

Hyde-Bronx Trustee Meeting Minutes
Hyde Leadership Charter School
Trustees Meeting
February 27, 2017
830 Hunts Point Avenue, Bronx, NY 10474
Minutes

Trustees Present: Deborah Dumont
Oz Hanley
Tony Stoupas
Maureen Singer
Ruth Jarmul
Richard Romanoff
Herb Fixler
Dennis Mehiel

Trustees Absent: Herb Kaplan
Jeanette Melendez

Also present: Thomas Sturtevant, Executive Director
Josh Williams, Director of Development and Communications
Michelle Lopez, Charter School Business Management
Leslie Rich, Charter School Business Management

The meeting began at 6:10 PM, Mr. Fixler presiding.

1. January 28, 2017 meeting minutes

A motion was made, seconded, and unanimously approved by the Trustees present to approve the minutes from the January 28, 2017 Board meeting.

2. Committee Assignments and Succession Planning

Mr. Fixler presented the Board with an updated list of committee assignments for review. See Appendix A.

Mr. Fixler noted that his term as Board Chair will be expiring at the end of June 2017. Mr. Fixler stated that the Board will begin the process of identifying a new Chair at the March 2017 Board meeting.

3. Executive Director's Report

Mr. Sturtevant reported that the search for a new Chief Operating Officer is underway. Mr. Sturtevant noted that the position has been promoted internally and through staff networks; the school is considering partnering with an executive search firm should this first round of recruitment be fruitless. Mr. Fixler recommended reviewing the executive search firm agreement Hyde used when working to find a new Executive Director in 2014. Ms. Dumont noted that the New York City Department of Education may also be a valuable partner in the search. Mr. Sturtevant indicated that the COO needs to have deep financial expertise, comfort working with diverse staff and stakeholders, and the ability to act as a strategic thought partner.

Mr. Sturtevant reported that the school has done a significant amount of work in partnership with Jim Ford, an independent educational management professional, to apply for a charter transfer application, which would transition the school's charter authorizer from the New York City Department of Education to the State University of New York. Mr. Sturtevant indicated that the application would likely be submitted within seven to ten business days.

Mr. Sturtevant reported that the New York City Department of Education's Annual Comprehensive Review site visit will be taking place on Thursday, April 20, 2017.

Mr. Sturtevant noted that the New York State ELA and Math exams will be taking place beginning at the end of March. Mr. Sturtevant remarked that the third through eighth grades have been providing additional support for students at Saturday Academy, which provides additional hours of academic instruction and practice to students during the weekend.

Mr. Sturtevant reported that Hyde Elementary School has been working to strengthen literacy curriculum. Mr. Sturtevant noted that Elementary School Director, Ms. Amaris Obregon, has been leading professional development and curriculum development sessions with teachers and that the teachers are excited and invigorated by the process. Mr. Sturtevant noted that the literacy development and cross-curricular program at the elementary school aligns to our strategic priorities across K-12, including our prioritization of literacy, critical thinking, inquiry, and authentic assessments.

Mr. Sturtevant noted that a recent report by the DOE noted that certain fixtures of the K- 8 building have failed lead testing. In response, Hyde is allowing students to bring water from home and the school is also working to install at least one new lead-filtering water fountain on the first and fourth floors as a precautionary measure. The DOE's report indicates that although a few water fixtures failed lead testing, the water in the K-8 building is safe for consumption.

Mr. Sturtevant noted that Hyde has revisited its process and procedures for disclosing personal information related to children and families. All external requests for personal information related to Hyde students and families must be approved by the Executive Director.

4. Finance Committee

Ms. Lopez reviewed the financial statements with the Board. Ms. Lopez indicated that Charter School Business Management (CSBM) has been thoroughly reviewing the school's financial information to ensure accuracy of reporting and that some minor modifications are still being worked out, such as the timing of fundraising revenue. Ms. Lopez noted that CSBM has begun conversations with the school's longstanding audit partner, BDO, in order to schedule interim testing for June. Ms. Lopez noted that student enrollment is a bit below the projected figures, resulting in slightly less revenue for the school, but that this is offset by above average special education enrollment. Ms. Lopez noted that administrative discretionary budgets are being overspent, likely resulting from the school's investment in a 10th anniversary celebration in the fall. Ms. Lopez noted that CSBM will continue to support Hyde's financial operations and will provide monthly reports to the Board on financial matters.

5. Development Committee

Mr. Williams reported that the Development Committee had recently hosted a team conference call to discuss next steps for finishing the fundraising year strong. Mr. Williams reported that fundraising totals for the year were behind schedule; but that the school's annual fundraising goal is within reach if all Trustees work together. Mr. Williams noted that he and Ms. Valarie Hunsinger, Hyde K-8 librarian, had recently collaborated on significant grant writing activity and that Ms. Hunsinger has been helping him with various development and communications related projects. Mr. Williams noted that the Board of Trustees can finish the year strong by focusing on high impact individual donors, Hunts Point business support, and by making generous personal contributions to the school.

6. Facilities Committee

No report.

7. Human Resources Committee

No report.

8. Marketing/PR/Advertising Committee

No report.

9. Education Committee

No report.

10. Government Relations Committee

Mr. Williams reported that he would be attending a press conference with City Council Member Rafael Salamanca to promote A/C in all NYC schools.

11. Other Business

Ms. Jarmul noted that Hyde High School's graduation is an important and impactful event, and encouraged the Board to attend and to bring guests.

12. Public Comments

No report.

13. Adjournment

There being no further business, the meeting was adjourned at 7:31 PM.

Minutes prepared by Josh Williams.

Hyde Leadership Charter School

Board of Trustees

Herb Fixler, Chair
Herb Kaplan, Secretary
Dennis Mehiel, Treasurer
Deborah Dumont
Oz Hanley
Ruth Jarmul
Richard Romanoff
Maureen Singer
Jeanette Melendez
Tony Stoupas

Executive Committee

Herb Fixler, Chair
Deborah Dumont
Oz Hanley
Herb Kaplan
Tony Stoupas

Human Resources Committee

Deborah Dumont, Chair
Herb Fixler
Dennis Mehiel
Tom Sturtevant

Education Committee

Deborah Dumont, Chair
Herb Fixler
Jeanette Melendez
Tom Sturtevant
Tony Stoupas

Finance and Investment Committee

Maureen Singer, Chair
Herb Fixler
Richard Romanoff
Tony Stoupas

Nominating Committee

Herb Fixler, Chair
Herb Kaplan
Deborah Dumont
Oz Hanley

Marketing, PR, Advertising Committee

Ruth Jarmul, Chair
Herb Fixler
Susan Marber
Jeanette Melendez
Herb Kaplan

Government Relations Committee

Herb Fixler, Chair
Oz Hanley
Dennis Mehiel
Herb Kaplan

Facilities Committee

Richard Romanoff, Chair
Herb Fixler
Jeanette Melendez
Tony Stoupas
Tom Sturtevant

Development Committee

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Dennis Mehiel
Herb Fixler
Ruth Jarmul
Maureen Singer
Tom Sturtevant
Josh Williams