

BOT Meeting, THURSDAY, MAY 28TH 6 PM- Minutes

(Virtual Meeting Due to Covid-19)

Board Members in Attendance: Jim Sander , Lucas Doe, Christopher Brignola, Robert Ansbro, Mark Keye, Ted Hurwitz,

Administrators in attendance: Norma Hurwitz, Leena Varghese

Meeting called to order at 6:10 p.m. by Jim Sander

- Opened with a moment of silence for those affected by Covid-19
 - We also remember all of our soldiers who lost their lives and fought for us in honor of Memorial Day
- I. Approval of Minutes of the Board's Virtual meeting held on Monday, April 27th, 2020
- Robert Ansbro motions to approve minutes as amended, Mark seconds, all in favor. Minutes approved as amended
- II. Virtual Learning update including our Assessment measures-Leena Varghese
- We administered assessments in all subject areas virtually
 - There were some technical glitches but we were able to overcome them
 - Luas Doe asked if we have seen any trends in terms of performance. Leena clarified and stated that students are falling behind. We are making our Summer Academy program mandatory for all students in order to make up for some of the lost instruction. More teachers are also eager to teach this summer.
 - Norma mentioned that we are currently providing more live instruction than just about any other school
- III. Discussion on Owner's Representative proposals and vetting process
- It is important that we hire an owner's representative soon
 - There are many differences in terms of cost
 - Norma emailed proposals from prospective owner's representatives
 - Jim mentioned that asking Sean Blackwell to help with the selection process would be helpful.
 - Norma mentioned that some companies are very large with many staff members and they sent us broad brochures. We need more information.
 - Lucas agrees that Sean would be helpful in selecting an owner's rep
 - Norma is requesting that each company sends us a brief summary of what they are offering, who is involved, and their pricing.

- Bob Ansbro mentioned that we need to tell them our expectations. They typically don't go on site daily.
- Mark Keye mentioned that those who take a percent of the project's cost have no incentive to save us money. We should have goals that we measure them on in order for them to get paid.
- Jim Sander- We need to discuss next steps.
- Should we interview candidates first or ask for summaries/proposals first?
 - a) Ask for a detailed summary proposal based on our discussions
 - b) Interview each candidate and discuss our expectations (Ask Sean to be part of interview process and to review the proposals) We will need to spread interviews out across two sessions
 - c) If modifications are made at the interview, a revised proposal will be submitted.
 - d) Select a candidate (Conduct follow up interviews if needed)
- We should also ask our architect to look at the key tasks to ensure that everything will be covered.
- We will aim for the week of June 8th to conduct interviews based on when we receive proposals

IV. MTA response on when the duct on our property which is below grade level is to be inspected by them

- Norma has been in communication with our lawyer Jack Martins. There is no additional information to report at the time. Jack has been trying to communicate with the MTA and will continue to do so.

V. Committee Reports

A. Finance Committee – Lucas Doe, April Financial closing

- Lucas- Nothing new to report
- Norma- We have spent a lot on technology to support remote learning. Also, we have done additional hiring, particularly for the middle school.

B. Real Estate Committee – Ted Hurwitz – Property across ours, the duct

- Jack Martins is trying to find out more information about the property and was able to communicate with someone. He will keep us posted with new information.
- The DOB has begun reviewing our project and plans and they are submitting feedback

C. Education Committee – Christopher Brignola

- Nothing new at this time. Assessment data is pending.

Meeting Adjourned at 7:48 p.m.