

Minutes
Meeting of the Board of Directors
Brilla College Preparatory Charter Schools
Tuesday July 24, 2018
413 E 144th Street, Bronx NY

The Board of Directors of the Brilla College Preparatory Charter Schools met for a regular meeting on Tuesday, July 24, 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, Mrs. Castillo, Mr. Larson and Mrs. Castillo. Seton staff in attendance were Mr. Carbone, Mrs. Lane, Mr. Salvatierra, Mrs. Valle, and Ms. Zurlo. Robert Keogh and Kyle Pellerin were also in attendance as representatives from Brilla's financial consulting firm, 4th Sector Solutions. The board was also joined by special guest, Simeon Stolzberg to work with the board in preparation for the charter application interview.

The meeting was called to order at 4:02pm. The first item on the agenda was the approval of the June meeting minutes. The minutes unanimously passed with no abstentions.

The next portion of the meeting was devoted to a mock interview with the board and staff in preparation for the upcoming capacity interview with the SUNY Charter Schools Institute. Simeon asked a variety of questions about the application and then provided feedback to the board and staff on their responses.

The next agenda item was a review of the June financial report. This report represented a "soft" close to the year. It was shared that the audit is scheduled to start in earnest in early September.

The board then discussed proposed changes to the leases between Seton and Brilla. The proposed revisions shift the structure of the leases from net leases to gross leases and hope to better centralize the operational management of the buildings and realize economies of scale. The lease revisions were prepared by Brilla's real-estate attorney and were also reviewed by Seton's counsel. All Seton-affiliated trustees and staff recused themselves from the room while the remainder of the board had a conversation about the proposed revisions. The updated leases were approved by the board members remaining in the room.

The next order of business was an update to the Brilla admissions policy. The goal of the revisions was to clarify aspects of the policy pertaining to weights and preferences, as well as to establish one policy that could apply to all Brilla schools. The updates were approved unanimously.

The next order of business was a presentation by Superintendent, Kelsey Lavigne, of the spring NWEA MAP scores. The scores were stronger than the spring scores from the prior year. The board discussed the newly formed Academic Committee, and charged this group with looking closely at the data presentations and making a recommendation as to how the board should be informed on academic data going forward.

Executive Director, Luanne Zurlo, then provided a high-level overview of the recruitment efforts of the past year, as well as the staff departure summary that was gleaned from exit interviews.

The board then entered executive session to discuss the year-end reviews of the Superintendent and the Executive Director.

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

Minutes
Meeting of the Board of Directors
Brilla College Preparatory Charter School
Tuesday, August 21, 2018
Brilla College Preparatory Charter Schools, 413 East 144th Street, Bronx, NY

The Board of Directors of the Brilla College Preparatory Charter Schools met for a regular meeting on Tuesday, August 21, 2018.

The following directors were present:

1. Erick Eckholdt
2. Charles Bozian
3. Brother Brian Carty
4. James Jones
5. Elena Sada
6. Stephanie Saroki de Garcia

School faculty and staff in attendance were Ms. LaVigne, Mrs. Castillo, Ms. Apfel, and Mr. Larsen. Robert Keogh and Kyle Pellerin were also in attendance as a representative from Brilla's financial consulting firm, 4th Sector Solutions. CMO staff in attendance were Ms. Zurlo, Mr. Salvatierra, Mrs. Valle, Mr. Carbone, and Ms. Gonzalez.

The meeting was called to order at 12:05PM (EST). The first item on the agenda was the approval of the July meeting minutes. The minutes unanimously passed with no abstentions.

The next item on the agenda was the Banking Acting Secretary Resolution. After discussing the function of the role, the motion unanimously passed and Matt Salvatierra became the Acting Secretary of the School. The purpose of the role is to make necessary changes to bank account signors, in accordance with the 2018 Financial Policies and Procedures Manual (FPPM) approved by the Board.

Then next item on the agenda was to discuss the Charter Management Organization (CMO) report. Given that Brilla and Seton have a contract in place, the purpose of the report is to provide an overview of how the CMO has performed in fulfilling its functions one year after being installed and annually thereafter. The CMO report looks at similar metrics that other charter schools are using (to provide a relative benchmark). The results of the report suggest that the CMO is in full compliance.

The board chair, Mr. Eckholdt, suggested that the CMO report should be used for a while until further notice; however, it would be helpful to report the results in September to have the most up-to-date results available. Mrs. LaVigne suggested that the CMO report should be reported in August and the state exam results should be reviewed separately in September. The CMO is to come back with a recommendation to the board about how and when the CMO report is to be presented.

The next item on the agenda was the Executive Director Update. Ms. Zurlo summarized the present supply and demand for charter schools in the Bronx. Traditionally, charter schools were focused on Harlem and Brooklyn but now the focus seems to be the South Bronx. There are four new charter schools opening in the Bronx this school year and one of those is in Mott Haven. There are two charters opening up next fall in Mott Haven: Neighborhood Charter School and Dream Academy.

Ms. Zurlo went on to share that Seton Education Partners intends to amplify external communications. For example, a quarterly Brilla eNewsletter is being developed. Another external communications initiative is focused on improving and increasing family outreach.

The next item on the agenda was the Superintendent Update. Mrs. LaVigne began by describing how the Brilla instructional leaders dedicated their time during the seven summer weeks that the scholars were not in school. Mrs. LaVigne went on to describe how the 2017-2018 Cardinal of the Year was given the privilege to ride to school in a limo with Brilla's mascot. The annual Cardinal of the Year award is given to a student that demonstrates all-around virtue; this award honors scholars for setting an example for his or her peers.

Moreover, Mrs. LaVigne shared Brilla Schools' two strategic goals for 2018-2019: (1) To Unpack and Recommit to the "Classical Tradition" and (2) Strategic Collaboration. During staff onboarding, Mr. Carbone, the Chief Academic Officer, delivered a compelling [presentation](#) on Brilla's recommitment to the Classical Tradition. The second priority seeks to address the challenges that come with Brilla's expansion. The priority encourages collaboration across campuses that leverages the benefits that come from scale while at the same time developing a shared vision for the Brilla program.

The meeting was adjourned at 1:00pm.

Respectfully submitted,
Isabel Gonzalez on behalf of
Rick Ramirez, Secretary

Minutes
Meeting of the Board of Directors
Brilla College Preparatory Charter School
Tuesday, September 25, 2018
Brilla College Preparatory Charter Schools, 413 East 144th Street, Bronx, NY

The Board of Directors of the Brilla College Preparatory Charter Schools met for a regular meeting on Tuesday, September 25, 2018.

The following directors were present:

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

School faculty and staff in attendance were Ms. LaVigne, Ms. Castillo, Ms. Apfel, and Mr. Larsen. Kyle Pellerin was also in attendance as a representative from Brilla's financial consulting firm, 4th Sector Solutions. Ms. Madeline Hannigan and Ms. Kathy Hamel from The Charter School Growth Fund were also present. CMO staff in attendance were Ms. Zurlo, Mr. Salvatierra, Ms. Valle, Mr. Carbone, Ms. Wagner, Mr. Chappell, and Ms. Gonzalez.

The meeting was called to order at 5:35pm (EST). The first item on the agenda was the approval of the August meeting minutes. The minutes unanimously passed with no abstentions.

The next item on the agenda was the Financial Update. Mr. Pellerin summarized Brilla's updated financial projections to the board. Then, Mr. Salvatierra summarized the key items from the recent Finance Committee Meeting. The board was updated on minor changes to the Finance Policy Manual, Brilla's new cash management policy, and the decision to hire a 3(38) fiduciary to the schools 403(b) retirement account.

Then next item on the agenda was the Academic Committee Update. Ms. Saroki de Garcia provided a brief overview of the first Academic Committee. The state test data is not yet released from the embargo. Mr. Carbone shared with the board that due to errors in data management that appear to be out of our control, the 4th grade science test scores were re-scanned and the results will be sent to the Academic Committee. Currently, Mr. Larsen and Mr. Carbone are going through the 5th grade test results for ELA to double check for accuracy.

After the conclusion of the committee updates, Mr. Eckholdt opened the floor to discuss the best practices for keeping track of the committee meetings. Ms. Saroki de Garcia expressed a preference for including the committee minutes in the board packet because she found them

relevant and informative. The board agreed that the committee minutes should comply with what is expected from all charter schools.

The next item on the agenda was the Superintendent Update. Ms. LaVigne provided updates to the board on the upcoming Mott Haven Celebration as well as the upcoming school evaluation visit from Jeff Rutel.

The next item on the agenda was the Executive Director Update. Ms. Zurlo began by describing the CMO Strategic Goals, which are to: (1) prepare for growth; (2) ensure sustainability; and (3) codify institutional structures and practices. Moreover, Ms. Zurlo updated the board on Brilla's student enrollment numbers as of mid-September. The CMO team is continuing to look for new and creative ways to market Brilla's unique culture and holistic educational framework to increase student enrollment. In terms of managing the enrollment process, Brilla plans to hire an Enrollment Specialist to formalize the enrollment process and add capacity. Currently, the enrollment process is shared by different members of the operations team and the school principals. Ms. Zurlo then went on to discuss the efforts around external communications. Brilla's eNewsletter is expected to come out in early November. In addition, two new marketing videos are in the making. One video is a general marketing video for Brilla and another is a recruitment video to attract new teachers. Finally, Ms. Zurlo went on to share the results of the New York DOE survey. Both Brilla College Prep and Brilla Veritas did well on the survey all around. In relation to other District 7 Charter Schools, Brilla performed better on all six measures when compared to the District 7 Charter School average (compared to other elementary and middle school charters).

Ms. Zurlo concluded the meeting by extending an invitation to the board to attend the SUNY Board Meeting on October 4th, which is where they will announce whether Brilla is authorized for new charters. In light of the shifting political landscape in New York City, Ms. Zurlo emphasized the importance of SUNY's decision.

The meeting was adjourned at 6:00pm.

Respectfully submitted,
Isabel Gonzalez on behalf of
Rick Ramirez, Secretary

Minutes
Meeting of the Board of Directors
Brilla College Preparatory Charter School
Tuesday, October 30, 2018
Brilla College Preparatory Charter Schools, 413 East 144th Street, Bronx, NY

The Board of Directors of the Brilla College Preparatory Charter Schools met for an in person meeting on Tuesday, October 30, 2018.

The following directors were present:

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

School faculty and staff in attendance were Ms. LaVigne, Ms. Castillo, Ms. Apfel, and Mr. Larsen. Bob Keogh was also in attendance as a representative from Brilla's financial consulting firm, 4th Sector Solutions. Mr. Dubois, a member of Brilla's Finance Committee, was present as well. CMO staff in attendance were Ms. Zurlo, Mr. Salvatierra, Ms. Valle, Mr. Carbone, Ms. Wagner, Mr. Chappell, and Ms. Gonzalez.

The meeting was called to order at 5:05pm (EST). The first item on the agenda was the approval of the September meeting minutes. The minutes unanimously passed with no abstentions.

The next item on the agenda was the Financial Update. Mr. Keogh provided an overview of Brilla's present net operating income, revenue, expenses, and cash on hand.

Then next item on the agenda was the audit. Mr. Bozian began by emphasizing that the auditors presented a strong audit report to the Brilla Finance Committee at the last meeting. The audit was "clean" with no material weaknesses; Brilla is in a very strong position moving forward. The board unanimously voted to approve the documents for submission to Brilla's authorizers with no abstentions.

The next item on the agenda was the Board Resource Website. Ms. Gonzalez presented the board with a resource website created for their convenience. The board provided recommendations for some additional documents to be included on the website.

The next item on the agenda was the New York State Exam Results. Ms. LaVigne introduced the topic by providing a contextual understanding of the results. Then, Mr. Carbone went on to provide broader context about how the results look in comparison to NYC District #7, New York City, and New York State.

Mrs. LaVigne concluded by summarizing the takeaways of the New York State exam results. A strength is that Brilla's 3rd and 4th grade results continue to improve. An area for development is to provide more intentional multiple-choice practice, increase reading stamina, and middle school SPED instruction.

The Chair, Mr. Eckholdt, opened the floor for discussion at 5:40 PM. The board asked clarifying questions and provided their thoughts about the results. Several board members encouraged Brilla to improve state exam results but not at the expense of ignoring other critical areas Brilla upholds, such as its character formation.

In light of the state exam results, Ms. Zurlo explained to the board that Brilla's CMO has developed metrics that Brilla Schools will be evaluated on in addition to state exam metrics. This is to ensure that Brilla is being objectively evaluated in key areas that it promotes in its mission statement. These benchmarks will measure Brilla's ability to educate students in the classical tradition, develop children of good character, and provide a healthy work place culture. To home in on how Brilla ought to evaluate itself in comparison to other schools, Ms. Zurlo suggested that a more telling comparison group for Brilla would be schools that serve the same demographics (e.g., ethnic background and poverty level). Moreover, Ms. Zurlo went on to outline for the board what Brilla plans to do to ensure that SPED students are being served well at Brilla.

Furthermore, Ms. Zurlo went on to remind the board that Brilla is to experience major growth in the coming years. In response to this anticipated growth, Brilla will hire a full-time enrollment and community outreach professional to help the enrollment process run smoothly. To complement student recruitment efforts, Brilla will have three bus ads up in the Mott Haven neighborhood from December to February. Moreover, Brilla is launching an eNewsletter, *The Perch*, in the coming weeks in order to provide a quarterly update on the happenings at Brilla, especially shedding light on its unique culture, valuable students, and hardworking staff. Finally, Brilla is also considering the need to secure additional funding to meet its growth objectives. Therefore, Ms. Zurlo has hired an experienced fundraising consultant from November to January to support and enhance Brilla's financial goals.

The next item on the agenda was the Superintendent Update. In response to teacher feedback about sustainability, Brilla instituted a Fall Break of two days, followed by two days of network-wide professional development. Then, Mrs. LaVigne provided an update about the feedback provided by Mr. Jeff Rutel, a consultant from 102 Group. Mr. Rutel observed that Brilla's network-wide strengths are that the Brilla "sauce" has been replicated across campuses; there are positive relationships among staff and students; teachers work hard to maintain calming presence and de-escalate students; and teachers are following the lesson plan. Some opportunities for growth that Mr. Rutel outlined are for there to be tighter alignment between learning outcomes and what students are being asked to do; improve quality of "checks for understanding" to increase rigor and student voice; clarify vision for behavior management; and clearly define an approach for targeting special populations.

The final item on the agenda was the Executive Session to discuss the potential promotion of Brilla's most senior staff person to the new role of Superintendent. There was a motion to go into an Executive Session and the motion passed unanimously. To conclude the meeting, there was a motion to exit Executive Session and resume Public Session.

The meeting was adjourned at the onset of the Public Session at 7:00pm.

Respectfully submitted,
Isabel Gonzalez on behalf of
Rick Ramirez, Secretary

Minutes
Meeting of the Board of Directors
Brilla College Preparatory Charter School
Tuesday, November 12, 2018
Brilla College Preparatory Charter Schools, 413 East 144th Street, Bronx, NY

The Board of Directors of the Brilla College Preparatory Charter Schools met for their monthly meeting on Tuesday, November 12, 2018.

The following directors were present:

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

School faculty and staff in attendance were Ms. LaVigne, Ms. Castillo, Ms. Apfel, and Mr. Larsen. Bob Keogh was also in attendance as a representative from Brilla's financial consulting firm, 4th Sector Solutions. CMO staff in attendance were Ms. Zurlo, Mr. Salvatierra, Ms. Valle, Ms. Wagner, Mr. Chappell, and Ms. Gonzalez.

The meeting was called to order at 12:00pm (EST). The first item on the agenda was the approval of the October meeting minutes. The minutes unanimously passed with no abstentions.

The next item on the agenda was the Financial Update. Mr. Keogh provided an overview of Brilla's present net operating income, revenue, expenses, and cash on hand.

The next on the agenda was the Brilla Report Card. Mrs. LaVigne provided an overview of the report card to the board. Then, the chair opened the floor for questions & discussions at 12:15pm.

The meeting was adjourned at 12:30pm.

Respectfully submitted,
Isabel Gonzalez on behalf of
Rick Ramirez, Secretary

Minutes
Meeting of the Board of Directors
Brilla College Preparatory Charter School
Tuesday, December 18, 2018
Brilla College Preparatory Charter Schools, 413 East 144th Street, Bronx, NY

The Board of Directors of the Brilla College Preparatory Charter Schools met for their monthly meeting on Tuesday, December 18, 2018.

The following directors were present:

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

School faculty and staff in attendance were Ms. LaVigne, Ms. Castillo, and Mr. Larsen. Bob Keogh was also in attendance as a representative from Brilla's financial consulting firm, 4th Sector Solutions. CMO staff in attendance were Ms. Zurlo, Mr. Carbone, Mr. Salvatierra, Ms. Valle, Ms. Wagner, Mr. Chappell, and Ms. Gonzalez.

The meeting was called to order at 12:00pm (EST). The first item on the agenda was the approval of the November meeting minutes. The minutes unanimously passed with no abstentions.

The next item on the agenda was the Financial Update. Mr. Keogh used a new format to provide an overview of Brilla's present net operating income, revenue, expenses, and cash on hand.

The next on the agenda was a review of the newly adopted Investment Policy Statement for Brilla's 403(b) plan. The finance committee presented the policy and explained that no further action was needed.

The next item on the agenda was a discussion of ongoing growth efforts. Mr. Salvatierra gave the board a high-level overview of ongoing initiatives related to growth – specifically financial modeling and the real estate search process.

Following the growth conversation, Ms. Zurlo spoke about the newly proposed Brilla 3-year metrics in the domains of academic, classical, character, culture and Seton Teaching Fellows.

The final agenda item was a discussion of the revised CMO contract. All board and staff members affiliated with Seton Education Partners recused themselves and the board had a discussion on the edits to the contract. The changes were unanimously approved.

The meeting was adjourned at 12:30pm.

Respectfully submitted,
Isabel Gonzalez on behalf of
Rick Ramirez, Secretary

Minutes
Meeting of the Board of Directors
Brilla Public Charter Schools
Tuesday, January 22, 2019
Brilla Public Charter Schools, 452 College Ave, Bronx, NY

The Board of Directors of the Brilla Public Charter Schools met for their monthly meeting on Tuesday, January 22, 2019.

The following directors were present:

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

School faculty and staff in attendance were Ms. LaVigne, Ms. Castillo, and Mr. Larsen. Kyle Pellerin was also in attendance as a representative from Brilla's financial consulting firm, 4th Sector Solutions. CMO staff in attendance were Ms. Zurlo, Mr. Carbone, Mr. Salvatierra, Mrs. Valle, Ms. Wagner, Mrs. Claudio, Mr. Peñafiel and Mrs. Peñafiel.

The meeting was called to order at 5:00pm (EST). The first item on the agenda was the approval of the December meeting minutes. The minutes unanimously passed with no abstentions.

The next item on the agenda was the Financial Update. Mr. Pellerin provided an overview of Brilla's present net operating income, revenue, expenses, and cash on hand.

The next on the agenda was the Executive Update. Ms. Zurlo presented a "Yearlong Board Agenda" that was generated to ensure the CMO staff regularly covers essential topics annually and is able to plan for each meeting effectively. Then, Ms. Zurlo informed the board that she is amplifying fundraising efforts due to Brilla's expected growth, and summarized potential funds in the pipeline.

Ms. Zurlo presented the Ad Hoc Grievance Committee Meeting minutes to the board. The Ad Hoc Grievance Committee consisted of the following board members: Brian Carty, Elena Sada, and Stephanie Saroki de Garcia. School faculty in attendance were Ms. Apfel and Mrs. LaVigne. CMO staff in attendance were Ms. Zurlo and Mr. Salvatierra. The meeting took place in response to a formal complaint submitted by a Brilla parent. The final decision of the Ad Hoc Grievance Committee was to take no action because it was determined that the school leadership followed the appropriate protocol.

Ms. Zurlo also provided an update on staff sustainability efforts, in particular, exploring the idea of opening a staff daycare via the CMO. As a point of interest, Ms. Zurlo presented the board with a "Struggling New York Schools" list, which was published for the first time. In sum, over

half of the struggling schools in the state of New York are in New York City, and over 50 of those schools are in the Bronx.

The next item on the agenda was the Growth Update. Mr. Salvatierra began by summarizing Brilla's current facilities, as well as the additional facilities needed to run 8 schools in the next 10 years. Then, Mr. Salvatierra went on to discuss the financial aspect of growth, which looked at factors, such as, sustainability, enrollment, healthy cash balance flows, and fundraising. Finally, he went on to discuss the current organizational structure and the gaps that should be filled to help Brilla run successfully.

The final agenda item was the Superintendent Update. Mrs. LaVigne presented two new promotional videos that were created to help spread awareness of Brilla's unique culture and rigorous academics. One of the videos provides a [Program Overview](#) and the other provides a [Staff Perspective](#).

The meeting was adjourned at 6:30pm.

Respectfully submitted,
Isabel Peñafiel on behalf of
Rick Ramirez, Secretary

Minutes
Meeting of the Board of Directors
Brilla College Preparatory Charter Schools
Tuesday, February 26, 2019
452 College Ave, Bronx, NY

The Board of Directors of the Brilla College Preparatory Charter Schools met for their monthly meeting on Tuesday, February 26, 2019.

The following directors were present:

1. Charles Bozian
2. Br. Brian Carty
3. Eric Eckholdt
4. James Jones
5. Elena Sada

School faculty in attendance was Mrs. Castillo. Representing Brilla's financial consulting firm, 4th Sector Solutions, Mr. Keogh and Mr. Pellerin were also in attendance. CMO staff in attendance were Ms. Zurlo, Mr. Salvatierra, Ms. Wagner, Mr. Chappell and Mrs. Peñafiel.

The meeting was called to order at 12:00pm (EST). The first item on the agenda was the approval of the January meeting minutes. The minutes unanimously passed with no abstentions.

The next item on the agenda was the Financial Update. Mr. Keogh provided an overview of Brilla's present net operating income, revenue, expenses, and cash on hand. Mr. Jones and Mr. Bozian suggested that only the significant changes be reported on a monthly basis to the board. After a quick discussion, it was agreed that the Financial Update will be included in the board packet but the way it is presented will be modified according to the feedback provided by board members (i.e., only significant changes ought to be presented).

The next item on the agenda was the Executive Update and Growth Plan. Ms. Zurlo informed the board that Charter School Growth Fund (CSGF) officially voted to invest in Brilla's growth over the next five years. Ms. Zurlo said that CSGF was particularly excited about Brilla's school model because it is a holistic one that incorporates character in its DNA, both for children and adults. The Growth Plan outlines the plan to grow Brilla into eight campuses within the next 10 years. Finally, Ms. Zurlo summarized Brilla's philanthropic need for the next five years.

The next item on the agenda was the Superintendent Update. Ms. Zurlo provided updates in lieu of Mrs. LaVigne because of her absence. Brilla is currently hiring for new staff. Open positions include Brilla's first High School Counselor, a role that is designated to work with Brilla's first class of 7th graders as they and their families consider high school options.

The meeting was adjourned at 12:30pm.

Respectfully submitted,
Isabel Peñafiel on behalf of
Rick Ramirez, Secretary

**Brilla College Preparatory Charter Schools (“Brilla”)
Board of Director Meeting Minutes from March 26, 2019 Meeting**

Approved by: BRILLA BOARD

Date: APRIL 23, 2019

Agenda:

Date: March 26, 2019	
Time:	12:00-12:30 PM EST
Location:	In Person: 338 E 146 th St, Bronx, NY 10451, Conference Room Call In: 646-558-8656 Pin: 5510778257
Participants:	Board: Bro. Brian Carty, Eric Eckholdt, James Jones, Elena Sada, and Stephanie Saroki de Garcia School Staff: Kelsey LaVigne, Ali Apfel, Matt Larsen, and Kelly O’Brien CMO Staff: Luanne Zurlo, Matt Salvatierra, Michael Carbone, Yeime Valle, Jolleen Wagner, Brett Chappell, and Isabel Peñafiel 4th Sector Solutions: Bob Keogh
Apologies:	Charles Bozian, Rick Ramirez, and Zoranlly Castillo

Item No.	Agenda Item	Person Responsible	Length (Time)
1	Approval of February Minutes	Eckholdt	12:01-12:02
2	February Finance Updates	Salvatierra/Keogh	12:02-12:05
3	Interim MAP Data	Carbone	12:05-12:25
4	Executive Director’s Update	Zurlo	12:25-12:35
5	Resolution to Approve Mary O’Grady to the Board of Directors	Eckholdt	12:35-12:40

Item 1. Approval of February Minutes

- The amended minutes from the February meeting were unanimously approved.

Item 2. February Finance Updates

- Mr. Keogh provided an update of Brilla’s financial status as of February.
- Mr. Salvatierra offered an update on Brilla’s enrollment strategy in light of per pupil funding.
- Mr. Salvatierra noted that Brilla’s 990 was circulated to all board members via email after being approved by the Finance Committee; he invited board members to send comments before Brilla files its 990 at the end of the week.

Item 3. Interim MAP Data

- Mr. Carbone began his presentation with the New York State Assessment Accountability Report, which summarized what is going well, areas for improvement, and concrete steps that Brilla plans to take to meet its own benchmarks.
- A brief discussion about Brilla's academic strategy and priorities was initiated to provide the board more clarity on how Brilla has historically aided students that score below the target benchmark; Mr. Carbone explained how the leadership team plans to address these cases moving forward.
- Mr. Carbone went on to present the NWEA MAP Performance takeaways, as well as explained the NWEA goal attainment results.

Item 4. Executive Director's Update

- Ms. Zurlo provided a brief update on the CMO team's lease negotiations.
- Ms. Zurlo went over the CMO team's key growth assumptions, fundraising goals, and growth stages.

Item 5. Resolution to Approve Mary O'Grady to the Board of Directors

- Mr. Eckholdt introduced the resolution to vote to add Ms. Mary O'Grady to the Board of Directors.
- The board recognized that a sufficient quorum exists to conduct board business.
- Mrs. Saroki de Garcia made a proposal for the board to vote on this resolution. Mr. Eckholdt seconded the motion.
- The motion was approved as a resolution by a unanimous vote.

- Upon being duly motioned and seconded, the meeting was adjourned at 12:40 PM.
- Minutes submitted by Mrs. Isabel Peñafiel on behalf of Mr. Rick Ramirez, Board Secretary.

**Brilla College Preparatory Charter Schools (“Brilla”)
Board of Director Meeting Minutes from April 23, 2019 Meeting**

Approved by: BRILLA BOARD

Date: MAY 21, 2019

Agenda:

Date: April 23, 2019	
Time:	12:00-12:30 PM EST
Location:	In Person: 338 E 146 th St, Bronx, NY 10451, Yellow Conference Room Call In: 646-558-8656 Pin: 5510778257
Participants:	Board: Charles Bozian, James Jones, Rick Ramirez, Stephanie Saroki de Garcia, and Mary O’Grady (Pending SUNY Authorization) School Staff: Kelsey LaVigne, Ali Apfel, Matt Larsen, and Zoranlly Castillo CMO Staff: Luanne Zurlo, Matt Salvatierra, Reyes Claudio, Yeime Valle, Jolleen Wagner, Brett Chappell, and Isabel Peñafiel 4th Sector Solutions: Bob Keogh
Apologies:	Bro. Brian Carty, Eric Eckholdt, and Elena Sada

Item No.	Agenda Item	Person Responsible	Length (Time)
1	Approval of March Minutes	Jones	12:01-12:02
2	March Financial Updates	Salvatierra/Keogh	12:02-12:05
3	Financial Dashboard and March Finance Committee Minutes	Salvatierra	12:05-12:15
4	Lottery	Claudio	12:15-12:25
5	Cardinal Cotillion	LaVigne	12:25-12:27
6	2019-20 Board Meetings	Zurlo	12:27-12:28

Proceedings:

- The meeting was called to order by Mr. Jones at 12:00 PM.

Item 1. Approval of March Minutes

- Mrs. Saroki de Garcia motioned to approve the minutes from the March meeting.
- After being seconded, the amended minutes from the March meeting were unanimously approved.

Item 2. March Finance Updates

- Mr. Keogh provided an update of Brilla's financial status as of March.
- As agreed in the last meeting, Mr. Keogh presented a waterfall chart showing the projected operating income from March and the changes in expenses and updated operating income forecast.

Item 3. Financial Dashboard and March Finance Committee Minutes

- The Financial Dashboard is a user-friendly platform that is intended to give the board access to Brilla's financial well-being. Mr. Salvatierra briefly explained the charts displayed on the dashboard and provided relevant context as needed.
- Then, Mr. Salvatierra moved on to the Finance Committee minutes for March and presented the board with an opportunity to comment. A discussion about Brilla's proposed strategy to recruit and retain the best talent was initiated. Specifically, the board discussed how the *proposed* retirement match policy for tenured staff (5+ years at Brilla) would impact retention efforts compared to the current match policy. The board agreed that this would be included in the budget proposal for next meeting.

Item 4. Lottery

- Mrs. Claudio summarized Brilla's enrollment numbers as of April 19th to the board. Brilla is significantly closer to meeting its enrollment targets this year than about the same time last year. Mrs. Claudio described the new approaches the Ops Team implemented to ensure that Brilla meets its enrollment targets.

Item 5. Cardinal Cotillion

- The board was presented with pictures from the Cardinal Cotillion, which took place in late March. Mrs. LaVigne explained that the Cardinal Cotillion is an annual event held at the elementary schools. Students dress up in their best attire and invite one adult as their plus one; the adult is typically a parent or someone they look up to.

Item 6. 2019-20 Board Meetings

- Ms. Zurlo briefly presented the 2019-20 Board Meetings one-pager, which has the dates, times, locations, and topics for next school year's meetings.
- Upon being duly motioned and seconded, the meeting was adjourned at 12:28 PM.
- Minutes submitted by Mrs. Isabel Peñafiel on behalf of Mr. Rick Ramirez, Board Secretary.

**Brilla College Preparatory Charter Schools (“Brilla”)
Board of Director Meeting Minutes from May 21, 2019 Meeting**

Approved by: BRILLA BOARD **Date:** JUNE 18, 2019

Agenda:

Date: May 21, 2019	
Time:	5:00 – 6:30 PM EST
Location:	In Person: 338 E 146 th St, Bronx, NY 10451, Yellow Conference Room Call In: 646-558-8656 Pin: 5510778257
Participants:	Board: Charles Bozian, Eric Eckholdt, Elena Sada, James Jones, Stephanie Saroki de Garcia, and Mary O’Grady (Pending SUNY Authorization) School Staff: Kelsey LaVigne, Ali Apfel, Matt Larsen, and Zoranly Castillo CMO Staff: Luanne Zurlo, Matt Salvatierra, Yeime Valle, Michael Carbone, Reyes Claudio, Jolleen Wagner, Brett Chappell, Ruby Amezquita, and Isabel Peñafiel 4th Sector Solutions: Bob Keogh and Kyle Pellerin
Apologies:	Bro. Brian Carty and Rick Ramirez

Item No.	Agenda Item	Person Responsible	Length (Time)
1	Approval of April Minutes	Eckholdt	5:01-5:02
2	Partnership High School Presentation	Rowe/Stroud	5:02-5:58
3	April Finance Update	Keogh	5:59-6:00
4	FY2019-20 Budget Approval	Bozian/Salvatierra	6:00-6:13
5	Extracurriculars at the Middle School	LaVigne	6:13-6:31

Proceedings:

- The meeting was called to order by Mr. Eckholdt at 5:00 PM.

Item 1. Approval of April Minutes

- Mrs. Saroki de Garcia motioned to approve the minutes from the April meeting.
- After being seconded, the amended minutes from the April meeting were unanimously approved.

Item 2. Partnership High School Presentation

- Mr. Rowe explained the potential relationship between Brilla and Public Prep High School.

- Mr. Jones motioned to submit a Letter of Intent to SUNY, and upon being seconded, the motion passed unanimously.

Item 3. April Finance Updates

- Mr. Keogh provided an update of Brilla's financial status as of April.

Item 4. FY2019-20 Budget Proposal

- Mr. Bozian, the Finance Committee Chair, introduced the budget to the board. Following a quick summary, he gave the floor to Mr. Salvatierra.
- Mr. Salvatierra provided an overview of the revenue and expense drivers and assumptions, as well as explained any changes made to the budget since the last time it was presented to the board.
- As per pupil funding impacts the budget, Mr. Salvatierra shared with the board that Brilla has hit its student enrollment target for the next school year; and the student recruitment team is remaining engaged with families and scholars to help guarantee scholars show up the first day of school. Mr. Salvatierra also explained the Finance Committee's decision to approve a conservative budget.
- Mr. Jones motioned to approve the budget, after being seconded the budget passed unanimously.

Item 5. Extracurriculars at the Middle School

- Mrs. LaVigne provided an overview of extracurriculars offered at Brilla College Prep Middle School and answered questions from the board.
- Upon being duly motioned and seconded, the meeting was adjourned at 6:31 PM.
- Minutes submitted by Mrs. Isabel Peñafiel on behalf of Mr. Rick Ramirez, Board Secretary.

**Brilla College Preparatory Charter Schools (“Brilla”)
Board of Director Meeting Minutes from June 18, 2019 Meeting**

Approved by: BRILLA BOARD

Date: JULY 23, 2019

Agenda:

Date: June 18, 2019	
Time:	12:00 – 12:30 PM EST
Location:	In Person: 338 E 146 th St, Bronx, NY 10451, Yellow Conference Room Call In: 646-558-8656 Pin: 5510778257
Participants:	Board: Charles Bozian, Elena Sada, James Jones, Mary O’Grady, Rick Ramirez, and Stephanie Saroki de Garcia School Staff: Kelsey LaVigne, Zoranlly Castillo, Ali Apfel, and Matthew Larsen CMO Staff: Luanne Zurlo, Matt Salvatierra, Yeime Valle, Michael Carbone, Jolleen Wagner, Brett Chappell, Stephanie Frias, and Isabel Peñafiel 4th Sector Solutions: Bob Keogh
Apologies:	Bro. Brian Carty and Eric Eckholdt

Item No.	Agenda Item	Person Responsible	Length (Time)
1	Approval of May Minutes	Bozian	12:00-12:01
2	May Finance Update	Keogh	12:01-12:03
3	Resolution: Board Term Renewals	Bozian	12:03 - 12:05
4	Executive Update	Zurlo	12:05 - 12:13
5	Seton Teaching Fellow Update	LaVigne & Valle	12:13 - 12:23
6	Mascot’s Birthday & Field Day	LaVigne	12:23 – 12:27

Proceedings:

- The meeting was called to order by Mr. Bozian at 12:00 PM.

Item 1. Approval of May Minutes

- Mrs. Saroki de Garcia motioned to approve the minutes from the May meeting.
- After being seconded, the amended minutes from the May meeting were unanimously approved.

Item 2. May Finance Update

- Mr. Keogh provided an update of Brilla’s financial status as of May.

Item 3. Resolution: Board Term Renewals

- Mr. Bozian presented the resolution to renew board terms for Bro. Brian Carty, Eric Eckholdt, and Stephanie Saroki de Garcia.
- Upon being duly motioned and seconded, the board voted unanimously to extend the term for all three board members for three years, ending on June 2022. Being the only board member present who was up for renewal, Mrs. Saroki de Garcia abstained from voting for her own board term renewal.
- Ms. Zurlo provided a brief overview of the current structure for board terms.

Item 4. Executive Update

- Ms. Zurlo explained to the board that they would be presented with the Brilla four target metrics in July's board meeting. Other major school reports, such as NWEA MAP and the New York State Exam Results, will be presented during the next few board meetings as they become available.
- On the hiring front, the schools are almost fully hired, with only two slots left to fill at one of the schools. The Network Team hired 10 new staff members to support growth.
- In terms of real estate, Ms. Zurlo and Mr. Salvatierra are working to complete lease negotiations for the new schools in the coming weeks.

Item 5. Seton Teaching Fellow Update

- Mrs. LaVigne briefly spoke about the value of having Seton Teaching Fellows (STF) at Brilla in terms of academic delivery. Further, she described how the quality of the STF candidates continues to improve every year. Nine out of the eighteen 2018-19 STF cohort were hired as full-time staff members at the schools and network team.
- Mrs. Valle explained that all of the STF positions are filled for next year, with a record total of 27 STFs that will serve all three campuses. In addition, one of the new hires on the Network Team is the STF Instructional Coach, whose main job is to improve the instructional coaching offered to STFs to help maximize their contribution in the classroom during the school day.

Item 6. Mascot's Birthday and Field Day at Brilla

- Pictures of Brilla scholars and staff celebrating their mascot's birthday and enjoying field day were shown to the board. Mrs. LaVigne briefly explained how these traditions serve as a counterbalance to all the hard work the scholars do to prepare for important examinations. Cultivating joy and physical well-being is central to Brilla's culture in addition to achieving high academic results.
- Upon being duly motioned and seconded, the meeting was adjourned at 12:27 PM.
- Minutes submitted by Mrs. Isabel Peñafiel on behalf of Mr. Rick Ramirez, Board Secretary.