

Booker T. Washington Charter School
Board of Directors Meeting
Wednesday, January 26, 2022
6:00 pm to 7:30 pm
306 Circular Avenue (Virtual Meeting)
New Haven, CT 06514

AGENDA

Activities	
1. Call Meeting to Order	6:00-6:05
2. Approval of November Meeting Minutes	6:05-6:10
3. Public Comment	6:10-6:15
4. Finance Report/Budget Approval	6:15-6:30
5. Executive Director's Report	6:30-6:45
6. Old Business	7:10-7:20
7. New Business	7:20-7:30
8. Adjournment	7:30 pm

Notes:

Booker T. Washington Charter School
Board of Directors Meeting
January 26, 2021 Minutes

Zoom Call: Sherri Thompson, Sydney Perry, Jeff Cirillo, Pastor Morrison, John Taylor, and Dave Martin

Sherri Thompson called the meeting to order at 6:06.

Sherri Thompson motioned to move approval of November minutes to our February meeting and Sydney Perry seconded the motion. All five board members present approved the motion.

Public Comment:

n/a

Finance Report:

Leslie Roper-Thomas presented the finance report. The finance committee met last night to review the report. The school remains in a strong financial position. Although revenue has decreased due to lower student enrollment, we are projecting to finish the school year under budget. As of December 31, we have 96 projected days of cash on hand. Jeff Cirillo motioned to accept the finance report and Sydney Perry seconded the motion.

Executive Director's Update:

John Taylor presented the executive director's report for January. The biggest challenge in the past two months was the number of scholars and staff who reported testing positive for COVID. While this placed a great strain on teachers and the community, BTWA staff were able to pull together to support scholars. Another significant challenge has been addressing the teacher shortage, which has impacted the entire state. Leadership are working diligently to fill open positions at the elementary school. They are also working to improve the family and community connections by gathering information about the assets and needs of families.

The work to expand the BTWA model in Danbury is progressing. The PCLB Foundation have committed funding to support Elevate Charter Schools, which will support BTWA and the new Charter school in Danbury. This will allow BTWA to hire a staff person to provide support for school leaders, freeing up time for John to lead the work at Elevate.

Sherri Thompson motioned to enter Executive Session at 6:56 and Pastor Morrison seconded the motion. All five board members present approved the motion.

Returned from Executive Session at 7:05.

Old Business:

n/a

New Business:

John Taylor motioned to keep TNP on retainer for roughly \$4,000 per month for the next twelve months to provide communications support. Pastor Morrison moved to accept the approval and Jeff Cirillo seconded the motion. All five board members present approved the motion.

The meeting was adjourned at 7:11.

**Booker T. Washington Charter School
Board of Directors Meeting
Wednesday, February 23, 2022
6:00 pm to 7:30 pm
804 State Street (Virtual Meeting)
New Haven, CT 06511**

AGENDA

Activities	
1. Call Meeting to Order	6:00-6:05
2. Approval of December and January Meeting Minutes	6:05-6:10
3. Public Comment	6:10-6:15
4. Finance Report	6:15-6:30
5. Executive Director's Report	6:30-6:45
6. Committee Reports	6:45-7:00
7. Old Business	7:10-7:20
8. New Business	7:20-7:30
9. Adjournment	7:30 pm

Notes:

Booker T. Washington Charter School
Board of Directors Meeting
February 23, 2021 Minutes

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

Dave Martin called the meeting to order at 6:04.

Dave Martin asked members to review the November and January minutes. The vote to approve these minutes will be moved to the March meeting when we will have a quorum.

Public Comment:

n/a

Finance Report:

Leslie Roper-Thomas presented the finance report. The finance committee met last night to review the report and believe that the school remains in a strong financial position. Fundraising, secured and pending, is already above what was planned for the entire year. The days of cash on hand as of January 31 was 88 days.

Executive Director's Update:

John Taylor presented the Executive Director's report for January. Dr. Carol Birks, Erudite Educational Services, has been hired as a consultant to support school Principals in ensuring high quality implementation of the educational program, including: school culture, standards, assessments, and instruction. Dr. Birks will provide additional leadership in support of the BTWA instructional program during the planning stages of the development of the Charter Management Organization.

Dr. Main, Chief Academic Officer, presented mid-year academic outcomes. There is a two-year plan in place to respond to learning loss from COVID-19. The focus of this year has been on providing individualized support for scholars to promote growth this year. This will provide the foundation for scholars to focus on achievement next year. While much work remains, overall the data show that we are beginning to see academic growth for the first time since the pandemic began.

Old Business:

We are in the process of creating a 501 (c) for Elevate, the Charter Management Organization that would serve BTWA and Danbury. Given the average amount of time this process is taking others, this likely won't happen before the end of the fiscal year. The current focus of this work is advocating to get legislators to allocate funds to support the Danbury charter school. Shelly Hicks was recently hired to manage external communications. We are also looking to hire an executive assistant for John Taylor and a community organizer.

New Business:

Our audit has finally been completed after a long delay from our auditor. We need to set aside a special meeting for the auditor to present to the board. Dave Martin will send around a doodle to find a time that works for members in early March.

The mask mandate for Hamden and New Haven extends until mid-March. The Board will need review data from parents and teachers at the special meeting in March to vote on making masks optional or continuing to mandate them.

The meeting was adjourned at 6:50.

**Booker T. Washington Charter School
Board of Directors Meeting
Wednesday, March 30, 2022
6:00 pm to 7:30 pm
804 State Street (Virtual Meeting)
New Haven, CT 06511**

AGENDA

Activities	
1. Call Meeting to Order	6:00-6:05
2. Approval of February and March Special Meeting Minutes	6:05-6:10
3. Public Comment	6:10-6:15
4. Finance Report	6:15-6:30
5. Executive Director's Report	6:30-6:45
6. Committee Reports	6:45-7:00
7. Old Business	7:10-7:20
8. New Business	7:20-7:30
9. Adjournment	7:30 pm

Notes:

Booker T. Washington Charter School
Board of Directors Special Meeting
March 10, 2022 Minutes

Zoom Call: Pastor Morrison, Pastor Steele, Sherri Thompson, Jesse Phillips, Sydney Perry, Jeff Cirillo, Kate Kelly, and John Taylor

Kate Kelly called the meeting to order at 6:06.

Presentation of Audit:

John Accavallo presented the audit report. The financial statements received a clean opinion. As of June 30, 2021, the school had a very strong cash position. The receivables and payables were in-line with last year. Accrued expenses increased, primarily due to adding a new grade level. Federal and state grants also increased. The general and administrative expenses are in-line with last year, which means that as the school grows the majority of resources are still going to programs.

There were five audit adjustments made that resulted in a net change of \$12,000 from the figures that were presented to the Board over the year. There were no disagreements with management and all adjustments have been posted. The only thing that needs to be looked at is a review of financials in advance of new financial accounting standards. In particular, BTWA is encouraged to review the new lease standards.

Entered Executive Session at 6:30.

Returned from Executive Session at 6:40.

Old Business:

The Board discussed BTWA's mask mandate. In a survey of teachers, 60% requested making the mask mandate optional (with a 70% response rate). In a survey of parents, 60% requested to keep the mask mandate (with a 20% response rate). New Haven Public Schools still has a mask mandate in place and may revisit this policy around Easter.

Kate Kelly motioned that BTWA adopt New Haven Public School standards for COVID mask usage for the rest of the semester. Jesse Phillips seconded the motion. All seven members present voted to accept the motion.

New Business:

n/a

The meeting was adjourned at 6:50.