



## Minutes

**Date:** December 13<sup>th</sup>, 2022  
**Time:** 3:00pm – 5:00pm  
**Location:** This meeting will be held remotely per AB 361 Brown Act Flexibility  
 By video: <https://us02web.zoom.us/j/7400276877?pwd=eUxhZzgvRTJqNzlyUndqbG9PWjNRUT09>  
 By phone: (415) 762-9988  
 Meeting ID: 740 027 6877 // Password: 2929

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

<b>1. Welcome and Attendance</b>	<b>3:00 – 3:05pm</b>
- Welcome and Overview of Meeting <i>Action: Quorum Established</i>	Documents: 1. 221213 Agenda
<b>2. Public Forum**</b>	<b>3:05 – 3:10pm</b>
<b>3. Co-founders’ Report</b>	<b>3:10 – 3:40pm</b>
- Progress on Priorities <i>The board asked for a personnel report starting with the Heads of School. EBK reported that she was learning a lot being Middle School Interim Director. Balancing this with her other responsibilities has been challenging. RC reported doing well, yet felt the impact of transitions and leaves. This reinforced the need to focus on the longer term and the strategic decisions we need to make.</i>  <i>In response to EBK’s need, the board asked about the Director of Development JD and recruitment timeline. EBK said it was drafted and ready for distribution to board. It is assumed our candidate will come through networking. EBK felt a recruiter would add little value at significant cost.</i>  <i>The board committed to supporting the HoS and their focus on fundraising.</i>  <i>RC presented on the demographic data and positive impacts of our lottery preference on diversity, inclusive of a 3x percentage point increase in families eligible for FRPM. These efforts have been particularly successful in middle school where we open up 12 additional seats with a total enrollment of 60 in 6<sup>th</sup> grade.</i>	Documents: 3a. Dec ‘22 Update & Risk Analysis 3b. NSSF Demographic Data

<p><i>GP asks about what we need as a school to teach into diversity. EBK and RC spoke to three areas of our diversity, equity, and inclusion work: staff, students, families. We are re-engaging implementation partners and re-integrating the work in our staff committees and affinity spaces. BN asked how the boards can support and GP posed the question: what does it mean to be a school, and board, that fights anti-black racism. It was agreed that the discussion needed designated time and should be agendized at a upcoming meeting.</i></p>	
<p><b>4. Finance &amp; Fundraising</b></p>	<p><b>3:40 – 4:10pm</b></p>
<ul style="list-style-type: none"> <li>- Finance Update <i>JK and RC discussed on the Impact of attendance and enrolment numbers on revenue. Attendance at NSSF is high compared to other schools for 2022-23, but lower than we assumed when drafting the budget. This along with holding enrolment at 440 from a max of 460 has decreased state revenue projections. December and January fundraising are critical in maintaining cashflow projections.</i></li>   <li><i>The board asked about the impact of changes of increased attendance and enrolment. JK clarified that a 1% point increase equals roughly \$50K in additional state funding. Need for family communication and education around ADA and funding. BN proposes over-enrolment as an additional strategy for recruitment for 2023-24. RC agreed, along with tighter turn around requirements for families receiving offers and having 98% of all enrolled and registered before summer break.</i></li>   <li><i>With respect to expenditure, actual expenses are generally in line with projections, with the exception of an increase in SPED.</i></li>   <li><i>The 2021-22 audit was clean with no findings. There were a few auditor recommended adjustments for both NS and LLC.</i></li>   <li><b>Fundraising Overview</b> <i>ME reported that the school launched the Magic Campaign. In general, the immediate priorities are securing year-end gifts and making multi-year asks. ME and EBK reviewed the current donor streams and paths towards goal. The explained that all goals had a conservative weighting of 80%. The highest risk is multi-year gifts. In all streams, the timeframe for commitments and cash-in extended due to capacity of the team. New funding needs to be attended to. EBK and RC asked for the board’s support in identifying new board members and funders. Ask to board to make NS top three organizations that they support. The team will prioritize 1:1 conversations with board members.</i></li>   <li>- Director of Development Search <i>BN and PS to look at JD and all to prioritize networking</i></li>   <li>- FY2022-23 1<sup>st</sup> Interim Financials</li> </ul>	<p>Documents:</p> <ul style="list-style-type: none"> <li>4a. October '22 Finance Package</li> <li>4b. 2022-23 Fundraising Overview</li> <li>4c. NSSF Job Description – Director of Development</li> <li>4d. FY2021-22 NSSF Audit Report &amp; Board Letter</li> </ul>

<p><i>Action: 1st Interim Financials Approved</i></p> <ul style="list-style-type: none"> <li>- FY 2021-22 Audit Approval</li> </ul> <p><i>Action: 2021-22 NSSF Audit Approved</i></p>	
<b>5. Close Session: Conference with Real Property Negotiations</b>	<b>4:10 – 4:40pm</b>
<ul style="list-style-type: none"> <li>- Property: Valencia St, San Francisco, CA</li> <li>- Agency Negotiation: Co-Heads of School</li> <li>- Negotiating Parties: Board, Co-Head of School</li> <li>- Under Negotiation: Purchase and Sale Agreement</li> </ul> <p><i>The results of closed session is that there were no actions taken.</i></p>	
<b>6. Governance</b>	<b>4:40 – 4:50pm</b>
<p><i>RC to bring list of potential board members to review. Board skills matrix. Plan next steps for cultivation. Distribute ahead of time.</i></p>	
<b>7. Consent Agenda</b>	<b>4:50 – 4:55pm</b>
<ul style="list-style-type: none"> <li>- Approval of Previous Minutes</li> </ul> <p><i>Action: 220830 Minutes Approved</i></p> <ul style="list-style-type: none"> <li>- Approval of NSSF 2022-23 Comprehensive Safety Plan</li> </ul> <p><i>Action: 2022-23 School Safety Plan Approved</i></p> <ul style="list-style-type: none"> <li>- Approval of Suicide Prevention Policy</li> </ul> <p><i>Action: NSSF Suicide Prevention Policy Approved</i></p> <ul style="list-style-type: none"> <li>- Approval of PRA Policy</li> </ul> <p><i>Action: NSSF Public Records Request Policy Approved</i></p> <ul style="list-style-type: none"> <li>- Renewal of Resolution Regarding the Brown Act and Finding of Imminent Risk to Health and Safety of In-Person Meetings</li> </ul> <p><i>Action: Renew NSSF Resolution Brown Act and Imminent Risk Renewed</i></p>	<p>Documents:</p> <ul style="list-style-type: none"> <li>7a. 221025 Minutes</li> <li>7b. 2223 School Safety Plan</li> <li>7c. NSSF Suicide Prevention Policy</li> <li>7d. NSSF PRA Request Policy</li> <li>7e. NSSF Resolution – Brown Act and Imminent Risk</li> </ul>
<b>8. Any Other Business</b>	<b>4:55 – 5:00pm</b>

\*Pursuant to NSSF’s 12/20/21 approved resolution in compliance with AB 361 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.

Observe Meetings: To observe this meeting by video conference, please click on the link above in the “Location” section above. It may help to download the Zoom app before the meeting if you don’t have it already. Instructions on how to join a meeting by video conference are available at: <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>.

Listen to Meetings By Phone: To listen to the meeting by phone, please call at the noticed meeting time (415) 762-9988 then enter Webinar ID 573 900 329, then press “#”. And a password. If asked for a participant id or code, press #. Instructions on how to join a meeting by phone are available at: <https://support.zoom.us/hc/en-us/articles/201362663-Joining-a-meeting-by-phone>.

\*\*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.