

SCHOOL IN THE SQUARE CHARTER SCHOOL

Meeting of the Board of Directors

August 30, 2016

MEETING MINUTES

Location: School in the Square

Board Members Present (in alphabetical order): Daniel Diaz, Michelle DeLong, Scott Levenson, Aaron Listhaus, Evan Meyers, Michael Pollack, Hiram Ratliff, Walter Rendon, Jay Shuttleworth, Mindy Tucker

Advisory Members: Alan Dichter

S2: Monica Merchant, Emily Koch, Nicole Rivera

BUSINESS MEETING:

Mr. Pollack opened the meeting.

Mr. Meyers led a tour of the school and the newly renovated spaces.

Mr. Meyers introduced Emily Koch, Academic Director, who reviewed the Summer Focus program. Ms. Koch discussed the program and the results of the preliminary assessment exercises that were completed by the students. Ms. Koch also reviewed the “pre-work” on the curriculum that was completed with each staff member, as well as the extensive programming that was completed by the staff during the two weeks of professional development that was held in mid-August. Each student’s state test scores combined with the assessments completed during Summer Focus were used to group students in classrooms. Ms. Koch discussed the methodology used to group students. She further noted that there was a significant range of skill levels among the students, with a large number of students at 2<sup>nd</sup>/3<sup>rd</sup> grade levels for a variety of subjects.

Mr. Meyers then introduced Nicole Rivera, Extended Day Director, who reviewed the program that has been developed to date. Ms. Rivera discussed both the expanded learning time from 2:30 – 4:00 p.m. available to all students and integrated into the academic curriculum, and the extended day program from 8:00-9:00am and 4:00-5:00 pm available as optional programs for all students. Ms. Rivera presented her professional background, and discussed the numerous programs and partnerships that are in place to date offering a variety of learning opportunities for the students.

Ms. Merchant reviewed the S2 Safety Plan and the S2 Staff Safety Plan, both of which were provided to the Board members prior to the meeting. Ms. Merchant noted that these would serve as interim plans, subject to adjustment after the school year had begun, when there was an opportunity to effect the plan with students in the school. The plan will be made available for public comment.

**ED Report.** Mr. Meyers reviewed the highlights of his executive director report which was provided to the Board members prior to the meeting. Mr. Meyers reiterated that the Prime Time and Forum curriculums will be rolled out gradually as there are many skills involved that must be introduced to the

students prior to the full realization of these programs. Mr. Meyers also noted that the final walk-through by the SED would be completed the following day, a necessary step before the school can open.

**Finance.** Ms. Tucker reviewed the financial results for July, and presented the reporting format that would be presented to the Board on a monthly basis. Ms. Tucker discussed the reforecast for Year 1 and the minimal changes from the budget approved by the Board. It was noted that the contributions from Friends would be provided throughout the year, with the objective of meeting monthly cash needs and ending the year with approximately \$100,000 as a cash surplus. Ms. Tucker also reviewed the 4-month cash flow projections, noting that the S2 intends to repay \$300,000 of the \$365,000 outstanding loan from Friends, and would require a \$300,000 donation from Friends. It was decided by the Finance Committee, after consultation with the auditors, that it would reflect best accounting practices for S2 to repay the loan from Friends instead of arranging for forgiveness of the loan. Ms. Tucker noted that the Initial Controls Report was submitted by Schall & Ashenfarb demonstrating S2 compliance with the FPP and adherence to good accounting practices.

#### **Board Approvals:**

- **Meeting Minutes:** Mr. Levenson made a motion to approve the minutes for the July 26<sup>th</sup> Board meeting. Mr. Pollack seconded the motion which was unanimously approved.
- **S2 Safety Plan:** Mr. Shuttleworth made a motion to approve the Safety Plan for S2. Mr. Rendon seconded the motion which was unanimously approved.
- **Initial Controls Report (“ICR”).** Ms. DeLong made a motion to recommend that S&A finalize the ICR. Mr. Levenson seconded the motion which was unanimously approved.

Mr. Meyers raised the issue of establishing a protocol for Board members visiting the school. Discussion ensued. It was agreed that Board members would be welcome and encouraged to visit the school, with some advance notice to Mr. Meyers if they wanted to spend time with him.

Mr. Meyers raised the possibility of having a fall “Thank You” cocktail party at the school to thank all of the individuals who have contributed to the school’s opening. Mr. Levenson and Ms. Tucker offered to assist in planning the party.

Mr. Pollack adjourned the meeting

Respectfully submitted: Mindy Tucker, Recording Secretary