

GROWING UP GREEN I CHARTER SCHOOL BOARD MEETING

Board Meeting Date: Tuesday, April 21st, 2020

Location:

<https://us04web.zoom.us/j/446058084?pwd=SDNCVmhVL0JWWni0bEwwNDhSYjhkZz09>

Commencement Time: 7pm

In attendance: Matthew Greenberg (Founder and Executive Director for Growing Up Green Charter Schools), Erin Acosta (Director of Development at Growing Up Green Charter Schools), Nabiha Yusufali (Executive Assistant to Matthew Greenberg and Special Projects Coordinator at Growing Up Green Charter Schools), Anne Levonen (Board Trustee), Kate McGrath (General Counsel and Director of Human Resources at Growing Up Green Charter Schools), Anita Amoh (Director of Finance at Growing Up Green Charter School), Marc Greenberg (Board Trustee), Kate Hooker (Board Secretary), Kelly Russotti (Board Trustee), Reid Chase (Board Trustee), Kathryn Klingenstein (Board Vicechair), Jeff Mueller (Board Chair), Nancy Wong (School Leader at Growing Up Green II Charter School), Steve Viola (Assistant School Leader at Growing Up Green I Middle School), Lauren Balterman (Director of Counseling Services at Growing Up Green Charter School), Laura Meyers (Parent Rep at Growing Up Green I Charter School), Cliff Schneider (Cohen Schneider Law, PC), Ken Cerini (Cerini & Associates, LLP)

Commencement

Jeff Mueller moved to open the meeting for Growing Up Green I Charter School.

Previous Month's Board Meeting Minutes & Special Board Meeting Minutes

Reid Chase motioned to approve the April Board Minutes, Anne Levonen seconded the motion, all were in favor.

Kathryn Klingenstein motioned to approve the Special Board Meeting Minutes, Reid Chase seconded the motion, all were in favor.

401K Audit – Ken Cerini (Cerini & Associates, LLP)

Ken Cerini from Cerini & Associates, LLP presented to the Board the 401K Audit that his company did. They did an audit of our pension plan. They conducted our audit in accordance with the Department of Labor's limited scope approval.

The auditors did not note any material weaknesses in the internal control environment. The auditors had the following findings and recommendations/resolutions:

- Finding #1: The auditors noted that meetings of Plan Trustees are not being maintained. Recommendation: The auditors recommend that minutes be promptly prepared and retained for meetings of Plan Trustees. Anita Amoh noted that this recommendation had been adopted internally.
- Finding #2: The auditors noted that during fiscal year 2019 the Plan Sponsor was not maintaining employee deferral change forms in the employee personnel file. Resolution: We noted that beginning fiscal year 2020 this issue has been addressed and procedures have been put in place to make sure employees complete deferral change forms and forms are placed in the personnel file. Kate McGrath confirmed that this resolution was currently in place.

Financials

Anita Amoh went through financials for Growing Up Green I Charter School. For State Grants we are projected to be under budget due to lower enrollment numbers compared to what we had in the budget. For SpEd we also projected to be lower than we had anticipated in the budget. For Federal Grants, we are looking to be under, this is due to the Title I allocations which were lower than we had anticipated in the budget. For our contributions line we are projected to be over budget because this year we've done really well in our fundraising efforts. For instructional staff we are looking to be under budget. For non-instructional staff we are looking to be under budget as well, mainly due to savings from maternity leaves. For incentives we are projecting to be over due to staff taking on additional roles while we had some vacancies. For benefits we are looking to be under due to savings from the new benefits primes that were introduced this year. For professional services we are projected to be over budget due to a number of factors, mainly our payroll service fees which were higher than we had anticipated in the budget, and also our substitute services which were higher than we had anticipated in the budget. For professional development we are looking to be under. For staff and student recruitment we are looking to be under. For miscellaneous expenses we are looking to be over budget because of unexpected fines that the school had to deal with this year. For depreciation expenses we are looking to save. Bottom line, we are looking to have a net income.

Jeff Mueller had a few questions regarding the cost of ADP. Kate McGrath spoke about how this summer the school is doing an evaluation of ADP and have asked some brokers who the school is using for our other insurance policies to put together a proposal for us to move away from ADP.

High School Acceptance News – Steve Viola

Steve Viola spoke about the high schools Growing Up Green Middle School students have been accepted into, and shared this list with the Board:



CUNY Earth Day Program – Erin Acosta

Growing Up Green Middle School was on CUNY TV. Erin Acosta shared the clip with the Board.

<https://tv.cuny.edu/show/simplyscience/PR2009199>