APPROVED

Next Generation Charter Schools

Minutes

Metropolitan Lighthouse Board Meeting

Date and Time
Thursday February 25, 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), E. Chen (remote), J. Boulet (remote), K. Brisseau (remote), K. Shabazz (remote), M. Dorrie (remote), S. Huda (remote), S. Pressley (remote), T. Bryan (remote)

Trustees Absent
C. Barnes-Watson

Trustees who arrived after the meeting opened
A. Khanyile, M. Dorrie, S. Huda

Trustees who left before the meeting adjourned
A. Khanyile

Ex Officio Members Present
M. Russell (remote)

Guests Present
Dan Pasek (remote), E. Mew (remote), Joi Culler (remote), K. Davidson (remote), K. Perez (remote), L. Hart (remote), M. Alston (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 Feb 25, 2021 at 6:36 PM.

C. Review the Agenda

A. Bothner went over the agenda for the evening.
M. Dorrie arrived at 6:39 PM.

D. MetLCS Mission/Vision Reflection and Grounding

A. Bothner shared his vision and understanding of the MetLCS mission.

II. School Update

A. Executive Director Update

A. Bothner, M. Russell, and A. Khatiwada will continue to have weekly updates for all communication purposes. Other committee chairs can communicate with them when needed to communicate with M. Russell. M. Russell will give monthly updates on his 30/60/90 plan that he shared on Boardontrack. A. Bothner also shared that everyone should take a look at the resources folder on boardontrack.

Core of the relationship for the ED and the board:

- CEO support rubric-game plan and key metrics that M. Russell will be evaluated.
- Board Evaluations and CEO- M. Russell will develop these metrics.

For board members, M. Russell will begin to have one on one meetings to get know every member.

M. Russell shared that he is excited for the commitment and the vision that everyone brings to the table.

M. Russell shared the start of

- Vision-M. Russell would like to work on the vision and clarify where we want to go moving forward.
- 3 things he would like to work on-Rigor, community, and self advocacy
- Rigor-defines it as respect for the scholars and our school community. An opportunity to maximize the scholars' academic attainment and challenge them to succeed.
- Self advocacy- He would like for the scholars to feel their own power, find and own their voices, and know that they are heard and needed in their community.
- Community- emphasizing the family concept. Every single student and families feel that they are loved and respected. Scholars and families should feel supported, safe and loved from everyone in the building. Also, Staff members to do their very best to support and love the school community.

90 Day-

- By the 90 days, he would like that everyone know who he is.
- Org Chart- Spend a lot of time on the importance of staff members and what we want to say about our staff and our personnel.
- Hiring Protocol-What do we value?
- Strong Introductions- Build strong relationships with everyone in the school community.
- CPA-Where do we want to go? How to make it better?
- Testing Protocols-How are we going to succeed?

60 Day-

- Finalize org chart and budget which correlates.
- Finalize the budget for the next year internally.
- Summer Trainings-Will be focused on our new vision. The vision will be repeated and will be learned by everyone.

A. Khanyile arrived at 6:53 PM.

B. K - 12 Head of School Update

K. Davidson shared that today's theme will be about reopening. Full K-12 staff will be in the building tomorrow to prepare for the reopening. Tomorrow K. Davidson will be

presenting a powerpoint to staff members to highlight guidelines and protocols for reopening.

- CDC Guidance will be shared to the staff and all 5 areas that were shared have been doing above and beyond with what is required for school safety.
- There is a new study that shows, schools are among the safest places. Students are not infecting staff members.
- DOE has been open for weeks now. Vaccines for teachers are widely available.
- The Bronx is in the yellow zone but we are being extra safe as if we are in the orange zone.
- The city has lowered the test positivity rate due to more people getting the vaccine.
- Science shows that scholars are really needing the emotional and social support.
- Our school is up for Charter renewel next year and we have to show that our priority has been about the scholars academic success.
- Challenges in testing and hoping that in person learning can increase the scholars iReady test scores.
- On Monday, some our scholars received free haircuts by a non profit organization.
- A parent presentation was given yesterday for reopening learning.

Data Analysis from school in person to remote testing.

- Our goal has been to create a corrective action plan based on the interim assessment data. Teachers are reteaching and giving quizzes to correct mistakes that scholars have made.
- There has been promising data for scholars increasing their scores.
- Teachers are coached on how to best support their scholars on a 1 on 1 level.

K. Davidson shared that the goal has not changed for the success of our scholars academically and safety.

C. Managing Director of Operations Update

M. Alston shared a quarterly update on long projects from the transition. She shared a slideshow that shows what her team is working on.

- Creating documents-policies and procedures are being created for Nausin.
- The Talent of Acquisition Manager- has been creating partnerships and marketing our new school brand.
- The Manager of Business Operation- has been working on safety and the reopening of the school.
- The Manager of Academic Operations- has been working on the scholar handbook.

D. Manager of Business Operations

K. Perez shared the monthly enrollment numbers with at lcs 483 and 201 scholars for CPA. She shared that they have started calling potential scholars with an iep/ell and shared a bar graph showing the number of applications by grade.

K. Perez also shared the facilities update for the month. There is another delay with the FDNY for the TCO license. They rejected the schools evacuation plan and was returned to the architect for edits.

K. Perez did not have any new updates for the roof ceremony project.

III. Education Committee Updates

A. Education Committee Report

E. Chen shared that teachers have been learning how to use the data that has been presented to them. The dashboard has been updated for the month. K. Davidson and E. Chen are working on adapting teachers to the new environments that have been portrayed due to Covid.

B. Board Strategic Initiatives Update

E. Chen did not have updates at the moment.

IV. Finance Committee Updates

A. General Updates

S. Pressely gave updates from the finance committee.

- Chase and Bank of America accounts- S. Pressley and M. Alston are now authorized signers for the accounts.
- QuickBooks and Avid will be up and running on March 1st.
- PPE Application- We were delayed due to account access also a pause because Chase is not accepting applications until March 1st. Once its open 4th Sector Solution will submit the application and S. Pressley will keep us updated.
- SUPA Program-It is now paid and scholars can now apply for other classes and retain their transcripts.

B. January Financials

S. Pressley made a motion to approve the minutes from MetLCS Board - Monthly Finance Call on 01-21-21.
A. Khatiwada seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

A. Khanyile	Aye
E. Chen	Aye

Roll Call

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

E. Mew gave the January financial updates.

- Current Ratio is very good the key variable in that component due to the PPE loan which will eventually be a surplus.
- The school budgeted 676 for scholars but we have 686 as of 01.01.21.
- Net Surplus
- Statement of activities- we expect to receive a surplus as well
- Operating expenses-in line with expectations.
- The forecast a surplus for next month.

Cash Balance Sheet:

- Cash on hand-in very strong position.
- The PPE loan will be a revenue as opposed to a liability

C. Investment Policy Review

S Pressley flagged that the investment policy is under review and will come to the Board for the approval next month.

D. Approved Investments

S. Pressley made a motion to Approve the Investment Portfolio.
E. Chen seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

A. Bothner	Aye
A. Khatiwada	Aye
E. Chen	Aye
S. Huda	Absent
J. Boulet	Aye
T. Bryan	Aye
K. Shabazz	Aye
S. Pressley	Aye

Roll Call

K. Brisseau	Aye
A. Khanyile	Aye
C. Barnes-Watson	Absent
M. Dorrie	Aye

E. Appoint Sub Investment Committee

As in the past years, S. Pressley proposed to appoint the Finance Committee to conduct the annual review of the investment portfolio. The Committee members are:

- T. Bryan
- E. Chen
- K. Shabazz
- A. Bothner
- S. Pressley

S. Pressley made a motion to Appoint the Finance Committee as the Investment Sub Committee.
E. Chen seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

F. 2021-2022 Budget Update

S. Pressley shared that the budget amendment is mostly completed waiting for M. Alston and team to finish the pay scale audit. It will be presented in April to the board.

G. Board Strategic Initiatives Update

Progress on the strategic initiatives in the Finance Committee has been mostly devoted to making necessary transitions to new service providers over the past quarter. S. Pressley is also working with M. Alston and K. Davidson on short and long term goals for our new school. In the upcoming quarter. S. Pressley will engage with E. Chen and A.

Khanyile to plan and implement fundraising priorities and efforts in keeping with the strategic goals outlined last June.

V. External Relations Committee Updates

A. General Updates

A. Bothner has been working with M. Russell to revisit the multi-year investment plan.

A. Bothner will work with A. Khanyile to come up with a tailored fundraising strategy that is aligned with our values, goals and plans for the school, in order to get the plan in place for next year.
S. Huda arrived at 6:30 PM.

B. Board Strategic Initiatives Update

VI. Public Comments

A. Public Comments

There are no members of the public.

VII. Board Governance

A. Approve January 28th Board Meeting Minutes

J. Boulet made a motion to approve the minutes from Metropolitan Lighthouse Board Meeting on 01-28-21.
A. Khatiwada seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

B. Executive Director Evaluation Tool

J. Boulet covered that an Executive Director evaluation tool will be developed over the course of the next several months with A. Bothner and M. Russell. This will be a standing update over the upcoming months as this process unfoils.

C. Reflections of Self Assessment

J. Boulet shared that the Governance Committee shared high-level take-aways from the self-assessment that the Board completed last month. She shared that the Board feels that it has achieved success with overall mission/vision, foundational systems, protocols, and compliance. Going forward, the Board will be broadly looking to clarify expectations and continued professional development for Trustees and Committees, undertake more detailed and concrete planning processes at the individual and committee levels, and improve tracking of progress (accountability) through use of these plans. Most of this work will happen at the Committee level as Committee Chairs reflect on specific ideas for their own committees.
On the Strategic Initiatives, J Boulet shared that the Governance Committee's progress towards these goals in the last quarter were chiefly around the self-assessment, Professional Development Day on February 6, and through getting the conversation started around Diversity Equity and Inclusion at the PD Day. She previewed that in the coming months the GC will be working with Committee Chairs to start looking forward to and working toward putting together annual plans for their Committees.

D. Mid Year Principal Evaluation

J Boulet shared that the mid-year principal evaluation is well underway and that last steps to discuss with M. Russell and put together an action plan with K. Davidson will occur in the coming weeks, and the full evaluation will be shared with the Board at the next meeting.
A. Bothner emphasized that Committee Chairs should start looking forward to next year plan's. J. Boulet created tracking documents for the Board that committee chairs can use. J Boulet will share those tracking documents with everyone. A Bothner highlighted the following action items for Committee Chairs to consider:

- Who do you need to work with?
- Prepare your committees to start implementing the plans in July
- Develop thoughts and reflections from past year's accomplishments
- The goal is to that committee tracking documents will be accessible for all board members so that less time need be devoted to sharing in the monthly meeting, and meetings can focus more on substantive areas of discussion

E. Board Statement Announcing Executive Director

A. Bothner made a motion to Authorize A. Bothner to sign statement on behalf of the Board.

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

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

A. Khanyile left at 6:30 PM.

F. Board Strategic Initiatives Update

J. Boulet shared updates on the Goverance committee has been working on setting up the PD day. C. Barnes has been working on the dei which is important for the governace committee. Over the next quarter leading into June are going to start looking forward to next years plan for the Governance committee.
A. Bothner updated the Board and school leaders have a hearing next Thursday with the charter authorizer to present our school. This is a preliminary meeting to approve the changes to the school's charter as we transition toward being an independent (non-CMO) school.
D. Pasek will begin updating the board monthly due to the upcoming charter renewal in October 2021.

- Test scores will not be heavily used for the renewal due to covid
- Enrollment questions will be asked heavily for renewal. What will Nausin look like?
- What will we look like after covid? Schools are being asked this question and the team needs to present what the school will look like for the next 5 years, including a very strong, detailed post-Covid resumption plan.
- Updates on the school transition will be given in September.

K. Shabazz asked D. Pasek share information from other schools that have done well with Covid-era renewal applications. M. Russell also asked if D. Pasek can also describe the weak points of applications from schools that did not submit strong renewal applications. D. Pasek shared that the schools that were most successful aim to make their schools as successful as if Covid had never happened. They usually have rigorous learning programs for Summer in order to ensure that students are where they need to be for the coming school year.

E. Chen shared that she has found an outside company to help fundraise in an athletic event. M. Alston and K. Davidson have shared a wish list with E. Chen for the company. This will begin the framework for an external relations project for the near future.

VIII. Executive Session

A. Executive Session to be Proposed to Discuss a Personal Matter.

A. Bothner made a motion to Propose exec session for discussions regarding proposed, pending, or current litigation relating to a former employee.
E. Chen seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

IX. Closing Items

A. Adjourn Meeting

A. Bothner made a motion to exit Executive Session and return to the public session.
S. Pressley seconded the motion.
The board **VOTED** unanimously to approve the motion.
There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:49 PM.

Respectfully Submitted,
J. Boulet