

## **Booker T. Washington Charter School Board of Directors Meeting**

### **May 27, 2020 Minutes**

Zoom Call: John Taylor, Jeff Cirillo, Pastor Morrison, Kate Kelly, Jesse Phillips, and Dave Martin  
Kate Kelly called the meeting to order at 6:12.

Jesse Phillips motioned to adopt the minutes from April and Pastor Morrison seconded the motion. All members present approved the minutes.

Public Comment: No comment.

#### Finance Report:

Leslie Roper-Thomas presented the finance report. The school is doing well and has roughly 76-days of cash on hand. There are no significant changes to the budget. Pastor Morrison motioned to accept the finance report. Jeff Cirillo seconded the motion. All members present approved the motion.

#### Executive Director's Update

John Taylor presented the executive director's report. The focus of the month has been on: implementing the distance learning plan; identifying, accessing, and distributing needed resources; and supporting the well-being of all members of the BTWA community. The leadership team has developed various plans for reopening and are working to identify the most equitable plan to support our scholars. Pastor Morrison moved to accept the executive director's report. Jeff Cirillo seconded the motion. All members present approved the motion.

Committee Reports: None.

#### Old Business:

Jessie Phillips motioned to approve the Pay Advance Policy. Pastor Morrison seconded the motion. All present approved the motion.

Pastor Morrison motioned to approve the Executive Director as a school signatory. Jeff Cirillo seconded the motion. All present approved the motion.

New Business: None.

The meeting was adjourned at 7:30.

## **Booker T. Washington Charter School Board of Directors Meeting**

### **March 25, 2020 Minutes**

Zoom Call: Pastor Kelcy Steele, John Taylor, Jeff Cirillo, Kate Kelly, Jesse Phillips, and Dave Martin

Pastor Steele called the meeting to order at 6:10.

Pastor Steele motioned to adopt the minutes from March and Kate Kelly seconded the motion. All six members present approved the minutes. Jeff Cirillo motioned to approve the minutes from February and Kate Kelly seconded. All six members present approved.

Public Comment: No comment.

#### **Finance Report:**

Leslie Roper-Thomas presented the finance report. We raised \$60,000 in additional emergency funds from philanthropy and will be receiving \$130,000 from the State as part of the CARES Act. Expenses decreased slightly due to decreases in costs associated with transportation and class room expenses. We now anticipate to finish the year with a surplus of roughly \$150,000. Kate Kelly motioned to receive the Finance Report and Jessie Philips seconded the motion. All six members present approved.

#### **Executive Director's Update**

John Taylor presented the executive director's report. Teachers and scholars are adapting to online learning. The goal is to keep supporting parents so we can get to 100% engagement. As of last week, we are at 87% engagement for middle school scholars and 75% for elementary scholars. The leadership team is now meeting daily to support distance learning and begin to plan how to end the year. Regarding our renewal, we recently received feedback and are working to make improvements in instruction, governance, and policies. Jessie Phillips motioned to accept the Executive Director report and Kate Kelly seconded the motion. All six members present approved.

#### **Committee Reports**

Jeff Cirillo shared that the finance committee met recently and that all the information presented by Leslie was discussed. They are paying close attention to per pupil spending for

next school year and are creating contingency budgets in the event there is a decrease in state support.

Old Business: None.

New Business: None.

Kate Kelly motioned to adjourn the meeting and Jeff Cirillo seconded the motion. All present approved the motion.

Booker T. Washington Charter School  
Board of Directors Meeting  
February 27, 2019  
Minutes

Present: Pastor Kelcy Steele, John Taylor, Kate Kelly, Sydney Perry, Jeff Cirillo, Sherri Thompson, Kathleen Elie, and Dave Martin

Pastor Steele called the meeting to order at 6:04

Kate Kelly moved to approve the November 28 meeting minutes and Sherri Thompson seconded the motion.

Public Comment:

Shelly Hicks, from Northeast Charter Schools Network, provided an update on efforts to advocate for funding for BTWA and other charter schools.

Finance Report:

Kathleen Elie presented the finance report. The school is in good fiscal shape. There are no major changes in projected expenses or revenues.

Executive Director's Report:

John Taylor presented the Executive Director's report. As this was our first meeting since November, there was a lot to cover. We reviewed data on student performance and attendance. The scholars are performing well. We also discussed potential future facilities for the school.

Old Business:

New Business:

The meeting was adjourned at 7:10.

Booker T. Washington Charter School  
Board of Directors Meeting  
March 27, 2019  
Minutes

Present: John Taylor, Kate Kelly, Jeff Cirillo, and Sherri Thompson  
On the phone: Kathleen Elie, Pastor Kelcy Steele, Dave Martin  
Guest: Shelly Hicks

Jeff Cirillo motioned to approve the February meeting minutes and Sherri Thompson seconded the motion.

Public Comment:

None.

Finance Report:

Kathleen Elie presented the finance report. There are no significant changes in the budget. Saving account has yielded \$4,000 in interest revenue. Final payment from state received. Textbook and material line surplus moved to instructional software line to facilitate the purchase of Rosetta Stone licenses in the current year. Legal fee lines increased to 40k. Jeff Cirillo motioned to approve the finance report. Sherri Thompson seconded the motion.

Executive Director's Report:

John Taylor presented the Executive Director's report. There was a discussion about the Science Program generally and an open invitation to attend the Science Fair scheduled for March 30<sup>th</sup>. We reviewed the non-academic student performance assessment data, and fundraising to date. There was a facility update with 3 action items. (1) Request for approval of LOI to purchase a school facility in Hamden; (2) Request for approval of LOI to lease space for Middle School program from NHPS; and (3) agreement to exercise the 4<sup>th</sup> year option on the current lease at 804 State Street. All 3 actions items were tabled for next meeting.

Old Business:

Short discussion of need to approve draft by-laws and need to add additional board members.

New Business:

Discussion of permanent location and swing space for Middle School in 2019-2020.

Entered Executive Session at 7:20  
Reconvened at Executive Session at 7:30

The meeting was adjourned at 7:34.

## **Booker T. Washington Charter School Board of Directors Meeting**

### **April 2019 Minutes**

Present: Present: Pastor Kelcy Steele, John Taylor, Kate Kelly, Sydney Perry, Jeff Cirillo, and Dave Martin

On the phone: Sherri Thompson, Kathleen Elie,

Pastor Steele opened the meeting at 6:00.

Kate Kelly motioned to approve the March meeting minutes and Jeff Cirillo seconded the motion.

Public Comment: No public comment.

Finance Report:

Kathleen Elie presented the finance report. There are no significant changes in the budget. Expenses did increase due to hiring a Director of Operations. Pastor Steele motioned to approve the Finance Report, Dave Martin seconded the motion.

Executive Director's Report:

John Taylor presented the Executive Director's report. There are not many changes in the performance dashboard. We are slightly below where we want to be with regards to attendance. We also discussed fundraising efforts, including the school's involvement in the Greater Give.

Old Business:

We revisited the conversation regarding future facilities from last month's meeting. Kate Kelly moved to approve the Letter of Intent (LOI) to send to the City of Hamden regarding a potential future facility. Dave Martin seconded the motion. Kate Kelly also moved to approve a LOI to lease a property in New Haven that could serve as a swing space for the middle school program. Sherri Thompson seconded the motion.

New Business:

We need to schedule the annual board retreat. A Doodle poll will be sent out with dates in August. Kate Kelly is reaching out to a potential facilitator.

The Board discussed whether or not to accept funds from the Bouncer foundation if an offer is made. The Board voted in favor of accepting funds from Bouncer. Dave Martin, Jeff Cirillo, Pastor Steele, and Sherri Thompson voted in favor and Sydney Perry and Kate Kelly abstained.

The meeting was adjourned at 7:30.

## **Booker T. Washington Charter School Board of Directors Meeting**

### **May 29, 2019 Minutes**

Present: Present: Sherri Thompson, Pastor Kelcy Steele, John Taylor, Kate Kelly, Jeanette Morrison, Jeff Cirillo, and Dave Martin

On the phone: Pastor Morrison, Kathleen Elie

Pastor Steele opened the meeting at 6:07.

Pastor Steele motioned to approve the April meeting minutes and Kate Kelly seconded the motion.

#### **Public Comment:**

Shelly Hicks, from Northeast Charter Schools Network, provided an update on the legislative session, which ends next week. It looks like there will be flat funding for charter schools, \$11,250 per student. Federally, there is a lack of momentum for support for charter schools. Local, state, and federal advocacy is needed.

#### **Finance Report:**

Kathleen Elie presented the finance report. There are no significant changes in the budget. The school is in great shape heading into the fiscal year. The board voted to approve the 2019-2020 budget. Jeff Cirillo motioned to approve the Finance Report, Sherri Thompson seconded the motion.

#### **Executive Director's Report:**

John Taylor presented the Executive Director's report. Student recruitment is going well and there has been strong interest in the principal and teacher positions. We reviewed the non-academic performance data and discussed how transportation continues to be a challenge. We also looked at fundraising to date. Regarding facilities, on May 28<sup>th</sup> the New Haven Board of Education unanimously voted to approve BTWA's request to lease additional space at 21 Wooster Place for Middle School.

Old Business:

We still need to find a retreat date.

New Business:

Board members are researching why BTWA has to pay real estate taxes.

The meeting was adjourned at 7:30.

## **Booker T. Washington Charter School Board of Directors Meeting**

### **August 28, 2019 Minutes**

Present: Present: Sherri Thompson, Pastor Kelcy Steele, John Taylor, Jeff Cirillo, and Dave Martin

Pastor Steele opened the meeting at 6:17.

We did not have a quorum, so we could not vote to approve the minutes.

Public Comment: No comment.

Finance Report:

Kathleen Elie has left Charter School Business Management Inc. and we are waiting for a new person to be assigned to handle the finances. Do to the transition, we did not have a finance report to review this month. One additional expense, which will be explored in more depth at the next meeting, is transportation for our middle school scholars.

Executive Director's Report:

John Taylor presented the Executive Director's report. It's been a very busy summer, including our recent move into Wooster Place for Middle School. Overall, the academic performance dropped significantly last year. As a result, additional support is being put in place for teachers



and the leadership team has been restructured. We are confident these changes will provide scholars with the needed support.

Old Business:

New Business:

We need to revisit the travel reimbursement policy as staff are having to commute between the elementary and middle school buildings.

We will be reviewing the by-laws at our next meeting. The meeting was adjourned at 7:30.

## **Booker T. Washington Charter School Board of Directors Meeting**

### **September 2019 Minutes**

Meeting opened at 6:08pm

Present-

Dave, Sydney, Jeff, Sherri

Kate and Jesse on phone

Minutes approved- motion by Sydney, seconded by Jeff, unanimous approval

Request Taylor to change the agenda order to allow Middle School Principal to introduce self and provide update on Middle School

- Partnership with Little Scientist
  - Partnership with start-up tech company for virtual math tutors
  - Finance Report by Leslie- motion by Sherri to accept and Sydney seconded, unanimous approval
  - ED Report Old Business
- 
- Convene special meeting to review and approve revised bylaws and Governance- need to add a teacher, and formalize Pastor Steele as Chairperson and elect a Vice-Chairperson
- 
- o Taylor will send out doodle poll New Business

- Save the dates

- o December 3, 2019 Renewal Site Visit

- o January 14, 2020 Public Hearing at Wilbur Cross High School 6pm

Meeting adjourned at 7:18pm.

## **Booker T. Washington Charter School Board of Directors Meeting**

### **October 30, 2019 Minutes**

Present: Present: Sherri Thompson, Jeff Cirillio, Pastor Kelcy Steele, John Taylor, and Dave Martin

Phone: Kate Kelly, Jessie Phillips, Rev. Morrison

Pastor Steele opened the meeting at 6:14.

We reviewed the September and October Special Session meeting minutes. Sherri Thompson motioned to approve the minutes for both meetings with one update to the October Special Session minutes so they now read: “the board is committed to having a member who represents the Dixwell-Newhallville community.” Kate Kelly seconded the motion.

Public Comment: No comment.

Finance Report:

Leslie presented the Finance Report. There are no significant changes in the budget. Jeff Cirillo motioned to approve the Finance Report. Sherri Thompson seconded the motion.

Executive Director’s Report:

John Taylor introduced Mrs. Conley, the elementary school principal. Mrs. Conley shared her extensive background in education with the Board and how she was drawn to joining BTWA after meeting with stakeholders and experiencing the collaborative culture of the school and the commitment of teachers, parents, and school leaders.

The State Department of Education will be conducting a site visit at BTWA Elementary School on Tuesday, December 3<sup>rd</sup>. All board members are encouraged to attend. We reviewed the purpose of the site visit and began to prepare for the meeting.

Old Business:

At the October special session, board members reviewed revisions to the by-laws. These were shared with board members prior to our meeting. Kate motioned to accept the revisions to the by-laws and Sherri Thompson seconded the motion. There was unanimous approval.

New Business:

Kate Kelly motioned to appoint Sherri Thompson Board Vice-Chair and Dave Martin seconded the motion. There was unanimous approval.

We went into Executive Session at 7:15. The meeting was adjourned at 7:30.

## **Booker T. Washington Charter School Board of Directors Meeting**

### **October 17, 2019 Minutes**

Present: Jeff Cirillo, Sydney Perry, Jessie Phillips, Kate Kelly, John Taylor, and Dave Martin  
On the Phone: Pastor Morrison

Kate Kelly chaired the special meeting to review the bylaws and called it to order at 5:48. Sydney Perry had to leave the meeting early and gave her proxy vote Jeff Cirillo.

Old Business:

Board members reviewed the bylaws and agreed upon revisions that will be voted on during the October meeting. Although not formerly included in the by-laws, the board is committed to having a member who represents the Dwight street neighborhood.

During the conversation, we discussed the need to increase board member engagement. Members discussed reaching out to identify new board members. There was also talk about creating an advisory board for former board members and others interested in actively supporting the school.

New Business:

Jeff Cirillo motioned for Pastor Steele, current vice-chair, to be appointed chair. Jessie Phillips seconded the motion.

The meeting was adjourned at 7:00.