

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

Trustees Present:     Herb Fixler  
                              Ruth Jarmul  
                              Herb Kaplan  
                              Tony Stoupas  
                              Jeanette Melendez  
                              Oz Hanley  
                              Deborah Dumont

Trustees Absent:     Richard Romanoff  
                              Dennis Mehiel  
                              Maureen Singer

Also present:         Thomas Sturtevant, Executive Director  
                              Josh Williams, Director of Development and Communications  
                              Valarie Hunsinger, K-8 Librarian  
                              Kevin Quinn, Wye River Group

The meeting began at 6:02 PM, Mr. Fixler presiding.

**1. February 27, 2017 meeting minutes**

A motion was made, seconded, and unanimously approved by the Trustees present to approve the minutes from the February 27, 2017 Board meeting.

**2. Presentation from Kevin Quinn of Wye River Group and Discussion**

Mr. Quinn introduced himself as a team member at the Wye River Group. Wye River is an organization that provides comprehensive financial and investment advisory services for non-profit organizations, government, and business. Mr. Fixler introduced Mr. Quinn to the group as a potential advisory partner for Hyde Leadership Charter School, as the school considers opportunities and strategies for purchasing the high school facility at 830 Hunts Point Avenue.

Mr. Quinn indicated that the maturation of the charter school movement in New York has led to more financing options for schools. Mr. Quinn reviewed two viable options Hyde might consider pursuing in order to purchase the high school facility, a tax-exempt bond issue or tax-exempt commercial bank financing. Mr. Quinn noted that Wye River Group is interested in partnering with Hyde Leadership Charter School to perform further analysis for the Board's consideration, and to guide the school through the facility acquisition process.

Following discussion, Ms. Dumont motioned, Mr. Hanley seconded the motion, and all Trustees voted in favor of engaging the services of the Wye River Group to partner with Hyde Leadership Charter School as it works to evaluate strategies for acquiring the high school facility at 830 Hunts Point Avenue.

### **3. Discussion of Board Chair Succession**

Ms. Dumont presented a succession planning document outlining the process for the election of a new Board Chair (See Appendix A). The plan includes a process and timeline for applications and interviews, desirable qualities for board leadership, and the responsibilities and duties of the Board Chair. Trustees approved of the process and agreed to the next steps as outlined in the succession planning document.

### **4. Executive Director's Report**

Mr. Sturtevant indicated that the school's charter authorizer transfer application was submitted to the State University of New York and that the school would hear back from SUNY regarding their determination in May or June of 2017. Mr. Sturtevant noted that the school's current charter authorizer, the New York City Department of Education, would be visiting the school on Thursday, April 20<sup>th</sup> for their Annual Comprehensive Review.

Mr. Sturtevant reported that the school is continuing its search for a Chief Operating Officer and that interviews are underway.

Mr. Sturtevant stated that the New York State ELA Exams were going to begin on March 28<sup>th</sup>.

### **5. Development Committee**

Mr. Williams reported that the school's YTD fundraising outcomes are short of projections, although the school can meet its fundraising goal with an all-hands-on-deck effort in the final months of the year. Mr. Williams encouraged the Board to invite friends and colleagues to the school's Open House event on Thursday, April 27, 2017.

**6. Any other business**

No report.

**7. Public comments**

No report.

**8. Adjournment**

There being no further business, the meeting was adjourned at 7:57 PM.

Minutes prepared by Josh Williams.

# Appendix A

## **Process and Timeline**

- Review Roles and Responsibilities
- Submit intent to Deborah by April 16, 2017
- Executive Committee Interviews by May 1, 2017
- Executive Committee Recommends candidate to Board at May meeting

## **Qualities and Roles and Responsibilities<sup>1</sup>**

- Has passion for and believes in the Hyde mission and principles and inspires others
- Is approachable and available
- Is a strategist and visionary leader
- Encourages open communication and constructive debate
- Upholds legal and ethical standards

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<sup>1</sup> Adapted from Charter Board Partners

## Board Chair Duties

- Understands financial, fiduciary and Charter responsibilities
- Holds members responsible for carrying out their roles and responsibilities
- Ensures board assessment process occurs
- Cultivates relationships with donors, funders and stakeholders
- Cultivates constructive partnership with School Leader
- Participates in the hiring, monitoring and evaluation of School Leader
- Meets and speaks <sup>with</sup> about School Leader's progress and challenges around goals
- Is involved with Community outreach
- Helps develop meeting Agendas
- Presides over all meeting and specific committees
- May appoint committees or task force chairs
- Serves as ex-officio of all committees