

**Legacy College Preparatory Charter School
Board Meeting Minutes
January 24, 2017**

Call to Order

The January Board meeting of Legacy College Preparatory Charter School was held on Tuesday January 24, 2017, at 6:15 p.m. at the NYC Charter School Center, 111 Broadway, Floor 6, New York, NY 10006, the Board Chair and the Secretary being present.

Attendance

Voting Board Members joining in person:

1. Kathryn Hurley
2. Matthew Bliss
3. Hilary Swiggert
4. Nikki Ho-Shing
5. John Sanchez
6. Jared Parker

Voting Board Members joining via video conference:

1. Neil Pancholi

Board Members joining via telephone:

1. David Camputo

School Leadership:

1. Summer Schneider

Guests:

1. Gasper Magallanes, EdTech

Board Members not present:

1. Yvonne Guillen
2. Catherine Prefontaine

Officer Reports

The Academic Committee report was presented by Summer Schneider on behalf of Catherine Prefontaine:

- Schoolrunner selected as SIS system
- Student application update and upcoming canvassing dates
- Committee looks forward to reviewing Student & Family Handbook currently being drafted

The Fund Development Committee report was presented by John Sanchez:

- First annual fundraiser on March 9th; Eventbrite page is live
- Board to continue populating individual donor list and cascade event invitation
- Board to update foundations list, evaluating LCP eligibility

The Finance Committee report was presented by Neal Pancholi:

- We have officially signed our contract with EdTech
- Met with EdTech to review approved budget summary, budget vs. actuals, balance sheet, and cash flow statements
- School is on track to budget projections
- EdTech to process School Leader payroll for 2016
- Paylocity payroll up and running for 2017

The Governance Committee report was presented by Kathryn Hurley:

- Board to revisit staggered terms after new board member orientation to be held on February 25th
- Governance Committee looking for additional members

Other Reports

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

- Community outreach update
- Fundraising update

- Facility update
- Legal update
- Staffing/talent update
- Student application update
- Operations update
- Curriculum and academic design update
- Governance update
- Finance and development update

New Business

1. Amendment to fiscal policy: moved by Jared Parker to amend the fiscal policy to require checks under \$10,000 to require the signature of the School Leader or Director of Operations and checks over \$10,000 to require the signature of the School Leader or Director of Operations AND Board Treasurer. The motion carried with 7 in favor and 0 against.
2. Updating school address in by-laws: moved by Hillary Swiggert to include the school address (416 Willis Avenue) in the school by-laws. The motion carried with 7 in favor and 0 against.
3. Changes to School Leader employment agreement: moved by John Sanchez to revert to original School Leader employment agreement, with full-time employment commencing on June 1st at agreed salary. The motion carried with 7 in favor and 0 against.
4. The board reviewed the executive session provision in the by laws.

Adjournment

Kathryn Hurley moved that the meeting be adjourned, and this was agreed upon at 6:51PM.



Matthew Bliss
Secretary
Legacy College Preparatory Charter School

01/24/2017
Date of Approval