

SCHOOL IN THE SQUARE CHARTER SCHOOL

Meeting of the Board of Directors

June 27, 2017

MEETING MINUTES

Location: School in the Square

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

Other attendees: Chelsey Pinke

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

BUSINESS MEETING:

Mr. Pollack opened the meeting. Mr. Pollack noted that the Board had received resignations from Daniel Diaz and Hiram Ratliff, effective immediately.

Mr. Pollack commented that Peter Gatof was being considered for a Board position. Mr. Pollack and Ms. Tucker were planning to interview Mr. Gatof, and welcomed any Board member to participate or submit questions.

Mr. Pollack discussed the potential for changes in Board member roles as appropriate on an annual basis at the June annual Board meeting. Mr. Pollack proposed that Mr. Talish assume the role of Development Committee Chair, Ms. Tucker assume the role of Treasurer and Finance Committee Chair, and Ms. DeLong assume the role of Secretary, in addition to her role as Government Committee Chair, with Mr. Levenson remaining as the Chair of the Academic Committee. Mr. Levenson made a motion to approve the proposed slate of officers and Committee Chairs. Mr. Talish seconded the motion which was unanimously approved.

Committee Reports:

Governance Committee (“GC”). Ms. DeLong discussed the process for recruiting, interviewing and onboarding new Board members. The scheduling of a Board retreat was discussed, giving consideration to extending a regular Board meeting or identifying a 3 hour block on a weekend. The GC will canvass the Board to find a mutually acceptable time. Ms. DeLong noted that the Board survey results will be presented at the next Board meeting.

Development Committee. Ms. Tucker commented that the marketing materials and templates had been completed by Intend Creative. Mr. Meyers had sent out a “Thank You” letter to all donors, and a year-end newsletter would be distributed to all donors and “friends” after the end of the year. Ms. Tucker noted that the Year 2 fundraising pledges increased to \$838,203 of which \$509,408 has been collected to date. Mr. Meyers commented on the wine dinner event, which raised \$55,000, supported

by contributions from Mr. Gottlieb and Mr. Meyers. Ms. Pinke informed the Board that the school had a received a 3-year grant consisting of sports equipment for activities and school teams. Ms. Pinke also noted that S2 had been invited to submit a grant proposal to the Louis Calder Foundation for \$100,000.

Finance Committee (“FC”). Mr. Talish presented the May financial package and noted the minor changes to the FY17 forecast from the prior month. Mr. Talish noted that S2 had been the subject of fraudulent activity in their operating account, which resulted in the payment of \$28,000 before it was discovered. The account has been closed and the funds have been recovered from Webster Bank that were paid out on fraudulent checks. Furthermore, S2 is working with Webster to set up a cash management program that would include a “positive pay” system to reduce the likelihood of payments on unauthorized checks in the future. Based on the latest projections for Year 1, Mr. Talish noted an anticipated cash surplus of \$322,000 at the end of year 1. The real estate committee continues to work on the assignment of the S2 lease to Friends. Mr. Talish reported that the FC had reviewed the performance of ASNY and determined that they should be engaged for Year 2. In addition, Friends has decided to engage ASNY for accounting services as well. Ms. Tucker presented the Year 2 budget, and compared this to the preliminary budget that was approved at the April Board meeting.

Academic Committee (“AC”). Mr. Levenson noted that the committee completed the ED evaluation which would be provided to the Board members after the meeting for their input. The AC was working on the staff survey and was conducting staff reviews for the ED evaluation.

ED Report: Mr. Meyers reviewed the Executive Director report. Mr. Meyers presented the Year 2 organizational chart. Discussion ensued about the addition of Blue Engine interns and other changes. Mr. Meyers presented the Year 2 S2 Calendar for Board approval.

Board Votes: The Board voted on the following items:

- **Approval of Year 2 Organizational Chart.** Mr. Levenson made a motion to approve the organizational chart with the discussed changes with respect to direct reports for Ms. Bloch and was approved for submission to SED. Mr. Listhaus seconded the motion, which was unanimously approved.
- **Approval of 5-23-17 Meeting minutes.** Ms. DeLong made a motion to approve the meeting minutes from the 5-23-17 Board meeting. Mr. Talish seconded the motion, which was unanimously approved.
- **Approval of the Year 2 Budget.** Mr. Levenson made a motion to approve the Year 2 budget. Mr. Talish seconded the motion, which was unanimously approved.
- **Approval of the Year 2 Calendar.** Ms. DeLong made a motion to approve the Year 2 school calendar. Mr. Rendon seconded the motion, which was unanimously approved.

Mr. Pollack adjourned the meeting

Respectfully submitted: Mindy Tucker, Recording Secretary