

**Board of Trustees Meeting**  
**Tuesday, March 10<sup>th</sup>, 2015**  
WHEDco | 50 East 168<sup>th</sup> Street, Bronx, NY 10452

**AGENDA**

- I. Call to Order**
- II. Resolution to Approve Minutes from January 29<sup>th</sup>, 2015 and February 10<sup>th</sup>, 2015 Meetings**
- III. Facilities Update**
- IV. Principal's Updates**
  - A. Faculty Recruitment
  - B. Student Recruitment
  - C. Education Partners Update
- V. Lottery – Tuesday, April 14<sup>th</sup>, 6:30 pm**
- VI. Rescheduling the Board Training**

Jill Shahan, Northeast Charter School Network
- VII. Adjournment**

Next Meeting/Board Training: **Tuesday, April 14<sup>th</sup>, 4pm at WHEDco**

**Board of Trustees Meeting**  
**Tuesday, March 10, 2015**  
WHEDco | 50 East 168<sup>th</sup> Street, Bronx, NY 10452

**Trustees Present:** Nancy Biberman, Valerie Capers, Lori Chemla, Felicia Franklin, Davon Russell

**Trustees Absent:** Andy Arons, Andrea Cohen, Kristin Erat, Eric Nadelstern, Harvey Newman

**Other Attendees:** Ric Campbell, SBECACS; Cat Eugenio, SBECACS; Meredith Leverich, WHEDco; Katie McCaskie, WHEDco

**Call to Order**

Davon Russell called the meeting to order at 4:17pm.

**Introductions**

Ric Campbell introduced Katie McCaskie, a WHEDco social worker who will be placed at the charter school per the partnership agreement with WHEDco. Ms. McCaskie said that she has spent the majority of the last ten years working in WHEDco's Family Support department. More recently, she has spent a year and a half working in Swaziland, where she helped design and implement a social service department for Cabrini Ministries. Ms. McCaskie added that she is excited to be back at WHEDco, working in this new capacity at the charter school and developing systems for serving the students and their families beyond the classroom.

**Resolution to Approve Minutes**

Mr. Russell said that, since the Board members present were one person short of achieving a quorum, the approval of the January 29<sup>th</sup> and February 10<sup>th</sup> meeting minutes would have to wait until the April Board meeting.

**Facilities Updates**

Mr. Campbell said that the school's broker, SCG Retail, has identified a site that will likely work well for the school's first year of operation. There are two floors available at 423 East 138th Street, which currently houses Montessori Charter School on other floors with a separate entrance. The space has beautiful views of the Bronx and Manhattan and benefits from natural light throughout the building, which would make the school a bright, warm place for children to learn. Mr. Campbell said that, since this landlord has worked with charter schools in the past, he is familiar with school building codes and will be able to complete the build-out in compliance with school regulations. He will also be able to provide architects and oversee construction, which is, to a great extent, the role that Civic Builders would play if the charter school were to engage them to manage a build-out. Mr. Campbell added that the landlord may have another space in the Hub neighborhood of the Bronx that could potentially satisfy the school's long-term needs when enrollment increases in year two and beyond. Mr. Campbell said that those details would be discussed later after the more immediate facility needs were settled.

Mr. Campbell said that SCG Retail and the school's attorney were in lease negotiations with the landlord and that he would present the lease terms to the Board for review and approval once they were

finalized. He also invited Board members to visit the site during his next walk-through with the landlord and architect.

### **Principal's Updates**

#### Faculty Recruitment

Mr. Campbell said that six faculty members have officially signed on and that NYU is helping identify teachers for the positions that have not yet been filled. The next step is to finalize contracts for the teachers, which could be voted on at the April Board meeting.

#### Student Recruitment

Cat Eugenio reported that the school has received approximately 150 completed applications for the 2015 – 2016 school year and is on track to meet the goal of 220 applications by the deadline on April 1<sup>st</sup>. She said that she has met with guidance counselors and principals at elementary schools throughout CSD 7 and will hold a few more meetings in the coming weeks to continue promoting the school. Nancy Biberman asked if any outreach to local news outlets had taken place. Ms. Eugenio said that she had not yet reached out to media, but would follow up with local outlets, such as NY1, Bronx News 12 and Bronx Net to further promote the school before the application deadline.

#### Education Partners Update

Mr. Campbell reported that discussions with NYU were progressing, but that the structure of the Steinhardt School requires that he hold separate meetings with many different departments, which makes the process time-consuming. He also added that Ms. McCaskie's presence will be invaluable moving forward, since NYU's Silver School of Social Work is interested in a partnership that would place MSW candidates in the charter school for their field placement under Ms. McCaskie's supervision. This would elevate the school's family support department, and create a synergy between the charter school's higher education partner and community partner.

### **Lottery**

Mr. Campbell said that the lottery has been scheduled for Tuesday, April 14<sup>th</sup> at 6:30pm. Mr. Russell asked that the Board members save the date and try to attend the lottery, so that they could meet the families that the school would serve. Mr. Campbell said that the lottery could potentially be held at the school site, if a lease was negotiated and signed by then. Construction on one of the floors at the 423 East 138th Street site is complete, so the lottery could be held in that space, should the Board agree to the lease terms before that time.

Mr. Campbell also said that he and Ms. McCaskie are developing a plan to conduct home visits over the summer for each of the students enrolled in the school, following the lottery. This would allow the school faculty to build a sense of trust with families and more effectively individualize each student's instruction plan before school begins in September. Felicia Franklin asked how this plan might change if parents resisted the home visit, since it could not legally be a requirement for a child to attend the school. Ms. McCaskie said that they would handle each situation individually and sensitively, and could offer meetings at the school for parents that preferred not to let school staff into their homes.

**Board Training**

The Board decided that the Board Training should take place at the regularly scheduled meeting in May, which is on Tuesday, May 12<sup>th</sup> at WHEDco in the Bronx. Mr. Russell said that he would reach out to all Board members to ensure that we could have full attendance if possible.

**Adjournment**

The Board voted to adjourn the meeting at 5:04pm.