

**Opportunity Charter School
Board of Trustees—Minutes
December 13, 2018**

Trustees Present: Alice Cutler & Jon Sichel

Tamara Adam, June Smith & Eric London (video-conference)

Absent: Melba Wilson, Tracy Hampton & Peggy Culver

Executive Staff Present: Leonard Goldberg, Emily Samuels, Jessica Marcu, & Jason Maymon

Public Notification: Notice of meeting sent to Amsterdam News for addition to Events Calendar in print editions (December 4, 2018), on OCS website (December 4, 2018). Attending Members of the Board of Trustees met at 315 West 113th Street at 6:00 p.m.

Adoption of October Board of Trustees' Minutes

A vote to approve the minutes from the October 18, 2018 BOT meeting was taken with all in favor and no dissentions.

SUNY Application

- December meeting of the SUNY Charter Committee took place and we were not on their Agenda.

OCS Report to the Board

- Data and Assessment
 - Head of School/HS Principal Jessica Marcu reported to the Board on the changes the school has experienced since the addition of Educational Consultant Bernadette Anand.

Request for report on OCS graduates, where they go after graduation for next Board meeting.

- Student Enrollment and Retention
 - Student Enrollment as of 12/12*
 - 464 total students
 - 212 middle school students (59% of middle school students have an IEP)
 - 252 high school students (63% of high school students have an IEP)
 - 282 total students with an IEP (61%)
 - Student recruitment for the 2019-2020 school year is off to a solid start. Between September and the end of November we have received a total of 427 student applications. Since the 2012- 13 school year, we have averaged 336 applications for the same time period.

Student Application Breakdown	2019-2020 (Applications through November 2018)
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General	325
SWD	102
Total	427

- *Recruitment Fairs*
- OCS has participated in 22 MS and HS fairs throughout the city
 - 157 applications were completed
- *OCS Open House Events*
- 56 people attended the first OCS Open House on 11/14
- 63 people attended the OCS Open House on 11/17
- Several more open house events will be scheduled over the next several months
- *OCS Tours*
- Families will visit the school during the school day and sit in on two classes and meet various staff members

Request for report from Recruitment and Admissions Department, a comparison of application rates year after year for next Board meeting.

- Staffing

- As of today, we have a total of 7 open positions; four in the high school and three in the middle school.
 - *High School:* One employee resigned because he wanted to be closer to his family.
 - 3 Learning Specialists
 - Executive Assistant
- *Middle School:* A teacher resigned because he was offered an ESL position at another school, and a social worker resigned to accept a position at an elementary school.
 - Humanities Teacher
 - Science Teacher
 - Social Worker

- Real Estate

- Committee conference call scheduled for 12/19/18.

- Financials

- The amount the DOE's Revenue Interpretation has cost the School in the 2017-2018 School Year was approximately (193) K.

- The amount the DOE's Revenue Interpretation is projected to cost the School in the 2018-2019 School Year is approximately (169) K.
- For the 2018-2019 School Year, we are continuing aggressive student recruitment, as well as continuing the process of instructing the appropriate staff to be more mindful to include full detail of all SWD services provided when writing new IEP's, and when applicable, existing IEP's are to be revised.
- Beginning immediately, we are targeting an amount of 2 to 2.5 % of our total budget, (between \$254 K and \$318 K), and making this our new "break-even" point, meaning we will cut or postpone spending accordingly in order to hedge against the possibility of our DOE Revenue falling into an unfavorable variance equal to or greater than last year's (193) K, as well as providing extra cushion for involuntary but necessary items such as legal expense that may arise later in the year greater than budgeted in order to protect our school.
- We will be scheduling an in-person meeting with our contact at the DOE to discuss our unique model and billing consequences of revised enforcement of DoE's SWD reporting rules.

Request for report on Consultants-who we hire and how much it costs us for next Board meeting.

Committee Reports

- Finance Committee
 - See OCS Report to the Board
- Real Estate
 - See OCS Report to the Board
- Marketing
 - Apptegy Proposal
 - Apptegy is an education technology company that provides schools with a single place to share messages and alerts across mobile, web, and social platforms.

Communication from the Public

There were no comments from the public.

Executive Session

The Board moved to Executive Session to discuss Legal and Personnel Issues.

Adjournment

The meeting was adjourned at 7:05 p.m.