

**Legacy College Preparatory Charter School  
Board Meeting Minutes  
February 20, 2018**

**Call to Order**

The November 2017 board meeting of Legacy College Preparatory Charter School was held on Tuesday, November 28, 2017 at 7:09pm at MakerBot Industries, 1 MetroTech Center, Brooklyn, NY 11201, the Board Chair presiding.

**Attendance**

**Voting Board members joining in-person:**

1. Kathryn Hurley

**Voting Members joining via video conference:**

1. Matthew Bliss
2. Nikki Ho-Shing
3. Catherine Prefontaine
4. Hillary Swiggert

**School Leadership:**

1. Summer Schneider

**Board Members Not Present:**

1. John Sanchez
2. Someera Kohkar
3. Yvonne Guillen
4. David Camputo
5. Jared Parker

**Officer Reports**

The Academic Committee report was presented by Catherine Prefontaine:

- Backfilled committee members who have had to step down; possible future candidates for the board

The Fund Development Committee report was presented by Hillary Swiggert:

- Determining date and location for 2018 fundraising event

The Governance Committee report was presented by Kathryn Hurley:

- Continue to pipeline for board members

The Finance Committee report was presented by Summer Schneider on behalf of Jared Parker:

- Minor revisions to forecast
  - On balance updates don't move the operating income forecast meaningfully
  - Additional \$30-40K revenue upside to current revenue forecast based on enrollment and special education student mix being above the 18 students forecast
- January 2017 financial review
  - No material items to discuss
- Cash on hand of over \$350K at end of Jan and expected to have cash surplus in each month
  - Lowest month now forecast to be June (no longer Feb)
- Tracking days payable and days receivable
  - EdTec to continue fine tuning cash management KPI

### **Other Reports**

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

- Marketing/branding update
- Facility update
- Legal update
- Talent update:
  - Special Ed teacher recently hired has resigned; had already offered an ELA teacher, who was offered to come on early; starting Monday; Dean of Student Supports can take over for special education on a.i. basis
  - Math Teacher hired
  - PE Teacher hired
  - 3 positions open: 6th grade math, 7th grade math, teachers assistant
- Students and Families update: 432 applications received for next school year; lottery in early April; 1 more month to collect applications
- Academic Results update
- Finance and development update
- Update on disciplinary issue

### **New Business:**

None

### **Meeting Adjournment**

Kathryn Hurley moved that the meeting be adjourned, and this was agreed upon unanimously at 7:40pm.



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Matthew Bliss  
Secretary  
Legacy College Preparatory Charter School

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03/05/2018  
Date of Approval