APPROVED

Next Generation Charter Schools

Minutes

Metropolitan Lighthouse Charter School Board Meeting

Date and Time
Wednesday December 18, 2019 at 6:30 PM

Location
180 W, 165th Street Bronx, NY 10452 Call In # 813-967-8308 Passcode # 74216

Mission

We prepare our students for college through a rigorous arts-infused program.

Vision

All students will be taught by a highly effective teacher in a nurturing environment and will achieve at high levels. Each student will develop the knowledge, skills and values necessary for responsible citizenship and life-long learning. The impact of our collective efforts will fundamentally change public education.

Trustees Present
A. Bothner, A. Khatiwada, E. Chen, J. Boulet, J. McDonald, S. Pressley, T. Bryan

Trustees Absent
K. Brisseau, M. Dorrie

Guests Present
C. Russell (remote), Jerry Ballard, K. Davidson, K. McGuire, K. Whittaker, M. Alston, M. Rivera (remote), M. Rousseau (remote), Michael Guzman, T. Williams

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

A. Bothner called a meeting of the board of trustees of Next Generation Charter Schools to order on Wednesday Dec 18, 2019 at 6:51 PM.

C.

Review the Agenda

Bothner reviewed the agenda with all present.

II. Principal's Report

A. MetLCS K - 8 Staff Presentation

Davidson made a brief introduction in regards to Michael Guzman and the family coordinator position.

Guzman provided an update on K-8 attendance and what impacts the attendance.

BOT member Bryan arrived.

Guzman reported feedback provided by parents in regards to being able to receiving updates from the school. As a result of this feedback, he has begun parent meetings in the morning and evenings. Additionally, he will begin the PTA with 8 parents currently interested in being more involved with the school.

Guzman went on to discuss that he is excited about the scholar of the month beginning in January.

Khatiwada asked a question in regards to the history of parent involvement. Davidson and Williams spoke to the history of parent involvement.

Bothner and Khatiwada expressed to Guzman that they were looking for a parent board member.

B. K - 8 Update

Davidson reported on scholar attendance and an attendance audit.

Davidson reported on enrollment, being 20 scholars above our goal.

Davidson asked the board to look out for an invitation for a specials showcase.

Davidson also noted that an update on the design elements is available in the meeting packet.

C. 9 - 11 Update

Williams reported that she is down 3 scholars to goal.

Williams reported that attendance is at goal at 95%, however, she is still working on lateness.

Williams reported on Cycle I IA data.

Williams explained the interim assessment data. Williams specifically talked about the living environment scores and her next steps to ensure growth.

Williams shared her corrective action plans, which outlines how she asks the teachers to analyze their data. She then uses this as a guide when coaching her teachers. She also expects that her teachers know what needs to be re-taught a plan for and how the content be taught differently.

Khatiwada asked how struggling teachers utilize the plan. Williams explained that teachers don't fill out these forms alone. Williams also explained that she has identified a peer teacher mentor. Williams also reported on how she and her APs lead teachers to grow and improve on their skills.

Chen asked if there was a record on each of the teacher's action plans to track progression. Williams stated that she keeps them and tracks progress. Williams explained that the corrective action plans happen after each interim assessment; 3 times a year. Williams explained that she expects her teachers to analyze scholar data and ensure that scholars continue to grow.

McDonald asked if there is ever a time when teachers are required to complete the corrective action plan and subsequent growth is not seen. Williams stated that she implements different levels of support based on results. Williams also explained that she would break down each piece of the lessons and try to work through each piece. Williams then stated that if supports that are in place fail, then next level actions involve the school's talent director.

Boulet made a note of the peer teacher mentor and the importance of this type of program.
A. Bothner made a motion to approve the hiring of Vargas.
A. Khatiwada seconded the motion.
The board **VOTED** to approve the motion.
A. Bothner made a motion to approve the hiring of Lancaster.
A. Khatiwada seconded the motion.
The board **VOTED** to approve the motion.

D. MetLCS School Values

Bothner discussed the importance of school values and being able to talk about them. Bothner also noted that we would return to the values conversation in 2020.

E.

NYC DOE - School Quality Snapshots

Bothner noted for board members that the snapshot is included in the packet and encouraged the other board members to go through the document.

Bothner stated that more will be discussed in this regard at the next board meeting.

III. Education Committee

A. Education Committee Report

Chen reported that the succession plan has been completed.

Chen reported that a lot of progress has been made with the data dashboard.

Williams reported that the dashboard looks very similar to the school's charter goals.
Williams reported that the dashboard is quick and comparative.

Khatiwada shared that the dashboard link was sent out but he will share it out again as it is interactive.

Bothner shared that he is working on building out living documents which will help the board have a greater understanding of data.

Bothner asked Chen to send an email for timeline expectations in regards to the dashboard.

E. Chen made a motion to pass the succession plan.
A. Bothner seconded the motion.
The board **VOTED** unanimously to approve the motion.

IV. LHA Updates

A. Enrollment Update

Alston provided an update on enrollment.

Alston also explained the efforts happening to acquire applications for the 2020-2021 application.

V. Public Comments

A. Public Comments

No public comments.

VI. School Operations

A. Financial Report

Rousseau reported that the school is in a healthy financial position.

Rousseau reported on a difference from last scholar billing to this one and the healthy variance to goal in scholar enrollment.

Rousseau reported on a variance in the taxes and benefits line. She stated that the balance is correct, as she completed an audit to ensure the integrity of the data.

Rousseau reported on the capital expense line and the variance there. She stated that this variance was due to the purchasing of the CPA lab items.
A. Bothner made a motion to to approve the November financials.
T. Bryan seconded the motion.
The board **VOTED** to approve the motion.

B. MetLCS Budget Amendment

Bother shared that over the passed two months, the finance committee has been working with the PALs and finance committee to complete a budget amendment. Bothner also stated that the finance committee is comfortable with presenting the amendment to the full board to vote on.

Rousseau discussed the budget amendment narrative that is included in the meeting packet.

Rousseau discussed a couple of positions that the schools have chosen not to back fill which allowed for additional funds.

Rousseau reported that the PALs also had significant input in the amendment.

Rousseau reported with all changes that there is still a net income surplus. Rousseau stated that she is confident in the amendment.

Bothner asked to be reminded if he was correct in a 3% net income surplus being the goal. Rousseau confirmed.

It was confirmed that the revised budget hit the 3% surplus.
S. Pressley made a motion to accept the amendment to the budget for the fiscal year 2020.
T. Bryan seconded the motion.
The board **VOTED** to approve the motion.

C. MetLCS Audit RFP

Rousseau stated that she worked with the LHA finance team. Rousseau explained the process they took to seek out responses.

Brent expressed that the RFP will be ready to present to the board in January. Brent expressed that we want to have this approved before the next fiscal school year.

Ballard stated that a target date to approve would be by April.

D. Lottery Preferences

Russell stated that the NYCDOE has not yet responded in regards to the lottery preferences. Russell reported that the changes are live and active in the actual lottery system for 2020-2021.

E. LHA Board PD

Russell stated that she had a call with Board on Track to discuss the January BOT training.

Russell reported that she will send out the draft agenda after her follow up call with Board on Track next week.

Whittaker reported that LHA national leaders will report out on updates during the training.

F. Facilities

Rivera reported on the progress of the roof project.

Rivera reported on an isolated leak in one 5th floor classroom that was a result of a construction accident. Rivera reported the error has already been corrected.

Bothner reported that he and Boulet walked the gym.

Pressley asked if the construction project was still on track for early Spring.

Ballard noted that LHA is planning an opening celebration. Ballard suggested naming the gym after someone.

Bothner noted that the naming topic could be discussed at the BOT training in January.

G. MetCPA Space

Bothner reported that this has been a continuous conversation in regards to additional space to ensure that scholars are receiving all they need to be successful.

Bothner explained that the board will vote on the term sheet which will then be sent to the landlord in order to negotiate the lease. Bothner also explained that to complete this, lawyers must be hired to complete this negotiation. Bothner also asked that the facilities sub committee would report out monthly updates in regards to this potential project.

Bothner suggested to approve a 20k budget to hire lawyers and an additional 10k to get the process started to get the additional space up and running by the beginning of the next school year 2020-2021. The 10k will be funded out of the operating reserve.

Bothner explained that in order to keep Met competitive, additional space is needed. Bothner stated that at this point, understanding the money to be approved and the term sheet are the main items to note at this point in the process.

Williams explained that she has had the opportunity to see the space twice. Williams stated that the space has a lot of potential. Williams explained the neighborhood that the space is in; provides potential opportunity for internships, close to transportation. Williams described the spaces in the building and how she envisions utilizing this space. Williams also spoke on the limits of the space and acquiring partnerships in the community. Williams stated that this space and the location will allow for an experience unlike the one that the school's current location can't provide.

Ballard reported that the current building is 40k square feet and the new space is 30k square feet.

Pressley stated that the space is a diamond in the rough. Pressley stated that the space has a lot of potential.

Bryan asked if more scholars will be added.

Ballard stated that one idea is adding 50 more scholars to the K-8.

Khatiwada asked Davidson his opinion. Davidson reported that there wouldn't be much of a change from the current structure and they would look to add these scholars in K-1.

Ballard stated that his goal is to continue to negotiate cost per square foot. Ballard stated that tenant improvement cost is estimated to be $600,000 to $700,000. Ballard also stated that the lease term would be 5 years but potentially 20 years.

Khatiwada stated that there are 9 other high schools in the area of the new potential space. Ballard reported that the programs, not the location are most important. Ballard additionally explained that the location with public transportation is a win for the school.

McDonald asked about the sibling impact. Williams reported that there are only 20 scholars that this will effect.

Khatiwada asked Ballard for a model per square foot for 5 year vs. 20 year in regards to price and budget. Bothner stated that this would be a temp space vs. a permanent space because of the unknowns in regards to expenses, inflation, etc. Bothner stated that he would be interested to know the terms of getting out of a lease if we did go with a long term lease.

Ballard stated that another difference between a 5 year lease and a 20 year lease would be the different in paying property tax. Ballard also noted that we are only authorized for 3 years by the NYC DOE.

Bothner reported in regards to the term sheet: he would like to see the square footage spelled out per floor on the term sheet, shared space should be spelled out on the term sheet.

Bothner questioned about the 10% water reimbursement. Ballard communicated to Rivera to follow up.

Ballard stated that the school's lawyer is who they are looking at to hire for this project, however she has been slow to communicate. Bothner stated that he will reach out to the lawyer to follow up.

Bothner asked a if pre acquisition tax report was completed. Ballard stated that a 5 year property tax projection was completed and he asked Monica to follow up on the details.

Ballard reported on the impact of the space if the charter is not renewed. Ballard stated that he originally presented a 3 year commitment but was given 48 month.

Bothner asked Ballard to push again in regards to the shorter lease. Bothner also wanted to know what the brokers commission is and if it was to stay in the termination terms it should be spelled out.

Bothner stated that there is no reference to how the space is expected to be delivered specifically.

Boulet asked about the lease term start. Ballard stated that it will align with the school year.

Pressley noted that the common space on the other floors may not always be occupied and the school may be able to expand in the future.

Khatiwada asked if there is a layer of protection in case they don't deliver the space on time. Ballard noted that the work to be done is cosmetic.

Boulet questioned about common space bathrooms. Khatiwada requested it be specified that out in the lease terms that the bathroom is not in a common space or for common use.

Ballard stated that the original lease will be presented to the board before it is presented to the school's lawyer.

Bothner requested that Ballard find out who the attorney is that the landlord is utilizing. Bothner stated that there is money in the reserves for this expense and it would not need to be a capital expense.
A. Bothner made a motion to authorize 10k to negotiate the lease and approve the term sheet as is and will delegate the negotiation of the term sheet with an additional 10k potential expenditure if needed to the facilities sub committee.
T. Bryan seconded the motion.
The board **VOTED** to approve the motion.

VII. Board Governance

A. Approve Minutes from November 2019 Meeting

A. Bothner made a motion to approve the minutes from November Metropolitan Lighthouse Charter School Board Meeting on 11-20-19.
T. Bryan seconded the motion.
The board **VOTED** to approve the motion.

B. Calendar Year 2019 Year-in-Review

Bothner stated that there have been a lot of successes this calendar year.

Bothner stated the importance of school values to him and governance best pratice. Bothner also expressed his leadership style.

Bothner explained each value. Integrity, own circumstances, empowering each other, leading with questions, systems thinking, allocating resources, be prepared and ensuring that we are better tomorrow than we are today.

Bothner opened it up for questions and reflections.

Bothner then recapped the year: recognized the PALs and acquired new board members. Bothner reflected on the impact of the school and the school in the community.

C. MetLCS Board Member Assignments

A. Bothner made a motion to add Dorrie into the facilities sub committee.
A. Khatiwada seconded the motion.
The board **VOTED** to approve the motion.

A. Bothner made a motion to add Pressley into the facilities sub committee.
A. Khatiwada seconded the motion.
The board **VOTED** to approve the motion.
A. Bothner made a motion to appoint Pressley to the position of board treasurer.
A. Khatiwada seconded the motion.
The board **VOTED** to approve the motion.
A. Bothner made a motion to appoint Boulet to the position of board secretary.
S. Pressley seconded the motion.
The board **VOTED** to approve the motion.
A. Bothner made a motion to appoint Boulet to the position of head of the board governance committee.
S. Pressley seconded the motion.
The board **VOTED** to approve the motion.

D. BOT Trustee Slate

Bothner reported that the trustee slate is in the packet for reference. Bothner stated that there are two classes; class A runs through June 2021 and class B runs through June 2020. Names are taken in alphabetical order, open positions are slated in alphabetical order and bylaws require that the classes be equal or as equal as possible.

Bothner discussed the openings and and how the new people were filled into those spots and an additional spot was created for McDonald.

Boulet asked if there was anyone in the pipeline for additional board members. Pressley stated that there was.

Met BoT Trustee Slate as of December 2019

Set Trustee Number at (9) People - A is through 6/2021, B is through 6/2020

1. Brisseau, K (B)
2. Bothner, A (A)
3. Bryan, T (B)
4. Chen, E (A)
5. Haber, J (A) - Replace w/ Boulet, J
6. Khatiwada, A (B)
7. Pressley, S (A)
8. Nesterova, S (B) - Replace w/ Dorrie, M
9. McDonald, J (A) - New position

A. Bothner made a motion to approve expanding the board slate to 9 positions.
A. Khatiwada seconded the motion.
The board **VOTED** to approve the motion.

A. Bothner made a motion to approve the replacement of 2 positions and the addition of 1 position.
A. Khatiwada seconded the motion.
Boulet replaced Haber in Class A
Dorrie replaced Nesterova in Class B
A position was added for McDonald in Class A
The board **VOTED** to approve the motion.

VIII. Nominating Committee Update

A. Nominating Committee Update

Bothner stated that there were two board members will interview; one in January and one to potentially start in June.

IX. Executive Session

A. Executive Session

A. Bothner made a motion to move into Executive session to discuss a personnel matter.
A. Khatiwada seconded the motion.
The board **VOTED** to approve the motion.
A. Bothner made a motion to get out of executive session.
A. Khatiwada seconded the motion.
The board **VOTED** to approve the motion.

X. 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 9:42 PM.

Respectfully Submitted,
M. Alston