



Persistence Prep Board Meeting Minutes

July 16, 2018
5:30pm – 7:00pm
345 West Ferry
Buffalo, NY 14213

Mission <i>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.</i>		
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:	Dan Greene	Goals of the Meeting: <ul style="list-style-type: none"> Provide oversight and evaluation of operational and financial health of the organization. Approve vendor contracts for school launch. Focus on Development strategy for Q4 of 2018 and beyond.
Board Member Attendees:	Ken Newsom	
	Amanda Winkelsas	
	Dan Greene	
	Cord Stone	
	Mario Hicks	
	Catherine Roberts	
Via Phone (non-voting):	Jillian Suttell	
	Derrick Parson	
Board Members Absent:	Marta Clark	
Other Items –		

AGENDA ITEM	NOTES	ACTION
I. Welcome		
A. Call the Meeting to Order	DG @ 5:31 pm	
II. Public Comment	No one present for public comment.	
III. Consent Agenda	Approval of: June Meeting Minutes, Committee Meeting Minutes	VOTE; FIRST: AW, SECOND: MH FOR: AW, MH, KN, DG, CR; AGAINST: NONE; ABSTAIN: NONE
IV. Committee Reports	GOVERNANCE: adding new members, grouping new members into October onboarding group; options to join a committee or the full board; Cullen Foundation board support kick-off (Dan, Mario, Cord attended) FINANCE: preparing for FY17 year-end; SUNY Prior Action visit requirements; moving forward, addition of a Treasurer's Report; multiple incoming payments to protect cash flow	

	<p>ACADEMIC: Assessed progress to goals as outlined during strategic planning retreat; examined Day in the Life & approach to literacy, SPED services, ENL services</p> <p>DEVELOPMENT: Big focus on growing the Development Committee; forward thinking to new facility, need to move towards a capital campaign; Two areas of focus for committee growth: Case team & Donor Acquisition/engagement; BlackBaud software/platform purchased</p>	
V. Elect Officers & Appoint Committee Chairs	Officer Slate & Committee Chairs to remain the same from 2017-2018	<p>VOTE; FIRST: AW, SECOND: MH FOR: AW, MH, KN, DG, CR; AGAINST: NONE; ABSTAIN: NONE</p>
VI. Approve FY 18-19 Annual Board & Committee Calendar	<ul style="list-style-type: none"> Approval of Full Board Calendar for 2018-2019 Due to shifting availabilities, committee calendar will be revisited & presented in August 2018 	<p>VOTE; FIRST: MH, SECOND: KN FOR: AW, MH, KN, DG, CR; AGAINST: NONE; ABSTAIN: NONE</p>
VII. Approval of May 2018 Financial Statements	<ul style="list-style-type: none"> June 30, 2018 Fiscal Year end- due to accrual accounting, hold off until July end to close books 	<p>VOTE; FIRST: KN, SECOND: MH FOR: AW, MH, KN, DG, CR; AGAINST: NONE; ABSTAIN: NONE</p>
VIII. Approval of Furniture Quote	Vendor: WB Mason via S&B Computers	<p>VOTE; FIRST: KN; SECOND: AW; FOR: AW, MH, KN, DG, CR; AGAINST: NONE; ABSTAIN: NONE</p>
IX. Approval of Tech Quote	<p>Vendor: AT Tech (server, Firewall, fiber, internet, managed IT services)</p> <p>Vendor: Spectrum (phone)</p>	<p>VOTE FIRST: MH; SECOND: KN; FOR: AW, MH, KN, DG, CR; AGAINST: NONE; ABSTAIN: NONE</p>
X. Approval of Afterschool Proposal	<p>Formal RFP process completed with sight visits</p> <p>Chosen Provider: Boys & Girls Club</p>	<p>VOTE FIRST: AW; SECOND: CR; FOR: AW, MH, KN, DG, CR; AGAINST: NONE; ABSTAIN: NONE</p>
XI. Head of School Report	<ul style="list-style-type: none"> 63 home visits completed as of 7/16 Enrolling 59 K and 59 First to pad against summer attrition Upcoming Welcome Event with SJB on 7/18, Founding Family Picnic on 7/25 August board meetings to begin being held at PPA 	

<p>XII. Programmatic Updates: Home Visits, Transportation, Facility</p>	<ul style="list-style-type: none"> • Home Visit outline • Consider changing name to Scholar Visits • Transportation- minimizing bus time to 20 minutes • Upcoming meeting with Oishei Foundation & NFTA to address transportation challenges throughout Buffalo • Construction on schedule; walkthrough scheduled with engineers on Thursday 	
<p>XIII. PPA Development Strategy</p>	<ul style="list-style-type: none"> • Big push: Develop case committee to hone our pitch • Goal: \$15,000 by December 31 • Engagement events: Sept-Dec (one per month) • Focus on small, intimate gatherings to build ambassadors and network 	
<p>XIV. Closing Items</p>		
<p>A. Next Steps</p>		
<p>B. Adjourn Meeting</p>	<p>DG @ 6:55</p>	<p>VOTE; FIRST: MH SECOND: CS, FOR: AW, MH, KN, DG, CR; AGAINST: NONE; ABSTAIN: NONE</p>
<p>XV. Executive Session</p>	<p>Anticipate executive session to review long-term facility agreement @6:55pm</p> <p>Motion to close Executive Session and conclude meeting @ 7:01pm</p>	<p>VOTE; FIRST: CS; SECOND: CR; FOR: AW, MH, KN, DG, CR; AGAINST: NONE; ABSTAIN: NONE</p>