



Thursday, November 19, 2020 @6:00 p.m.  
Board Meeting via Zoom

Meeting ID: 940 5541 5208

Password: 2Y%iMJ

### AGENDA

1. Call to Order
2. Adoption of October Minutes
3. Adoption of Special Audit Committee Meeting Minutes
4. Vote on Pontiac Property
5. Nomination of Development Committee Chair & Members
6. Advisory Committee Membership RE: Candace Hutson
7. Update on Harlem Property
8. Vote on Policies
  - a) Parents' Bill of Rights Policy
  - b) Data Privacy Policy
9. Board Committee Reports
10. School Report
11. Adjournment

## 12. Executive Session

## Trustees Present

Richard Bayles
Gretchen Pusch
Justin Tolliver
Noel Acey
Peter Low
Amanda Low
Tanya Hoffler-Moore
Susan Reid
Jonathan Stearns
Reby Gulcan

### Storefront Academy Staff:

- Dr. Nicole Garcia, CEO
- Ms. Carol Singletary, South Bronx Principal
- Ms. Amia Fisher, Dean of Harlem
- Ms. Jennifer Johnson, Director of Student Support
- Mr. Stuart Wolf, Director of Finance
- Ms. Maria Ruiz, CEO Executive Assistant
- Ms. Elizabeth Ruiz, Harlem Registrar
- Ms. Natalia Perez, Director of Communications
- Ms. Taleema Chesney, Harlem Principal
- Ms. Dignorlyn Poweriet, Director of Development
- Ms. Nidia Evangelista, Director of Operations

Mr. Stalyn Tejada, Technology Teacher

## **1. Call to Order**

Mr. Bayles called the meeting to order at 6:03 p.m.

## **2. Adoption of October Minutes**

Mr. Bayles moved to adopt the minutes from the previous board meeting. All members agreed, and the minutes from the previous meeting were adopted without objection.

## **3. Adoption of Special Audit Committee Meeting Minutes**

Mr. Bayles discussed the minutes from a previous Audit Committee meeting. The minutes, when complete, would be sent to the board and voted upon for acceptance.

- SUNY requested a correction regarding the date in the minutes based on the dates for the Harlem Charter.
- Auditors must redo specific areas in the report, which will require the audit to be resent to SUNY.

## **4. Vote on Pontiac Property**

- Mr. Low stated that negotiations with the landlord for the Pontiac property. This property, adjacent to the school, will house offices for the executive staff on a 5-year contract, with monthly rent of approximately \$10,000. The property is ready for occupancy, although some cosmetic renovations must be accomplished before occupancy.
  - The contract includes a protection clause that stipulates that the building must be ready by August, except for COVID-related circumstances, or the contract could be terminated.
  - Mr. Tolliver stated that the tenant would be responsible for 50% of the taxes on the property.
  - Mr. Low moved the board to accept the lease agreement as described and previously provided to the members. The motion to accept the Pontiac property lease was approved without objections.

## **5. Nomination of Development Committee Chair & Members**

- Mr. Bayles stated that Ms. Acey volunteered to chair the new committee.
- The board voted, without objection, and chose Ms. Acey as this committee's chair.
- Mr. Bayles encouraged potential members for that committee to contact Ms. Acey directly with their interest.

## **6. Advisory Committee Membership RE: Ms. Candace Hutson**

- Mr. Stearns stated that Ms. Candace Hutson had been assessed as a member for the Advisory Committee.
- Mr. Bayles stated that Ms. Hutson would be a good choice for the Advisory Committee, and she would be present at the following meeting for a formal voting on her nomination.

## **7. Update on Harlem Property**

- Regarding the lease extension for the Harlem campus, Mr. Tolliver stated that conversations had begun.
- Mr. Low stated that, regarding the extension, the first step would be to extend the lease for 2 years with the potential for purchase option at the end of the lease; further, given that market value had dropped because of the pandemic, rent should be amended to reflect such market value.

## **8. Vote on Policies**

- The following subjects were voted upon during the board meeting and adopted without objection, without further discussion:
  - Data Privacy Policy
  - Parents' Bill of Rights

## 9. Board Committee Reports

There were no further reports from the Governance and Real Estate Committees

### **Finance Committee:**

- Mr. Tolliver informed the board of an issue where \$70k from State funds had been given to the institution in the current fiscal year, but it had been erroneously included as revenue for the previous fiscal year.

### **Academic Committee:**

- Ms. Low stated that attendance had dropped to 90% from the 93% goal. The issues for this reduction are unknown at the moment. Attendance is taken thrice daily.

- The institution still awaited the Chromebooks that had been ordered to facilitate home-based learning.

- Both a science video and a fundraising video were in progress.

- Home deliveries for lunches starts the following Tuesday, giving out Thanksgiving meals to the families that need it most.

- The Springboard platform is supplying afternoon tutoring, but there is inconsistency in attendance.

- Plans for awards and other incentives for specific classes and overall participation were being considered and developed.

- A stress management survey was being conducted with families.

- The institution had lost no faculty since the last board meeting.

## 5. School Report

- \_\_\_\_\_The institution had been praised for their forward-thinking and opting to conduct online-only operations, especially given that the State and the City closed schools shortly after the school year began due to COVID outbreaks.

- \_\_\_\_\_Teacher evaluations can be done online via the Teachboost platform, which allows teacher progress and performance.

- \_\_\_\_\_There are various tools already available and being utilized for the institution to monitor student and staff performance. These tools and the data

they generate helps the institution report to SUNY on progress and status, as well as react to the ever-changing situations.

- \_\_\_\_\_ There are various systems in place to monitor student attendance and, particularly, prevent them from logging into the class and logging out shortly thereafter, with parents being promptly notified of these instances.

- \_\_\_\_\_ The pandemic has forced the institution and parents to be involved with one another, which has been successful.

- There were personnel working on videos to upload to the institution's website and help students with technical issues with the platforms, allowing them to troubleshoot issues on their own.

- Staff further monitors and advises on children's health, particularly weight control, given that many students seem to have gained weight, therefore Physical Education offerings are being reworked and movements are being added to other classes.

- Best practices are constantly assessed, revised, and implemented.

- Students have participated in teaching roles in various classes, where they are guided on how to teach a segment and thereafter execute a session.

- One consequence of the COVID-based remote learning has been that the students, to include the younger grades, are more attuned with technology, requiring less parent assistance and being more proactive, and allowing students to spend more time learning and less time figuring out the technology.

## **11. Adjournment**

The meeting was adjourned at 7:11 p.m.