. Crowell	Aye
T. Gabinetti	Aye
M. Sweet	Aye
A. Mendelson	Aye
M. Landon	Aye
D. Janes	Aye
L. Doherty	Aye
G. Moody	Aye
D. Ford	Aye
R. Sela	Aye
A. Errichetti	Aye
R. Martin	Aye

II. Executive Director Report

A. Supporting Faculty and Staff through COVID

Rachel shared that network team and school leaders are finding ways to check in on and support faculty and staff in this remote environment. The virus is beginning to impact employees and family members and she shared one such example. Rachel explained the need to approve an additional temporary policy to support employees who are impacted by COVID-19.

B. COVID-19 Emergency Family Medical Leave Policy

D. Ford made a motion to accept the COVID-19 Extended and Emergency Family Medical Leave Policy.
L. Doherty seconded the motion.
Lynne provided some background on the Cares Act and what was required of employers to adopt leave policies to support employees through COVID related issues. She then referred to the policy to provide an overview of the various types of issues that would entitle employees to take leave. Lynne shared a few examples of potential leave scenarios for the board. This policy will be in place through the end of the calendar year.
The board **VOTED** unanimously to approve the motion.

C. Staffing Update for SY21

Rachel shared slides for the board to review around hiring for SY20-21. She explained that this agenda item would be moved to the May board meeting as we will not have time to hear a more thorough update on staffing at this time.

III. Finance

A. Capital Plan

At the time we purchased the building, the management team, overseen by the finance committee, created a capital plan which included projects we anticipate needing to complete which anticipated costs and timelines. We have successfully completed the HVAC and lighting projects. The roof project is next on the list and we are asking the board to approve the contract today to complete this project.

B. Roof Contract

M. Sweet made a motion to approve the roof contract as presented except to correct the name of the property owner to the Friends of VPCS, Inc.
J. Crowell seconded the motion.
Denise Ford described the public process to solicit RFPs form roof contractors and to select the proposed contractor. The process was supported by Colliers who provided

support to prepare the RFP and to review the proposals. There were 6 responders and MMC roofing was selected from the pool.
The board **VOTED** unanimously to approve the motion.

Roll Call

M. Sweet	Aye
T. Gabinetti	Aye
A. Errichetti	Aye
A. Mendelson	Aye
D. Fuller	Aye
M. Landon	Aye
R. Martin	Aye
J. Crowell	Aye
L. Doherty	Aye
D. Janes	Aye
R. Sela	Aye
G. Moody	Aye
D. Ford	Aye

C. March Financials

We invited the trustees to as questions about current monthly financials. All is tracking according to projections and as planned. No one had questions.

D. FY21 Annual Operating Budget

Rachel and Lynne shared the draft of the FY21 Annual Operating Budget and talked through the assumptions around revenues and expenses. Tuition revenue is assumed based on last projection from DESE. We realize the current situation with the economy may impact the anticipated increases in tuition from the SOA and will continue to monitor updates about tuition and consider contingency plans for reductions to revenue as needed. Private funding is projected higher than we assumed at this time and we are hopeful about offsetting any reduction to tuition with fundraising. Expenses are assumed based on previous years with no significant changes to program expenses. Trustees are asked to review this budget and come prepared with questions to the May meeting as we they will vote to approve it at that time.

E. Space and Services Fee

Rachel provided some background about the Space and Services Agreement which is a contract between VPCS and the Friends of VPCS, Inc. The agreement exists in order to reimburse the school for the space and services it provides to Friends of VPCS, Inc. to support its management of Veritas Prep Holyoke. Quarterly time studies are conducted for all network team employees and reviewed as part of the annual audit. This fee is represented in the revenue section of the FY21 Annual Operating Budget which the board will be asked to approve in May.

IV. Governance

A. Update from committee chair

David shared the status of filling officer roles. Denise Ford has agreed to serve as treasurer and we are still working to fill Vice Chair and Secretary. We expect the two trustee candidates we have been recruiting will still join our board in FY21.

V. Academic Achievement

A. Update from the committee chair

Rebecca Sela led a discussion about remote learning and encouraged Rachel and team to document what we are doing and what is and isn't working in anticipation of needing to operate remotely in the future. Matt Landon had asked if the team was planning for this and Rachel said they are thinking about it but no real plans as of yet. Rebecca also shared some promising practices and ideas she is hearing from other schools including being more efficient with staffing and relying on individual teacher strengths given we do not need to staff and schedule for the typical day.

VI. Other Business

A. Alumni Update

Rachel shared another email form a member of the inaugural class, now Seniors in High School, reporting that he had earned a full boat scholarship to Columbia University. Judi Crowell shared that Michael would be studying A.I. at AIC in the all. Great news!

VII. Closing Items

A. Adjourn Meeting

A. Mendelson made a motion to adjourn the meeting.
A. Errichetti seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

R. Sela	Aye
L. Doherty	Aye
M. Landon	Aye
D. Janes	Aye
A. Mendelson	Aye
J. Crowell	Aye
T. Gabinetti	Aye
R. Martin	Aye
A. Errichetti	Aye
D. Fuller	Aye

Roll Call

D. Ford	Aye
G. Moody	Aye
M. Sweet	Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:01 PM.

Respectfully Submitted,
R. Romano