

Minutes
Meeting of the Board of Directors
Brilla College Preparatory Charter School
July 27, 2016
Brilla College Preparatory, 413 East 144th Street, Bronx, NY

The Board of Directors of the Brilla College Preparatory Charter School met for a regular meeting on Wednesday, July 27th, 2016.

The following directors were present:

1. Brian Carty
2. Scott Hamilton
3. Stephanie Saroki de Garcia

School faculty in attendance were Mrs. Mulcahy, Mr. Salvatierra, Ms. Kopro, Mrs. Castillo and Mr. Larsen.

Others in attendance were Robert Keogh and Joe Keaney.

Mr. Hamilton, serving as Chair, called the meeting to order at 12:05pm (EST).

The first order of business was the approval of the minutes from the June 14th board meeting. Those in attendance approved of the minutes, but without proper quorum, the minutes were not officially approved and will be taken up at the next meeting. The next orders of business were updates from the head of school by Ms. Kopro. Ms. Kopro provided updates on extensive work being undertaken to horizontally align the curriculum. She also provided a thorough look at our year-end data which, despite the need to further examine specific results (particularly in 1st grade), the board agreed was very positive.

The next order of business was the Executive Director update by Ms. Mulcahy. Ms. Mulcahy gave updates on school leader summer training, the Walton Family Foundation grant, the Charter School Growth Fund, Federal Charter School Program funds, and a summary of exit interviews.

The board will take up a vote on the Minority and Women-Owned Enterprise Policy at the next meeting.

The board also discussed whether we should be putting resources into improving our public relations as a school.

Upon motion duly made, seconded and carried, the meeting was adjourned at 1:10PM.

Respectfully submitted,

Matt Salvatierra
On behalf of Rick Ramirez

Minutes
Meeting of the Board of Directors
Brilla College Preparatory Charter School
August 23rd, 2016
Brilla College Preparatory, 413 East 144th Street, Bronx, NY

The Board of Directors of the Brilla College Preparatory Charter School met for a regular meeting on Tuesday, August 23rd, 2016.

The following directors were present:

1. Brian Carty
2. Eric Eckholdt
3. Rick Ramirez
4. Stephanie Saroki de Garcia

Tony de Nicola, Scott Hamilton and Maryann Hedaa were not present. School faculty in attendance were Ms. Kopro and Mr. Salvatierra. Sheila Mulcahy from Brilla College Preparatory and Bob Keogh from 4th Sector Solutions were also in attendance.

The meeting was called to order at 12:00PM (EST).

The first orders of business were financial updates by Mr. Keogh and the head of school update from Ms. Kopro. The next order of business was a vote to approve the minutes from the June 14th and July 27th board meetings. Upon motion duly made and seconded, the minutes were approved. The board then discussed and voted on the Minority and Women-Owned Enterprise Policy. After motion duly made and seconded, the policy was unanimously approved.

The next orders of business were a review of state test results, the executive director and growth updates. Ms. Kopro led the board through the state test results, lessons learned, and strategy for the coming year. Ms. Mulcahy then led the board through the executive director update and the current landscape for growth in the coming years.

Upon motion duly made, seconded and carried, the board meeting was adjourned at 12:58PM (EST).

Respectfully submitted,

Rick Ramirez,
Secretary

Minutes
Meeting of the Board of Directors
Brilla College Preparatory Charter School
September 13, 2016
Brilla College Preparatory, 413 East 144th Street, Bronx, NY

The Board of Directors of the Brilla College Preparatory Charter School met for a regular meeting on Tuesday, September 13, 2016.

The following directors were present:

1. Brian Carty
2. Eric Eckholdt
3. Scott Hamilton
4. Stephanie Saroki de Garcia

School staff in attendance were Mrs. Castillo, Ms. Kopro, Mrs. Mulcahy, Mr. Salvatierra and Ms. Valle. Bob Keogh and Joe Keeney from 4th Sector Solutions were also in attendance. Paul O'Neill joined for the discussion of the CMO contract as Brilla's attorney.

The meeting was called to order at 5:15PM (EST).

The first orders of business were financial updates by Mr. Keogh and the head of school update from Ms. Kopro. The next order of business was a vote to approve the minutes from the August 23rd board meeting. Upon motion duly made and seconded, the minutes were approved.

The Board then discussed a draft of the proposed Charter Management Organization contract with Seton Education Partners. Paul O'Neill, Brilla's attorney, presented the latest version of CMO contract that he has been working on with Eric Eckholdt. Among the issues discussed was the hiring and firing of the Head of School and staff; repayment of pre-operation costs incurred by Seton in the event Brilla terminates the contract; and the impact of growth on the CMO fee. Scott Hamilton, Stephanie Saroki de Garcia and Matt Salvatierra excused themselves from this portion of the conversation as they are affiliated with Seton. The meeting concluded with a growth update from Mr. Salvatierra.

Upon motion duly made, seconded and carried, the board meeting was adjourned at 6:10PM (EST).

Respectfully submitted,

Matt Salvatierra
On behalf of Rick Ramirez, Secretary

Minutes
Meeting of the Board of Directors
Brilla College Preparatory Charter School
October 19, 2016
Brilla College Preparatory, 413 East 144th Street, Bronx, NY

The Board of Directors of the Brilla College Preparatory Charter School met for a regular meeting on Wednesday, October 19, 2016.

The following directors were present:

1. Brian Carty
2. Anthony de Nicola
3. Eric Eckholdt
4. Maryann Hedaa
5. Stephanie Saroki de Garcia

School staff in attendance were Ms. Kopro, Mrs. Mulcahy, Mr. Salvatierra, Ms. Valle and Calina Fernandez. Bob Keogh and Joe Keeney from 4th Sector Solutions were also in attendance, as was Karina O'Conner, proposed Board member.

The meeting was called to order at 4:34PM (EST).

The first order of business was to review and discuss Brilla College Prep's proposed lease with Seton Education Partners. Stephanie Saroki de Garcia and Matt Salvatierra were recused from this part of the meeting. Had Brilla's Board Chair, Scott Hamilton, been in attendance at the meeting, he too would be recused. The lease will be brought to a vote at the November meeting of the Board.

Next the Board reviewed the CMO contract with Seton Education Partners, which was initially presented by Brilla's attorney Paul O'Neill at its September meeting. Stephanie Saroki de Garcia and Matt Salvatierra were recused for this portion of the meeting as well (again Mr. Hamilton was not in attendance). After a robust discussion, a motion to accept the contract was made, seconded and unanimously approved.

The meeting then proceeded with a staff spotlight interview focused on teacher Calina Fernandez. After that, the board voted to approve the September board meeting minutes.

Bob Keogh then presented the Brilla financials for the period ending September 30th, 2016. Brilla is currently projecting a new operating surplus of \$1.1 million including depreciation and deferred rent. We closed the period with \$2.14 million in cash on hand, an equivalent of 115 days. The main reasons for the projected surplus is the fact that the school is 100% enrolled (instead of 95% as budgeted).

Erik Eckholdt then presented the audited financial statements that had been previously discussed at the October finance committee meeting. He reiterated the two recommendations provided by the auditors regarding obtaining a current fire inspection report and providing more detail in future board minutes. The board voted unanimously to approve the audited financial statements.

Kelsey Kopro then presented an update on items in the school. She shared the overwhelmingly positive results from the recent parent survey and discussed plans to work to further increase participation. She invited board members to the upcoming Costume Carnival. And she shared that we are starting to use IAs designed by the Public Prep Network of charter schools.

Sheila Mulcahy then shared about a recent feature story on Brilla included in the Charter Schools Weekly publication. Brilla was commended for the diversity of its hiring as well as its blended learning model.

Finally, Matt Salvatierra presented on the new proposed contract with Little Bird, our HR provider. He shared that Little Bird is adopting a more formal PEO model requiring us to adopt a “co-employment” relationship. After a brief discussion, the board did not have any objections to the new contract.

Upon motion duly made, seconded and carried, the board meeting was adjourned at 5:30PM (EST).

Respectfully submitted,

Matt Salvatierra
(On behalf of Rick Ramirez, Secretary)

Minutes
Meeting of the Board of Directors
Brilla College Preparatory Charter School
November 15th, 2016
Brilla College Preparatory, 413 East 144th Street, Bronx, NY

The Board of Directors of the Brilla College Preparatory Charter School met for a regular meeting on Tuesday, November 15th, 2016.

The following directors were present:

1. Brian Carty
2. Eric Eckholdt
3. Scott Hamilton
4. Maryann Hedaa
5. Rick Ramirez
6. Stephanie Saroki de Garcia

School faculty in attendance were Ms. Kopro and Mr. Salvatierra. Sheila Mulcahy from Brilla College Preparatory were also in attendance.

The meeting was called to order at 12:04PM (EST).

The first order of business was the approval of the October meeting minutes. Upon motion duly made and seconded, the October minutes were unanimously approved.

The next orders of business were financial updates and discussion and vote regarding the new lease. At this time, Scott Hamilton and Stephanie Saroki de Garcia recused themselves from the meeting. Eric Eckholdt then provided the board with updates from his discussions regarding the lease, including discussions about the roof and boiler. At this time, Maryann Hedaa motioned to approve the lease, which was seconded and unanimously approved. At this time, Scott Hamilton and Stephanie Saroki de Garcia rejoined the meeting.

The next orders of business was a head of school update by Ms. Korpro and an Executive Director update by Ms. Mulcahy. The board then discussed the 990 document, which was approved unanimously by the board after a motion by Maryann Hedaa and a second by Brian Carty.

Upon motion duly made, seconded and carried, the board meeting was adjourned at 12:42PM (EST).

Respectfully submitted,

Rick Ramirez,
Secretary

Minutes
Meeting of the Board of Directors
Brilla College Preparatory Charter School
December 13th, 2016
Brilla College Preparatory, 413 East 144th Street, Bronx, NY

The Board of Directors of the Brilla College Preparatory Charter School met for a regular meeting on Tuesday, December 13th, 2016.

The following directors were present:

1. Brian Carty
2. Eric Eckholdt
3. Scott Hamilton
4. Stephanie Saroki de Garcia

School faculty and staff in attendance were Mrs. Castillo, Ms. Kopro, Mr. Larsen, Mrs. Mulcahy, Mr. Salvatierra, and Mrs. Valle.

The meeting was called to order at 12:00PM (EST).

The first order of business was the approval of the November meeting minutes. Upon motion duly made and seconded, the October minutes were unanimously approved.

Following the approval of the minutes, Mrs. Mulcahy presented Kindergarten teacher, Mrs. Rachel Hayes, for a “Staff Spotlight”.

Robert Keogh then presented the November financial report.

Next, Ms. Kopro presented the Head of School update, highlighting work being done with a consultant to update and refine the ELA curriculum. She updated the board on the latest round of NWEA MAP testing, and also provided information about the Thanksgiving Food Drive and upcoming Talent Show.

The next order of business was the Executive Director Update. Mrs. Mulcahy updated the board on the name change for Brilla College Prep Highbridge – now to be known as Brilla Veritas. The name change will not be official until following the merger.

The board was then presented with an updated Whistleblower Policy, incorporating a minor change that now directs all concerns directly to the Board of Trustees. Upon motion duly made and seconded, the updated policy was unanimously approved.

After a brief break to conduct business for Brilla College Prep Highbridge, the board reconvened to discuss the proposed elementary school lease for the next two years. Board members and staff that are involved with Seton Education Partners (Scott Hamilton, Stephanie Saroki de Garcia and Matt Salvatierra) recused themselves at this point in the meeting. Brilla Veritas (nee Highbridge) will be collocated with the Middle School for two years and was presented with a separate lease. The board held a discussion on this lease agreement. Upon motion duly made and seconded, the 2-year Elementary School Lease at 500 Courtlandt Ave was approved.

The board meeting was adjourned at 12:55PM (EST).

Respectfully submitted,

Matt Salvatierra
On Behalf of Rick Ramirez,
Secretary

Minutes
Meeting of the Board of Directors
Brilla College Preparatory Charter School
January 25th, 2017
Brilla College Preparatory, 413 East 144th Street, Bronx, NY

The Board of Directors of the Brilla College Preparatory Charter School met for a regular meeting on Wednesday, January 25th, 2017.

The following directors were present:

1. Brian Carty
2. Maryann Hedaa
3. Scott Hamilton
4. Rick Ramirez
5. Stephanie Saroki de Garcia

School faculty and staff in attendance were Ms. Apfel, Mrs. Castillo, Ms. Kopro, Mr. Larsen, Mrs. Mulcahy, Mr. Salvatierra, and Mrs. Valle. Representatives from Brilla's financial consultant firm, 4th Sector Solutions, Robert Keogh and Kyle Pellerin, as well as Finance Committee member, James Jones were also in attendance.

The meeting was called to order at 5:02PM (EST).

The first order of business was the approval of the December meeting minutes. Upon motion duly made and seconded, the December minutes were unanimously approved.

Robert Keogh then presented the financial report.

Next, Ms. Kopro presented the Head of School update, highlighting areas regarding student recruitment, NWEA Testing and updates on the current states of student assessments. Ms. Kopro led the board through assessment choices and rationale made this year and projections in light of previous years. She then led a discussion around summer needs for the students of Brilla.

The next order of business was the Executive Director Update. Mrs. Mulcahy updated the board on plans around character building, new Latin elective at Brilla, and introduced a member of the finance team, James Joyce

Mr. Joyce then led the board through updates to the Finance Policy and Approval Manual. The board was led through the various updates and moved for a vote on approval. Upon motion duly made and seconded, the updated Finance Policy and Approval Manual was approved.

The board meeting was adjourned at 6:25PM (EST).

Respectfully submitted,

Rick Ramirez,
Secretary

Minutes
Meeting of the Board of Directors
Brilla College Preparatory Charter School
February 21st, 2017
Brilla College Preparatory, 413 East 144th Street, Bronx, NY

The Board of Directors of the Brilla College Preparatory Charter School met for a regular meeting on Tuesday, February 21st, 2017.

The following directors were present:

1. Stephanie Saroki de Garcia
2. Eric Eckholdt

School faculty and staff in attendance were Ms. Apfel, Mrs. Castillo, and Mrs. Mulcahy. Financial consultant Robert Keogh was also present.

The meeting was called to order at 12:05 PM (EST).

Since the Board did not meet quorum, the review of the January meeting minutes was tabled to the March meeting.

Robert Keogh then presented the financial report.

Next, Sheila Mulcahy presented the Head of School update on behalf of Ms. Kopro. The report highlighted the establishment of recruitment committee and new hiring strategies as we seek to hire roughly 30 new team members. Ms. Mulcahy reported that, with the hard work of the staff, we had 100% attendance at our recent parent teacher conferences. She then shared an update on our latest Parent University Saturday program and the Brilla Olympics.

The next order of business was the Executive Director Update. Mrs. Mulcahy briefly introduced the 5-year budget, but asked to table further discussion until we have more board members present.

The board meeting was adjourned at 12:35PM (EST).

Submitted on behalf of Board Secretary Rick Ramirez by Sheila Mulcahy.

Minutes
Meeting of the Board of Directors
Brilla College Preparatory Charter School
March 21st, 2017
Brilla College Preparatory, 413 East 144th Street, Bronx, NY

The Board of Directors of the Brilla College Preparatory Charter School met for a regular meeting on Tuesday, March 21st, 2017.

The following directors were present:

1. Brian Carty
2. Eric Eckholdt
3. Scott Hamilton
4. Rick Ramirez
5. Stephanie Saroki de Garcia

School faculty and staff in attendance were Ms. Apfel, Mrs. Castillo, Ms. Kopro, Mr. Larsen, Mrs. Mulcahy, Mr. Salvatierra, and Mrs. Valle. Representatives from Brilla's financial consultant firm, 4th Sector Solutions, Robert Keogh and Kyle Pellerin, as well as Finance Committee member James Jones were also in attendance.

The meeting was called to order at 5:21PM (EST).

The first order of business was the approval of the February meeting minutes. Upon motion duly made and seconded, the February minutes were unanimously approved.

The next orders of business were the financial report presented by Robert Keough and head of school update. Ms. Kopro presented the Head of School update, highlighting test prep and the State of the School presentation. She then led a discussion around future needs and plans for Brilla regarding the length of the school day.

The next order of business was the Executive Director Update. Mrs. Mulcahy updated the board on the five-year budget presentation, with assistance from James and Eric. After the presentation and walkthrough of current assumptions, and upon motion duly made and seconded, the five year budget plan was unanimously approved.

The board meeting was adjourned at 6:20PM (EST).

Respectfully submitted,

Rick Ramirez,
Secretary

Minutes
Meeting of the Board of Directors
Brilla College Preparatory Charter School
April 18th, 2017
Brilla College Preparatory, 413 East 144th Street, Bronx, NY

The Board of Directors of the Brilla College Preparatory Charter School met for a regular meeting on Tuesday, April 18th, 2017.

The following directors were present:

1. Brian Carty
2. Eric Eckholdt
3. Tony DeNicola
4. Scott Hamilton
5. Karina O'Connor
6. Rick Ramirez
7. Stephanie Saroki de Garcia

School faculty and staff in attendance were Ms. Apfel, Mrs. Castillo, Ms. Kopro, Mr. Larsen, Mr. Salvatierra, and Mrs. Valle. Representatives from Brilla's financial consultant firm, 4th Sector Solutions, Robert Keogh and Kyle Pellerin, as well as Finance Committee member James Jones were also in attendance.

The meeting was called to order at 12:07PM (EST).

The first order of business was the approval of the March meeting minutes. Upon motion duly made and seconded, the March minutes were unanimously approved.

The next orders of business were the financial report presented by Robert Keough and a compensation update led by Mr. Eckholdt. The board was led through updates driven by data from similar schools and locations with an eye towards staying competitive and the financial needs for future years.

The next orders of business were the Head of School and the Executive Director Update. Ms. Kopro updated the board on the ELA exam, Cardinal Cotillion and the Brilla Lottery. Mr. Salvatierra led the Executive Director Update and updated the board on the Simon Foundation news and gave a special thanks to Mr. Eckholdt for his recent contributions.

The board meeting was adjourned at 12:51PM (EST).

Respectfully submitted,

Rick Ramirez,
Secretary

Minutes
Meeting of the Board of Directors
Brilla College Preparatory Charter School
Tuesday May 23rd, 2017
Brilla College Preparatory, 413 East 144th Street, Bronx, NY

The Board of Directors of the Brilla College Preparatory Charter School met for a regular meeting on Tuesday, May 23rd, 2017.

The following directors were present:

1. Brian Carty
2. Eric Eckholdt
3. Tony DeNicola
4. Rick Ramirez
5. Stephanie Saroki de Garcia

School faculty and staff in attendance were Ms. Apfel, Mrs. Castillo, Ms. Kopro, Mr. Larsen, Mrs. Mulcahy, Mr. Salvatierra, and Mrs. Valle. Representatives from Brilla's financial consultant firm, 4th Sector Solutions, Robert Keogh and Joe Keeney.

The meeting was called to order at 12:04PM (EST).

The first order of business was the approval of the April meeting minutes. Upon motion duly made and seconded, the April minutes were unanimously approved.

The next orders of business were the financial update presented by Robert Keough and a 2017-2018 Budget Presentation led by Mr. Eckholdt. The board was led through updates from the finance committee based on assumptions and drivers from previous years and similar school models. Upon notion duly made and seconded, the FY18 Budget was unanimously approved.

The next orders of business were the Head of School and the Executive Director Update. Ms. Kopro updated the board on the Math, and Science exams, and Brilla updates. Mrs. Mulcahy updated the board on upcoming evaluations and updated operational policies. Upon notion duly made and seconded, the board unanimously approved the Sexual Harassment Policy and 911 Intervention Protocol.

The board meeting was adjourned at 12:51PM (EST).

Respectfully submitted,

Rick Ramirez,
Secretary

Minutes
Meeting of the Board of Directors
Brilla College Preparatory Charter School
Tuesday June 13, 2017
Brilla College Preparatory, 413 East 144th Street, Bronx, NY

The Board of Directors of the Brilla College Preparatory Charter School met for a regular meeting on Tuesday, June 13th, 2017.

The following directors were present:

1. Brian Carty
2. Eric Eckholdt
3. Tony DeNicola
4. Scott Hamilton
5. Karina O'Connor
6. Stephanie Saroki de Garcia

School faculty and staff in attendance were Ms. Apfel, Ms. Kopro, Mr. Larsen, and Mrs. Mulcahy. Robert Keogh was also in attendance as a representative from Brilla's financial consulting firm, 4th Sector Solutions.

The meeting was called to order at 12:16PM (EST).

The first order of business was the approval of the May meeting minutes. Upon motion duly made and seconded, the May minutes were unanimously approved.

The next order of business was the revised Financial Policies and Procedures Manual (FPP) for the 2017-2018 school year. Upon motion duly made and seconded, the FPP was approved.

The next orders of business was a discussion on Brilla's newly established approach to a Capital Reserve Fund. This approach documents all likely major building repairs and upgrades over the next twenty years, and establishes savings targets each year to meet these future obligations. The board approved this new approach and requested to review projections every 5-10 years going forward.

The board then had an in-depth discussion of the recently received report from Jeff Rutel of the 102 GROUP.

The board then considered two operational policies for approval: De-Escalation Policy and Discrimination/Bullying Policy. Upon motions duly made and seconded, both policies were approved.

The final order of business was a proposed amendment to the Charter Management Contract with Seton Education Partners. Stephanie Saroki de Garcia and Scott Hamilton both recused themselves for this discussion and vote, due to their affiliation with Seton Education Partners. Upon motion duly made and seconded, the CMO amendment was approved.

Respectfully submitted,

Matt Salvatierra on behalf of
Rick Ramirez,
Secretary

SPECIAL MEETING MINUTES

Brilla College Preparatory Charter School Board Meeting

November 15, 2016

12:45 P.M.

413 E. 144th Street

Bronx, New York

A special meeting of the Brilla College Prep Board of Directors was held at 12:45 P.M. on November 15, 2016 at Brilla College Preparatory Charter School. A quorum was present with the following members in attendance:

Full Name	Attended
Brian Carty	Yes
Eric Eckholdt	Yes
Maryann Hedaa	Yes
Stephanie Saroki de Garcia	Yes
Anthony J. deNicola	No
Scott Hamilton	Yes
Richard Ramirez	Yes

Call to Order

Scott Hamilton called the meeting to order at 12:45pm.

Board Business

The Brilla Board of Trustees approved the merger and approved the attached resolutions.

Moved: Stephanie Saroki de Garcia

Seconded: Maryann Hedaa

The resolution passed unanimously.

The meeting was adjourned at 12:47 by Scott Hamilton.

Minutes taken by Richard Ramirez, Secretary.