

**Board of Trustees Meeting
March 2nd, 2017
639-55 St. Ann's Avenue, Bronx, NY 10455**

AGENDA

- I. Call to Order
- II. Public Comment
- III. Resolution to Approve Minutes from January 12th, 2017 and February 2nd, 2017
- IV. Executive Director's Report
 - A. Student Recruitment for 2017 – 2018 School Year
 - B. Lottery – April 20th
 - C. Faculty Recruitment for 2017 – 2018 School Year
 - D. Test Prep Update
 - E. Facilities Update
- V. Finance Committee Report
- VI. Review and Adoption of Draft 990 for Fiscal Year 2015 – 2016
- VII. Board Development
- VIII. New Business
- IX. Next Meeting – Thursday, April 6th, 2017
- X. Adjournment



Board of Trustees Meeting
Thursday, March 2nd, 2017
639 St. Ann's Avenue, Bronx, NY 10455

Trustees Present: Valerie Capers, Lori Chemla, Andrea Cohen (by phone; did not participate in voting), Serigne Gningue, Davon Russell, and Jodi Schneider

Trustees Absent: Nancy Biberman and Felicia Franklin

SBECA Staff Present: Ric Campbell, Cat Eugenio

WHEDco Staff Present: Katie Aylwin, Meredith Leverich

Number of Attendees from the General Public Present: 3

Call to Order:

Davon Russell called the meeting to order at 5:12 pm.

Public Comment:

Yennifer Concepcion, a student at SBECA, said that she likes going to the school and that her teachers are kind. She said that her favorite subjects are math and ELA, and that she wants to become a doctor.

Jenny Concepcion, Jennifer's mother, said that she is very proud of her child. She also said that she found the Parent Teacher Conferences helpful, since she was able to communicate with the teachers about her daughter's progress.

Ric Campbell added that parental involvement is critical to students' success, and thanked Ms. Concepcion for her commitment to Yennifer's education.

Resolution to Approve Minutes from January 12th, 2017 and February 2nd, 2017 Board Meetings

Davon Russell reminded the Board that a quorum had not been present during the February 2nd Board meeting, so the minutes from January 12th still required approval.

Lori Chemla made a motion to approve the minutes from the January 12th, 2017 Board meeting, as presented on March 2nd, 2017. Valerie Capers seconded, and the Board unanimously voted to approve the minutes.

Lori Chemla made a motion to approve the minutes from the February 2nd, 2017 Board meeting, as presented on March 2nd, 2017. Valerie Capers seconded, and the Board unanimously voted to approve the minutes.

Executive Director's Report

Student Recruitment

Mr. Campbell reported that the school has received 318 applications for next year's ~110 sixth grade seats. He

said that there are upcoming events that he and Cat Eugenio, the school's Parent Coordinator, will attend on SBECA's behalf and that he expects the school to meet his goal of 400 applications before April 1st. The lottery is scheduled for Thursday, April 20th.

Mr. Campbell also reported that the school's charter agreement with NYSED permits the school to serve a maximum of 330 students. He said that the school over-enrolled within the allowable amount in the first two years, which provided additional per-pupil funding. However, enrolling a sixth-grade class equal in size to the seventh and eighth grade classes for the 2017 – 2018 school year would put the school over its permitted capacity. In order to move forward with enrolling another class of approximately 115 – 120 students, the school is required to request a charter modification from its authorizer, NYSED. Mr. Campbell said that he is currently drafting a modification request to increase the school's student cap to approximately 350 students. The Board unanimously agreed that this was a good course of action.

Faculty Recruitment

Mr. Campbell reported that interviews had begun with candidates for the open faculty positions for the 2017 – 2018 school year. He said that there is currently more interest this year than there was at the same time last year, so he is optimistic about the hiring process.

Test Prep Update

Mr. Campbell reported Auriel Watson, SBECA's Director of Teaching and Learning, has been overseeing the test preparation process across the school in anticipation of the State examinations in English Language Arts and Mathematics. Strategies to improve students' scores include small group instruction, additional tutoring during elective time, take-home packets during the February recess, and Saturday sessions for students who require additional help. He added that his goal is for students to score at least one grade higher than their level on last year's tests. Mr. Russell said that exam results would be released in August.

Facilities Update

Mr. Campbell said that construction is ongoing on the building that will serve as the school's long-term site beginning in August 2017, located at 766 Westchester Avenue at 156th Street. He said that he visits the construction site and participates in calls on a weekly basis to stay apprised of all updates. He added that the school's Tenant's Representative is on-site regularly to ensure that the quality of the construction and the timeline is consistent with the initial plans and the lease agreement, and that the delivery date remains mid-July. Mr. Campbell said that the Department of Education may be able to provide assistance to ensure that the building receives its Certificate of Occupancy before school begins.

Finance Committee Report

Mr. Russell reported that the Finance Committee held a conference call with the school's accountant, Digant Bahl of Accounting Solutions of NYC. He said that the school's financial position is currently strong. He added that the Finance Committee will meet again in April to review the updated financial statements and a draft budget for the next fiscal year.

Review and Adoption of Draft 990 for Fiscal Year 2015 – 2016

Mr. Campbell reported that Loeb and Troper LLP, the school's external auditor, has reviewed the school's audit for fiscal year 2015 – 2016, and has completed the IRS Form 990 on SBECA's behalf. He added that Mr. Bahl had requested an extension, which is why this document is being filed at this time. Mr. Russell added that the

information in the 990 represents and affirms the information detailed in the school's audit, which the Board's Finance Committee reviewed in detail and the full Board adopted at the November 2016 meeting.

After reviewing the document, Lori Chemla made a motion to adopt the 990 as presented on March 2nd, 2017. Serigne Gningue seconded and the Board unanimously voted to adopt the 990.

The Board advised Mr. Campbell to notify Mr. Bahl, so that he can file the form.

Board Development

Meredith Leverich reported that she has identified a Board matching program that may help the school find a Board candidate with a Finance background, which had been discussed at the February 2nd meeting. The program, BoardLead, is operated by Cause Strategy Partners, and matches professionals from for-profit companies who are seeking Board service opportunities with nonprofit organizations looking to develop their boards. The program is free for nonprofit partners. Ms. Leverich said that she submitted an application on SBECA's behalf. Should the school be accepted into this year's cohort, then up to four Board candidates would be matched with SBECA in the coming months. The current Board would then conduct its own vetting process and can determine if any of the candidates are a strong fit.

Mr. Campbell added that he wants a representative from Fordham University to join the Board, as well, given that it is a new higher education partner.

New Business

Uniforms

Jodi Schneider said that she has done outreach to other clothing companies to identify a new manufacturer for the school uniforms, and has found a new partner. The new uniforms will be similar to the original ones in design, with a few differences, such as navy blue pants instead of gray, a skort option, and a cardigan option. Ms. Schneider said that she thinks the materials will be sturdier so that the uniforms last longer.

The Board discussed the ordering and delivery processes, including whether parents should be responsible for ordering individually for their children or if the school should order in bulk again. Mr. Campbell said that a lack of storage space and the staff time required to sort and distribute uniforms pose challenges for the school, so ordering in bulk is not ideal. Mr. Russell said that packages may be lost if they are delivered to each student's home, so it may be safer to have them all delivered to one space. Ms. Schneider and Mr. Campbell said they would continue to discuss ordering and delivery options with the manufacturer to find an arrangement that will work for all parties. Mr. Campbell also clarified that the uniforms used in the past would still be allowed.

School Calendar

Mr. Campbell said that it may make sense to reconsider the school's academic calendar. SBECA currently follows the DOE calendar to a great extent; however, some charter schools use different calendars based on the student population. He said he would share other options at a future meeting for the Board's consideration.

Adjournment

The Board voted unanimously to adjourn the meeting at 6:35 pm.