

**Board of Trustees Meeting  
October 6<sup>th</sup>, 2016  
639-55 St. Ann's Avenue, Bronx, NY 10455**

**AGENDA**

- I. Call to Order
- II. Public Comment
- III. Resolution to Approve Minutes from September 15<sup>th</sup>, 2016
- IV. Executive Director's Report
- V. Forming a Parent Association
- VI. 2015 – 2016 Fiscal Year Audit
- VII. DOE Construction Update
- VIII. New Facility Update
- IX. Board/Faculty Mixer Reminder – Thursday, December 1<sup>st</sup> at 6:00 pm
- X. New Business
- XI. Executive Session – Executive Director's Evaluation
- XII. Next Meeting – Thursday, November 3<sup>rd</sup>
- XIII. Adjournment



**Board of Trustees Meeting**  
Thursday, October 6<sup>th</sup>, 2016  
639 St. Ann's Avenue, Bronx, NY 10455

**Trustees Present:** Felicia Franklin, Eric Nadelstern, Davon Russell, Jodi Schneider

**Trustees Absent:** Nancy Biberman, Valerie Capers, Lori Chemla, Andrea Cohen, Serigne Gningue

**SBECA Staff Present:** Ric Campbell, Cat Eugenio, Ariel Nadelstern

**WHEDco Staff Present:** Katie Aylwin, Meredith Leverich

**Call to Order:**

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

**Public Comment:**

There were no attendees from the general public.

Felicia Franklin said that she spoke with a parent on the way into the meeting and the parent said she was not aware that a Board meeting was taking place and that she could attend Board meetings. Mr. Campbell said that the meetings are posted on the school's website, but that he would follow up again with school staff to discuss other ways to effectively advertise the meetings to parents.

**Uniforms:**

Ms. Franklin added that the same parent also expressed frustration about not being able to purchase uniforms again until January. Mr. Campbell said that following the initial distribution, the school staff took inventory of the remaining uniforms and would continue to sell them throughout the school year by appointment, as long as the requested sizes are available. Additional uniforms will come in January, at which time certain sizes will become available again. Ms. Franklin said that she would direct any additional inquiries to the school office to eliminate Board interference with day-to-day operations.

**Approve Meeting Minutes:**

Mr. Russell stated that the approval of the September 15<sup>th</sup> meeting minutes would be delayed until the November 3<sup>rd</sup> meeting, since the Board did not have a quorum present.

**Executive Director's Report:**

Potential Parent Association

Mr. Campbell said that his team had done research on Parent Associations (PAs) and found that charter schools are not required to have them, but are required to have parent engagement. The NYC Dept. of Education (DOE) has complicated guidelines on the formation and operation of PAs, including applying for a separate EIN#, as

well as opening and managing a bank account for PA funds. Mr. Campbell said that, as a new school, it would make sense to form a PA slowly and thoughtfully to ensure that democratic processes are in place before an official launch. He added that planning for a fall 2017 start would make sense, since the school will be moving into its permanent space at that time, as well. Ms. Franklin suggested that the Board begin having planning conversations soon, so that the school can keep parents informed of plans and prevent a group from forming in an adversarial way, rather than in partnership with the school administration. Ariel Nadelstern stated that the school is currently engaging parents in a variety of other ways, including a “Coffee with the Executive Director” series, which offers the school administration an opportunity to listen to parents and anticipate the role/needs of a more formal Parent Association next year.

#### 2015 – 2016 Audit:

Mr. Campbell stated that the audit for the 2015 – 2016 fiscal year is almost complete, and is awaiting one outstanding document related to the school’s involvement in the New York State Teachers Retirement System (TRS). Mr. Campbell reminded the Board that there had been a delay in the completion of enrolling all seven participating faculty members in TRS during the 2015 – 2016 school year; although the process was started in August of 2015 when teachers began working for SBECA, the full enrollment was not completed until April 2016. As a result, deductions were not made on time and teachers lost money that would have accrued on their investments. The delay also impacted teachers’ tax returns. Mr. Russell said that this issue had been brought to the Board in the past, and the Board had agreed to make amends to the teachers by reimbursing their retirement funds with the amount that had been lost. The total cost of this delay has been calculated at \$41,500, which is more than originally projected. Mr. Campbell stated that this cost would be drawn from the 2015 – 2016 budget and would be an adjustment to the audit.

Mr. Campbell said that the audit, with the TRS-related cost adjustment, would be finalized in the coming weeks and would be ready for Board review at the November 3<sup>rd</sup> Board meeting. He said he would request an extension from NYSED for submission of the audit, which is due on November 1<sup>st</sup>, 2016.

Eric Nadelstern inquired about the status of enrollment for new teachers in TRS for the 2016 – 2017 school year, to ensure that a delay does not negatively impact the school again this year. Mr. Campbell said that names have been submitted and the school is awaiting confirmation from TRS.

#### DOE Construction:

Mr. Campbell said that the required construction on the school’s current facilities, which includes creating a nurse’s office and rooms for counseling sessions, has still not begun. He said that the school would be fined if it moved forward on hiring a contractor without DOE approval. Mr. Campbell said that he has written to the DOE and NYSED to request assistance to move this project forward, since the ongoing delay has inhibited school operations in its first several weeks.

#### New Facility Update:

Mr. Campbell reported that the construction on the school’s permanent site is progressing on schedule, and that the anticipated delivery date is currently May 1<sup>st</sup>, 2017. He said that the school’s Tenant’s Rep is attending weekly meetings on-site and that the construction team has been keeping Mr. Campbell apprised via email.

**Board/Faculty Mixer Update:**

Mr. Russell said that the Board/Faculty mixer would be postponed until December 1<sup>st</sup>, 2016. He said that the initial plan was to have the event follow the November 3<sup>rd</sup> Board meeting; however, given the items that demand attention at the November meeting, including the audit and a continuation of the Executive Director's Evaluation discussion, it will likely not be feasible to end the meeting in time for a mixer off-site.

**New Business:**

There is no new business to discuss.

**Executive Session:**

The Board met in Executive Session to discuss the Executive Director's Performance Evaluation.

**Adjournment:**

The Board voted to adjourn the meeting at 6:45 pm.