

Hyde Leadership Charter School
Trustees Meeting: Minutes
December 16, 2019
830 Hunts Point Avenue, Bronx, NY 10474

Trustees Present:

Herb Fixler
Chavon Sutton
Herb Kaplan
Susan Engel
Chavon Sutton

Trustees Absent:

Deborah Dumont
Maureen Singer
Ruth Jarmul

Via Videoconference: Tony Stoupas, Trustee

Also present:

Thomas Sturtevant, Executive Director
Stephen Trowbridge, Chief Operating Officer
Valarie Hunsinger, Director of Development and Marketing
Karl Cesar, Technology Manager (technical support)
Elizabeth Hittenmark, Director of Students and Family Support

The meeting began at 6:03 PM, Mr. Fixler presiding.

1. Executive Director's Report

Mr. Sturtevant highlighted the middle school J-Term course offerings (see Appendix 1).

Ms. Hunsinger shared facilities developments at 730 Bryant Avenue, including a joint proposal for auditorium renovations.

Mr. Sturtevant noted the upcoming board retreat on January 25th, which will focus on strategic planning.

2. Approve minutes from November 25th

With a quorum present, a motion was made, seconded, and unanimously approved by the Trustees present to approve the minutes from the November 25, 2019 board meeting.

3. Finance Committee

- **Auditor review**

Mr. Trowbridge presented an update on the auditor review process. He has requested proposals from 6-7 audit firms, including our current auditors. Mr. Trowbridge presented the objectives, criteria for the audit process as well the timeline. We will select 2-3 firms to be finalists which he will interview in early February along with Finance Committee members and Hyde finance staff.

- **Investment policy-update**

Mr. Trowbridge discussed an investment policy and provided the Board with sample policy statements for review. Mr. Trowbridge noted that the finance committee would meet. An investment policy will need to be created for Hyde, in line with strategic plans, and options for investment advisors will be considered.

- **Technology review process**

Mr. Trowbridge discussed the scope of the technology review including the infrastructure, business process, people, and security. Mr. Trowbridge has held an initial interview with a technology consultant. A meeting with Mr. Trowbridge, Mr. Cesar (Hyde's IT Manager) will be held in the near future to discuss the scope - initially focused on cyber security.

4. Nominating Committee

Mr. Fixler highlighted two potential board members, including Reverend Dr. Kahli Mootoo and Jim Best, a parent of a Hyde alum.

5. Development Committee

Ms. Hunsinger reviewed the FY 2020 Fundraising Goal and provided an update on current donations, noting that 31% of our goal has been raised. Ms. Hunsinger highlighted the importance of the upcoming annual appeal and end-of-year giving. Ms. Engel and the board discussed Hyde's Winter Social.

7. Marketing, PR, Advertising Committee

No report.

8. Education Committee

No report.

9. Human Resource Committee

Mr. Sturtevant noted that salary offer letters would be mailed out in December before the winter break.

10. Facilities Committee

Mr. Trowbridge noted that Chancellor Richard A. Carranza visited Bronx Academy of Multi-Media and noted that Principal Vazquez invited Mr. Trowbridge to participate in the visit.

11. Facilities Committee

No report.

12.. Any other business

No report.

13. Public Comments

No report.

14. Adjournment

There being no further business, the meeting was adjourned at 8:01 pm.

Minutes prepared by Stephen Trowbridge and Valarie Hunsinger