



Meeting of the Public Prep Academies Trustees

Location: Zoom

4/19/23 at 5:30PM-7:30PM

ATTENDEES

Public Prep Academies:

- Boykin Curry
- Nicole Greene
- Paul Vermylen
- Samuel Greene
- Juan Mejia
- Khairah Klein

Public Prep Network:

- Emilee Christopher
- Janelle Bradshaw
- Jeannemarie Hendershot
- Jenny Zambrano
- Josie Carbone
- Keisha Morris
- Michael Burgevin
- Samantha Diaz

Other Attendees:

- Mark Diker
- Margery Mayer
- Sarah Britton
- Kevin Hall
- Dan Greenberg
- Kathy Hamel
- Shemin Wilson
- Dr. Danette Brown

MINUTES

Executive Session

Mark Diker motioned to enter executive session to discuss personnel matters consistent with the Open Meeting Law at 5:30 PM. Nicole Greene seconded the motion.

Call to Order

The public meeting was called to order by Nicole Greene at 6:25 PM. Boykin Curry seconded the motion. Janelle Bradshaw provided an overview of the agenda and took attendance. A quorum was present.



Votes (Taken)

1. **Resolution to call the meeting of the Public Prep Academies Board of Trustees to Order.**
 - a. Motioned: Nicole Greene
 - b. Seconded: Boykin Curry
 - c. In Favor: Paul Vermylen, Samuel Greene, Juan Mejia, Khairah Klein
 - d. Opposed: None
2. **Resolution to approve the board minutes for the meeting of the Public Prep Academies Board of Trustees on January 25, 2023.**
 - a. Motioned: Nicole Greene
 - b. Seconded: Juan Mejia
 - c. In Favor: Boykin Curry, Samuel Greene, Paul Vermylen, Khairah Klen
 - d. Opposed: None
3.
 - a. **Resolution to move to Executive Session of the Public Prep Academies Board of Trustees and Friends of Girls Prep.**
 - i. Motioned: Mark Diker
 - ii. Seconded: Nicole Greene
 - iii. In favor: Boykin Curry, Samuel Greene, Juan Mejia, Khairah Klein, Paul Vermylen
 - iv. Opposed: None
 - b. **Resolution to move to Executive Session of the Public Prep Academies Board of Trustees and Friends of Girls Prep**
 - i. Motioned: Nicole Greene
 - ii. Seconded: Paul Vermylen
 - iii. In favor: Juan Mejia, Khairah Klein
 - iv. Opposed: None
4. **Resolution to adjourn the meeting of the Public Prep Academies Board of Trustees and Friends of Girls Prep following Executive Session.**
 - a. Motioned: Nicole Greene
 - b. Seconded: Khairah Klein
 - c. In favor: Juan Mejia, Paul Vermylen
 - d. Opposed: None

Meeting Agenda

- Executive Session
- Votes
- Month in Review
- SY 23 Finance Update
- SY 24 Budget Preview
- Talent Update
- Academic Update
- Operations Update
 - Enrollment
 - Real Estate



- Academic Update
- Public Comment

Minutes

At 6:25 PM, the public meeting was called to order. The meeting turned to votes that needed to be taken to ensure smooth operations of all Public Prep Academies. A brief summary of the Public Prep Academies votes to be taken regarding legal and compliance matters was provided by the Chief Executive Officer. Votes were taken.

The Chief Executive Officer briefly shared anecdotes about the PrePrep program curriculum, the Visual Art Showcases happening across campuses, Alvin Ailey's visit to Girls Prep Bronx Elementary, and some Alumni Updates and Highlights.

The Chief Finance Officer shared an update about the organization's decision to transition from First Republic Bank to JP Morgan Chase in response to the banking turmoil. A finance memo about the recent transition was shared with board trustees prior to the meeting.

The Chief Finance Officer provided updates which included the recent Agreed Upon Procedures (AUP) process conducted by MMB indicating improvements on the majority of the items tested during the AUP process, an overview of the FY23 Financial Projections for PPA and PPN shared with the board trustees in the meeting materials, and P&L statements for each of the charter entities.

The Chief Finance Officer noted that three out of the four charters are projected to end the year with a deficit. The Girls Prep Bronx Charter was projected to end the year with a surplus. The Chief Finance Officer offered recommendations for closing the deficit.

The Chief Executive Officer presented board trustees an opportunity to ask questions about the Finance updates. There were none.

The Chief Executive Officer transitioned to sharing an overview of the FY24 Budget including deficits and surplus for each of the charters that were the result of declining enrollment across various schools. Priorities for Academic Programming, Operations, and Finance were provided by the Chief Executive Officer with the purpose of demonstrating investments being made to enhance the Public Prep experience and serve communities.

The Chief Executive Officer also shared the recent approval of the Girls Prep Bronx II Charter moving to a temporary DOE space in the Fall. Along with this, the Chief Executive Officer also mentioned the recent Certificate of Occupancy approved for the Boys Prep Bronx facility.

The Chief Executive Officer presented the positive and negative budget impacts for FY24 for the organization. It was noted that the Per Pupil Revenue was projected to increase by 3.45% pending the approval of the state budget passing. An increase in health costs was also anticipated for FY24 based on increases from FY23 expenses. It was noted that enrollment challenges impacted the budget for FY24.



The Chief Executive Office opened the floor for questions about the budget impacts. A board trustee noted the importance of closing the deficit for the organization for FY24.

The Chief Executive Officer offered a visual view of the enrollment and revenue data for SY24 and provided next steps for finalizing the FY24 Budget to be approved by the Finance Committee on May 24th and by the board trustees at the Annual Board Meeting on May 31st.

The board chair of PPN inquired about the strategy for closing the deficit. The Chief Executive Officer offered a recommendation of looking at the enrollment numbers and previewed the Chief Operating Officer's enrollment update.

The Chief Talent Officer briefly shared updates about PPA Renewal and Retention Data. The Chief Talent Officer highlighted that the retention rate was on par with the data from the last five years. A campus based overview of retention was illustrated by the Chief Talent Officer and noted that renewal rates were high but staffing changes might impact those retention numbers. In addition to retention data, retention strategies for 2023-2024 were highlighted which included some employee value propositions.

Organizational vacancies and vacancy progress was presented by the Chief Talent Officer. The trend has been the decline of SY23 vacancies by over 66% as of July 2022. An overview of vacancies by type was provided with SPED and operational vacancies being the priority moving into SY24.

The Chief Talent Officer inquired about any questions from the board. There were none.

The agenda transitioned to updates from the Chief Operating Officer.

The Chief Operating Officer shared recent enrollment numbers and that the organization was only 82% to budget for enrollment. The focus for SY23-24 has been on student retention and reducing student attrition. Post-Lottery numbers were shared with the board with the budgeted enrollment at the time being held at 1,647 for K-8. The conclusion was that the enrollment numbers fell short of the goal.

A board trustee inquired into why the budgeted enrollment number came in at 1,647.

The Chief Operating Officer answered by sharing that there were a few factors taken into consideration when creating the budgeted enrollment which are the current number of scholars across campuses, the conversion rates of applications over the past three years, and the persistence rates of schools. It was shared that PK Enrollment numbers were on track with the target enrollment.

The Chief Operating Officer provided a brief update about Cybersecurity engagement and risk assessment as a result of a cybersecurity incident back in the 21-22 school year. Public Prep has engaged with Drawbridge to conduct a risk assessment and to ultimately create and implement a cybersecurity plan to mitigate the risk of a cybersecurity attack. The Cybersecurity Risk Management priorities and work will continue through Summer 2023.



The agenda shifted to Girls Prep Bronx II Project Updates from the Chief Operating Officer who shared that the Panel for Education Policy would be holding a vote for the temporary move of the Girls Prep Bronx II charter into a temporary DOE space for 2023-2024 at 124 Eames Place in Bronx, NY.

The Chief Operating Office shared that the construction of the Girls Prep Bronx II building set to open in 2024-2023 was on track to meet its deadlines with the exception of a two week delay. Some safety upgrades to the original design were also presented to the board trustees with a note about the security consultant, Altaris, working with Public Prep in this safety engagement work for Girls Prep Bronx II. It was also noted that a potential hard hat tour invitation for July 2023 would be extended to the board trustees to see the progress of the Girls Prep Bronx II building construction.

The Superintendent and Chief Academic Officer shared some academic updates that included eight grade matriculation goals and outcomes with 100% of eight grade scholars matching to a first round high school of their choice and 99% of students matching with a high school having a high graduation rate. The update also included the upcoming ELA State Testing days and pep rallies for third through eighth grade scholars.

A brief update on Vertex High School lottery and enrollment numbers was provided by the Chief Executive Officer.

The Chief Executive Officer opened up the room for Public Comment.

Dr. Danette Brown and Shemin Wilson participated in the Public Comment portion of the meeting.

The Chief Executive Officer thanked the participants for their participation and concluded the meeting.

Executive Session

Nicole Greene motioned to enter executive session to discuss personnel matters consistent with the Open Meeting Law at 7:30 PM. Paul Vermylen seconded the motion.

Adjournment

Nicole Greene motioned to adjourn the meeting at 8:00PM. Khairah Klein seconded the motion.



Meeting of the Public Prep Academies Trustees
Location: First Republic Bank
1/25/23 at 5:30PM-7:00PM

ATTENDEES

Public Prep Academies:

- Boykin Curry
- Nicole Greene
- Paul Vermylen
- Samuel Greene
- Laura Weil
- Tamara Zachery

Public Prep Network:

- Emilee Christopher
- Janelle Bradshaw
- Jeannemarie Hendershot
- Jenny Zambrano
- Josie Carbone
- Michael Burgevin
- Samantha Diaz

Other Attendees:

- Bryan Lawrence
- Mark Diker
- Phil Brandes
- Tammy Tuller

MINUTES

Call to Order

The public meeting was called to order by Boykin Curry at 5:35PM. Nicole Greene seconded the motion. Janelle Bradshaw provided an overview of the agenda and took attendance. A quorum was present.

Votes (Taken)

1. Resolution to call the meeting of the Public Prep Academies Board of Trustees to Order.

- a. Motioned: Boykin Curry
- b. Seconded: Nicole Greene
- c. In Favor: Samuel Greene, Paul Vermylen, Laura Weil, Tamara Zachery
- d. Opposed: None

2. Resolution to revise the Vertex lease to a one year lease.

- a. Motioned: Sam Greene
- b. Seconded: Boykin Curry



- c. In Favor: Nicole Greene, Paul Vermylen, Laura Weil, Tamara Zachery
- d. Opposed: None

3. Resolution to approve the SDNA mortgage documents for Girls Prep Bronx II.

- a. Motioned: Boykin Curry
- b. Seconded: Nicole Greene
- c. In Favor: Samuel Greene, Paul Vermylen, Laura Weil, Tamara Zachery
- d. Opposed: None

4. Resolution to approve the board minutes for the meeting of the Public Prep Academies Board of Trustees on December 7, 2023.

- a. Motioned: Nicole Greene
- b. Seconded: Paul Vermylen
- c. In Favor: Boykin Curry, Sam Greene, Laura Weil, Tamara Zachery
- d. Opposed: None

5. Resolution to move to Executive Session of the Public Prep Academies Board of Trustees and Friends of Girls Prep.

- a. Motioned: Laura Weil
- b. Seconded: Sam Greene
- c. In favor: Boykin Curry, Nicole Greene, Paul Vermylen, Tamara Zachery
- d. Opposed: None

6. Resolution to adjourn the meeting of the Public Prep Academies Board of Trustees and Friends of Girls Prep following Executive Session.

- a. Motioned: Nicole Greene
- b. Seconded: Boykin Curry
- c. In favor: Samuel Greene, Paul Vermylen, Laura Weil, Tamara Zachery
- d. Opposed: None

Executive Session

Meeting Agenda

- Votes
- Finance Update
- Talent Update
- Academic Update
- Operations Update
- Board and Committee Updates
- Executive Session

Minutes

At 5:35PM, the public meeting was called to order. The meeting turned to votes that needed to be taken to ensure smooth operations of all Public Prep Academies. A brief summary of the Public Prep Academies votes to be taken regarding legal and compliance matters was provided by the Chief Executive Officer. Votes were taken.



The Chief Executive Officer provided updates on the state of finances, changes in revenue numbers, and disclosed that at the next Finance Committee meeting there would be concrete revenue numbers. The Chief Executive Officer also disclosed the number of days of cash on hand and the benchmark number for days of cash on hand for New York City.

The Chief Talent Officer provided talent updates with the center of the conversation focusing on filling positions especially in SPED roles. The key dates and timelines for the launch of the Network-Wide Intent to Return window were also discussed.

The Chief Executive Officer disclosed that the Academic Memo was sent to the board in advance of the meeting and opened up the floor for the board to ask questions. The Superintendent and Chief Academic Officer shared academic priorities on phonics and mathematics instructions and disclosed academic data and results from Winter assessments. The Academic Committee Chair invited the full board to attend the Academic Committee school visit scheduled for March.

The Chief Operating Officer made an announcement about the Boys Prep Bronx Charter renewal hearing date. The Chief Executive Officer and Chief Operating Officer went into discussion with the board regarding enrollment numbers across the network. The Chief Operating Officer shared that the Operations team were prioritizing targeted enrollment strategies, increased canvassing efforts, and expanding digital marketing efforts. The Chief Operating Officer also shared the lottery date for enrollment applications and disclosed the number of applications received to date.

The Chief Executive Officer provided a brief update on the Girls Prep Lower East Side (GPLES) family and community conversations about the consolidation decision. It was noted that there needed to be more discussions about transportation options for GPLES families.

The board went into executive session without members of Public Prep Network present.

Executive Session

Laura Weil motioned to enter executive session to discuss personnel matters consistent with the Open Meeting Law at 7:07PM. Sam Greene seconded the motion.

Adjournment

Nicole Greene motioned to adjourn the meeting at 7:30PM. Boykin Curry seconded the motion.



Meeting of the Public Prep Academies Trustees
Location: Girls Prep Lower East Side Elementary
12/7/22 at 10:00AM - 12:00PM

ATTENDEES

Public Prep Academies:

- Boykin Curry (virtual)
- Juan Mejia
- Khairah Klein
- Nicole Greene
- Paul Vermynen
- Samuel Greene (virtual)
- Tamara Zachery (virtual)

Public Prep Network:

- Emilee Christopher
- Janelle Bradshaw
- Jeannemarie Hendershot
- Jenny Zambrano
- Jessica Strong
- Josie Carbone
- Katrina Liebst
- Keisha Morris
- Michael Burgevin
- Philip Deng
- Samantha Diaz

Other Attendees:

- Bryan Lawrence
- Mark Diker
- Phil Brandes

MINUTES

Executive Session

The PPA Trustees met with the CEO in executive session from 10:00AM-10:15AM.

Call to Order

The public meeting was called to order by Nicole Greene at 10:15AM. Khairah Klein seconded the motion. Janelle Bradshaw provided an overview of the agenda and took attendance. A quorum was present.

Votes (Taken)

- 1. Resolution to call the meeting of the Public Prep Academies Board of Trustees to Order.***



- a. Motioned: Nicole Greene
 - b. Seconded: Khairah Klein
 - c. Opposed: None
- 2. Resolution to approve the board minutes for the meeting of the Public Prep Academies Board of Trustees on October 26, 2022.**
- a. Motioned: Nicole Greene
 - b. Seconded: Paul Vermylen
 - c. Opposed: None
- 3. Resolution to approve the 22-23 NYSED District Wide Safety Plan for PPA, an annual compliance requirement.**
- a. Motioned: Nicole Greene
 - b. Seconded: Juan Mejia
 - c. Opposed: None
- 4. Resolution to approve revisions to the PPA discipline policy**
- a. Motioned: Nicole Greene
 - b. Seconded: Juan Mejia
 - c. Opposed: None
- 5. Resolution to reduce chartered enrollment of GPLES from 600 to 250, Grades 1-8 for the 23-24 school year.**
- a. Motioned: Nicole Greene
 - b. Seconded: Juan Mejia
 - c. In Favor: Juan Mejia, Nicole Greene, Khairah Klein, Tamara Zachery, Paul Vermylen
 - d. Opposed: Sam Greene, Boykin Curry
- 6. Resolution to move to Executive Session of the Public Prep Academies Board of Trustees and Friends of Girls Prep.**
- a. Motioned: Juan Mejia
 - b. Seconded: Nicole Greene
 - c. Opposed: None
- 7. Resolution to adjourn the meeting of the Public Prep Academies Board of Trustees and Friends of Girls Prep following Executive Session.**
- a. Motioned: Nicole Greene
 - b. Seconded: Boykin Curry
 - c. Opposed: None

Meeting Agenda

- Executive Session
- Votes
- The Next 5 Years
- Finance Audit Update
- Operations Update
- Academic Update
- Talent Update
- Board and Committee Updates



Minutes

The meeting began in Executive Session with the PPA Trustees and the CEO of Public Prep. At 10:15AM, the public meeting was called to order. The Chief Executive Officer, explained that the Finance, Operations, Talent and Academic teams provided written updates that would not be discussed during this meeting due to time.

The meeting turned to votes that needed to be taken to ensure smooth operations of all Public Prep Academies. A brief summary of the Public Prep Academies votes to be taken regarding legal and compliance matters was provided by the Chief Executive Officer. It was noted that a decision on reducing the chartered enrollment for GPLES from 600 to 250 for Grades 1-8 would need to be rendered along with a consensus on the timeline of that process.

Votes were taken with the exception of the resolution to reduce chartered enrollment for GPLES from 600 to 250 for Grades 1-8 for the year 2023 to 2024. It was disclosed that the aforementioned vote would be taken following a board discussion.

The Chief Executive Officer provided a report on the state of enrollment at Girls Prep Lower East Side (GPLES) and disclosed the enrollment projections for GPLES for FY 23-24. The Friends of Girls Prep Chair, Chief Executive Officer, and Chief Operating Officer went into a discussion on the enrollment projection numbers and enrollment scenarios for GPLES.

The Chief Executive Officer raised the question to the board of trustees about consolidating the Girls Prep Lower East Side Elementary campus and Girls Prep Lower East Side Middle campus. The board of trustees discussed the potential financial, academic, and operational implications of consolidation and the potential timelines.

The board held a conversation about the impact of this proposal on students, families and teachers. The board also discussed how to communicate about this topic to families and teachers.

Based on a fulsome discussion of all the above, a vote was taken on whether or not chartered enrollment for GPLES would be reduced from 600 to 250 for grades 1 through 8 for the 2023 to 2024 fiscal year. A motion was passed to reduce chartered enrollment for GPLES to 250 for 2023 to 2024 with the majority count being 5 and the opposed account being 2.

The board went into executive session without members of Public Prep Network present.

Executive Session

Juan Mejia motioned to enter executive session to discuss personnel matters consistent with the Open Meeting Law at 11:30AM. Nicole Greene seconded the motion.

Adjournment

Nicole Greene motioned to adjourn the meeting at 12:00PM. Boykin Curry seconded the motion.



**Meeting of the Public Prep Academies and Friends of Girls Prep Trustees
10/26/2022 at 5:00PM - 7:00PM**

ATTENDEES

Public Prep Academies:

- Boykin Curry
- Nicole Greene
- Samuel Greene
- Khairah Klein
- Juan Mejia
- Tamara Zachery

Public Prep Network:

- Phil Brandes
- Sarah Britton
- Mark Diker
- *Samuel Greene
- *Bryan Lawrence
- Margery Mayer

Friends of Girls Prep:

- *Phil Brandes
- *Mark Diker
- Eric Grannis

Home Office:

- Janelle Bradshaw
- Jeannemarie Hendershot
- Jenny Zambrano
- Michael Burgevin
- Keisha Morris
- Josie Carbone
- Samantha Diaz (Present)

***Multiple Boards**

***Nicole Greene dialed in to the Public Prep Board Meeting via Zoom invitation from the following location:**

The Breakers Palm Beach Resort
1 South County Rd
Palm Beach, Florida 33480



MINUTES

Call to Order

The meeting was called to order by Boykin Curry at 5:15PM. Khairah Klein seconded the motion. Janelle Bradshaw provided an overview of the agenda and took attendance. A quorum was present.

Votes (Taken)

- 1. Resolution to call the meeting of the Public Prep Academies Board of Trustees and Friends of Girls Prep to Order.**
 - a. Motioned:
 - i. PPA: Boykin Curry
 - ii. FOGP: Eric Grannis
 - b. Seconded:
 - i. PPA: Khairah Klein
 - ii. FOGP: Phil Brandes
 - c. Opposed: None
- 2. Resolution to approve the board minutes for the meeting of the Public Prep Academies Board of Trustees and Friends of Girls Prep on September 14, 2022.**
 - a. Motioned:
 - i. PPA: Juan Mejia
 - ii. FOGP: Eric Grannis
 - b. Seconded:
 - i. PPA: Boykin Curry
 - ii. FOGP: Phil Brandes
 - c. Opposed: None
- 3. Resolution to move to Executive Session of the Public Prep Academies Board of Trustees and Friends of Girls Prep.**
 - a. Motioned: Tamara Zachery
 - b. Seconded: Boykin Curry
 - c. Opposed: None
- 4. Resolution to adjourn the meeting of the Public Prep Academies Board of Trustees and Friends of Girls Prep following Executive Session.**
 - a. Motioned: Khairah Klein
 - b. Seconded: Juan Mejia
 - c. Opposed: None

Meeting Agenda

- Month in Review
- Votes
- Finance Update:
 - Audit Update: Jenny Zambrano presented an update on the state of the NYSED and MMB audit timelines. The Finance Committee was holding a scheduled meeting with the auditors on Thursday, October 27th at 9:15AM



- Talent Update:
 - Janelle Bradshaw provided updates in regards to recent hiring stats, organizational vacancies, and recruitment strategies to close the vacancy gaps.
- Academic Update:
 - Michael Burgevin and Josie Carbone shared highlights from the Academic Committee's school visit and tour the morning of Wednesday, October 26th at Girls Prep Bronx Middle School which focused on math instruction. They also reviewed the data from the NY State Test and Spring 2021 NWEA Map and Fall 2022 NWEA MAP data and their response to the trends from the data.
- Operations Update
 - Public Prep Enrollment: Jeannemarie Hendershot reviewed the ongoing enrollment data. Demographic shifts in NYC are contributing to declining enrollment across all campuses but most acutely in the LES and in the lower grades across the network. The Board engaged in a discussion of the multi-year declining enrollment at LES and strategies to address in the future. A number of proposals were reviewed and discussed and a decision framework for Girls Prep Lower East Side Elementary was shared. The board will vote on next steps for GPLES during the December Board Meeting.
- Board and Committee Dates were shared.

Executive Session

Tamara Zachery motioned to enter executive session to discuss personnel matters consistent with the Open Meeting Law at 6:40 PM. Boykin Curry seconded the motion.

Adjournment

Khairah Klein motioned to adjourn the meeting at 7:50PM. Juan Mejia seconded the motion.



Meeting of the Public Prep Academies and Friends of Girls Prep Trustees
9/14/2022 at 5:30PM - 7:00PM

ATTENDEES

Public Prep Academies:

- Boykin Curry (Present)
- Nicole Greene (Absent)
- Samuel Greene (Present)
- Khairah Klein (Present)
- Juan Mejia (Absent)
- Paul Vermylen (Present)
- Laura Weil (Present)
- Tamara Zachery (Absent)

Public Prep Network:

- Phil Brandes (Present)
- Sarah Britton (Present)
- Mark Diker (Present)
- *Samuel Greene
- *Bryan Lawrence
- Margery Mayer (Present)
- *Paul Vermylen

Friends of Girls Prep:

- *Phil Brandes
- *Mark Diker
- Eric Grannis (Present)
- *Laura Weil

Home Office:

- Janelle Bradshaw (Present)
- Jeannemarie Hendershot (Present)
- Jenny Zambrano (Present)
- Martin (Marty) Latman (Present)
- Emilee Christopher (Present)
- Michael Burgevin (Present)
- Keisha Morris (Present)
- Josie Carbone (Present)
- Samantha Diaz (Present)

***Multiple Boards**

MINUTES

Call to Order



The meeting was called to order by Paul Vermylen at 6:00PM. Boykin seconded the motion. Janelle Bradshaw provided an overview of the agenda and took attendance.

Votes (Taken)

1. Resolution to call the meeting of the Public Prep Academies Board of Trustees and Friends of Girls Prep to Order.

- a. Motioned:
 - i. PPA: Paul Vermylen
 - ii. FOGP: Eric Grannis
- b. Seconded:
 - i. PPA: Boykin Curry
 - ii. FOGP: Mark Diker
- c. Opposed: None

2. Resolution to approve the board minutes for the meeting of the Public Prep Academies Board of Trustees and Friends of Girls Prep on May 26, 2022.

- a. Motioned:
 - i. PPA: Paul
 - ii. FOGP: Mark
- b. Seconded:
 - i. PPA: Boykin Curry
 - ii. FOGP: Phil Brandes
- c. Opposed: None

3. Resolution to move to Executive Session of the Public Prep Academies Board of Trustees and Friends of Girls Prep.

- a. Motioned: Paul Vermylen
- b. Seconded: Laura Weil
- c. Opposed: None

4. Resolution to adjourn the meeting of the Public Prep Academies Board of Trustees and Friends of Girls Prep following Executive Session.

- a. Motioned: Paul Vermylen
- b. Seconded: Laura Weil
- c. Opposed: None

Meeting Agenda

- Month in Review
- Votes
- Academic Update: Josie Carbone provided updates on the state of academic data results and impacts of covid on performance testing. In addition, Josie shared approaches to the math curriculum and response to the academic data including alignment on leadership, leader and teach development, curriculum, and intervention.
- Operations Update



- Enrollment Update: Jeannemarie Hendershot provided updates on the state of enrollment across school campuses. She then reviewed the enrollment data and recruitment strategies to drive enrollment numbers upwards.
- Finance Update: Marty Latman provided the financials for PPA and PPN.
 - Audit Update: Jenny Zambrano gave a brief overview of the potential findings and process from the NYSED Audit.
- Talent Update: Emilee Christopher provided updates in regards to recent hiring stats, organizational vacancies, and recruitment strategies to close the vacancy gaps.
- Board and Committee Dates were shared.

Executive Session

Paul Vermylen motioned to enter executive session to discuss matters pursuant with Open Meeting Law at 7:36 PM. Boykin Curry seconded the motion.

Adjournment

Mark Diker motioned to adjourn the meeting at 8:06 PM. Eric Grannis seconded the motion.



**Meeting of the Public Prep Academies and Friends of Girls Prep Board of Trustees
4/25/22 at 5:00PM via Zoom**

ATTENDEES

- *Public Prep Academies Board of Trustees:* Boykin Curry, Eric Grannis, Nicole Greene, Khairah Klein, Paul Vermylen Jr., Juan Mejia
 - *Public Prep Network Board of Trustees:* Phil Brandes, Sarah Britton, Mark Diker, Nicole Greene, Bryan Lawrence, Margery Mayer, Paul Vermylen
 - *Friends of Girls Prep Board of Trustees:* Phil Brandes, Mark Diker, Bryan Lawrence, Eric Grannis
 - *Public Prep Home Office:* Janelle Bradshaw (CEO), Jeannemarie Hendershot (COO), Josie Carbone (Superintendent), Michael Burgevin (CAO), Martin (Marty) Latman (Finance Consultant), Gladys Mercado (Executive Assistant), Samantha Diaz (notetaker)
 - *Absent:* Laura Weil, Tamara Zachery, Sam Greene, Emilee Christopher (Chief Talent Officer)
-

MINUTES

Call to Order

The meeting was called to order by Nicole Green at 5:11pm. Eric Grannis seconded the motion. Janelle Bradshaw provided an overview of the agenda and took attendance.

Votes (Taken)

1. Approval to open PPA and FOGP board meeting
 - Motioned: Nicole Greene
 - Seconded: Eric Grannis
 - Opposed: None
2. Adoption of amended and revised PPA Bylaws
 - Motioned: Nicole Greene
 - Seconded: Boykin Curry
 - Opposed: None
3. Adoption of PPA Board of Trustees Composition
 - Motioned: Nicole Greene
 - Seconded: Mark Diker
 - Opposed: None
4. Adoption of FOGP Board of Trustees Composition
 - Motioned: Mark Diker
 - Seconded: Bryan Lawrence
 - Opposed: None
5. Approval to move to executive session for PPA and FOGP
 - Motioned: Juan Mejia
 - Seconded: Khairah Klein
 - Opposed: None

6. Approval to close PPA and FOGP board meeting

- Motioned: Nicole Greene
- Seconded: Mark Diker
- Opposed: None

Updates

- Month in Review
 - Janelle provided news of the Girls Prep Bronx II lease signing, the renewal of Girls Prep Bronx, and alumni highlights.
- Votes
- Academic Update
 - Michael and Josie provided updates about preparations for the Math Assessment and an overview of the data and timeline for math assessment.
- Enrollment Update
 - Jeannemarie reviewed results and data from the April 4th lottery and the state of enrollment at Public Prep. She also summarized the status of the marketing and advertising campaign geared towards enrollment efforts.
- Finance Committee Update
 - Marty Latman, finance consultant, outlined the budget timeline and current status of the budget review process in addition to budget goals for the 2022-2023 school year.
- Executive Session

Executive Session

- Juan Mejia motioned to enter executive session to discuss matters pursuant with Open Meetings Law. Khairah Klein seconded the motion.
- Nicole Greene motioned to end executive session and re-enter open session. Mark Diker seconded the motion.

Adjournment

Nicole Greene motioned to adjourn the meeting at 6:25PM. Mark Diker seconded the motion.



**Meeting of the Public Prep Academies and Friends of Girls Prep Board of Trustees
1/27/2022 at 5:30PM via Zoom**

ATTENDEES

- *Public Prep Academies Board of Trustees:* Boykin Curry, Eric Grannis, Nicole Greene, Khairah Klein, Paul Vermylen Jr., Laura Weil, Tamara Zachery, Juan Mejia
 - *Public Prep Network Board of Trustees:* Phil Brandes, Sarah Britton, Mark Diker, Nicole Greene, Bryan Lawrence, Margery Mayer, Paul Vermylen Jr.
 - *Friends of Girls Prep Board of Trustees:* Mark Diker, Bryan Larence, Phil Brandes, Eric Grannis, Laura Weil
 - *Public Prep Home Office:* Janelle Bradshaw, Josie Carbone, Michael Burgevin, Emilee Christopher, Jeannemarie Hendershot, James Farris, Martin Latman, Samantha Diaz (notetaker)
 - *Others (Public):* Awilda Bautista, Dahianay Williams, Wilson Waller, Satina McGee
 - *Absent:* Samuel Greene (PPN)
-

MINUTES

Call to Order

The meeting was called to order by Nicole Greene at 5:37PM. Boykin Curry seconded the motion. Janelle Bradshaw provided an overview of the agenda and took attendance.

Votes (Taken)

- 1. Resolution to call the meeting of the Public prep Academies Board of trustees and Friends of Girls Prep to order.**
 - a. Motioned: Nicole Greene
 - b. Seconded: Boykin Curry
 - c. Opposed: None
 - d. Motion passed unanimously
- 2. Resolution to approve the board minutes for the meeting of the Public Prep Academies board of Trustees and Friends of Girls Prep on December 8, 2021.**
 - a. Motioned: Nicole Greene
 - b. Seconded: Boykin Curry
 - c. Opposed: None
 - d. Motion passed unanimously
- 3. Resolution to move to Executive Session of the Public prep Academies Board of Trustees and Friends of Girls Prep.**
 - a. Motioned: Nicole Greene
 - b. Seconded: Boykin Curry
 - c. Opposed: None
 - d. Motion passed unanimously at 7:25PM

Meeting Agenda:

- Academic Updates: Michael Burgevin and Josie Carbone provided a summary of Academic goals, an overview of Winter MAP test data for Math and ELA, and next steps for addressing drops in performance scores.
- Operation Updates: Jeannemarie Hendershot presented updates to COVID policies, Vertex updates, cybersecurity implementation plans, and enrollment updates.
- Finance Updates: Paul Vermylen and Jamie Farris provided updates regarding FY22 summary and forecast for PPA and PPN, the FY23 budget timeline, and recent information about the Friends of Girls Prep entity structure.
- Development Updates: Janelle Bradshaw shared updates on the 2022 holiday gift drive, philanthropy goals, and the brand refresh project.
- Talent Updates: Emilee Christopher provided an update on reviewing compensation and shared updates regarding the principal search process and timeline.
- Board Governance: Janelle Bradshaw gave a brief overview of board governance items.
- Upcoming Meetings were shared with the board.
- Public Comment: Awilda Batista participated in public comment.
- Executive Session

Executive Session

- Nicole Greene motioned to enter executive session to discuss matters pursuant with Open Meetings Law at 7:24PM. Boykin Curry seconded the motion.

Adjournment

Nicole Greene motioned to adjourn the meeting at 8:01PM. Boykin Curry seconded the motion.

**Meeting of the Public Prep Academies and Friends of Girls Prep Board of Trustees
12/8/2021 at 3:30PM via Zoom**

ATTENDEES

- *Public Prep Academies Board of Trustees:* Paul Vermylen, Juan Mejia, Nicole Greene, Eric Grannis, Boykin Curry
 - *Public Prep Network Board of Trustees:* Phil Brandes, Mark Diker, Margery Mayer, Paul Vermylen, Nicole Greene, Bryan Lawrence, Margery Mayer
 - *Friends of Girls Prep Board of Trustees:* Mark Diker, Phil Brandes, Bryan Lawrence, Eric Grannis
 - *Public Prep Home Office:* Janelle Bradshaw, Gladys Mercado, Samantha Diaz (notetaker)
 - *Absent:* Tamara Zachery (PPA Trustee), Khairah Klein (PPA), Sarah Britton (PPN), Samuel Greene (PPN), Laura Weil (PPA, FOGP)
-

MINUTES

Call to Order

The meeting was called to order by Nicole Greene at 3:37PM. Boykin Curry seconded the motion. Janelle Bradshaw provided an overview of the agenda and took attendance.

Votes (Taken)

1. No votes were taken

Updates

- Welcome/Roll Call
- Vertex Updates: Ian Rowe and Eric Grannis gave an overview of Vertex's curriculum and updates on the real estate agreement
- Finance Updates: Paul Vermylen gave an update on findings from the FY21 audit report. Jeannemarie Hendershot provided an update on enrollment numbers and recruitment strategies. James Farris reviewed the FY22 actuals and forecasts; then James provided an update on the Friends of Girls Prep entity and budget timeline.
- Real Estate Updates: Janelle Bradshaw presented an update on the timeline for lease negotiations for the GPII temporary and permanent site.
- Academic Updates: Josie Carbone and Michael Burgevin relayed information on MAP testing and assessments along with academic goals for 21-22 school year.
- Operation Updates: Jeannemarie Hendershot gave a brief overview on COVID policies and guidelines.
- Talent Updates: Emilee Christopher gave an update on current staff vacancy, staff recruitment strategies, and compensation review process.
- Development Updates: Janelle Bradshaw provided a brief update on the holiday gift drive and philanthropy goals.
- Next Steps
- Upcoming Meetings

- Executive Session

Executive Session

- Nicole Greene motioned to enter executive session to discuss matters pursuant with Open Meetings Law. Juan Mejia seconded the motion.
- Nicole Greene motioned to end executive session and re-enter open session. Juan Mejia seconded the motion.

Adjournment

Nicole Greene motioned to adjourn the meeting at 5:21PM. Juan Mejia seconded the motion.



**Meeting of the Public Prep Academies and Friends of Girls Prep Board of Trustees
10/21/2021 at 5:30PM via Zoom**

ATTENDEES

- *Public Prep Academies Board of Trustees:* Boykin Curry, Tamara Zachery, Paul Vermynen, Khairah Klein, Juan Mejia
 - *Public Prep Network Board of Trustees:* Sarah Britton, Phil Brandes, Mark Diker, Samuel Greene, Margery Mayer, Paul Vermynen
 - *Friends of Girls Prep Board of Trustees:* Mark Diker, Phil Brandes
 - *Public Prep Home Office:* Janelle Bradshaw, Josie Carbone, Michael Burgevin, Rachel Haltom-Irwin, Jamie Farris, Emilee Christopher, Kevin Robles, Gladys Mercado, Samantha Diaz (notetaker)
 - *Absent:* Bryan Lawrence (PPN Trustee), Eric Grannis (PPA Trustee), Nicole Greene (PPN Trustee), Laura Weil (PPA Trustee/FOGP)
-

MINUTES

Call to Order

The meeting was called to order by Boykin Curry at 5:47PM. Janelle Bradshaw provided an overview of the agenda and took roll calls.

Votes (Taken)

- No votes were taken

Updates

- **Month in Review:** Janelle provided an update on the change in classroom closure policies, the status of the pop-up vaccine site, and general school news and events.
- **Academic updates:** Josie and Michael shared updates on academics including NWEA Map and STEP assessment data overview, tests performance across PPA compared with other schools in the charter sector, and next steps.
- **Finance:** Rachel provided an overview of the state of enrollment for the 21-22 school year and next steps/action items to close the enrollment gap. Jamie provided an overview of PPA/PPN finances including Federal Stimulus funding, PPA enrollment budget, and FY21 audit update.
- **Real Estate:** Janelle provided an overview of the timeline for the temporary and permanent locations for GPBXII, a summary of financing options and funding needs for the real estate project, and next steps for GPLESE and GPBXII.
- **Reopening updates:** Janelle provided an overview of COVID-19 testing data and class closures.
- **Talent:** Emilee Christopher shared talent initiatives and updates, including retention, talent partnerships, compensation strategy.
- **Board reminders:** Janelle provided an overview of 2021-2022 board goals and progress to date, and provided a reminder for the December board meetings.

Executive Session



- Paul Vermylen motioned to enter executive session to discuss matters pursuant with Open Meetings Law. Juan Mejia seconded the motion.
- Paul Vermylen motioned to end executive session and re-enter open session. Juan Mejia seconded the motion.

Adjournment

Paul Vermylen motioned to adjourn the meeting at 8:00PM. Juan Mejia seconded the motion.



**Meeting of the Public Prep Academies and Friends of Girls Prep Board of Trustees
9/23/2021 at 5:30PM via Zoom**

ATTENDEES

- *Public Prep Academies Board of Trustees:* Boykin Curry, Nicole Greene, Khairah Klein, Paul Vermylen Jr., Laura Weil, Juan Mejia (incoming member)
 - *Public Prep Network Board of Trustees:* Phil Brandes, Mark Diker, Sarah Britton, Nicole Greene, Bryan Lawrence, Margery Mayer, Paul Vermylen Jr.
 - *Friends of Girls Prep Board of Trustees:* Mark Diker, Bryan Lawrence, Phil Brandes, Laura Weil
 - *Public Prep Home Office:* Janelle Bradshaw, Josie Carbone, Emilee Christopher, Jamie Farris, Rachel Haltom-Irwin, Michael Burgevin, Gladys Mercado, Samantha Diaz (notetaker)
 - *Absent:* Eric Grannis (PPA Trustee), Sam Greene (PPN Trustee), Tamara Zachery (PPA Trustee)
-

MINUTES

Call to Order

The meeting was called to order by Nicole Greene at 5:33PM. Janelle Bradshaw provided an overview of the agenda and took roll calls.

Votes (Taken)

- 1. Resolution to appoint Juan Mejia to the Public Prep Academies Board of Trustees.**
 - Motioned: Nicole Greene
 - Seconded: Boykin Curry
 - Opposed: None
- 2. Resolution to delegate authority to the Chief Executive Officer, Janelle Bradshaw, to pursue lease negotiations for Girls Prep Bronx II temporary and permanent facilities.**
 - Motioned: Nicole Greene
 - Seconded: Boykin Curry
 - Opposed: None
- 3. Resolution to authorize James Farris, Managing Director of Finance, and Keisha Morris, Managing Director of Operations, delegated authority to sign grant applications on behalf of Public Prep Academies.**
 - Motioned: Nicole Greene
 - Seconded: Boykin Curry
 - Opposed: None
- 4. Resolution to approve updated Financial Policies and Procedures manual**
 - a. Vote 4A: PPA Approval**
 - Motioned: Nicole Greene
 - Seconded: Paul Vermylen
 - Opposed: None
 - b. Vote 4B: PPN Approval**

- Motioned: Nicole Greene
- Seconded: Bryan Lawrence
- Opposed: None
- c. *Vote 4C: FOGP Approval***
- Motioned: Mark Diker
- Seconded: Phil Brandes
- Opposed: None

Updates

- Month in Review: Janelle provided an update on the COO hiring process and general school news and events.
- Finance: Rachel provided an overview of the state of enrollment for the 21-22 school year and enrollment strategies. Jamie provided an overview of PPA/PPN finances including Federal Stimulus funding, PPA enrollment budget, and FY21 audit update.
- Real Estate: Janelle provided an overview of the timeline for the temporary and permanent locations for GPBXII and key accomplishments.
- Academic updates: Josie and Michael shared updates on academics including NWEA assessment timeline, quarantine learning plans, and partnership with STRIDE K12 virtual learning program.
- Reopening updates: Rachel provided an overview of COVID-19 testing data and class closures.
- Talent: Emilee Christopher shared talent initiatives and updates, including retention, talent partnerships, compensation strategy.
- Board reminders: Janelle provided an overview of board goals and progress to date, and provided a reminder for October and December board meetings.

Executive Session

- Boykin Curry motioned to enter executive session to discuss matters pursuant with Open Meetings Law. Nicole Greene seconded the motion.
- Nicole Greene motioned to end executive session and re-enter open session. Boykin Curry seconded the motion.

Adjournment

Nicole Greene motioned to adjourn the meeting at 8:00PM. Boykin Curry seconded the motion.