

The regular monthly meeting of Coney Island Preparatory Public Charter School was held on November 17, 2020, at 5:00 pm.

**Board Member Present:**

Jacob Mnookin  
Nkonye Okoh  
Julie Goran  
Josh Wolfe  
Leslie-Bernard Joseph  
Joe Talia  
Jennifer McArdle  
Sam Tweedy  
Jen McArdle

**Guest Present:**

Hallie Hanson  
KC Klegar  
Ross Thomason

**Absent:**

Joe Hererra

**Quorum Present: Yes**

**I. Minutes**

Leslie-Bernard Joseph, the Chief Executive Officer, presented the board with the October 27, 2020 Board Meeting Minutes for approval

*Voted:* Jennifer McArdle made a motion to approve October 2020 Board Meeting Minutes. Julie Goran seconded the motion and they were approved unanimously.

**II. Schools Update**

Leslie-Bernard Joseph presented the board with the following school updates:

1. CIP's Hybrid Instruction Update: Coney Island Prep is on track for in-person instruction in January (COVID-permitting)
2. Facilities Walkthroughs: Members of the Senior Leadership team, along with DOOs performed a walkthrough of the campus spaces to ensure that they are ready and up to code per CDC guidelines.
3. Parent-Teacher Conferences: Coney Island Prep's Quarter 1 Conferences taking place in November.
4. Coney Island Gives Thanks: One of the Coney Island Prep's Family Engagement events where Coney Island Prep Community in partnership with the Coney Island YMCA work

together to give back to the community during the holiday season. They were able to donate 150 turkeys as well as secure a donation from Whole Foods.

5. Update on the CIP's Lawsuit: where Coney Island Prep and Councilman Mark Levine (D-Manhattan) along with the Housing works are seeking a preliminary injunction from a judge which would require the HHS Secretary to ramp up their national tracing program.

### III. Q1 Financials

KC Klegar provided the board with an update on Coney Island Prep's Quarter 1 financials. KC explained to the board that the CIP was able to run a budget with a positive \$200K variance than they budgeted for in Quarter 1. It was important to note that the budget was modeled assuming a 1st half flat PPA, the 2nd half is being modeled to have large declines in PPA. Some key highlights that were explained during this section were:

1. **Enrollment:** Coney Island Prep projected for 996 FTE scholars and they came in at 1028 scholars due to the high efforts of the enrollment team.
2. **Meal Service:** The finance team is expecting a full reimbursement for meals as their meals were being delivered to homes; thus resulting in close to no wastage being reported.
3. **PD and Classroom Curriculum Line:** This was lower in Q1 than budgeted, due to the virtual environment that CIP finds themselves in
4. **Facilities:** CIP will be on budget to Q1 but it is important to note that this line expense was restructured this year as the HS facility rent is a passing-through to their friends and family account, Builders. It was restructured so the organization can receive a full reimbursement by NYS Facilities reimbursement program.
5. **COVID-19 Expense Line:** Introduction to this line for one time expenses incurred due to COVID.
6. **CARES Act – ESSERF Funding:** Receiving this fund provided the organization with a positive variance in their budget.
7. **Fixed Assets:** This line expense was lower than expected as large capital expenditures weren't made. There was a Chromebook order that accounted for nearly \$100K and there is a hypothesis that this will go up in Q2 due to more purchases being made.
8. **Cash Reserve:** CIP sits on a robust cash position which is being anticipated to be used for expansion and can be leveraged should the organization need to.

### IV. 2019 Audit

KC Klegar, provided the board with an update on the organization's Form 990 which they filed on October 30th which was prior to the submission deadline. The Chief Financial Officer, mentioned that the audit was clean with no recommendations from the auditors. Coney Island Prep's Finance committee was able to sit on a call with the auditors from PFK O'Connors and went through the

financials with them as well; reviewing any outstanding questions that may have come from the board perspective.

## **VI. STAFFING & RECRUITMENT UPDATE**

Ross Thomason presented the board with a Staffing and Recruitment Update which was prepared by the Director of Recruitment, Victoria Curry. The recruitment approach was altered when Coney Island Prep entered its virtual context and the recruitment team presents positive trends with some wins across the board along with some areas of growth in forward planning.

### **1. Successes include:**

- a. Overall positive candidate survey feedback, especially as it relates to candidate experience
- b. Increase in racial diversity and number of applications.
- c. Increase in the numbers of hires made in the beginning of the year.

### **2. Some challenges include:**

- a. Offer rates are slightly lower at certain campuses compared to CIP's goal.
- b. Number of referrals continues to decrease, and attrition rates continue to put the organization at a disadvantage.
- c. Hiring a racially diverse population which is reflective of the student body.

### **3. Some Key Takeaways include:**

- a. CIP must consider another year of increased applications considering their plans for growth.
- b. CIP must hire on an earlier timeline and be strategic about keeping candidates engaged until their start date
- c. Candidates should get 1:1 facetime with their manager.
- d. Coney Island Prep should keep top of mind specific hiring goals per campus related to racial diversity.

## **VII. GOVERNANCE COMMITTEE UPDATE**

Leslie-Bernard Joseph presented the board FY20-21 Board Assessment results. Currently the board is operating at a level 5 with some areas of growth. The report indicates how members of the board voted per area as well as how the CEO ranked their proficiency.

### **Some areas of growth which were congruent across the board include**

1. Board bylaws; knowing what those entail and where they live. Frequently visiting these in board meetings.
2. Having more opportunities for more transparent planning for board goals
  - a. Setting clear indicator along the way to make those goals attainable



3. How the composition of the board is being thought of for the long term.
4. Frequency of meetings: potentially having more spaced out meetings that are targeted at work time to solve agenda items and action plans together.

An outstanding question that came up was how the board can be best leveraged for the CEO in both a committee platform as in their monthly meetings.

#### **VIII. Adjournment**

There being no further business to be transacted in the meeting was adjourned at 6:15 pm

I hereby certify that these are a true and correct copy of the “minutes” that were adopted by the Board of Trustees of this Corporation on November 17, 2020.

Respectfully Submitted,

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Jacob Mnookin, Secretary