

**Legacy College Preparatory Charter School
Board Meeting Minutes
July 18, 2017**

Call to Order

The July Board meeting of Legacy College Preparatory Charter School was held on Tuesday July 18, 2017, at 7:05 p.m. at Legacy College Prep Charter School 416 Willis Ave, Bronx, NY 10454 the Board Chair being present.

Attendance

Voting Board Members joining in person:

1. Kathryn Hurley
2. Catherine Prefontaine Hausmann
3. Yvonne Guillen
4. John Sanchez
5. Someera Khokhar

Voting Board Members joining via video conference:

1. David Camputo
2. Nirav Shroff
3. Hilary Swiggert

School Leadership:

1. Summer Schneider

Board Members not present:

1. Matthew Bliss
2. Nikki Ho-Shing
3. Jared Parker

Vicus Partners Presentation “Potential Bronx Space Opportunities”

Previous/Current Client Examples

- Public Prep Network (Boys Prep New Building)
- Bronx Academy of Promise
- Success Academies in Brooklyn & BX

Strategy

- \$35-38/sq. yard
- 50,000 sq ft vacant building- won't need full space in 2021, so need to figure out how to grow into it (partner proposed potential idea of squeezing then starting with 2 grades and incubating)
- owner to do construction
- recommend we don't go through zoning change
- ID every building within and a little bit beyond our school district that is vacant or could become vacant before we need it in 2021
- Summer 2017 Vicus Partners interns have been canvassing and cataloging all buildings based on size, vacancy, etc. in District 7 and are moving on to District 8 and 9- reaching out to owners to create database
- Collaborative, consultative approach- partnership, team
- Anticipate having 1-5 buildings meeting criteria
- Building- need 1 year without significant construction; 1.5-2 years
- Anticipate about 6 months to search & vet space and landlords
- More of a development deal than straight brokerage deal- paid by landlord
- Post deal closing support- construction calls and ongoing supports (e.g. attended Public Prep graduation)
- Right of First Offer (more likely)/Right of First Refusal offer (less likely) (vs. structure to buy)
- Southern Blvd- upper floors possible, ground floors would stay retail,
- Goal- lump as much as possible into the definition of base rent (e.g. bid, utilities, etc.)- in order to use 30% facilities funding

- Avg. tenure of lease- 25 years, 15 years, 35 years...with options down the road regarding fair market
- Discussed communication/buy-in hurdle for landlords regarding 5 year charter renewal terms
- Landlords suspicious of charters because of the assumed risk- part of why there is a small landscape of opportunities
- 135 East 144th

Officer Reports

The Finance Committee report was presented by Gasper:

- High level- no major changes to projections
- Savings- uniforms, furniture, computers (based on timing)
- Next major finance work- possible budget revision once students are in the building
- Supporting documents (in board packet)

The Fund Development Committee report was presented by John Sanchez:

- Met goal for fiscal year fundraising
- Holiday fundraising push
- Spring 2018 fundraising event
- Invite people to ribbon cutting- networking, media

The Governance Committee report was presented by Kathryn Hurley:

- n/a

Other Reports

The School Leader's report was presented by Summer Schneider:

- Biggest needs- donations, volunteers
- Ribbon cutting- weekend of 8/26
- Marketing- Elizabeth sharing new FB posts to share
- Facilities-
 - o furniture here at Willis Ave.; waiting on supplies and signage
 - o working with realtor (Maureen) on 961 Southern Blvd.- lower rate than Vicus
 - o facility consultant Mike Ronin review term sheet
 - o civic builders will have potential options for us in August
 - o Compare proposals at August or September meeting?
- Legal- lease amendment to add cost of window replacement to rent
- Staffing-
 - o fully staffed
 - o Community Outreach Specialist becoming full time role
 - o
- Students-
 - o 140 enrolled
 - o July assessments- 3x; last one next Wednesday, potentially another in August- about 80 assessments thus far
 - o Home visits on rolling basis
 - o Summer Assessments-
 - o Family Orientations- August 23-24
- Curriculum and Academic Design
 - o finalizing Unit Plans for Math
 - o finalizing Scope & sequence for PE and CS

Other Business

Student and Family Handbook Revisions- Little Bird Team and Lawyers Alliance have both looked at final copy

- pg. 17- benefits revision
- pg. 18- fixed error in vacation time table
- pg. 25- section 6.2

- 6.3 changing- law changing in NYS; will be amended in September
- pg. 26- section 6.4 workers comp insurance
- pg. 38- section 7.21 flagged by Little Bird because it could have discouraged people from unionizing/infringed with rights; revised
- pg. 50 section 10.7- flagged for later revision
- Appendix B- added

Motion to approve amendments to the Employee Handbook approved unanimously.

Vice Chair Nomination

- Stipulation- nominate Nikki Ho-Shing provided that she accepts.

Motion to approve Nikki Ho-Shing as Vice Chair provided she accepts approved unanimously.

Adjournment

Kathryn Hurley moved that the meeting be adjourned, and this was agreed upon at 8:10PM.



Matthew Bliss
Secretary
Legacy College Preparatory Charter School

7/18/2017
Date of Approval

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