

**Brilla College Preparatory Charter Schools (“Brilla”)
Board of Director Meeting Minutes from July 18, 2023 Meeting**

Approved by: Brilla Board **DATE:** August 15, 2023

Agenda:

Date: July 18, 2023	
Time:	12:00-1:00 PM EST
Location:	Brilla Schools Network Office: 441 E. 148TH St, Bronx, NY 10455 and Zoom (https://setonpartners-org.zoom.us/j/9926391850?pwd=VzZwcmRPK1NLcklrN1ZUOUpMRzdMUT09)
Participants:	<p>Board members: Eric Eckholdt, David Ingles, Charles Bozian, Glenly Coats, Stephanie Saroki de Garcia, Mary O’Grady, Elena Sada, and Darla Romfo</p> <p>CMO Staff: Jill Limongi, Catherine Birri, Jolleen Wagner, Kevin Hanratty, Reyes Claudio, Matt Salvatierra, Kenneth Burchfiel, Yeime Valle, Daniel Palombo, Trevor Sorensen, Alexandra Burchfiel, Stephanie Frias, Ruby Amezcua, and Michael Carbone</p> <p>Other: Sheila Mulcahy, Robert Keogh, Kyle Pellerin and Joe Keeney</p>
Apologies:	James Jones and Br. Brian Carty

Item No.	Agenda Item	Person Responsible	Length (Time)
1	Call to Order	Eckholdt	12:00 pm
2	Approval of June Minutes	Eckholdt	12:02 pm
3	Board Member Resignation and Secretary Election	Eckholdt	12:03pm
4	Fair Market Valuation	Salvatierra & Mulcahy	12:09pm
5	Strategic Priorities, Vision and Goals for 2023-2024 School Year	Valle & Carbone	12:13 pm
6	8th Grade Graduation	Valle	12:37pm
7	Executive Session to decide “designee” to the formal complaint policy (Kevin Hanratty)	Eckholdt	12:42pm
11	Adjournment	Eckholdt	1:00 pm

Proceedings:

Item 1. Call to Order:

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

Item 2. Approval of June Minutes

- Glenny Coats motioned to approve the minutes from the June board meeting and David Ingles seconded the motion. The minutes from the June meeting were then unanimously approved. Mary O’Grady abstained.

Item 3. Board Member Resignation and Secretary Election

- Mr. Eckholdt noted that Charles Bozian is stepping down from the board and acknowledged his commitment to the board and his contribution to the finance committee. Mr. Eckholdt thanked him for his wisdom and his many hours he has devoted to the board.
- Mr. Eckholdt said his resignation was accepted.
- Mr. Eckholdt noted the need to find a replacement for the finance committee and for treasurer of the Board.

WHEREAS the bylaws of Brilla College Preparatory Charter Schools accepts the board member resignation;

RESOLVED, that the resignation of Charles Bozian as a Trustee, and as the Treasurer and the Chair of the Finance Committee of the Corporation are accepted as of July 16, 2023.

- Mr. Eckholdt shared that David Ingles is the proposed next Secretary of the Coporation.
- Mr. Eckholdt asked for a motion to approve Trustee David Ingles as Secretary of the Coporation for a term of one year. Mary O’Grady motioned to appoint Mr. Ingles as the Secretary of the Corporation and Elena Sada seconded the motion. The resolution was then unanimously approved.

WHEREAS the bylaws of Brilla College Preparatory Charter Schools appoints board members as an officer their terms periodically;

RESOLVED, that the resignation of Richard Ramirez as Secretary of the Corporation was accepted on June 13, 2023; and it is further

RESOLVED, that the Corporation hereby appoints Trustee **David Ingles** as Secretary of the Corporation to serve until the next annual meeting of the Corporation.

Item 4. Fair Market Valuation

- Sheila Mulcahy noted that the last board meeting the Vertex Academies lease for the 1160 Beach Avenue, Bronx, NY building was approved.
- Sheila Mulcahy updated the board that Brilla and Public Prep engaged Matter Real Estate to perform a Fair Market Valuation of the property and Matter Real Estate’s analysis concluding that the sublease aligns with market-rate rents and represents a fair market value.
- Mr. Salvatierra noted that SUNY is taking a greater interest in lease agreements for charter schools.

Item 5. Strategic Priorities, Vision and Goals for 2023-2024 School Year

- Mrs. Valle shared highlighted the purpose of reviewing the strategic priorities for the 2023-2024 School Year. She noted taking the board through the strategic process was twofold: first there is a revised leadership structure as a response to the needs of our students and the second is to build coherence.
- Mr. Carbone highlighted the strategic planning overview and priorities.
- Mr. Carbone reviewed the timeline and the long-term targets for the strategic planning process.
- Mr. Carbone highlighted the three strategic priorities and their respective interim measures.
- Mr. Carbone shared an Action Plan Coherence sample and noted responsibilities of the schools management team and the monitoring cycle that would be implemented for accountability.
- There was a conversation around the use of the word empowerment and the importance of defining it correctly to stakeholders.

Item 6: 8th Grade Graduation

- Mrs. Valle shared highlights from the graduation ceremony and accomplishments of students.
- Stephanie Saroki de Garcia thanked the board for their efforts to support the students.

Item 7. Executive Session to decide “designee” to the formal complaint policy (Kevin Hanratty)

- Mr. Eckholdt made a motion to approve for the board to go into executive session to decide “designee” to the formal complaint policy (Kevin Hanratty).
- After being seconded by Elena Sada, the motion was unanimously approved.
- To conclude the session, there was a motion to exit the executive session and resume the public session.

Item 8. Adjournment

- Upon being duly motioned and seconded, the meeting was adjourned at 1:00pm.
- Minutes submitted by Catherine Birri on behalf of David Ingles, Board Secretary.