

**Minute of First Board Meeting**

The first board meeting of the directors of Elm Community Charter School was held via conference call on **September 27, 2017 at 7:00 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 was sent one-hour before the start of the the meeting.

ATTENDED CONFERENCE CALL	DID NOT ATTEND CONFERENCE CALL
Chris Kong	*Anupa Jacob
Michael Dorcelly	Redd Sevilla
Saffiyah Madraswala	Lawrence Zhou
Prijo Thomas	Karishma Desai
Debbie Thomas	Brenda Frias
*Grace Yun	
Priscilla Walton	

\* = new board member

The above are all the directors of Elm Community Charter School. 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) Diane Khang resigns as board member, in the positions of treasurer and member of finance committee.

**On motion made and seconded, the board unanimously welcomed Anupa Jacob to the board of directors of Elm Community Charter School. Anupa will serve as the treasurer and chair of the finance committee.**

**2) On motion made and seconded, the board unanimously welcomed Grace Yu to the board of directors of Elm Community Charter School. Grace will serve as a member of the academic committee.**

3) Elm board will hear updates on the school's current status in the SUNY process. Elm will formally apply for 501(c)3 once the charter is formally approved. We anticipate movement before the end of September 2017.

4) Financial consulting and Human Resources firms have been interviewed. Elm will likely hire Little Bird, which will serve as Elm's HR and payroll service provider once obtaining 501(c)3. Finance committee deciding between CSBM and EdTech to serve as financial consulting firm.

5) Landowner of potential facility interested selling to Elm in same district of school. Projected opening date: 2019-2020. If approved, Elm is in need of 2-year incubation space, potentially outside of the district. SEN and Priscilla Walton will explore financial options with landowner.

6) First two hires Elm will make will be for positions of "Director of Operations" and "Operations Associate." Priscilla Walton is looking for references.

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Michael Dorcelly  
Board secretary

**Materials presented during the meeting (emailed to board members prior to start of meeting):** September 7, 2017. 7:00 P.M.

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## 1) Meeting's agenda



Board Meeting #1  
September 7, 2017

### Agenda for Elm Board of Trustees

- I. Resignation of Board Member Diane Kahng
- II. Voting in of New Board Members (bio statements below)
  - a. Anupa Jacob: Treasurer
  - b. Grace Yun: Academic Committee member
- III. Update on SUNY process
- IV. Update on CSBM v. EdTec
- V. Update on Little Bird HR
- VI. Update on Director of Ops and Operations Associate hiring
- VII. Update on Facility

## 2) Bio statements of newly voted board members

- Grace Yun: School Design & Special Education

Grace Yun is the Director of Support Services at a Unity Charter School in Brooklyn, NY, where she oversees the special populations programs for grades 6 through 9. Prior to this role, Grace taught students with special needs for 7 years. She also helped launch a Green Dot charter high school in Los Angeles as a member of the founding team. She has experience creating specially designed instruction for students with special needs in multiple content areas. Grace obtained her master's degree from Loyola Marymount University in education with a specialization in special education.

Anupa Jacob is a Manager within the Assurance practice at PricewaterhouseCoopers LLP serving large public and non-public clients. Prior to this, she worked as a financial analyst for Sterling Publishing Co., Inc. She earned her Master in Business Administration from Baruch College's Zicklin School of Business and holds an active CPA license in the state of New York. She enjoys reading, travelling and being in the company of family and friends. She lives in Albertson, New York with her husband and son.

- Anupa Jacob