

Board of Trustees Meeting
Thursday, January 29, 2015
WHEDco | 50 East 168th Street, Bronx, NY 10452

AGENDA

- I. Call to Order**
- II. Resolution to Approve Minutes from December 11th, 2014 Meeting**
- III. Resolution to Approve the Following for Submission to NYSED:**
 - A. Board Calendar
 - B. Board Officers (Chair, Secretary, Treasurer)
 - C. D&O Insurance
 - D. Budget
 - E. Fiscal Policies & Procedures
 - F. Audit Statement
 - G. FOIL Policy
 - H. Enrollment Policy
 - I. Admissions Application
- IV. Principal's Updates**
 - A. Personnel Updates
 - a) Tom Bradway – Social Studies
 - b) Rob Shreefter – Art Director
 - c) Elise DeBoard – Reading Teacher
 - d) Computer Science Funding
 - B. Education Partners Update
 - C. Legal Counsel
 - D. Website
 - E. Branding: Letterhead, Logo
- V. Facilities Discussion**
- VI. E-Rate**
- VII. Executive Session**
- VIII. Adjournment**

Next Meeting/Board Training: **Tuesday, February 10th, 4pm at WHEDco**

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Thursday, January 29, 2015
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Trustees Present: Nancy Biberman, Lori Chemla, Andrea Cohen, Felicia Franklin, Eric Nadelstern, Harvey Newman (via phone), Davon Russell

Trustees Absent: Andy Arons, Valerie Capers, Kristin Erat

Other Attendees: Ric Campbell, SBECACS; Cat Eugenio, SBECACS; Rebecca Kramnick, WHEDco; Meredith Leverich, WHEDco

Call to Order

Davon Russell called the meeting to order at 4:15pm.

Approval of December 11, 2014 Board of Trustees Meeting Minutes

The Board unanimously voted to approve the minutes from the December 11th, 2014 meeting.

Resolution to Approve Documents Required by NYSED

Ric Campbell presented a packet of documents, which he had previously circulated to the Board via email, including the following:

- Calendar of 2015 Board of Trustees Meetings, which indicates that the Board will convene on the second Tuesday of each month. Meetings will take place at 4pm at WHEDco until the school has a site this summer. The meetings will also begin later in the evening to accommodate community members' work schedules once the school has formed a parent community.
- D&O Insurance Renewal Binder, which provides the Board coverage from January 2015 through July 2015 for \$2,565. Upon the end of this term, the school will renew the D&O insurance, and purchase additional insurance associated with school facilities and operations. Moving forward, all of the insurance coverage will align with the school's fiscal year, which runs from July to June.
- 2014-2015 and 2015-2016 Budgets, which account for the school's planning year and year one of operation with 110 students.
- Fiscal Policies & Procedures, which were reviewed and approved by the Finance Committee (Andy Arons, Lori Chemla, and Felicia Franklin) earlier in the month.
- Audit Statement, which was created by Loeb & Troper and indicates that the school's Fiscal Policies and Procedures are sound and use best practices.
- FOIL Policy, which is a standard policy for all charter schools.
- Enrollment Policy, which has been edited slightly since its initial submission to NYSED as part of the charter application, but is essentially unchanged. The two preferences listed are for siblings

and students living in District 7. In year two, a third preference for returning students will be implemented, as well.

- Admissions Application, which will need to be rebranded now that a logo has been selected, but is otherwise accurate.

The Board reviewed and discussed each document, and then unanimously voted to approve the packet. Mr. Campbell said that he and Cat Eugenio would submit these approved documents to NYSED in the coming days.

The Board also voted to elect Felicia Franklin as Board Treasurer until June 2015, at which time all Board Officers will be reelected.

Principal's Updates

Personnel Updates

Mr. Campbell circulated CVs for three teaching candidates: **Elise DeBoard, Rob Shreefter, and Tom Bradway**.

He said that he plans to hire Ms. DeBoard as a Reading Teacher. She has eight years of teaching experience. In the first month of the school's operation, she will assess the reading levels of all students, with the help of the teaching assistants placed in the school. She will also be able to provide professional development to the entire faculty, ensuring that the development of reading comprehension, skills, and strategies, and are actively supported and reinforced across all subject areas.

Mr. Campbell said that he plans to hire Mr. Shreefter as an Art Director. In this role, Mr. Shreefter will teach some courses, and will also oversee other part-time teaching artists.

Mr. Campbell also said that Mr. Bradway will be the Social Studies teacher. Mr. Bradway has fewer years of teaching experience than the other candidates, but his interesting life experiences make him an attractive candidate.

Mr. Campbell added that, like Stephanie Lane, whose resume was presented at the last meeting, these candidates will come on this spring part-time at the rate of \$50 per hour to help plan the curriculum. They will begin as full-time faculty in July 2015.

Mr. Campbell stated that the New York City Foundation for Computer Science Education (CSNYC) has agreed to fund a full-time computer science teacher for the first year of operation. Ms. Chemla inquired whether or not a longer-term commitment could be secured at this time. Mr. Campbell said that it would most likely be renewable, but that Fred Wilson, CSNYC's Board Chair, will likely want to evaluate the program's impact after the first year before committing additional funding. Eric Nadelstern added

that even if the funding was not renewed by CSNYC, the school would be in a better position to afford this position in year two when the student enrollment increases.

Education Partners

Mr. Campbell updated the Board on the discussions he has had with Lehman College and NYU. He said that he would be meeting with representatives from Lehman on Wednesday, February 4th to finalize an MOU and to begin discussions about the development of the graduate course that would be linked to the classroom experiences of the teaching candidates. Mr. Campbell said that he did not have an update about the NYU partnership since the last Board meeting, but that discussions about placing students from across different subject areas would be continuing in the coming weeks.

Legal Counsel

Mr. Campbell said that he has engaged Susan Briggs on issues that require legal expertise. He added that Ms. Briggs formerly worked as General Counsel for the NYC Charter Center, but now works at a private firm. He added that she was extremely helpful and responsive when the school was in the appeal process after the DOE's decision to deny the school's co-location request. He stated that Ms. Briggs's firm requires a 10 hour retainer at the rate of \$275 per hour, and services are deducted from the retainer. The Board agreed that Mr. Campbell should continue working with her on legal issues for the school.

Website, Logo & Branding

Cat Eugenio showed the Board the website design and logo. Mr. Campbell added that the Board is currently listed under the Trustees tab on the site, but that he is hoping to add brief bios for each Board member, as well. Meredith Leverich said that she would work with the Trustees to finalize bios for the website.

Facilities Discussion

Mr. Campbell said that Civic Builders has stated that they will not begin working on seeking a permanent space for the school until December 2015, since they want the school to have received two quarters-worth of revenues before they fully engage. The timeline for the completion of a permanent space, based on that start date is September 2017. This means that the school will need two years of incubation space.

In discussion of possible sites for development as long-term homes for the school, Mr. Campbell said that there is a warehouse in the Hunts Point section of the Bronx, which seems affordable, but the location is not ideal. He said there is another space on 156th Street and Cauldwell Avenue, which Nancy Biberman noted was close to WHEDco's Bronx Commons development. In terms of short-term incubation space, Mr. Campbell said that Pius V, located at 500 Courtlandt Avenue may be a possibility but that other now unoccupied schools belonging to the Archdiocese of New York may be even better

options and he is attempting to engage the Archdiocese in discussion about these other options. Ms. Biberman suggested that Mr. Campbell reach out to Maryanne Hedaa, since she may be able to provide insight into diocese space. Mr. Campbell said he would look into these options further.

E-Rate

Mr. Campbell reported that the school has solicited bids from E-Rate consultants. Ben Sniecinski from E-Rate Advantage submitted the most competitive proposal. He will help the school apply for federal E-Rate funding, and these services should cost the school about \$12,000 over the next five years.

Adjournment

The Board voted to adjourn the meeting at 5:45pm.