

## DRAFT MINUTES

### Date

Wednesday, June 19, 2019  
6:00-8:15pm

### Board Members In Attendance

Alvarez Symonette, Chair  
Michael Busch, Vice Chair  
Katelyn Del Priore, Treasurer  
Rema Davis, Secretary  
Patrice Fenton

### School Staff in Attendance

John Clemente  
Natalie Ferrell  
Brandon Corley

### Guests in Attendance

Frank Taylor (potential board member)  
Marie Gail (potential board member)  
Kunjan Mehta (potential board member)

### Board Members Not In Attendance

John Duval  
Mayling Blanco

### To do items:

- John and ken will begin working on capital expenditures and mapping out all the expenses this summer and revenue discussion

### Agenda

1. Call to Order and Welcome
  - Board Chair called meeting to order; introduced the May 2019 Board Meeting minutes to the Board
  - Mike motioned to approve the minutes; Kate seconded the motion
  - Minutes unanimously approved by Board
  - Introduce guests: Frank Taylor and Marie Gail
2. Facilities Update by Kiu
  - Will begin to receive task list on a monthly basis including a gantt chart that will include what's done and where decisions still need to be made
  - Currently working through challenges with energy code of compliance
  - Have already signed with the elevator company,
  - Have engaged contractor on mechanical system
  - Finalized the power plan
  - Current pending item is a consultant
  - Need to schedule a meeting to see the finishes that Kiu is using elsewhere to get sign off
  - Same report is getting issued to us/bank/Z
  - Mid July we should be able to give Kiu a report that can be used to help with the

bank loans (BoA, have already started underwriting but are waiting for grades/scores; also working with a permanent lender who is also waiting on scores)

- Kiu needs an update on personnel change in the board or leadership.

### 3. Financials (by Ken)

- Review/budget analysis for upcoming school year
- '19-'20 still not moved into new building; space is forcing the scaleback of size of grade
- Won't have economies of scale for the 4th grade
- This location still holds 335 students (discounting to 97% max)
- Kept SpEd consistent from last few years
- This year, there won't be a rental assistance number
- Submitted detailed presentation; note that net revenue only \$100k compared to \$300k last year

### 4. Budget (by John)

- Increased enrollment 335 students
- Slight increase in fundraising; projecting \$50k
- Salaries/Benefits 80% of total budget (our model is staff heavy because of youth development staff) but Industry standard around 70%.
  - Primary Direct Educational Expense was field trips
  - Primary need in youth development is college-access focused person and intermediate leaderships for the teams
  - Need more SpEd and ELL support; dual certified candidates and how can they develop in-house talent also
  - Transition with finance and admin manager to Cerini. Sr. Operations manager will take on HR and eventually new finance person.
- Plan for July meeting will be to discuss fundraising
- Chair motion to approve budget (Paul to give proxy to Alvarez)
- Unanimous approval

### 5. Student Update (by Natalie)

- 66 student interns placed; some took college classes but all will eventually do internships
- We are one of 15 pilot schools that are doing apprenticeships. 3 year commitment made to our school/students and received 11 apprenticeships (will receive college credit)
- College prep and leadership programs (Summer Search 5 students; Posse 6 nominees for potential full scholarships)
- Regents equivalent scores:
  - 73% who took Career Development and Occupational Studies (CDOS) exam passed (Note: District numbers are around 50-55%)
  - Goal is 75% of students passing 3 by end of Jr. year

### 6. Next Meeting: August 1, 2019

*Minutes respectfully submitted by Rema Davis, Secretary, on August 1, 2019.*