**Minutes of Ninth Board Meeting**

The ninth board meeting of the directors of Elm Community Charter School was held via video conference call on **May 31, 2018 at 8:00 p.m.**, pursuant to notice by Chris Kong, board president, setting forth the time and place of the meeting, and emailed to each of the other directors at least one week before the date of this meeting. Written notice was also mailed to all directors at least one week before the date of this meeting. The meeting’s agenda, prior meeting’s minutes, and additional reading materials were sent to board members prior to the start of the meeting.

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| --- | --- |
| **ATTENDED VIDEO CONFERENCE** | **DID NOT ATTEND VIDEO CONFERENCE** |
| Saffiyah Madraswala | Redd Sevilla |
| Michael Dorcelly | Debbie Thomas |
| Grace Yun | Lawrence Zhou |
| Anupa Jacob | Brenda Frias |
| Chris Kong |  |
| Prijo Thomas |  |
| Karishma Desai |  |
| Priscilla Walton\* |  |
| Kayla Cobb\*\* |  |
| Marie Lucas\*\* |  |
| Gasper Magallanes\*\* |  |

The above are all the directors of Elm Community Charter School (ECCS).

\*Priscilla Walton, the school’s Founder and Principal, is a non-voting board member.

All persons participating in the video conference call meeting were able to hear each other at the same time. Directors were presented with the same materials via email prior to the start of the meeting.

Meeting notes. Board resolutions are shown in **bold**.

1) LOGISTICS

* Approval of 008 meeting minutes: **Board approves**.
* Approval of employee handbook from Little Bird (HR advisor): **Board approves**.
* Approval of insurance: **Board approves**.
* Approval of Civic Builders loan: **Pre-approved by finance committee.**
* Approval of wiring money to landlord: **Pre-approved by finance committee.**

2) INTRODUCTION OF ELM CCS STAFF

* *Marie Lucas, Director of Operations*
  + Mother of two (5 years old and baby). Previous elementary school charter school experience in operations. First time on founding team. Lucas is familiar with working alongside with families and communities.
* *Kayla Cobb, Curriculum & Data Coordinator*
  + Worked at Success Academy as science teacher and instructional leader/supporter with the network. A Teach for America alumni. Excited about creating a “world-class STEM program for elementary school learners.” Helped write portions of the SUNY proposal.

3) GENERAL UPDATES

* *Hiring*
  + Verbal confirmation from Social Worker hirer. Still in need of Art and Woodshop Teachers. Operations Associate vacancy still needed to be filled.
* *Enrollment*
  + Kindergarten: 47/50 registered students in progress/completed.
  + First-Grade: 44/50 registered students in progress/completed.
  + Location…
* *Safety plan*
  + NYCDOE & SUNY required building-level safety plan in case of intruder in building. Includes info. such as room layout, school leader info, school geographical info, address of local precinct, and designated staff members to make up “Safety Team.”
  + Board will review Safety Plan document and provide approval before submitting to SUNY.

4) ELM CCS BOARD TEMPERATURE CHECK

* Elm CCS board is a little over a year in operation. Chris Kong will be reaching out to Committee Chairs to set-up meetings to discuss how they feel the board and individual committees are operating and progressing.

5) FACILITIES UPDATES

* The following companies have reached out to Elm CCS Finance Committee about potential long-term sites: *Chipkin; Greimer-Maltz; Civic Builders; Barone Management; Ripco; Vass Stevens*
* Barone Management is looking to for a commitment in 30-60 days to make building ready to accommodate regulations of a school-site.
* *DBI Projects*(*real estate advisory services*)
  + Elm CCS will hire DBI projects to help find a secure long-term space. They have shown vested interested in school.
* *“Friends of” organization*
  + Original plan→ “Friends of” would take on lease/building costs. Elm CCS would sublease from “Friends of” org. Lawyer suggests that we wait until ECCS secures long-term space, since its lease was recently approved by DOE. L. Zhou suggests immediate implementation of “Friends of” org, as this body has more flexibility to fundraise.
  + G. Magallenes (EdTech) pushes in the direction of getting started on “Friends of” org. now. Strategic benefits include Friends of org taking on financial responsibilities of the facilities space (for better or worse) and relieving ECCS board members of fundraising responsibilities.

6) FINANCE UPDATES

* *2018-19 Budget*:
  + Operating budget must be adopted by June 30th every year. G. Magallenes suggested introducing budget at an initial meeting, then voting on said budget in a subsequent meeting.
  + Finance Committee has discussed two drafts of budget. Few more adjustments have been made since last meeting.
  + Anticipating operating budget for 2018-2019 is $288K.
  + Total school budget built around 100 student seats.
  + Expenses [$2.93MM] are not expected to exceed revenues [$3.22MM].
    - Breakdown: *51% toward staffing; 18% towards facilities related expenses; 31% other expenses*.
* *Board fundraising*:
  + All ECCS council suggests that Board begin thinking about fundraising efforts (i.e. searching for grants, foundations, etc.)
* *Retirement plan*:
  + Board will implement a 403(b)

7) ACADEMIC COMMITTEE UPDATES

* Leadership evaluation tool…
* Shyla K. has joined Academic Committee in an advisory council capacity (non-voting).
* Saffiyah Madraswala one-year ECCS board commitment is approaching its end. Last official board meeting will be on June 28, 2018.

8) **Meeting adjourned at 9:51 p.m.**