

**Legacy College Preparatory Charter School
Board Meeting Minutes
December 20, 2016**

Call to Order

The December Board meeting of Legacy College Preparatory Charter School was held on Tuesday December 20, 2016, at 6:20 p.m. at the NYC Charter School Center, 111 Broadway, Floor 6, New York, NY 10006, the Board Secretary presiding.

Attendance

Voting Board Members joining in person:

1. Matthew Bliss
2. Neal Pancholi
3. Catherine Prefontaine Hausmann
4. John Sanchez
5. Yvonne Guillen

Voting Board Members joining via video conference:

1. David Camputo

School Leadership:

1. Summer Schneider

Board Members not present:

1. Javier Diaz
2. Kathryn Hurley
3. Nikki Ho-Shing
4. Jared Parker
5. Hilary Swiggert

Officer Reports

Academic Committee report was presented by Catherine Prefontaine Hausmann:

- December 8th meeting 6pm
- **Canvassing volunteers needed (especially for 1/21 & 1/22 dates):**
<https://docs.google.com/spreadsheets/d/1yyFzVZ9ZKLqU5lwCumiw9EXS6a3nxNL31Nqpn4EG6iE/edit#gid=1312949580>
- Canvassing-target churches especially on Sunday's (e.g. St. Luke's, St. Jerome's, etc.)
- January content- academic dashboard
- February content- student & family handbook
- Next call January 12th 6pm

Finance Committee report was presented by Summer Schneider on behalf of Neal Pancholi:

- December 6th call
- Fundraising Spreadsheet- **updates/research from board members due by December 31st**
- Fundraiser- Thursday March 9th 6-9pm Bronx Art Space
 - \$800-1000 total costs for event
 - tickets \$50
 - venue can comfortably fit 50 ppl; possible opening of next door loft space
 - possible art auction to raise additional \$
 - silent auction items (e.g. Arthur Avenue restaurant certificate)- board members start to think about obtainable items
 - BES website not available for ticket sales- set up Eventbrite (see if setup for surcharge)
 - Night of fundraiser- checks addressed to school; cash/check
 - next call January 3rd 6pm
- Donor spreadsheet- goal each board member 20 people at average of \$50 donation each
 - **Action item- each board member list 20 people by January 24th**

The Finance Committee :

- First Committee Meeting- December 6th 6pm
- Topics Discussed- Mission, Vision, Drivers of Budget, Financial and Fiscal Policies, Role of a Fundraising Board

- Balance Sheet- Year 0 will reflect cash flow negative because of significant costs incurred (e.g. facilities, school leader reimbursement, etc.)

Other Reports

The School Leader Report was Summer Schneider:

- Board Membership Need: Real Estate/Law background & experience
- Hiring: looking for Math, Science, Learning Specialist, ESL Specialist, etc.
- 95 current applications including 53 common charter app
- Upcoming Enrollment outreach: mailer, canvassing, events
- Curriculum: writing curriculum scope & sequence in December, assessments in January
- Fundraising Spreadsheet: board members mark blue if Summer should follow up

Other Business

The school leader, Summer Schneider, presented the facility floor plan and updated work letter agreement for the board to review. There will be an optional walkthrough of the building on a tbd date January.

The board voted to approve the lease and work letter agreement. All members in attendance voted in favor of the motion.

Finance Committee chair, Neal Pancholi, presented the Financial Policies and Procedures for the board to review.

The board voted to approve the Financial Policies and Procedures. All members in attendance voted in favor of the motion.

Secretary, Matthew Bliss, presented the amendments to the School Leader Employment Related Agreement.

The board voted to approve the amendments to the School Leader Employment Related Agreement. All members in attendance voted in favor of the motion.

School leader, Summer Schneider and Treasurer, Neal Pancholi, presented the Initial Statement of Control to be sent to SUNY for the board to review.

The board voted to approve the Initial Statement of Control to be sent to SUNY. All members in attendance voted in favor of the motion.

School leader, Summer Schneider, shared the letter of resignation from board member and Vice Chair, Javier Diaz, for the board to review.

The board voted to approve the letter of resignation from board member and Vice Chair, Javier Diaz. All members in attendance voted to approve the letter of resignation.

Adjournment

Matthew Bliss moved that the meeting be adjourned, and this was agreed upon at 7:06 PM.



 Matthew Bliss
 Secretary
 Legacy College Preparatory Charter School

 12/20/2016
 Date of Approval

