

11-21 November Monthly Board Meeting

Meeting Information

- Date & Time: 2024-11-21 18:32:37
- Location: Virtual
- Attendees: Luke Copley, Nick Pozek, Nana Osei, Martha Zornow, Kristan Norgrove

Items for Vote

October Board Minutes -

The Board voted to approve the Minutes from the October meeting

Meeting Notes

1. Board Operations and Improvements

- **Board Member Onboarding**
The discussion focused on improving the onboarding process for new board members, highlighting the need for a clear checklist and better documentation handling to avoid issues like those experienced with Chuck's application.
- **Board Drive Update**
The current board drive is being updated to ensure only current board members have access. A new drive will be owned by the trustees' Gmail account for better management.
- **Fundraising Event**
The planned fundraiser hosted by Chuck is canceled. Alternatives are being considered, including a potential event at a restaurant with a rooftop.
- **Term Limits and Bylaws**
The board discussed updating bylaws regarding term limits for board members and officers. The current term limits are seen as restrictive.
- **Middle School IB Program**
The proposal to make the middle school International Baccalaureate program application-only was discussed. This aims to attract strong students and improve program effectiveness.

- **East Harlem Tutorial Program**

The potential collaboration with East Harlem Tutorial Program was discussed, focusing on their after-school programs

Conclusion

1. Kristan has created a document outlining the onboarding process, which will be used to streamline future onboarding. Board chair will have ownership of this document.
2. The new board drive is expected to be fully operational by December.
3. Luke will follow up consulted about hosting an event and details.
4. The bylaws will be reviewed and updated by December, with a proposal to remove the three-year term limit.
5. The Middle School IB program will be by application-only, meeting after school on Fridays and one other day.

2. Organizational Development and Strategic Planning

- **Afterschool Program Collaboration**

Discussion on connecting with external partners to run an afterschool program at the elementary school. A call with Chantel Watts of EHTP is planned to explore collaboration opportunities.

- **Freelancer for Marketing**

The team discussed hiring a freelancer to assist with marketing tasks, such as email campaigns and social media updates, funded by the board. Platforms like Upwork and Fiverr were suggested for finding freelancers.

- **Five-Year Strategic Plan**

The need for a five-year strategic plan was discussed, with emphasis on stakeholder involvement. The plan should align with the next charter renewal in 2027.

- **Leadership Development**

The focus was on developing the executive leadership team and ensuring they have clear goals and development plans. The importance of retaining high performers was highlighted.

- **Rebudgeting and Staffing**

Rebudgeting was discussed due to vacancies and returning staff. The importance of understanding reasons for staff departures and returns was emphasized.

3. Other Items

1. **Enrollment and Attendance**

The school has exceeded its enrollment goal and improved attendance, especially in the elementary school. Positive feedback from students indicates a welcoming school environment.

2. Finance Committee Updates

Discussion on financial covenants, bond council, and investor forbearance. The elementary school lease renewal is a major focus, with challenges in securing a 30-year lease for tax benefits.

Efforts are ongoing to secure financial stability and lease agreements.

3. Elementary School Lease Renewal

Exploration of options for lease renewal, including purchasing part of the building to avoid real estate taxes. Concerns about liability and feasibility were raised.

Further exploration is needed to determine the best course of action.

4. Board Member Recruitment and Bylaws

Discussion on recruiting new board members and updating bylaws to remove term limits and allow remote participation.

Plans to recruit new members and update bylaws are in place.

Next Arrangements

- Update bylaws and circulate before December's meeting.
- Luke & Martha to Connect with Kristan on marketing for 2025.
- There is a focus on recruiting new board members.
- Kristan and Finance Committee is exploring the lease renewal options and implications of purchasing part of the building. Further exploration is needed on the elementary school lease renewal, including assessing the feasibility and implications of purchasing part of the building. This requires immediate attention to ensure strategic alignment and financial viability.
- Luke will finalize the new board drive by December.
- Luke is exploring hosting a fundraising event at alternative venues
- Develop a five-year strategic plan with stakeholder involvement.
- Kristan to update her Create development plans for executive leadership team members.
- The board needs to finalize the new onboarding process and ensure it is effectively implemented, as the current process is inadequate and risks delays in board member integration and participation.