

Minutes of Nineteenth Board Meeting

The nineteenth board meeting of the directors of Elm Community Charter School was held via Google Meet video conference call on **March 28, 2018, 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. Those who could not be physically present had the option of streaming in via video conference call. 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
Debbie Thomas	Lawrence Zhou
Anupa Jacob	Michael Dorcelly
Grace Yun	Karishma Desai
Prijo Thomas	Chris Kong
Priscilla Walton*	
Melissa Ng*	

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.

*Melissa Ng, a potential board member, was a non-voting participant of this meeting.

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) Intro of Potential Board Member Melissa Ng

2) APPROVALS

- Motion to approve Board Meeting 018 minutes: **Board unanimously approves**
- Approval of Tax Returns 990: **Board unanimously approves**
- Approval of philanthropic loan from James Tsang \$10K, 1% interest rate: **Board unanimously approves**

3) General Updates

	Kindergarten	First Grade	Second Grade	Total
2018-19	53	48		101
2019-20	246	107	74	425
Demographics for 2019-20	<ul style="list-style-type: none"> ● District 24 and 30: 46% - Elmhurst and Corona ● District 25: 14% - Flushing 			

- Lottery is Tuesday 4/2 at 5:30 pm
- New Director of Operations starts on Monday
- Review of SUNY Renewal Benchmarks

4) Facilities

- Short-term Facilities
 - C of O has been given verbal approval for change!
- Long-term Facilities
 - Currently working on the school design
 - Waiting for final term sheet
 - First installment of security deposit is ready
 - To sign with deposit at the end of March

5) Financial

- January Financials
- Budget vs. Actuals
 - \$252K in revenues; consisted of per pupil gen ed, sped, rental assistance, individual contributions, and \$62K in CSP
 - \$568 was collected in individual contributions during January, bringing year to date to \$9,030
 - \$199K in expenses split, with about 2/3rds on staffing, and the rest on operating and facility expenses (includes 2 months in January)



- Balance Sheet & Cash Flow
 - Cash on hand as of January 31 was \$217K
 - Ending cash is still projected to be lowest in March (facility deposits or loans are not reflected in this cash flow)
- Forecast Revisions
 - In the Per Pupil SPED Greater than 60% category there was a downward adjustment by one student, which is a \$10K decrease
 - Contributions forecast adjusted up to meet YTD numbers
 - Overall, operating income is forecasted to be at \$356K
- Payscales will review again at next BM.
 - Melissa and Priscilla to speak further about non-monetary incentives to recruit/retain qualified staff.

6) Academic Update

- SUNY Academic Visit on 4/11
- Board Members Representing: Chris, Karishma (via Zoom), Debbie
- Accountability Plan
- We need more academic committee members

7) Board Development

- New board members: Everyone reach out to 1-2 potential candidates and executive committee will interview
- Revisit process for inviting new board members.
- Everyone nominate 1-2 candidates to be interviewed
- April Board Meeting: Bring 1-2 candidates' resumes
- May Board Meeting: Update with different candidates meeting 2 board member sand visiting the school, they join
- June Board Meeting: Vote them in

8) Motion to adjourn meeting. Meeting adjourned at **9:40 PM**



Materials presented during the meeting (emailed to board members prior to start of meeting): March 28, 2019 - 8:00 p.m.

Board Meeting #19
Thursday, March 28, 2019

I. Intro of Potential Board Member

- a. [Meet Melissa Ng](#)

II. Approvals

- A. Previous Meeting [minutes](#)
- B. Tax Returns 990 (Anupa)
- C. Approval of Philanthropic Loan from James Tsang: 10K, 1% interest (Priscilla)

III. Updates (Priscilla)

- a. Remembering who we do this for!
- b. Application numbers (Enrollment)
- c. [SUNY Renewal Benchmarks](#)

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- d. **Staff Recruitment:** Please send the email I'll be sending you with the description!

IV. Facilities Update (Facilities Committee + Priscilla)

Short-term Facilities

- C of O has been given verbal approval for change!

Long-term Facilities

- Currently working on the school design
- Waiting for final term sheet
- First installment of security deposit is ready
- To sign with deposit at the end of March

V. Finance Update

- A. [January Financials](#)
- B. [Tax Return Approval](#)
- C. [Payscales](#)
- D. Timeline for FY 20 Budget

VI. Academic Update

- a. SUNY Academic Visit, 4/11
 - Board Members Representing: Chris, Karishma (via Zoom)
 - Accountability Plan

VII. Board Development

- a. Joining us is Melissa Ng
- b. New board members: Everyone reach out to 1-2 potential candidates and executive committee will interview
 - [See Melissa Ng's resume](#)
 - Revisit process for inviting new board members.
 - Everyone nominate 1-2 candidates to be interviewed
 - April Board Meeting: Bring 1-2 candidates' resumes
 - May Board Meeting: Update with different candidates meeting 2 board member sand visiting the school, they join
 - June Board Meeting: Vote them in

Trustee Recruitment, Nomination, Orientation

1. Upon the resignation of a board member, or if need is otherwise identified by the Board through its evaluation process, the Board will endeavor to recruit new members through the following methods:
2. · Through personal networks, especially with regard to bringing on members when there is need for a specific expertise (i.e. law, development, facilities, finance, etc.)
3. · Through consultation with charter organizations such as the New York City Charter School Center, which has a wide network of associates.
4. · Through communications with the school's community partners. If necessary, in conjunction with organizations such as BoardAssist (<http://boardassist.org/>), which helps match interested potential members with board's in need of new members. Board candidates must demonstrate commitment to, and understanding of the school and its needs. All Candidates will be expected to visit the school at least once, attend at least one Board meeting, and meet with the Board Chair and at least two other members of the Board (all Board members will be invited to participate) to participate in an interview. Trustee candidates must be nominated by a sitting Trustee, and elected by majority vote of the sitting Trustees. No person who has a conflict of interest prohibited under Sections 801 and 806 of the General Municipal Law may serve.
5. The board will not have any representative or ex-officio positions that need to be filled once the charter is approved. As needed the board will recruit and vote on the appointment of new members who demonstrate satisfactory qualifications and commitment. All new trustees will receive orientation materials, including a copy of the charter, board member job description and committee descriptions, previous board.