



Amber Charter School September Board Minutes September 11, 2024

MEETING CHAIR:

Dr. John Gutierrez

MEETING SCRIBE:

Clarisse Alvarado

MEETING LOCATION:

ATTENDANCE:

Board: Amador Centeno, Tim Day, Robyn Epps, Li'Esha Garcia, Dr. Miguelina German, Dr. John Gutierrez, Soledad Hiciano, Lindsay Marino Long, Luina Muñoz-BlueSpruce, Kim Ramos, Brad Olsen

Staff: Veronica Almedina, Clarisse Alvarado, Rose Castillo, Sashemani Elliott, Christine Ganey, Kirsys Gomez, Emily Griffin

Absent: Khiera Peña

Call to Order

John Gutierrez called the meeting to order at 6:15 pm

I. Development Committee Update

- The development committee chair reported the proposed date for our popcorn fundraiser: Sunday, November 17th - Wednesday, November 20th.
- Board members expressed concern about the difficulty of using the app and whether using the popcorn fundraiser again is repetitive.
- The board discussed whether we should explore other fundraising options.
- The board discussed the in-person spring fundraiser event leading to the 25th Anniversary October 2025 event. For the October 2025 celebration, they discussed having a sit-down dinner event or a festival/tasting different food. They will revisit the topic of spring fundraising for each board meeting moving forward.
- The development committee chair discussed inviting Joey from Amber Education Fund to help us plan for the October 2025 Gala.
 - The board discussed the next steps and wants to use feedback from board meetings to drive planning and use time effectively.

- The board considered how much time we would need to book a venue in advance and who we would need to invite to the celebration.
- The board questioned who would drive the planning process and if we needed to hire someone to keep us accountable.
- The board conferred about needing sponsorship (vetting our vendors) and setting a budget for the event. They questioned whether the Amber Education Fund should take over complete planning or make it a joint process.
- A board member has a venue we could use for the 2025 Spring Fundraiser. The event would have food and drinks, and this would be the start of the 25th celebration. They discussed whether the event should be free of charge. They also questioned whether we could use our East Harlem building as a venue. We could place stations to donate.

II. Board Chair Report

- **Motion to approve the committee meetings and board meeting dates**
 - Move: John
 - Second: Kim
 - Aye: All
 - Nay: None
 - Abstain: None

III. Co-CEOs' Report

- Co-CEO shared about the All-Staff Institute. She thanked Kim and John for attending the institute and presenting to the Amber Staff.
- CPO reported on Leadership Institute. She shared how they normed the goals for this upcoming year and described the main goal of using data within the Amber community. CPO reported student service data, described responsibility and accountability during the institute, and explained to the staff how this will be accomplished this year.
- During the New staff Institute, they reviewed the Amber Way and making a work-friendly environment in order to foster collaboration.
- MDO reported on the Third Annual Leadership Institute and discussed what improvements they will make this year.
- The Co-CEOs reported on their latest networking event:
 - They attended the BLACC Back to School event, were introduced to the new CEO, and had an opportunity to speak to other CEOs and begin partnerships with them.
 - Hosted Raza fund and Unidos Us at EH. Inidos is an affiliate located in Phoenix. They discussed leadership changes, met new staff, and built relationships. The organizations want to make a video with Amber.

- The Co-CEO reviewed State test scores. They unpacked the data and set goals for the school. The Co-CEO will announce the goals at the next board meeting alongside principals and explain how they will look at each campus.
- Secured a renewal of Robinhood grant for another two years to support with High Dosage Tutoring. Launching the next steps in the grant next week.
- Co-Ceo reported we are almost complete. Next month, they will share more information. Shared facilities updates. The stairs project at EH is 90% done. They are installing the stone and then inspection. Oil tank has been installed and painted.
- No permit to fully work in Inwood, the contractor is in place, just waiting for DOB permit. Asbestos has been cleared out; we lost the month of work that was expected to be completed. To catch up, more work after school and possibly work on weekends, but the budget will be affected. Update next meeting. Scope of work in front of the building was more than expected. They needed to build a new scaffold.
- EH desk renewal- completed. Co-CEO thanked the team and announced next year 3 renewals for all schools will start Fall 2025.

IV. Hiring Update- reported by CPO

- The CPO reported on new strategies to gain new hires. Started using 30/60/90 day goals for new hires, along with informing them of expectations of a teacher at Amber from the start.
- East Harlem 90% hired, Inwood 91% hired, Kingsbridge 100% hired, and Kingsbridge Middle school 95% hired.

V. Enrollment update- reported by Chief Communications Officer

- CCO reported that 340 new families joined Amber. The enrollment percentages for each campus are EH 91 %, KB 100%, KBMS 95%, and IW 104%.
- We are enrolling additional families, with 20 already. The dip is 95% below budget. The next steps are to advertise on the streets to bring in more families.
- 80% and 90% attendance in the first week of school.
 - The first week in October is when the enrollment numbers settle down. We closed applications at the end of August.

VI. Motion to approve the August 2024 meeting minutes

- Move: Kim
- Second: Li'Esha
- Aye: All
- Nay: None
- Abstain: None

VII. Motion to adjourn the meeting

- Move: John
- Second: Amador
- Aye: All
- Nay: None
- Abstain: None

The meeting adjourned at 7:46 pm