



Minutes of a meeting of the Board of Trustees of
Brooklyn Emerging Leaders Academy Charter School
February 7, 2017

A regular meeting of the Board of Trustees of the Brooklyn Emerging Leaders Academy Charter School was held at 111 Broadway SUNY Charter Center on February 7, 2017 at 6:33 PM local time pursuant to notice given.

The following Trustees were present:

Dr. Andre Mc Kenzie - Board Chair

Tiffany Rothenberg - Vice Board Chair

Diane Nathaniel - Board Secretary

Michael Lackwood - Board Treasurer

Alma Mends - Board Member

Sister Janet McKinney - Board Member

Keara Smalls - Board Member

On the phone

Nicole Charette - Board Member

Stacey Dubov - Board Member

Nicia Fullwood, Shannon Riley Heather and Jeanine were also present at the meeting. Andre McKenzie, the Board Chair presided over the meeting and Diane Nathaniel, Board Secretary recorded the minutes. All of the participants were able to speak and be heard and were deemed to be present at the meeting pursuant to the School's bylaws.

After noting that a quorum was present, Dr. McKenzie called the meeting to order.

Resolutions

BROOKLYN EMERGING LEADERS ACADEMY CHARTER HIGH SCHOOL
111 Broadway, Suite 604
212-437-8383



Finance Committee -Michael Lakewood

Directors and Officers Insurance

1. The following motion was made to approve Directors and Officers Insurance and sign a contract with Austin Insurance for general insurance for directors and officers.

Motion: Michael Lackwood

Second: Tiffany Rothenberg

Vote: Unanimous, Motion passes

HR and Payroll Services

1. The following motion was made to hire Little Bird and sign 1 year contract with them to provide health benefits and payroll services.

Motion: Michael Lackwood

Second: Tiffany Rothenberg

Vote: Unanimous, Motion passes

Back Office Provider

1. The following motion was made by Michael Lackwood to terminate our contract with CSBM by March 31, 2017 as Back Office providers and sign a pre-launch contract with ED Tech giving CSBM a 30 day notice.

Motion: Michael Lackwood

Second: Tiffany Rothenberg

Majority Voted in favor of:

Dr. McKenzie

Tiffany Rothenberg

Diane Nathaniel

Keara Smalls

Sister Janet McKinney

Alma Mends

Vote passes

2. The following motion was made to sign a 2 year (fixed price contract) with Ed Tech to provide back office services till June 2019.

Motion: Michael Lackwood

Second: Tiffany Rothenberg

Vote: Unanimous

Approval of January Minutes



BELA

Brooklyn Emerging Leaders Academy

1. The following motion was made to approve January minutes.

Motion: Michael Lackwood

Second: Diane Nathaniel

Vote: Unanimous, motion passes.

General Updates

Financial Report and Initial Controls Audit Update

Presenters: Jeanine and Heather

BELA's Financial snapshot and Revenue.

School is projecting \$742,000 approximately 30,000.00 more than budgeted from CSP Grant and higher opening expenses.

Heather mentioned that The Walton Grant has restrictions and will be released over time in increments until full grant has been released. BELA's Net income estimated at 324,000.00 about 44,000.00 more than was budgeted.

Tiffany Rothenberg - questioned why The Walton Grant was not being released in a lump sum? Heather explained.

Nicia Fullwood - requested to have Audit explained further. Heather states that once the school has incurred 50,000 in expenses, there is an audit to make sure the spending is going toward the school's needs and appropriately allocated. This measure is put in place to make sure procedures are being followed. Audit is scheduled for the next few weeks.

Presentations (Back Office, HR and Payroll Providers)

CSBM, current Back Office provider

Presenters: Karen Daniels and Lori Clements

Little Bird (HR and Payroll Firm)

Presenters: James Stovall and Noah Barnes

Ed Tech (Back Office Firm)

Presenter: Gasper Melangalles

Governance Committee

Presenter: Alma Mendis

All members have working BELA emails

All Board Members are encouraged to begin using them as soon as possible. Alma did a short tutorial on how to add BELAS email to your already existing gmail accounts.



Academic Committee

Presenter: Nicole Charette

Nicole shared information about the new edits to the current recruitment presentations.

Kemba - Hired part time community member to support with student recruitment and community outreach

BELA has visited all of the surrounding districts - 16, 17, 19 and 23. We will be visiting neighboring schools. We will revisit teacher recruitment in March.

External Affairs

Presenter: Shannon Riley

BELA has a partnership with St. Johns Bread and Life contact is Tony Butler

BELA's presence is requested at an upcoming event Monday, March 20, 2017, 6:00-8:00 P.M.

Place TBD.

BELA will host Guidance Counselors for a social gathering at Therapy Wine Bar Monday, March 6, 2017 @ 5:00 P.M.

BELA will host an Admitted Students event.

Tentative dates, Thursday, April 19th or Friday, April 20th, space TBD.

School Leader Report

Presenter: Nicia Fullwood

Lawyer Alliance is offering legal services to BELA

Hired 7 staff members

Women's March update

BELA is sponsoring 2 Board Members to attend the Charter School Conference in Washington, DC

Facility Update

Civic Builders put in an offer to Mt. Pisgah, we are unsure of the status of that offer. Nicia will follow-up.

BELA has received space from DOE and will incubate in MS 57 located at 125 Stuyvesant Ave. and Lafayette Ave. Future Board Meetings will take place at this location.

There is a PEP meeting at Fashion Industries HS on March 22, 2017 if anyone is interested in attending.

Andre McKenzie, attended the Board meeting of The Harlem Charter School

This concludes our formal approval portion of the meeting.



BELA
Brooklyn Emerging Leaders Academy

Adjournment: There being no further business to come before the Board, the meeting was adjourned at 8:40

Motion: Tiffany Rothenberg

Second: Michael Lackwood

Respectfully submitted,

Diane Nathaniel

Board Secretary

APPROVED:

Dr. André McKenzie

Board Chair

