

**Minutes of Seventh Board Meeting**

The seventh board meeting of the directors of Elm Community Charter School was held via Google Hangouts video conference call on **March 28, 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
Priscilla Walton *	Grace Yun
	Brenda Frias
	Prijo Thomas

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**.

I. Updates:

- a) Benefits Package- looks comprehensive. Not sure if they are comparable to NYC DOE.  
Board will need to vote on benefits package at next meeting (no quorum)
- b) New Board Check-list is available in the meeting folder. Items in green need to be done
  - c) Reminders:
    - 1) Committees should be taking notes. Good practice in case we need to reference
    - 2) Committee Chairs should be adding individual committee meetings to public calendars
  - d) Walton Grant was denied, but will allow us to apply a third time. We should reapply within the first year of opening to be considered
  - e) Director of Operations has been hired- Marie Lucas
  - f) Student recruitment- Lottery will be held on 4/6/17

II. Academic Committee Update- Saffiyah

- a) At the Academic Committee's last meeting there was no one with Early Elementary expertise. The committee suggests adding an advisory council member with no voting power. The advisory council member could potentially serve as a board member in the future. Karishma has recommended Shyla Kinhal- link to her bio is available in the meeting agenda.
- b) Links to collaborative learning resources (rubrics and standards) also available in meeting agenda materials.
- c) Discussing student outcomes during Board Meetings:  
Every month the academic meeting should be getting detailed reports from Priscilla. The Academic Committee will review the reports, determine what specific portions to highlight to the Board at large, and how to share that information using both qualitative and quantitative data.

III. Finance Committee Update- Anupa

- a) February Financials Update- can be found in the meeting materials
  - 1) spent \$25,000 including payroll and curriculum consulting
  - 2) cash flow is still tight
- 3) Nothing major in February. Once the lease is signed there will be more movement



b) Paid Parental Leave vs. Paid Childcare Leave

- 1) We had originally posed 6 weeks for both birthing (40%) salary covered by Elm and non-birthing parents (100% salary covered by Elm.
- 2) HR says this is discriminatory and suggests the general rule that Paid Parental Leave =  $\frac{1}{2}$  of Childcare Leave

c) Schall & Ashenfarb completed their report that was submitted to SUNY



**Agenda**  
**Board Meeting #7**  
**March 28, 2018**

- I. Logistics
  - A. Approvals
    - Prior meeting's minutes (Meeting #6)
    - [Code of Ethics](#)
    - Benefits Package
  - B. [Explore Board Folder:](#)
    - Committee folders (keep clear notes of committee meetings)
    - Know the Board 411 info
    - [New Board Checklist](#) - delegate amongst committees, create deadlines of deliverables
  - A. Elm Board Meetings Calendar
- II. Updates
  - A. Walton Update
  - B. DoO Update
  - C. Student Recruitment Update (Priscilla)
    - Application numbers
    - Lottery Date, time, location
    - Representative for Lottery day
  - D. Staff Recruitment Update (Priscilla)
    - DoO Update
    - Staff Update
- III. Academic Committee Items (Saffiyah) (15min)
  - A. Adding an "Advisory Council Member" - no voting power or legal responsibility
    - Need for early elementary expertise
    - [Shyla Kinhal](#)
  - B. In the spirit of a holistic education, check out some sample collaborative learning resources: here's an [easy-to-follow sample rubric](#) and a more [comprehensive set of standards](#) (with the ones around identity being particularly relevant as one of our values!)
  - C. Discussing student outcomes during board meetings. Here's how we're seeing this happen:
    - Priscilla/team prepares detailed monthly reports with the academic committee
    - The committee digests these reports and determines what specific pieces to highlight with the larger board, and how we might share that.
    - Academic committee shares reflections on the quantitative data every month, plus something more qualitative
      - a) E.g. looking at student writing samples, reading a reflection from a teacher, checking out a student's self-assessment, etc.



- IV. Facilities Update (Lawrence)
  - A. Update on Lease Negotiations
  - B. Update on Facilities Work
  
- V. Finance Committee Presentation (Anupa)
  - A. [Paid Parental Leave vs. Paid Childcare Leave](#)
    - Originally posed: 6 weeks for both birthing (40% salary covered by Elm) and non-birthing parent (100% salary covered by Elm)
    - HR is saying that this is discriminatory. They suggest the general rule of Paid Parental Leave = ½ of Childcare Leave
    - Other options
      - a) Childcare: 8 weeks, Parental: 4 weeks
  - B. Donations Drive by Board
  - C. February Financial Update