# OnTECH Charter High School Minutes for June 27, 2018

# Board Meeting

The Meeting was held at: NE Hawley District Association,102 Gertrude St., Syracuse, NY 13203

**Present:**

Ellen Eagen, Founder & President

Eskedar Getahun, Trustee

Victoria Giarratano, Trustee

Stephen Kimatian, Secretary/ Treasurer

Bill Sanford, Trustee

John Stegeman, Trustee

Francis Coudriet, Administration

The meeting was called to order at 5:35 PM

# WELCOME

Chairperson of the meeting, John Stegeman, called the meeting to order at 5:35 pm. He asked the Trustees to introduce themselves, as well as those members of the community in attendance.

# APPROVAL OF PRIOR MEETING MINUTES

Prior to the instant meeting, minutes of the May 17, 2018 meeting had been distributed to the Trustees. Additional copies were made available at the meeting. The Chair asked for any additions, corrections or modifications. There being none, they were accepted as presented.

**3. FINANCIAL REPORT**

The Chairperson called upon the Treasurer to give the financial report. Trustee Kimatian stated there were three items to cover.

The first was the report of the revenue and expenses to date. A document was handed out listing the ledger income and expenses. Trustee Kimatian stated that we were in a positive balance for the month and had paid all due bills to date. He also stated that a report would be issued by CSBM for a following Board meeting that reconciled the fiscal year ending on June 30, 2018.

The second item was presentation of the Financial Handbook for approval by the Board. The Handbook was prepared by CSBM and edited by Trustee Eagen for the specific needs of OnTECH. The Handbook had been distributed electronically to all Board members. After discussion, a motion was made by Trustee Getahun to approve the Handbook and seconded by Trustee Stegeman. Upon vote it was unanimously approved.

The next item presented by the Treasurer was the budget for the coming fiscal year ending on June 30, 2019. The budget had been prepared in conjunction with CSBM. Trustee Kimatian stated that a target enrollment of 90 students was used as a base, although adjustments would be used depending upon actual enrollment. The budget anticipated the projected revenue and expenses. Trustee Kimatian asked for approval of the budget. After discussion, a motion was made by Trustee Sanford, seconded by Trustee Getahun for approval of the budget and was unanimously passed.

**4. FACILITIES REPORT**

The next order of business was the facilities report. The Chairperson called upon Trustee Kimatian, who stated that he had three items to report.

The first was to report that the renovations were proceeding on schedule. Trustee Eagen reported on her meeting with the architects and engineering firms. Both the architects and engineering firm believed that the schedule would be met for opening day.

The second item was Trustee Eagen’s meeting with the investor group in NYC to present the school to them and gain their support. She reported that it was a long meeting and very thorough and went through great detail on the budget, school operations and the Syracuse community.

The third item was to report on the status of the lease with Building Hope. Building Hope representatives had communicated they believed the property would be closed on or about July 8th. Trustee Kimatian stated that Tom Taylor of the law firm Bousquet & Holstein had been engaged as counsel to assist in negotiating the lease. Modifications were made in the original proposal to adhere to the State and local requirements for leases. There was also an accommodation for the lease terms requested by OnTECH to insure the rent requirements correlated with the anticipated budget revenue. A copy of the lease had been made available to all Trustees. Trustee Stegeman asked when the renovations would be concluded. Trustee Kimatian stated that they were anticipated to be done prior to the end of August. Trustee Giarratano asked about OnTECH’s ability to meet the rent and also what would be the entity holding the property. Trustee Kimatian responded that the rent was the same as initially proposed and had not increased and that the Building Hope entity holding the property would be a non-profit corporation. After discussion, a motion was made to approve the lease by Trustee Getahun, seconded by Trustee Sanford and unanimously passed.

**5. PERSONNEL**

The Chairperson asked Trustee Eagen to report on student and faculty recruitment. Trustee Eagen said she was pleased to report that OnTECH has received over 100 applications for enrollment and that she was in the process of enrolling students. She also reported that she had dozens of applications from potential teachers, many of them highly qualified. She and the other teachers were in the process of evaluating the submissions and interviewing candidates. She said that Barb Warren was assisting in the recruiting and that Keil White was assisting in setting up transportation. Trustee Stegeman asked whether we could continue to take applications. Trustee Eagen said we could continue and when we had reached the limit of our authorized enrollment, we could start a waiting list.

Trustee Eagen reported that Morgan Boerman attended a conference in connection with the agricultural grant that she had initiated on behalf OnTECH. The grant request was successful and Trustee Eagen said she was glad to say that Morgan had brought back excellent information for OnTECH in connection with the conference.

**6. MARKETING & RECRUITMENT**

The Chairperson called upon Trustee Eagen to report on the marketing and recruitment efforts.

Trustee Eagen reported that OnTECH had engaged in a wide media campaign to recruit students. In addition to direct presentations, the media platforms used were radio, television, billboard, digital ads, social media, direct mail, rack cards placed in strategic places, such as libraries and flyers. The campaigns ran through the month of June into July.

**7. ACADEMICS & CURRICULUM**

Trustee Eagen was requested by the Chairperson to report on curriculum. She stated that progress was continuing to be made with developing the curriculum and that we were on target for opening day. She said the school calendar had been settled and was in the agenda materials.

She asked for a vote to approve the calendar. A motion made by Trustee Sanford to approve the calendar, seconded by Trustee Getahun, and was unanimously passed.

**8. OPERATIONS**

The Chairperson then called upon Trustee Eagen to report on operations. Trustee Eagen informed the Trustees that certain policies needed to be in effect and that they had been included in the agenda materials. They included the FERPA Policy, FOIL Policy and the Charter Complaint policy. After discussion, a motion made by Trustee Girratano, seconded by Trustee Getahun to approve the policies was unanimously approved by the Board. Trustee Eagen then said that a policy with respect to student handbooks would be deferred until the next meeting.

Administrator Coudriet, the designated person to receive FOIL’s reported that a second FOIL had been requested by the same individual who had submitted one previously. This request asked for the opening day of school and a copy of the resolution approved by the Board and submitted to the Charter School Office requesting the change in the initial opening date. Administrator Coudriet was asked to respond to both requests and to forward a copy of the resolution.

**9. BOARD DEVELOPMENT**

Chairperson Stegeman then stated that June marked the end of a fiscal year and also was the time for election of officers and Board members. He asked Trustee Kimatian for the background on the election of Trustees. Trustee Kimatian referenced the amendment to the by-laws which allowed for election of the Trustees in staggered terms so that all six positions would not expire at the same time. That had not been the initial election structure when the Trustee positions were first filled. To transition to the staggered terms, the by-laws provided for elections to be held in June as the beginning of the fiscal year. Accordingly, the terms of the six incumbent Trustees were divided into three classes where two Trustees would have terms of one year, two for two years and two for three years. Upon the expiration of their individual terms, any renewed terms would be for three years, thereby achieving a staggered expiration date for each of the classes. The proposal for election of Trustees and their designated terms is stated on the attached Exhibit A. Trustee Sanford moved and Trustee Getahun seconded the motion to approve the Trustees elections for the terms presented. After discussion, it was unanimously passed.

Next came the slate proposed for the election of officers which was for a one-year term as stated on Exhibit B. Trustee Getahun moved to approve the slate as presented and Trustee Giarratano seconded. After discussion, the motion was unanimously approved.

**10. ADJOURNMENT**

There being no new business, a motion was made to adjourn by Trustee Sanford, seconded by Trustee Giarratano, and unanimously approved.