

**Hyde-Bronx Trustees Meeting Minutes**  
**Hyde Leadership Charter School**  
**Trustees Meeting**  
**July 22, 2019**  
**830 Hunts Point Avenue, Bronx, NY 10474**  
**Minutes**

**Trustees Present:**

Herb Fixler  
Herb Kaplan  
Tony Stoupas  
Susan Engel (Video Conferencing)  
Ruth Jarmul

**Trustees Absent**

Maureen Singer  
Deborah Dumont

**Via Phone:** Chavon Sutton

**Also present:** Thomas Sturtevant, Executive Director  
Stephen Trowbridge, Chief Operating Officer  
Valarie Hunsinger, Director of Development and Marketing

**The meeting began at 6:08 PM, Herb Fixler presiding.**

**1. Approve Minutes from the June 24th board meeting**

With a quorum present, a motion was made, seconded, and unanimously approved by the Trustees present to approve the minutes from the June 24th board meeting.

**2. Nominating Committee**

Mr. Fixler discussed the end of the Board Chair term and opened the floor to nominations. With a quorum present, a motion was made, seconded, and unanimously approved by the Trustees present to nominate and appointment Mr. Fixler as Board Chair for an additional two-year term.

**3. Review of Board Committee Memberships**

Mr. Fixler reviewed the Board Committee Memberships and noted that there should be only four board members per committee and indicated that the Board Chair is currently a member of every committee. Mr. Stoupas suggested using specific board meetings to deep dive into each committee. Mr. Fixler noted that Mr. Trowbridge would send out an updated Board Committee

Membership list and also suggested that each committee chair should contact Mr. Trowbridge to arrange a board committee presentation.

Mr. Fixler discussed combining the Government Relations Committee with the Marketing & PR Committee. With a quorum present, a motion was made, seconded, and unanimously approved by the Trustees present to combine the Government Relations Committee and the Marketing & PR Committee.

#### **4. Approval of Special Committee**

Mr. Fixler introduced the creation of a Special Committee to explore the future developments of the school. With a quorum present, a motion was made, seconded, and unanimously approved by the Trustees present to create a Special Committee.

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

Mr. Sturtevant recognized the recent graduation, thanking Ms. Dumont for presiding over the ceremony.

Mr. Sturtevant highlighted summer programming for students including the Summer Bridge program for 8th to 9th-grade students and also summer courses for rising seniors.

Mr. Sturtevant noted that hiring for the 2019-2020 school year was nearly complete and that new staff would be attending Hyde 10.

Mr. Sturtevant noted upcoming summer projects including updated handbooks, space upgrades, and office moves.

Mr. Sturtevant discussed the NYU partnerships and the possibility of expanding to the elementary school.

#### **6. Finance Committee**

Mr. Trowbridge highlighted the year-end closing and audit timeline noting that the audit would begin in August and wrap up in October with BDO presenting at the October board meeting. Mr. Fixler inquired about requesting an RFP from BDO and other auditors. Mr. Trowbridge noted the board of trustees meeting schedule.

## **7. Development and Communications Report**

Ms. Hunsinger thanked all board members noting that we met and exceeded our FY 2019 fundraising goal. Ms. Hunsinger reviewed upcoming summer activities including updates to marketing tools.

## **8. Any other business**

Mr. Trowbridge requested board members to fill out the annual SUNY Disclosure of Financial Interest form to be completed by all Trustees

There being no further business, the meeting was adjourned at 7:36 pm.

Minutes prepared by Stephen Trowbridge and Valarie Hunsinger