

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

Date: November 19, 2020

Time: 10:00 AM

Place: Zoom Video

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

Members Absent: none

Call to Order: Mr. Newman called the meeting to order at 10:00 AM on November 19, 2020

The minutes summarizing the October 22, 2020 meeting will be reviewed in December 2020.

Report of the CEO

Mr. Tabano met with teachers and support staff to inform them students will continue to provide 100% remote instruction through the fall semester. The decision is based on the higher COVID-19 positivity rates seen throughout the city and DOE's decision to close schools. The decision to stay remote is good even though it is not ideal. The counselors, case managers and teachers reach out to struggling students daily. There are mental health issues and the team is calling students frequently. With DOE closing schools, our teachers who are UFT members can teach from home as per UFT/DOE contract. With a resurgence of COVID-19 cases, we propose to have support staff work a hybrid schedule after Thanksgiving. Effective 11/30, support staff will report to work in-person Tuesday and Thursday and work from home Monday, Wednesday, and Friday. There is a plan to reassign work to people who have tasks that is performed only at the school. These employees, about three, will assist in outreach efforts. All employees will be required to submit a report documenting their work activity by 6pm. All employees have the option to work in-person, if they choose. Custodians will report to the school building each day and work on projects to spruce up the space. Case managers will be trained in conducting safe home visits. Mr. Knight asks the reason in choosing Tuesday and Thursday to work in-person as opposed to other days or allowing flexibility. Mr. Tabano, replies the days are chosen to accommodate the fiscal and mental health teams.

Mr. Tabano requests a motion to accept the continued remote education plan for students and hybrid work plan for support staff.

- Motion:** Mr. Knight moves to accept the remote education plan for students and hybrid work plan for support staff.
- Second:** Mr. Newman seconds the motion.
- Vote:** Unanimous.

Attendance mirrors the city attendance at 53%. Attendance is a little higher during the work week. It is a struggle for students to attend zoom classes and focus. COVID-19 has impacted many of our students. They have sick families and need to work to support families who lost jobs. Students are doing their school work at night and check in with teachers, case managers and counseling team. We are allowing flexibilities during this unprecedented time. Tablet distribution to students in need of technology is complete. Technology is not the issue. The issue is time and current conditions. We are keeping records of reasons students are not able to attend scheduled zoom classes – many are challenged with different priorities. There are two teachers in almost every classroom. There is a lot of instructional support and teachers go above and beyond to work with students after hours. It is noted that the special education population is at 52% which is high and significant.

Data and outreach by the mental health support team show more students are suffering from anxiety. Students want and appreciate contact with faculty and support staff. There is a lot of outreach to students with social, emotional, and mental health concerns. Dr. Peter's has reported Zoom tele-meetings are better than nothing.

The DOE will conduct renewal visits remotely along with several DOE representatives. January is the visit. Dates and reminders will go out to the Board of Trustees and students.

The Regents exams are cancelled. Students who take and pass a Regents subject class will receive a Regents waiver. This is helpful to students who struggle with test taking.

A virtual parents' night is scheduled next Tuesday, November 24 from 3 – 6 pm. Zoom meeting links have been sent to parents to meet with teachers. Progress reports were mailed and will be discussed.

Mr. Knight and Ms. Jackson have completed the Board assessment. We will wait for the remaining Board members to send the assessment in. The assessments will be averaged and findings will be reported on at the next meeting.

Mr. Tabano explains Ms. Mitchell is unavailable to report as she teaches during this time of the day. He reports the Bronx campus is faced with similar situation.

Mr. Tabano informs the Board of the passing of Jason Salters. Mr. Salters was a 2009 graduate and an exemplary culinary student. The Board extends condolences.

Report of Cecilia Sakosky/CFO

The Form 990 which are our tax returns were completed by the accounting firm, Schall and Ashenfarb. The numbers presented in the form were reviewed and discussed in detail by Dave Ashenfarb and the members of the audit committee last month. The Board reviews the Form 990 and there are no questions. Form 990 is made available to the public upon request. Ms. Sakosky requests the Board to accept the Form 990 for fiscal year ending June 30, 2020 for filing.

Mr. Newman requests a motion to accept Form 990 for the year ending June 30, 2020 for tax filing.

Motion: Mr. Ng makes a motion to accept the Form 990 for fiscal year ending June 30, 2020 for tax filing.

Second: Ms. Jackson seconds the motion.

Vote: Unanimous.

The school's financial position is 4% lower from the previous year. The decrease is expected. FTE is down to 316. Our investment portfolio remains strong. The Board's objective to protect cash and investment returns is within the investment policy of 5% return. There is an increase in fund balance of 316K. This is a timing factor and it is expected that there will be a decrease in fund balance at the end of the fiscal year. Student enrollment reported in the prior billing cycle is 312 FTEs. Both campuses brought in new students. Hopefully we will reach 320-325 FTEs. We are still taking students in but it is slow. Total number of students requiring special education services is 52%. We get a pick up revenue from the increase in SPED students. 52% is a high percentage.

The STOP-TA grant will take effort however the addition of walkie-talkies to assist teachers and staff to quickly communicate threats is a benefit. Mr. Newman inquires about two vacancies preciously reported. Mr. Tabano informs the Board a hiring freeze remains and that existing instructional staff are able to handle the instructional load. Mr. Newman asks what are projected deficits for the year and plans in drawing down assets. Ms. Sakosky explains the projected deficit is 1.3M – 1.4M however on a cash basis, when adding depreciation back, the change to cash flow is projected at a deficit of 1.2M. There is currently no need to draw down

on assets but cash is monitored and we will assess the need to draw down on investments in the Spring. New grants awarded in October will defray a portion of existing costs.

Mr. Knight inquires about support staff salaries and medical premiums. Ms. Sakosky explains salaries are frozen. Only union increases are committed per collective bargaining agreement between the DOE and UFT. Medical benefit premium increases will not substantially increase. Ms. Sakosky informs the Board of a meeting with Mr. Libby, the benefits broker with MDG where a discussion ensued around upcoming increases. Industry increase is running single instead of double digits.

Mr. Newman inquires if there are expenses related to COVID that have not been budgeted. Ms. Sakosky reviews the budget line and shares with the Board that COVID-19 expenses are under budget. The budget includes costs for cleaning service which has not been obligated because students have been remote. We may need to obligate expenses in the Spring or when students return to in-person.

Mr. Knight shares that he navigated the new website and congratulates Ms. Sakosky in taking on the role and creating an impressive and professional website. Mr. Levine suggests adding Mr. Tabano's name to the end of the Principal's message on the website. All trustees agreed. Mr. Knight asks why a teacher is resigning in January instead of the end of a school year. Mr. Tabano explains the teacher is not comfortable with remote instruction and wanted to retire last June but agreed to stay on to assist with renewal.

Mr. Knight recommends to adjourn the meeting.

Motion: Mr. Levine makes a motion to adjourn the meeting.
Second: Ms. Fliegel seconds the motion.
Vote: Unanimous.

The meeting adjourned 11:05 pm.

Next meeting is scheduled for December 17, 2020 at 11 AM.

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

Date: December 17, 2020

Time: 11:00 AM

Place: Zoom Video

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

Members Absent: none

Call to Order: Mr. Newman called the meeting to order at 11:00 a.m. on December 17, 2020.

Darrell Hayes attended his first meeting. He introduced himself and shared some of his background with the other board members.

The minutes summarizing the November 19, 2020 board meeting were reviewed and conditionally approved, as November had been circulated but not totally finalized. The final minutes from the October 22, board meeting had been reviewed and finalized. Mr. Newman asks for a motion to accept the October and November 2020 minutes.

Motion: Mr. Knight made the motion to accept the October and November minutes.

Second: Mr. Ng seconded the motion.

Vote: Unanimous.

Report of the CEO

Mr. Tabano reported that he had shared the tentative Charter renewal schedule with the board members subject to final approval. There will be two groups for visits done by zoom. One group to follow regular teachers, and the other group to follow two Special Education students and their teachers. Mr. Tabano stressed that the evaluators will see 2 teachers for each type of class, regular ed and special ed. The draft of adding 8th grade has been with DOE. It was edited to clarify that student would be 14 years of age, or older, who have failed or are not being promoted. This is to clarify that we aren't starting a middle school, but just helping 8th grade students who are similar to our high school student population.

The public hearing will be January 11, 2021 at 6:00 PM. This will also be via zoom. Will get word to parents, current students and staff, alumnae, etc. Anyone can speak. The review will take place on January 11th and 12th. At 8 PM on January 11, it will also be a zoom group meeting with all board members and we should expect an invite from DOE.

We also planned a meeting of the board for January 7, 2021 to further discuss the upcoming meeting with DOE. The board approved the tentative schedule.

Motion: Ms. Jackson made a motion to approve the schedule.

Second: Mr. Tabano seconded the motion.

Vote: Unanimous

Mr. Tabano discussed the "dashboard" that he distributed and will plan to continue to update and make a feature of our meetings. One metric that he noticed, though it is not yet on the dashboard per se, but nearly 90 % of JVL students are level 1 or level 2 in both in Math and English that were pushing into high school. We have no level four students and approximately 12-15 level three. He says this is evident alarming that social promotion is rampant pushing students into high school. Historically, level 2 was required for entrance to high school. He points out that NYC only counts "high school dropouts" and excludes those that dropout in 8th grade. That number had grown to 10,000. Now the number is down due to social promotion, but the students are not prepared for it.

He also noted that our JVL special ed population is up to 50%. There are no other transfer schools that are taking this level of special education. This is important reason for us to have the dashboard and to stress this with DOE. The dashboard also helps track now that we don't have regents.

Remote learning will continue for balance of term to be readdressed in January. The city is not providing services for testing for Covid-19 in Charter schools. Attendance is difficult. Many students are displaced and not living at home. Many need to work to support their family. Many personal issues run contrary to good attendance and having in person classes makes it easier to enforce and encourage attendance.

Mr. Tabano shared that Dr. Privy Parikh (Sp?) will speak with students (and parent are being invited to join) about vaccination. She is a clinical on staff at NYU who worked on trials concerning efficacy of the vaccines. She will discuss how trials went, answer questions, etc. That is a zoom presentation at 2:00 PM on (same day as board meeting).

Grants – mental health, school climate, and stop grants. Staff have been assigned to provide more training for lock downs and security. Our mental health team has received training about culture in schools. They have added five positive behaviors to our dashboard. Credits will be awarded to student who hit certain performance criteria including attendance. There were 25 students that received a Principal's Award for 100% attendance in zoom, as an example.

Mental Health and 21st Century programs worked together to create a mental health wellness project for parents and students. The effort provides a wellness package/tool kit including items to promote self-care and connectivity between parents, students and education as they struggle through the pandemic. Items centered on relaxation techniques, necessary toiletries such as toilet paper and anti-bacterial hand soap, recipes utilizing items in the care package such as oatmeal, graham crackers, cinnamon sticks (many items have dual purpose and so recipes are included for cookies, facial care, and aromatherapy), a JVL Wildcat branded face covering, adult coloring book with colored pencils. All items were packaged in a recyclable grocery bag with a booklet on wellness techniques and mental and social outreach agencies with locations and phone numbers. It is funded by 21st Century grant, so is available for students that participate in after school program with minimum of 75% attendance. Dr. Peters, is the Mental health supervisor and has started a game night for student and families one night per week to engage the families. During that forum, they can break out into one-on-one sessions with Dr. Peters or a member of the mental health counseling team. Alex Martinez has coordinated with a church in Manhattan and a church in the Bronx where parents can go pick up the packages on designated days. The oatmeal cookies got rave reviews, and Ms. Sakosky shared that the peanut butter oatmeal chocolate cookie recipe was hers.

Ms. Jackson added that praise that JVL staff and teachers are doing a lot to engage the students at this time. But that it is important for the parents and family members to also keep an eye on the kids, and keep the students online and focused. Important to be checking on the kids so they are not online with games, social media, distracted by the cell phone, etc., and remain accountable to their own education. She said JVL is doing an amazing job of this, and asked that JVL make continued effort to impart this to the families. Ms. Sakosky asked Ms. Jackson if she would be willing to participate in giving this message, as a board member, and someone who is living it as a parent as well, on a zoom gathering in which we invite parents. Dr. Peters will connect with Ms. Jackson to help make the arrangements for same.

Report of Cecilia Sakosky/CFOO

Ms. Sakosky provided an update on JVL financial condition. The financial report for November looks strong cash wise, but this in part looks favorable due to timing. There are upcoming

expenditures in coming months that will impact the net fund balance, which is \$383,590 and almost the same as what it was one year ago. Maintaining a similar balance is particularly significant in light of volatile financial markets over the past year. Significant that we have been able to preserve our cash in the investment account. \$5.2 million in cash and investment. Total assets of \$6.4 million with current liabilities of \$1.5 million, and we have a liquidity ratio of 3.66, a strong number which means we have \$3.66 for every dollar of liability sitting out there currently.

We have an increase in fund balance of \$383,590. Comparatively, this is a decrease of 38% versus one year ago due largely to Covid-19. Our operating revenue is 3.5M vs. \$4.1M for previous year. But expenditures have decreased commensurate with same. It has been important that we have done good job of limiting expenditures to only those things necessary.

Projections through the end of the year, with 7 months of this fiscal year remaining, we will see expenditures increase. Rent is fixed number that we can't do anything about. But other expenditures have helped limit projected deficit to \$968,000 vs. what had been projected, as much as \$1.3 million deficit projected as of last month. Some of the expenses associated with savings are due to vacancies in instruction and offsets to existing costs under the Dept. of Justice STOP Grant. We were able to allocate part of the grant against Kareema Watkins who is filling in the safety coordinator role and a portion of Ms. Sakosky's salary as Director of the Grant.

A major variable will be additional costs if students physically return to the buildings. If so, there may be additional cleaning costs and costs for rapid testing for Covid-19 which may be mandated by Department of Health, but not paid for by DOE. These items are budgeted, but we will have to see the expenditures if/when they occur.

Mr. Newman asked whether we have made efforts to reduce the expenses associated with our leases for the school space in Manhattan and the Bronx. Mr. Levine is involved with commercial real estate matters, and answered that it is difficult to gain reduction from a landlord in general. Landlords have obligations as well, and are giving breaks to retailers in some instances, but that accommodations to an "office user" which is really what JVL's premises are considered, are more rare and come with paybacks which would not likely be productive to JVL. He explained that just because a tenant is not operating from leased space, the landlords are operating the buildings and making it available to the tenants to do so. In the Bronx, timing is such that we have begun to address longer term needs and we should be in a good position with those discussions to lock in what may be more favorable than what would have been if not for Covid-19. It is also important for JVL to secure its renewal before it is in a position to make any further lease commitments.

Mr. Newman also asked Ms. Sakosky if we may be qualified for the new PPP funds that may be available in the next round. Ms. Sakosky will speak with the bank about qualifications, and since we will have a deficit this year, which we did not last year, she will find out if there may be something that JVL can avail itself.

Ms. Sakosky asked that we move our annual review of support staff from December to July so we can look back at a full year of remote work and provide evaluations. We also discussed whether the Board of Trustees should approve a discretionary 403 B match of up to 3% of what respective employees contributed to the plan in 2020. This had cost \$36,000 in 2019.

Motion: Mr. Ng made the motion to defer the evaluations until end of school year, and for no matching for 2020 of the 403 B plan for the support staff.
Second: Mr. Levine seconded the motion.
Vote: Unanimous.

Mr. Knight again welcomed Mr. Hayes to our board.

Mr. Fliegel announced he is moving to an advisory role at the beginning of the year. The Board thanked Mr. Fliegel for the many years he served on the Board and expressed appreciation of his continued contribution as an advisor.

Motion: Mr. Newman makes a motion to adjourn the meeting.
Second: Mr. Knight seconded the motion.
Vote: Unanimous.

The meeting adjourned 12:15 p.m.

The Board review of upcoming meeting with DOE is scheduled for January 7, 2021 at 11:00 a.m. The next Board meeting is scheduled for January 21, 2021 at 11:00 a.m.

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

Date: January 21, 2021

Time: 11:00 AM

Place: Zoom Video

Members Present: Harvey Newman, Douglas Knight, Richard Levine, Ron Tabano, Dana Jackson, Lawrence Ng, Darell Hayes

Members Absent: none

Call to Order: Mr. Newman called the meeting to order at 11:00 a.m. on January 21, 2021.

The minutes summarizing the December 17, 2020 board meeting were reviewed. Mr. Newman asks for a motion to accept the December 2020 minutes.

Motion: Mr. Ng made the motion to accept the December 17, 2020 minutes.

Second: Ms. Jackson seconded the motion.

Vote: Unanimous.

Matthew Libby of MDG Benefit Selections made a presentation to the group concerning our current medical insurance plan through Oxford and diligence he has done on behalf of Wildcat to help support decisions concerning programs going forward. Comparisons were made with Empire and Aetna options. Our current dental plan is with Guardian Insurance, and there will be no change in premium rates or coverage.

Report of the CEO

Mr. Tabano reported that the charter review concerning renewal went well. DOE had three teams observing teachers and students via zoom classes, and feedback sessions following in which DOE asked what JVL saw happening and DOE also indicated what they had observed. The public hearing was held on January 11, 2021 at 6:00 PM and approximately 40 people spoke on behalf of JVL and great/life-saving work it had done. There was a further debriefing with DOE on 1/20/2021 which further including discussion of an "incentive plan" that JVL is creating. There was no specific announcement that renewal will be granted, but the data will go to Board of Regents in mid-April and an announcement will be made following this. DOE commented on longevity of teaching staff, good culture, that we are doing right by our population. That said, Mr. Tabano indicates that the State is mostly looking at data to base its decision and he believes our data looks strong.

The draft of adding 8th grade program has also been with DOE for review It was edited to clarify that student would be 14 years of age, or older, who have failed or are not being promoted. This is to clarify that we aren't starting a middle school, but just helping 8th grade students who are similar to our high school student population. This remains under consideration. via zoom. Mr. Tabano reported that the DOE rep would be sending alternative dates to schedule a zoom group meeting with board members

Mr. Tabano reports leaning toward student returning earliest September of 2021 (maybe Summer). One issue is DOE pays for necessary Covid testing of students in public schools, but does not pay same for charter schools. Students all have equipment and know routine of online, so stick with that for now. Knowing that three JVL teachers with longevity at JVL will be retiring, online may be best for now as well. They remained through the charter renewal process. But will finish up January 29, 2021. JVL picks up 50% of any residual vacation/personal days up to 200 days that they may have banked (maximum of 100 days total for JVL). Ms. Saksoky reports that these costs have been accurately anticipated in all prior financial projections. We do have a plan in place to recruit new staff to begin in September 2021. School Covid testing - there is a lawsuit that DOE will pick up cost. It remains TBD how long this testing requirement will last.

There will be no regents again this year since they cannot properly administer remotely. Not likely to be given again until 75% of students are back in school. Graduation rate is up, DOE likes this, and that may be facilitated by no regents testing.

Recruiting is stagnant among high schools. We keep enrollment open and put students into internships to start if in middle of a semester.

Kickboard program through a mental health grant is helping us work on culture of school and create incentives for students through positive rewards. We are creating point system to reward good behavior. We hope that it will also address the advanced student to motivate working harder vs. possibility of lightening up efforts/working to the median. The discussion will be discussed with students as well to get their buy-in.

The school is continuing to provide support to families/parents and satisfy needs that we can identify.

Report of Cecilia Sakosky/CFOO

Ms. Sakosky discussed the review of group medical insurance renewal options provided by Matt Libby of MDG. The new proposed plan would entail a 6.8 % increase in premium

- Motion:** Mr. Knight made the motion to accept the proposed new plan with 6.8 % increase
- Second:** Mr. Levine seconded the motion.
- Vote:** Unanimous.

Mr. Newman asked question of how the benefits consultant is remunerated for their services. Ms. Sakosky informed that the consultant is paid a fee by whichever carrier the school chooses. Ms. Sakosky was asked, and reports that she believes he works diligently on behalf of JVL, that he has done extensive research, which is not compensated in coming to recommendations, that she believes him to be honest and have the best interest of the school as his priority. Ms. Sakosky also reports that as a small group of insureds (approximately 20), JVL is a difficult group to place.

Ms. Sakosky provided an update on JVL financial condition. The financial condition of the school report for 6 months ending December 31, 2020 includes a positive fund balance increase of \$369,000 based off of operating revenues of \$4.5 million with an offset of expenses of \$4.1 million. The financial position remains strong with \$2.6 million in cash and cash equivalents which will sustain our monthly expenditures for approximately 3.5 months. There is an additional \$3.1 million in our investment portfolio account and we should be able to sustain our cashflow requirements through the end of the year, 6/30/2021 without tapping into any operating reserves.

Mr. Hayes mentioned previous discussion about possibility of pursuing a round 2 PPP loan and asked if Ms. Sakosky thinks we are in a position to obtain same? Ms. Saksoky reports that we continue to evaluate this possibility, but that the second round of loans, Govt. is looking for 25% decrease in revenue compared with our previous year. JVL is eligible when looking at per pupil revenue, however, when also taking into consideration our entire revenue stream which includes the impact of our federal grants, our overall decrease is only 15%. In effect, since all of our funding is from government sources of different types. David Aschenfarb, our CPA, is also doing diligence on this for JVL to be sure we are fully informed.

Mr. Newman asked Ms. Sakosky what her inclination is on this. She asked JP Morgan for advice, and they too said JVL should consult with its accountant. If David says JVL seems eligible, then we would have a meeting of the finance committee as a next step.

- Motion:** Mr. Newman makes a motion to adjourn the meeting.
- Second:** Mr. Knight seconded the motion.
- Vote:** Unanimous.

The meeting adjourned 12:00 p.m.

The next Board meeting is scheduled for February 19, 2021 at 11:00 a.m.

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

Date: February 19, 2021

Time: 11:00 AM

Place: Zoom Video

Members Present: Harvey Newman, Douglas Knight, Richard Levine, Ron Tabano, Dana Jackson, Lawrence Ng, Darrell Hayes

Call to Order: Mr. Newman called the meeting to order at 11:00 a.m. on February 19, 2021.

Report of the Chairperson

Mr. Newman informs the board that we are going to defer the approval of last month's meeting minutes until the next meeting.

Report of the CEO and Principal

An update is given on the status of the schools' charter renewal. Mr. Tabano begins by summarizing the conversations that he has had with several members, and the impression by the collective group is that there will be no 8th grade and that it will probably be a three-year renewal. Mr. Tabano reviewed the school's academic and financial goals are met every year, including our graduation rates which are extremely higher than transfer schools. Our goals and narratives were resent so that can be reviewed. In a further conversation with Laurie, Tabano indicated the success rates our students after graduating, including the data which we collect internally that displays that our alumni's attend Community and or University Colleges, enter the military or the trade school, and/or employed.

Student updates- We will remain remote for the semester. Being that it is mid-winter recess, we are utilizing this week to do home visits. One day has been done successfully and the crew is back out there today. The team that has been instructed to continue this outreach until they have exhausted the list of students. Mr. Tabano has updated the dashboard and indicated that he will continue to do so every month. Current numbers are relatively close. We are reporting 13 students in February. Special Ed remains at 49% and ELL's at 9%. We currently have 320 students. We are continuing to recruit and to take students in throughout the entire semester, since they can be easily acclimating into our online classes. It is our hope that when schools open back, we will get students who are lost.

Mr. Newman suggests that since attendance weighed heavy on the renewal, it should be included into the dashboard. He also reiterated the theme of the board involvement in attendance and retention, posing a question on how they can assist. Tabano explained that a big issue with attendance is the lack of engagement with the younger students with minimal credits who are disengaged. Although he thinks they are making strides this is something that will be heavily monitored and addressed with the board.

State assessments- From a meeting yesterday, the state is waiting to hear from the FEDs on the status of the state exams. Other states have made the decision to administer state assessments so Mr. Tabano believes that this will be the last time this regents flexibility is granted. As it appears the regents will be waived in June, but if the decision is made to administer the regents, the school is prepared.

School Year 2021-22 - The union is resistant to doing live streaming so this may be pretentious to how the SY will look. It appears by all accounts that it will not be a full population in the schools since a lot of Schools cannot handle the population. This is going to be especially when doing a live group and a zoom group. What JVL is looking at as a result with the meeting with their lobbyist, is to have a meeting with a DOE Representative to review our contract to see how bound we are by the live streaming regulations. When Ms. Sakosky measured the classrooms, the conclusion was that the smallest classrooms can hold 4 to 6 students. JVL is set up to do live streaming but due to space constraints, we will adapt.

Another conflict lies between the state and the city. The city was demanding that parents sign a consent form to have their child tested in the school if testing was going on, however the state said that parents cannot be forced. We are waiting the decision for the compromise between the two. This will affect us, especially in the Bronx for they are considered a "yellow zone".

Report of CFOO

Financial Report. The financial position of the school for the 7 months through 1/31/2021 remains strong. We have almost two million in cash and cash equivalents and three million in our investments at Morgan Stanley, so we are doing well on cash flow basis. Due to the conditions of the pandemic our student enrollment is lower which has subsequently caused our financial position down 5.8% lower than we were last year around this same time.

FTE - Based on the last DOE invoice is FTE is 321 FTE equivalents for general ed, 118 special Ed students receiving services between 20 % - 60% of the school day and 15 FTE receiving services >60% of the school day. Although there is a concern about numbers, due to our relentless

outreach and ability to retain students' numbers have been consistent in not only day school but with our 21CCLC after school program. We will more than likely miss the 350-student target enrollment for the afterschool, but we are hoping that due to the impact of the pandemic, NYDED will grant a flexibility in attendance requirements for the year. This will more than likely be announced closer to the end of the school year.

Overall Ms. Sakosky is happy with our numbers. We are on target with our projections through the end of the fiscal year, we are looking at a potentially an \$734,000 decrease in the fund balance. We were projecting a 1.5 million decrease in the approved budget, so this is a great number.

Ms. Sakosky informs the board that the school has applied for the ESSER 1, and we will be applying for the new ESSER 2 grant when the application comes around. The spending for round 2 will go into 2023. Round 1 funds will be used to offset expenses incurred because of the pandemic such as preparing the facilities for students returns (face coverings, filters, disinfectants, cleanings supplies and tablets. The plan for spending ESSER 2 includes improving communication between students and parents, and parents and teachers and the purchase of zoom phone, a new technology platform that will support the enhancing of communication.

New Business

Mr. Newman asks to congratulate the board for the manner in which they participated in the school's review.

There is no further new business. Mr. Newman ask for a motion to adjourn the meeting.

Motion: Mr. Ng made a motion to adjourn the meeting.

Second: Mr. Levine seconded the motion.

Vote: Unanimous.

The meeting adjourned 11:41 a.m.

The next Board meeting is scheduled for March18, 2021 at 12:00 p.m.

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

Date: March 18, 2021

Time: 11:00 AM

Place: Zoom Video

Members Present: Harvey Newman, Douglas Knight, Richard Levine, Ron Tabano, Dana Jackson, Lawrence Ng, Darrell Hayes

Call to Order: Mr. Newman called the meeting to order at 11:00 a.m. on March 18, 2021.

Report of the Chairperson

Mr. Newman informs the board that we are going to defer the approval of January and February 2019 meeting minutes until the next meeting. Mr. Tabano informs the group that the minutes do not have to be reported on the website, however the calendar and agenda needs to be uploaded. Although its good business, it is not mandatory. The consensus is that there is no urgency that they are put on the website, but it is a good practice to upload them.

Report of the CEO and Principal

Renewal - Tabano begins a recap of the last meeting with his conversation with David Frank and Laurie in the state office. He was persistent in ensuring that they reviewed our goals and understood our perseverance to getting a 5-year renewal. An initial report was sent out, that indicated that we met or approached our goals. We continue to hope the school is submitted for a 5 year renewal.

CTE – New certification for training programs. We are attempting to get our culinary program CTE certified. The certification is a gateway for students to get accepted into culinary technical schools. What we do as part of the CTE process is linking and collaborating with a culinary school such an NY TECH. Part of the collaboration is to set standards in conjunction with passing the CTE exam so that students get a gateway into their program. We can also waive regents for students who pass the CTE exam.

Since it is a lengthy process, we have reached out to CEI, and they provided us with a contact named Kathy Hinges who we will utilize to spearhead the initiative. There will be a follow up meeting tomorrow to discuss our program and the standards we already have in place. Mr. Tabano will keep the Board posted.

Leasing for Bronx – Mr. Tabano and Mr. Levine will be doing a walk though in the Bronx with the building manager, Raymond, to discuss what constructions we would want if we negotiated a new lease. This includes renovations such as updated HVAC system and the bathrooms. Mr. Levine has requested rent invoices to see what they have been charging us for. Mr. Tabano has another meeting with Raymond who is active with about 4 or 5 community groups in that area. Alex Martinez our case manager will partner and be at the forefront of going to those meetings and reintroducing our school to the community and to reacquaint ourselves to the population.

Per pupil allocation – it is quite possible and probably probable that the FTE will go up \$720 per pupil.

Regents Exam –The three regents to be administered this June will be ELA, Algebra, and the sciences. This does not impact us for we don't have students in the school, we will be granting waivers in both June and August.

Even though schools will be bringing students back beginning March 22nd, Mr. Tabano informs the group that we will continue remote learning and virtual instruction. Parents have already been notified of the school's plan for the spring and that we hope to be open in September.

Motion: Mr. Newman made the motion to adhere to our practice of being remote throughout the rest of the school year unless the states decide otherwise.

Second: Mr. Levine seconded the motion.

Vote: Unanimous.

The intention is that summer 2021 is remote. It will be open to all the students. Students will be canvased. They will have the option to participate in courses and pick-up credits, participate in an internship, or employment or they can opt out summer.

Starting next week, we will be letting a limited number of students come in on Wednesdays and Fridays for mental health assistance. We will also be having students coming in to meet with Ms. Wilde individually for zoom assistance and support with instruction in both the Bronx and NYC campus, since the Bronx is no longer considered a yellow zone. We have established a protocol for health mandates such as questionnaire and temperature checks.

Graduation – Will be virtual. Ms. Sakosky announced that Ms. Alison Engel who is spearheading student council this year has been charged with the responsibility of getting feedback and ideas on the student's idea of a virtual graduation – ideas are to include class photos, speeches etc. The idea is that it is student driven. We anticipate graduating about 80 students.

Report of CFOO

Financial Report. The financial position of the school is status quo, there are no real changes. Our financial position at the end of February is that we have 6.6 million in assets with 2.4 million is cash with three million in our investments. Our liabilities are 2.1 million, so our liquidity ratio is 2.69, that remains strong. We saw a decrease in our funds balance of \$29,000 and that's from our operating revenue of \$5.5 million and our expenditures was \$5.8 million.

Projections through the end of June - A decrease in our fund balance of \$672,000 due to three teachers retiring in the middle of the school year, and a reduction of expenditures that weren't necessary such as trips and Wildcat internships stipends.

ESSER and CSP Funding – CSP was used for expenditures from July 1 through September 30th and was roughly about \$30,000. ESSER 1 which was roughly about \$95,000 was utilized for the purchasing of for tablets, laptops and zoom phone. Zoom phone allows teachers and case managers to connect with students and families to provide even more support without using their personal devices and personal information. Zoom phone also has additional features such as breakout rooms that can be used for direct one on one support.

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

Motion: Ms. Jackson made a motion to adjourn the meeting.

Second: Mr. Knight seconded the motion.

Vote: Unanimous.

The meeting adjourned 11:56 a.m.

The next Board meeting is scheduled for April 15, 2021, at 11:00 p.m.

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

Date: April 15, 2021

Time: 11:00 AM

Place: Zoom Video

Members Present: Harvey Newman, Douglas Knight, Richard Levine, Ron Tabano, Dana Jackson, Lawrence Ng, Darell Hayes

Members Absent: none

Call to Order: Mr. Newman called the meeting to order at 11:00 a.m. on April 15, 2021.

Review of the minutes summarizing the January 21, February 19, and March 18, 2021 board meetings is postponed until the next meeting.

Report of the CEO and Principal

Renewal. Mr. Tabano shares that we did get the renewal. It is a five-year renewal. There was a lot of support and several individuals including Betty Rosa, Lester Young, and the Bronx Regent spoke on behalf of the School. The only problem is the city subtracted 75 students, the 8th grade and dropped the enrollment from 500 to 425. It was explained to the City that even without the 8th grade, our enrollment is 500. The city said they would correct it but did not and submitted the renewal application to the State for 425 students and not 500 as discussed. The lower enrollment number became a point of contention and was questioned by a Regent who asked if JVL Wildcat is so great why are we dropping it to 425. The individual abstained as she abstained from every vote regarding a charter school. All the other regents voted in favor of a 5-year renewal. Mr. Tabano has reached out to the City and State regarding the error but has not received a response. We are allowed plus/minus 10% from charter enrollment number so we can in fact have 465 students next year and can submit a material change to correct the number to 500 in the future.

Doug Knight thanks Mr. Tabano and Ms. Sakosky for their favorable leadership on a daily basis in providing services to disenfranchised students and congratulates the school on a successful five-year renewal. His impression from conversations with the city, the Board thought the recommendation was going to be for a three-year renewal. Mr. Knight is pleasantly surprised and on behalf of the Board thanks Mr. Tabano and Ms. Sakosky for the hard work they do on a daily basis to ensure that the students have a phenomenal place to learn and providing a wonderful environment and leadership for the staff as well.

Remote Instruction. We are continuing to provide remote instruction although we do have a few students coming in for additional help in-person. Some students that are struggling have decided that they can come in. We've had students come in who suffer from mental health issues that needed to be addressed in-person. Students are coming in on a limited basis but we are primarily remote learning. We are following health and safety protocols.

Remote instruction will continue through the summer and the expectation is to return to in-person learning in the Fall. We are conducting another walk through of both spaces and believe we can have everybody back and still adhere to the three-foot rule. Consensus is students want to be back in school.

Mr. Knight asks about contingency plans in the event the union teachers do not want to come back in person. Mr. Tabano explains the guidance from UFT is that if students are in-person, the teachers are required to be in-person. Mr. Knight follows up with a question on what the staff's position is on returning in the Fall if NYC schools were not opened 100% and were in a hybrid or remote model and JVL chose to open up 100%. Mr. Tabano has spoken with the staff and the consensus is they want to be back. The majority of the Bronx teachers are already teaching students remotely from the Bronx campus. We have some teachers in Manhattan that come in from time to time so we do not think returning is an issue. The goal is to reopen in September with 100% in-person learning and instruction. Mr. Knight requests Mr. Tabano to notify the Board of changes to reopening plans should they develop prior to the next Board meeting. The Board will vote on a reopening resolution.

Regents Exams: Resolution. Regents waivers are being offered to students. We've ordered the Regents exam. Students are given the option to take the Regents, however they are not forced to come in to take the exam. Mr. Tabano asks for a motion not have the Regents Exam and to allow students to get the waiver if they complete their courses.

Motion: Mr. Knight made the motion to not have the Regents Exam and to allow students to get the waiver provided the student completes their courses.

Second: Mr. Hayes seconded the motion.

Vote: Unanimous.

Graduation. Ms. Sakosky is working with student council and Ms. Engel on possible senior activities and a virtual graduation. Wildcat will have live stream and pre-recorded sections. The virtual graduation is on June 23 via Zoom. A Zoom meeting ID will be shared with parents, students, and staff.

Because of the pandemic and restrictions regarding indoor capacity, we will not have senior prom or senior trip. Ms. Sakosky is working with student council on a yearbook and senior hoodie. Ms. Wong has distributed instructions on where students can have senior photos taken and is coordinating with Ms. Sakosky on cap and gown requests.

Mr. Tabano explains that the guidance from the DOE/DOH on in-door events. There was consideration of holding graduation at FIT however 20% capacity is restrictive. 20% of 600 leaves little room for students to invite parents and family when the graduating class is expected to be around 80-85.

Summer Schedule. The plan for the summer is to have everybody active in one shape or form. The school will open up the classes to all students and there will be three classes a day. Students can sign up for the three classes, attend virtual internships, sign up for summer youth or for the first time, take the summer off. We are offering this option because some student need a break from 15 months of remote learning – they are burnt out on Zoom. Most students will want to take a class or two because they are eager to complete credits. Some students will work because of necessity. Summer school will run July 6 to August 17 and that's the six week 30-day period needed to run classes.

Mr. Knight asks if the three classes offered are in-person or remote. The classes are remote and the goal is to have everybody return in-person in the Fall.

Bronx Lease Update. Mr. Tabano and Mr. Levine talked about starting negotiations with the Bronx on a lease renewal. They had a meeting with the Bronx people and did a walk through and put together an outline of what we would want from them. Mr. Levine also went over the lease and looked for language that we would want changed. Mr. Tabano did a walkthrough with Mr. Peacock of the culinary floor to see what we need there. Mr. Levine informs the Board that the Bronx representatives are waiting for the School to more formally approach them and then they will send us a proposal.

Mr. Knight asks for historical perspective with the Bronx location for Mr. Hayes so that he has some baseline information to make an informed decision. Mr. Tabano provides historical context. The Board also discusses student capacity in the Bronx, typical lease terms, and facility needs. Student capacity is 300 although we can go up to 325 students. The typical lease term is 10 years and it is explained the preference is longer over shorter lease term as the Bronx is getting more expensive and you cannot time dips and when the rental market will come back. The landlord will want longer lease if an ask is to renovate the bathrooms.

Mr. Knight asks for a motion to begin formal discussions with the Bronx leasing agent on lease renewal.

Motion: Ms. Jackson made a motion for Mr. Tabano and Mr. Levine to begin formal discussions on renewing the Bronx lease.

Second: Mr. Ng seconded the motion.

Vote: Mr. Hayes abstains, 6 yay, 0 nay.

Student Recruitment. Mr. Tabano reports we brought in some students in March and continue to push as much as we can for student recruitment through the rest of the term and through the summer. We should see an uptick in recruitment as schools reopen fully. Ms. Mitchell has orientation for 8 new students who may potentially start in the Fall. We have a new outreach initiative with partners in the Bronx community. We are meeting with community organizers and local community groups and will have presentations to talk about our school. This should position the school favorable within the community.

Mr. Knight asks if there is activity through the website in respect to recruitment. Ms. Sakosky will work with Frogummy on tracking metrics.

Staff Recruitment. We have openings for teachers because of a few teachers retired mid-year and were not replaced during the school year. We need to replace the positions so that we have a full complement of instructional staff in the Fall. We will begin recruiting for math, science, and teachers specialized in special education. We have a pipeline to new graduates out of Hunter College in May and will advertise in Indeed. The Board discusses starting salary for teachers. Ms. Sakosky explains teacher salaries follow the UFT salary schedule and the budget for each new teacher is \$73,000 on salary step 4A.

Current COVID-19 Regulations. The updated guidance when students are in-person is 3 feet separation, students are required to fill out a health screening form, and a temperature check is conducted at the school. Administration will continue to monitor DOE/DOH guidance.

Mr. Tabano thanks the Board for their support during this unprecedented year. The additional meetings, availability on short notice and guidance during the year ensured the school was on the right track.

Mr. Knight on behalf of the Board thanks Mr. Tabano for the kind words.

Mr. Knight requests a copy of the dash board on attendance to be sent to the Board prior to each meeting. Mr. Tabano assures the Board they will receive the report promptly.

Report of CFOO

Financial Report. Statement of Financial Position continues to remain strong. \$5.9M in assets. \$1.6M in cash and cash equivalents. \$3M in investment portfolio. Liabilities is \$1.6M. Liquidity ratio is 3.1 which equates to \$3.10 cash for every \$1 in liability. In the Statement of Activities, operating revenue is \$6.3M, support and other revenue is \$263K, expenses are \$6.8M which nets a decrease in fund balance of \$176K. The decrease in fund balance is a result of lower than projected enrollment numbers. A discussion around the impact of COVID-19 on the mental and social-economic well-being of students ensued. The Board agrees that the school offers instructional flexibility, dedicated and committed staff, and has developed a strong outreach utilizing the counseling and mental health team to support student's mental health and social emotional learning.

The DOE rejected the billing of 21-year old students on the most recent invoice. These students were billed the entire school year and we are now told to remove them from the invoice. There are 15 students that were removed. Ms. Sakosky explained a memo from NYSED recommends students that are 21 be given the opportunity to return to school in 2021-2022 to complete their high school diploma. DOE's position is that the memo is a recommendation and not a mandate thus there is no obligation to pay Charter's for the overaged students. Mr. Tabano will look into how we can fight this.

Pension Plan. The Benefits Practice is the 3rd party administrator on the pension plan which is held at Mass Mutual is increasing their administrative fees. The Benefit Practice's fees are increasing about \$2800 annually – this is because they are applying their per person administrative fee to all eligible non-participating individuals such as the UFT and CSA member. They never billed us for the union members before and are not flexible. Ms. Sakosky is in conversations with Brad Baker of Morgan Stanley to explore other options. Brad will field proposals and put together recommendations for the Finance Committee to review.

There are no other questions and Mr. Knight asks for a motion to adjourn the meeting.

Motion: Mr. Newman makes a motion to adjourn the meeting.
Second: Mr. Levine seconded the motion.
Vote: Unanimous.

The meeting adjourned 11:57 a.m.

The next Board meeting is scheduled for May 20, 2021 at 11:00 a.m.

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

Date: June 22, 2021

Time: 11:00 AM

Place: Zoom Video

Members Present: Harvey Newman, Douglas Knight, Richard Levine, Ron Tabano, Lawrence Ng, Darell Hayes

Members Absent: Dana Jackson

Call to Order: Mr. Newman called the meeting to order at 11:00 a.m. on June 22, 2021.

Report of the Chairperson

The Board accepts the excused absence of Ms. Jackson

The minutes summarizing the February and March 2021 board meetings are in draft and will be reviewed at the next meeting. The minutes of January 2021, April 2021 and May 2021 were reviewed. Mr. Newman requests a motion to accept the January 2021, April 2021 and May 2021 minutes.

Motion: Mr. Knight makes a motion to accept the January 2021, April 2021, and May 2021 minutes.

Second: Mr. Tabano seconded the motion.

Vote: Unanimous

The open meetings law is discussed. The expectation is the Governor's office will change the open meetings law back to pre-COVID-19 where in-person meetings are required. The Board is prepared to return to in-person meetings. There is movement to allow meetings to continue via Zoom or other virtual platform. We will wait to see what happens.

Report of the CEO and Principal

Learning to Work Press Conference. Students from three schools – Urban Dove, JVL Wildcat, and New Dawn attended a press conference last week calling for access to LTW program for charter transfer schools. Students spoke on inequality and unfairness in excluding charter transfer schools from the LTW program. Their speeches reached the ears of mayoral candidates. This was an opportunity for young adults to engage in advocacy and civic

responsibility. The LTW would be very helpful to the internship program. Media was present and the students all spoke well.

Mr. Knight mentions an article showing support for charter schools is 61%. A discussion around charter school awareness and favorable support ensues. Mr. Knight requests the article to be added to the school website.

Summer Program. The 21st CCLC afterschool program does not permit a fully remote learning environment for the summer. To be compliant with NYSED 21st CCLC programming office, we will run a hybrid summer program. Students, with approval from their parents, will come in for summer classes. Students whose parents do not want their child to come to school will engage in remote learning. We are also offering in-person support in social emotional learning and mental health and will run a co-ed basketball camp.

Mr. Newman asks for a motion to approve a hybrid learning model for the summer program

Motion: Mr. Knight made the motion to approve a hybrid learning model for the summer program.
Second: Mr. Levine seconded the motion.
Vote: Unanimous.

September Start-up. We are going to be fully in person unless there is a change in direction from NYSED or NYCDOE. A discussion around special accommodations and any instructional or support staff that are opposed to returning in September ensues. The general consensus from faculty and support staff is an eagerness to return to teaching in person.

Promotions. Mr. Tabano defers to Ms. Sakosky who will report later.

Mr. Newman asks for a motion to return to in-person learning in September.

Motion: Mr. Ng made the motion to approve a hybrid learning model for the summer program.
Second: Mr. Knight seconded the motion.
Vote: Unanimous.

Bronx Lease..Mr. Levine and Mr. Tabano are working with the leasing agents for the Bronx space. Much of our demands are being met and we have a written proposal. Terms of the lease negotiations include paying for architectural designs, new air conditioning systems, new energy efficient lighting, new bathrooms and updating culinary systems such as electrical and