

TRCS2 Board of Trustees

May 5, 2021, Meeting Agenda – 5:00 p.m.

1. Meeting Convened
2. Chairperson's Welcome - 2 mins.
3. Roll Call - 1 min.
4. Approval of April Meeting Minutes - 5 mins.
5. Approval of 990 Filing for 2020 Revenue- 5 mins.
6. School Management Team Report - 15 mins.
7. Introduction of New Board of Trustee Applicant - 15 mins.
8. Board Members' New Business
9. Public Speaking
10. Adjournment of Public Session

The Renaissance

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Charter School 2

BOARD OF TRUSTEES

Monte Joffee
Chairperson
John Harrison York
Vice Chairperson
Liz Perez
Secretary
Chester Hicks
Rachel Mandel
Conor McCoy
Victor Motta

May 5, 2021

The Renaissance Charter School 2

Meeting of the Board of Trustees

Meeting convened at 5:05 p.m.

1. Meeting Convened
2. Chairperson's Welcome - 2 mins.
3. Roll Call - 1 min.
 - a. Members Present - Monte Joffee, Liz Perez, Victor Motta, John Harrison York, Chester Hicks
 - b. Members Absent - Rachel Mandel, Conor McCoy
 - c. Non-Members Present - Everett Boyd, Stacey Gauthier, Flo Evans, Jessica Kim, Daniel Fanelli, Nina Thureau, Leopolda Silvera
4. Approval of April Meeting Minutes - 5 mins. Approved.
5. Approval of 990 Filing for 2020 Revenue- 5 mins.
 - a. Raised at the last board meeting, were only able to review part of it.
 - b. Approved by Acclamation (5 for, 0 against, 0 absentions)
6. School Management Team Report - 15 mins.
 - a. Updates from Everett:
 - i. Rethinking organization for next year, based on events of this year. Lisa Liropolous,

Developing Leaders for the Renaissance of New York

Coordinator for Special Populations--we would like to change her position to Director of Special Populations for next year. She would become a member of the School Management Team. Flo Evans' title would change to Assistant Principal for next year. These would be finalized at the June or July board meeting.

- ii. Received funding for American Rescue Plan Act, Elementary and Secondary School Emergency Relief (ESSER) Fund, Coronavirus Response and Relief Supplemental Appropriations (CRRS. Total of a little more than \$400,000. 20% of that (roughly \$58K) to be appropriated toward learning loss--e.g., after school, extra support. This is still just a line on a budget statement, and we don't have the funds yet. We have an application process and accountability parameters to meet. Need to meet to discuss the application and the breadth of each category (what it can be spent on). We don't have guidance on this yet, but it is supposed to be coming soon. The learning loss funds are a one-time amount from the federal government.

b. Flo Evans:

- i. Agreement letters for current staff--meeting with them and reflecting on the year and our experiences. We believe we will have 100% staff retention. Hiring four new teachers: 1 gen ed., 2 special ed. 1 ELL.
- ii. Have reviewed standards and are on track to hit every standard for K and 1 by end of year.
- iii. Behavior initiative: Warm Fuzzy Jar for great choices. One class won this month and had a class pizza party. Next month: Ice Cream!
- iv. PA has organized an in-person picture day with both pods and remote students. Also working on teacher appreciation event.

c. Jessica Kim:

- i. 103 seats available for next school year. First and second grade are fully enrolled. We still need to fill three K seats; families have 1 week to respond.
- ii. Using School Mint for registration and applications. Registration started this morning at 9:00. 38 families have already started registering.
- iii. People are still able to apply and be added to our waiting list. K - around 40 on the waitlist. 1st - 27. 2nd - around 15.

7. Introduction of New Board of Trustee Applicant - 15 mins.

- a. Leopolda shared her goals as a potential board member, especially regarding parent communication. Discussed grant experience and her and her child's happiness at our school.
- b. Leopolda helped with vaccination of staff members and has been a great supporter of the school.

8. Principal Review - 10 minutes

a. Two-step process:

- i. Principal working with Stacey in partnership that is crucial to development of this school. Executive Director and Principal working on a narrative focusing on multiple facets of the school.
- ii. An Education Committee of the Board of Trustees is to look through the narrative and create a

- response.
- iii. Suggestion that Stacey and Everett start working in July and August, and the Board should review it at the September meeting.
 - iv. Stacey: since before the school opened, they have been meeting to discuss goals in a reflective model; already have a lot of the pieces in place. Will have something for review in September.

9. Board Members' New Business

10. Public Speaking - brief statement from Nina Thurau

11. Adjournment of Public Session 5:51 p.m.

Leopolda Silvera, MPA

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PROFILE

Highly accomplished & versatile Healthcare Executive with 20 + years of Healthcare experience. A results oriented leader with a proven track record of enhancing operational efficiency. I cultivate patient and colleague relationships built on integrity, loyalty and trust by providing consistent exceptional high caliber service and outcomes. Talents include:

Project Coordination/ Project Management Expertise * Strategic Planning Experience * Strong Analytical Abilities/ Critical Thinking Skills * Trend Analysis * Team Leadership * Business Operations

EXPERTISE

MANAGEMENT – Motivational management style with the ability to empower employees and encourage professional growth and development. Visionary leader with the ability to project the overall mission and goals to motivate employees to get on board. Identifies, builds, develops and retains high performance teams. Well respected and admired as a manager and leader.

FISCAL RESPONSIBILITY – Proactively secures significant cost savings by eliminating inefficiencies and increasing productivity as well as revenue flow. Tracking of financial trends and fluctuations with comprehensive assessments of services rendered and ROI's. Budgeting of grants and allocations of funds for appropriate areas within each Grant awarded mission.

BUSINESS OPERATIONS – Maintained daily operations as manager including staff management roles and responsibility delegation. Review of services and allocation of items needed for smooth transition and continuity of care. Contingency planning for cross coverage in absence of other staff members and ensuring no lapse in efficiencies of operations.

CUSTOMER SERVICE – Excels at securing trust based on consistent integrity and reputation for exceeding customer service goals.

CAREER DEVELOPMENT – Continually involved in opportunities for personal growth in career, educational and developmental programs. As well as by participating in peer consulting seminars.

PROFESSIONAL EXPERIENCE

Yael Halaas, MD, PLLC – Private Medical Office, NYC

Nov 2018 – Mar 2019

Operational Management / Office Management

Multifunctional- Operational & Office Management providing personalized care in procedural and perioperative settings. Specializing in providing attentive care for patients undergoing elective procedures, including invasive and minimally invasive treatments. Committed to providing comprehensive assistance, primarily in clinical environments to ensure patient/ client satisfaction. Office management of daily operations, payroll, employee credentialing and Operating Room Surgery scheduling, as well as OR Staff scheduling for each procedure.

New York City Health + Hospitals Corp.
Elmhurst Hospital Center

New York
1999 – Present

Coordinating Manager for the Global Health Institute

1/2020 – Present

- Organized, structured and facilitated Mt. Sinai Antibody Testing Program at EHC by coordinating with Mt. Sinai, IT, Pathology & Administration to test approximately 1,000 staff members in less than 4 weeks.
 - Developed centralized intake algorithm of Mt. Sinai Antibody Testing Program with email, hotline for inquiries and appointment scheduling as well as data collection via website service interface.
 - Increased employee engagement and awareness of Mt. Sinai Testing Program through recruitment strategic planning implementation to increase participation from single digits to triple digits within 24 hours of outreach initiative.
 - Create & maintain tracking of comprehensive data results for our Mt. Sinai Antibody testing program.
 - Developed strategy for preliminary soft opening prior to all staff inclusive go live date to restructure any workflow inefficiencies.
- Coordination with Administration and DOH for daily reporting of antibody positive staff numbers.
- Developed tracking database for Convalescent Plasma Program of patients whom received treatment of donated plasma from NY Blood Center.
- Coordinating monthly Convalescent Plasma Drives at EHC in partnership with NY Blood Center resulting in collection of 400 plus units of plasma.
- Facilitating in project management and operational oversight on:
 - GATES Foundation Research Study: Multiple treatments with end points being reduced duration/severity of covid illness.
 - COVID Vaccine Confidence Group: Determine factors related to covid vaccine hesitancy & create work place trust/ confidence.
 - COVID Vaccine Distribution Group: Committee participation to assist logistics of covid vaccine distribution.
 - Saliva Study with Rockefeller University: Correlate saliva sample results to nasal swab results to determine accuracy of saliva sample.
 - Climate Change Discussion Group: Create a forum for change within our institution to help save our planet through personal actions and projects that bring awareness to global warming.
 - United Nations Global Health Educational Series: Project management for topics presented on Covid-19, Zika, Ebola, Climate Change and more.
- Participated in Table Top Exercise for COVID preparations at EHC.
- Coordinate and participate in projects, events and meetings including initiating Webex presentation of Global Health event in light of COVID-19 pandemic.
- Prepare and submit grants by working with different departments (Budget, HR, External Affairs, Community Outreach, Administration) to secure funding for projects.
- Community outreach with potential funders.
- Established and developed Global Health website design and information posting.
- Develop and maintain manual for Global Health Institute directives and policies.

AOD (Administrator On Duty) Team Coverage Shadowing

5/2020 – Present

- Act on behalf of CEO as Administrator On Duty to mitigate crisis for level 1 trauma, FDNY Stroke, SAFE and STEMI center.
- Shadowed as administrator-in-charge of hospital operations, working in conjunction with Nursing, Ancillary & Support Services to troubleshoot and resolve matters during tour of duty.
- Document patient and staff-related conditions requiring special handling including quarantine, isolation and liaise with Department of Health for conditions requiring special considerations.

Command Center Response Team

5/2020 – Present

- As part of EHC Incident Command System facilitated EHC response to COVID-19 pandemic.
- On call for command center crisis management and prevention.
- Incident Management Team weekly participation and follow up/ follow through on any situations as they arise.

Coordinating Manager & Fellowship Coordinator for Nephrology Department

3/2019 – 12/2019

- Oversaw operations of Nephrology Fellowship program including review of applying candidates & scheduling, annual program updates, maintaining continued accreditation and preparing program for site review.
- Innovated new Fellow and Attending block schedules, evaluation of rotations and program.
- Coordinated logistics for Transplant clinic including expanding clinic by creating a separate clinic day to meet the needs of transplant patients and control clinic overflow.
- Managed responsibilities for the Director of Nephrology, Director of Hemodialysis, Director of Fellowship Program and Associate Director of Fellowship Program.

Coordinating Manager of the Department of Internal Medicine

2/2002 – 2/2019

- Executive liaison between Global Health Institute and international delegates, as well as domestic & foreign based program initiatives.
- Managed Grant funded HIV/AIDS Care & Treatment Partnership with Russia and Ethiopia including grant budgets and allocations of funds, quarterly reports, trip itineraries (at Elmhurst Hospital and abroad).
- Coordinated & supervised complete logistics for each international delegate exchange of the grant partnership.
- Collaborated with Infectious Disease Director and Emergency Medicine Director for PReP Grant proposal research, submission and project implementation.
- Instrumental in organizing Medicaid 4471 forms for all of EHC that provided a structured system for documentation completion and increasing our revenue flow for in and outpatient services rendered.
- Participation in HHC Breakthrough – **LEAN** training & certifications including: Rapid Improvement Events (**RIE's**), Gemba Walks, A3 Thinking/Problem Solving, Standard Work Implementation, Visual Management & Daily Management Boards.
- Project management for the Summer Prelim Orientation program & summer lecture series.
- Trained and supervised departmental staff members on operations of organizational web based programs such as: **AMION** (Scheduling Operating System for the Attendings & Residents), **ERAS** (Residency Recruitment System), **ELLUCID** (Organizational Policy & Procedure Program), **New Innovations** (Residency Management System) and **EPIC** (Electronic Medical Records - Reports & Chart analyzation for Mortality Committee review).
- Front line manager for the Director of Internal Medicine.
- Coordinated housestaff evaluations for Mount Sinai Residency program.

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- Prepared monthly house staff schedules & ward schedules.
- Credentialing & onboarding of New Prelim Residents.
- Assure Performance Improvement & Quality Assurance reporting for the Medicine Department including review of all Mortality cases by Medicine Attendings.
- Proactively ensured JCAHO compliance for the department.

Health Care Program Planning Analyst

9/1999 – 1/2002

- Established relationships with community-based physicians to develop and promote Elmhurst Hospital programs and referrals.
- Promoted organizational referral system to maximize community wellness through prevention & early detection initiatives.
- Coordinated events, speaking engagements & projects.

New York State Insurance Fund
Department of Affirmative Action and ADA

New York
12/1998 – 8/1999

Department of Affirmative Action Delegate

- Facilitated trainings of staff on Affirmative Action work place policies & adherences.
- Formal review & response to Director of the department of Affirmative Action with case by case employee history accounts and recommendations on appropriate accommodations to be implemented.

EDUCATION

- **Bernard M. Baruch College CUNY**
Masters Degree – Master of Public Administration, MPA
Health Care Policy Track
New York
June 2013
- **Queens College CUNY**
Bachelors Degree – Graduated Cum Laude
New York
February 2012

REFERENCES

- **Dr. Joseph Masci**
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PUBLICATIONS

1. March 2021: The preprint of study from the Cure-19 partnership on vaccine hesitancy entitled “Factors associated with COVID-19 vaccine receipt at two integrated healthcare systems in New York City: A Cross sectional study of healthcare workers” is now available for viewing and can be accessed at: <https://www.medrxiv.org/content/10.1101/2021.03.24.21253489v1.full.pdf>:

TITLE: Factors associated with COVID-19 vaccine receipt at two integrated healthcare systems in New York City: A Cross sectional study of healthcare workers

AUTHORS:

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5. NYC Health and Hospitals / Elmhurst Hospital Center, Queens, NY, USA
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16. Mailman School of Public Health, Columbia University, New York, NY, USA
17. NYC Health and Hospitals / Office of Population Health, New York, NY, USA

2. February 2021: Preprint. Saliva Assay.

TITLE: DRUL for School: Opening Pre-K with safe, simple, sensitive saliva testing for SARS-CoV-2

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¹⁰Laboratory of Chromatin Biology and Epigenetics, The Rockefeller University

¹¹Laboratory of Morphogenesis, The Rockefeller University

¹²Laboratory of Host-Pathogen Biology, The Rockefeller University

¹³Laboratory of Nanoscale Biophysics and Biochemistry, The Rockefeller University

¹⁴Laboratory of Neurogenetics of Language, The Rockefeller University

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