

Integration Charter Schools

Board of Trustees Meeting

**DRAFT - September 24, 2020 Minutes
@ 6:33PM**

Trustees Present	Joseph Carroll, David Lehr, Jill Patel, Dirk Tillotson, Deborah Miller, Doris Schueler, Ed Fucini, Sheldon Blackman, Bonnie Fritz, Mike Caridi
Trustees Absent	R. Lefkowitz, John Strand, Nelly Tournaki, Denise Henick
Staff Present	Ken Byalin, Mary Cottingham, David Velasquez, Summer Ahmad, Maria Rodriguez, Nick Questal, Wendy Migliorisi, Phil Coard, Aimee Horowitz
Parents Present	None
Others Present	None
Adoption of Agenda, Approval of Minutes and Committee Reports	A motion was made by David Lehr seconded by Michael Caridi and unanimously approved to accept the September 2020 agenda, minutes and committee reports from the August 2020 Board meeting.
Presentation	<p>Teachers from each division, with the exception of New Ventures spoke to the Board about their challenges and successes teaching during the Covid 19-Pandemic. The Board was impressed with the Staff's zest and enthusiasm.</p> <p>The majority of staff mentioned that "time" was the most challenging aspect both in their professional and private life. Not having enough.</p> <p>Teachers were asked what could help with making the students educational experience more satisfying. Some suggestions were: extra time for teachers to explore new technologies/software (i.e. near pod), a digital /virtual library, provide students with additional tools (i.e. calculators, noise canceling headphones, etc.).</p>
RESOLUTION	<p>A motion was made by David Lehr and seconded by Jill Patel and unanimously approved to accept the Resolution Whereas, Integration Charter Schools currently has an opportunity to receive a donation of stock, Whereas, in order to receive the stock, Integration Charter Schools will be required to open an account to receive the donation,</p> <p>NOW therefore it is resolved that:</p>

	<p>Integration Charter Schools is authorized to open and maintain a brokerage account for the purpose of receiving donations of stock; and</p> <p>The officers of the organization are authorized to sign and apply for such account as necessary in the name of the organization and take any action necessary to obtain the account.</p>
RESOLUTION	<p>A motion was made by Sheldon Blackman and seconded by Joseph Carroll and unanimously approved to accept the Resolution authorizing the lawyers and ICS Administration to finalize the details responding to the Draft Audit Report dated August 5, 2020.</p> <p>The ICS Board of Directors Chair, Deborah Miller will sign off on the document by September 30, 2020.</p>
Committee Meetings/Reports	<ul style="list-style-type: none"> ● Executive Committee Report: <p>The committee met on 09/09/2020</p> <p>Trustees Present: Deborah M., Jill P. David L., John S. and Dirk T. ICS Staff: Dr. Ken Byalin</p> <p>Update: School Opening – Changes-starting Thursday, 9/10/2020 Remote Learning for Lavelle Prep High School and Nicotra. On Thursday, 9/17/2020 In Person Classes start. NYC Department of Health (DOH) has partner with ICS. Discussions: what gets shut down and what does not get shut down guidelines.</p> <p>To Do: Safety measures will be in effect – temperatures will be administer for students and staff before entering the school; parent questioner to be completed; and DOE busing contract signed today. However, bus schedules have not been mail out to parents.</p> <p>Update: Facilities – Lutheran officials confirm Eltingville School is no longer on the market. Barnes and Noble (Richmond Ave.) and Vanderbilt Home property (Bristol) are being considered for purchase. CC3 not available for Sept 2020 by Nov 2020 5th floor will be available for Nicotra. Next, the 3rd floor for Elementary Division and 4th floor will be available for cafeteria and Administration offices.</p> <p>To Do: Talks with investors bond and financing 9/17/2020 and possible closing Jan/Feb 2021. CC3 rent starts with temporary CFO to pay for 1 floor when building is ready.</p> <p>Update: Race Relations Project – growth opportunities were discussed to map out a strategy to increase the number of black/Latino staff/teachers. Under the: Diversity, Equity and Inclusion project – has promoted (2) Latino and (1) North African to Assistant Principles</p> <p>To Do: Dr. Byalin is working on presenting chart to ICS Trustees and update on Diversity, Equity and Inclusion Project. State Project Between: NY State Education and New Ventures (transfer</p>

charter schools) in Yonkers and South Hampton.

To Do: Dr. Byalin & staff will be working out the details concerning this project with NY State Education.

● **Finance & Audit Committee Report:**

This committee met on 9/9/20.

Present: David Lehr, Jill Patel, Joe Carroll, Ed Fucini, Ken Byalin, Dana Volini, Jonathan Lipschitz, Priyanga Iddamalgoda, and Catherine Uttaro.

The following documents were discussed with the status of each:

Copy of ICS Unaudited Financial Statements for year ended 6/30/20. As adjustments agreed to at the August meeting were made, the committee approved the unaudited financial statements submitted for the year ended 6/30/20.

Copy of Allocations by school for the year ended 6/30/20. As adjustments agreed to at the August meeting were made, the committee approved the allocations by school schedule.

Credit card application was presented and agreed to be signed by David Lehr and Joe Carroll. The application was to replace the old credit card with the same credit line previously held. A new application was necessary as the older card had the premerger federal ID attached to it. The new card will have the ICS federal ID.

Budget to Actual Report For August 2020. Report was discussed and no issues were noted. All active schools reflected positive net income.

Cash Flow for August 2020. Report was discussed and no issues were noted.

● **Governance and Nominating Committee Report:**

This Committee met on 9/22/20.

Present: Robin Lefkowitz, David Lehr, Joseph Carroll, Deborah Miller, Mary Cottingham.

The Committee discussed the proposed slate of Officers & Trustees for the upcoming November 2020 election and will forward their recommendations.

Trustees up for re-election in November 2020:

Bonnie Fritz
Deborah Miller
Dirk Tillotson
David Lehr

Officer Positions up for re-election in November 2020

Chair
Vice-Chair

Treasurer
Secretary

The Committee recommends adding Trustee, Ed Fucini to the Finance & Audit Committee. Deborah Miller mentioned she would be interested in running for the role of Vice Chair.

Robin Lefkowitz reminded the Committee that all Board members should be actively searching for additional Trustees of color. Joe Carroll will reach out to Judge Gregg to gauge his interest and to see if he has any recommendations for potential trustees.

Robin Lefkowitz suggested reaching out to ICS Principals to see if there are any Parents who would be a good fit to serve on a committee.

Deborah Miller reminded the G&N team that Ken's evaluation needs to be completed for 2020.

● **Education and Accountability Report**
This committee met on 9/16/20.

Trustees present: Doris Schueler, Nelly Tournaki, John Strand, Dirk Tillotson. Deborah Miller, and Bonnie Fritz.

Enrollment- we reviewed enrollment at the schools which was generally strong, one area noted was the apparent underenrollment at LP elementary, however that was explained as a building capacity issue and also deliberate growth decisions—so the charter number was not in complete alignment with the schools goals for the current year

School opening highlights- we discussed the individual opening plans and some of the challenges with each of the principals—overall we had strong openings and are opening safely. One issue has been the busing service for special education students—the DOE has not set that up yet—so those students were given a second option around remote only instruction until that issue is resolved.

The schools were just starting to have their first in person days which were progressing well

Lavelle elementary and middle had already had day 1 live, and had strong attendance and participation, we have partnered with Kiwanis around PPE and have been adjusting safety practices as we engage with students more—adding faceguards for elementary teachers etc—we are still providing significant instruction including small group (3 hours per day or more).

Middle school kids are getting the schedule down, but had a smooth opening, and after school is up and running as well, lots of focus on the social needs of students and also assessing and supporting their emotional needs, lots of engaging ways to work with students—lunch and learns, arts programs, alongside the academic STEM and humanities blocks
Lavelle HS was again honored as one of the best high schools in the

country by US News and World report, going up in the rankings, they have been working with students and families, including a family time before the first period, parents are happy with the opening and engaged.

New Ventures- The high schools have been collaborating and working well to improve our services. First day went smooth, kids excited to see each other, and deliberately built in time for students to socialize, and really started with social emotional work. There are some challenges with the internships that are more site based, some are still functioning remotely, but the school will need to pivot some potentially. Families and students were excited about the start of a school.

Nicotra- First day was very positive, 93% live attendance and similar virtual attendance, they also are working on both the academic and social emotional skills, including 1 to 1 tutoring and targeted study halls.

Richmond Prep- prepping for opening and finalizing and working with staff, trying to pivot the website to more of a recruitment tool and resource for families, doing initial PDs around really who our students are. Good progress overall and working with community partners.

Overall we discussed some of the special education supports and how we were working to assure continuity.

Dashboard- we reviewed quickly the data dashboard and the schedule for principals to attend, and to have deeper dives, Theresa and Aimee were going to propose a schedule of attendance, and we will keep refining the dashboard.

• **Fundraising Committee Report:**

This committee met on 9/16/2020.

Present: David Lehr, Denise Henick, Mary Cottingham, Erin Celletti, Jill Patel

Board pledges

Committee members will contact the remaining 5 Board members who have yet to make a pledge for 2020. Everyone else on the Board has already committed to a personal, significant contribution for this calendar year.

2020 Solicitation

The group reviewed a draft newsletter to be mailed and emailed to all ~1,000 names on our mailing list later in September. This newsletter will highlight the ICS Covid-19 response with an emphasis on the DBT program. By mid October, the Committee will send a solicitation letter to the same mailing list asking for donations to support DBT.

Next meeting

The next regular meeting of this committee will be at 8:00 am on Wednesday, October 7, to review the draft solicitation letter. When the final newsletter is circulated, we will determine if a quick Zoom meeting is need to make any final changes.

Presidents Report

Reopening Update

Hardly unanticipated, but as you know, we have had our first Covid-related school closing of the year. We had our first confirmed case of Covid among staff and students who have been participating in in-person schooling. We immediately reported the incident as per protocol to the DOHMH and notified other members of our community who met the exposure criterion. DOHMH took the report and told us we would get a call back with further guidance. Not having heard back over the weekend, as per our protocol, we took the cautious step of shifting all in-person instruction scheduled for Monday to remote. We are awaiting further guidance.

Facility Update

Construction at Corporate Commons 3 is proceeding smoothly although more slowly than planned. Because so many of our families have opted for remote learning and our limited blended instructional schedule, the delay in opening CC3 poses very limited restrictions on our functioning.

As previously discussed, we are continuing in negotiations for a site for Richmond Prep which is due to open in September 2021.

New Ventures Expansion

As you will recall, we had included in the New Ventures Charter renewal application a proposal to expand the program by increasing the number of students and grades served so that all high school students who were two years behind their peers in credit accumulation would be able to attend New Ventures. (Currently only students 16 years of age or older, with 16 high school credits and having passed one Regents examination are eligible for admission). At the time, State Ed recommended that we withdraw that aspect of the renewal application in order to make sure that the new initiative would not jeopardize New Ventures status as a transfer high school. These issues have now been addressed and we are preparing to submit a charter amendment in December. Work on this proposal is now underway and we will be bringing the draft to the board in the coming months.

Mid-Term Charter Reviews

Both Lavelle Prep and Nicotra are due for mid-term charter visits from the State Education Department this year. In the past, these visits have been in-person and have occurred around December. At the moment, we anticipate that these will be conducted remotely. Both schools have begun preparing.

Although Lavelle Prep received a full, five-year renewal, we expect to be closely scrutinized. Our vision has always taken into account the fact that our students come to us lagging and that it takes years and patience for

them to catch up. The Lavelle Prep payoff has always been in the high school performance and our high graduation rate, -- 100% this year and recognition for the second year in a row as a top high school by US News and World Report. We have been warned that changes in the political climate will result this year in more intense focus on performance in elementary and middle school. We are preparing to respond to this challenge. We will be keeping you posted on our preparations.

The Nicotra School in its first term also faces challenges. This year we continue to lag in projected enrollment and this year, particularly, there is a lag in enrollment of Special Education students. These are challenges which are sure to be scrutinized. While we believe that the facility challenges may have contributed to this situation we are hopeful that the opening of the new facility and the more active involvement of Saint Johns University in the Nicotra program will be helpful, we will need to bring more than hope to the review table. At the same time, Nicotra will be preparing this year for a major program shift: Next year for the first time, we will have fourth year students. That's the year in which students begin attending classes on the SJU campus or participating in a career-oriented co-op program where students alternate weeks in traditional classes with weeks in internships. More news to follow.

New Charter Opportunities

As you know, no new charters are currently available in New York City. There are, however, charters available outside of the city. The State Education Department, which is thrilled with New Ventures achievements -- we are apparently the highest performing transfer high school in the State, -- has been encouraging us to consider replication outside the city. Two opportunities are currently presenting themselves, one in southwest Yonkers and one in Southampton working with the Shinnecock community there. We have begun discussions with folks in both communities.

We are undertaking this preliminary exploration in the face of some immediate uncertainty. While at the moment, it is expected that the State will issue a Request for Proposals for new charter schools, probably with a February due date, it is possible that State budget restrictions may result in the postponement of the RFP. Once again, more news to follow.

New Business Notes

ICS had a confirmed case of Covid. All buildings were closed on 9/21 & 9/22, classes were moved to remote learning and facilities were deep cleaned and sanitized. The buildings re-opened on 9/24. ICS followed DOH guidelines. Only when ICS have guidance to safely re-open will we open. Tracing has taken place and one person has been confirmed.

The November 1st, 2020 per pupil payment will happen.

Further substantial cuts are still a possibility. ICS has taken steps to

	maintain a reserve. The organization might be eligible for the “Main Street” loan.
Adjournment	A motion was made by David Lehr seconded by Jill Patel and unanimous by all to adjourn the meeting at 7:35PM. The next Board of Trustees meeting is scheduled for October 22, 2020.