



## **Sela PCS Board Meeting Minutes**

Date: May 9, 2019, 6:45 pm

Location: Sela Public Charter School

**In attendance:** Lisa Apple, Heather Capell, Vaun Cleveland, Ki'ara Cross, Rebecca Damari, Deena Fox, Bryce Jacobs, Joy King-Pike, Jessica Lieberman, Maegan Marciano, Steve Messner, Aster Patel, Josh Bork\*, Camerra Taliaferro\*, Geoff Brown  
\*non-voting attendee

The meeting started at 6:57 pm

**Minutes:** Rebecca Damari

**Timekeeper:** (None)

**Agenda** (Attached as Appendix A)

**Approval of Board Meeting Minutes:** Bryce moved to approve the March meeting minutes. Steve seconded. All present voted in favor, except Joy and Heather, who abstained.

**Mission Moment:** Camerra reported that staff felt very appreciated during teacher appreciation week, including receiving 10-minute massages, breakfast treats, and dessert buffets.

## **Committee Updates**

### Governance

- Seeking 4 board members, including at least 1-2 for academic and external relations committees; Ki'ara is taking the lead on recruitment.
- Board members are requested to circulate the board announcement to personal contacts, former board members, listservs, etc
- Goal is to recruit candidates who can go through the recruitment process in time to attend the June meeting and be voted onto the board for July.
- Vaun will plan the summer retreat; give him ideas for topics to cover.

### External relations

- Bryce will send an email outlining progress toward end of year \$30K board give/get goal, and upcoming fundraising opportunities.

## **HOS report** (Attached as Appendix B)

### Goal 1: Improve student recruitment and retention

- Most students confirmed not re-enrolling are either moving out of state or going to private school
- Have been making overtures to families on waitlist (for K-5, these are students who have received offers from Sela and have not made a decision yet)
- Camerra will send the board what these numbers looked like at this time last year
- High end of the enrollment estimate range is with all classes maxed out
- Additional PreK class is still possible, depends on interest from waitlist
- Family survey will go out in a few weeks

### Goal 2: Stabilize and Grow Staff

- Had a parent event for rising 3<sup>rd</sup>-5<sup>th</sup> graders to introduce a new 3<sup>rd</sup>-5<sup>th</sup> team
- Hired 2 elementary Hebrew teachers who are Arbel fellows.
- Planned summer session PD: building community
- Teachers are doing the citywide Insight survey next week

### Goal 4: Increase financial stability

- Planning to submit budget to PCSB by June 1

### Goal 5: Strengthen family engagement

- Several upcoming PTSA events, including a movie night
- Josh and Markus are coordinating plans for next year with the PTSA

### Topics for board discussion and action

#### Host families for shinshinot

- They arrive August 5
- Nailing down hosting in the next week or two

#### Board involvement at school events

- Board members are invited to participate in PTSA meetings and other school events. Upcoming: Israel Day Tuesday May 14 (come anytime between 9 and 2). Community Day Sunday June 2. Field Day Friday June 7. 5<sup>th</sup> Grade (and possibly 4<sup>th</sup> Grade) Selabration Wednesday June 12 (venue TBD).

Interested board members should review the 2017 990 by tomorrow

2019-2020 calendar

- Bryce moved to approve the calendar. Joy seconded. All present voted to approve the calendar.

## **Budget Discussion**

Presentation by Geoff Brown from EdOps (see slides)

Measures of the health of a budget

- Net income above zero. We are projected above.
- Annual cash flow above zero. We are projected just below zero.

Other adjustments: paying more in rent than recognized on the books

Lease ends June 30, 2022

(Will need to make plans for beyond the lease, no later than this time next year.)

Key performance indicators

- Days of cash on hand. Recommended 60 days. We are projected at 49 days.  
No points docked by PCSB until you get down to 45 days.
- Gross margin. Recommended 1-3%. We are projected at 1.2%.

Enrollment is by far the most important driver of revenue; staffing is the most important driver of expenses.

Budgeted contingency expense of \$50K for unforeseen expenses

The board will consider enrollment and waitlist numbers from last year in determining whether to lower our enrollment goal from 240. Josh will also provide a contingency plan.

Full Board Meeting adjourned at 8:52 pm and moved into Executive Session