

Integration Charter Schools

Board of Trustees Meeting

DRAFT Minutes

May 28, 2020

@ 6:31 PM

Trustees Present (Via Video)	Sheldon Blackman, Joseph Carroll, Bonnie Fritz, Denise Henick, David Lehr, Deborah Miller, Jill Patel, John Strand, Dirk Tillotson, Nelly Tournaki, Michael Caridi, Doris Schueler, Robin Lefkowitz
Trustees Absent	
Staff Present	Ken Byalin, Theresa Peterford and Mary Cottingham,
Parents Present	None
Others Present	None
Adoption of Consent Agenda	A motion was made by Bonnie Fritz seconded by Nelly Tournaki and unanimously approved to accept the consent agenda for the May 28, 2020 board meeting.
Committee Meetings/Reports	<ul style="list-style-type: none">● Executive Committee Report: The committee met on 5/13/20 Present: Deborah Miller, Jill Patel, David Lehr, Dirk Tillotson, K. Byalin, M. Cottingham and S. Tirado● ICS Annual Lottery reviewed. Outcome: Event went very well for New Ventures and Nicotra. Action Item: continue to work on increasing #'s at Lavelle elementary/middle school.● SED Desk Review: Renewal review will be conducted before June 30, 2020. Report due from each school in two weeks. Written survey questions due. Action Item: Written response follows after school reports are completed.● Status of Litigation: Lutheran Sinod held an inspection of the building today (May 13, 2020).● Facilities: CC3 is moving forward. A discussion was held concerning construction loan. Action Item: To be held with bank. Negotiate an extension of space at

Eltingville School.

Action Item: Lease on a monthly basis.

- Graduation 2020: Spear headed by Mary Cottingham, Sam Deluca & Elaine Bartley to develop an ICS Website for High School Senior's graduating class. Featured film makers are Orly Wiseman and her husband.

Action Item: Theme – Where are you going after high school?

- ICS Award: Honor Richard Fragiacom.

Action item: Board Vote

- **Finance & Audit Committee Report:**

This committee met on 5/13/20

Present: David Lehr and Jill Patel, as well as President Ken Byalin, staff members Mary Cottingham, Dana Volini, Jonathan Lipschitz, Catherine Uttaro.

Discussed the need for an additional Finance & Audit Committee member due to the passing of Richard Fragiacom. Agreed that this would be addressed at the next Governance & Nominating Committee meeting.

Discussed April year to date Budget to Actual file. Noted that the projected year end net income is \$707,274. This amount includes an accrual for the 401(k) match of approximately \$446 thousand. This amount is discretionary and as we are heading into an extremely difficult 20-21 budget year, the payment and accrual of the match will be further discussed.

Discussed April Cash Flow forecast file. Main items were per pupil funding received in April as planned approximately \$4 million as well as the proceeds of our PPP loan approximately \$3.5 million. The PPP loan proceeds will only be used for expenses allowable under the PPP loan program.

Discussed the 20-21 Budget file. Main items discussed but not limited to the following:

Income items:

PPP loan proceeds included
Conservative enrollment
Fundraising income conservative

Expense items:

Budget largely protects teacher's salaries

Non instructional personnel over \$85 thousand in salary to take a 10% cut in pay and time worked
Cuts to the number of TA's included to reflect teaching model strategy for this difficult year to get through
Reserves of \$2 million included to cover potential per pupil funding cuts as well as \$500 thousand payment due to Nicotra for CC3 construction.
PPP loan payments of \$1.5 million included in expenses. Assumes no forgiveness of the loan.
Assumes we finish the construction at CC3 in September, October, November timeframe one floor each of those months.

Overall this was meant to be a conservative budget that would cover further funding cuts and was mindful of keeping the most positive aspects of our schools intact. For more details on overall direction of organization see Ken Byalin Presidents report dated 5-28-20.

- **Governance and Nominating Committee Report:**

This Committee meet on 5/19/2020

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

Deborah Miller will reach out to John Strand by 5/28/20 to see if John would be willing to fill the Secretary role for ICS.

David Lehr will reach out to Denise Henick to see if she would be willing to serve on the Finance & Audit committee.

Mary Cottingham will continue to invite future trustees; Ed Fucini and Kathlyn Layne to Board meetings.

- **Education and Accountability Report**

This committee met on 5/20/20

Present- Doris Schueler, Bonnie Fritz, John Strand, Deborah Miller, Nelly Tournaki

Staff presented data on school lotteries which overall had high numbers, relative to last year, all of the more traditional schools had between 2 and 4.5 applicants per seat. We also reviewed attendance which was roughly on par with pre COVID numbers. Schools discussed their initial learning plans and how they had been revising them to adjust schedules and expectations to better serve students and families. While some students have thrived others have really struggled with distance learning. We also looked at the surveys of families on the experience, which were generally positive, though issues on the parents' ability to support children with the technology arose. Schools discussed how they were still maintaining the more social aspects of school, and then Diane Dislavo, Director of Counseling gave more detail on some of the social emotional challenges

	<p>and how the school was continuing to support families. The Committee recognized the hard work being done by staff and the really amazing transition that folks have made. We then discussed a new approach to the committee work—we will define a standard dashboard with regular reporting on key data points, some of those will be the same across schools (like attendance) others will be developed with the school leaders to key in on what they define as the key levers of success. These measures may take some iteration, but that is the task of the committee. So ultimately this will reflect key aspects of the charter school performance framework as well as individualized measures for the schools or school levels (Lavelle elementary v Lavelle high). The committee meetings will be focused more on a single school or issue and have a greater deliberative character.</p> <ul style="list-style-type: none"> • ICS Board Fund Raising Committee <p>This committee did not meet this month</p>
<p>Presidents Report</p>	<p>Working remotely through the Covid Pandemic has been a challenge to which the ICS team has risen. While life is far from normal, instruction has been proceeding at a very high level in all of our schools. While some students are struggling and many are facing severe challenges outside the classrooms, some are achieving remotely at a higher level than they were in the brick-and-mortar school. Our teams are going beyond expectations to insure as far as possible normalizing experiences. Plans are proceeding for a remote graduation. Lotteries for next year’s admissions have been held on line. We are meeting the current instructional challenges and preparing for the challenges to come, summer school, and the uncertainties of the next school year. A very extensive report has been presented to the Education and Accountability Committee.</p> <p>We are also facing severe financial challenges. An austerity budget has been presented to the Finance and Audit Committee and will be presented to the Board. While we have been able to sustain commitments which we made last Fall to enhanced Special Education instruction and to the Teacher Pathway Program, both essential to our future, this has not happened without pain. First of all, it has been necessary to increase class size. It has been necessary to reduce the work week of senior staff by at least 10%. It has been necessary to severely limit salary increases, with the primary exception of increases in compensation of dually-certified, middle and high schools core content teachers, whose increased compensation is helping to motivate others to earn the dual certification. It will likely be necessary to forego the 401k match for at least one and possibly two years. Finally, it is likely that as many as 14 Teacher Assistants will not be offered positions for next year. While most of these positions were eliminated as a result of Special Education staffing restructuring, some positions were reduced as a result of increases in class sizes. These reductions came in addition to the</p>

elimination of four part-time Senior Educator positions which occurred at the end of March.

We are currently optimistic that at least one of the three floors in Corporate Commons 3 will be ready for occupancy for the opening of school.

Although we continue to explore a number of options, we expect that that Nicotra Early College will move in first, followed by the Lavelle Elementary Division, and then New Ventures and the Administrative office. Until the move, the Elementary Division will be divided between the trailers and CC1. We are continuing to work with a number of real estate brokers on possible homes for Richmond Prep for September 2021.

While distance learning is a continuing challenge and a learning opportunity, we are facing now the new and in some ways really wonderful opportunity to plan for a gradual return to normalcy and to show what we as a charter school community can uniquely do that large public bureaucracies can't. Every member of our community is unique. Every family is different. We may have a chance to respond to the uniqueness of our teachers and staff and of our students and their families.

Many of our staff are in the high-risk categories, those most likely to suffer should they contract the virus. We can mitigate the long-term consequences of Covid19 if we minimize the chances that these staff members are exposed to the virus. Some staff members while themselves at lower risk are caretakers for high-risk family members. Can we minimize this risk as well? Each of us needs to assess the risks which we are willing to take. We would like to establish a process and a design for reopening through which these individual decisions can be respected.

The families of our students face these and other challenges. For some, the economic viability of the family depends on parents returning to work. For some, this is impossible unless their children are schooling in a brick-and-mortar building.

This month we are beginning a process of town halls and surveys with staff and parents to assess needs and constraints. Under what conditions are you willing and able to return to work? Under what conditions will you send your student back to the school building? Under what conditions would you opt to continue distance learning?

Although we will begin this process this month, we will resurvey again during the summer. We know that individual decisions are changing as more information becomes available. Our schools will continue to dialogue with families and faculties explore alternatives.

If we are lucky we will be able to match faculty capacity with student need for brick-and-mortar instruction. We will, of course, be constrained by State and City health regulations and by OSHA requirements. We will be constrained by our financial resources. We know that some students are thriving in a remote learning environment. We know that some are

	<p>struggling. We hope that as a charter school we will be able to take these differences into account. We will be attempting to share this information with parents, about how our students in general are responding to this new learning environment, as well as the specific response of each parent's child. The more information they and we have, the better our decisions can be. We are guardedly optimistic that the State Education Department will allow us the flexibility to respond creatively to student and family needs.</p>
<p>New Business Notes</p>	<p>The Board discussed the newly introduced "Action Item" tracking sheet. It was suggested during the March 2020 Board meeting to create a document to help with organizing and tracking actionable items that arise during the monthly Board meetings. Suggestions after reviewing the format was to add a column marked "status" and "due dates".</p> <p>Joe Carroll asked for clarity on who is responsible for monitoring the proposed action times. It was discussed and agreed that the Committee Chairs would be responsible to review and ensure implementation of their respective committees' action items.</p> <p>Edits will be made and an updated document will be circulated via Google docs for the Board to review.</p> <p>There was discussion on possible future expansion plans for ICS. Trustees were enthusiastic about the idea of the possibility of a vocational school. Doris Schuler spoke about a vocational school focusing on the arts.</p> <p>Dirk Tillotson felt ICS has schools that we've already gotten "right". We should be doing more models like Lavelle Prep since the demand is there.</p> <p>John Strand would not want to grow current schools at this time.</p> <p>There was a recommendation to honor the passing of former trustee Richard Fagiacommo with a scholarship in his name. Each Trustee agreed to donate \$50 each to go toward the scholarship.</p> <p>A motion was made by Joseph Carroll seconded by Nelly Tournaki and unanimous by all to honor past Trustee Richard Fragiacommo with a cash scholarship in his name for one senior from both 2020 graduating classes (LP & NV) who embodied Richard's passion for fairness, community and kindness.</p> <p>Shelly Blackman inquired if the PPE loan is treated as income? ICS has budgeted to repay the loan in this year's budget in case we do not receive the forgiveness loan.</p> <p>Nelly Tournaki wanted to know what the class size in which ICS budgeted for. Ken Byalin replied that the budget is based on 20 students in a classroom. She also had questions on what were some the deciding factors</p>

	<p>for considering NOT matching the 401K. Ken mentioned some factors included in that decision depended on how much NYS will receive from the Federal government and how sever the NYS tax fall will be.</p> <p>Nelly also inquired about the 14 TAs who are being let go. Are they aware and will they receive unemployment benefits? Ken gave an update: yes the TAs are aware and they are eligible for unemployment and will receive health care benefits through the end of August.</p> <p>David Lehr asked the Trustees present if anyone would be available to join the Finance & Audit committee. Joe Carroll will consider it. The Governance and Nominating committee will address recommending Joe as for the Finance Committee and officially nominating John Strand as the next Secretary at the June Governance & Nominating meeting.</p> <p>Doris Schueler suggested a social gathering for Trustees via zoom for the upcoming Saturday at 7PM.</p>
Adjournment	<p>A motion was made by David Lehr seconded by John Strand and unanimous by all to adjourn the meeting at 7:35PM. The next Board of Trustees meeting is scheduled for June 25th, 2020.</p>