

Harlem Link Charter School
Board of Trustees Meeting Minutes
 December 13th, 2021
 Via Zoom Teleconference

Attendees

Trustees	Guests		Absent
Nermin Ahmad, Secretary Peter Carry, Ken Catandella Brandilyn Dumas, Education Naheem Harris, Finance Dr. Natasha Howard, Education Edward Robinson, Finance Voyka Soto, Board Chair Monica Chestnut John Reddick Marie Traore	Doug Anderson x Josh Breidbart Aviva Buechler x Samantha Diaz Steven Evangelista x Kari Hancock Jennifer Holliman Tyiesha Hoskins BD? Mr Greff Janel Rabb Kristina Ferel Jack B R Brown Jo Raquel Janelle	Kendra Jackson James Mercado Pascal Pierre x Gus Saliba Dan Steinberg x Katie Taylor David White x	Laura Agrusti Jonathan Barrett Margaret Ryan

Topic	Notes
Call to Order	The Secretary called the meeting to order at 6:19 pm, seconded by Board Chair.
Executive Session	The Board moved to executive session - Privileged – 27 Minutes
Consent Agenda	<p>The board voted unanimously to approve the November 2021 Board Minutes. The board voted to invite Katie Taylor to join the Board, with 6 ayes and one abstention Dr. Howard was appointed as proposed head of the proposed <i>ad hoc</i> Committee for Re-authorization. Discussion was initiated on how the Committee would operate with existing Committees, and the need to ensure that a Board member familiar with school history join the Committee. Further discussion was shelved until the appropriate new item entry on the Agenda. Action: An operating plan will be forthcoming from Dr. Howard.</p>
Chair Report	<p>The Board is committed to a review of the school with a SWOT analysis. This included a school visit, discussions with school leadership, and deep dive meetings into education, finance and operations. Status of review to date, followed by upcoming tasks. Exploring requesting changes to accountability metrics (voluntary) and enrollment (mandatory). Board Development: Voted in three new members in November (Dr. Howard and Ms. Ahmad stayed on, Samantha Diaz already resigned), and a new member, Katie Taylor, today. Two potential candidates under review. Board Terms and bylaws are under review, and in discussion with SUNY and HL Attorney. Initiated contact and conversations with SUNY regarding Re-Authorization.</p>

	Four Priorities identified: 1. Creating the Digital Dashboard to increase board oversight, transparency and accountability. 2. Budget Planning and Allocations. 3. Strategic Staffing Plan. 4. Professional growth and development school leaders and academic staff.
Development Reporting	Most successful Giving Tuesday total ever, with over \$33,000, plus 12,000 being booked and 30,000 in commitments. Expect further end of year gifts in late December. Great turnout by teachers and staff. Josh and Steve working on the ?? Shapiro Foundation - \$25,000. Lined up two additional foundations, templates for connections to their Board members Graduation speaker with links to Indiana Philanthropists. Centralized sources of data to inform grant proposals.
Outreach Committee	Brainstorm how Board takes charge of own outreach, with input from Steve Evangelista on his priorities for the school culture and parent engagement. How to increase enrollment, and how co-directors increasing outward facing roles and branding of the school. Engagement of parents in this time of Covid; community partnerships, engagement in community events. Steve reconnecting with industry people and potential donors. Action: Merge School Plan and Board Engagement menu.
Education Committee	Leveraging of innovative education tools such as EPIC for reading. F & P data – 52% of students in Tier 1, work to do. Action: would be useful to see the lesson from the data and the related action item. Clear that scores in lower grades more impacted by remote learning. Action: Discussed how to catch up? Comprehensive plan being worked on for targeted intervention. Action: How we can better reflect and clarify in renewal plan very clear qualitative and quantitative data.
Financial Reporting	Continuing to review information from the deep dive. Looking at process for changing accounting methodologies. Personnel expenses are a line item that needs to be fixed. Policies and operations being reviewed. Q: Invoicing projected number of students as against exact number of students. R: Currently billing for students who are enrolled (2 nd per pupil, actual) Special Needs Education – new IEPs and updated IEPs School builds for every day a child is in the school Action: Difference between billing and enrollment
Old Business	Any items assigned during last meeting? Update? Each item has been discussed.
New Business	Margaret Ryan granted 2 weeks leave of absence, awaiting finalization of paperwork She is not to be contacted about school business, as she is on leave.
	Development of interactive dashboard. In the development phase, a collection of academic and operational data, with a first iteration prior to January meeting, Monthly updates, with online access for data review. Action: Timeline for the dashboard, what available now and over time.
Enrollment and Attendance	Enrollment: Biggest operational challenge. Lottery applications were low; school retention bolstered by remote learning – this is over; not adding students at rate need to. 19 students discharged in October (high), two students who left returned, another two returned after 2 years. There is more activity, 10 new students since 11/1. Plan to add 2, 3 students/week. Increased marketing, USPS delayed mailer which goes to 1000s of families. Q: Plans for next fall? Increase personal touch again. Basic communications and using a paper option again. Small group discussions were useful, missed with COVID. Restart. Q: If remove pre-K, smaller number of enrolled. Yes. Q: Ramifications from switching to paper application or will there be a mix? People can use what they prefer. Paper application is more of a commitment. Will have own e-app as well on HL website. Including paper and HL app in marketing material (not include common app link on promotional material. Using google sheets to check for duplication.

	<p>Attendance data: Not good. Average daily is at 87%, Not include 2 students on remote learning (near 100%). Mixed attendance during quarantine period.</p> <p>48% chronically absent (very high). Team calling regarding absence, and stop when have information on why absent. Is this unique to us? Everyone has issues, citywide downtick as well. Action: How do we compare to independent charters, let us use networks to get information. Our own attendance plan incorporates elements from other schools.</p> <p>COVID uptick since Thanksgiving. Surveillance testing showed two in Sept / Oct. Now, from external testing have a couple of teachers out, and 2 classes in quarantine.</p>
	<p>Action: Policies and bylaw review – invite all Board members to send changes, questions and comments to Secretary Ahmad over next 3 weeks. SUNY feedback is limited to terms of service.</p>
	<p>Discussion of <i>Ad Hoc</i> Committee for renewal. Place motion to create committee, seconded. Six Yes, one abstention. Develop plan on how to interact with EC and existing committees, and keep everyone informed on activities and findings. Motion passed.</p>
Adjournment	<p>The chair adjourned the board meeting at 8:03 pm</p>