



## Minutes

**Date:** April 27<sup>th</sup>, 2021  
**Time:** 3:30pm – 5:30pm  
**Location:** This meeting will be held remotely due to the shelter-in-place orders\*  
 By video: <https://us02web.zoom.us/j/7400276877?pwd=eUxEZzgvRTJqNzlyUndqbG9PWjNRUT09>  
 By phone: (415) 762-9988  
 Meeting ID: 740 027 6877 // Password: 2929

**Attendees:** **Board Members:** Bitu Nazarian (Chair), Pooja Shah (Treas.), Ravi Paidipaty (Secretary), Farouk Ladha, Patience Yi, Lindsay Florin, Nik Ajagu  
**Apologies:** Andrew Glickman  
**Staff:** Ryan Chapman, Emily Bobel Kilduff

<b>1. Welcome and Attendance</b>	<b>3:30 – 3:40pm</b>
- Welcome and Overview of Meeting <i>Action: Quorum Established</i>	Documents: 1. 210427 Agenda
<b>2. Public Forum**</b>	<b>3:40 – 3:45pm</b>
<b>3. Co-founders’ Report</b>	<b>3:45 – 4:15pm</b>
- Progress on Priorities <i>EBK and RC focused on staff culture and climate, the impact of the pandemic, the return to in-person learning, and strategies to support. The board queried staff morale and discussed ways in which they can help ensure the team is supported. RC and EBK detailed recent changes, including giving planning days, two week Spring Break, and additional personal days and sick days as important. For next year, the school would like to expand its human resource capacity. The changes in guidance from 6ft to 3ft and vaccinations has made a material, positive difference in morale. The board also discussed avenues for additional funding in 2021-22.</i>	Documents: 3. April '21 Update & Risk Analysis
<i>EBK and RC outlined planning for next year and engagement of staff and families.</i>	
<b>4. Finance &amp; Fundraising</b>	<b>4:15 – 5:00pm</b>
- April '21 Finance Update <i>The board reviewed expenditure and revenue to date and projections. There were no significant shifts in expenditure projections and relatively minor budget reallocations. The conversion of the PPP loan to a grant had a significant impact.</i>	Documents: 4a. April '21 Finance Package 4b. 2021 Fundraising Plan 4c. FY22 Draft Budget

<p><i>The board prioritized continuing to develop a reserve for managing cash flow and future uncertainty.</i></p> <p><i>They appreciated the adequate fund balance despite a year of uncertainty, thanks to disciplined budget management and incredible fundraising.</i></p> <p><i>RC reported that the financials accounted for most if not all future expenditure so this is accurate picture of Q4 and FY21.</i></p> <ul style="list-style-type: none"> <li>- 2020-21 Fundraising Update <i>EBK laid out the path to finishing out this year's goal and exceeding it by up to \$100K. Clear path to a \$1.4MM for 2021-22 in commitments and renewals, with \$400K needing to come from upgrades, lapsed and new funding.</i></li> <li>- 2021-22 Budget (Draft) <i>RC and PS laid out assumptions, highlighting those that firm and soft (Exploremos) and the continued risk that the pandemic posed due to uncertainty around restrictions. Board asked to highlight expenditure that addressed staff sustainability and morale.</i></li> </ul> <p><i>PS made clear that there was some flexibility in the fund balance, advancing additional expenditure if it is seen as high impact and/or essential.</i></p>	
<p><b>5. Health and Safety</b></p>	<p><b>5:00 – 5:10pm</b></p>
<ul style="list-style-type: none"> <li>- NSSF Covid-19 Employee Vaccination Policy <i>Action: Covid-19 Employee Vaccination Policy approved</i></li> </ul> <p><i>The board inquired whether it covers contracted employees. RC said that it did if they carried out their responsibilities on site.</i></p>	<p>Documents: 5. NSSF COVID-19 Vaccination Policy</p>
<p><b>6. Consent Agenda</b></p>	<p><b>5:10 – 5:20pm</b></p>
<ul style="list-style-type: none"> <li>- NSSF Early Admissions Policy <i>Action: Change in policy to include eligibility for children of staff and/or board members approved</i></li> <li>- Previous Minutes <i>Action: Approve 210309 Minutes approved</i> <i>Action: Approve 210326 Minutes approved</i></li> </ul>	<p>Documents: 6a. NSSF Early Admissions Policy 6b. 210309 Minutes 6c. 210326 Minutes</p>
<p><b>7. Any Other Business</b></p>	<p><b>5:20 – 5:30pm</b></p>

\*Pursuant to the Governor's Executive Order N-25-20, all members of the Board of Directors as well as the Executive Team, will join the meeting via phone/video conference. No teleconference locations will be posted.

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\*\*Anyone is welcome to attend the Board meeting. Please note that the Public Forum segment of the agenda is provided to the public for the opportunity to directly address the Board on any item on the agenda or any other issue regarding New School SF. If several people are present and want to speak before the Board, time allotted to each person may be limited. Members of the public may request that a topic related to school business be placed on a future agenda. Once such an item is properly agendized and publicly noticed, the Board can discuss, respond, and possibly act upon such an item.