

**Hyde Leadership Charter School
Trustees Meeting
October 26, 2015
830 Hunts Point Avenue Bronx NY 10474
Minutes**

Trustees Present: Herb Fixler
Wilder Baker
Herb Kaplan
David Steadly
Jeanette Melendez
Maureen Singer
Oz Hanley
Dennis Mehiel

Trustees Absent: Deborah Dumont
Rob Kramer

Also present: Thomas Sturtevant, Executive Director
Michael McNamara, Chief Operating Officer
Joanne Goubourn, Hyde Foundation
Josh Williams, Manager of Development
Elizabeth Hittenmark, Director of Family Support

With a quorum present the meeting began at 6:00 PM, Mr. Fixler presiding.

1. September 28, 2015 meeting minutes

A motion was made, seconded and unanimously approved by the Trustees present to approve the minutes from the September 28, 2015 Board meeting.

2. Nominating Committee

A motion was made, seconded and unanimously approved by the Trustees present to extend the Trustee term for an additional three-year term for Wilder Baker, through November 31, 2018.

3. Report of Independent Audit

Representatives of BDO, the school's independent auditor, presented their findings from the audit of the financial results and internal control systems for the year ended June 30, 2015. Trustees asked questions and received satisfactory responses to those questions. The BDO representatives told the Trustees they would issue a 'clean' audit for the year.

A motion was made, seconded and passed unanimously by the Trustees present to accept the audit findings and report as issued by BDO, LP.

4. Executive Director's Report

Mr. Sturtevant circulated and described the background and rationale for an enrollment cap increase Charter Material Revision request. The Trustees asked a number of questions regarding the proper maximum enrollment for the school. The following resolution was made, seconded and approved unanimously by the Trustees present:

Be it resolved, that the Board of Trustees of Hyde Leadership Charter School approves the School's submission of a Charter Material Revision Request to increase its authorized enrollment to 960 students beginning with the school year starting July 1, 2016.

Sturtevant shared with the Trustees a letter he received from Chancellor Farina after her visit to our co-located DOE school partner as well as Hyde. He also read a letter from State Senator Diaz congratulating Hyde on the selection of one of its high school students as one of 10 State of New York applicants to the President's Scholar's Program. Two representatives from New York State will be selected from these 10 applicants for this prestigious national program.

Standards-based, short-cycle feedback to students is an ongoing programmatic priority—a new focus for this year, and includes weekly check-ins to assess student progress against Common Core standards. He reported that the National Honor Society induction was held last week and was a great event for parents and students.

5. Development Committee

Mr. Williams presented month and year-to-date fundraising activity. He listed a number high probability Foundation 'asks' outstanding. Mr. Mehiel asked how the Trustees could support the Foundation requests. Williams also spoke of the successful Open House held last week. Mr. Steadly discussed a potential dinner fundraiser with a Hyde graduate who now is a top chef. Williams introduced a donor-restricted fund—arranged by the family of Board Trustee Wilder Baker—to help Hyde graduates with college-related costs that they might not be able to afford otherwise.

The annual fundraising appeal letter is scheduled to be finished this week. Target date for distribution is November 20. A separate appeal is planned simultaneously to businesses in the Hunts Point area.

6. Finance Committee

McNamara reported on financial results for the month of September and the first quarter of the fiscal year. The school is on budget for revenue for three months and ahead of budget for net surplus.

McNamara informed the Board trustees that the audit of the school's retirement plan was completed and submitted October 15. He asked the Board to ratify two changes to the retirement plan. After discussion among the Trustees, the following resolution was made, seconded and approved unanimously by the Trustees present:

Be it resolved, that the Board of Trustees of Hyde Leadership Charter School adopt the following amendments to the Hyde Leadership Charter School Defined Contribution Plan:

Effective January 1, 2016 for all newly-hired employees with employment dates on or after January 1, 2016, employer-matching contributions will be 100% vested, as of each employee's employment date once the employee reaches two years of Vesting Service. Employees who fail to reach two years of Vesting Service will be 0% vested in employer-matching contributions.

Effective January 1, 2016 for all newly-hired employees with employment dates on or after January 1, 2016, there will be no matching contribution for employees whose regular work schedule includes less than 37.5 hours per week.

A motion was made, seconded and passed unanimously by the Trustees present to adopt these amendments to the Hyde Leadership Charter School Defined Contribution Retirement Plan.

7. Human Resources

No report.

8. Marketing/Advertising/Public Relations Committee

No report.

9. Facilities Committee

No report.

10. Education Committee

Ms. Melendez reported that the school year is off to a great start academically. Teachers seem to be experienced and engaged, especially in the critical Upper Elementary grades. Parent Teacher conferences held last week were overwhelmingly positive as she observed and parents reported to her.

11. Government Relations

Mr. Mehiel reached out to Borough President Diaz regarding having Mr. Diaz teach a one-day seminar at Hyde's High School. Mr. Diaz is open to this possibility sometime in early 2016.

12. Hyde Foundation

No report.

13. Other Business

Mr. Fixler raised the issue of timing and location for the Board retreat. Target date is January 9, 2016. Location has not yet been determined.

14. Public Comments

None.

15. Adjournment

There being no further business, the meeting was adjourned at 8:05 pm.

Minutes prepared by Michael McNamara