FUTURE LEADERS INSTITUTE CHARTER SCHOOL

Board of Trustees Meeting
October 25, 2022
6:00 p.m. – 7:30 p.m.

Zoom details:
Future Leaders Institute Charter School is inviting you to a scheduled Zoom meeting.
Topic: FLI_Board of Trustees Monthly Meeting
Join Zoom Meeting
https://us06web.zoom.us/j/96084001082?pwd=L2dFZGJZZDhNK3E1ZGRHZTgxRG4vdz09
Meeting ID: 960 8400 1082
Passcode: 4B0u1a

AGENDA

Note: For any topics marked with an asterisk, the allocated time is for questions, should they arise, from the information in the corresponding document in the Board packet.

ID	Subject	Action Required	Topic	Owner	Time
1	Announcements	N/A	a) Welcome and Announcements	a) Natalie/ Julie	a) 2 minutes
2	Board Business	Board Votes	a) Approval of September Board Meeting Minutes b) Approval the Board Slate 2022-‘23 c) District Safety Plan approval	a) Natalie b) Natalie/Jon c) Rusty	a) 2 minutes b) 5 minutes c) 3 minutes
3	Enrollment	N/A	a) Enrollment/Recruitment Update	a) Thandi	a) 15 minutes
4	Academics	N/A	EAC Update: a) September 2022 attendance overview b) ELA & Math NYS exams 2022 c) Community Agreements & Changes to FLI’s Middle School Schedule	a) Jody/ Natalie b) Dan	a) 20 minutes b) 10 minutes
5	Finance	N/A	Finance Committee Update a) Fiscal ’22 Audit approval b) Monthly Financial update - September close	a/b) Rusty/ Rudy	a/b) 10 minutes
6	Executive Session	N/S	a) Executive Session	a)	a) TBD

*Please note that the order of events noted on the agenda may change.

[1] Anticipated length of time

MINUTES OF THE BOARD OF TRUSTEES
OF FUTURE LEADERS INSTITUTE CHARTER SCHOOL
OCTOBER 25, 2022

The Board meeting took place in compliance with the Mayor's Emergency Executive Order extending the COVID-19 state of emergency and the pandemic-era rules permitting remote participation in public meetings.

Board members present in person: Natalie Deak, Fernando Garcia, and Ross Harold.

Board members present by videoconference: Rudy Austin, Katherine Brown, Rachel Klein, and Julie Wilson.

Others present: Thandi Edwards (Director of Enrollment and Engagement), Jody Flowers (Principal), Natalie Gonzalez-Valdes (Director of Curriculum and Instruction), Dan Nee (Director of Culture), and Rusty Slovenec (Assistant Principal).

Board members absent: Jon Drucker, Jennifer Estrella, and Jay Hatfield.

The Annual Meeting of FLI's Board of Trustees began at approximately 6:05 p.m. and was called to order by Julie Wilson.

1. *Welcome.* Ms. Wilson welcomed all attendees to the Annual Meeting.

2. *Board Vote.*

   Upon motion duly made, the Board unanimously voted to approve the minutes from the September 2022 Board meeting.

3. *2022-23 Slate and Elections.* On behalf of the Governance Working Group, Katherine Brown presented the proposed slate for the 2022-23 Board term. The Board then voted on the following items:

   a. *Natalie Deak, Jon Drucker, Jay Hatfield, and Rachel Klein were each unanimously re-elected to the Board for an additional two-year term (October 2022-October 2024).*

      It was noted that the terms of Rudy Austin, Jennifer Estrella, Fernando Garcia, Ross Harold, and Julie Wilson continue through October 2023.

      Ms. Brown noted her intention to resign from the Board at the conclusion of this evening's meeting.

   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: Julie Wilson
Vice Chair: Ross Harold
Treasurer: Rudy Austin
Secretary: Jennifer Estrella

Natalie Deak was appointed Advisor to the Executive Committee.

c. *Rudy Austin, Natalie Deak, Jennifer Estrella, and Jay Hatfield were unanimously elected to the Finance Committee for a term of one year. Mr. Austin was appointed Chair of the Finance Committee.*

d. *A resolution proposing the Working Groups for 2022-23 as constituted below was unanimously adopted:*

Governance Working Group: Jon Drucker, as Chair, Natalie Deak, and Rachel Klein.

Educational Advisory Working Group: Ross Harold, as Chair, Jody Flowers, Fernando Garcia, and Julie Wilson.

4. *Building Safety Plan.* Rusty Slovenec presented the draft Building Safety Plan for Board approval. Mr. Slovenec highlighted changes from the existing Safety Plan and provided an overview of the school's current COVID-19 safety protocols, which reflect all requirements from the New York City Department of Education (DOE) and other applicable authorities. A discussion followed.

   Upon motion duly made, the Board unanimously voted to approve the updated Building Safety Plan.

5. *Revision to FLI's Charter.* Mr. Slovenec reviewed a draft submission to the school's authorizer requesting a revision to FLI's charter that would change FLI's minimum full-time equivalent enrollment quantity from 329 to 290 students. This change is requested as a result of FLI's current enrollment levels, which, as the Board and school leadership have been discussing for a number of months, are substantially below prior year averages as a result of the citywide trend of families leaving New York City during the pandemic and not returning. A discussion followed.

   Upon motion duly made, the Board unanimously voted to submit to its authorizer a request for a revision of FLI's charter changing FLI's minimum full-time equivalent enrollment quantity from 329 to 290 students. The Board unanimously approved the draft submission requesting the foregoing change and authorized Ms. Flowers and Mr. Slovenec to submit such submission on behalf of FLI.

6. *Enrollment Update.* Thandi Edwards reviewed the 2022-23 Enrollment Dashboard, discussed the efforts that remain underway to increase enrollment in the Lower School, and answered questions from the Board. Ms. Edwards noted that enrollment

of ENL students had increased since the last update. A discussion of the school's recruitment strategy in connection with its Integrated Co-Teaching (ICT) program followed, and it was agreed that the Educational Advisory Working Group would oversee this effort on behalf of the Board. Ms. Edwards also provided an update on the school's strategy for bolstering family engagement and student retention across all grades, and noted that a new Parent Association will be established. A discussion followed.

7. *Attendance Update*. Jody Flowers reviewed the September Attendance Dashboard and provided an update on the Attendance Team's efforts to collaborate with teachers to ensure early identification and intervention of attendance issues.

8. *State Test Results*. Ms. Flowers and Natalie Gonzalez-Valdez presented a high-level overview of FLI's results on the 2022 ELA and Math State Tests, as well as comparative data to FLI's 2019 test results, which was the last year the State Tests were administered at FLI. Ms. Flowers and Ms. Gonzalez-Valdez provided additional context on the data and analysis that was provided in the Board packet, noting that FLI outperformed its comparable CSD (CSD 5). A discussion of the drivers behind the decline in student achievement in Math (both at FLI and citywide) followed. Further analysis will take place under the oversight of the Educational Advisory Working Group, the results of which will be presented at the next Board meeting. The Board asked a number of questions and requested additional information and analytics to be presented as part of the detailed review of the results at the November meeting.

9. *Culture Update*. Dan Nee delivered a presentation on the rollout of Community Agreements in the Middle School and answered questions from the Board. He also gave an overview of changes to the Middle School schedule and outlined how the new Restorative Practices block is being utilized by students and staff each day, highlighting a number of successes and student-initiated efforts to use the time for dispute resolution as well as to discuss their academic progress and goals. Mr. Nee also shared highlights of the recent Core Values Week and the upcoming Student Council elections.

10. *Annual Audit.* Mr. Slovenec, along with Rudy Austin, on behalf of the Finance Committee, provided a recap of the process of preparing the audited financial statements for the fiscal year ended June 30, 2022. They provided an overview of the discussions that took place between and among the Finance Committee, school leadership and staff, CSBM, and FLI's auditors from Lutz & Carr. The presentation included a review of key items in the draft audited financial statements, copies of which had been distributed to the Board in advance. A discussion followed regarding areas in which the school's balance sheet had improved as a result of additional revenue as well as expense savings. It was noted that the audit process went very smoothly and the auditors did not report any significant deficiencies or material weaknesses in internal controls.

Mr. Slovenec also noted that an additional audit (a "single audit") is required in light of audit rules related to non-federal entities that receive federal funding above a certain amount. The single audit is underway and will be submitted in advance of the March 1, 2023 deadline.

Upon motion duly made, the Board unanimously voted to approve the audited financial statements for the fiscal year ended June 30, 2022.

11. *Finance Update.* Mr. Slovenec on behalf of the Finance Committee, provided an overview of the September month-end financial results as well as an update regarding the school's revised forecast, which is projecting a deficit that is substantially larger than what was budgeted. The primary driver of the forecasted deficit is a significant shortfall in enrollment. Mr. Slovenec outlined additional revenues that were not budgeted for but which are forecasted. These revenues consist primarily of additional funding from FLI's lobbying efforts as a conversion charter school – which adds significant expense due to FLI's obligations under the contracts between New York City and the UFT and CSA – as well as additional revenue in connection with the services delivered to FLI's SPED population. A discussion followed.

    During the discussion, it was noted that the school currently has more than $3M in unrestricted cash as a result of achieving a surplus for a number of years. It was also noted that nearly $200K of the forecasted deficit reflects an investment in FLI's ICT program to comply with the condition outlined by FLI's authorizer as part of the renewal of the school's charter in June 2022. The Board is comfortable with the forecasted deficit for FY22-23 in light of the various factors, drivers, and considerations underpinning it. It was noted that school leadership, the Finance Committee, and the Educational Advisory Working Group will work together to develop a long-term strategy for achieving a balanced annual budget, increasing student enrollment, and building out FLI's ICT program.

12. *Trustee Resignation.* In light of her relocation to Los Angeles and competing commitments in connection with her expanded responsibilities at work, Katherine Brown tendered her resignation as a Trustee, which Ms. Wilson accepted on behalf of the Board. Board members and school leaders thanked Ms. Brown for her service to FLI over the past 11 years.

The Board meeting adjourned at approximately 7:30 p.m.

The next Board meeting is expected to take place at FLI at 5:30 p.m. on November 30, 2022.

Respectfully submitted,

Jennifer Estrella
Secretary

(as prepared by Katherine Brown in light of Ms. Estrella's absence from the meeting)