MINUTES
PAVE Academy Charter School, Inc.

The Board of PAVE Academy Charter School, Inc. met May 23, 2017 at 6:00 pm for a regular board meeting. The meeting was held at 732 Henry St. Brooklyn, NY 11231.

ATTENDEES:

Board Members:

NAME OF DIRECTOR	TITLE (IF ANY)	PRESENT IN PERSON	PRESENT BY TELEPHONE	UNABLE TO ATTEND
Daniel Greenblatt	Trustee	X		
Jamie Greenthal	Board Chair	X		
Mike Healy	Trustee	X		
Annie Hopkins	Trustee			
Melisa Melling	Trustee			
Allie Sweeney	Trustee	X		
Kim Lumpkin	Trustee	X		

Staff and Other Attendees Present:

NAME	TITLE (IF ANY)	PRESENT IN PERSON	PRESENT BY TELEPHONE
Spencer Robertson	CEO	X	
Cooper Westendarp	CFO/COO	X	
Alex Quigley	Managing Director	X	
Kelly Anderson	CDO	X	
Lisa Lurie	Director of Finance	X	
Aminah Abdul-Majeed	Director of Development	X	
Sarah Overmeyer	Special Assistant	X	
Hannah Prussin	ES Principal	X	
Darren Horn	MS Principal	X	
Nadir Romo	DOO	X	
Meg Brown	Director of PreK	X	

MEETING ITEMS:

1. CALL TO ORDER AND ROLL CALL

Jamie Greenthal determined that the meeting was duly noticed, that a quorum was present and called the meeting to order.

Jamie Greenthal outlined the objective of the meeting and listed priorities.

2. BOARD APPROVALS

Jamie Greenthal makes a motion to approve the minutes from last month, approve the school food provider. approve Geoffrey Fenelus as the new MS principal, and approve the proposed meeting calendar for next year. Daniel Greenblatt seconds, all approve.

3. DISCUSSION/ACTION ITEM(S)

Public Comment:

Opportunity was presented for public comment. No public comments requested or made.

COO/CFO Report Q&A:

Projecting – end the year at a negative $45,000

- School teams have done work to get budget on track. Continuing to strive to get above budget. As talked about a year ago, we knew it was going to be an aggressive budget. Fallen short on execution in certain areas.
- Next year – pushing next year's budget to be just as tight as last year's budget. There's not much wiggle room.
    - Requires meeting fall enrollment.
    - Stay within staffing structure.
    - Able to make progress on admin and facility expenses.
        - Bringing management to in house. By mid-year or by this time next year, ween off of property management company. This way we can maximize dollars to students

Celebrate wins on the ops front

- Late March – discussed to launch a recruitment period for 5 major ops position: 2 DOOs, 1DOO for SE, 1 Ops Fellow position, 1 DDIM. All 5 have been hired.

Enrollment update

- Over enrolled by 20 students at this point for next year. Trying not to be over enroll by too much, as to not compromise the first day of school.

Strategy for staffing in middle school

- Overall, investing in interventionist and staff that provide SpEd services
- Had to hire a sped temp this year to make sure we were hitting on the marks in terms of SpEd

Strategic Plan Update:

Spencer Robertson introduces the strategic plan document again for review. The goal is to revise the green lighting structure and get more feedback from the board.

.

Alex Quigley committed to reworking the Academic green lighting frameworks with Jamie Greenthal and Daniel Greenblat, as well as any other volunteers.

Aim to have a revised/reorganized version for review at the June meeting.

No executive session needed.

6. MEETING ADJOURNMENT

Closing:

A motion was made by Jamie Greenthal and seconded by Daniel Greenblatt that the meeting be adjourned. The motion was unanimously approved.

Respectfully submitted:
Sarah Overmeyer