DRAFT

Next Generation Charter Schools

Minutes

MetLCS July 2017 Board Meeting

Date and Time
Thursday July 27, 2017 at 6:30 PM

Location
180 W. 165th St. Bronx, NY

Trustees Present
A. Bryant, A. Ferranti, A. Khatiwada, A. Laraway, G. Goldsmith, J. Haber, J. Roland, T. Bryan

Trustees Absent
J. Lee

Guests Present
J. Ballard, J. Finney, M. Alston, M. Mustafa (remote), M. Rousseau (remote), T. Brown, T. Williams

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

A. Laraway called a meeting of the board of trustees of Next Generation Charter Schools to order on Thursday Jul 27, 2017 at 6:41 PM.

C. Review the Agenda

D. Approve Minutes from June 22nd, 2017 Board Meeting

A. Laraway made a motion to approve minutes from the June meeting.
A. Ferranti seconded the motion.
The board **VOTED** unanimously to approve the motion.

II. Public Comments

A. Public Comments

There were no public comments.

III. Board Chair Update

A. Update

The board discussed on-boarding of new members. The board will revisit the August meeting date and reschedule. Ms. Laraway provided an update on the end of year teacher celebration; the board will plan it in advance for the upcoming year with the support of Ms. Alston and LHA.

IV. Executive Session

A. Executive Session

The board entered into an Executive Session to discuss a matter that may lead to litigation and personnel matters.
T. Bryan made a motion to give LHA authority to (1) hire an engineer to inspect the building and provide a report on any findings, (2) to solicit bids from two general contractors for any work necessary to remedy findings of the engineer and (3) to appoint an ad hoc committee of Ms. Haber, Mr. Bothner, Mr. Bryan and Ms. Ferranti to work with LHA to authorize any spending necessary to remedy any findings of the engineer.
A. Laraway seconded the motion.
The board **VOTED** unanimously to approve the motion.
J. Haber made a motion to appoint Ms. Williams as interim principal of the Met CPA.
T. Bryan seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. New item

V. Education Committee

A. Update on Dashboard

The Committee reported that the academic dashboard has been updated; the committee is working with the data specialist to operationalize it.

VI. Principal's Reports

A. Lower Academy Update

Ms. Williams provided an update on hiring for MetLCS: there are currently 10 open positions for the upcoming academic year; a number of candidates did not commit because of the location and it's inaccessibility to public transportation. Two

coaching positions have been filled. Ms. Laraway recommended that the bonus structure for referrals be announced to teachers as soon as possible; Mr. Ballard agreed and committed this would be done quickly and that an update on implementation would be provided at the August meeting.

Mr. Bryant about the plan for supporting 8th grade scholars in math. Ms. Williams provided an update on the outcomes for the 7th graders (who will be 8th graders): in the second half of the year, Ms. Williams and Mr. Davidson taught math to the 7th grade. Based on recent data, it is anticipated that the scholars performed better than anticipated. They will use NYS test data to understand actual performance and then use the RTI period for math to address any skills for which scholars need additional help.

Mr. Brown provided an update that the high school summer bridge program that was scheduled to begin on Monday was canceled due to low enrollment; there was no negative feedback reported from families of scholars impacted.
Ms. Williams presented the scholar family handbook; there were no major changes made from last year.
J. Haber made a motion to approve the scholar family handbook.
T. Bryan seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. CPA Update

J. Haber made a motion to approve the scholar family handbook for the CPA, pending updates to the uniform section.
T. Bryan seconded the motion.
The board **VOTED** unanimously to approve the motion.
Mr. Brown provided an update about enrollment for the CPA and plans to reach out to graduating 8th grade scholars, as well as students on the waitlist for BLCS. In addition, Mr. Brown indicated a plan for family engagement - including events and an open house - were underway. Mr. Brown will provide additional updates to the education committee at its next weekend.

VII. Facilities

A. Roof Draft Plans

There were no updates provided on the rooftop plan.

B. MetLCS Facility Purchase

Ms. Russell provided an update on the facility project. The bond issuer, Build NYC, approved the financing; the next step is to obtain approval from the mayor's office. A presentation will be made on the credit rating on August 8. And over the next three weeks the financing team and MetLCS will finalize the other documents related to the financing. The board discussed appointing an ad hoc workgroup of Ms. Haber, Mr.

Bryrant, Ms. Farrenti, and Mr. Bothner to review any documents related to the transaction.

The board discussed a number of resolutions relating to the Metropolitan Support Corporation, attached as an addendum to these minutes. These resolutions pertain to: (1) directors, (2) bylaws, (3) election of officers, (4) conflict of interest policy, (5) authorization to file applications for tax exemption and applicable registrations, (6) authorization to enter into contracts, (7) bank account, (8) ratification of all prior action taken by support corp or MetLCS on behalf of support corp to be that taken by support corp.
The board discussed a number of resolutions relating to 180 W. 165th Street LLC, attached as an addendum to these minutes. These resolutions pertain to: (1) formation of 180 W. 165th Street LLC, (2) operating agreement, (3) election of officers, (4) authorization to enter into contracts, (5) EIN and bank account, (6) ratification of all prior action take by the Met LCS or LLC on behalf of 180 W. 165th Street LLC.
The board discussed a resolution, attached to these minutes, that pertains to: (1) approving the facilities project, (2) approving the 180 W. 165th Street LLC's participation in the issuance of the Bonds, (3) approving the lease of the school building by the LLC to the School, (4) delegating authority to take various actions on behalf of the LLC, as it pertains to this facilities project, (5) approval to take various actions pertaining to the facilities project.
A. Laraway made a motion to approve the resolutions described and attached to these minutes in full.
T. Bryan seconded the motion.
The board **VOTED** unanimously to approve the motion.

VIII. Executive Director Report

A. Monthly Update

Mr. Brown provided an update on behalf of LHA. The board engaged in conversation about Mr. Brown's new responsibilities and the reporting structure with LHA. Mr. Brown was asked how he would define success in this role - he explained that he would fully support principals to drive student achievement, develop community partnerships and engage elected officials. He also indicated that it's his goal to improve teacher retention for the school and to help create tools to measure how well the schools are accomplishing the initiatives being put in place. Board members laid out a number of expectations for the Executive Director, and asked that at the August meeting Mr. Brown present a plan for providing support to Ms. Williams and goals for the academic year.

B. Charter Renewal Process

The board discussed a proposal to research possible consultants to advise on the charter renewal process. Ms. Russell will provide a recommendation to the board at a future meeting.

C. Operations Items

No additional items were discussed.

D. Project Plan for Annual Report

No additional items were discussed.

IX. Finance

A. Financial Report

Ms. Rousseau provided an update on the June financials and explained that the year-end financials will be ready soon, with preliminary figures available by July 15. Ms. Rousseau discussed changes to the accounting treatment of the capital lease.

Provided an update to the issue raised at the last meeting about employee benefits, indicating that if a terminating employee works through the last day of the school year, their final pay will be spread out across 3 payrolls and their benefits will continue through those 3 pay periods. If an employee were to terminate prior to the end of the school year, they would be paid out in one lump sum and their insurance would terminate immediately.
A. Laraway made a motion to approve june financials.
J. Haber seconded the motion.
The board **VOTED** unanimously to approve the motion.

X. Closing Items

A. Adjourn Meeting

A. Laraway made a motion to adjourn the meeting.
J. Roland seconded the motion.
The board **VOTED** unanimously to approve the motion.
There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:00 PM.

Respectfully Submitted,
J. Haber