CHARTER HIGH SCHOOL

**BOARD OF TRUSTEES MEETING**

**Minutes of June 24, 2020**

**Location:** Meeting held via Zoom teleconference at 5:30 pm.

**Present:** Ellen Eagen, Founder & President Stephen Kimatian, Secretary/Treasurer Pastor Willie K Mitchell, Trustee Karen McMahon, Trustee Vicki Girratanno, Trustee Beth Gavenda, CFO/Human Resources Don Miller, Executive Director Fran Coudriet, Administrator Jana Rogers, Head of Academics Keil White, Director of Facilities Ta’Quell Morris, Head of Community and Culture Nakisha Graves, Student Culture Morgan Boerman, Teacher Omar Gonzales, Teacher Fatimah Manuel, Student Mentor Bill Sanford, prospective Board Member Dominique Elizabeth, Community Member

**1. WELCOME** OnTECH Founder, Ellen Eagen, serving as chairperson, opened the meeting and welcomed the Trustees, staff and community members. She stated that a quorum was present for the conduct of business.

**2. APPROVAL OF MINUTES** The chairperson asked for approval of the prior month’s meeting minutes of May 27, 2020. She asked whether there were any additions, corrections or modifications. There being none, the minutes were accepted as presented.

**3. REPORT OF HEAD OF ACADEMICS** The chairperson stated that we were closing in on the end of the semester. June was an especially important month as it was an opportunity to make up credits and work on special projects that were individually student oriented. Also, as had been determined by the Board, OnTECH was not going to stop classes early in June as the surrounding district schools had decided. Because the governor had required schools to work through the spring vacations, the teachers union required that they be paid an extra week if they worked to the end of the scheduled school year. OnTECH teachers were committed to working through June.

To illustrate some of the work being done by the students in June, the chairperson called upon math teacher Omar Gonzales. He explained that for the month of June, OnTECH iterated the

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academic programming, focusing on a subject matter per week and incorporating a habit of the mind (part of the OnTECH social emotional programming) and holding synchronous learning sessions. The first week was math and focused on a Puzzle Project. Students had to create a puzzle based on certain given math facts. This was done in a live virtual setting after which the students continued on their own to further design the puzzle. One student, Carlos, ingeniously introduced negative numbers into his puzzle. Thereafter ensued a discussion on student engagement and ways in which such engagement could be increased. One finding was that synchronous learning where there is a combination of live virtual learning followed by independent work did increase engagement.

During the week of \_\_\_ OnTECH was in school learning while the district schools were closed. This week was OnTECH CON. It was an exciting week that covered many areas of interest. There were workshops on digital arts, law, college preparation to name a few examples. In addition a group of student gathered to give feedback on remote learning. In addition we conducted two on-site events to test COVID safety protocol. We used a Covid screening questionnaire that was converted into a Google questionnaire that families were required to review, sign and submit.

The next discussion centered around Summer programming. Since OnTECH is a year round school, there were plans for summer school even with the Covid challenges. Last year a very successful program was run with the Educational Alchemy group from NYC. They were retained again to support curriculum this summer, though it would be online. Depending upon the credit status of the student, the summer program could be used as a time of credit recovery or of credit accrual. Some of the determinations of student status will be made after the due date of this Monday for assignments.

4. **REPORT OF HEAD OF COMMUNITY AND CULTURE**

Several students joined the Zoom virtual board meeting. They had participated in the various opportunities that OnTECH had offered their students over the last several months, including the community building events and OnTECH CON, and they spoke on their experience. For example, Neshawn was the student facilitator for the a presentation on attending college and he had attended a presentation by OnPoint for College - a local organization that offeres students who were interested, support in planning and getting into college, from studies to the actual assistance in getting materials, supplies and transportation. Kiandra participated in a digital art class and jumped in and became a teaching assistant when the visiting guest teacher’s computer was not working. Using visual word art she gave a presentation as part of her PBL project of how to keep yourself safe in this Covid environment. She presented this to a team of experts and had her project critiqued.

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Mr. Morris then reported on some of his team’s activities. His team visited homes to check on families. Mr. Morris also said that he had purchased shirts for mentors in a way for them to be good identifiers when they were in the field.

Since we were coming to the end of a semester, the Founder said there would be an Awards Night tomorrow for the school. There would be academic awards and awards embodying the mission of OnTECH, such as the the Gray Wolf Award and the Changemaker Award. After the awards there will be a virtual dance party to celebrate the year. She invited all to attend.

The Founder then addressed the first ever graduation for OnTECH, which would be held this Saturday on June 27, 2019. Initially, having it outdoors was considered, but with the governor’s guidelines allowing graduation indoors starting on that day under certain conditions, it was decided to have it inside. There were three students graduating, each having accumulated credits prior to coming to OnTECH. The important point though, the Founder stated, was that if not for OnTECH these students would not have graduated. Their districts had found reasons not to accept them as students even though they could have gotten sufficient credits and graduated on time. She said there would be a rehearsal on Friday evening and the graduation ceremony would be Saturday. Each of the students would have an opportunity to speak about their time at OnTECH and what it meant to them. Trustee Pastor Mitchell will deliver the commencement address.

**4. REPORT OF THE EXECUTIVE DIRECTOR** The chairperson then called upon the Executive Director, Don Miller, to give his report. Mr. Miller said the evaluations were completed and that none of the teachers had expressed a desire to leave their employment with OnTECH. He said that there were 23 applicants for the positions open and that there were 12 viable candidates of which he suggested there would be about 7 or 8 to consider for hiring. He said an ESL teacher recently joined OnTECH and OnTECH hired Mr. Terence King as a consultant for Special Education to further develop our SPED programming. The Annual Report is due on August 3rd. The Founder underscored that the Annual Report indicates the level of charter compliance.

**5. REPORT OF THE DIRECTOR OF FACILITIES** Next the chairperson called upon the Director of Facilities, Keil White, to give his report. Mr. White stated that the IT infrastructure for Wi-Fi and Access Points were being installed in the church property. He said that construction would soon commence to make the church ADA and code compliant. It would include two ADA ramps. The project is scheduled for completion by the end of August 2020. He said enrollment figures show 67 applicants, 55 accepted, 32 enrolled. To date the recruitment campaign included Spectrum Digital, Facebook and radio.

**6. REPORT OF THE CHIEF FINANCIAL OFFICER** The chairperson next called upon The Chief Financial Officer, Beth Gavenda. She said that the annual audit was well underway, that a majority of the information for the audit had been

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submitted to the auditors. She said that invoices for billing went out to the SCSD school district for the June invoicing. With respect to the monthly financials, revenue came in 91% of what was budgeted, expenses were 26% under and the net income was 15% over budget.

**7. GOVERNANCE** The chairperson reported that the documents for submitting the reinstatement to the Board of Trustees for Bill Sanford had been completed and would be forwarded for approval to the Charter School Office. She said that Mr. Sanford’s application should be approved in time for the next meeting.

**8. ADJOURNMENT** There being no further business the chairperson called for a motion to adjourn. Trustee Kimatian moved and Trustee McMahon seconded the motion. There being no further business the motion was unanimously approved.

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