

Minutes of Sixth Board Meeting

The sixth board meeting of the directors of Elm Community Charter School was held via Google Hangouts video conference call on **March 2, 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 | Karishma Desai |
| Debbie Thomas | |
| Lawrence Zhou | |
| Anupa Jacob | |
| Michael Dorcelly | |
| Grace Yun | |
| Brenda Frias | |
| Prijo Thomas | |
| Priscilla Walton * | |
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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 #5: **Board unanimously approves previous minutes.**
- 2) Student recruitment: Corona has been recruitment focus to appease incubation space in Flushing. 440 application in for 100 seats. First grade families have gone from appx 30 applicants to appx 100. Applications close April 1st. Currently, Priscilla is planning an additional information session in Corona location and transportation remains common question among parents; bussing will be provided. Lottery is on April 5th, 5pm-8pm, at New Life Fellowship Church in Queens, NY.
- 3) Staff recruitment: 4 confirmed hires and 1 verbal acceptance. Support is needed in recruiting teachers of color and male teachers. Still in search for Associate Teachers, Physical Education teacher, Woodshop teacher, Fine Arts teacher.
 - a) Priscilla has started process with Little Bird to incorporate background checks in addition to fingerprinting clearance. Board agrees.
 - b) Director of Operations position remains open, with 2 candidates in the running.
 - c) Debbie Thomas will head team to design protocol for how to deal with employees who's background checks raise legal concerns.
- 4) Facilities update: lease offered by landlord at Flushing location (off Northern Boulevard) will undergo redrafting before being submitted to lawyers. Facilities Committee is requesting certain amenities to be included in the rent--snow removal, rubbish removal, pest control. Additional services will free up operating budget. Architect completed walkthrough of site with Priscilla Walton and Maureen Coughlin (real estate broker). It was found that there isn't enough fresh air circulating through building. Mechanical engineer will do a site visit soon, also. Upgrade costs are expected to be expensive. Facilities Committee will negotiate with landlord to see if landlord will be willing to split renovation costs. If ECCS picks up costs, Facilities Committee will negotiate for rent credit in year-2. Lease is expected to be executed by the end of March 2018.
- 5) Finance update: a) Salary for DoO, which was initially supposed to start January 2018, has been postponed until final hire; b) other payroll expenses have occurred as usual; c) \$150K in SEN funds available for renovation costs; d) SEN loan was repaid in January 2018.
- 6) Finance update: EDTEC does not foresee any issues with the agreed upon procedures being performed by the auditor. This is the first financial accountability document to be submitted to SUNY. ECCS expects to submit this report by the deadline.
- 7) Finance update: ECCS has received a preliminary term sheet from Civic Builders for a loan to cover the security deposit for the short term facility. Follow up conversations will be held with Civic Builders to finalize the amount and terms of the loan. .
- 8) Walton Foundation interview preparation: additional money from Walton Foundation is needed, amongst other things, is needed to help free up cash flow, may also help with staff recruitment, particularly the hiring of more seasoned staff. Walton Foundation interview preparation: SEN general feedback - use more affirmative/assuring/definite language when answering questions. Be clear and to the point with responses.
- 9) Next meeting (007): Thurs, March 29, 2018
- 10) Motion to adjourn meeting - **meeting adjourned at 9:37 p.m.**

Michael Dorcelly
Board Secretary



Materials presented during the meeting (emailed to board members prior to start of meeting): March 3, 2018 - 8:00 p.m.

1) MEETING AGENDA:

**Agenda
Board Meeting #6
February 2018**

- I. Logistics
 - A. Approval of prior meeting's minutes (Meeting #2)
 - B. [Filling out of Board Contact Info](#)
- II. Student Recruitment Update (Priscilla)
- III. Staff Recruitment Update (Priscilla)
- [REDACTED]
- [REDACTED]
- V. Facilities Update (Lawrence)
 - A. Update on Lease Negotiations
 - Lease negotiation by next week
 - Scope of work with additional work
 - Who will foot the cost of the consultants and necessary work to update the C of O for our specific use
 - B. Update on Facilities Work
 - 1. File Construction Code Determination (CCD1) to allow the existing condition of 3'-2" wide stair which is below code minimum for stair widths.
 - 2. File a "no work" Alt 1 application for the change in occupancy count on the C of O
 - 3. File Alt 2 application for mechanical work associated with bringing ventilation requirement to code for the higher occupancy.
 - 4. Schools require drinking fountains, and I don't recall seeing them on any of the floors. To simplify interface with the building department, we would not file an application for this, but rather the work can be done by a plumber because the work is minimal through a Limited Alteration Application (LAA).
 - For timing, it's always difficult to predict the building department, but I think it will look like the below:
 - a) 1. March – DOB requires a brief consultation meeting to brief them on what is being proposed. Also file CCD1. Start doing all of the drawings needed for the filings.
 - b) 2. April-July (4 months) – File Alt 1 application with goal of approval in time for Aug 1 occupancy



- c) 3. April-June (3 months) – File Alt 2 mechanical work with goal of approval by end of June so that a permit can be pulled and mechanical work can start
- d) 4. July – contractor does mechanical work, plumber does drinking fountain work

- Plan B if approvals aren't received in time, or if they are but the mechanical construction work can't be done in the timeframe between approvals and occupancy, you are still able to occupy the building for Year 1 on the current C of O. The one thing I would want you to verify is if the authority that has jurisdiction on your licensing has any issue with the C of O showing ages 2-6 (knowing that 1st graders will turn 7 sometime during Year 1).

VI. Finance Committee Presentation (Anupa)

- A. January Financial Summary
- B.
- C. AUP for Initial Audit Review
- D. Term Sheet
 - Presentation
 - Discussion, esp. With Facilities Committee input
 - Next steps

VII. Walton Prep

- 2) JAN 2018 FINANCIAL UPDATE ([link](#))
- 3) BALANCE SHEET, as of 01/31/2018 ([link](#))
- 4) BUDGET vs ACTUALS, 01/31/2018 ([link](#))
- 5) CASH FLOW, 01/31/2018 ([link](#))
- 6) CHECK REGISTER, Jan 2018 ([link](#))
- 7) CREDIT CARD REGIST, Jan 2018 ([link](#))
- 8) LOAN TERM SHEET ([link](#))