

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

**Trustees Present:** Herb Fixler  
Herb Kaplan  
Oz Hanley  
Maureen Singer  
Ruth Jarmul

**Trustees Absent:** Deborah Dumont  
Richard Romanoff  
Tony Stoupas  
Jeanette Melendez  
Dennis Mehiel

**Also present:** Thomas Sturtevant, Executive Director  
Stephen Trowbridge, Chief Operating Officer  
Valarie Hunsinger, Director of Development and Communications  
Elizabeth Hittenmark, Director of Students and Family Support  
Susan Engel  
Chavon Sutton

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

**1. October 23rd Board Minutes**

The bylaws require a majority of Trustees to be in attendance (currently six are required) to meet quorum. The minutes from the October 23rd board meeting will be voted upon at the December meeting.

**2.. Executive Director's Report**

Mr. Sturtevant reported on a transition in the Elementary School, with Christine Moloughney taking over as Elementary School Director. Mr. Sturtevant noted Christine has been a part of Hyde for ten years and has a deep knowledge of Hyde philosophies and practices. Mr. Sturtevant also noted that consultants Alison Maher and Michele Pierce-Burns will work closely with Christine, supporting the coaching cycle and working with students in need.

Mr. Sturtevant reported that 100% of high school seniors have applied to college, with 5 students applying early action. Mr. Sturtevant highlighted the College & Post-Secondary Success Team and their success with matching students to “best match” colleges.

Mr. Sturtevant reported on Giving Tuesday, noting targeted appeals and video to connect donors to specific giving opportunities.

Mr. Sturtevant noted the importance of the December meeting to approve teachers salaries for fiscal year 2019. Mr. Sturtevant also discussed the board retreat on February 3rd, noting that board will receive mid-year reports from directors, discuss the charter landscape, and future program developments and strategic plans.

### **3. Finance Committee**

Mr. Trowbridge provided a detailed review of the school’s current financial position. Mr. Trowbridge noted the school’s October YTD revenue was favorable by approximately \$35,000 and October’s YTD expense was favorable by \$19,000. Mr. Trowbridge noted that the approximate net variance is favorable by \$54,000.

For FY 2018 YTD, Mr. Trowbridge reported that the total revenue is \$1,550,445 and is favorable by \$35,000. The budgeted expenses are \$1,442,111 and is favorable by \$19,000. Mr. Trowbridge noted that the net variance to the budget is favorable by \$159,000, which represents a 3% variance.

Mr. Trowbridge presented a draft budget timeline, noting that at the December board meeting salary increases for instructional staff would be discussed, and that on December 20th instructional staff would receive salary letters. Mr. Trowbridge noted the importance of a quorum for the December board meeting.

### **4. Development Committee**

Ms. Hunsinger highlighted three examples of board engagement including assistance with the annual appeal, providing a match for Giving Tuesday, and for the successful grant award from the Sara Chait Memorial Foundation. Ms. Hunsinger also thanked Herb Fixler, Herb Kaplan, Ruth Jarmul, and Jeanette Melendez for supporting the Fall Open House.

Ms. Hunsinger reviewed the FY 2018 goals, reported that the school’s development efforts were on target due to a large individual donation. Ms. Hunsinger compared to-date fundraising totals from FY 2015 to FY 2018. Ms. Hunsinger highlighted the importance of end of the year

fundraising, specifically Giving Tuesday and the annual appeal. Ms. Hunsinger showed Giving Tuesday videos on family retreats, The Wilder Baker College Relief Fund, and Saturday School; and requested that the board share the videos. Ms.Hunsinger highlighted the following strategies for the annual appeal including the importance of personal notes, follow up calls, etc.

Ms. Hunsinger provided a summary of recent fundraising and communications activities, including work on the Character Matters newsletter, annual appeal letters, foundation partnerships, and Associate Board work.

## **5. Human Resources**

No report.

## **6. Marketing/ Advertising/ Public Relations Committee**

No report.

## **7. Facilities Committee**

Herb Fixler noted that the purchase of the high school building is expected to pre-close on December 13th, and will close on December 15th.

## **8. Education Committee**

No report.

## **10. Nominating Committee**

No report.

## **11. Other Business**

No report.

## **12. Public Comments**

No report.

## **13. Adjournment**

There being no further business, the meeting was adjourned at 7:55 PM.

Minutes prepared by Stephen Trowbridge and Valarie Hunsinger