

SCHOOL IN THE SQUARE CHARTER SCHOOL

Meeting of the Board of Directors

May 23, 2017

MEETING MINUTES

Location: School in the Square

Board Members Present (in alphabetical order): Michelle DeLong, Scott Gottlieb, Scott Levenson, Evan Meyers, Michael Pollack, Hiram Ratliff, Walter Rendon, Joel Talish, Mindy Tucker

Other attendees: Chelsey Pinke, Carrie Amon

Materials provided to the Board prior to the meeting: April student data dashboard, April financials, Board meeting presentation, and Executive Director report

**BUSINESS MEETING:**

Mr. Pollack opened the meeting.

Ms. Amon presented the Year 2 daily schedule for students and discussed the summer school program, consisting of an interactive online reading program and in-school focused programs for math and reading.

**Committee Reports:**

**Governance Committee (“GC”).** Ms. DeLong noted that the Governance committee had set initial terms for the current Board members as follows: 5 Year – Scott Levenson, Mindy Tucker and Michael Pollack; 4 years – Scott Gottlieb, Aaron Listhaus, Jay Shuttleworth (resigned) and Hiram Ratliff; 3 years – Joel Talish, Walter Rendon, Michelle DeLong and Daniel Diaz. Ms. DeLong noted that currently there is no limitation on the number of terms a Board member can serve, and that going forward terms will be limited to three years. The FY2018 Calendar was proposed. A recommendation was made to change one meeting date due to a holiday conflict. The final calendar is attached. A brief discussion was had about two prospective new Board members, which remains a priority for the GC. Ms. DeLong noted that she would be distributing an online Board survey for each member to complete.

**Development Committee.** Ms. Tucker noted the Year 2 fundraising pledged and collected to date. Upcoming fundraising events include a “friendraiser” hosted by Mr. Talish and a wine dinner hosted by Mr. Meyers and Mr. Gottlieb. Ms. Pinke discussed the status of various efforts to establish relationships with appropriate Foundations.

**Finance Committee.** Mr. Talish presented the April financial package and noted the minor changes to the FY17 forecast from the prior month. Based on the latest projections for Year 1, Mr. Talish noted an anticipated cash surplus of \$324,000 at the end of year 1. Mr. Talish also noted that the committee and school administration are reviewing various vendor contracts ahead of Year 2. A decision was made to

keep the 401-K plan and administrator in place, although increasing the matching contribution to up to 6% of salary. A new health care provider was selected with improved benefits.

**Academic Committee (“AC”).** Mr. Levenson noted that the committee completed the ED evaluation and it will be available at the next Board meeting. Mr. Levenson noted that the Academic Committee had formalized the process for contacting and evaluating potential new Board members who would also serve on the AC. Mr. Levenson also reviewed the student data dashboard and noted that a draft calendar has been prepared for data collection for Year 2.

Mr. Meyers discussed the upcoming events at the school and encouraged the Board members to visit the school at any time. The discussion of the changes to S2 for FY2018 was postponed until the next Board meeting.

**ED Report:** Mr. Meyers reviewed the Executive Director report. Mr. Meyers noted that the student body had opted to wear school uniforms for daily attendance for Year 2.

**Board Votes:** The Board voted on the following items:

- **Approval of 4-25-17 Meeting minutes.** Ms. Delong made a motion to approve the meeting minutes from the 4-25-17 Board meeting. Mr. Levenson seconded the motion, which was unanimously approved.
- **Approval of S2 Bank Accounts.** Ms. Tucker noted that a new operating account for S2 was needed to replace the account that had experienced fraudulent activity. In addition, a new account was needed for the DOE required dissolution reserve of \$75,000, of which \$25,000 was deposited in Year 1. Mr. Rendon made a motion to approve the two new bank account for S2. Mr. Gottlieb seconded the motion, which was unanimously approved.

Mr. Pollack adjourned the meeting

Respectfully submitted: Mindy Tucker, Recording Secretary