APPROVED

Next Generation Charter Schools

Minutes

Metropolitan Lighthouse Charter School Board Meeting

Date and Time
Thursday May 28, 2020 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 (remote), A. Khatiwada (remote), E. Chen (remote), J. Boulet (remote), K. Brisseau (remote), M. Dorrie (remote), S. Pressley (remote), T. Bryan (remote)

Trustees Absent
J. McDonald

Guests Present
A. Khanyile (remote), B. Elliott (remote), C. Russell (remote), K. Davidson (remote), K. McGuire (remote), M. Alston (remote), M. Rivera (remote), M. Rousseau (remote), S. Gallagher (remote), T. Williams (remote)

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 Thursday May 28, 2020 at 6:41 PM.

C. Review the Agenda

Aaron Bothner noted his email regarding the agenda and preparedness for the evening's meeting. The team did not have any questions.

D. MetLCS Mission/Vision Reflection and Grounding

Aaron Bothner read the mission and vision.

Shanta Pressley provided her insight on the mission and vision of MetLCS. She believes that young minds are always evolving. With the mission the goal is to create global leaders that lead us to the next generation.

II. Education Committee

A. K - 8 Principal Update

Kurt Davidson prepared his K - 8 Principal presentation. The school is tracking multiple metrics around success. The school is steady with participation and attendance. Approximately 75% of students are attending 100% of live zoom sessions during the week; average daily attendance is at 86%. 10% of scholars are on a "red flag" list where additional supports are needed for scholars and families.

In terms of hiring and retention, Kurt shared scholar and parent data around online learning is positive; teachers are reporting similarly positive feelings about support, preparation, and more.

Finally, Kurt provided an update regarding summer school plans.

T. Bryan made a motion to approve the three candidates (Brittney Becerra, Ciara Leonard, and Emmanuel Raudales).
A. Bothner seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. 9 - 11 Principal Update

Tyra Williams presented her 9 - 11 Principal report. The CPA has been trending at 70 - 75% of scholars who are actively attending Zoom sessions. There has been a dip. The school has been putting a number of supports in place for scholars in need and their families. Tyra described her leadership team and how they are dividing responsibilities to speak to individual scholars and their families and why this time is so critical in their educational career.

Last month, virtual Interim Assessments were administered. These were Regents based. The results were strong. In terms of reliability and validity the school hopes these are a good indication of how scholars would perform on the Regents exams.

The class with the lowest pass rate is the project-based Algebra class. These are struggling scholars. The school is dedicated to ensuring all scholars have what they need. Scholars are participating in small group sessions for additional support. All teachers offer these groups on Mondays, Wednesdays, and Fridays.

The school will host a virtual summer school this summer, Monday through Thursday.

C. Education Committee Report

Ellen Chen provided an update on behalf of the Education Committee. The team continues to do a great job collecting and recording as much data as possible during this time. As we continue on this path data will change and shift. Much of this has to do with how we analyze month by month. We are working towards inputting all the COVID-19 data into the data dashboard.

III. LHA Updates

A. Enrollment Update

Melissa Alston provided an update regarding scholar enrollment for 20 - 21. Things are progressing as expected. 51 Kindergarten scholars are enrolled and registered; three more are needed to hit the budget number of 54. There is a robust wait list. Intent to return processes are underway. This helps to inform numbers to open up seats for, particularly in 9th grade. There are currently eight confirmed eighth graders who will not be returning for 9th grade. There is also one second grader leaving.

Lottery preferences for scholars with IEPs and scholars who may be English Language Learners are being accounted for. The school will continue to make progress towards meeting the DOE's goals around these subpopulations.

The team is currently ahead of schedule.

B. LHA Network Update

Courtney Russell provided an update regarding the LHA/MetLCS Service Agreement. The team has created and will maintain a 30/60/90 day plan to plan for and document efforts around ensuring each major section of the Service Agreement is covered for the current and future months. Board members should look for this in the packet on a monthly basis and also can be discussed with the Executive Committee.

IV. Public Comments

A.

Public Comments

There were no public comments.

V. School Operations

A. Financial Report

Mary Beth reviewed the financial reports. Cash and current liabilities are up. When you look at year to date metrics the current ratios are all strong. Cash on hand is robust at 8.2 million. Expenses per day are just over $31,000 per day which puts the school at 262 days cash on hand.

The debt service ratio is 2.63; all ratios/metrics are being exceeded for the bond convenants.

At the end of the month cash was at $8.2 mission; the investment account is at $5.2 million. The return is approximately $250,000 since the initial investment.

Surplus for year to date will drop with teacher summer pay coming up.
T. Bryan made a motion to approve the April financials.
A. Khatiwada seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. FY21 Budget

Brent Elliott shared the narrative and the budget are included in the packet. The team worked closely to develop the budget for tonight's review and approval. All requirements of the Board have been met and to the best of everyone's ability Principal needs were taken into consideration and met wherever possible.

C. Paycheck Protection Program (PPP)

Aaron Bothner shared an update regarding the Paycheck Protection Program. LHA submitted an application on behalf of the school; the school has been awarded approximately 1.2 million. There have been many updates to the program in the recent weeks. There will be a further update available on June 1. Categories for use include areas such as payroll, mortgage interest, utilities, and more. The treasury announced there will be a good faith stipulation for those organizations accepting less than 2 million which MetLCS falls under. Therefore, the school should feel comfortable accepting and planning to use the money. Given all these considerations and more, Aaron has suggested the school accepts the funds.
A. Bothner made a motion to accept the MetLCS Paycheck Protection Program funds as provided by the Small Business Administration.
T. Bryan seconded the motion.
The board **VOTED** unanimously to approve the motion.

D.

Spend Policy

Shanta Pressley provided an update regarding the MetLCS Spend Policy.

Aaron and Shanta have been discussing this matter. Shanta has emailed this draft policy to the Finance Committee, along with the Financial Management document that LHA put together.

A document will be presented to the Board for a vote at a later date.

E. MetLCS Technology RFP

Courtney Russell provided an overview of the technology RFP process for Managed Services. The school received two bids, one from MSP (current Managed Services provider) and one from CTS (20 - 21 vendor for Ed Tech).

Courtney presented the one-page document she prepared highlighting the overview, rationale, cost, and more.
A. Bothner made a motion to approve the Managed Services contract with CTS.
A. Khatiwada seconded the motion.
The board **VOTED** unanimously to approve the motion.

F. MetLCS Chromebook Request

Melissa Alston provided an update regarding the Chromebook request. Due to COVID-19, there has been a large distribution of devices to scholars. Many devices have been damaged due to normal wear and tear. The school is planning to ensure they have the devices they need for summer school, 2020 - 2021, and more.

If approved, monies would come from the contingency line item of this year's budget.

Kamaria Brisseau asked Melissa to look further into insurance for things like damage and breakage and what may be able to be covered.
A. Bothner made a motion to approve the Chromebook proposal included in the May 2020 packet.
T. Bryan seconded the motion.
The board **VOTED** unanimously to approve the motion.

G. MetLCS 20 - 21 Calendar

A. Bothner made a motion to approve the 20 - 21 calendar.
A. Khatiwada seconded the motion.
The board **VOTED** unanimously to approve the motion.

H. MetLCS 20 - 21 Board Calendar

A. Bothner made a motion to approve the 20 - 21 Board calendar.

A. Khatiwada seconded the motion.
there will be two additions, the second Saturday of January and the second Saturday of June for the bi-annual Board events.
The board **VOTED** unanimously to approve the motion.

I. Facilities

Monica Rivera provided an update on the rooftop progress. She shared pictures in her report and all is progressing as expected.

Monica is working on the details of the insurance policies for the project and will update the Facilities Subcommittee when details are available.

J. MetLCS Rooftop Ribbon Cutting

Monica provided a brief update on the upcoming ribbon cutting ceremony. The event is on hold due to COVID-19.

K. LHA Pre-K Presentation

Monica provided a brief update regarding the Pre-K presentation. The team will discuss this further at its annual meeting in June.

VI. Board Governance

A. Approve Minutes from April 2020 Meeting

J. Boulet made a motion to approve the minutes from Metropolitan Lighthouse Charter School Board Meeting on 04-23-20.
A. Bothner seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Board Strategic Initiatives Review

The Board is still discussing the LHA mid-year evaluation.

Aaron Bothner provided an additional update. The Board's annual meeting is forthcoming on June 6. Coming out of the January retreat, a ground-up approach to the strategic vision for the Board has been in progress. The Board has been able to collect a great deal of input in the recent months. Aaron has synthesized this information into two documents that will be focused on on June 6. This will include the Core Values/Mission/Vision that is based on the already existing items in the charter. Additionally, the team will go into depth with the Strategic Plan and discuss the what and the how.

Tomorrow Aaron will send the preview documents with what he discussed above. He is looking forward to everyone coming together on June 6. The goal is to pass the strategic plan in June.

In June the Board of Trustees will be voted upon (class B). Additionally, the officers will be re-elected. This year there is also the Nominating Committee in place. Anyone who is in the class that is expiring as of June 30, 2020 and is interested in putting themselves or others forward for a new term would let Kamaria know of their interest. Anyone who is interested in an officer position should also reach out to Kamaria. The Nominating Committee will then make recommendations to the Board.

Additionally, the bylaws will be reviewed in July.

C. MetLCS Values

See the "Board Strategic Initiatives Review" for an update regarding this matter.

VII. Nominating Committee Update

A. Nominating Committee Update

Kamaria Brisseau provided an update. She shared that MetLCS Board Member Jamal McDonald has moved to Texas. His role on the Board moving forward is to be determined.

Kamaria introduced the three candidates, Khari Shabazz, Sophia Huda, and Constance Barnes.

B. MetLCS Board Member Interviews

The Board interviewed the three candidates.

Each candidate provided a brief update of who they are, what their professional career entails, and a bit more about themselves personally.

The Board asked a variety of questions to each candidate to follow up on the phone interviews that were conducted for each potential Board member.
A. Bothner made a motion to move to Executive Session.
A. Khatiwada seconded the motion.

- Discussion regarding potential litigation
- Discussion around employment matters
- All Board members were invited. Additionally, Sarah Gallagher, Karin McGuire, Tyra Williams, Kurt Davidson, Melissa Alston, Aluta Khanyile, and Courtney Russell were invited to join.

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

VIII. Executive Session

A. Executive Session

The MetLCS Board discussed a matter pertaining to potential litigation.

The MetLCS Board discussed an employment matter.
A. Bothner made a motion to exit out of Executive Session.
M. Dorrie seconded the motion.
The MetLCS Board discussed a matter pertaining to potential litigation.

The MetLCS Board discussed an employment matter.
The board **VOTED** unanimously to approve the motion.
A. Bothner made a motion to ratify the personnel discussion.
A. Khatiwada seconded the motion.
The board **VOTED** unanimously to approve the motion.

IX. FY21 Budget

A. FY21 Budget

A. Bothner made a motion to pass the FY21 budget subject to the personnel discussion.
T. Bryan seconded the motion.
The board **VOTED** unanimously to approve the motion.
A. Bothner made a motion to approve Mr. Khari Shabazz as a MetLCS Board Member.
A. Khatiwada seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

J. McDonald	Absent
S. Pressley	Aye
M. Dorrie	Abstain
T. Bryan	Aye
J. Boulet	Aye
K. Brisseau	Aye
A. Bothner	Aye
E. Chen	Aye
A. Khatiwada	Aye

A. Bothner made a motion to approve Ms. Constance Barnes as a MetLCS Board Member.
E. Chen seconded the motion.
The board **VOTED** unanimously to approve the motion.
A. Khatiwada made a motion to approve Ms. Sophia Huda as a MetLCS Board Member.
K. Brisseau seconded the motion.

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

Roll Call

A. Khatiwada	Aye
S. Pressley	Aye
A. Bothner	Abstain
K. Brisseau	Aye
T. Bryan	Aye
M. Dorrie	Aye
J. McDonald	Absent
J. Boulet	Abstain
E. Chen	Aye

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 11:30 PM.

Respectfully Submitted,
C. Russell