MINUTES

Call to Order

The June 2021 meeting of the Board of Trustees of Valence College Preparatory Charter School was held remotely via Zoom video conference on Thursday, June 24, 2021, at 7:00pm.

The Board Chair presiding and called the meeting to order at 7:03 pm.

Board Member Attendance

<table>
<thead>
<tr>
<th>Present by Video Call</th>
<th>Absent</th>
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<tbody>
<tr>
<td>Shruti Chopra</td>
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<tr>
<td>Angie Guerrero</td>
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<tr>
<td>Sandy Matthews</td>
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<td>Jose Santiago</td>
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<td>Tony Shan</td>
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<td>Dena Soffer</td>
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<tr>
<td>Elizabeth Shovers</td>
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<td>Arjun Kapoor (In @7:05pm)</td>
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Quorum was met.

Non-Board Member Attendance

<table>
<thead>
<tr>
<th>Present by Video Call</th>
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<tbody>
<tr>
<td>Mitch Flax (Head of School)</td>
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<tr>
<td>Bryson Wilson (EdTec)</td>
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<tr>
<td>Ahmed Khan (Prospective Board Member)</td>
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Approval of Minutes

- Angie motioned to approve the minutes from the May meeting of the Board of Trustees on May 27, 2021 and Liz seconded. The motion was approved unanimously.

Approval of Agenda

- Angie motioned to adopt the June meeting agenda, and Liz seconded. The motion was approved unanimously.

Public Comment

No public comment was made.
## Reports of the Committees

<table>
<thead>
<tr>
<th>Report Of</th>
<th>Presented By</th>
<th>Notes</th>
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| Finance Committee  | Bryson Wilson (EdTec)      | **Financial Update:**  
  ● May financials actual enrollment number no change from prior month  
  ● Strong enrollment and PPP forgiveness driving $264k positive variance  
  ● Budget YTD vs. Actuals YTD is at positive variance of $624k- trends continued to remain consistent  
  ● Cash balance is slightly above 3 months expenses with all capital purchases for new building in FY 21  
  ● ESSER II application is due 6/30, allocation of $230k  
  ● FY21 audit: interim audit in June/July, final audit in August  

**FY22 Budget Key Drivers:**  
  ● Enrollment estimated at 336  
  ● Per pupil rate: $16,845  
  ● Projecting $154K operating income by June 2022  

**Vote:** Approve FY22 Budget as proposed  
  ● Motioned by: Angie  
  ● Seconded by: Tony  
  ● Result: Approved unanimously and FY22 Budget adopted  

**Service Agreements for Board Approval:**  
  ● Copier: TGI provided best proposal  
  ● PEO: JustWorks as new professional employer org to service payroll and personnel  
  ● Back Office provider: EdTec renewal of 2-year extension  
  ● Professional Development: 2 year agreement with UChicago to conduct training and materials for assessments  

**Vote:** Service Agreement Approvals  
  ○ Copy Machine Lease & Service  
  ○ PEO Services with JustWorks  
  ○ EdTec 2-year Extension  
  ○ UChicago Impact for STEP Professional Development Program  
  ● Motioned by: Angie  
  ● Seconded by: Dena  
  ● Result: Approved unanimously and four agreements approved
Recruitment:
- Currently 86 5th-grade accepted applications for 3 classes, aim is for 90; 6th and 7th grade have been filled
  - Home visits with current scholars for retention

Other Updates:
- MAP data came in: at ¾ of a year of expected growth
  - Next year target is 2x to cover learning loss
  - MAP is a snapshot tool in reading, math and language, taken twice a year
    - Nationally normed to allow same grade comparison nationwide and to other BES schools
    - Computer adaptive test: no two tests are the same, giving progressively harder or easier questions based on scholar’s level
    - Strong predictive of performance on SAT and ACT
    - Scores in two forms: RIT (an absolute measure) and Percentile (stacked against all other 5th graders nationwide)
      - Average projected growth is 7.5 RIT
- Investments in FY21-22 to combat “learning loss”
  - Increased intervention staff to have co-teachers in all math and ELA classrooms
  - Daily math and ELA intervention time
  - Increased academic leadership staffing for coaching and planning intervention
  - External coaching, professional development and curriculum support

Fundraising Update:
- Reminder that fiscal year end on June 30, 2021
  - Send check to school or donate online to complete board member give & get
- Online Back to School campaign planned to start end of July with a focus on fundraising for backpacks full of supplies for scholars and books for the library in the new facility. More details to come at next month’s meeting
- Zoom event to drum up excitement and more donations in August

Prospective Board Member:
- Ahmed Khan, recommended from Jose and Mitch
- Met with governance committee

Vote: Appoint Ahmed Khan to the Board and Finance Committee and increase board size from 8 to 9
Motioned by: Angie  
Seconded by: Arjun  
Result: Approved unanimously and Ahmed Khan is appointed Board Member pending final approval from SUNY

Open Meeting Law Update:  
- Open meeting law resumes on June 25th  
- Governance committee will meet and provide guidance for July and future meetings

| Facilities Committee | Mitch Flax | Permanent Facility Update:  
- New space will finish on time  
- Move out next Wednesday and move into new space next Thursday  
- “Friends of Valence” is nearly ready to do business |

Other Reports

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<tr>
<th>Report Of Head of School</th>
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<td>State of School</td>
<td>Mitch Flax</td>
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</table>
|                          |              | State of School:  
  - 4 open hiring positions remaining  
  - Two new academic deans starting in July  
  - Professional development in August  
    - focus is resetting a high bar for in-person instruction  
  - Summer focus is to get school up and running |

New Business

- No new business was raised

Meeting Adjournment

Angie moved to adjourn the meeting, and Arjun seconded. The motion to adjourn was approved unanimously at 8:32 pm.
Valence College Preparatory Charter School

Valence College Prep equips all scholars with the academic skills, professional habits, and strength of character to graduate from college and lead lives of opportunity.