APPROVED

Next Generation Charter Schools

Minutes

Metropolitan Lighthouse Charter School Board Meeting

Date and Time
Thursday June 25, 2020 at 6:30 PM

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. Khanyile (remote), A. Khatiwada (remote), E. Chen (remote), J. Boulet (remote), K. Brisseau (remote), K. Shabazz (remote), M. Dorrie (remote), S. Pressley (remote), T. Bryan (remote)

Trustees Absent
J. McDonald

Trustees who left before the meeting adjourned
M. Dorrie

Guests Present
C. Russell (remote), Constance Barnes, K. Davidson (remote), K. McGuire (remote), M. Alston (remote), M. Rivera (remote), M. Rousseau (remote), Sophie Huda, 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 Jun 25, 2020 at 6:36 PM.

C. Review the Agenda

Aaron Bothner reviewed the agenda for the June board meeting.

D. MetLCS Mission/Vision Reflection and Grounding

Shanta Pressley reflected on the 8th grade graduation celebration via zoom. She shared that the work that the board does is worth it, after seeing the graduation today. Shanta recognized Kurt Davidson and his team for their efforts.

II. Education Committee

A. K - 8 Principal Update

Kurt Davidson opened up by thanking the board for attending the 8th grade graduation via zoom. Kurt reminded that the Kindergarten graduation is tomorrow at 11am via zoom.

Kurt reported that this week there was parent/scholar pick ups for summer reading. Approximately 90% of the K-8 came in to get their bags this week.

Kurt reported that it looks as though the K-8 will end with 87% overall teacher retention rate and a 12 month retention of 80%.

Kurt gave the board an introduction to the K-8's new dance teacher. Her resume is provided in the board packet. She will be able to teach many different types of dance.

Kurt gave a brief update on the re-entry plan and the steps that the leaders have taken to ensure
we are on top of planning with multiple options.

Aaron Bothner asked if there is anything that the board should know to support the school with re-entry. Kurt responded that as of right now, 3 plans are in place: However the conversation right now is premature as there is no direction from the city.

Aaron Bothner requested for the next board meeting that attendance numbers are in the board packet. Kurt agreed.

Jessica Boulet asked about summer school numbers. Kurt reported that about 20%-25% of scholars are mandated to attend. However, the summer school program is open to the entire K-8. Jessica then asked how the number compares to other years. Kurt reported that it is just a slight increase. Kurt stated that having families come in this week allowed for personalized conversations with families.

B.

9 - 11 Principal Update

Tyra Williams that the last few weeks have been very hectic with final grades.

Summer school classes will take place this summer for the five regents classes that are needed to graduate. Admin and culture teams will follow up on this program weekly. Summer school will be conducted virtually through Apex. The program gives the scholars a pre-test to see what they have mastered so the program is very targeted. Apex is a credit recovery program.

Tyra introduced the new social worker that was hired by the CPA. Her resume is in the packet for the board's review.

Tyra updated on the other positions that are open. She feels confident in the interviews that are scheduled for the technology teacher and science/math teacher positions.

Tyra reported that the CPA retention rate is 84%.

Tyra reported on experiences for professional development during the summer for the art teacher and business teacher. There will also be more opportunities with Karin as a partner for the summer for teachers.

Anuj Khatiwada provided recognition to both principals for the retention of teachers over the last 2 years.

Jessica Boulet asked how many scholars chose to enroll in summer school. Tyra stated that she would be able to get the numbers and follow up with Jessica. Tyra also stated that the program is two fold: credit recovery and regents classes program. Tyra reported that her estimate on CPA participation in summer school are about 50%. The program for the summer is mandatory. Tyra also reported about Co-op tech/Hostos, scholars will certification as the programs will continue.

Jessica then asked how the number compares to other years. Tyra reported that it is a huge increase for the CPA. She reported the number was about 10%-15% previously and because it was so low, summer school programs were outsourced as the need wasn't great.
A. Bothner made a motion to approve all resumes.
A. Khatiwada seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Education Committee Report

Ellen Chen reported that there has been a lot of planning happening recently. She also reported that at next month's board meeting, the data dashboard will be presented.

Aaron Bothner shared that while we aren't getting guidance, we need to ensure we have a system in place and have been proactive. The top 5 goals are align with the charter goals. Aaron shared that he is happy to give input on the dashboard to support.

III. LHA Updates

A. Enrollment Update

Melissa Alston reported out on the K-12 enrollment update. Our goal for kindergarten enrollment is 54, we have 52 scholars fully registered. We have one 2nd grader and four 9th graders who have indicated that they will withdraw but have yet to complete the withdraw document to confirm. We have one confirmed withdrawal for 9th grade and we have identified one scholar to take this seat. We have a total of 8 scholars with IEPs going into Kindergarten as of June 12, 2020. Additionally today, new kindergarteners and their families were welcomed into the building to bring any pending documentation they needed to hand in, receive a school tour, a family welcome bag, a scholar summer bag and those in attendance also completed the home language survey. A makeup day is scheduled for Wednesday, July 1, 2020.

Aaron asked if there were any concerns or if we were tracking well. Melissa responded that we are on par with where we should be.

B. LHA NY Scholar Enrollment Plan

Courtney Russell reported on the NY LHA scholar enrollment plan document. She shared that different charters have different approaches in regards to the management of the wait list throughout the school year. Courtney shared with board and school teams. She recommended that this be looked at and voted on for the July board meeting.

Aaron Bothner requested that everyone take a look at the document ahead of the next board meeting.

C. LHA Network Update

Courtney Russell reported on the 30, 60, 90 day plan in the board packet. Courtney shared that LHA will continue to be transparent through this process and look at this from an academic and operational lense.

Aaron asked if there were any questions or comments. There were no questions or comments.

IV. Public Comments

A. Public Comments

Aaron asked if there were any public comments. There were none.

V. School Operations

A. Financial Report

Mary Beth Rousseau reported that the balance sheet is in a strong position. The school has 8 million in cash on hand. 246 days cash on hand. The debt service ratio is at 2.42, from a covenance standpoint the school is in a good position. In regards to the market value of the investment accounts, we are at just about 5.5 million dollars, having initially invested 5 million dollars. Investments are in a very secure treasury.

In regards to the statement of activities, there will be a significant change in the surplus due to 10 month salaries being paid out for the summer.

B. Paycheck Protection Program (PPP)

Mary Beth Rousseau reported on the PPP. Mary Beth reported that she believes this loan will be forgiven.

Aaron Bothner shared that the interest rate doesn't kick in until 6 months. He also shared that as we continue to plan for next year, the board would want proposed uses for this money for the upcoming year.

Aaron asked Shanta Pressley if there was anything she wanted to add. Shanta responded that she didn't have anything to add.

Aluta Khanyile asked if there was a stipulation in the PPP contract in regards to employee terminations. Mary Beth Rousseau reported that staffing levels need to be restored to February 2020 levels.

Mary Beth shared that the school will meet this requirement.
S. Pressley made a motion to approve the financials as presented.
A. Bothner seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Spend Policy

Shanta Pressley reported on the spend policy. Shanta requested that the board approve to send this document to the auditor to approve to be put into place in the coming months.

Aaron suggested that any questions or comments should be directed to Shanta or Kamaria by Tuesday. Aaron stated that this would be up for a board vote at the July meeting.

D. Facilities

Monica Riveria reported that the school did not pass the FDNY inspection in June. She reported that the wifi and camera system work is finishing up this week.

Monica reported that Melissa Alston and the construction company will do a final walk through on Tuesday.

Monica reported that the umbrella liability insurance expires on July 31 but the contractors agreed to pay for the extension.

Monica reported that the door locking mechanism on the elevator is still pending and when an update is available she will report out.

Aaron asked if the FDNY inspection could come back before the end of July 31. Monica reported that she is unsure of the timeline.

E. MetLCS Rooftop Ribbon Cutting

Monica Rivera reported that now that we have an end date for the project, Monica and Melissa will have a report ready for the July board meeting.

F. LHA Pre-K Presentation

Monica Rivera asked the board if they have any questions about Pre-K or the guidance.

Aaron Bothner shared that he was interested in learning more about Pre-K.

G. Personnel Handbook

Monica Rivera reported that at the end of the personnel handbook there is a change sheet which outlines all the changes in the handbook.

Monica shared that there are no major changes to the handbook, but the changes that were made are highlighted in the change sheet.

Jessica Boulet shared the importance of the handbook and how it is a reflection of our values to staff.
A. Bothner made a motion to approve the personnel handbook.
J. Boulet seconded the motion.
The board **VOTED** unanimously to approve the motion.

H. Scholar Family Handbook

Karin McGuire reported that at the end of the personnel handbook there is a change sheet which outlines all the changes in the handbook.

Karin asked Melissa Alston if she had anything to add. Melissa reported that another big change is the addition of the sick scholar protocol as it relates to Covid- 19.

A. Bothner made a motion to approve the scholar family handbook.
J. Boulet seconded the motion.
The board **VOTED** unanimously to approve the motion.

I. MetLCS Dissemination Agent

Courtney Russell reported that in conjuction with the bond deal, we need a dissemination agent. John Phan previously worked with the school as a financial advisor with Urban Futures. John Phan is now with a new company and could take this role. Courtney recommended hiring John Phan.

Aaron Bothner reported that we bought the building we are in and issued bonds and we had this relationship with John Phan.

Anuj Khatiwada asked if the fee to John Phan with the new company was the same as the old fee. Courtney reported it was.

J. Disclosure of Financial Interest Form

Aaron Bothner stated that Melissa Alston sent out the financial disclosure document today.

Courtney Russell reported that the annual financial disclosure is updated for June 2020 and that new board members should complete the form as well.

Aaron shared that if you have any issues to reach out to Melissa Alston.

VI. Board Governance

A. Approve Minutes from May 2020 Meeting

J. Boulet made a motion to approve the minutes from Metropolitan Lighthouse Charter School Board Meeting on 05-28-20.
A. Bothner seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Board Strategic Initiatives Review

Aaron Bothner thanked everyone for their efforts in regards to the strategic plan. Aaron reported that the next board retreat is already on the calendar. Aaron shared that the strategic plan will be reassessed every quarter.

Aaron asked if there are any further reflections on the strategic plan. There were none.
A. Bothner made a motion to approve the updates to the strategic plan updated during the annual board retreat.
J. Boulet seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. MetLCS Values

D. Annual Meeting/Elections

Aaron Bothner shared that the number of board member positions needs to be designated at the annual meeting.

Aaron shared that there are A and B classes that allow for an even amount of board members on each class. If a board member leaves the board, the new board member will take the class of the previous person.

Aaron also reported that the officers are re-elected as well as the committee chairs annually.

E. MetLCS Bylaws Revision

Aaron Bothner reported that the existing bylaws needed to be amended to allow for an increase in the amount of board members on the board.

Kamaria Brisseau reported that the board would like to increase the board member count to 15 to include room for a board member to support with fundraising.
K. Brisseau made a motion to amend the bylaws to increase the amount of board members to 15.
T. Bryan seconded the motion.
The board **VOTED** unanimously to approve the motion.

VII. Nominating Committee Update

A. Nominating Committee Update

A. Bothner made a motion to approve all classes and slates as it is outlined in the board governance summary.
T. Bryan seconded the motion.
The board **VOTED** unanimously to approve the motion.
A. Bothner made a motion to approve Tim Bryan, Anuj Khatiwada, Kamaria Brisseau, Michael Dorrie and Aluta Khanyile to class b as a slate.
S. Pressley seconded the motion.
The board **VOTED** unanimously to approve the motion.
K. Brisseau made a motion to approve the reelection of Shanta Pressley as the treasurer of the board.

A. Khatiwada seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

K. Brisseau made a motion to approve Jessica Boulet as the secretary of the board.
A. Khanyile seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

Kamaria Brisseau opened up a conversation in regards to the chair of the board historically being white.

Anuj Khatiwada shared that he is committed in the next year to ensuring that the board continues to look more and more like the population the school serves

Aluta Khanyile shared that he appreciates the current leadership and is in favor of continuing as is.

Jessica Boulet shared that board members interested in leadership positions should also consider the secretary position, which also includes the role of chair of the governance committee, as a meaningful path to increased involvement in board operations.

Aaron Bothner shared that he appreciates all of the comments. He also shared that he is very excited about the group of people. Aaron also shared that it is important that we think about board succession planning.
K. Brisseau made a motion to approve Anuj Khatiwada for reelection as vice chair of the board.
S. Pressley seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

K. Brisseau made a motion to to approve the reelection of Aaron Bothner to chair of the board.
A. Khanyile seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

Ellen Chen introduced the education committee is here to help the principals ensure that the academic goals are in line with the charter goals. The school is data focused.

Shanta Pressley introduced the finance committee. The committee's purpose is to advise and provide oversight for the school by ensure that the school is operating in a sound state based on the funds that are received.

Jessica Boulet introduced governance committee. This committee has two main functions: an executive function, to carry forward smaller discussions that need to take

place quickly between monthly board meetings, and an internal governance function, to guide strategic planning and accountability in cooperation with board officers and other committee chairs. It is generally the case that committee heads are on this committee, however, anyone is welcome to participate.

Aaron Bothner shared that the nominating committee is a permanent (standing) committee under the bylaws, as opposed to an ad hoc working group.

Aaron Bothner discussed the ad hoc working groups. Aaron shared that the facilities group should continue: as the roof project winds down, it will shift its focus in the coming year to looking for potential additional space for the school. He suggested that a working group for CEO evaluations should not be created separately, but should be delegated to the governance committee. The idea of creating the external relations committee came out of the discussion at the annual retreat to support increased attention to community relations and fundraising. Aaron shared that he sees the community relations efforts and the fundraising efforts to have substantial overlap in practice.

Aaron shared to the board that there are open slates and board members should think about what committees and working groups they would like to serve on.
S. Pressley made a motion to approve the nomination of Khari Shabazz join the finance committee.
A. Bothner seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

K. Brisseau made a motion to to approve the nomination of Sophia Huda and Constance Barnes to join the education committee.
A. Khatiwada seconded the motion.
The board **VOTED** unanimously to approve the motion.
K. Brisseau made a motion to to approve the nomination of Sophia Huda and Aluta Khanyile to join the facilities committee.
A. Khatiwada seconded the motion.
The board **VOTED** unanimously to approve the motion.

K. Brisseau made a motion to to approve the nomination of Aluta Khanyile to join the external relations committee.
T. Bryan seconded the motion.
The board **VOTED** unanimously to approve the motion.
K. Brisseau made a motion to to approve the nomination of Jessica Boulet to join the external relations committee.
S. Pressley seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

K. Brisseau made a motion to to approve the nomination of Khari Shabazz to join the external relations committee.
E. Chen seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

Aaron Bothner shared what the entity of 180 West 165th Street LLC is and why it was created. The LLC deals with Metropolitan Lighthouse School business, therefore traditionally its board has been constituted of two Trustees from the Metropolitan Lighthouse School board as well as one person involved in the main operations of the school.

On behalf of the board of 180 West 165th Street LLC, Aaron Bothner motioned to appoint Melissa Alston as the secretary of the 180 West 165th Street LLC. Anuj Khatiwada

seconded the motion. It was approved unanimously by the board of 180 West 165th Street LLC.

A. Bothner made a motion to ratify the strategic plan developed at the June annual retreat.

J. Boulet seconded the motion.

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

Roll Call

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

M. Dorrie left.

VIII. Executive Session

A. Executive Session

A. Bothner made a motion to go into executive session for a corporate personnel matter.

A. Khatiwada seconded the motion.

Tyra Williams, Kurt Davidson and Melissa Alston were invited.

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

A. Bothner made a motion to leave executive session after discussing the corporate personnel matter.

J. Boulet seconded the motion.

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

J. Boulet made a motion to approve the delegation of handling the corporate personnel matters discussed to the governance committee, until the next full board meeting.

A. Khatiwada seconded the motion.

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

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 10:07 PM.

Respectfully Submitted,

A. Bothner