APPROVED

Next Generation Charter Schools

Minutes

Metropolitan Lighthouse Board Meeting

Date and Time
Thursday January 28, 2021 at 6:30 PM

Location
Join Zoom Meeting https://metlcs.zoom.us/j/99445957069?pwd=M0NvL1B0MHNFNUhNZ0RkeDlVNStZUT09
Meeting ID: 994 4595 7069 Passcode: 180165

One tap mobile
+16465588656">+16465588656,,99445957069# US (New York)

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), K. Shabazz (remote), S. Huda (remote), S. Pressley (remote), T. Bryan (remote)

Trustees Absent
M. Dorrie

Trustees who arrived after the meeting opened
C. Barnes-Watson

Guests Present

B. Elliott (remote), Daniel Pasek (remote), E. Mew (remote), K. Davidson (remote), K. Perez (remote), L. Hart (remote), M. Alston (remote), M. Rousseau (remote), R. Keogh (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 Jan 28, 2021 at 6:36 PM.

C. Review the Agenda

D. MetLCS Mission/Vision Reflection and Grounding

A. Bothner welcomed everyone to the 2021 first board meeting and announced that Constance will be late tonight so we will come back to this when she arrives.
C. Barnes shared her view of the mission and vision and how inspired she is on a daily basis.

II. Education Committee Updates

A. K - 12 Head of School Update

K. Davidson updated on the TNTP Survey. In December and May the school gives out the TNTP Survey. It is given out to the teachers across the country and it shows overarching summaries on the school culture.

- Overall, we had a strong cultural structure and teachers genuinely like working in the Met.
- Strong percentages in the area of Professional growth.
- Room for Growth and feedback as a full K-12 leadership team due to remote instruction.

Next steps on the Survey:

- Doubling down on our common walk throughs. Teachers are experiencing the same as a whole K-12 courses.
- More Professional Developments on fridays as a full K-12 staff with the Lavinia Group.

CPA Updates:

- K. Davidson has been working on college metrics. His true focus on college acceptances and the importance on the scholars picking the schools and scholarship support.
- Attendance remains a major concern but we have done a comprehensive attendance audit to bring in 3 tiers of support. Family support and calls are being made from the teachers as tier 1.
- Focus on planning and prep practices for 9-12 staff members. The goal is to show them to have a clear plan and goal of their lesson plans.
- Culture Building-student led programs and staff involvements. The staff is working on supporting the scholars more through culture block.
- Both dashboards are updated for K-12.
- iReady exams-93% of completion which is slightly different due to remote instruction.
- Focuses are going to be mostly on 8th, 11th and 12th grade to really support the kids on regents.

K. Davidson introduced a resume for the board's approval. G. Levy started in the beginning of January. He was a prior English teacher and just received his Special Education license. Levy has been a huge support already for his team and school culture.
C. Barnes-Watson arrived.
A. Bothner made a motion to Approve Guideon Levy's Resume.
E. Chen seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

B. Education Committee Report

E. Chen gave updates on the education dashboard and it's ready for viewing.

III. Finance Committee Updates

A.

December Financials

Mary Beth summarized the December financials.

- December financials look very strong.
- Current ratio is very strong
- Cash on hand is in a very strong position.
- Statement of activities-budgeted enrollment and actual enrollment is still very strong with 10 scholars over. There is a surplus revenue.
- Savings in expense areas.
- The school is in very strong position going into the next fiscal year.

B. Quarterly Investment Update

B. Elliott updated on the fourth quarter investments.

- Investments have grown in long term and cash.
- No material changes.
- Updates with compliance.

S. Pressley made a motion to Approve December Financials.
T. Bryan seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

C. General Updates

S. Pressley updates on general financials.

- The transition between LHA and 4th Sector Solutions have gone smoothly.
- Successfully transitioned as authorizers for the financial accounts.
- Investor call went very well.

Outstanding items.

- Bank accounts

- PPP loan application is still open
- The Syracuse payment is still open after several attempts with the Syracuse liaison. M. Alston will be escalating the matter further with the liaisons supervisor.

D. Budget Amendment

M. Alston gave updates on the new budget amendment and the major changes per line.

- The lower school will be adding stipends for teachers and classroom supplies.
- Purchase school uniforms for the families full K-12.
- The highschool will have more professional development and classroom supplies
- Hire two new staff members- ELL teacher and Manager of Community Partnerships.
- Operations-Technology assistance for the transition and facilities projects.
- Rebranding-Websites and other platforms to support the new Manager of Talent Acquisition.
- The cost of 4th Sector Solutions and TriNet.
- Chromebook repurchases for the new school year.

S. Pressley made a motion to Approve Budget Amendment.
T. Bryan seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

E. 2021-2022 Budget Look Ahead

S. Pressley gave updates on the new Budget for the 2021-2022 year.

- Main topic Pay scale for the Admin and Teachers
- Time off and Compensation
- Hourly and Salary pay

IV. External Relations Committee Updates

A.

General Updates

A. Khanyile did not have updates to discuss.

V. Public Comments

A. Public Comments

There are no public members comments.

VI. School Operations

A. Enrollment and Lottery Update

K. Perez shared enrollment and lottery updates.

- The lower school is at 486 scholars and 200 scholars in CPA.

Lottery Updates:

- There's 796 applications submitted for the current 2021-2022 school year.
- Due to Covid-19 the applications from the previous year and the current are slightly different in applicants.
- The Operations team meets weekly to share what has been done for the week for the lottery purposes.
- A QR code and updated flyers have been shared with families in the community.

B. Facilities Update

K. Perez gave updates on behalf of M. Rivera on the gym.

- Waiting on FDNY to approve the Fire, Safety and Evacuation Plan. Once that is approved we should be able to get our Certificate of Occupancy.
- Building Violations- The 3 building violations have been cleared.

Roof Finances:

- Project is currently under budget. No additional invoices are pending.

M. Alston gave updates on the new leak facilities project. That may be starting in the Spring.

C. MetLCS Rooftop Ribbon Cutting

K. Perez shared that there are no current updates but will remain hopeful.

D. Managing Director of Operations Update

M. Alston gave updates on the TNTP Survey given to the staff.

- TNTP Survey Updates on the Operations side- Overall, operations and teacher compensation were a win.
- Glows- All of the Operational metrics have increased since last year. 5 out of the 6 are on the top charter metrics.
- Staff members feel comfortable with the Onboarding
- Grows- on the academic platform aspects and comfort levels in CPA.
- Improvements on protocols and procedures for the school

M. Alston shares her focuses for the upcoming months of April June.

- Transitioning from LHA
- Training the new roles and members.
- Focus groups-We want to make sure we are supporting our staff through our transition.
- New HR Cadence calendar- Timely surveys for staff members
- Intent to Return for Staff members
- Handbook updates-Scholar and Staff
- Aligning our school systems

Talent acquisition and Marketing:

- Open positions available for the school
- Social Media Platforms are up and running ie. Facebook and Instagram
- Annual Investor call went very well.

VII. Board Governance

A. Approve December 21st Special Meeting Minutes

J. Boulet made a motion to approve the minutes from Special Meeting of the Board on 12-21-20.
T. Bryan seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

Roll Call

A. Khatiwada	Aye
J. Boulet	Aye

B. Approve Minutes from December Board 2020 Meeting

J. Boulet made a motion to approve the minutes from December Board meeting Metropolitan Lighthouse Board Meeting on 12-17-20.
T. Bryan seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

C. Approve January 12th Special Meeting Minutes

J. Boulet made a motion to approve the minutes from Special Meeting of the Board on 01-12-21.
T. Bryan seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

D. Approve January 13th Special Meeting Minutes

J. Boulet made a motion to approve the minutes from Special Meeting of the Board on 01-13-21.
T. Bryan seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

E. Approve January 19th Special Meeting Minutes

J. Boulet made a motion to approve the minutes from Special Meeting of the Board on 01-19-21.
T. Bryan seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

F. Board Strategic Initiatives

J. Boulet gave updates on strategic initiatives and professional development on February 6th from 12p-4p.

Agenda for PD on February 6, 2021.

- Fundraising ideas
- BoardonTrack trainings
- Board Evaluations

G. School Leader Succession Plan

J. Boulet shared the school leader succession plan has shifted due to:.

- Executive Director position being added
- Succession plan for Managing Operations Manager position will also be added

J. Boulet made a motion to Approve School Leader Succession Plan.
A. Bothner seconded the motion.
The board **VOTED** unanimously to approve the motion.

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

H. Executive Director Evaluation Tool

J. Boulet shared that the Governance Committee will be developing an Executive Director evaluation. Also, the mid-year Principal evaluation will be led by the Board of Governance committee this year, since Lighthouse Academies has done it in the past. In the future this will be done by the Executive Director.

VIII. Executive Session

A. Executive Session to be Proposed to Discuss the Leader in Residence/Executive Director Candidate and for Personnel Discussion.

A. Bothner made a motion to Move into Executive Session for a personnel discussion regarding the Leader in Residence/Executive Director Candidate.
J. Boulet seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

IX. Nominating Committee

A. Proposed Hiring of the Leader in Residence/Executive Director

A. Bothner made a motion to Extend an Offer of Employment to Malik Russell as Executive Director.
A. Khatiwada seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

C. Barnes-Watson	Aye
A. Bothner	Aye
S. Huda	Aye
K. Brisseau	Aye
A. Khanyile	Aye
E. Chen	Aye
S. Pressley	Aye
J. Boulet	Aye
K. Shabazz	Abstain
M. Dorrie	Absent
A. Khatiwada	Aye
T. Bryan	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 9:50 PM.

Respectfully Submitted,
J. Boulet