

Minutes of Fifth Board Meeting

The second board meeting of the directors of Elm Community Charter School was held via Google Hangouts video conference call on **January 30, 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.

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

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 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 #4:
Board unanimously approves previous minutes.
- 2) Though Board of Directors is not a fundraising board, members can be useful with fundraising by being available for interviews with funders. Walton Foundation seems interested in
- 3) Motion to approve Initial Statement Draft: **Board unanimously approves.**
- 4) 1023 Filing Update (for tax-exemption status):
 - Motion to approve revised By-laws: **Board unanimously approves.**
 - Motion to approve Conflict of Interest Policy: **Board unanimously approves.**
 - Motion to approve Whistleblower Policy: **Board unanimously approves.**
- 5) As of December 2017, ECCS is all caught up with financial expenses. Repayment of \$15K to SEN is in process (awaiting bank approval of SEN as recipient of payment). Diversification of funding sources (specifically *cash flow*) still remains top priority. Board is encouraged
- 6) Enrollment update: 300+ applications have been submitted to date. Mailings to Pre-K & K families have been set in place. Info-session at Rock Church in Queens yielded over 100 families. Goal is to have 50% of teachers hired by February.
- 7) Location update: short-term opening space will most likely be in Flushing, Queens (not too far from Corona, Queens). Caution: it filters out many families from initial target neighborhood (Elmhurst + Corona). The space is an existing pre-school, so there are little renovations needed. Facilities-rental-assistance (FRA) only allows ECCS to pay for rent; landlord is well to give us base-rent (lump-sum cost, rent + utilities + etc) for rent that FRA will cover. The location is not geographically ideal. More favorable sites (Corona + Elmhurst) are not recommended for finances. It is suggested we move forward with Flushing site and draft proposals for Elmhurst and Corona sites during the first year of operation.
[Flushing site: 5-mile public busing route from Corona. *Busing can be provided by the school*]
 - 3 potential long-term sites in Elmhurst. They will be presented to DBI Projects (property managers/consultants) on February 5th.
 - Student recruitment will not take place in Flushing. Board will discuss placing lottery weight on Free/Reduced-Priced Lunch qualifying students as ECCS gains more attention in Flushing, in order to be intentional about serving target populations.



8) Friends of Organization (3-5 board members):

- 501(c)2 model, where “friends” would hold titles to property and ECCS would lease from “Friends of” body. (Option for long-term facilities space).
- As a fundraising/donation body: individuals can write checks out to “Friends of” body, rather than to ECCS directly.
- Board of “Friends of” will be a separate entity, that may include some ECCS board members.
- ECCS Board of Directors would be responsible for finding members to sit on Friends of Organization.

9) Suggestion: move monthly meeting time to last Thursday of every month.

10) Motion to adjourn meeting: **Meeting adjourned at 09:10 p.m.**

Michael Dorcelly
Board Secretary



Materials presented during the meeting (emailed to board members prior to start of meeting): January 30, 2018 - 8:00 p.m.

1) Meeting agenda:

**Agenda
January 30, 2018**

- I. Approval of Board Meeting Minutes (Chris)
- II. Approval of Initial Statement Draft (Chris & Anupa)
- III. 1023 Filing Update (Priscilla)
 - A. Approval of Revised By-laws
 - B. Approval of Conflict of Interest Policy
 - C. Approval of Whistleblower policy
 - D. Signatures for Resolution
- IV. Enrollment update
- V. Facilities Update (Lawrence)
 - A. Short Term Sites
 - 99th Corona
 - 8105 Queens Blvd
 - [145th St Flushing](#)
 - B. Long Term Sites
 - 82nd st.
 - 72nd st.
 - Queens Blvd
 - C. Current Next Steps
- VI. Friends of Organization (Debbie)
 - A. 3-5 board members
 - B. Long-term facilities

	Year 1	Year 2
Rental Assistance	459K	825K
Rent	350K	600K
Leftover after Rent	109K	225K
Utilities	45K	45K
Custodial	36K	36K



Leftover after Facilities Cost	28K	161K
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- VII. Finance (Anupa)
 - A. December Financial Summary
 - B. Fundraising
 - C. Monthly Expense Report
 - D. Budget Item - Board Training (Priscilla)

- 2) Shareable Link: [Board Consent - Policies EXECUTED](#)
- 3) Shareable Link: [ECCS Financial Summary Through December 31, 2017](#)
- 4) Shareable Link: [ECCS Supporting Organization](#)
- 5) Shareable Link: [ECCS Initial Statement Draft](#)