

**Brilla College Preparatory Charter Schools (“Brilla”)  
Board of Director Meeting Minutes from July 21, 2020 Meeting**

Approved by: BRILLA BOARD

Date: AUGUST 18, 2020

**Agenda:**

<b>Date:</b> July 21, 2020	
<b>Time:</b>	12:00 – 1:12 PM EST
<b>Location:</b>	<b>Zoom:</b> <a href="https://zoom.us/j/6144582011">https://zoom.us/j/6144582011</a> <b>Call In:</b> 646-558-8656 <b>Pin:</b> 6144582011
<b>Participants:</b>	<p><b>Board members via video or phone:</b> Charles Bozian, Brother Brian Carty, Eric Eckholdt, James Jones, Elena Sada, Mary O’Grady, and Stephanie Saroki de Garcia</p> <p><b>School Staff:</b> Zoranly Burgos, Matthew Larsen, Shingi Mutasa, Molly Rippe, and Meirelys Ruiz</p> <p><b>CMO Staff:</b> Ruby Amezquita, Michael Carbone, Brett Chappell, Reyes Claudio, Stephanie Frias, Kelsey LaVigne, David Morales, Matt Salvatierra, Danielle Schirripa, Yeime Valle, Jolleen Wagner, and Luanne Zurlo</p> <p><b>4<sup>th</sup> Sector Solutions:</b> Joe Keeney, Melissa Fox and Bob Keogh</p>
<b>Apologies:</b>	Rick Ramirez and Darla Romfo

<b>Item No.</b>	<b>Agenda Item</b>	<b>Person Responsible</b>	<b>Length (Time)</b>
1	Approval of June Minutes	Chair	12:00 - 12:01
2	June Financial Update	Keogh	12:02 - 12:12
3	Staff Exit Interview and Gallup Q12 Summary	Chappell/ LaVigne	12:13 – 12:40
4	ED Update	Zurlo	12:41 - 12:50
5	Executive Session	Chair	12:51 - 1:11

**Proceedings:**

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

**Item 1. Approval of June Minutes**

- Ms. O’Grady motioned to approve the minutes from the June board of directors meeting.
- After being seconded, the minutes from the June meeting were unanimously approved.

**Item 2. June Financial Update**

- Mr. Keogh provided an update of Brilla's financial status as of June.
- Mr. Keogh explained that Brilla closed FY20 with a surplus, due largely to savings on operating costs due to building closures.
- In response to a question, Mr. Salvatierra described some of the additional costs Brilla will incur in FY21 operating in a COVID world. Some of these costs include additional computers, more cleaning supplies, etc.

### **Item 3. Staff Exit Interview and Gallup Q12 Summary**

- Mrs. LaVigne explained that Brilla staff take the Gallup Q12 staff survey each year which assesses the overall health of the organization,
- She highlighted areas of strength and discussed plans to address shortcomings.
- Mr. Chappell shared some metrics on staff retention and summarized feedback from staff exit interviews.
- In response to a question about Brilla's classical curriculum, Mr. Eckholdt suggested that, at the next in-person board meeting, the board have a more in-depth discussion about Brilla's curriculum.

### **Item 4. ED Update**

- Ms. Zurlo told the board about Brilla's onboarding schedule.
- She also shared that construction on the permanent campus of Brilla Veritas Elementary and the building that will house Brilla Pax and Brilla Caritas Elementary Schools are on track and will be ready for use in August.
- Lastly, she informed the board that Brilla will submit reopening plans to the State at the end of the month. At the next meeting, the board will hear more details about these plans.

### **Item 5. Executive Session**

- The Chair motioned to move into Executive Session to discuss the performance of the Chief of Schools. The motion passed unanimously.
- To conclude the meeting, there was a motion to exit Executive Session and resume Public Session
- Upon being duly motioned and seconded, the meeting was adjourned at 1:12 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 18, 2020 Meeting**

Approved by: BRILLA BOARD

Date: SEPTEMBER 22, 2020

**Agenda:**

<b>Date:</b> August 18, 2020	
<b>Time:</b>	12:00 – 1:02 PM EST
<b>Location:</b>	<b>Zoom:</b> <a href="https://zoom.us/j/6144582011">https://zoom.us/j/6144582011</a> <b>Call In:</b> 646-558-8656 <b>Pin:</b> 6144582011
<b>Participants:</b>	<p><b>Board members via video or phone:</b> Charles Bozian, Eric Eckholdt, James Jones, Elena Sada, Mary O’Grady, Rick Ramirez, Darla Romfo and Stephanie Saroki de Garcia</p> <p><b>School Staff:</b> Zoranly Burgos, Shingi Mutasa, Molly Rippe, and Meirelys Ruiz</p> <p><b>CMO Staff:</b> Ruby Amezquita, Michael Carbone, Brett Chappell, Reyes Claudio, Dan Faas, Stephanie Frias, Jen Gowers, Kelsey LaVigne, Sarah Meagher, David Morales, Matt Salvatierra, Danielle Schirripa, Yeime Valle, Jolleen Wagner, and Luanne Zurlo</p> <p><b>4<sup>th</sup> Sector Solutions:</b> Kyle Pellerin and Bob Keogh</p>
<b>Apologies:</b>	Brother Brian Carty

<b>Item No.</b>	<b>Agenda Item</b>	<b>Person Responsible</b>	<b>Length (Time)</b>
1	Approval of July Minutes	Chair	12:00 - 12:01
2	FY20 Financial Update	Keogh	12:02 - 12:11
3	Character Initiatives	Wagner	12:12 – 12:18
4	Reopening Plan	Zurlo et al.	12:19 - 12:49
5	Resolution To Approve Reopening Plan	Chair	12:50 – 12:51
6	Getting Ready for the School Year: Virtual Onboarding and Building Prep	LaVigne	12:52-1:01
7	Adjournment	Chair	1:02

**Proceedings:**

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

**Item 1. Approval of June Minutes**

- Ms. O’Grady motioned to approve the minutes from the July board of directors meeting.

- After being seconded, the minutes from the July meeting were unanimously approved.

#### **Item 2. FY20 Financial Update**

- Mr. Keogh provided an update of Brilla’s financial status at the end of FY20.
- Mr. Keogh explained that Brilla finished the fiscal year with a surplus against a budgeted deficit.
- Mr. Keogh told the Board that Brilla exceeds SUNY’s “excellent” rating for all financial benchmarks/ratios.

#### **Item 3. Character Initiatives**

- Ms. Wagner reported on data from the Family Character Survey, which asks parents to answer questions about their child’s behavior in line with seven virtue and socio-emotional benchmarks.
- Given the strength of this Spring’s data despite challenges the pandemic introduced, Ms. Wagner told the board that she believes it is feasible that, by Spring 2022, Brilla Schools meet the target goal of 75% of parents reporting that their children meet or exceed in 5 out of 7 character benchmarks.

#### **Item 4. Reopening Plan**

- Ms. Zurlo introduced the presentation by describing the experts and different groups the team consulted. She reminded the board that the plan was submitted to SUNY on July 31<sup>st</sup>, and, as a best practice, the board should formally approve it.
- Mrs. LaVigne began the presentation giving a brief overview of the options families have for instruction.
- Mrs. Claudio then spoke about safety measures each campus will implement.
- Mr. Carbone spoke about student schedules, addressing programmatic changes.
- Mrs. LaVigne concluded the presentation speaking about the staffing model.
- The Board then asked questions around space in the buildings and accommodations for staff.

#### **Item 5. Resolution To Approve Reopening Plan**

- Mrs. Saroki de García motioned to approve the following resolution:

WHEREAS the 2020-21 Reopening Plan requires board approval;

RESOLVED the Board of Directors of Brilla College Preparatory Charter Schools hereby approves the 2020-21 Reopening Plan.

- After being seconded, the above resolution regarding the Reopening Plan was unanimously approved.

#### **Item 6. Getting Ready for the School Year: Virtual Onboarding and Building Prep**

- Mrs. LaVigne spoke briefly about virtual onboarding. She shared that, despite the challenges of doing it over Zoom, the experience was both informative and joy-filled for staff.
- Principals Ms. Burgos and Mr. Mutasa shared that preparations for Brilla Caritas and Brilla Pax were going well and they are eager to welcome kindergartens to the newly renovated building when it is safe to do so.
- Upon being duly motioned and seconded, the meeting was adjourned at 1:02 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 September 22, 2020 Meeting**

Approved by: BRILLA BOARD

Date: OCTOBER 20, 2020

**Agenda:**

<b>Date:</b>	<b>September 22, 2020</b>
<b>Time:</b>	12:00 – 12:42 PM EST
<b>Location:</b>	<b>Zoom:</b> <a href="https://setonpartners-org.zoom.us/j/6144582011?pwd=d0xDeWRTTnZGaDJpRkdFM2pRbUdYZz09">https://setonpartners-org.zoom.us/j/6144582011?pwd=d0xDeWRTTnZGaDJpRkdFM2pRbUdYZz09</a> <b>Call In:</b> 646-558-8656 <b>Pin:</b> 6144582011
<b>Participants:</b>	<p><b>Board members via video or phone:</b> Charles Bozian, Brother Brian Carty, Eric Eckholdt, James Jones, Mary O’Grady, Rick Ramirez, Darla Romfo and Stephanie Saroki de Garcia</p> <p><b>School Staff:</b> Zoranlly Burgos, Matt Larsen, Eulices Mateo, Shingi Mutasa, Juan Rosario, Molly Rippe, and Meirelys Ruiz</p> <p><b>CMO Staff:</b> Ruby Amezquita, Michael Carbone, Brett Chappell, Reyes Claudio, Dan Faas, Stephanie Frias, Jen Gowers, Kelsey LaVigne, David Morales, Matt Salvatierra, Danielle Schirripa, Yeime Valle, Jolleen Wagner, and Luanne Zurlo</p> <p><b>4<sup>th</sup> Sector Solutions:</b> Bob Keogh</p>
<b>Apologies:</b>	Elena Sada,

<b>Item No.</b>	<b>Agenda Item</b>	<b>Person Responsible</b>	<b>Length (Time)</b>
1	Teacher Perspective: Teaching Kindergarten Remotely	Chaves	12:01 - 12:10
2	Approval of August Minutes	Chair	12:11 - 12:12
3	August Financial Update	Keogh	12:12 – 12:18
4	ED Update: Returning to In-Person School	Zurlo	12:19 - 12:20
5	Back to School Success Measures	LaVigne	12:20 – 12:41

**Proceedings:**

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

**Item 1. Teacher Perspective: Teaching Kindergarten Remotely**

- Brilla Caritas Kindergarten Teacher and Team Lead, Ms. Kiara Chavez, spoke to the board about her experience teaching kindergarteners remotely since August 31<sup>st</sup>.

- In response to some questions from the board, Ms. Chavez said she has been focusing primarily on two areas: ensuring her students can manage the technology and setting clear expectations.

**Item 2. Approval of August Minutes**

- Ms. O’Grady motioned to approve the minutes from the August board of directors meeting.
- After being seconded, the minutes from the August meeting were unanimously approved.

**Item 3. August Financial Update**

- Mr. Keogh provided an update on Brilla’s financials as of August.
- Mr. Salvatierra informed that board that he is monitoring the governor’s indication that state education funding could be cut by 20% in light of COVID-19.

**Item 4. ED Update: Returning to In-Person School**

- Ms. Zurlo updated the board that Brilla began school remotely on August 31<sup>st</sup>. She shared that in-person learning will begin on Monday, September 28 given that all the necessary components (including securing Personal Protective Equipment, guaranteeing a nurse is at each building, and having priority testing available for staff) are in place.
- She shared that Brilla made available optional COVID testing to all staff who wished to be tested before returning to school in-person.

**Item 5. Back to School Success Measures**

- Mrs. LaVigne presented on a variety of data points used to measure the holistic success of remote learning that begin on August 31<sup>st</sup>. The data included attendance rates, passing rates on assessments, and minutes spent on assignments.
- She shared that Brilla will continue to track a variety of metrics on remote learning.
- Upon being duly motioned and seconded, the meeting was adjourned at 12:42 PM.
- Minutes submitted by Ms. Danielle Schirripa on behalf of Mr. Rick Ramirez, Board Secretary.