

VIERA CHARTER SCHOOLS, INC.

Board Meeting

Wednesday, May 20, 2020 @5:00 p.m.

Location: Communications Media Technology (CMT);

Meeting URL: <https://zoom.us/j/95979461556>; **By phone:** Dial 646-558-8656 **Meeting ID:** 959 7946 1556

Note Regarding GOVERNING BOARD MEETING – Members of the public may participate via dial-in capability provided at the school location at the address listed above.

A. Opening Exercises

1. Call to Order - *The meeting was called to order at 5:00 pm. In attendance: Robert Jordan, Board Chairman-President, Robert Naberhaus (Founding Board Member), Vice-Chairman, Kim Africano, CPA-Treasurer, and Scott Steele (Founding Board Member)*
2. Pledge of Allegiance
3. Approval of Meeting Minutes (February 12, 2020) - *Rob Naberhaus made motion to approve, Kim Africano seconded, all approved motion*

B. Public Comment (Members of the public that wish to address the Board must sign-in and will have 3 minutes to speak. The Board will not address the presenter or take action at this time but may give direction to staff following a presentation. The total time allotted for public comments shall not exceed fifteen (15) minutes.

C. Principal Reports

1. *Dr Cady provided the principals report and covered the following topics:*
 - a. *Parent feedback has been outstanding related to virtual learning.*
 - *Dr. Cady thanked CSA, teachers, parents and staff. This has been a new world for all and the response has been outstanding!*
 - *Lottery complete - 437 new students total. 200 students on waiting list. This is a tribute to the school considering heightened competition in the area.*
 - *Interviews and full staffing is expected this week*
 - *Upcoming plans to support the expanded school clinic and other student services*
 - *i-Ready program success and recommendation to continue into the next school year*
 - *PTSO funding – kiln, playground, stage support, wall talkers, risers for music dept, new courtyard mosaic*

D. Information Items

1. Construction Update – Robert Jordan
 - *Robert Jordan provided an update to the project. Building C is the new construction. We are “on track” and recently passed the pre-power inspection.*
 - *HVAC start up scheduled for May 27 which will allow for interior finish work dependent on environmentally sensitive installations such as floor tiling, gym floor, etc.*
 - *Site work progressing well. Sidewalks, paving, covered walkways, etc. on track.*
 - *The only delay due to COVID-19 has been elevator which is now scheduled for mid-July*
 - *Existing buildings A&B are under also undergoing some renovations – this work is also on track and on schedule*
2. Monthly Financial Report(s) (January, February, March) - *Mr. Michael Strader, President of Charter School Associates, Inc. Strader provided the report to the Board via their packet. He also mentioned we will also include ratification of these into the consent agenda forthwith.*

3. Discuss Hybrid Learning Option - *CSA is preparing for various options as it relates to what school will like when we return. This includes a hybrid learning plan. Tiffani Richmond of CSA provided an overview of activities in plan to support hybrid learning, virtual, and traditional settings*
4. School Reopening Discussion – RISE, Restarting Through Innovative, Sustainable Education - *Ken Green also provided an overview of RISE initiative and how this will support the restart of school under the new COVID-19 related guidelines and requirements. He mentioned the ability to provide seamless services to our students and families who may require special attention in support during these times. Jay Drag provided the board input on physical and operational adjustments being made to ensure safety for our students and adherence to any covid-19 guidelines associated with school operations. Some wide ranging and comprehensive adjustments are in motion currently.*
5. Agreement to Earn (for Endorsements) extension to December 31, 2020 – *Mr. Strader provided an overview of this item which is part of the consent agenda*
6. Mr. Strader introduced amendments and changes to the Threat Assessment Policy and Mental Health Plan and asked approval of same to be included in consent items.
7. FY20 Audit Engagement Letter(s) - *Brian Strader covered this topic Mr. Jordan has signed and approved the audit engagement letter.*
8. FY 21 Budget(s)
 - a. Offer Letter Memo, May 13, 2020 – *Board was provided copy of offer letters that went out to staff. It noted a wage freeze until we have more certainty around the budget*
9. Recommended Instructional Materials; K-5, 6-12 and Advanced – *Mr. Strader provided an overview of this and the process for getting additional materials approved*
10. Student Technology Device – Loaner Agreement – *The School has loaned out student devices and in some cases internet services. Brian Strader noted 76 devices were loaned out to students and the terms for loaning out these devices.*
11. Uniform Extension – *Mr. Strader informed the team of the need to extend uniform supply windows due to circumstances related to Covid-19*
12. PPP Information - *Brian Strader provided an update on the PPP loan fund process. The school has applied for and received PPP loan funds and will be used in accordance to the guidelines. Until the loan can be converted to a grant, this will impact school debt ratios. An escrow fund has been established to mitigate this until the conversion. Brian also reviewed the details of the promissory note and other resolutions associated with the PPP.*
13. Out of field waivers, Exhibit A – *There are no out of field waivers*

E. Consent Agenda Items – *Scott Steele made a motion to approve all of the consent items; Kim Africano seconded, motion passed unanimously.*

1. Ratify Monthly Financial Reports – January 2020; February 2020; March 2020
2. Ratify Purchase Orders and Agreements
3. Approve Hybrid Learning Model, RISE and Request for Charter Amendment if required
4. Ratify FY 20 Audit Engagement(s)
5. Approve FY 21 Budgets
6. Approve amendments and changes to the Threat Assessment Policy and Mental Health Plan.
7. Approval of Personnel Items – Certification Waivers, if any (Exhibit A)
8. Approve Agreement to Earn Extension through December 31, 2020 – Exhibit B
9. Approve Recommended Instructional Materials; K-5, 6-12 and Advanced
10. Ratify Student Technology Device – Loaner Agreement
11. Ratify PPP including Promissory Note

F. Items Scheduled for Action & Discussion

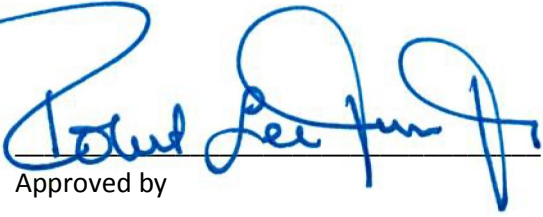
1. *No items scheduled for action & Discussion*

G. Board Member Reports

- *Kim Africano – Expressed concern regarding the future of charter school funding based on revenue shortfalls*

- *Scott Steele – echoes Kimberly regarding the great work of CSA and concerns related to future budgets.*
- *Rob Naberhaus – No Report*
- *Robert Jordan - No Report*

H. Adjourn – meeting adjourned at 6:27 pm


Approved by

06/11/2020

Date