

**John V. Lindsay Wildcat Academy Charter School
Board of Trustees Meeting**

Date: September 19, 2019

Time: 3:00 p.m.

Place: John V. Lindsay Academy Charter School
17 Battery Place, 1st Fl.
New York, N.Y. 10004

Members Present: Harvey Newman, Douglas Knight, Richard Levine, Ron Tabano, Sy Fliegel, Dana Jackson, Lawrence Ng, Luba Koziolkowsky

Members Absent:

Call to Order: Mr. Newman called the meeting to order at 3:00 p.m. on September 19, 2019

The minutes of August 2019 were reviewed. Mr. Newman requests a motion to accept the August 2019 minutes.

Motion: Mr. Ng makes a motion to accept the August 2019 minutes.

Second: Mr. Fliegel seconded the motion.

Vote: Unanimous

Report of the CEO

Mr. Tabano reports that due to increased competition from other transfer schools, we haven't reached our recruitment goals. There is concern that numbers are not where we want them to be, however we continue to aggressively recruit. We added two open houses that have already occurred and more recruitment events will follow. To help engage students to come to school early, initiatives such as incentives are planned. Sample incentives will include: students permitted to go outside of school premises for lunch and acquisition of JVL points for prizes and participation in school trips. The addition of more clubs are planned for this school year including a writing club and finance club during lunch break at the Manhattan campus.

We are going ahead with plans to build an 8th grade to support an overaged and under-credited population. There is support from NYSED and the City Charter Office for our 8th grade plan. Mr. Tabano and the coalition of charter schools plan to meet with David Frank and others at NYSED to discuss accountability measures for transfer schools with our type of population. We will be

reviewing data and other documents as soon as possible in order to prepare ourselves for the upcoming charter renewal process. The charter renewal application date is September 30th.

The Board of Trustees have been given to be reviewed our updated documents a few days ago which include the Operations Guidebook, the Student Guidebook, School Safety Plan and the Emergency Response Plan.

Mr. Newman asks for a motion to approve the updated documents which include the Operations Guidebook, the Student Guidebook, School Safety Plan and the Emergency Response Plan.

Motion: Mr. Levine makes a motion to approve the updated the Operations Guidebook, the Student Guidebook and School Safety Plan and the Emergency Response Plan.

First: Mr. Ng makes the motion to approve the updated the Operations Guidebook, the Student Guidebook, School Safety Plan and the Emergency Response Plan.

Second: Ms. Jackson seconded the motion.

Vote: Unanimous

The money for the conversion allocation is there, however we are waiting for the City to pass the funds down to the schools.

Celebrity and hip hop artist, Juice Wrld and his manager have agreed to be a member of the JVL Wildcat Advisory Board. An event is slated to occur in October, but the specifics have not been released. Any updates will be shared with the board as soon they are released.

We had a school field day on September 5th at North Meadow, Central Park with all JVL students, teachers and staff from both campuses invited to participate. Planned activities included tug of war, kickball, flag football and jump rope. The event helped introduce newer and older students to each other and to school staff and teachers in a relaxed environment. The Culinary Program provided food and beverage for the students and staff. Ms. Sakosky reported that the feedback was overwhelmingly very positive, so positive that we are looking into planning another school field day in June 2020 at Bear Mountain.

Report of the CFOO

For the two months ending in August, the financial statements are good. The financial position increased 6.75% over previous year. Cash and cash equivalents is \$3.8MM which is a 26% increase over last year. The investment portfolio is approximately \$2.6MM, an increase of \$200K over last year. Our cash position is sufficient to cover UFT and CSA accrued liabilities of \$1.072MM. The increase to the fund balance is about \$700K based on projected 500 FTEs. Ms. Sakosky advises the Board that actual FTE in September is historically lower than projections and as a result of not meeting target enrollment there will be a decrease in revenues.

The Audit Committee have been given the draft of the preliminary financial statements through June 30th to review. The auditors will have a conference call with the Audit Committee on September 23rd to discuss the financial statements.

Our current accounting software, Fundware is 10 years old and because Blackbaud has moved away from developing Fundware, we haven't had support in over 5 years. To stay current, we are looking to move to a cloud-based accounting system. Ms. Sakosky is evaluating software applications and cost. Initial quotes are between \$3.5K - \$35K. Benefits are data recovery in the event of a disaster such as what was experienced in 2012 during Superstorm Sandy and user mobility.

As required by NYC and NYS, we have asked everyone who works at the school in any capacity to take an annual online training session by November 5th. The session takes about 45 minutes to complete. The completion certificates will be collected as evidence in case of audit. Mr. Newman asked how the request was communicated and what process is in place to monitor compliance. Ms. Sakosky explained that an email was delivered to employees and Ms. Mapp, the office assistant/bookkeeper will track certificates and follow up with employees prior to the November 5th deadline.

Mr. Knight asked for an update on the telephone system upgrade. Ms. Sakosky reported that the cloud-based telephone system is ready to be implemented and new phones will be installed next week. Internet and telephone system will be not be operative during installation.

Report of the Bronx Assistant Principal

Ms. Mitchell reports that 5 open houses has taken place for recruitment. The Bronx have seen 90 students. As of today, we have taken in 56 students. Intake will continue into October. To prepare for the upcoming renewal, we will look closely into our curriculum including math, social studies and the ITI (Internship Training Institute) so ensure we stay current. We will also add a career exploration course. This will be a CUNY Career Pathways related course.

The next Board meeting is October 24, 2019 at 3pm at the Manhattan Campus.

Mr. Newman asks for a motion to adjourn the meeting.

Motion: Mr. Tabano moved that we adjourn the meeting.

Second: Mr. Ng seconded the motion.

Vote: Unanimous

The meeting adjourned at 3:55pm.