

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

Approved by: BRILLA BOARD

Date: August 20, 2019

Agenda:

Date: July 23, 2019	
Time:	12:00 – 12:45 PM EST
Location:	In Person: 441 E 148 th St, Bronx, NY 10451 Call In: 646-558-8656 Pin: 5510778257
Participants:	Board: Charles Bozian, Bro. Brian Carty, Eric Eckholdt, James Jones, Rick Ramirez, and Stephanie Saroki de Garcia School Staff: Kelsey LaVigne, Reyes Claudio CMO Staff: Luanne Zurlo, Matt Salvatierra, Yeime Valle, Michael Carbone, Jolleen Wagner, Navil Acevedo, Isabel Peñafiel, Trevor Sorensen, and Danielle Schirripa 4th Sector Solutions: Bob Keogh and Kyle Pellerin
Apologies:	Mary O’Grady and Elena Sada

Item No.	Agenda Item	Person Responsible	Length (Time)
1	Approval of June Minutes	Chair	12:00-12:01
2	June Finance Update	Keogh	12:01-12:05
3	MAP Results	LaVigne	12:06 - 12:16
4	Culture	LaVigne	12:17 - 12:37
5	Character	LaVigne	12:38-12:39
6	Shine Awards	LaVigne	12:40-12:41
7	Executive Session	Chair	12:42

Proceedings:

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

Item 1. Approval of June Minutes

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

Item 2. June Finance Update

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

Item 3. MAP Results

- Mrs. LaVigne presented the results from MAP.
- Mrs. LaVigne discussed the plans for growth in order to sustain continuous improvement.
- Mr. Carbone mentioned that the third grade literacy curriculum is under revision in order to leverage the transition between second and third grade standards.
- Mr. Carbone indicated that there will be a strategic focus in the next 18 months on increasing the average percentile to the rate which MAP considers to be college and career ready. Based on this year's positive results, he noted the feasibility of this goal.

Item 4. Culture

- Before presenting the results from the Gallup Q12 Survey, Mrs. LaVigne explained that, in line with Brilla's mission, there are non-academic benchmarks that Brilla aims to meet. One of these benchmarks related to culture is for Brilla to score a mean ranking within the 75th percentile among other non-profits on the Gallup Q12 Survey.
- Ms. Zurlo contextualized the presentation of Culture and Character by explaining that this was the first round of presenting the results around two of the four pillars (Academic, Character, Culture, and Classical).
- In an attempt to meet the target goal for the upcoming school year, Mrs. LaVigne discussed strategic action steps that will be taken in order to address weaknesses revealed by the survey.
- Mrs. LaVigne next presented a summary of the exit interview data.

Item 5. Character

- In the interest of time, the Chair proposed to postpone the presentation of Character until next month.

Item 6. Shine Awards

- Mrs. LaVigne explained the importance of the Shine Awards for the Brilla community.

Item 6. Executive Session

- The Chair motioned to move into Executive Session to discuss the performance of Superintendent of Schools. 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 12:45 PM.
- Minutes submitted by Ms. Danielle Schirripa on behalf of Mr. Rick Ramirez, Board Secretary.

**Brilla College Preparatory Charter Schools (“Brilla”)
Board of Director Meeting Minutes from August 20, 2019 Meeting**

Approved by: BRILLA BOARD

Date: September 24, 2019

Agenda:

Date: August 20, 2019	
Time:	12:06 – 12:45 PM EST
Location:	In Person: 441 E 148 th St, Bronx, NY 10451, Large Conference Room Call In: 646-558-8656 Pin: 5510778257
Participants:	Board: Charles Bozian, Eric Eckholdt, James Jones, Mary O’Grady, Elena Sada, and Stephanie Saroki de Garcia School Staff: Ali Apfel, Zoranlly Castillo, Reyes Claudio, Matthew Larsen, and Kelsey LaVigne CMO Staff: Michael Carbone, Brett Chappell, Matt Salvatierra, Danielle Schirripa, Yeime Valle, Jolleen Wagner, and Luanne Zurlo 4th Sector Solutions: Bob Keogh and Kyle Pellerin
Apologies:	Bro. Brian Carty and Rick Ramirez

Item No.	Agenda Item	Person Responsible	Length (Time)
1	July Financial Update	Keogh	12:07-12:11
2	Executive Update	Zurlo	12:12-12:18
3	Character Initiatives	LaVigne	12:19 - 12:26
4	Strategic Priorities	LaVigne	12:27 - 12:35
5	Onboarding	LaVigne	12:35-12:36
6	Approval of July Minutes	Chair	12:37-12:38
7	Approval of Lease	Salvatierra	12:39-12:44

Proceedings:

- The meeting was called to order by Chair at 12:06 PM.

Item 1. July Financial Update

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

Item 2. Executive Update

- Ms. Zurlo told the board that classes began on August 14 after many weeks of planning over the summer.
- After explaining that Brilla has met its target enrollment goals, Ms. Zurlo shared the network's three strategic priorities for the 2019-2020 school year. The strategic priorities for the Network are growth, shared Brilla understanding, and sustainability.

Item 3. Character Initiatives

- Mrs. LaVigne explained that Character Initiatives is the benchmark for which Brilla is receiving the most attention from external stakeholders due to its success.
- Mrs. LaVigne shared the results from an assessment tool that asked parents to evaluate their children on the four core virtues and three related social and emotional competencies.
- After explaining action steps that were implemented in order to improve scores, Mrs. LaVigne expressed optimism in reaching the Network-wide goal of having more than 75% of parents report that their children meet or exceed 5 out of 7 character benchmarks this school year.

Item 4. Strategic Priorities

- Mrs. LaVigne explained that each year, Brilla Schools attempts to target two or three high-impact priorities in order to better embody the mission of the schools. This year, the priorities surround sophisticated collaboration and classical education initiatives.

Item 5. Onboarding

- Mrs. LaVigne shared some highlights from the two weeks of onboarding of Brilla staff.

Item 6. Approval of July Minutes

- Mr. Jones motioned to approve the minutes from the July meeting.
- After being seconded, the amended minutes from the July meeting were unanimously approved.

Item 7. Approval of Lease

- Mr. Salvatierra explained that the lease for 600 E. 156th Street (future home to Brilla Veritas starting in Summer 2020) required additional approval from Civic Builders and Phipps Housing. He reminded the board that Seton and Brilla were updating leases in order to centralize building operation responsibility to Seton as the landlord. He then presented the updated lease for board approval.
- Mrs. Saroki de Garcia recused herself from the discussion and left the meeting at 12:43 PM.
- At 12:44 PM, Mr. Bozian motioned to approve the lease. Upon being seconded, the amended lease was unanimously approved.

- Upon being duly motioned and seconded, the meeting was adjourned at 12:45 PM.
- Minutes submitted by Ms. Danielle Schirripa on behalf of Mr. Rick Ramirez, Board Secretary.