

Board of Trustees Meeting

October 29, 2024

5:30 p.m. – 7:30 p.m.

Location:

In person

Future Leaders Institute Charter School

134 West 122nd Street – Rm 212

NY, NY 10027

Join Zoom Meeting

<https://us06web.zoom.us/j/96084001082?pwd=L2dFZGJZZDhNK3E1ZGRHRTgxRG4vdz09>

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) Jennifer	a) 2 minutes
2	Board Business	Board Votes	a) Approval of September Board Meeting Minutes b) Review of material revision letter c) Updated Board Slate	a) Jennifer b) Rusty c) Governance Committee	a) 1 minute b) 3 minutes c) 5 minutes
3	Academics/ Enrollment	N/A	a) Enrollment Update b) Attendance c) Phonics assessment (new students in K-5)	a) Rusty b) Jody/Rusty c) Natalie d) Jody	a) 5 minutes b) 1 minute c) 10 minutes d) 5 minutes
4	Events	N/A	a) Calendar of Assessments b) Family Calendar/ Upcoming Events (website link to calendar)	a) Jody b) Natalie	a) 3 minutes b) 3 minutes
5	Finance	N/A	a) Finance Report- September	a) Rusty	b) 5 minutes
6	Executive Session	N/A	a) Executive Session	a) Exec Committee	a) 15 minutes

*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 29, 2024

The Board is transitioning toward in-person board meetings. There will be at least one per quarter

Board members present: Rudy Austin, Heather Northrop, Ross Harold, Jennifer Peña- Detata, Fernando Garcia, Rachel Klein, Jennifer Estrella, Rob Fratto (by zoom)

Others present: Jody Flowers (Principal), Natalie Gonzalez-Valdes (Assistant Principal), Rusty Slovenic (Asst. Principal)

Board members absent: Jay Hatfield

The meeting began at approximately 5:47 p.m. and was called to order by Jennifer Estrella.

1. *Welcome.* Rudy Austin and Jennifer Estrella welcomed all attendees to the October Meeting.
2. *Minutes.* Upon motion duly made, the Board unanimously voted to approve the minutes from the September 2024 Board meeting.
3. *Material Revision to the Charter* - Mr. Slovenic indicated that a material revision to the charter was needed in order to update enrollment minimums based upon current enrollment trends. Upon motion duly made, the board unanimously approved a material change to the revision letter to change the minimum enrollment cap to 75% of our maximum enrollment of 320 students. Full details are included on the completed memo
4. *Board Slate*
Rachel Klein introduced the board slate (full text included in the packet). Jay Hatfield & Rachel Klein were nominated for a 2 year term. The members of the executive committee shall stay the same. Board members who started in January (Heather Northrop, Jennifer Pena, Rob Fratto) all have a term date ending in October 2026. Committee information is included in the packet. Upon motion duly made, the board unanimously approved the slate.

5. *Attendance & Enrollment Update.*

There is a FTE of 248 students. There have been no new enrollees in the month of October. This is less than the 2 enrolled during the same period last year. The school is starting info sessions for families in November. This follows mailers sent by families in Spanish and English to all neighboring zip codes. School leadership will work closely with the newly formed community engagement committee to strategize enrollment and outreach. Jody indicated that flyers about events at the school are shared with potential families and there is mild uptake. The board discussed strategies to engage current families and students in recruitment activities. Current families also respond well to recruitment stipends.

Attendance – the school continues to have a weekly attendance meeting to discuss how best to support students and families with concerning attendance (ex: one student who has already missed 14 of 32 days this year). There is a dive into specific family circumstances as well as schoolwide trends. It is supportive to have counselors present to support gathering of resources and partnerships with external caseworkers when needed. There were targeted outreach to students who have missed six days of school already to get ahead of potential chronic absenteeism.

6. *Academics Update.*

Ms Gonzalez shared the testing calendar for the year to present an overview of how assessments are planned over the course of the year, which uses Achievement Network exams that are conducted online in addition to in person or paper assessments used to get a handle on literacy, particularly for students in younger grades.

At the start of the year, the team looks at data based upon last year's state test data at the start of the year and then looks at benchmark data at other data gatherings that take place over the course of the year. The Achievement Network assessment windows are completed during a long window of time. Year-end State paper tests for third grade will be conducted in a two day window in the Spring. The school tends to score higher on state tests than on benchmark assessments.

A question was raised about what the school is doing to target the low scores from the state test. Ms. Gonzalez shared that the school leadership team met with all teachers to look at data and identify areas and questions where students scored lower on the previous year's test and identify where targeted instruction and interventions to target these areas. Teachers are expected to do this across the year, with an expectation that teachers are diving into assessment results to find areas of focus each Monday (the dedicated professional development days). This practice was based upon practices of teachers who scored higher on last year's state tests. There are also resources through Achievement Network and other professional resources that can help them to identify what baseline skills need to be taught for success on the more advanced skills.

Ms. Flowers shared information about how the iReady platform is used to target interventions and instructions for students. Ms. Gonzalez shared how she and the school leadership team supports teachers individually to better understand how to target instruction based upon where there is confusion or need for clarification.

Ms. Flowers shared information with the board about how Phonics instruction is supported at FLI to further expand upon the assessment and explained how literacy skills are built inclusive of phonological awareness, decoding, and sight word recognition. She further gave examples of how this is embedded in curriculum and assessment. Ms. Flowers also shared how the reading interventionist targets students to support and makes changes based upon data gathered.

7. *Finance Update* - The finance report was shared. Mr. Slovenic indicated that, due to lower enrollment, there was a shift to the budget. Instead of a projected 39,000 surplus, the school is now operating at a deficit. Mr. Slovenic shared information about how the

operating deficit can be partially explained by the hiring of an additional ICT teacher in order to support growth of that program. Over the past 8 budgets, most budgets were passed at a deficit but ended with a surplus. The Finance committee and school leadership prioritized placing resources into the school building to support the instructional program and school operation.

The Board meeting adjourned at approximately 7:13 p.m.

The next Board meeting is expected to take place on November 26, 2024 at 5:30pm.

Respectfully submitted,

Ross Harold
Secretary