

South Bronx Early College Academy Charter School

Board of Trustees Meeting
Thursday, September 11, 2014
CEI-PEA
28 W 44th St, New York, NY 10036

AGENDA

- I. **Call to Order**
- II. **Resolution to Approve Minutes from July 31st, 2014 Meeting**
- III. **Civic Builders Presentation**
- IV. **Principal's Updates**
 - A. Education Partners
 - B. Website
- V. **Resolution to Amend Committee Descriptions in By-Laws**
- VI. **Board Committees**
 - A. Executive Committee – Chaired by Board Chair
 - B. Finance and Operations Committee – Chaired by Board Treasurer
 - C. Education Committee
 - D. Personnel Committee
- VII. **Future Board Meetings**
- VIII. **Executive Session**

South Bronx Early College Academy Charter School

Board of Trustees Meeting
Thursday, September 11th, 2014
CEI-PEA
28 West 44th Street, New York, NY

Attendees

Board Members Present: Andy Arons, Nancy Biberman, Valerie Capers, Lori Chemla, Andrea Cohen, Davon Russell, Deborah Taylor

Other: Ric Campbell, South Bronx Early College Academy Charter School; Cat Eugenio, South Bronx Early College Academy Charter School; Rebecca Kramnick, WHEDco; Meredith Leverich, WHEDco

Absent Board Members

Kristin Erat, Eric Nadelstern, Harvey Newman

Call to Order

Davon Russell called the meeting to order at 2:12pm.

Approval of July 31st, 2014 Meeting Minutes

The Board passed a resolution to approve the July 31st, 2014 meeting minutes.

Civic Builders Presentation

Ric Campbell introduced Faye Premer, Jeremie Kasmarcak, and Jessica Lysons from Civic Builders. Ms. Kasmarcak and Ms. Premer explained the role that Civic Builders can play in the facilities process, as either a project manager or a developer/owner. Ms. Kasmarcak and Ms. Premer also presented on the viability of two possible school sites in CSD 7: the Courthouse building and the former YMCA. They said that, in their estimation, the school would not be able to afford renting either space in its entirety during the initial years of operation, since the per pupil funding will not be adequate until the enrollment is more significant in later years. They said that finding a short-term plan for temporary incubation is a good strategy, but that thinking about long-term options at this point is equally important. They also said that the school may need to consider having more than one building, since finding a space that will fit nearly 800 students, which is the school's goal with an approved extension into grades 9 - 12, will be challenging. Mr. Campbell also said that finding a place with convenient transportation is important, since it may have an impact on the willingness of high quality teachers to work at the school.

Ms. Premer, Ms. Kasmarcak, and Ms. Lysons left the meeting after their presentation.

Principal's Updates

Facilities

Mr. Campbell said that there is a third possible site that the SCG Retail identified in the Hub, located at 152nd Street and Third Avenue. He said that he met with the owners of the property, along with Mr. Russell and Andy Arons, to discuss the construction timeline for that building.

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The building has retail on the first two floors, but the owner is willing to build out the third and fourth floors to the school's specifications, including a private back entrance for students and teachers. The owner is confident that the build-out could be completed in time for the September 2015 opening date and could serve the school in the first two years. Mr. Campbell reported that the property owner also has an empty lot adjacent to his building, on which he can build a separate school building to accommodate the extra space needed as early as year three and in the following years, upon an approved expansion into a high school. Mr. Campbell said that there may be a way for Civic Builders to be involved in the build-out of this site, as well. Nancy Biberman said that, in her opinion, working with Civic Builders is the best way to ensure that the site will be school-ready, since their expertise across the facilities process is invaluable.

Andrea Cohen asked about the status of the school's co-location request. Mr. Campbell said that the request letter had been submitted in July, which gives the DOE until December to respond with an offer. This timeline is a challenge, since the school may need to commit to a private space before December. Mr. Arons said that the lease process often takes a while and may buy us some time so that we are not fully committed to a private space until after we hear from the DOE.

Educational Partners

Mr. Campbell said that he had circulated a memo with updated information regarding the discussions with Lehman College and NYU, two possible educational partners.

Website

Mr. Campbell said that he and Cat Eugenio, the school's program administrator, have solicited three bids from web developers and are hoping to engage someone in October, for an early November website launch. He said that they have identified a New Jersey-based developer who provided the best offer. Mr. Campbell said that he would circulate different website templates that are available to solicit feedback from the Board. Mr. Russell instructed Mr. Campbell to find out about the hosting fee associated with the package.

Amendment to By-Laws

Mr. Campbell said that he spoke to Susan Megna from NYSED to discuss the regulations surrounding Board Committees, and that Ms. Megna said that the Board was not required to have at least three members on each committee, unless the by-laws indicated as such. The Board unanimously voted to amend the by-laws, reducing the required number of Board members on each committee from three to two, and reducing the required number of Board members on the Executive Committee from five to three, which should be the three Board officers listed in the by-laws: Chair, Treasurer, and Secretary.

Mr. Russell instructed Meredith Leverich to email the Board and ask each person to sign up for at least one Committee, which should meet monthly in addition to the larger Board meeting.

Meeting Schedule

Ms. Cohen and Lori Chemla said that meeting at 2pm is difficult since it is in the middle of the

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day, and that a morning or evening meeting would be more convenient for them. Valerie Capers said that meeting in the Bronx would make the meetings easier for her to attend. Mr. Russell said that in January, the meetings would be held in the Bronx and later in the day to accommodate parents who may want to attend the meetings once recruitment begins. He said that in the meantime, the meeting times and locations could change to accommodate the greatest number of Board members, since it is important to make sure that quorum is present for any time-sensitive votes in the coming months. Mr. Russell instructed Ms. Leverich to send an email to the Board to see what times would work best moving forward, so that the monthly meetings could be set for the rest of the year. Mr. Campbell suggested that the Board consider holding an emergency meeting should the need arise for a vote on facilities issues that require action before the next scheduled Board meeting.

Other Business

Deborah Taylor announced that she is moving to Pennsylvania and would therefore be resigning from the Board. Mr. Russell thanked Ms. Taylor for her commitment to the school since its conception and throughout its development. He said that Ms. Taylor had been part of the initial group that applied for a charter in 2012 and has remained an invaluable contributor.

Executive Session

Meeting Adjourned

The Board voted to adjourn the meeting at 4:23pm.