APPROVED

Next Generation Charter Schools

Minutes

Metropolitan Lighthouse Board Meeting

Date and Time
Thursday July 23, 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), C. Barnes-Watson (remote), E. Chen (remote), J. Boulet (remote), K. Brisseau (remote), S. Huda (remote), S. Pressley (remote), T. Bryan (remote)

Trustees Absent
K. Shabazz, M. Dorrie

Trustees who arrived after the meeting opened
A. Khanyile

Trustees who left before the meeting adjourned
C. Barnes-Watson

Guests Present
Anthony Brown, B. Elliott (remote), Genai Goldsmith, K. Davidson (remote), K. McGuire (remote), M. Alston (remote), M. Rivera (remote), M. Rousseau (remote), Megan Whitehead, 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 Jul 23, 2020 at 6:35 PM.
A. Khanyile arrived.

C. Review the Agenda

A. Bothner reviewed the agenda. No additional items at this time.

D. MetLCS Mission/Vision Reflection and Grounding

II. Education Committee

A. K - 8 Principal Update

K. Davidson mentioned resumes up for consideration.

A. Bothner asked if there were any staffing concerns. K. Davidson stated no and explained two are NYU interns, two are paraprofessionals and the last position is a TFA role filling a vacancy.
A. Bothner made a motion to vote collectively on each resume.
T. Bryan seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

A. Khanyile	Aye
C. Barnes-Watson	Aye
A. Khatiwada	Aye
K. Brisseau	Aye
J. Boulet	Aye
T. Bryan	Aye
S. Pressley	Aye
E. Chen	Aye
A. Bothner	Aye
M. Dorrie	Absent
S. Huda	Aye
K. Shabazz	Absent

A. Bothner made a motion to approve all resumes included in the July 2020 packet.
S. Pressley seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

E. Chen	Aye
J. Boulet	Aye
M. Dorrie	Absent

Roll Call

A. Bothner	Aye
T. Bryan	Aye
K. Shabazz	Absent
A. Khanyile	Aye
S. Huda	Aye
A. Khatiwada	Aye
K. Brisseau	Aye
S. Pressley	Aye
C. Barnes-Watson	Aye

B. 9 - 11 Principal Update

T. Williams presented two resumes - Algebra and Technology teachers. At the CPA, retention is high no teachers are leaving.

C. Education Committee Report

M. Whitehead presented the dashboard. The K-8 dashboard was improved to include data that will be used for the charter renewal. Improvements to the CPA dashboard include tracking Regents test results by exam. Percentages are based on the State report. The school charter goal is 75%

E. Chen stated this is a working progress, but it will support the renewal goals.

A. Bothner stated this is what the board needed to track academic progress and asked where Board members can send questions. K-8 questions should be sent to Principal Davidson and CPA questions to Principal Williams. E. Chen urged all members to familiarize themselves with the charter renewal goals..

III. LHA Updates

A. Enrollment Update

M. Alston presented the July enrollment update. Kindergarten is fully enrolled. Open seats in grades 2 and 9 due to withdrawal have been filled. Six new Kindergarten scholars and one new 2nd grade have IEPs.

B. Re-Entry Plan

K. Davidson introduced a subcommittee of school administration responsible for developing the re-opening plan - G. Goldsmith, A. Brown, A. Shiman. The re-opening plan is comprehensive, but evolving.

M. Alston presented the re-entry plan, identifying the key operational items - Health and Safety, Facilities, Cleaning, Child Nutrition and Transportation, and Budget, Fiscal Matters and Staffing.

Key changes include a thermal temperature scanner, school culture and operations team will create "how to" videos for scholars, stop and clean, electrostatic spraying two times a day and deep clean at the end of the day. Directional signs will be placed on floors, and hand sanitizing stations in hallways and lobby. Teachers in K-8 will transition, students will remain in class; 9-12 students will transition and supervised by hall monitors. Visitors will be limited including parent visits.

A. Shiman presented School Culture, Attendance and Social Emotional Learning. An emphasis on how to provide scholars the same culture and incentives while in remote sessions. Meet Snappy was used as a reward program and rewards were sent to scholars. A tiered program was established for attendance and chronic absenteeism. A SOAR program will be used to continue to support the social and emotional well-being of scholars. During staff PDI RAMAPO will provide training.

Two options were presented for the instructional plan - hybrid and fully remote. These plans align with the Department of Education's plan. The school will hold true to breaks in instruction. All scholars will return based on an A or B schedule. Schedules will be determined based on need and sibling schedules. Class sizes will be reduced to twelve scholars. Additional support for SpEd, ELL and Accelerated students will take place on Fridays. Sample schedules were presented.

A. Brown presented the schedule for the CPA.

A. Bothner acknowledged the work it took to put this plan together in a short period of time. T. Williams stated the State wanted a plan presented to boards by the end of July. A link to the plan will be shared to keep the state updated as plans evolve.

K. Brisseau asked how will they determine student grouping. K. Davidson stated a parent survey is going out where families will select either hybrid or remote. He acknowledged keeping families together and transportation will be challenging. A. Shiman stated prior to the end of the year teachers were asked to divide class into groups.

C. 20-21 Lottery Preference

K. McGuire presented the Lottery Preference updated. Questions should be sent to K. McGuire and M. Rivera. Redline changes to be presented in August.

D. LHA Network Update

K. McGuire presented the LHA updates which included the 30/60/90 plan. Principal end of year evaluations will be ready for the August meeting.

IV. Public Comments

A. Public Comments

No comments.

V. School Operations

A. Financial Report

M. Rousseau presented the financial report summary. Strong ending to the school year. Current ratio was high at 6.35. 207 days cash on hand, $7M of cash.. Expenses per day were a little over $34,000, exceeding the debt covenants.

There is a net surplus of $643,746 surplus contained budgeted surplus, unused contingency and certain line items that weren't fully expended. This number might fluctuate as they finalize year end.

B. Investment Report

B. Elliot presented the investment report. Ending balance showed a 5% increase. Asset allocation includes 23% cash, 26% short term investments and 52% long term investments staying in compliance with policy. No material changes were made during this period
S. Pressley made a motion to Accept June Financials.
A. Bothner seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

S. Pressley	Aye
S. Huda	Aye
J. Boulet	Aye
K. Shabazz	Absent
A. Bothner	Aye
M. Dorrie	Absent
K. Brisseau	Aye
T. Bryan	Aye
A. Khatiwada	Aye
E. Chen	Aye
A. Khanyile	Aye
C. Barnes-Watson	Aye

C. Spend Policy

S. Pressley presented the edits to the Spend Policy with comments from auditors, legal, and school staff.

A. Bothner stated there are items or areas that need to be developed based on feedback from the auditor and legal counsel.
S. Pressley made a motion to Adopt Spend Policy.
A. Bothner seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

A. Bothner	Aye
A. Khanyile	Aye
S. Huda	Aye
A. Khatiwada	Aye
K. Brisseau	Aye
J. Boulet	Aye
C. Barnes-Watson	Aye
T. Bryan	Aye
E. Chen	Aye
K. Shabazz	Absent
M. Dorrie	Absent
S. Pressley	Aye

C. Barnes-Watson left.

D. Fiscal Policies and Procedures

E. Budget Amendment

M. Alston presented the narrative for the budget amendment. Requests include operational positions, legal fees, technology and professional services.

A. Bothner stated that the surplus should support this need.

J. Boulet asked about the legal fees, and how that number was derived. M. Alston stated the amount is an estimate based on invoices and what was spent last year.

F. Facilities

M. Rivera presented the facilities report. Construction on the rooftop gymnasium is complete and the fire inspection passed. The team is working on the Temporary Certificate of Occupancy.

Additional updates include the installation of the Door Locking Mechanisms on the elevator and the generator sign off.

G.

MetLCS Rooftop Ribbon Cutting

No updates at the moment.

VI. Board Governance

A. Approve Minutes from June 2020 Meeting

J. Boulet made a motion to approve the minutes from Metropolitan Lighthouse Charter School Board Meeting on 06-25-20.
T. Bryan seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

C. Barnes-Watson	Absent
K. Shabazz	Absent
A. Bothner	Aye
A. Khatiwada	Aye
J. Boulet	Aye
M. Dorrie	Absent
A. Khanyile	Aye
S. Pressley	Aye
S. Huda	Aye
T. Bryan	Aye
E. Chen	Aye
K. Brisseau	Aye

B. Board Strategic Initiatives Review

J. Boulet stated next steps will be setting specific goals on a committee basis. Once complete it will be shared with the board. J. Boulet will reach out to committee chairs this month.

A. Bothner reminded the board that board governance structure is one of the strategic priorities coming out of the June meeting. Committee chairs should be thinking about what their priorities are.

J. Boulet suggested that all committee members should review the strategic plan and goals.

C. MetLCS Values

D. Freedom of Information Law Policy

J. Boulet made a motion to approve FOIL Policy Updates.
A. Bothner seconded the motion.

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

Roll Call

A. Bothner	Aye
K. Shabazz	Absent
A. Khatiwada	Aye
E. Chen	Aye
M. Dorrie	Absent
K. Brisseau	Aye
J. Boulet	Aye
T. Bryan	Aye
A. Khanyile	Aye
S. Pressley	Aye
S. Huda	Aye
C. Barnes-Watson	Absent

E. School Consultant

VII. Nominating Committee Update

A. Nominating Committee Update

K. Brisseau made a motion to Add Constance to the Governance Committee.
S. Pressley seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

K. Brisseau	Aye
S. Huda	Aye
T. Bryan	Aye
A. Bothner	Aye
E. Chen	Aye
M. Dorrie	Absent
J. Boulet	Aye
C. Barnes-Watson	Absent
A. Khatiwada	Aye
S. Pressley	Aye
K. Shabazz	Absent
A. Khanyile	Aye

VIII. Executive Session

A. Executive Session

J. Boulet made a motion to go into executive session for a corporate personnel matter.
T. Bryan seconded the motion.
T. Williams, K. Davidson and M. Alston were invited
The board **VOTED** to approve the motion.

Roll Call

K. Brisseau	Aye
E. Chen	Aye
A. Khanyile	Aye
M. Dorrie	Absent
T. Bryan	Aye
C. Barnes-Watson	Absent
A. Bothner	Aye
K. Shabazz	Absent
A. Khatiwada	Aye
S. Pressley	Aye
J. Boulet	Aye
S. Huda	Aye

A. Bothner made a motion to come out of executive session.
A. Khatiwada seconded the motion.
The board **VOTED** unanimously to approve the motion.
A. Bothner made a motion to budget amendment as presented in the July 2020 packet.
J. Boulet seconded the motion.
The board **VOTED** unanimously to approve the motion.
J. Boulet made a motion to approve the governance committee to carry out the actions discussed in executive session with regards to the corporate personnel matter.
A. Khatiwada seconded the motion.
The board **VOTED** unanimously to approve the motion.
J. Boulet made a motion to delegate to the governance committee the power to proceed in accordance to what was discussed in executive session with regard to the personnel matter.
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 11:11 PM.

Respectfully Submitted,
A. Bothner