



South Shore Charter School

November Board Meeting
Board of Trustee Meeting

6:00pm

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 6:30 pm

Approval of September Meeting Minutes

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

Public Comment Period

No comments presented

Executive Director's Report

a. Facility:

Plan A: A meeting was held with town planning in November to discuss the overall plans. Details and next steps to be shared in executive session.

Plan B: Term Sheet finalized with church. Meeting held with NYSED for preapproval. Work order opened on the building to obtain approval. Await proposed lease from landlord.

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 23
- Reduction in contracted services for Dir of Finance
- Added expenses: Student recruitment, insurance, and utilities for Plan B property,

Cash flow projections:

- Positive cash balance at the end of June 2023

November updates:

- Our FY22 CSP disbursement is pending. Deposit expected any day now.
- We (PKF O'Connor Davies, LLP) filed an extension with the IRS in order to submit our 990 application for SY22
- Insurance quotes obtained for plan B.
- Meet with RAZA for our monthly check-in meeting our investor joined the call to learn about loan options available to him.
- Started the process of filing eRate application.
- New Vendor: Barton Gilman LLP (legal services)

Next Steps: Working towards finalizing lease for plan B.

c. Operations:

- We've officially launched our 2023 application
- We are running several Ads on social media platforms to encourage early enrollment.
- Working with PowerSchool to develop the 2023 student registration platform.
- Working to identify additional uniform companies.
- Full recruitment plans was developed to target K & 1 families

Next steps: Ongoing student recruitment

d. Academic:

- Matrix developed to track all curriculum development timelines.
- Working w/ consultants to develop curriculum maps/ scope & sequence and lesson plans

e. November Updates

- ED updated Arc of Year Document to Outline Preopening Calendar
- ED attended New School Venture Fund in Brooklyn 11/14 and 15 to discuss grant funding opportunities.
- We launched a Giving Tuesday campaign on social media

Adjournment

Motion to adjourn entered by Karlene Cowan

Seconded by Adel Hageb

Motion carries unanimously

Meeting adjourned at 7:07pm

Next meeting to be conducted in person on December 26th, 2022 at 141 Franklin Ave, Mt. Vernon, NY 11550, at 7 pm.