

**Board of Trustees Meeting**  
**Thursday, April 2<sup>nd</sup>, 2015**  
CEI-PEA | 28 West 44<sup>th</sup> Street, New York, NY 10036

**AGENDA**

- I. Call to Order**
- II. Resolution to Approve Minutes from January 29<sup>th</sup>, 2015; February 10<sup>th</sup>, 2015; and March 10<sup>th</sup>, 2015 Meetings**
- III. Resolution to Adopt the Following Policies:**
  - A. Admissions Policy and Procedures (revised)
  - B. FERPA policy
  - C. Complaint Procedure Policy
- IV. Resolution to Approve Lease for 423 East 138<sup>th</sup> Street Site, and to Authorize Execution by Ric Campbell, Including Payment of Two Months' Rent as Security Deposit in the Amount of \$62,000**
- V. Resolution to Change the Title of "Principal" Assigned to the Position Currently Held by Ric Campbell to the Title of "Executive Director"**
- VI. Resolution to Approve the Hiring of the Following Faculty Members:**
  - A. Tom Bradway - Lead History/Social Studies Teacher
  - B. Elise DeBoard - Director of Reading Instruction/ Reading Teacher
  - C. André Harris - Lead Physical Education/Health Teacher
  - D. Stephanie Lane - Lead Science Teacher
  - E. Robert Shreefter - Director of Arts Programs
  - F. Anjali Deshpande - Lead Mathematics Teacher
- VII. Principal's Updates**
  - A. Faculty Recruitment
  - B. Student Recruitment
  - C. Education Partners Update
- VIII. Lottery – Tuesday, April 14<sup>th</sup>, 6:30 pm**
- IX. Board Training on Tuesday, May 12<sup>th</sup>**  
Jill Shahan, Northeast Charter School Network
- X. Adjournment**  
Next Meeting/Board Training: **Tuesday, May 12<sup>th</sup>, 4:00 pm at WHEDco**

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**Trustees Present:** Andy Arons, Nancy Biberman, Valerie Capers, Lori Chemla, Andrea Cohen (by videoconference), Harvey Newman, Davon Russell

**Trustees Absent:** Kristin Erat, Felicia Franklin, Eric Nadelstern,

**Other Attendees:** Ric Campbell, SBECACS; Cat Eugenio, SBECACS; Meredith Leverich, WHEDco; Frank San Felice, CEI-PEA

**Call to Order**

Davon Russell called the meeting to order at 2:42pm.

**Resolution to Approve Meeting Minutes**

The Board unanimously voted to approve the meeting minutes from January 29<sup>th</sup>, 2015; February 15<sup>th</sup>, 2015; and March 10<sup>th</sup>, 2015.

**Principal's Updates**

Student Recruitment & Lottery

Mr. Campbell reported that the charter school has received 230 applications, including 108 applications from children who live in Community School District 7. He said that Accounting Solutions of NYC would facilitate the Early College Academy's lottery on Tuesday, April 14<sup>th</sup>, and that a representative from Loeb & Troper would be serving as the disinterested third party to ensure that the process is executed fairly and according to Charter School Law. Mr. Campbell said that Montessori Charter School on 138<sup>th</sup> Street had agreed to host the lottery. Mr. Russell asked that Board members attend if possible, so that they could meet the families.

Education & Cultural Partners Update

Mr. Campbell reported that Lehman College's MOU would be signed in the next week.

Mr. Campbell also reported said that he would be meeting with 12 NYU faculty members later in the month to work through the terms of the MOU between NYU and the charter school. This partnership will also include the NYU Metropolitan Center, which will allow the school to access NYU's research community and will help the school think "beyond the classroom."

Mr. Campbell said that an agreement with the American Museum of Natural History is also being negotiated, which aims to increase girls' involvement in STEM programming, as well as integrate computer science within other subject areas. The charter school would be the site for a pilot program with the Museum as well as for curriculum development.

Faculty Recruitment

Ric Campbell stated that he was prepared to hire six faculty members, who would start full-time in July

2015, pending the Board's approval: Tom Bradway, Lead History/Social Studies Teacher; Elise DeBoard, Director of Reading Instruction/Reading Teacher; André Harris, Physical Education/Health Teacher; Stephanie Lane, Lead Science Teacher; Robert Shreefter, Director of Arts Programs; and Anjali Deshpande, Lead Mathematics Teacher.

#### **Resolution to Approve the Hiring of Faculty Members**

The Board approved the hiring of the six candidates listed above, pending fingerprinting and background checks. The Board requested that Mr. Campbell continue to notify them of prospective teaching candidates before hiring, per the Board by-laws. Mr. Campbell said that he would invite the teachers to future Board meetings, so that the Board could meet them. He added that looking at the school day schedule at the next meeting would be helpful so that the Board could better envision the block scheduling.

#### **Resolution to Adopt the Admissions Policy & Procedures**

Mr. Campbell presented the revised Admissions Policy & Procedures, which he said had been approved by NYSED after required edits were made. The Board unanimously approved the adoption of the revised Admissions Policy & Procedures.

#### **Resolution to Adopt the FERPA Policy**

The Board reviewed the FERPA Policy, which Mr. Campbell said had been prepared by the school's attorney. He added that this policy will be included in the Parent Handbook in both English and Spanish. The Board unanimously approved the adoption of the FERPA Policy.

#### **Resolution to Adopt the Complaint Procedure Policy**

The Board reviewed the Complaint Procedure Policy, which Mr. Campbell said had also been prepared by the school's attorney. The Board unanimously approved the adoption of the FERPA Policy.

#### **Facilities Discussion and Resolution: 423 East 138<sup>th</sup> Street**

Mr. Campbell reported that Oren Sendowski, the owner of the 423 East 138<sup>th</sup> Street site, and SBECACS have negotiated lease terms that would provide the school with a 12,000 square foot incubation space in which to operate during the 2015 – 2016 school year. He stated that SCG Retail, the school's exclusive brokers, identified this space on the 7<sup>th</sup> and 8<sup>th</sup> floors of the building. The lower floors are currently occupied by Montessori Charter, which uses a separate entrance. He added that the space is bright and cheerful with a lot of natural light, which will create a welcoming space for students. Members Lori Chemla and Andy Arons added that they both saw the space and thought it was a great solution for the school's space needs in year one.

Andrea Cohen inquired about the costs outlined in lease terms. Mr. Campbell said that the school would pay \$31/sq. ft., for a total of \$372,000 throughout the year. He added that the lease would run for one year, from July 15<sup>th</sup>, 2015 through July 14<sup>th</sup>, 2016. Mr. Campbell also said that Cliff Schneider, a partner at the law firm where the school's primary attorney Susan Briggs works, reviewed the lease on Ms. Briggs's behalf since he is an expert in real estate law. Mr. Campbell also said that Mr. Sendowski's experience with building and developing charter schools provides some assurance that the build-out will be completed on time and to school code, both of which are stipulations in the lease.

The Board discussed the challenges of being on the 7<sup>th</sup> and 8<sup>th</sup> floors and determined that children could take the stairs when entering and exiting the building, but that the available elevator could be used as needed.

The Board unanimously approved a resolution to approve the lease for the 423 East 138<sup>th</sup> Street site, and to authorize execution by Ric Campbell, including the payment of two months' rent as a security deposit in the amount of \$62,000

**Resolution to Change the Title of “Principal” Assigned to the Position Currently Held by Ric Campbell to the Title of “Executive Director”**

Mr. Campbell explained that his title was not a fair reflection of his duties, which are more closely aligned with the role of executive director as defined at charter schools generally. He circulated a job description of an Executive Director of a charter school to demonstrate that the roles and responsibilities were comparable to those he currently manages as school principal. The Board agreed that the title Executive Director accurately portrays Mr. Campbell's role in the school, based on the responsibilities detailed in Mr. Campbell's employment contract. Mr. Campbell added that he had spoken to representatives at NYSED about this change, and they indicated that it would not be a material change since the hierarchy would remain the same and a new position would not be added. The Board discussed that Ric's contract and compensation would remain the same as previously agreed upon.

**Discussion on Teacher Retention**

The Board discussed challenges that many charter schools face in regards to teacher retention. Harvey Newman raised concerns about ECA teachers working over the summer and losing the traditional summer vacation that DOE teachers enjoy. Mr. Campbell said that the employee manual, which the school's attorneys are developing, would allow for vacation time for teachers. He also said that the academic and leadership opportunities that ECA could provide teachers may attract those who want to connect to higher education institutions, get involved in research and grow into department heads as the school develops. He added that the block scheduling would ensure that teachers have breaks throughout the school day.

**Charter School Legislation**

Mr. Newman updated the Board on recent changes in charter school legislation. He said that there may be a one-time infusion of per-pupil funding to charter schools in 2016, which will divide \$25,000,000 by the number of students enrolled in charter schools. He also said that Governor Cuomo is advocating for an additional 100 charter schools throughout the state, but that Mayor de Blasio is advocating for Mayoral control on the NYC charter school cap. Mr. Newman said that he would continue to update the Board as charter school policy continues to develop.

**Adjournment**

The Board voted to adjourn the meeting at 4:30pm.