

**Minutes**  
**Meeting of the Board of Directors**  
**Brilla College Preparatory Charter School**  
**Tuesday July 18, 2017**  
**Brilla College Preparatory Charter Schools, 413 East 144<sup>th</sup> Street, Bronx, NY**

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

The following directors were present:

1. Eric Eckholdt
2. Tony DeNicola
3. Scott Hamilton
4. 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, 4<sup>th</sup> Sector Solutions.

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

Due to lack of quorum, all items requiring votes were tabled until the next meeting. This included approval of the June Board meeting minutes, the approval of revised By-Laws and the appointment of the Acting Secretary.

Bob Keogh provided the board with preliminary figures on year-end financials. All presented figures are pending final audit confirmation.

Kelsey then presented a summary of our Spring NWEA MAP Assessment results. In conjunction with this topic, the board discussed the possible future creation of an academic sub-committee.

Sheila then presented her Executive Director report, starting with an introduction of the new Network team employed by Seton Education Partners. She then shared a summary of findings from staff exit interviews. The board discussed the impact of students with severe behavior challenges on overall school culture and staff satisfaction.

Matt concluded the meeting with an update on Middle School construction – which is slated to be substantially complete in time for the start of the new school year.

Respectfully submitted,

Matt Salvatierra on behalf of  
Rick Ramirez,  
Secretary

***Minutes***  
**Meeting of the Board of Directors**  
**Brilla College Preparatory Charter School**  
**Tuesday August 22, 2017**  
**Brilla College Preparatory Charter Schools, 413 East 144<sup>th</sup> Street, Bronx, NY**

The Board of Directors of the Brilla College Preparatory Charter Schools met for a regular meeting on Tuesday, August 22, 2017.

The following directors were present:

1. Br. Brian Carty
2. Eric Eckholdt
3. Karina O'Connor
4. Rick Ramirez
5. Stephanie Saroki de Garcia

School faculty and staff in attendance were Ms. Apfel and Ms. Kopro. Seton staff in attendance were Mr. Carbone, Mrs. Mulcahy, Mr. Salvatierra, and Mrs. Valle. Robert Keogh was also in attendance as a representative from Brilla's financial consulting firm, 4<sup>th</sup> Sector Solutions.

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

The first order of business was the approval of board meeting minutes from both the June and July meetings. Upon being duly motioned and seconded, the minutes were unanimously passed.

The second order of business was official approval of the revised By-Laws presented with materials for the merger of Brilla College Preparatory Charter School into Brilla College Preparatory Charter School at Highbridge. Upon being duly motioned and seconded, the By-Laws were unanimously passed with no amendments.

The next order of business was the approval of the appointment of board chair, Eric Eckholdt, as Acting Secretary for the purposes of banking. Upon being duly motioned and seconded, the appointment was unanimously approved.

Following these approvals, Mr. Salvatierra presented the board with an update of the school's operational dashboard. He reviewed enrollment, financial, academic, family and staff metrics with the board and invited feedback on the format and future content of this document.

Ms. Kopro then presented her Head of Schools update and started by sharing Brilla's recent state exam results for grades 3 and 4. She gave an update on staff onboarding and the opening of our two new schools. Ms. Kopro then spoke about Brilla's desire to hire an ELL specialist to improve our ability to effectively serve English Language Learners. The case was made that due to projected excess revenue from being 100% enrolled at BCP Elementary, we utilize these funds to hire an ELL expert. The board was fully supportive of this plan and instructed Ms. Kopro to proceed in her hiring efforts.

Mr. Salvatierra then gave an update to the board on Brilla's growth efforts, highlighting the completion of the new school building and informing them of a potential short-term lease opportunity for incubation space for Brilla Veritas.

The final order of business was a discussion led by board chair, Eric Eckholdt, on board attendance and board composition. He asked the board to strive for at least 70% attendance at meetings throughout the year. The board collectively shared that 12pm video-conference meetings are the most convenient and easiest to attend.

The meeting was adjourned at 12:47pm.

Respectfully submitted,

Matt Salvatierra on behalf of  
Rick Ramirez,  
Secretary

***Minutes***  
**Meeting of the Board of Directors**  
**Brilla College Preparatory Charter School**  
**Tuesday September 19, 2017**  
**Brilla College Preparatory Charter Schools, 413 East 144<sup>th</sup> Street, Bronx, NY**

The Board of Directors of the Brilla College Preparatory Charter Schools met for a regular meeting on Tuesday, September 19, 2017.

The following directors were present:

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

School faculty and staff in attendance were Ms. Apfel, Mrs. Castillo, Ms. Kopro and Mr. Larsen. Seton staff in attendance were Mr. Carbone, Mrs. Mulcahy, Mr. Salvatierra, and Mrs. Valle. Robert Keogh was also in attendance as a representative from Brilla's financial consulting firm, 4<sup>th</sup> Sector Solutions.

The meeting was called to order at 12:05PM (EST). The first order of business was the approval of the August board meeting minutes. Upon being duly motioned and seconded, the minutes were unanimously passed.

The second order of business was the presentation of August financials which projected no notable changes from budget.

The next order of business was a presentation by Head of Schools Kelsey Kopro on New York State Testing data. Brilla showed notable gains compared to the prior year and compared to other similar schools. The board applauded Brilla for its strong improvement.

Following this presentation, Mrs. Mulcahy presented some updates on fundraising. The Walton Family Foundation recently approved a \$325K gift to Brilla Veritas. The Philanthropy Roundtable will be visiting Brilla on September 27<sup>th</sup>. Sheila also spoke about our upcoming renewal process and shared that our authorizer did not request to meet with the board of trustees.

The final order of business was a discussion and vote on proposed amendments to the management contract with Seton Education Partners. Board and staff members affiliated with Seton recused themselves for this discussion and vote. The revised contract, incorporating feedback from SUNY's legal counsel, was unanimously approved.

The meeting was adjourned at 12:45pm.

Respectfully submitted,

Matt Salvatierra on behalf of  
Rick Ramirez,  
Secretary

**Minutes**  
**Meeting of the Board of Directors**  
**Brilla College Preparatory Charter School**  
**Tuesday October 17, 2017**  
**Brilla College Preparatory Charter Schools, 413 East 144<sup>th</sup> Street, Bronx, NY**

The Board of Directors of the Brilla College Preparatory Charter Schools met for a regular meeting on Tuesday, October 17, 2017.

The following directors were present:

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

School faculty and staff in attendance were Ms. Apfel, Mrs. Castillo, Ms. Kopro and Mr. Larsen. Seton staff in attendance were Mr. Carbone, Mrs. Mulcahy, Mr. Salvatierra, and Mrs. Valle. Joe Keeney, Robert Keogh and Kyle Pellerin were also in attendance as a representative from Brilla's financial consulting firm, 4<sup>th</sup> Sector Solutions. Special guest presenters were Ian Rowe and Carl Anthony Watson from Public Prep.

The meeting was called to order at 5:02pm. The first order of business was a presentation from Mr. Rowe and Mr. Watson on an initiative to form a high school partnership among K-8 charter schools in the South Bronx. Mr. Rowe talked through a developing plan to partner with local charter schools to form a new high school model that would consist of multiple charters. He talked through a PowerPoint presentation and took questions from Brilla's board. He asked that Brilla consider whether they would like to be partners in this venture, and indicated that they plan to submit a charter revision request in December or January of this year. The board indicated that they would consider the matter and get back to him.

The next order of business was the approval of the September board meeting minutes. The minutes were unanimously approved.

Mr. Keogh then presented the financial report for the month of September. He also commented that a draft of the audit was completed with no material findings. Sheila shared with the board that enrollment at Brilla Veritas Elementary is not where we want it to be. We are currently 93% enrolled with 112 students.

Next, Mr. Salvatierra gave a presentation to the board on SUNY's Accountability Plan metrics and format. Mr. Eckholdt suggested that the board review a similar presentation on an annual basis.

The next order of business was a Head of Schools update provided by Ms. Kopro.

Mr. Eckholdt then presented the board with a proposal to utilize board meeting time more strategically. He suggested moving to a meeting model where four meetings per year are in-person and scheduled for a longer block of time to discuss and present more substantial matters

for board review. He suggested that the meetings on other months be shortened to a time window of thirty minutes. The board members present agreed with the proposal and next month's meeting will be scheduled for only 30 minutes. Mr. Eckholdt then shared an update on board recruitment.

The final order of business was review and approval of a proposed one-year lease with Seton Education Partners for Veritas's third operating year. All individuals associated with Seton were recused for the discussion. The lease was approved.

The meeting was adjourned at 6:37pm.

Respectfully submitted,

Matt Salvatierra on behalf of  
Rick Ramirez,  
Secretary

**Minutes**  
**Meeting of the Board of Directors**  
**Brilla College Preparatory Charter School**  
**Tuesday November 14, 2017**  
**Brilla College Preparatory Charter Schools, 413 East 144<sup>th</sup> Street, Bronx, NY**

The Board of Directors of the Brilla College Preparatory Charter Schools met for a regular meeting on Tuesday, November 14, 2017.

The following directors were present:

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

School faculty and staff in attendance were Ms. Apfel, Mrs. Castillo, Ms. Kopro and Mr. Larsen. Seton staff in attendance were Mr. Carbone, Mrs. Mulcahy, and Mrs. Valle. Joe Keeney, Robert Keogh and Kyle Pellerin were also in attendance as a representative from Brilla's financial consulting firm, 4<sup>th</sup> Sector Solutions.

The meeting was called to order at 12:01pm. The first order of business was the approval of the October minutes. The minutes were unanimously approved.

The next order of business was the monthly financial presentation provided by Bob Keogh. There were no major changes from last meeting in terms of financial projections. We are ending the month with 5 million in cash on hand which is good for 162 days.

The next order of business was the board review of the audited financial statements. It was a clean audit with no material weaknesses or new recommendations. The audit was unanimously approved by the board.

The next order of business was the approval of a resolution authorizing Matt Salvatierra and Sheila Mulcahy as signers for the state DYCD charter school start-up grant. The resolution was unanimously approved.

Kelsey then provided a head of school update, highlighting the fact that we had 100% participation in Report Card Conferences. She then shared information on the annual Thanksgiving Food Drive.

The next order of business was a discussion of the Ventoux high school initiative that was presented on at the prior meeting. The board held a conversation about the pros and cons of the approach. Concerns were raised about the cost of current staff time that would be needed to participate, as well as the fact that we want the opportunity to shape the full culture of the school. But we see opportunity in this approach to provide a strong option for our students as well as the chance to learn from the partnership in an effort to hopefully start our own high school at some point.



The decision was made to move forward with the partnership, while being transparent that Brilla is simultaneously exploring the option of starting our own high school. The decision to submit a charter revision to serve students into the high school years was voted upon and was unanimously.

Eric concluded by sharing the news that Scott Hamilton will be stepping down as a Brilla board member. Eric thanked Scott for all the work he did to start Brilla, sharing that we would not be here today without Scott.

The meeting was adjourned at 12:33pm.

Respectfully submitted,

Michael Carbone and Matt Salvatierra on behalf of  
Rick Ramirez,  
Secretary

**Minutes**  
**Meeting of the Board of Directors**  
**Brilla College Preparatory Charter School**  
**Tuesday December 19, 2017**  
**Brilla College Preparatory Charter Schools, 413 East 144<sup>th</sup> Street, Bronx, NY**

The Board of Directors of the Brilla College Preparatory Charter Schools met for a regular meeting on Tuesday, December 19, 2017.

The following directors were present:

1. Br. Brian Carty
2. Tony DeNicola
3. Maryann Hedaa
4. Eric Eckholdt
5. Stephanie Saroki de Garcia

School faculty and staff in attendance were Ms. Apfel, Mrs. Castillo, Ms. Levigne (nee Kopro) and Mr. Larsen. Seton staff in attendance were Mr. Carbone, Mrs. Mulcahy, Mr. Salvatierra and Mrs. Valle. Joe Keeney and Kyle Pellerin were also in attendance as a representative from Brilla's financial consulting firm, 4<sup>th</sup> Sector Solutions. Brilla's attorney Chip Gordon also joined the call.

The meeting was called to order at 12:01pm. The first order of business was the approval of the November minutes. The minutes were unanimously approved.

The next order of business was the monthly financial presentation provided by Kyle Pellerin. There were no major changes from last meeting in terms of financial projections.

The next order of business was a vote on installing Charles Bozian as a new Brilla board member. The resolution to install him as a new board member with a three-year term was unanimously approved.

Kelsey Levigne then provided a brief Head of Schools update and spoke about the 100% participation in recent parent-teacher conferences, the 360 degree staff review process and the recently completed NWEA winter testing session.

Sheila Mulcahy then provided an update on the work of the Grievance committee instated to review a recent parent allegation. The committee had investigated a complaint that the school had inappropriately denied admission to a student. The committee determined that no laws had been broken. Additionally, the student will be enrolling in the school starting in January.

The last order of business was the review and approval of a proposed long-term lease with Seton education partners for Brilla Veritas, starting in the 2020-21 school year. The school is a condominium unit in a to-be-built residential high-rise on 156<sup>th</sup> street. Brilla's real estate attorney, Chip Gordon, participated in the discussion and provided additional information to the Brilla board. Prior to the vote, all participants affiliated with Seton Education Partners recused themselves from the meeting. The lease agreement was unanimously approved.

Additionally, as part of the lease conversation Stephanie presented an outline of potential future growth opportunities for Brilla. The board will be reviewing a newly developed greenlighting criteria document at an upcoming meeting, and will continue the conversation then.

The meeting was adjourned at 12:30pm.

Respectfully submitted,

Matt Salvatierra on behalf of  
Rick Ramirez,  
Secretary

**Minutes**  
**Meeting of the Board of Directors**  
**Brilla College Preparatory Charter School**  
**Tuesday January 16, 2018**  
**Brilla College Preparatory Charter Schools, 500 Courtlandt Ave, Bronx NY**

The Board of Directors of the Brilla College Preparatory Charter Schools met for a regular meeting on Tuesday, January 16, 2018.

The following directors were present:

1. Charles Bozian
2. Br. Brian Carty
3. Eric Eckholdt
4. Stephanie Saroki de Garcia

School faculty and staff in attendance were Ms. Apfel, Ms. Levigne and Mr. Larsen. Seton staff in attendance were Mr. Carbone, Mr. Salvatierra, Mrs. Valle, and Ms. Zurlo. Joe Keeney and Robert Keogh were also in attendance as a representative from Brilla's financial consulting firm, 4<sup>th</sup> Sector Solutions.

The meeting was called to order at 5:49pm. The meeting began with a Q&A with a representative from Brilla's Family Involvement Committee, Sweeney Anderson. Sweeney spoke about her experience with Brilla so far, as a mother of a current second grade student. Following questions from Ms. Levigne, the board had an opportunity to ask additional questions.

The next item of business was the approval of the December minutes. The minutes were unanimously approved with no abstentions.

Following the approval of the minutes, Bob Keogh presented the December financials.

The next item of business was the appointment of Charles Bozian as Treasurer and Chair of the Finance Committee. The resolution was unanimously approved with no abstentions.

Next, Matt Salvatierra led the board through a presentation of Brilla's Greenlighting Criteria tool. This tool was developed in collaboration between the network staff and school staff, and is based on a review of best-practice documents. The board will review this document again in the spring to make a more concrete determination as to Brilla's future growth as a network.

The next agenda item was a presentation of the school's interim NWEA MAP data by Kelsey Levigne. Ms. Levigne provided a high-level overview of the scores and shared current plans for how to address areas needing growth.

The final item of business was a presentation on the newly-developed CMO evaluation tool that the board will use to evaluate Seton Education Partners as the contracted Charter Management Organization. The board did not have any objections to the current tool and agreed that they would evaluate the CMO during the summer following the school year.

The meeting was adjourned at 7:23pm.

Respectfully submitted,

Matt Salvatierra on behalf of  
Rick Ramirez,  
Secretary

**Minutes**  
**Meeting of the Board of Directors**  
**Brilla College Preparatory Charter School**  
**Tuesday February 13, 2018**  
**Brilla College Preparatory Charter Schools, 500 Courtlandt Ave, Bronx NY**

The Board of Directors of the Brilla College Preparatory Charter Schools met for a regular meeting on Tuesday, February 13, 2018.

The following directors were present:

1. Charles Bozian
2. Br. Brian Carty
3. Eric Eckholdt
4. Rick Ramirez
5. Stephanie Saroki de Garcia

School faculty and staff in attendance were Ms. Lavigne and Mr. Larsen. Seton staff in attendance were Mr. Carbone, Mr. Salvatierra, Mrs. Valle, and Ms. Zurlo. Keogh was also in attendance as a representative from Brilla's financial consulting firm, 4<sup>th</sup> Sector Solutions. We were also joined by representatives from Brilla's authorizing body, the SUNY Charter Schools Institute.

The meeting was called to order at 12:00pm. The first order of business was a presentation by SUNY regarding the accountability measures in place for Brilla. The representatives from SUNY provided an overview of the required goals and measures as well as the process for introducing optional goals and measures.

The next order of business was the approval of the January minutes, which passed unanimously. Following the minutes, Bob Keogh gave a presentation on Brilla's financial position and projections out to the end of the year.

Next, Yeime Valle gave a brief update to the board on the status of the partnership between Brilla and the El Camino after school program.

Kelsey Lavigne then provided a Head of Schools update, speaking about the recent "State of the School" presentation that had been provided to all Brilla faculty and staff.

The meeting concluded with Luanne providing an update on current conversations around facilities and growth.

The meeting was adjourned at 1:15pm.

Respectfully submitted,

Matt Salvatierra on behalf of  
Rick Ramirez,  
Secretary

***Minutes***  
**Meeting of the Board of Directors**  
**Brilla College Preparatory Charter Schools**  
**Tuesday March 20, 2018**  
**500 Courtlandt Ave, Bronx NY**

The Board of Directors of the Brilla College Preparatory Charter Schools met for a regular meeting on Tuesday, March 20, 2018.

The following directors were present:

1. Charles Bozian
2. Eric Eckholdt
3. Rick Ramirez
4. Stephanie Saroki de Garcia

School faculty and staff in attendance were Ms. Lavigne, Ms. Apfel, Ms. Castillo and Mr. Larsen. Seton staff in attendance were Mr. Carbone, Mr. Salvatierra, Mrs. Valle, and Ms. Zurlo. Bob Keogh and Kyle Pellerin were also in attendance as a representative from Brilla's financial consulting firm, 4<sup>th</sup> Sector Solutions.

The meeting was called to order at 12:00pm. The first order of business was approval of updates to Brilla's Financial Policies and Procedures manual. Updates included clarification of signing authority, as well as information related to Brilla's new online approval of expenditures.

The next order of business was the Head of Schools Update presented by Kelsey Lavigne. Mrs. Lavigne spoke about currently ongoing preparations for the New York State Exam, a potential new partnership with Teach for American for summer school programming, the continued 100% participation in Parent-Teacher Conferences as well as the ongoing strategic planning for the 2018-19 school year.

Following this update, Ms. Zurlo provided her update as Executive Director. She explained that the FY2019 budget discussions would now take place at the May meeting instead of the April meeting. She also gave a brief update on a potential new real estate opportunity in the East Crotona Park section of the Bronx. A longer conversation took place around Brilla's strategic growth initiatives, including the potential partnership with Public Prep in the Ventoux High School initiative. It was agreed that the Board would gather for a longer conversation on strategic planning in April. Luanne concluded by discussing the ongoing effort to build and develop the Brilla Board.

The last agenda item was the approval of the February board minutes. The minutes were unanimously passed.

The meeting was adjourned at 12:45pm.

Respectfully submitted,  
Matt Salvatierra on behalf of  
Rick Ramirez,  
Secretary

**Minutes**  
**Meeting of the Board of Directors**  
**Brilla College Preparatory Charter Schools**  
**Tuesday April 17, 2018**  
**500 Courtlandt Ave, Bronx NY**

The Board of Directors of the Brilla College Preparatory Charter Schools met for a regular meeting on Tuesday, April 17, 2018.

The following directors were present:

1. Charles Bozian
2. Bother Brian Carty
3. Eric Eckholdt
4. Rick Ramirez
5. Stephanie Saroki de Garcia

School faculty and staff in attendance included Ms. Lavigne. Seton staff in attendance were Mr. DeSimone, Mr. Salvatierra, Mrs. Valle, and Ms. Zurlo. Bob Keogh and Kyle Pellerin were also in attendance as a representative from Brilla's financial consulting firm, 4<sup>th</sup> Sector Solutions.

The meeting was called to order at 12:02pm. The first order of business was the approval of the March board minutes. The minutes were unanimously approved. The next order of business was the monthly financial update provided by Robert Keough. Projected revenues declined by approximately \$60K compared to last month due to some mid-year hires that were made.

The next order of business was the Head of Schools Update presented by Kelsey Lavigne. Mrs. Lavigne spoke about the recent administration of the New York State ELA exam, the interview process for leadership positions across the network, recent report card parent-teacher conferences and the Cardinal Cotillion dance that the school recently held.

Following this update, Ms. Zurlo provided her update as Executive Director. She first provided an update on the recent lottery conducted. In round numbers, we received approximately 550 applicants for Brilla Veritas and 1500 applicants for Brilla College Prep. She then spoke about the recent increase in per pupil spending. The board responded positively and emphasized that we should be aiming to continue to push our compensation to be as competitive as possible. Finally, Ms. Zurlo provided the board with a summary of a recent visit from the Executive Director of the SUNY Charter Schools Institute, Susie Miller Carello.

The last agenda item was the appointment of a new board member, James Jones. Mr. Eckholdt shared that James has been serving on Brilla's finance committee for many years and would make a strong addition to the board, specifically in the area of financial oversight. The board unanimously approved his appointment to a three year term ending in June 2021.

The meeting was adjourned at 12:30pm.

Respectfully submitted,  
Matt Salvatierra on behalf of  
Rick Ramirez, Secretary



**Minutes**  
**Meeting of the Board of Directors**  
**Brilla College Preparatory Charter Schools**  
**Tuesday May 22, 2018**  
**500 Courtlandt Ave, Bronx NY**

The Board of Directors of the Brilla College Preparatory Charter Schools met for a regular meeting on Tuesday, May 22, 2018.

The following directors were present:

1. Charles Bozian
2. Bother Brian Carty
3. Eric Eckholdt
4. Rick Ramirez
5. Stephanie Saroki de Garcia

School faculty and staff in attendance included Ms. Lavigne, Ms. Apfel, Mr. Larsen, and Mrs. Castillo. Seton staff in attendance were Mr. Carbone, Mrs. Castillo, Mr. DeSimone, Mrs. Lane, Mr. Salvatierra, Mrs. Valle, Ms. Wagner and Ms. Zurlo. Joe Keeney and Kyle Pellerin were also in attendance as a representative from Brilla's financial consulting firm, 4<sup>th</sup> Sector Solutions. The meeting also hosted a special guest, Carrie Gee of the SUNY Charter School's Institute.

The meeting was called to order at 5:00pm. The first item on the agenda was a conversation with Carrie Gee, the Associate Counsel at the SUNY Charter Schools Institute. Ms. Gee spoke with the board regarding governance issues, as well as the upcoming charter application process.

Following Ms. Gee's presentation, the board took a vote on a new board member, Elena Sada. Her appointment to the board was unanimously approved.

The next item of business was the approval of the April board meeting minutes. The minutes were unanimously approved. Following this was the monthly financial presentation from Kyle Pellerin of 4<sup>th</sup> Sector Solutions.

The next agenda item was a presentation of the proposed operating budget for the combined network of Brilla schools for the fiscal year ending June 30, 2019. The board had a lengthy discussion about the school budget, revenue and expense drivers, and the school's overall compensation strategy. The proposed budget was unanimously approved with no abstentions.

Following the budget discussion, Kelsey Lavigne gave her Head of Schools Update. She highlighted the fact that for the 5<sup>th</sup> year in a row, Brilla had 100% attendance at all parent-teacher conferences. She also shared that the annual Mott Haven Celebration had to be canceled due to rain for the 2<sup>nd</sup> year in a row, and will be moved to the fall in the future. Kelsey also shared that our project staff retention for the upcoming year is currently around 85%.

The next agenda item was an update from the Executive Director. Ms. Zurlo first shared, with the support of Mike Carbone, Director of Curriculum and Instruction, about Brilla's ongoing

work on a partnership high school. Next steps in this work include finalizing governance structures and proposing a charter revision to extend to 12<sup>th</sup> grade.

Next, the board officially was presented with a resolution expressing Brilla's future growth ambitions. The board unanimously approved the resolution to apply for charters to open 2 new K-4 Elementary Schools, continue work on opening a partnership high school, and upon renewal, expand grades served by Brilla Veritas to include 5<sup>th</sup> through 8<sup>th</sup> grade.

The last agenda item was the approval of a resolution to appoint Luanne Zurlo and Matthew Salvatierra as authorized representatives to manage new cash accounts the school intends to open with Morgan Stanley. This resolution was unanimously approved.

The meeting was adjourned at 7:15pm.

Respectfully submitted,  
Matt Salvatierra on behalf of  
Rick Ramirez, Secretary

**Minutes**  
**Meeting of the Board of Directors**  
**Brilla College Preparatory Charter Schools**  
**Tuesday June 19, 2018**  
**500 Courtlandt Ave, Bronx NY**

The Board of Directors of the Brilla College Preparatory Charter Schools met for a regular meeting on Tuesday, June 19, 2018.

The following directors were present:

1. Charles Bozian
2. Bother Brian Carty
3. Eric Eckholdt
4. James Jones
5. Rick Ramirez
6. Elena Sada
7. Stephanie Saroki de Garcia

School faculty and staff in attendance included Ms. Apfel and Mrs. Castillo. Seton staff in attendance were Mr. Salvatierra, Mrs. Valle, and Ms. Zurlo. Robert Keough was also in attendance as a representative from Brilla's financial consulting firm, 4<sup>th</sup> Sector Solutions.

The meeting was called to order at 12:02pm. The first item on the agenda was the approval of the May meeting minutes. The minutes unanimously passed with no abstentions.

The next agenda item was a review of the May financial report. We are projecting to end the year in a more favorable position than budgeted by a considerable amount.

The next agenda item was the Head of School report provided by Ms. Zurlo in place of Mrs. Lavigne. Ms. Zurlo shared that we are anticipating strong spring NWEA test results and will provide a more complete update to the board at the next meeting. This was followed by the Executive Director update provided by Ms. Zurlo. Ms. Zurlo informed the board of the status of our charter application, and emphasized the importance of the Board interview with the authorizers. She conveyed that conversations on the high school partnership were still ongoing, currently focused primarily on structural matters. She concluded by providing a preview of upcoming topics to be discussed by the board at future meetings.

The Board then considered a number of resolutions. The resolution to appoint Cindy Harlow as a board member was tabled, as she takes more time to consider. In the mean time she will join the finance committee in an advisory capacity.

The next resolution formally established an Academic Committee of the board. It was determined that this committee would include Br. Brian Carty, Stephanie Saroki, and Elena Sada. This resolution passed unanimously with no abstentions.

The final resolution was the formal adoption of the Accountability Plans for Brilla College Prep and Brilla Veritas. These updated plans were unanimously approved with no abstentions.

FINAL

At the end of the meeting, the board went into executive session to discuss compensation updates for Head of Schools, Kelsey Kopro.

The meeting was adjourned at 12:30pm.

Respectfully submitted,  
Matt Salvatierra on behalf of  
Rick Ramirez, Secretary