

Board of Trustees Meeting
Thursday, March 3rd, 2016
423 East 138th Street, Bronx, NY 10454

AGENDA

- I. Call to Order**
- II. Public Comment**
- III. Resolution to Approve Minutes from February 4th, 2016**
- IV. Personnel Committee Report**
- V. Resolution to approve content & format of evaluation of Executive Director, to be completed and submitted to the Board at its meeting in _____.**
- VI. Resolution to approve the appointment of Dulce Rico as Acting Parent Coordinator through June 30, 2016.**
- VII. Facilities Update**
- VIII. Executive Director's Report**
 - A. Student Recruitment for 2016 – 2017 School Year**
 - B. Faculty Recruitment for 2016 – 2017 School Year**
- IX. New Business**
- X. Adjournment**
Next Meeting: **Thursday, April 7th, 2016, 5:00 pm at SBECA (423 East. 138th Street)**



Board of Trustees Meeting
Thursday, March 3rd, 2016
423 East 138th Street, Bronx, NY 10454

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

Trustees Absent: Serigne Gningue, Eric Nadelstern

SBECA Staff Present: Ric Campbell

Other: Cynthia Correa, Community Member; Meredith Leverich, WHEDco Staff; Jodi Schneider, Board Candidate

Call to Order

Davon Russell called the meeting to order at 5:15 pm.

Resolution to Approve Meeting Minutes

The Board made a motion and unanimously approved the minutes from the February 4th, 2016 Board of Trustees meeting.

Personnel Committee Report

Mr. Russell reported that the Personnel Committee had met with Ric Campbell to develop an Executive Director Performance Evaluation Process. Mr. Russell said that Eric Nadelstern was instrumental in developing this process, offering his expertise as a former head of school and the Director of Columbia University's Summer Principals Academy.

Mr. Campbell said that, per the process that the Personnel Committee outlined, he will prepare and submit an Annual Report, which will include a summary of pertinent student/teacher data, such as achievement numbers, teacher retention, etc., as well as other data related to the school community and operations. Mr. Campbell will also submit a Likert Scale-based Evaluation completed by faculty; a narrative of goals (accomplished and not accomplished) and self-evaluation; a summary of personal and professional development; and a synopsis of teacher evaluations, which reflect on instructional leadership. He will also submit an Appendix of relevant materials. He added that the Personnel Committee will have an opportunity to review these documents and make comments or ask questions.

On behalf of the Personnel Committee, Mr. Russell recommended that the full Board adopt this process for evaluating Mr. Campbell. The Board made a motion and unanimously passed a resolution to adopt the Executive Director Performance Evaluation Process, as presented on March 3rd, 2016.

The Board requested that the Annual Report and supplementary documents be submitted at least two weeks before the June Board meeting, so that they could review them in advance and discuss at that time. Mr. Campbell agreed that he would submit the documents no later than Thursday, May 19th, 2016.

Resolution to Approve the Appointment of Dulce Rico as Acting Parent Coordinator through June 30, 2016

Mr. Campbell reported that Nino Torres, WHEDco's Parent Engagement Coordinator, has resigned and that the position needs to be filled. He suggested that Dulce Rico, who is a WHEDco employee for the Extended Day program, be reassigned and temporarily appointed as the Parent Engagement Coordinator. He said that Ms. Rico has already begun acting in this capacity, working closely with the school social worker and organizing parent workshops to bridge the home-school gap. He added that this position has had to absorb some administrative tasks in the school's first year, since the school does not have enough administrative capacity; however, as additional administrative staff positions are added in future school years, the Parent Engagement Coordinator can become even more involved with families and have a greater impact, as intended. He said that he hoped that Ms. Rico could stay in this role long-term, but that her initial employment contract will represent a short-term introductory period, ending on June 30th, 2016.

The Board made a motion and unanimously passed a resolution to authorize the appointment of Dulce Rico as Acting Parent Coordinator through June 30, 2016.

Facilities

Mr. Campbell reported that the school has secured a temporary site from the NYC Dept. of Education for the first half of the 2016 – 2017 school year, while the school awaits its permanent home. The self-contained campus is located at 153rd Street and St. Anne's Avenue and consists of several Temporary Classroom Units (TCUs) or trailers. These facilities were previously used by Crotona Academy High School, which is moving to a different site, making room for SBECA as the only tenant using the trailers this fall. Since the facilities are DOE property, the school will not need to pay rent while located there, and will also save on janitorial and utilities costs. Mr. Campbell said that the school can extend its lease for the rest of the school year, if necessary, in the case that construction delays prevent the long-term site, located at 156th Street and Westchester Avenue, from being ready in January 2017 as planned. Mr. Campbell said that he expects that the school will save approximately \$120,000 in its second year of operation, which will provide a helpful cushion when the school moves into its permanent space. He added that the people he worked with from the DOE, such as David Frank and Julian Cohen, were extremely helpful in securing this temporary space.

Mr. Campbell reported that the developer of the permanent site would be submitting construction plans within the next two weeks. Lori Chemla said that she had reached out to Ken Levien, the President of Levien & Company, a Real Estate Project Management firm, to learn more about the costs of hiring a tenant's representative and/or to receive a referral for another company. She said that Mr. Levien submitted a proposal, but that it is currently too expensive for the school. She is awaiting an adjusted proposal or a referral to a company that can provide this service at a cost that falls within the school's budget.

Executive Director's Report

Student Recruitment for 2016 – 2017 School Year

Mr. Campbell reported that the school has received 160 applications to date, and is aiming to collect 300 before the lottery deadline, which is April 1st, 2016. He said that Cat Eugenio has contacted all K – 5 schools within and bordering District 7. He added that SBECA and other charter schools have formed a coalition, which will host a charter school fair in District 7. He also stated that the school is recruiting for both sixth and seventh grade spaces, to ensure full capacity in the case that some current students do not enroll for the 2016 – 2017 school year.

Faculty Recruitment for 2016 – 2017 School Year

Mr. Campbell reported that the new positions have been posted. He said that a few faculty members are part of the hiring committee, which will make this year's hiring process easier than the first. He also said that some of the current Graduate Students from Lehman College and NYU, who are working at the school, have applied for positions; even though they do not have the typical amount of experience as other teachers in the school, they would have the opportunity to receive ongoing coaching from current lead teachers.

Uniforms

Mr. Campbell reported that he will meet representatives from Aeropostale on March 4th to look at samples of the school uniform, which they are manufacturing at a highly discounted cost. Jodi Schneider volunteered to attend the meeting with him, lending her knowledge of the clothing industry. Mr. Campbell said that he expected the uniforms to be complete by July, in time for the start of the 2016 – 2017 school year.

STEM from Dance Report

Cynthia Correa reported that she has been working with students in the STEM from Dance initiative during the Extended Day programming. She said that the program combines dance with coding, where the students use code to create beats and then choreograph a dance to the music they create. She said that, although coding often seems intimidating, the dance portion has effectively engaged students and has encouraged them to participate in both aspects of the program.

New Business

Mr. Campbell reported that Kelly Powers, the school's Director of Computing and Technology, has been invited to a conference at the White House, which will focus on extending computer science education to students across the country. He added that Ms. Powers and he have been invited to attend an event hosted by SCRATCH, another computer science nonprofit organization, which will allow them to continue to build the school's reputation among experts in this field.

Adjournment

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