APPROVED

Next Generation Charter Schools

Minutes

Metropolitan Lighthouse Board Meeting

Date and Time
Thursday March 25, 2021 at 6:30 PM

Location
Join Zoom Meeting
https://metlcs.zoom.us/j/99445957069?pwd=M0NvL1B0MHNFNUhNZ0RkeDlVNStZUT09

Meeting ID: 994 4595 7069
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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), C. Barnes-Watson (remote), E. Chen (remote), J. Boulet (remote), K. Brisseau (remote), K. Shabazz (remote), M. Dorrie (remote), S. Pressley (remote), T. Bryan (remote)

Trustees Absent
A. Khatiwada, S. Huda

Trustees who arrived after the meeting opened
A. Khanyile, C. Barnes-Watson, E. Chen, J. Boulet

Ex Officio Members Present
M. Russell (remote)

Guests Present
E. Mew (remote), Joe Keeney (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 Mar 25, 2021 at 6:41 PM.

C. Review the Agenda

The agenda was reviewed by A. Bothner.

D. MetLCS Mission/Vision Reflection and Grounding

A. Khanyile arrived at 6:43 PM.
K. Davidson shared his vision is to see scholars have a successful transfer to college. He shared that his relationship with the school is beyond family, its building the community. It reflects who we are and who we are trying to be as the new school, Nuasin.

II. School Update

A. Executive Director Update

M. Russell reflected on the situation that happened with one of our families and how impressive the staff became supportive for the family.

M. Russell updated on the priorities and action items for his April 30, 60, 90 Plan.

High School:

- Design-Spending time seeking ideas and design from other High Schools
- Principal-Finalize protocols and begin the interview process for candidates

- Graduation- Make it great with ideas

Org Chart:

- Finalizing the new positions and pay scales

Testing:

- With ELA state exams coming up, supporting the staff members for excellence.

Culture:

- Push solution-Urgency matters. Evaluate and continue to push the culture.

Leadership:

- Has had one on one meetings with leaders of the school to get to know them better.

Transition to Nuasin Next Generation:

- Summer planning-Great foundations, classroom library edits and branding.

M. Russell shared the org chart and what it will possibly look like for next year.

- Adding a Director of School Culture-To really connect K-12 and for more support for college readiness
- Adding a Manager of Human Resources
- Adding three APs, and DOIs
- For HS-having more teachers to support more with STEM
- Adding new coaches for the lower school and utilizing our sets.
- The lower school will have co-teachers to base more on Stem and Humanities.

K. Brisseau asked how many new positions will be open and do we have the budget for it? M. Russell responded with the budget will be finalized soon so he will share everything when it's ready. A. Bothner shared that they also meet weekly and speak about the budget. The academic team really needs a lot of support and is optimistic with the strategic plan for the school. The goal is to have support for K-12 as a whole.

K. Shabazz asked if the college readiness person will have a team? M. Russell responded that they will have a data specialist to support and another member from the High School. S. Pressly asked why the team chose to have one AP for High School especially with all the work that needs to be done? M. Russell shared that he would like to have a strong Principal and AP that will be able to support the High School on their own. He also said that if we start to structure scholars from the lower school when they get to High School they will be prepared for greatness.

M. Russell shared his High School Principal Protocol draft. He wants to get a great person who will be willing to grow and build something great for the school community. The draft really enforces the culture and traits that the candidate must have in order to succeed in the position. Pre-work will be provided in order to hear the candidates ideas and track record, as well as his 30, 60, 90 plan. He would like for the candidate to also lead a PD for the teachers and the leadership team to see how he connects with everyone and how well he can lead. Before the final round, he would for the candidate to interview with the board so everyone can get to know him.

M. Russell also shared the Executive Director Evaluation Rubric.

- Timeline-Evaluation should be a year long
- Final Rubric-Check ins should be made with the board members during the month meetings. In June the evaluation should happen.

T. Bryan asked if we could have a network placed to find a candidate instead of searching for someone. He also shared how the board can support M. Russell through the process to find an excellent candidate.
E. Chen arrived at 6:50 PM.
J. Boulet arrived at 7:11 PM.

B. K - 12 Head of School Update

K. Davidson gave his updates on College Metrics, Attendance and test prep.

College Metrics:

- K. Davidson met with every single Senior during picture day, to speak on their college ready plans.
- As of March 22, 2021 about 93% of seniors have completed FAFSA.
- College Applications-100% of seniors have applied to at least one college.
- College Acceptance- 63% of seniors have been accepted to at least 1 college.
- Scholarships- 31% of seniors have received scholarship money.
- Juniors took the SAT on March 24, 2021 and K. Davidson took the oppurtunity to start having the conversations for college readiness.

Attendance:

- Starting April 16, 2021-Scholars that have IEP and/or struggling will be coming in on Fridays for more support. About 40 scholars will be coming in for half day Fridays.
- Capacity- About 50% of LCS are attending hybrid instruction. Overall attendance rate is above 90%.

- CPA Attendance-is still a concern but we are pushing scholars to opt into in person instruction after spring break. This is the top priority to get this higher and taking accountability as school.

State Testing:

- State testing will continue on schedule at the end of April for ELA and extended it to a two week window.
- Math State Test will be at the end of May. We are looking to get 100% of scholars in the building to take the exam.
- The week after Spring Break, a mock ELA exam will be held and are looking to have 100% of scholars.
- Both ELA and Math exams will be multiple choice for one day.
- The school has transitioned into test prep to prepare our scholars for success.
- The school has held two parent meetings to inform and support them on the exams.
- Calls will be made to every single scholar to inform them of testing and their attendance for the exam.
- PDs have been held for the staff to support them for testing.

E. Chen asked if there's enough staff members for those testing days. K. Davidson responded that we are very rigid with safety and are in a strong place for this plan. Trainings for the full K-12 staff will be held to prepare for back ups for testing and other classes.

After spring break, the school will hold covid testing for both scholars and staff members for extra precaution.
C. Barnes-Watson arrived at 7:36 PM.

C. Operations Health Dashboard

M. Alston shared the staff retention overview Dashboard.

- 90% of staff members returning
- 9% of staff members undecided
- 1% leaving- The staff member is moving across the world for another opportunity
- 100% of Operations is returning
- 88% of Teachers are returning
- 100% of leaders are returning
- Meetings have been held for staff members who said they are undecided.
- Org Chart changes will be shared with the staff members on Fridays PD and restate the school culture for the new school branding.
- A referral process has been updated and will be shared with the staff to share their networks.

J. Boulet asked if there's historical data from the previous years of retention? M. Alston shared that she is looking into that because Lighthouse was in charge of that.

S. Pressley asked with the staff meetings that were held with the uncertain members, what were their outcomes? M. Russell shared that it was mostly on compensation and an opportunity to speak to him. Overall, the meeting ended positive and reassurance.

Operations Dashboard-Academic/Business/Talent Portion

- Attendance is not being taken through the ATS state system, we are relying heavily on our sis platform.
- There's compliance reports that is being required which is important for the authorizer.
- Covid-19-has been a heavier lift for the leadership.

K. Perez shared the monthly enrollment numbers, 482 scholars for LCS and 200 scholars for CPA. K. Perez also shared that as for the applications for potential scholars, we have about 1300 for this month. April 1st is the deadline for all applicants. The lottery will be held on April 14th. She also shared the comparison of 2019-2020 and the present year applications.

K. Perez also shared that there were no new updates for facilities or the roof top ceremony for this month. The FDNY is still working on our case for the license.

A. Bothner shared that hopefully we can have the roof top ceremony next year to kick off the start of school. The ceremony is what is needed to fully transition from Lighthouse.

S. Pressley asked a question for Melissa on her covid reporting. She asked how much time does covid work take from your day to day between you and Kisha? M. Alston said probably 30 to 40% of the week. Every week. S. Pressley also asked are you guys staying later because you can't focus on your actual duties? Give me an example of a day, if you were to run into an issue. Because I know when I came into school this week, I was flagged as red. So if someone flagged as red, what does that look like? M. Alston replied that it's hard to predict because it's something that you just don't know it's coming. I think we joke when it's too quiet, we're like, "Wait a minute, it's quiet. What's going to happen?" I think it's like a mindset shift because this is the process now, I don't want to speak too early, but this is how we get to that hundred percent, no negative tests for COVID when we're testing in the building. We don't even have to test in the building. We've tested out of the mandate to test in the building. So we don't have to test.

M. Alston also shared it's something that we may spend 10 minutes on it one day and the entire day, another day. I think it's just so unpredictable. But I think we're committed to doing that because we see that it's been successful and we have had a successful return to in-person. And yes, there are days where there are, 17 people out, that's real. But I

think we have created a protocol and dashboard for the academic team to really support them with the decisions that we need to make and providing some coverage and communicating what that looks like in a dashboard that they can go to daily and open and understand how the different pieces are coming together so that we can be successful. And that was through growing pains because when you have 17 people out, I think we scramble and we have to try to figure it out but it's important to be resilient and adaptable and as we continue on, as we're learning and things make sense. And I feel that the opening while challenging has been successful.

III. Education Committee Updates

A. Education Committee Report

E. Chen shared that K. Davidson covered the education committee monthly report during his K-12 updates.

IV. External Relations Committee Update

A. Fundraising Initiatives

A. Khanyile wanted to bring to the board's attention about the families that we serve that may be having housing issues and would like to provide them a space where they can figure out the documentation and how to sort out the situations about them losing housing. Obviously we are interested in ensuring that the school itself is marketed and we also want to have a presence in the community. This will also be a way that we know what is going on with our families and the community that surrounds us.

J. Boulet shared that a committee meeting should be held to discuss further details. A. Bothner and M. Russell will discuss on a plan to move forward with this project.

V. Finance Committee Updates

A. General Updates

S. Pressley shared that we continue to have weekly transition calls with 4th Sector to iron out any issues from last month to this month. For the PPP applications, we are still waiting on Chase to open that up. 4th Sector keep us updated weekly on the application. Also, the investment policy, will be reviewed and minor updates have been made, but we are not going to submit the amendment to the board until May.

B. February Financials

E. Mew updated on the February financials.

- Cash position is very strong
- There are no financial concerns for the year.
- The new surplus for the year to date is doing extremely for this time of the year.

- This month a snapshot of where the school will be in June. We lost a couple of scholars but we are still in a strong position. Stipends will also be given out and we expect to land on a surplus for the year.
- The balance sheets are very strong
- The 5th per pupil will be submitted soon for the month of February.

R. Keogh updated the remainder of the finances with a dashboard. The dashboard shows both the current and previous year buckets for each section. The per pupil decreased but it has remained flat with all the current events going on. R. Keogh provided a snapshot for the year and we are still strong.

R. Keogh also shared that M. Alston and his team are building the budget together for the following year. The per pupil rate is estimated to raise for the next year and the second round of Trump stimulus is also coming in soon. All this state funding will give a surplus that will be used through future years.

S. Pressley made a motion to To approve February Financials.
J. Boulet seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

C. 2021-2022 Budget Update

The budget for the next year is complete and there is a meeting being held on Monday to take a deeper look. The budget will be presented to the board in the May board meeting for approval.

D. Metropolitan Lighthouse Charter School 990 Draft

The 990 Draft was prepared by the auditor and it's in the document folder for viewing.

E. Metropolitan Support Corp 990 Draft

S. Pressley made a motion to Approve the 990 for Metropolitan Lighthouse Charter School.
T. Bryan seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

S. Pressley made a motion to Approve the 990 for Metropolitan Support Corp.
T. Bryan seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

VI. Public Comments

A. Public Comments

There are no members of the public in the meeting.

VII. Board Governance

A. Approve February 2021 Board Meeting Minutes

J. Boulet made a motion to approve the minutes from Metropolitan Lighthouse Board Meeting on 02-25-21.

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

Roll Call

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

B. Mid Year Principal Evaluation

J. Boulet shared that they will continue to discuss in the executive session on the Mid Year Principal Evaluation.

VIII. Executive Session

A. Executive Session to be Proposed for ....

J. Boulet made a motion to Move into Executive session for the Mid Year Principal Evaluation.
A. Bothner seconded the motion.
The board **VOTED** unanimously to approve the motion.
J. Boulet made a motion to Return to Public Session.
E. Chen seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

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 9:32 PM.

Respectfully Submitted,
J. Boulet