

## Legacy College Preparatory Charter School Board Meeting Minutes

### Date of Meeting:

June 20, 2018

### Call to Order:

The June 2018 board meeting of Legacy College Preparatory Charter School was held on Tuesday, June 22, 2018 at 7:13pm at Legacy College Preparatory Charter School at 416 Willis Avenue, Bronx, NY 10454, the Board Chair presiding in person.

### Attendance:

#### Voting Board Members joining via Video conference:

1. Catherine Prefontaine
2. Jared Parker
3. David Camputo
4. Hillary Swiggert
5. Someera Kohkar

#### Voting Board Members Joining In-Person:

1. Kathryn Hurley

#### School Leadership:

1. Summer Schneider

#### Board Members Not Present:

1. Matthew Bliss
2. Nikki Ho-Shing
3. Yvonne Guillen
4. John Sanchez

#### Non-LCP Present via Phone:

1. Gasper Magallanes (EdTec)

### Officer Reports:

The **Academic Committee report** was presented by Catherine Prefontaine:

- Did not meet at the end of the year; waiting for end of year data

The **Fund Development Committee report** was presented by Hillary Swiggert:

- Trying to close the gap to reach the full goal because we are 5k short; can we think more strategically about fundraising for next year?

The **Governance Committee report** was not presented

The **Finance Committee report** was presented by Jared Parker:

- Appropriate reserves for summer for the performance bonus and performance targets for next year
- Jared asked for a motion to approve the budget; and a motion to approve a savings account
- Jared made motion to approve the budget; with a footnote that the budget will be adjusted during the year
- **BOARD UNANIMOUS VOTE:** Approved budget
- Jared made a motion to establish the savings account
- **BOARD UNANIMOUS VOTE:** Approved establishment of savings account

- We do have more than ample funds reserved

### Other Reports:

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

- Generally went in order of the report
- **Fundraising:**
  - Short of donation goal
  - Important to share posts about the school on social networks, including Facebook
- **Governance:**
  - Need another board member
- **Facilities**
  - Construction on second floor of school building is on schedule; and furniture delivered July 2, 2018
  - Still negotiating lease with landlord for high school; Summer is worried because they keep pushing it back
  - We need to give civic builders an answer of whether we want to use theirs or else they will give it to another partner; we need to give them an answer by this week
  - Gasper added two comments: 1) seems like there has been a lot of restatement of what the landlord wanted; 2) Civic Builders still gives an option to explore other options down the line; Summer's issue with the school from Civic Builders is that we may have to share a bathroom; Civic Builders wants us to approve the proposal tonight; Gasper suggested we vote on the proposal tonight so that in case we need to go with Civic Builders, we already have Board approval
  - **BOARD UNANIMOUS VOTE:** Approved the proposal from Civic Builders
- **Staff Updates:**
  - Almost finished hiring; Summer is making an offer tomorrow
  - LCP has a prospective student doesn't speak any English but also doesn't speak Spanish well; summer says she needs a paraprofessional but won't confirm the hire until they are certain that student will be actually enrolled
- **Students and Family:** went in order of the report
- **Academic:** generally went in order of the report
  - only one child not meet their math goal
  - Cate discussed the CUT score and said it's hard to quantify it year over year because the exam keeps changing

### **New Business:**

- Need to approve edits to Employee Handbook:
  - Section 5.4.1 - because we have had to pay out more vacation than we wanted to pay out; we are requiring employees to take their vacations throughout the year
  - Someera asked if this was standard practice; Summer agreed that it was
  - Cate asked how many PTO days does the 12 month gets; Summer said only 4 and 6 paid sick days
  - Cate suggested that we just don't provide the payout; Summer can ask Littlebird what we are able to do; it will only affect 3 staff members
  - Section 14 - added the last paragraph in the handbook
  - Employees will get the handbook on August 6
  - **BOARD UNANIMOUS VOTE:** Approved changes to employee with the footnote that Summer will inquire with Littlebird regarding the payout
- Need to approve edits to the Student and Family Handbook:
  - add the 7th grade schedule
  - add last line to homework line on page 25
  - change to the attendance portion on page 19
  - we made the change for tardies (page 20-21)
  - Staff found that the late demerits weren't really a deterrent by doing it per minute because they didn't really care if they received a couple of demerits per week; now if they are late under 15, one demerit but more than 15 minutes, you stay for a full hour after school

- Discipline - page 34 + 35: (34 - disrespect to staff member made clearer; 35 - changed dress code violation; instead of detention for violations that can't be fixed, students will just get another demerit)
- page 39: made it clearer between a threaten to fight versus engaging in actual fighting; just a threat will get a one day suspension; 5 days maximum; but an actual fight, the minimum is 5 days and the maximum is expulsion
- Board evaluation
  - Kathryn gave an overview of the summaries of the evaluation tool
  - Cate suggested we get monthly reports of the responsibilities on the rubric
  - Jared said it would be helpful if we could establish some clear goals for Summer; so that as we get to the end of the year; we can have check in moments so we can know what we are supposed to be thinking through; many items that did not necessarily tie into what the KPIs should have been
  - Ask Summer to come up with a list of goals and targets
  - Kathryn will put together the review in a narrative; there is a data component and observation component
  - Gasper gave some feedback on the bonus
  - Jared said the range is 3-18% so 10% is middle ground
  - Cate said we have enough information to give 10% but not necessarily above
  - Who gets bonuses is another thing to think about? 10% sounds fair but we need to get clear on what we are looking for, for next year
  - Jared said her performance is somewhat extraordinary; he would recommend a 15%
  - Cate said we have to worry about setting a precedent
  - Motion on the floor to approve a 15% bonus; we will need to incorporate feedback for this discussion
  - BOARD UNANIMOUS VOTE: Approved 15% bonus for Summer
  - Bonus to be paid out on June 30
  - Gaspar discussed the salary compensation; Summer's salary is significantly below market; Gaspar basically gave the summary from the email; giving her a \$11,000 raise
  - BOARD UNANIMOUS VOTE: Approved to raise summer's compensation to align with the market; only a 10k budget adjustment plus 2K in taxes
  - Gasper said it's an imperfect data set after Cate asked whether it was based on experience
  - 13% salary increase for Summer

### Meeting Adjournment

Meeting adjourned after unanimous vote at 8:54 pm.



Kathryn Hurley  
Legacy College Preparatory Charter School

06/20/2018

Date of Approval Board Chair