APPROVED

Next Generation Charter Schools

Minutes

MetLCS January 2018 Board Meeting

Date and Time
Thursday January 25, 2018 at 6:30 PM

Location
180 W. 165th Street Bronx, NY

Trustees Present
A. Bothner (remote), A. Bryant, A. Khatiwada, G. Goldsmith, J. Haber, J. Lee

Trustees Absent
A. Ferranti, T. Bryan

Trustees who arrived after the meeting opened
A. Bothner

Guests Present
J. Finney, Jason McNatt, M. Alston, M. Rousseau, T. Brown, T. Williams

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

J. Haber called a meeting of the board of trustees of Next Generation Charter Schools to order on Thursday Jan 25, 2018 at 6:40 PM.

C. Review the Agenda

Jessica Haber reviewed the agenda. Jessica also noted that going forward she would like the principal's report to begin all future meetings to set the tone for the meetings.

II. Principal's Report

A.

K - 9 Update

Tyra Williams presented the principal's report. Tyra also presented the teacher's and staff's intent to stay for the 2018-2019 school year. She also reported that the first round of teacher formal observations are currently happening. Tyra reported on the second round of interim assessments in ELA and math. Results will be available next week. NWEA will also be presented on next month. Tyra also reported on this month's school events: National Junior Honors Society, Black History month trips and show.

B. Staff Presentation

Jason McNatt, Dean of Scholars, presented on restorative practices. Jason reported on the impact of restorative practices in the school. He also reported on the connection between restorative practices, behavior and the sports program. Jason also elaborated on the trend of reduction in scholar suspensions.

III. Executive Director Report

A. Monthly Update

Travis Brown presented the Executive Director report. Travis reported on contracting a company to build interim assessments that are closely aligned to the ELA state test. The math coaches at both schools will build the math interim assessments.

There was a discussion around visibility to what grade levels scholars are testing on and reporting on this in the future.

Travis reported on the importance of aligning all four school's calendars. This would include professional development, testing and teacher collaborating.

Travis reported on a professional development on March 9th for teachers to build skills and knowledge around student discipline.

Travis presented on ideas about cross school suspension to ensure that scholars don't lose instruction time.

Travis reported that in regards to employee relations, a lot of traction has been made. Hiring is more proactive. New programs are allowing us to create and sustain a teacher bench.

Courtney reported that Lighthouse contracted a company to help acquire a Director of Talent. Two candidates are currently awaiting interviews.

Travis reported that the school level process for seeking candidates for the CPA principal is now complete. School leadership also interviewed the candidates. Lighthouse also interviewed the candidates. The next step is for the board to interview the candidates.

Jessica inquired about the timeline going forward. Travis stated that all of the information for all candidates will be sent over to the board for their review. Both candidates are available immediately. Travis is looking to hire the CPA principal in April 2018.

Travis also reported that we have the charter renewal application for the charter renewal from another school. Taking our old charter renewal application with this new information will allow us to compile an application.

Travis and Tyra reported on their thoughts of the high school design vendor that was hired. Travis discussed that his suggestion is that we don't move forward next year with this process.

IV. Public Comments

A. Public Comments

There were no public comments.

V. Board Governance

A. Approve Minutes from November 21, 2017 and December 19, 2017 Board Meetings

A. Bryant made a motion to approve minutes from the MetLCS November 2017 Board Meeting on 11-21-17 MetLCS November 2017 Board Meeting on 11-21-17.
A. Khatiwada seconded the motion.
The board **VOTED** to approve the motion.

B. Board Governance

Anuj Khatiwada reported on the status of recruiting new board members. They have posted on four to five sites. Jessica Haber also made a few more suggestions. All board members stated they would actively help in the search.

Jessica Haber reported that a board chair and secretary are needed. Jessica stated she would be willing to become the chair.

Courtney Russell reported on the board training and those who will be in attendance.

J. Haber made a motion to make Genai Goldsmith the secretary.
A. Khatiwada seconded the motion.
The board **VOTED** to approve the motion.
A. Bryant made a motion to make Jessica Haber the board chair.

G. Goldsmith seconded the motion.
The board **VOTED** to approve the motion.
J. Haber made a motion to make Adrain Bryant the president of the LLC.
J. Lee seconded the motion.
The board **VOTED** to approve the motion.

VI. School Operations

A. Financial Report

Mary Beth reported on the financial report.

Adrain reported on last week's financial call.

Mary Beth reported on the financial items that lead to the change in the monetary position of the school's financials: decrease in the rent of the building, per pupil revenue and the return of the security deposit after the purchase of the building.

The school currently has 339 days of cash on hand.

$400,000 was budgeted as a planned surplus. However, we are now trending an $850,000 surplus.

Jessica inquired about what the direction was provided to us in regards to the security deposit. Mary Beth responded that we were directed not to put this toward the purchase of the building. Jessica requested the finance committee to research what the security deposit could be utilized for.

Adrain Bryant reported that there was a discussion on the financial committee call in regards to potential investment opportunities. Jessica stated that this needs to be a priority. Jessica also requested that Mary Beth consult with the previous controller in regards to this.

Mary Beth reported on the proposed budget amendment. She went over the process of how she came about the additional monies that could be allocated.

Adrain requested for Mary Beth to report on the budget amendments and whether the amendment was an ongoing or one time expense.

Jessica asked Mary Beth if funds were needed to be spent this year or could it be spent during next school year.

Jessica inquired about the required percentage of the operating budget needed. Mary Beth replied that she would inquire about the requirements.

Mary Beth reported that she would like to have the approval for hiring associate teachers, updating the wireless network and the implementation of the new school wide records system. Tyra Williams elaborated on the aforementioned points and her vision for these items.

A. Bothner arrived.
J. Haber made a motion to approve Alma, Saturday School program, substitutes and the FFE Technology update.
G. Goldsmith seconded the motion.
The board **VOTED** to approve the motion.

B. Facilities Update

Mansoor Mustafa presented the facilities report.

Mansoor reported that building could begin in May 2018 for the construction of the roof top.

Jessica, Aaron and Anuj motioned to be on the sub committee for the construction.

VII. Education Committee

A. Update on Dashboard

Anuj Khatiwada presented the education committee. Anuj reported that from the last education committee the following were discussed. 1. Scheduling time for the board members to visit the school as it is a requirement. 2. Visiting teachers/staff from the school for next board meeting. It was decided that the school counselor and the social worker would report next.

VIII. Executive Session

A. Executive Session

Board entered into executive meeting to discuss the status of the CPA principal search.

IX. 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 9:25 PM.

Respectfully Submitted,
J. Haber