

Minutes of Third Board Meeting

The second board meeting of the directors of Elm Community Charter School was held via Google Hangouts video conference call on **November 28, 2017 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.

ATTENDED VIDEO CONFERENCE	DID NOT ATTEND VIDEO CONFERENCE
Chris Kong	Saffiyah Madraswala
Michael Dorcelly	Karishma Desai
Prijo Thomas	Redd Sevilla
Debbie Thomas	
Grace Yun	
Anupa Jacob	
Lawrence Zhou	
Brenda Frias	
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 Google Hangout 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) Motion to approve minutes of Board Meeting #2. .

Board unanimously approves previous minutes.

2) Last Tuesday of every month still remains Executive Board meeting time.

3) Board members will send materials to board secretary and he will place items in appropriate Google Drive folders.

4) Online applications have been open. Aim is 100 students to open. 45 applications have been submitted. Two info session occurred today (11/28) and six parents applied their children. The goal is to obtain approximately 200 applications. Recruitment for staffing will begin around January 2018. Students with addresses within District 24 will be prioritized in the lottery process. Board, academic committee in particular, will discuss adding weight to students belonging to certain subgroups (i.e. Free/reduced lunch, English Language Learners, Students with Disabilities, etc.).

5) Elm CCS is still currently in process of receiving tax-exempt status. The documentation will be received appx. six months after the paperwork is filed. Tax-exempt letters cannot yet be provided for year-end monetary donations. However, School Empowerment Network or New Life Fellowship Church can receive monetary donations on Elm CCS' behalf and collect a 2% servicing fee. The finance team will determine the route/partner for donation recipients.

6) [As of November 30, 2017] Directors and Officers insurance will go into effect (and will have retroactive application).

7) Academic Committee presents overview of academic metrics. Multiple assessments will occur at varying frequencies to ensure students are progressing towards academic goals. Benchmarks will be set based off of the data (student work) that is completed and collected. Academic Committee has set goals of 75% schoolwide proficiency rates (on state exams) for grades 3-5 [*vs. District 24's average of 40% proficiency*]. The Academic Committee is confident that the response-to-intervention protocol and other instructional supports in Elm CCS' curricular will help facilitate that 75% proficiency rate. Founder & Principal will work on revised version of academic metrics document and present to Academic Committee for further discussion.

8) Finance Committee presents updates on Planning-Year Budget and Year 1 budget. Medical insurance offerings will be finalized by 12/1/2017. LittleBird medical plan packages favor employees who are single and employees who are single with children. Proposed vs. actual figures will be made available by Gasper by the end of November.



9) Board votes to approve Elm CCS' budget for FY 2018:

Board approves the budget unanimously.

10) Board votes to approve Elm CCS' financial procedures.

Board approves the financial procedures unanimously.

11) Facilities Committee is still working on finding incubation space. There is little to no current available space in Corona/Elmhurst area of Queens. Various parties are being used to find long-term vs. short-term spaces. We now have access to www.xceligent.com to look for spaces available for rent and/or lease. Currently difficult to find school approval for Certificate of Occupancy. Facilities will look into committing with one single-broker or with multiple.

*Time sensitive: by mid-January 2018, it is ideal for the Elm CCS to locate their space so that it can begin to be renovated in time for opening in August 2018. Space available in Woodside, Queens has cheap rent; however, it is outside of targeted geographic district. Facilities Committee will run cost-benefit analysis to determine if Elm CCS will proceed with Woodside location. Founder & Principal will resume conversations with Civic Builders soon--updates will be provided by next Executive Board Meeting.

12) **Meeting adjourned at 10:01 p.m.**

Michael Dorcelly
Board secretary



Materials presented during the meeting (emailed to board members prior to start of meeting): November 28, 2017 - 8:00 p.m.

1) Meeting's agenda



Agenda

November 28, 2017

- I. Logistics
 - A. Approval of prior meeting's minutes (Meeting #2)
 - B. Review of Board Calendar Meetings
 - C. Report of Committee Calendar Meetings
 - D. Clarification of documentation for board meeting minutes and committee meeting minutes
 - E. Protocol for submitting documents for the following agenda:
 - 1 week prior to Board meeting
 - Upload longer documents to folder: Board Resources
 - Attach abridged versions directly onto the Meeting Agenda with hyperlink
- II. Recruitment Update (Priscilla)
- III. Donations/Support Update (Priscilla)
- IV. Insurance Update
- V. Academic Committee Presentation
- VI. Finance Committee Presentation
 - A. Approval of Planning Year Budget
 - B. Approval of Financial Procedures
 - C. Benefits update (Priscilla)
 - D.
- VII. Facilities Committee Presentation
- VIII.

2) **SHAREABLE LINK:** [Charter School Audit Guide](#)

3) **SHAREABLE LINK:** [Little Bird Benefits Package](#)

4) **SHAREABLE LINK:** [Elm CCS Academic Metrics](#)



- 5) **SHAREABLE LINK:** [Elm CCS Budget Drafts Overtime](#)
- 6) **SHAREABLE LINK:** [Elm CCS Proposed FY 2018 Budget](#)
- 7) **SHAREABLE LINK:** [Elm CCS Financial Procedures](#)
- 8) **SHAREABLE LINK:** [Elm CCS Facilities Update](#)