



South Shore
Charter School

Board of Trustee Meeting
December 26th, 2022
7:00pm

Notice on December 1, 2022

Location: 141 Franklin Ave, Mt. Vernon, NY 11550

A quorum of 5 trustees out of 8 trustees were present		
Attendees	Dermoth Mattison, Executive Director (ex-officio trustee)	present
1.	Keith Brown (Chair)	present
2.	Nicole Barzey (Vice Chair)	absent
3.	Kanika Mobley (Secretary)	present
4.	Adel Hageb (Treasurer)	present
5.	Margaret Banks (Trustee)	present via Zoom
6.	Michelle Haynes (Trustee)	absent
7.	Karlene Cowan (Trustee)	present
8.	Kevin Warren (Trustee)	absent

Meeting Agenda

Welcome and Call to Order

Meeting called to order at 7:10 pm

Approval of September Meeting Minutes

Adel Hageb motioned to approve the November meeting minutes. Karlene Cowan seconded the motion. The motion was unanimously approved.

Public Comment Period

No comments presented

Executive Director’s Report

a. Facility:

Plan A: The resolution presented at the local municipality’s board meeting passed on 12/13. Further action to be taken in January 2023. Details and next steps to be shared in executive session. Meeting was held w/ DBI to discuss feedback on lease.

Plan B: The authorizing

More details to be shared in executive session.

b. Finance:

- CSP Loan scheduled for repayment FY23

Projections:

- Revenue is up and tagged to CSP funding (298, 000)
- Salaries increased starting in April 1st
- Received \$240K from FY21 CSP grant

Cash flow projections:

- Positive cash balance at the end of June 2023 (decrease by \$44K)
- Construction funded through RAZA construction loan
- Increases for April-June (classroom supplies, rent and end with \$226K from New School Venture Fund grant (if approved)

December updates:

- Board Finance committee meeting held 12/22
- Final payment made to the furniture company (\$76K)
- Received \$240K in CSP funding in December
- Our FY23 budget was also submitted.
- Three additional Insurance policies were finalized to meet requirements from the landlord. Policies will be purchased along with lease signing.
- PKFOD is in the process of filing a 990 for the FY22
- Working with Ikon and eRate consultation to resolve cancelled contract issue.

Next Steps: Working towards finalizing lease for plan B.

c. Operations:

- Working to identify additional uniform companies to finalize uniforms.
- Engaged Vanguard to support us with developing recruitment mailers to target specific zip codes
- Outreach made to all candidates who received offer letters last spring to gauge their interest in joining founding team
- First round phone interview began 12/26. In person interview/demo lesson planned for mid-January
- Engaged HR Advantage LLC to discuss on-call services during pre-opening period as well as Y1.
- Application portal is up and running (ahead of schedule). Near completion of registration portal which will be ready prior to March 31st.

- Full student recruitment plan to be executed after lease signing.

Next steps: Ongoing student/staff recruitment

d. Academic:

- Matrix developed to track all curriculum development timelines.
- Met w/ consultants to review curriculum maps/ scope & sequence, lesson plans to discuss feedback

e. December Updates

- Raised approximately \$2200 on Giving Tuesday
- ED attended Black Latinx Asian Charter Collaborative's (**BLACC**) monthly membership meeting to learn about funding opportunities. Submitted a membership request.
- ED attended an CSGF Operations Collaborative in LA on 12/08 and 12/09
- Arc of Year Document has been updated to reflect progress

Executive Session

Karlene Cowan motions to enter into executive session. Kanika Mobley seconded the motion. Board enters into executive session at 7:44 pm. Executive session ended at 8:15

Resolution of Lease Agreement

Adel Hageb motioned to accept the resolution. Kanika Mobley seconded the motion.

Adjournment

Motion to adjourn entered by Karlene Cowan

Seconded by Adel Hageb

Motion carries unanimously

Meeting adjourned at 8:29pm

Next meeting to be conducted in person on January 23rd, 2023.