

APPROVED



# Veritas Preparatory Charter School

## Minutes

### Board of Trustees Meeting

Zoom Meeting

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#### Date and Time

Thursday June 22, 2023 at 4:30 PM

#### Location

Join Zoom Meeting <https://vpcs-org.zoom.us/j/87944697628?pwd=RE43LzRVRWhpVC9iOTBwZEZ4YS9NZz09>

Meeting ID: 879 4469 7628

Passcode: 912934

One tap mobile [+13126266799,,87944697628#](tel:+13126266799,87944697628#)

Dial by your location

+1 929 205 6099 US (New York)

Meeting ID: 879 4469 7628

Find your local number: <https://vpcs-org.zoom.us/j/87944697628?pwd=RE43LzRVRWhpVC9iOTBwZEZ4YS9NZz09>

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#### Trustees Present

A. Errichetti, A. Mendelson, D. Ford, D. Fuller, D. Janes (remote), L. Doherty, M. Landon (remote), R. Martin, R. Sela, X. Delobato (remote)

#### Trustees Absent

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M. Freeman, T. Maxey

### **Guests Present**

N. Gauthier, R. Romano

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## **I. Opening Items**

### **A. Record Attendance**

### **B. Call the Meeting to Order**

A. Errichetti called a meeting of the board of trustees of Veritas Preparatory Charter School to order on Thursday Jun 22, 2023 at 4:38 PM.

### **C. Approve minutes**

L. Doherty made a motion to approve the minutes from Board of Trustees Meeting on 05-25-23.

D. Fuller seconded the motion.

The board **VOTED** unanimously to approve the motion.

## **II. Board Chair Report**

### **A. Board Chair Updates**

Ann updates the Board on most recent Friends of VPCS and Executive Committee meeting about fundraising. Ann and Rachel met with Scott Berg, Director of Development at Baystate Health and he mentioned that we need to have a group of people specifically dedicated to this task as well as an annual fundraising campaign. Prosper and the Development Guild are two organizations who will give us some in regards to doing a feasibility study for us.

We are going to aim for a fundraising campaign that raises \$50,000 this year as well as continue development conversations with other experts in the field to help us determine our next steps in preparation for a capital campaign down the road (potentially to buy the high school building).

We will approve the Annual Report at the July meeting as well as review Rachel's evaluation.

Please confirm your attendance for the July meeting - Nikki will send an email seeing if we should hold the July meeting remotely.

## **III. Academic Achievement Committee**

### **A.**

### **Academic Achievement Committee Report**

Rebecca shares thinking and planning processes behind planning for SY23-24 middle school priorities.

- 1.) Strengthen academic achievement
- 2.) Strengthen response to learning gaps
- 3.) Strengthen culture of achievement

She also shares the professional development plan for high school staff as it connects to high school priorities (currently being finalized).

The committee also discussed a plan to discuss/analyze MCAS data as it is released.

Ann adds that the school's priorities were developed by members of the School Improvement Team (SIT) which is made up of teachers and staff members - priorities in the past have been developed by leadership but having their input was extremely helpful and impactful. The culmination of this group's work was Amy giving a State of the School address at the end of the year with student testimonials, our priorities, our re-vamped equity/anti-racism statement, etc. It went very well and was very effective at demonstrating that we are going to do what we say we do and connecting both campuses and our overall mission. We will do that same presentation during PD in August. The high school leadership aligned around these middle school priorities and created priorities for the high school.

Nikki will share the State of the School PowerPoint with Board members via email after the meeting.

The Board discusses current enrollment.

## **IV. Governance Committee**

### **A. Governance Committee Report**

R. Sela made a motion to to approve the trustees who will be returning for additional terms, approve officer roles for SY23-24, and approve committee assignments for SY 23-24.

L. Doherty seconded the motion.

Matt Landon will be taking over for the year as treasurer and Denise will be secretary.

Matt asks about signing documents.

Dale suggests the Board voting to make an exception to the bylaws and allow Denise to continue for one more year.

Lisa says she is happy to extend Denise's officer role for one more year but she does think it is important the following year, someone else becomes treasurer - it is healthy for the organization.

Michael Freeman will serve on the academic achievement committee for SY23-24.

The board **VOTED** unanimously to approve the motion.

L. Doherty made a motion to make an exception to the bylaws to allow Denise to serve four consecutive terms as treasurer.

D. Janes seconded the motion.

The board **VOTED** unanimously to approve the motion.

## **B. MCPSA Board Diagnostic Survey**

Rachel mentioned that we will share more of the results from the Board diagnostic survey sent out by MCPSA in a future meeting.

Denise would also like to hear from the two new principals (TJ and Kori).

## **V. Finance Committee**

### **A. Finance Committee Report**

**Revenue Highlights and Changes:** Enrollment is 481 students as of January 2023.

Releasing Contingency to offset the reduced tuition revenue due to the low enrollment numbers. Grants are being monitored closely and trending as expected with the majority of those allowable expenses being related to staffing costs.

**Expense Changes:** Expense details are reviewed at the Finance Committee meetings.

**Change in Net Position:** With cash averaging below \$1million we are currently experiencing a 30 day window of available cash which is 60 days short of ideally where it would be, so there is strong need for future surpluses to build the available cash back up to a healthy level. There have been recent investments in fixed assets and long term purchases that have been paid for out of cash which has contributed to the reduced days cash is available.

Denise updates the Board that there is still a deficit overall. Rachel and Lynne met to discuss this and there is some additional ECF funding - our financial consultant is doing a reconciliation which could be around \$10-15K. We are also looking for additional funding on the technology side - we could then shift some of that expense to FY24 to make it so the remaining expense for this year will be relieved until next year. Those two things could provide approximately \$20K of relief. School ends next Tuesday so we are tightening up on any further purchases this year as well.

### **B. FY2024 Capital Budget**

D. Fuller made a motion to approve the Capital budget for FY2024.

L. Doherty seconded the motion.

There have been no changes made since we looked last time.

The board **VOTED** unanimously to approve the motion.

## **VI. Executive Director Report**

### **A. School Updates and Discussion**

Rachel shared the success of the State of the School address earlier in the meeting.

Nikki will share the document with the Board after the meeting.

Rachel informs the committee that Jonathan Swan is still her named successor. We are making some leadership changes:

Amy will be Chief Academic Officer (similar to current role)

Jonathan will be Chief Operations Officer (new role - we have a new Director of School Supports to take over Jonathan's previous role)

Lynne will be moving back more strictly into finance.

Lisa recommends a salary adjustment (real promotion) and a press release about Amy and Jonathan's promotions.

## **VII. 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 5:44 PM.

Respectfully Submitted,

A. Errichetti

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## **Documents used during the meeting**

- VPCS MS Priorities, Goals, Drivers 23-24 - MS Priorities, Goals, and Drivers June.pdf
- VPHS Summer PD 2023 - Summer PD Draft June.pdf
- Veritas Trustees and Officers for 2023 Annual Meeting.docx
- Financial Reports to the Board June.pdf
- VPCS FY24 Capital Budget draft June.pdf