



Persistence Prep Board Meeting Minutes

November 20, 2017
5:30pm – 7:00pm
Teach for America Office,
345 West Ferry

Mission
Through rigorous academics, high-quality instruction and leadership development, Persistence Preparatory Academy Charter School ensures that all K through 8 scholars are firmly on the path to succeed within a four-year college and create positive change within their communities.

Subject to applicable law and to any adopted regulations limiting the total amount of time allocated for public testimony on particular issues and for each individual speaker, members of the public shall have an opportunity at the meeting to directly address the Board of Trustees of Persistence Prep concerning any item in this notice during the public comment period. Members of the public and all other interested parties are cordially invited to attend the meeting in person at the above-described location. Individuals wishing to speak at a Board meeting must sign up at the meeting, using the signup sheet provided by Persistence Prep. There will be no sign ups in advance of the meeting. Speakers must sign up prior to the item being acted upon by the Board.

Meeting Called By:		Goals of the Meeting:
Board Member Attendees:	Dan Greene	
	Mario Hicks	
	Ken Newsom	
	Marta Clark	
	Katie Krawczyk	
	Cord Stone	
Board Members Absent:	Derrick Parson	<ul style="list-style-type: none"> • Evaluate and approve contracts/vendor relationships to set school up for strong operations. • Complete first review and approval of school financial statements. • Provide oversight and evaluation of student and staff recruitment progress.
	Jillian Suttell	
	Amanda Winkelsas	

Other Items –

AGENDA ITEM	NOTES	ACTION
I. Welcome		
A. Call the Meeting to Order		Called to order by Dan Greene at 5:35pm
II. Public Comment	No members of public present for comment	
III. Consent Agenda		
A. Approval of: October Meeting Minutes, Committee Meeting Minutes		VOTE; MOTION:MC ; SECOND: CS FOR: DG, MH, MC, KN, CS, KK AGAINST: none ABSTAIN: none
IV. Committee Reports	Enrollment: Extensive discussion around dashboard to ensure proper tracking and progress benchmarking; enrollment plan of action Finance: bank account open; conversation around external auditor	

	<p>Governance: D&O coverage; moving to process of always leveraging best practices of other schools; Audit Committee- December agenda item</p> <p>Facilities: saving convo for executive session due to contract work; expertise added to Facilities Committee</p> <p>Development: plan of action for each of the large buckets; Giving Tuesday input; expert on Foundations & Grants coming to December 8 committee meeting; researching development software; upcoming board training on “the ask”</p>	
V. Approval of Back-Office Contract	Entertained proposals from: Charter School Business Management, Kirisits & Associates, Mike Sherry (Streamline)	VOTE; MOTION:KK ; SECOND: MC FOR: DG, MH, MC, KN, CS, KK AGAINST: none ABSTAIN: none
VI. Approval of Legal Services	<p>Entertained proposals from: Harris Beech, Hodgson Russ, Phillips Lytle</p> <p>Factors considered: what are our needs vs. what needs can your firm meet</p> <p>Project by project basis</p>	VOTE; MOTION: KK ; SECOND: KN FOR: DG, MH, MC, KN, CS, KK AGAINST: none ABSTAIN: none
VII. Review of Financial Policies & Approval of Monthly Financial Statements	<p>Boiled down financial policies</p> <p>Finance committee engaged in discussion around appropriate thresholds, particularly for a start-up charter school</p> <p>Approval of October 2017 financial statement</p>	VOTE; MOTION: MC ; SECOND: KK FOR: DG, MH, MC, KN, CS, KK AGAINST: none ABSTAIN: none
VIII. Review and completion of Conflict of Interest and Financial Disclosures	<p>Financial Disclosures completed by all trustees & being sent to SUNY</p> <p>COI Policy- approved at 10/16/17 meeting All Trustees to complete a disclosure statement & sign by December 11, 2017 meeting</p>	
IX. Board Communication Norms	Clarity around point of contact for various questions, comments, etc.	
X. Head of School Report	<p>Hiring updates: DOO hired with start date of 12/1/17; upcoming recruitment events; successful trips to Morehouse and Spelman</p> <p>School Visits: NorthStar Vailsburg, RISE Prep</p> <p>Student Recruitment: 13 applications, 105 interested families, updated dashboard to track conversion from interested to completed application</p> <p>Finance/Dev: 1023 submitted, bank account open, CSP grant submitted, D&O Insurance in place</p>	

XI. Closing Items		
A. Next Steps	Board Giving Campaign by 12/31 Distribute teacher recruitment invite Committee meeting attendance Giving Tuesday- spread the word	
B. Adjourn Meeting	Meeting adjourned at 6:49pm	VOTE; MOTION:MC ; SECOND: CS FOR: DG, MH, MC, KN, CS, KK AGAINST: none ABSTAIN: none
XII. Executive Session	Moved to executive session at 6:50pm Executive session adjourned at 7:12pm	VOTE; MOTION:DG ; SECOND: KK FOR: DG, MH, MC, KN, CS, KK AGAINST: none ABSTAIN: none