

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

Date: April 23, 2020

Time: 10:00 AM

Place: Zoom Video

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 10:00 a.m. on April 23, 2020

The minutes of April 2020 were reviewed. Mr. Newman requests a motion to accept the April 2020 minutes.

Motion: Mr. Levine makes a motion to accept the April 2020 minutes.

Second: Ms. Jackson seconded the motion.

Vote: Unanimous

Report of the CEO

We are complying with the governor to our close school until further notice. We are currently administering remote learning and will continue to do so.

Mr. Tabano requests for a motion to adhere to the State calendar in regard to maintaining our current scheduling.

Motion: Mr. Levine makes a motion to adhere to the State calendar in regard to maintaining our current scheduling.

Second: Ms. Koziolkowsky seconded the motion.

Vote: Unanimous

We have designed a continuity plan and will forward it to the City on Monday. We will continue to administer remote learning until the end of the term. Mr. Tabano requests for a vote.

Motion: Mr. Knight makes a motion that JVL to comply with the continuity plan and continue to administer remote learning until the end of the term.
Second: Mr. Ng seconded the motion.
Vote: Unanimous

Ms. Sakosky has drafted a social media administration policy where she will be delegating administrative rights to employees and volunteers to layout content on various social media platforms such as Instagram, Spotify, Twitter and Facebook. The policy will provide guidance to employees who will be providing content. Social media content provided by employees and volunteers will focus on the school and its students and will be informational and of positive nature with no obscenities.

Ms. Sakosky requests for a motion to approve JVL Wildcat Academy's updated Social Media Administration Plan.

Motion: Mr. Fliegel makes a motion to approve JVL Wildcat Academy's Social Media Administration Plan.
Second: Ms. Jackson seconded the motion.
Vote: Unanimous

Mr. Newman thanks Ms. Sakosky for putting the plan together.

Mr. Tabano has been inspired and want to thank the teachers and staff for their hard work under the current circumstance.

Mr. Tabano and Ms. Sakosky will be going into school next week to pack and ship computer tablets for students. Currently the City isn't providing funds to independent charter schools for tablets. We will be funding the tablets ourselves. We have ordered 50 tablets for students. The students who are doing their work regularly will have priority to tablets.

We have been and continue to take attendance for distance learning. Attendance has been very strong. We have also picked up some students who haven't been involved for a long time.

Many of our students' families have been affected by COVID-19. Some have died unfortunately. We are concerned about the mental health of the affected students. Our mental health grant will surely help with this. We will be interviewing candidates for mental health interns. Once they are on board, we can then devise a plan on how we can assist the affected students and ensure they receive all the mental health help they need.

We have had zoom conferences with parents and staff. With the staff from both campuses, the zoom video conferences take place twice a week. We may cut those to once a week unless we feel we'd have to increase the number of meetings.

Graduation will be postponed, perhaps to August.

As of now, summer school will still go on as planned and we are prepared for remotely learning over the summer, if the Governor's PAUSE order is extended.

We are appealing to friends of students and parents for referrals for new JVL students. Our online application has been updated so they are much more user friendly. Hard copies are no longer needed as the City says it is not currently a must, so we expect the online applications be used in abundance as a substitute.

We are looking to schedule a meeting with the president of the UFT, Michael Mulgrew to discuss with him their support in regards to the City giving us more funding. The shortfall is around \$250K.

Report of the CFOO

Ms. Sakosky reports to the Board that the 9 months through 3/31/20, we remain very strong financially. Our cash and cash equivalents is about \$2.5MM. Our investment portfolio is about \$2.5MM. The investment portfolio has decreased a little, which lost about \$195K due to market fluctuations caused by the pandemic. Fiscal year to date, the loss is \$73K. Total assets are \$6.1MM, total liabilities are about 2.6MM. Currently we have enough cash to cover expenditures.

Our current FTEs that was submitted with our invoice is 446 general ed FTEs, 124 FTEs for special ed students receiving 20-60% of the school day and 9 FTEs for special ed students receiving services greater than 60%. Projections in revenues over the remaining three months is \$1.8MM and expenses are \$2.7MM with a net loss of about \$128K, however looking at the 12 month YTD projections we will break even. These projections do not include UFT and CSA reimbursements from the State.

We need to improve and increase recruitment. Our current enrollment is 446 and our charter enrollment target is 520. The charter allows down to 80% of target enrollment. Traditionally we have attended and conducted open houses, performed outreach and asked for referrals, however these alone have not brought in enough students to the school. She states that an investment in marketing to help grow recruitment may be necessary. A candidate marketing firm recommends that we'd need to revamp our recruitment campaign and redesign our website to make it more engaging to parents and students. Mr. Newman asks what the timeline is for the new marketing campaign. Ms. Sakosky suggests that we should immediately address this concern so we can fill more seats and get closer to the charter enrollment number. The cost of hiring a marketing firm is anywhere from \$500-\$5000 per month depending on the services. Mr. Newman asks if it is possible to materially revise the charter enrollment to reflect changes and keeps the school in compliance with charter enrollment targets. Mr. Tabano explains that in the next charter renewal, we'll put in for 500 for enrollment throughout the entire renewal period. Ms. Sakosky requests a board member to join in the recruitment and marketing strategy

team. Mr. Levine has agreed to join and Mr. Newman will back up so there is continuity as far as Board is concerned.

Report of the Bronx Assistant Principal

Ms. Mitchell reports that even though there have been challenges ie. distance learning, through the pandemic, there have been much support and guidance from the leadership in the school. There is constant communication between teachers, counselors, leadership and students so connection is never lost. She reports that online learning is helping student with mental health issues. They tend to sometimes have anxieties learning in a traditional school environment, but they seem to thrive in an online learning environment. Mr. Newman asks about how many students in the Bronx are engaged with instruction. Ms. Mitchell estimates it to be around 50% of students.

The next board meeting is May 21, 2020 at 11 a.m. via video conference.

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

Motion: Ms. Koziolkowsky moved that we adjourn the meeting.

Second: Mr. Knight seconded the motion.

Vote: Unanimous

The meeting adjourned at 3:56 pm.