Board of Trustee Meeting  
April 24, 2023  
at 8:00pm

A quorum of trustees were present

<table>
<thead>
<tr>
<th>Attendees</th>
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<tbody>
<tr>
<td>Dermoth Mattison, Executive Director (ex-officio trustee)</td>
<td>present</td>
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<tr>
<td>1. Keith Brown (Chair)</td>
<td>present</td>
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<tr>
<td>2. Kanika Mobley (Secretary)</td>
<td>absent</td>
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<tr>
<td>3. Adel Hageb (Treasurer)</td>
<td>absent</td>
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<td>4. Margaret Banks (Trustee)</td>
<td>absent</td>
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<tr>
<td>5. Michelle Haynes (Trustee)</td>
<td>present</td>
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<tr>
<td>6. Karlene Cowan (Trustee)</td>
<td>present</td>
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<tr>
<td>7. Kevin Warren (Trustee)</td>
<td>absent</td>
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Meeting Agenda

1. Welcome

2. Call to Order and Roll Call
   - Meeting called to order at 8:03 pm

3. Approval of February Meeting Minutes
   - Karlene Cowan motioned to forego the reading of the February meeting minutes as read. Michelle Haynes seconded the motion. The motion was unanimously approved.

4. Public Comment Period
   - No comments presented

5. Executive Director’s Report
   - Dermoth read the mission.
   - Plan A
     - Still in negotiations
o Final approvals by town
o Developer awaiting purchase agreement.
o Traffic study 3-6 weeks

• Plan B
  o Awaiting permit from SED to get school usage.

• Financial Report – Adel 7:25pm
  o Focus on actuals and year to date
    ▪ Rev 624K which is better than annual budget
    ▪ Expenses creep up on budgeted number
    ▪ Doing 15K better due to grant that funds the DBI expenses (~1 month) and is restricted funding
      • PowerSchool
      • 25K for staff development
      • Increase in marketing spend
    ▪ Capital expenses reviewed
      • Furniture in storage
      • Construction in progress
    ▪ Dermoth
      • We will have to revise CSP based on categories we are allowed to claim and actual spend
    ▪ Balance Sheet – good
    ▪ 548K in total assets
      • 300K in cash
        o Adel discussed watching cash up until first 3 months of new year.
    ▪ P&L
      o looks good
      o Error was corrected
      o Payrolls are reflected. Month with 3 payrolls cause variance
      o Benefits began in April
      o Student recruitment spending increased as expected
    ▪ Motion to accept Financial Report – Karlene
      o Adel second
      o Unanimously

• Operations:
  • Relationship building with billing folks – a big win
  • Renovations being pushed to summer months to monitor cash flow
  • Ordered a few additional pieces of furniture for office
    o Made a few changes to furniture order to fit temp space
  • Background checks on all employees
  • Interviews still ongoing
  • Access to TEACH
  • Family night tomorrow 4/25 to help families register.
  • Uniform vendor there on 4/18 and 40 parents showed up
  • Held Lottery
- 170 grade K (offered 100)
- 66 grade 1 (offered 56)
- 31 students are fully registered.
  - Others missing some forms
- Hosting a lot of events to keep families warm and ensure that families show up on the first day of school
- Ops team has been great with supporting families
- Working with families to secure bussing
- Curriculum
  - Working on curriculum maps
  - Working with vendors to secure curriculum
  - Will build character ed and SEL themselves
- Selected ERate vendor and Ikon won the bid
  - Ikon came to site to assess the space
  - ED Report ended ag 8:11pm
- Motion to accept ED’s report Adel
  - KC second
  - Unanimously accepted
- Motion to enter executive session Adel
  - KC second
  - Unanimously accepted