

Hyde Leadership Charter School
Trustees Meeting: Minutes
October 28, 2019
830 Hunts Point Avenue, Bronx, NY 10474

Trustees Present:

Deborah Dumont
Tony Stoupas
Ruth Jarmul
Chavon Sutton
Herb Kaplan
Susan Engel

Trustees Absent:

Herb Fixler
Maureen Singer

Via Phone:

BDO (via phone):
Stephan (Don) Alcuino, Audit Director
Sean Cornelius, Senior Manager

Also present:

Thomas Sturtevant, Executive Director
Stephen Trowbridge, Chief Operating Officer
Valarie Hunsinger, Director of Development and Marketing
Elizabeth Hittenmark, Director of Student and Family Support

The meeting began at 6:00 PM, Mr. Stoupas presiding.

1. Finance Committee

FY 2019 Audit Report- by BDO

Mr. Trowbridge introduced Hyde Leadership Charter School's audit partners BDO USA (Don Alcuino and Sean Cornelious) who had joined the meeting via telephone. Mr. Trowbridge also noted that Mr. Alcuino and Mr. Cornelius had presented the audit Wrap Up Report and final Audited Financial statements to the Finance Committee on October 18, 2019. In addition, Ms. Singer, Chair of the Finance Committee, had sent an email to the Board following the October 18th meeting recommending that the Board should approve the financial statements.

Mr. Alcuino and Mr, Cornelius provided the Board with a detailed report of the school's financial audit conducted for the 2019 Fiscal Year. Mr. Alcuino noted that BDO's audit team

received excellent management cooperation during the course of the audit and that Hyde Leadership Charter School had no deficiencies or material weaknesses in its business management processes and procedures. BDO had no recommendations for management.

Mr. Stoupas asked BDO why there was not a specific IT review included in the scope as there had been the previous year. Mr. Alcuino noted that there had been no significant changes to the IT systems, so BDO did believe it was necessary.

After BDO left the call, Mr. Trowbridge responded to the question about IT by stating his recommendation that an IT review be completed by an outside firm, outside of the scope of our audit process. The Board expressed support for this approach.

With a quorum present, a motion was made, seconded, and unanimously approved by the Trustees present to approve the audited financial statements.

September & YTD Results

Mr. Trowbridge provided a financial review of September. Mr. Trowbridge noted that the school's September revenue was \$1,666,000 and was unfavorable by approximately \$44,000, and September expenses were \$1,814,000 and were favorable by approximately \$59,000.

2. Approve minutes from September 23rd

With a quorum present, a motion was made, seconded, and unanimously approved by the Trustees present to approve the minutes from the September 23, 2019 board meeting.

3. Executive Director's Report

Mr. Sturtevant highlighted the growth scores on the ELA and Math state test.

Mr. Sturtevant discussed recent disciplinary meetings.

Mr. Sturtevant recognized the success of the recent new teacher retreat.

Mr. Sturtevant shared the seminar questions from the recent K-12 character PD.

4. Marketing Committee

Ms. Jarmul provided an in-depth report on marketing and presented new marketing materials including a new one-pager and general brochure. Ms. Jarmul highlighted the process and the target audiences for each marketing tool. Ms. Sutton inquired about creating an updated Hyde video.

5. Development Committee

Ms. Hunsinger recognized student leadership and community engagement. Ms. Hunsinger reviewed the FY 2020 Fundraising Goal and provided an update on current donations, noting that 12% of our goal has been raised. Ms. Hunsinger highlighted the upcoming breakfast on November 13th, the upcoming Annual Appeal, and Giving Tuesday.

6. Education Committee

No report

7. Human Resource Committee

Mr. Sturtevant noted that he will present his annual goals to the Human Resource Committee for review.

8. Facilities Committee

No report.

9. Executive Session

10. Any other business

No report.

11. Public Comments

No report.

12. Adjournment

There being no further business, the meeting was adjourned at 7:56 pm.

Minutes prepared by Stephen Trowbridge and Valarie Hunsinger