

Board of Trustees Meeting
Thursday, January 7th, 2016
423 East 138th Street, Bronx, NY 10454

AGENDA

- I. Call to Order**
- II. Public Comment**
- III. Resolution to Approve Minutes from December 8th, 2015**
- IV. Finance and Personnel Committee Meetings Schedule**
- V. Forming a Temporary Facilities Committee**
 - A. Hiring a Tenant’s Representative**
 - B. Approval of Construction Plans**
- VI. Executive Director’s Report**
 - A. Student Recruitment for 2016 – 2017 School Year**
 - B. Faculty Recruitment for 2016 – 2017 School Year**
 - C. Short-term Facility Update**
 - D. Educational Programming and the Extended Day Program**
 - E. Health Education/Computer Science Project**
 - F. Review of Faculty**
 - G. Josh Mandel Visit and Plans**
 - H. Uniforms**
 - I. Books and Microscopes for Students**
 - J. Fundraising**
- VII. New Business**
- VIII. Executive Session – Personnel**
- IX. Adjournment**

Next Meeting: **Thursday, February 4th, 2016, 5:00 pm at SBECA (423 East. 138th Street)**



Board of Trustees Meeting
Thursday, January 7, 2016
423 East 138th Street, Bronx, NY 10454

Trustees Present: Valerie Capers, Felicia Franklin, Eric Nadelstern, Davon Russell

Trustees Absent: Nancy Biberman, Lori Chemla, Andrea Cohen

SBECA Staff Present: Ric Campbell, Cat Eugenio

Other: Meredith Leverich, WHEDco

Call to Order

Davon Russell called the meeting to order at 5:10 pm.

Resolution to Approve Meeting Minutes

The Board made a motion and unanimously approved the minutes from the December 8th, 2015 Board of Trustees meeting.

Finance and Personnel Committee Meetings Schedule

Ric Campbell said that the Finance Committee should meet with Digant Bahl of Accounting Solutions of NYC before the next Board meeting on February 4th, 2016, so that the group could review the school's financial documents half-way through the fiscal year and report back to the full Board in February. He said that Meredith Leverich would help coordinate meeting times.

Mr. Campbell said that the Personnel Committee should also meet to further develop the school's Employee Evaluation Process, including the Board's evaluation of the Executive Director. He added that he has worked on creating a process, which would begin with self-assessment and goal setting, and then move to a supervisory review. Eric Nadelstern said that he has template materials that can help inform the school's process. Mr. Campbell said that Ms. Leverich would coordinate a time for the group to meet before the February 4th meeting, as well, so that the full Board can review and formally adopt a protocol to be implemented by and for all faculty before the end of the school year.

Forming a Temporary Facilities Committee

Mr. Campbell reported that he has signed a lease for a long-term school site located at 766 Westchester Avenue in the Bronx, which had been discussed and approved at previous Board meetings. He restated that the site was expected to be ready by December 2016.

Mr. Campbell requested that the Board form a temporary Facilities Committee to provide input and support on a few time-sensitive tasks that the school will need to complete in order to ensure the construction timeline for the long-term site continues to stay on track, including review and approval of construction plans and the hiring of a tenant's representative. Mr. Campbell said that Lori Chemla had

expressed interest in serving on the committee. Mr. Russell said that Nancy Biberman would also be an asset to the committee, given her experiences developing affordable housing. Ms. Leverich said that she would confirm with Ms. Biberman and find a time for the group to discuss these issues, once Mr. Campbell provided a timeline for these needs.

Mr. Campbell added that securing a temporary space for July 2016 – December 2016 remains a top priority. He said that Boricua College is still a possible option. He added that the school's current site may have additional space available for the next school year, but that information would not be confirmed until February at the earliest.

Executive Director's Report

Student Recruitment for 2016 – 2017 School Year

Cat Eugenio reported that she has begun mailing sibling preference applications to families with children currently enrolled. She said that she was also in the process of scheduling times to visit feeder elementary schools to circulate the new application to families in the district. The common application is also available on the NYC Charter Center website. She added that the deadline for applications is April 1, 2016.

Mr. Campbell added that perception and word-of-mouth is especially important now that the school has a student body with connections to other families in the community. He said that the school would host evening events for prospective parents so that they can meet the faculty and see the school, which is an advantage that the school did not have last year when there were no classrooms or students to showcase.

Faculty Recruitment for 2016 – 2017 School Year

Mr. Campbell reported that he has formed a Hiring Committee, which includes current faculty, to recruit for the 2016 – 2017 school year, since the school will need to build capacity as the student body grows.

Educational Programming and Extended Day Program

Mr. Campbell said that he had made some scheduling adjustments in an effort to incorporate more academic programming into the Extended Day portion of the school day from 4 – 6 pm. He said that some members of the school's faculty had agreed to run programs during that portion of the day until March, at which time WHEDco Extended Day staff would once again oversee programming. His expectation is that the Extended Day staff could elevate the level of academics incorporated after learning additional techniques from the faculty, who are more highly trained.

Valerie Capers inquired about the music programming happening during the regular school day and in the Extended Day program. Mr. Campbell said that the students participated in choir at this stage, and the music program will continue to grow as additional space and resources become available. He also added that he would connect Ms. Capers to the school's music teacher, since it is her first year teaching and she could benefit from Ms. Capers's years of experience in music education.

Health Education and Computer Science Research

Mr. Campbell reported that the school would be presenting research on students' physical activity, based on data collected by Fitbits, to the NYC Foundation for Computer Science (CSNYC) in the coming weeks. He said that he would ask some students to present their research to the Board in March, and that he expects additional research opportunities to follow in partnership with CSNYC.

Josh Mandel Visit and Plans

Mr. Campbell reported that Mr. Mandel, a school psychologist, has begun volunteering at the school. He will provide professional development for faculty, which will help them with classroom management and their advisory groups. Mr. Nadelstern suggested that Mr. Campbell get Mr. Mandel's fingerprint records, since he will be a regular volunteer.

Uniforms

Mr. Campbell and Mr. Russell reported that Public School, a fashion company, has designed uniforms for the school and that Aeropostale has agreed to manufacture them, at little cost to the school. Mr. Russell said that he had not yet heard about the timeline for the manufacturing and that he preferred not to be aggressive with follow-up, since it could jeopardize the relationship.

Books and Microscopes

Mr. Campbell reported that Andrea Cohen had donated books to each student, which the school's Literacy Teacher helped to facilitate, as a New Year's gift. He also reported that Ms. Chemla had donated microscopes to the science classroom.

Fundraising

Mr. Campbell said that the Board should begin to think more about fundraising opportunities. Mr. Russell said that the school should reach out to its local representatives to see if NYC Council Discretionary Funds are available.

Executive Session

The Board voted to adjourn the public portion of the meeting to go into Executive Session to discuss a personnel issue.

Adjournment

The Board came out of Executive Session and then voted to adjourn the meeting at 6:30 pm.