Approved

MINUTES OF THE BOARD OF TRUSTEES OF FUTURE LEADERS INSTITUTE CHARTER SCHOOL
October 23, 2019

Board members present: Rudy Austin, Katherine Brown, Natalie Deak, Jon Drucker, Ross Harold, Jay Hatfield, Andy Hutcher, Roberta Kelly, Rachel Klein and Gilda Wray.

Others present: Alyssa Brown (Contractor), Stan Brown (FLI Leadership Team), Thandi Edwards (FLI Staff), Jody Flowers (FLI Leadership Team) and Rusty Slovenec (FLI Leadership Team).

By Phone: John Harrison York (prospective Board member).

Board Members Absent: Joan Wicks.

The Board meeting began at approximately 5:30 p.m. at FLI and was called to order by Natalie Deak.

1. Ms. Deak welcomed all the attendees to the Annual Meeting of the Board of Trustees.

2. Stan Brown and Thandi Edwards gave a presentation on the school's current enrollment for FY20 and the school's proposed strategy for enrollment and engagement for FY21. Mr. Brown and Ms. Edwards discussed the opportunities and challenges in the current market for charter schools in the neighborhood and for FLI specifically. They answered questions from the Board regarding the written analysis that was provided with the Board Meeting materials and the components of the proposed strategy for increasing enrollment and engagement. The Board requested that it review and approve the revised marketing materials and messaging prior to their usage, and also requested that the number of lottery applications be added to the monthly Board dashboard. The Board also requested that the instructional leadership team drive the augmentation of the school's strategy for student retention. Ms. Flowers and Mr. Slovenec will present on this topic at an upcoming Board meeting.

3. Mr. Austin, on behalf of the Finance Committee, provided a recap of the process involved in the preparation of the audited financial statements with the school's auditors, Lutz and Carr. The Board discussed the draft audited financial statements for the fiscal year ended June 30, 2019. It was noted that the auditors did not report any significant deficiencies or material weaknesses in internal controls. The Board voted on the following item:

    a. *Upon motion duly made, the audited financial statements for the fiscal year ended June 30, 2019 were unanimously approved by the Board. The Board delegated to management the authority to revise Note 2 to the audited financial statements to align with the agreed-upon language discussed with the auditors and the Finance Committee.*

4. The Board then voted on the following item:

   a. *Upon motion duly made, the Board unanimously voted to approve the minutes from the September 18, 2019 meeting.*

5. On behalf of the Governance Working Group and the Executive Committee, Gilda Wray presented the proposed slate for the 2019-2020 Board term. The Board discussed the candidacy of Ryan Post and John Harrison York as Trustees. The Board then voted on the following items:

   a. *Ryan Post and John Harrison York were unanimously elected to the Board for a two-year term (October 2019 – October 2021).*

   b. *The following officers were unanimously elected for a term of one year, each of whom will also be a member of the Executive Committee:*

      Chair: Natalie Deak Jaros
      Vice Chair: Ross Harold
      Treasurer: Rudy Austin
      Secretary: Katherine Brown

   c. *Rachel Klein was unanimously elected to the Executive Committee.*

   d. *Rudy Austin, Katherine Brown, Roberta Kelly and Ross Harold were each unanimously reelected to the Board for an additional two-year term (October 2019 – October 2021).*

      It was noted that the terms of Natalie Deak, Jon Drucker, Jay Hatfield, Andy Hutcher and Rachel Klein continue through October 2020.

   e. *Rudy Austin, Jay Hatfield, Natalie Deak and John Harrison York were unanimously elected to the Finance Committee for a term of one year. Mr. Austin was appointed to be Chair of the Finance Committee.*

   f. *A resolution accepting the Working Groups for 2019-20 as constituted below was unanimously adopted:*

      Governance Working Group: Jon Drucker, as Chair, Katherine Brown, Rachel Klein and Ryan Post.

      Educational Accountability Working Group: Ross Harold, as Chair, Jody Flowers, Roberta Kelly, Ryan Post and John Harrison York.

      Andy Hutcher was appointed Advisor to the Executive Committee.

Ms. Deak, on behalf of the Board and the Leadership Team, thanked Joan Wicks (in abstentia) and Gilda Wray for their tremendous service to FLI over many years. An event to celebrate their many contributions to the school will take place in the upcoming months. Ms. Wicks and Ms. Wray did not stand for re-election upon the expiration of their terms at today's meeting.

The Board discussed an additional prospective Trustee who recently visited the school and met with the Leadership Team.

6. Mr. Brown delivered the monthly finance report, including a discussion of the drivers behind the variances between the budgeted and actual results. It was noted that the revenue projections would be revised next month in line with current enrollment (including SPED enrollment) that exceeds the budget. An update on the status of additional funding from the City of New York for FLI and the other conversion charter schools will be provided at the November meeting.

7. Ms. Flowers and Mr. Slovenec delivered the report on behalf of the Educational Accountability Working Group, which included the following:

    a. Additional targeted support for instructional staff.

    b. The Student Achievement Support Plan, which was provided with the Board Meeting materials. The Board discussed the school's strategy with regards to math instruction, given the forthcoming "Next Generation" standards and other improvements needed with regards to math instruction at the school. The math block will be restructured to follow a workshop model, and the process for refining math instruction at FLI will entail engagement with both math consultants and P.S. 242 as part of the Charter-District Campus Partnership. The Instructional Leadership Team noted that this partnership with P.S. 242 is highly beneficial for both schools.

    c. Individual meetings that Ms. Flowers and Mr. Slovenec held with each instructional staff member to review their students' results on the 2019 State Tests. Each teacher is in the process of setting instructional goals as a next step.

    d. The refinement of the Professional Learning Communities (PLCs), including deploying a Teacher Development Facilitator to assist in leading a teacher-led, collaborative learning environment. A central component of this year's PLCs will be the use of student achievement data to create individual instructional goals.

8. Ms. Flowers presented a proposal to repurpose Saturday Academy. The Board discussed the analysis presented in the written materials and agreed with the recommendation of the Instructional Leadership Team to redirect resources from

Saturday Academy to math coaching and to refine the focus of the Saturday Academy schedule and programming to be more aligned with the State Tests.

9. The Board discussed the school's Extended Day program and asked the EAC to prepare an analysis and recommendation for refining the program for presentation at a future Board meeting.

10. Ms. Flowers and Mr. Slovenec discussed the effects in the classroom of backfilling students and additional resources that may be required as a result of student enrollment that exceeds the budget.

11. On motion duly made, the Board moved to Executive Session at approximately 7:45 p.m.

    Personnel matters were discussed. The Executive Session adjourned at approximately 8:00 p.m.

The Board meeting adjourned at approximately 8:00 p.m.

The next Board meeting is expected to take place at 5:30 p.m. on Monday, November 18, 2019, at FLI.

Respectfully submitted,

Katherine M. Brown
Secretary