



**South Shore**  
Charter School

Board of Trustee Meeting  
January 23rd, 2023  
7:00pm

Location: 25 Church Street, Ronkonkoma, NY 11779

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

**Meeting Agenda**

**Welcome and Call to Order**

Meeting called to order at 7:08 pm

**Approval of September Meeting Minutes**

Kevin Warren motioned to approve the December meeting minutes. Margaret Banks seconded the motion. The motion was unanimously approved.

**Public Comment Period**

No comments presented

**Executive Director’s Report**

**A. Facility:**

**Plan A:** A vote to approve the change of code is scheduled for January 24th, 2023.

**Plan B:** A lease was shared by the authorizing body. Our attorney red-lined the lease and sent it back. We are awaiting the final version. More details to be shared in executive session.

## **B. Finance:**

### **January Updates**

Projections:

- **OTP (Other than Personnel):**
  - As of 12/31/22 SSCS spent \$103K for other than personnel cost, projecting \$528K.
- **Capital Expenses**
  - As of 12/31/22 SSCS spend \$96K in capital expenditures, projecting \$1.9M to EOY

Approval of December Financial Report

- Kevin Warren motion to accept financial report. Kanika Mobley seconded the motion. Motion unanimously approved.

## **C. Operations:**

- First round of phone interviews ongoing. (30 completed to date). In-person interviews/demo lessons planned for beginning of February at school site
- Connected international teacher recruitment process. Conducted several phone screening interviews with international candidates
- Working with several uniform vendors to finalize uniforms. Close to identifying a vendor we'll work with.
- Engaged Vanguard to support development of recruitment mailers targeting specific zip codes
- Application portal is up and running ahead of schedule
  - near completion of registration portal
  - Anticipated to be completed prior to March 31st
- Full student recruitment plan to be executed after lease signing
  - 13 Kindergarteners & 6 1st graders registered thus far

**Next steps:** Ongoing student/staff recruitment

## **D. ACADEMIC:**

- Matrix developed to track all curriculum development timelines.
- Met w/ curriculum developers to review maps and discuss feedback

## **E. Development**

- Submitted a grant application to Project Lead the Way (PLTW), Stem curriculum vendor
  - Grant funds training & development of STEM teacher

- ED attended Black Latinx Asian Charter Collaborative's (**BLACC**) monthly membership meeting to learn about funding opportunities. Officially entered into membership.
- RFP developed and published for security services, janitorial services, print services and technology services
- Met with owner of SUSA, sports field located next to Carleton Ave site.
- Arc of Year Document has been updated to reflect progress
- CSP Planning and Implementation Grant Budget for FY22 reviewed. Reflective of expenditures in the approved FY22 budget and board financial reports.
- CSP Planning and Implementation Grant Budget for FY23 reviewed. Reflective of expenditures in the approved FY23 budget and board financial reports.

#### **F. Resolution Approvals**

- Motion to approve lease for temporary school location for fall 2023 opening at 25 Church Street, Ronkonkoma, NY 11779. Lease pending all governmental approvals.
  - Kanika Mobley motions to accept the lease as final. Seconded by Kevin Warren. Motion carries unanimously.
- Board Resolution to Approve Renovations (Building #1)
  - Kevin Warren motions to approve SEQRA Resolution #1. Kanika Mobley seconded the motion. Motion carries unanimously.
- Board Resolution to Approve Renovations (Building #2)
  - Kevin Warren motions to approve SEQRA Resolution #1. Margaret Banks Butler seconded the motion. Motion carries unanimously

#### **G. Trustee Resignation**

- Motion to accept Nicole Blair Barzey's resignation from board.
  - Kevin Warren motions to accept. Seconded by Margaret Banks Butler. The motion carries unanimously.

#### **H. Executive Session**

- Enter executive session to discuss facilities updates.
- Kevin Warren motions to enter into executive session. Seconded by Kanika Mobley. Board enters into executive session at 8:37 pm. Kevin Warren motions to end executive session at 9:12 pm.
- **Adjournment**
  - Motion to adjourn entered by Kanika Mobley. Seconded by Kevin Warren. Motion carries unanimously. Meeting adjourned at 9:21 pm

Next meeting to be conducted in person on February 27<sup>th</sup>, 2023 at 25 Church Street,  
Ronkonkoma, NY 11779