

**St HOPE Leadership Academy Board of Trustees**

Board Meeting

***MINUTES***

February 28, 2024 from 6:30-8:00 pm

Meeting Conducted In-Person at 222 W. 134th Street

**Board of Trustees**

Gabrielle Apollon (Vice President)

Ankur Dalal (President)

Katie Embree

Maureen Higgins (Treasurer)

Mirlande Joachim

Kristopher John

Salone Kapur

Lindsey Moschet (Acting Secretary)

Jennifer Ng

Elizabeth Pernick

* **Welcome**

Call to Order

Gabrielle Apollon Present (Virtual – Address Provided)

Ankur Dalal Present (Virtual – Address Provided)

Katie Embree Present

Maureen Higgins Absent (Excused)

Mirlande Joachim Present

Kristopher John Present

Salone Kapur Absent (Excused)

Lindsey Moschet Present

Jennifer Ng Present

Elizabeth Pernick Present (Virtual – Address Provided)

Also present at the meeting: Meghann Persenaire, Principal and Executive Director and Constance Bond, PhD, Leadership and Board Consultant.

* Public Comment

No requests for public comment were received.

* **Consent Agenda**

Minutes from the January 25th Board meeting were unanimously approved by the Board.

* **Nominating Committee**
  + **Ms. Moschet was unanimously approved by the Board to act as Secretary for the remainder of the fiscal year to cover the extended absence of Ms. Kapur.**
  + Ms. Persenaire continued the discussion of having a potential alumni representative on the Board, presenting the viewpoint of the school’s leadership team which wondered about the purpose and expressed concern that an alumni representative might be too close to current members of the school community to ensure an above-the-dance-floor perspective. They suggested instead that an Alumni Council be formed that could assist with student recruitment and enrollment, as this is where they are most needed. The Board expressed agreement with this. Ms. Persenaire will continue the discussion with Ms. Apollon and report back at the next meeting.
* **Finance Committee**
  + *January Finance Report* - Ms. Persenaire presented the January Finance Report for discussion, noting that the state no longer allows schools to bill for students who are on the ATS roster but have not attended this school year. This resulted in a decrease of overall enrollment by 5 students, amounting to a loss of approximately $90,000. The school will cover this deficit by not filling the three current vacant staff positions. The Board reviewed the report, noting that the school is still anticipating a $95,000 surplus. Ms. Persenaire presented the $60,000 field trip budget, focused on college visits. The Board discussed that these trips are an essential component of fulfilling the mission and expressed support for re-instating field trips this year at a cost of approximately $60,000. Ms. Dalal stressed that the budget is tight with little wiggle room. Ms. Persenaire and Dr. Bond stated that they will continue to diligently review the budget to ensure a surplus at the end of the fiscal year.
  + *Surplus in Operating Account* **–** The Board continued the discussion of the $248,000 in prior surplus currently in the operating account. Ms. Persenaire indicated that it will not be needed this year so it makes sense to transfer it to the investment account to earn interest. The money can be moved quickly and easily if we need it next year. CSBM has confirmed that there is not an issue to move money from one account to the other. **Board unanimously approved that $248,000 in prior surplus in the operating account be moved to the investment account.**
  + *Ratios* **–** Dr. Bond presented the ratios CSBM created in response to the Board inquiry to compare this fiscal year with 2018/19, the last full fiscal year prior to COVID with full enrollment. The ratios show that the school is still in a strong financial position, despite the enrollment challenges, with budget/staffing adjusting proportionally.
  + *ARP –*Ms. Persenaire reviewed the items in the budget that are currently being covered by ARP funds, money that will not be available next year. The school is currently engaged in a desk audit, along with all schools in the state.
  + *Enrollment Committee Update –*Ms. Joachim presented the notes from the recent Enrollment Committee meeting. The committee wants to partner with the operations team to work on recruitment initiatives that are most effective. Ms. Moschet noted that she is in communication with Success Academy on a possible SPED partnership. Ms. Persenaire will work with Ms. Moschet to prepare materials.
  + *Student Recruitment –*Ms. Persenaire stated that applications are slowly coming in but are still lagging behind last year. There are more 6th grade applications this year and the school is receiving more applications through the website, which means they are actually seeking out the school as opposed to completing the common application. This year the application materials also have different QR codes so the school can better track which recruitment initiatives are most effective.
* **Accountability Committee**
  + *State Test Prep and Interim Exams:* Ms. Persenaire shared that the school is using a computer-based testing platform that mimics the state test to help with the transition to full computer-based testing this year. The tool bar for the math test is very confusing for students so practice is needed. The second interim exams used this platform and the decrease in scores is in part due to this, making it difficult to compare scores between the first and second interims.
  + *MAP Midline Results –* Ms. Persenaire presented the MAP midline results, sharing that all grades demonstrated significant growth in both ELA and math, both in the average RIT and percent on grade level. Ms. Persenaire also noted that i-Ready scores have been increasing. A3K scores held steady for the month without significant increases, likely because so many January days were spent testing.
  + *January Dashboard:* Ms. Persenaire reviewed the January Dashboard, noting the changes to enrollment discussed earlier.
  + *Parent-Teacher Conferences* – Ms. Persenaire shared that Quarter 2 Parent-Teacher Conferences were very well-attended, with over 90% of families participating, the overwhelming majority in-person.

Meeting adjourned at 7:43 p.m.

I, Lindsay Moschet, do hereby certify that I am duly qualified and interim acting Secretary of St HOPE Leadership Academy, a New York education corporation and that the above is a true and complete copy of the minutes of the meeting of the Board of Trustees of the said corporation held on February 28, 2024 at which quorum was present throughout. (February 29, 2024).