HYDE LEADERSHIP CHARTER SCHOOL

Board of Trustees Meeting Agenda
211 Central Park West
New York, NY
January 26, 2019 – 9:00 AM

1. **Approve minutes from December 17th**
2. **Executive Director's Report**
3. **Finance Committee**
4. **Development Committee**
5. **Human Resources Committee**
6. **Facilities Committee**
7. **Marketing/PR/Advertising Committee**
8. **Education Committee**
9. **Government Relations Committee**
10. **Nominating Committee**
11. **Any other business**
12. **Public Comments**
13. **Adjournment**

Hyde-Bronx Trustees Meeting
Minutes Hyde Leadership
Charter School Trustees Meeting
January 26, 2019
211 Central Park West, New
York, NY

Minutes

Trustees Present:	Herb Fixler	**Trustees Absent:**	Deborah Dumont
	Herb Kaplan		Tony Stoupas
	Maureen Singer		Chavon Sutton
	Ruth Jarmul		
	Susan Engel		

Also present:
Thomas Sturtevant, Executive Director
Stephen Trowbridge, Chief Operating Officer
Valarie Hunsinger, Director of Development and Communications
Celia Sosa, High School Director
Liz Springer, Special Education Director
Carlos Rodriguez, Interim Middle School Director
Christine Froman, Elementary School Director
Joanne Goubourn, Hyde Foundation
Cindy Warnick, Hyde Foundation

The meeting began at 9:00 AM, Mr. Fixler residing.

1. December 17th Board Meetings Minutes
A motion was made, seconded, and unanimously approved by the Trustees present to approve the minutes from the December 17, 2018.

2. **Education Committee** – Mr. Fixler reported that the Education Committee had met with Mr. Sturtevant on January 25th to discuss his goals and objectives. These would be discussed at an upcoming meeting.

3. Executive Director Report
Mr. Sturtevant suggested to Trustees that the focus of much of the retreat is meant to deepen their connection to Hyde's purpose, thereby strengthening their capacity to serve as stewards of the school's future. The morning is scheduled for a business meeting focused on the state of the school, during which we will have an opportunity to hear reports from and to engage

in conversation with the Educational Program Directors. In the afternoon, we will participate in the Hyde practice of a Seminar.

Mr. Sturtevant requested that the Trustees approach the morning session with their "high-level" hats on and that the backdrop of our program presentations are open questions about what future our students will enter and how character-based education will be important in the lives of our graduates 10-20 years out.

Mr. Sturtevant provided a brief update to the Board that the school had plans in motion to lease a small space (approximately 700 SF) in the nearby Bank Note Building in Hunts Point. This space will be utilized by various administrative personnel. The Agreement is in progress and will be prepared for Mr. Fixler's signature within the coming weeks.

Mr. Sturtevant's report was followed progress reports from the Directors of the Elementary, Middle, and High School.

4. Other Business
No report.

5. Public Comments
No report.

6. Adjournment

There being no further business, the meeting was adjourned at 12:30 PM.
Minutes prepared by Stephen Trowbridge

Hyde-Bronx Trustees Meeting Minutes
Hyde Leadership Charter School
Trustees Meeting
February 25, 2019
830 Hunts Point Avenue, Bronx, NY 10474
Minutes

Trustees Present:	**Trustees Absent**
Herb Fixler	Tony Stoupas
Herb Kaplan	Maureen Singer
Ruth Jarmul	
Chavon Sutton	
Susan Engel	
Deborah Dumont	

Also present: Thomas Sturtevant, Executive Director
Stephen Trowbridge, Chief Operating Officer
Valarie Hunsinger, Director of Development and Marketing

The meeting began at 6:05 PM, Mr. Fixler presiding.

1. Approve minutes from the January 26th board meeting
With a quorum present, a motion was made, seconded, and unanimously approved by the Trustees present to approve the minutes from the January 26th board meeting.

2.Winter Social Discussion
The Winter Social Event Committee continued to lead a discussion on the live auction, silent auction, and raffle items.

3. Executive Director's Report
Mr. Sturtevant presented on Hyde's marketing and recruitment efforts, noting that Hyde expects to hit their goal of 10% growth for student applications for the 2019-2020 school year. Mrs. Jarmul commented on the research and surveys being conducted to learn more about Hunts Point families.

Mr. Sturtevant highlighted faculty evaluations being completed in the high school and middle school, a Hyde signature practice where faculty members are given feedback from students in the form of "grows, glows, and special moments." Mr. Sturtevant also reported on Hyde faculty seminars, a Hyde signature practice recently completed in each division.

Mr. Sturtevant reported on the success of the 100th-day celebration that included a parade from 730 Bryant Avenue to 830 Hunts Point avenue along with a band, dance performance, and choir performance from our elementary students.

Mr. Sturtevant highlighted recent weekend programming including Saturday School and an 8th to 9th-grade open house.

Mr. Sturtevant noted that we Hyde has entered a recruitment cycle. Mr. Sturtevant also reported on the recent partnership with the NYU Teacher Residency Program.

Mr. Sturtevant highlighted our relationship with the Hunts Point Community including recent work with Hunts Point Alliance for Children (HPAC), Urban Health Plan, and Rocking the Boat.

4. Finance Committee

Mr. Trowbridge provided a financial review for January. Mr. Trowbridge noted that the school's January's YTD revenue was $11,242,000 and was favorable by approximately $206,000, and January's YTD expenses were $11,056,000 and were favorable by approximately $128,000. Mr. Trowbridge noted that the approximate net variance to the budget is favorable by $334,000.

Mr. Trowbridge noted a lease agreement was signed for office space in the Bank Note building. Mr. Trowbridge introduced a board resolution for the Department of Youth & Community Development (DYCD) grant. Mr. Trowbridge read the Resolution which was as follows:

"Resolved, that is Board of Directors does hereby authorize and direct Thomas Sturtevant, Executive Director and Stephen Trowbridge Chief Operating Officer to sign contracts and amendments to the contracts and to review claims on behalf of Hyde Leadership Charter School's Board of Directors."

A motion was made and seconded. All Trustees voted in favor of the resolution.

5. Development and Communications Report

Ms. Hunsinger highlighted the upcoming Winter Social on February 28, 2019, and recognized the work of the Winter Social Event Committee. Ms. Hunsinger noted the upcoming Character Matters which is a special family edition. Ms. Hunsinger and Mr. Kaplan presented on the leadership council and discussed next steps. Ms. Hunsinger reviewed the FY 2019 fundraising goals and provided an up-to-date report on current donations, noting that 47% of our goal has

been raised to-date. Ms. Hunsinger reviewed upcoming activities including the high school graduation campaign, foundation grant opportunities, and volunteer events.

6. Human Resource Committee
No report

7. Facilities Committee
No report

8. Marketing/ PR
Mrs. Jarmul noted meeting with Mr. Gonzalez to discuss marketing updates for admissions.

9. Education Committee
No report

10. Government Relations Committee
No report

11. Nominating Committee
Mr. Fixler discussed expanding the board.

12. Other Business
Ms. Engel discussed a potential partnership with LaGuardia Community College.

13. Public Comments
No report

There being no further business, the meeting was adjourned at 7:47 pm.

Minutes prepared by Stephen Trowbridge and Valarie Hunsinger

HYDE LEADERSHIP CHARTER SCHOOL

Board of Trustees Meeting Agenda
830 Hunts Point Avenue
Bronx, NY 10474
February 25, 2019 – 6:00 PM

1. **Approve minutes from January 26, 2019**
2. **Executive Director's Report**
3. **Finance Committee**
4. **Development Committee**
5. **Human Resources Committee**
6. **Facilities Committee**
7. **Marketing/PR/Advertising Committee**
8. **Education Committee**
9. **Government Relations Committee**
10. **Nominating Committee**
11. **Any other business**
12. **Public Comments**
13. **Adjournment**

HYDE LEADERSHIP CHARTER SCHOOL

Board of Trustees Meeting Agenda
830 Hunts Point Ave
Bronx, NY
March 25, 2019 – 6:00 PM

1. **Approve minutes from February 25th**
2. **Executive Director's Report**
3. **Finance Committee**
4. **Development Committee**
5. **Human Resources Committee**
6. **Facilities Committee**
7. **Marketing/PR/Advertising Committee**
8. **Education Committee**
9. **Government Relations Committee**
10. **Nominating Committee**
11. **Any other business**
    - **Upcoming Board Meetings:**
        - **April 22nd, May 27th, June 24th**
12. **Public Comments**
13. **Adjournment**

Hyde-Bronx Trustees Meeting Minutes
Hyde Leadership Charter School
Trustees Meeting
March 25, 2019
830 Hunts Point Avenue, Bronx, NY 10474
Minutes

Trustees Present:	**Trustees Absent**
Deborah Dumont	Herb Fixler
Herb Kaplan	Oz Hanley
Ruth Jarmul	
Chavon Sutton	
Susan Engel	
Tony Stoupas	
Maureen Singer	

Also present: Thomas Sturtevant, Executive Director
Stephen Trowbridge, Chief Operating Officer
Valarie Hunsinger, Director of Development and Marketing

The meeting began at 6:03 PM, Ms. Dumont presiding.

1. Approve minutes from the February 25th board meeting
With a quorum present, a motion was made, seconded, and unanimously approved by the Trustees present to approve the minutes from the February 25th board meeting.

2. Executive Director's Report
See Appendix A.

4. Finance Committee
Mr. Trowbridge provided a financial review for February. Mr. Trowbridge noted that the school's February's YTD revenue was $12,849,000 and was favorable by approximately $219,000, and February's YTD expenses were $12,666,000 and were favorable by approximately $55,000. Mr. Trowbridge noted that the approximate net variance to the budget is favorable by $274,000. Mr. Trowbridge reviewed SUNY Charter Schools Institute fiscal benchmarks.

5. Development and Communications Report

Ms. Hunsinger highlighted the success of the Winter Social on February 28, 2019. Ms. Hunsinger highlighted Hyde news including some new upcoming blog articles. Ms. Hunsinger reviewed the FY 2019 fundraising goals and provided an up-to-date report on current donations, noting that 56% of our goal has been raised to-date. Ms. Hunsinger reviewed upcoming activities including the high school graduation campaign, foundation grant opportunities, and volunteer events.

6. Human Resource Committee
No report

7. Facilities Committee
Ms. Hunsinger reported that we submitted a FY 20 Capital Funding Request to Councilmember Salamanca.

8. Marketing/ PR
Mrs. Jarmul will be meeting with Ms. Arnholz to discuss external PR.

9. Education Committee
The education committee discussed the strategic plan and the goals for each division.

10. Government Relations Committee
No report.

11. Nominating Committee
No report

12. Other Business
Due to the holidays, HLCS board meetings will be held on April 29th and May 20th.

13. Public Comments
No report

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

Minutes prepared by Stephen Trowbridge and Valarie Hunsinger

Appendix A

Discipline: 3 HS students raised for expulsion. 2 were retained. One was expelled for major school rules violations. Appeal Process clearly communicated.

Planning: One Core Goal: PSS (post-secondary success). Process: Engaging Each Divisional Team to review what are the key metrics, milestones, and transformational skills and experiences for students in their respective divisions. Engaged Ed Committee with overall plan and charge to Consider the Core question of What the Future of Work will demand/require of our graduates for PSS?

Enrollment: 12-15% increase year over year. (1924 vs 2168 YTD, with a week to go)

Staffing: Continue with NYU Residents Program (Made 2 hires from this so far; agreement/goal is 5) TFA hired 2 of 3, max. Time of year for posting for positions/making review decisions.

Community WIFI mesh… HLCS with The Point to ensure the whole community has WIFI free. Strengthening relationship with Urban Health, adding program connections for HS students at Bella Vista (down HPA)… Applied for grant w RTB to fund 8th grade program (science, sailing, boat-building)…. Hosted the 41st Precinct and had excellent student-officer conversation about social media/harassment. Valarie, Manny, and Jesse now have an office in Banknote!

Reading List: Stamped from the Beginning, Kendi; Breakaway Learners, Gross; Deep Work, Newport; White Fragility, Diangelo; Road to Character, Brooks.

College Results:
17.5% of students applied early decision/early action
842 Applications were completed
- 49.8% Unknown (419 Applications)
- 40.3% Accepted (339 Applications
- 8.9% Denied (75 Applications)
- 1.1% Withdrawn (9 Applications)

96% of students have received at least one acceptance
Three students were accepted into Ivy League Schools thus far (Megan Alicea- Columbia Barnard, Yancee Mendoza-Cornell, and Isaiah Best- Dartmouth)
Yancee Mendoza has received a $5,000 scholarship from Civic Builders and $1,500 from NY State
Megan Alicea has received a $500 NY State Scholarship
Massaran Cisse received a $20,000 Dell Scholarship

HYDE LEADERSHIP CHARTER SCHOOL

Board of Trustees Meeting Agenda
830 Hunts Point Ave
Bronx, NY
April 29, 2019 – 6:00 PM

1. **Approve minutes from March 25th**
2. **Executive Director's Report**
3. **Finance Committee**
4. **Development Committee**
5. **Human Resources Committee**
6. **Facilities Committee**
7. **Marketing/PR/Advertising Committee**
8. **Education Committee**
9. **Government Relations Committee**
10. **Nominating Committee**
11. **Any other business**
12. **Public Comments**
13. **Adjournment**

Reminder:

Next Hyde Board meeting – May 20, 2019

Hyde-Bronx Trustees Meeting Minutes
Hyde Leadership Charter School
Trustees Meeting
April 29, 2019
830 Hunts Point Avenue, Bronx, NY 10474

Trustees Present:	**Trustees Absent**
Herb Fixler	Deborah Dumont
Herb Kaplan	Ruth Jarmul
Chavon Sutton	
Susan Engel	
Maureen Singer	

Via Phone: Tony Stoupas

Also present: Thomas Sturtevant, Executive Director
Stephen Trowbridge, Chief Operating Officer
Valarie Hunsinger, Director of Development and Marketing

The meeting began at 6:00 PM, Herb Fixler presiding.

1. Approve minutes from the March 25th board meeting
With a quorum present, a motion was made, seconded, and unanimously approved by the Trustees present to approve the minutes from the March 25th board meeting.

2. Executive Director's Report
Mr. Sturtevant reported on the SUNY Charter School Institute Accountability Dossier noting the significant improvements in middle school ELA scores over the last two years, and the significant gains made in math in the 2017-2018 school year.

Mr. Sturtevant noted the benefits of investing in Hyde's communication and marketing team, including the enhancements made to our overall communications and a 26% increase in admissions from last year.

Mr. Sturtevant highlighted the new high school banner.

4. Finance Committee
Mr. Trowbridge provided a financial review for March. Mr. Trowbridge noted that the school's March's YTD revenue was $14,517,000 and was favorable by approximately $296,000, and

March's YTD expenses were $14,474,000 and were unfavorable by approximately $17,000. Mr. Trowbridge noted that the approximate net variance to the budget is favorable by $279,000.

Mr. Trowbridge discussed the per pupil funding for the 2019-20 school year.

Mr. Trowbridge presented the FY 2019-2020 budget timeline.

Mr. Trowbridge reviewed SUNY Charter Schools Institute fiscal benchmarks.

Mr. Trowbridge discussed the amendments made to the paid time off policy. Mr. Trowbridge also noted a new financial wellness program for Hyde teachers and staff.

5. Development and Communications Report

Ms. Hunsinger highlighted Hyde news including the recent scholarship recipients. Ms. Hunsinger reviewed the FY 2019 fundraising goals and provided an up-to-date report on current donations, noting that 68% of our goal has been raised to-date. Ms. Hunsinger reviewed upcoming activities including the high school graduation campaign, open house, and volunteer events including the resume clinic.

6. Human Resource Committee

No report

7. Facilities Committee

No report

8. Marketing/ PR

No report

9. Education Committee

No report

10. Government Relations Committee

No report.

11. Nominating Committee

No report.

12. Other Business
Mr. Kaplan discussed the Leadership Council with the board.

Mr. Trowbridge noted that the next board meeting would be held on Monday, May 20th.

13. Public Comments
No report

There being no further business, the meeting was adjourned at 7:58 pm.

Minutes prepared by Stephen Trowbridge and Valarie Hunsinger

Hyde-Bronx Trustees Meeting Minutes
Hyde Leadership Charter School
Trustees Meeting
May 20, 2019
830 Hunts Point Avenue, Bronx, NY 10474
Minutes

Trustees Present:	**Trustees Absent**
Maureen Singer	Herb Fixler
Deborah Dumont	
Herb Kaplan	
Tony Stoupas	
Susan Engel	
Ruth Jarmul	

Via Phone: Chavon Sutton

Also present: Thomas Sturtevant, Executive Director
Stephen Trowbridge, Chief Operating Officer
Valarie Hunsinger, Director of Development and Marketing

The meeting began at 6:00 PM, Maureen Singer presiding.

1. Approve minutes from the April 29th board meeting
With a quorum present, a motion was made, seconded, and unanimously approved by the Trustees present to approve the minutes from the April 29th board meeting.

2. Executive Director's Report
Mr. Sturtevant reported on staffing and teacher retention updates.

Mr. Sturtevant highlighted some of the upcoming signature Hyde practices including senior evaluations.

Mr. Sturtevant reported on recent discipline issues.

Mr. Sturtevant highlighted the upcoming College Signing Day, noting that seniors are going to well matched colleges and will be set up for post-secondary success.

Mr. Sturtevant highlighted the field days across all the divisions.

4. Finance Committee
Mr. Trowbridge provided a financial review for April. Mr. Trowbridge noted that the school's April's YTD revenue was $16,183,000 and was favorable by approximately $362,000, and April's YTD expenses were $16,007,000 and were unfavorable by approximately $85,000. Mr. Trowbridge noted that the approximate net variance to the budget is favorable by $276,000.

Mr. Trowbridge presented the FY 2019-2020 budget timeline.

Mr. Trowbridge reviewed SUNY Charter Schools Institute fiscal benchmarks.

5. Development and Communications Report
Ms. Hunsinger highlighted Hyde news including a visit from the William E. Simon Foundation and Sara Chait Memorial Foundation, an Associate Board Resume Clinic, and an article by Hyde alumna Thais Gutierrez discussing the impact of the College Persistence Fund. Ms. Hunsinger reviewed the FY 2019 fundraising goals and provided an up-to-date report on current donations, noting that 75% of our goal has been raised to-date. Ms. Hunsinger reviewed upcoming activities including the high school graduation campaign, open house, and the Associate Board Basketball Tournament.

6. Human Resource Committee
No report

7. Facilities Committee
No report.

8. Marketing/ PR
Ms. Jarmul reported on a marketing meeting with Ms. Hunsinger.

9. Education Committee
No report

10. Government Relations Committee
No report.

11. Nominating Committee
No report.

12. Other Business
No report

13. Public Comments
No report

There being no further business, the meeting was adjourned at 8:00 pm.

Minutes prepared by Stephen Trowbridge and Valarie Hunsinger

HYDE LEADERSHIP CHARTER SCHOOL

Board of Trustees Meeting Agenda
830 Hunts Point Ave
Bronx, NY
June 24, 2019 – 6:00 PM

1. **Approve minutes from May 20th**
2. **Executive Session**
3. **Executive Director's Report**
4. **Finance Committee**
   - **Review and approval of budget for FY 2019-20**
5. **Development Committee**
6. **Human Resources Committee**
7. **Facilities Committee**
8. **Marketing/PR/Advertising Committee**
9. **Education Committee**
10. **Government Relations Committee**
11. **Nominating Committee**
12. **Any other business**
13. **Public Comments**
14. **Adjournment**

Reminder:

Next Hyde Board meeting – July 22, 2019

HYDE LEADERSHIP CHARTER SCHOOL

Board of Trustees Meeting Agenda
830 Hunts Point Ave
Bronx, NY
July 22, 2019 – 6:00 PM

1. **Approve minutes from June 24th**
2. **Nominating Committee**
   - **Board Chair nomination/appointment**
3. **Review of Board Committee Memberships**
4. **Approval of Special Committee**
5. **Executive Director's Report**
6. **Finance Committee**
7. **Development Committee**
8. **Any other business**
9. **Public Comments**
10. **Adjournment**

Board of Trustees Meeting Schedule:

July 22	October 28	January 27	April27
August 26	November 25	February 24	May 18**
September 23	December 23	March 23	June 22

** Reschedule of May Board meeting from May 25 (Memorial Day) to May 18

Hyde-Bronx Trustees Meeting Minutes
Hyde Leadership Charter School
Trustees Meeting
July 22, 2019
830 Hunts Point Avenue, Bronx, NY 10474
Minutes

Trustees Present:	**Trustees Absent**
Herb Fixler	Maureen Singer
Herb Kaplan	Deborah Dumont
Tony Stoupas	
Susan Engel (Video Conferencing)	
Ruth Jarmul	

Via Phone: Chavon Sutton

Also present: Thomas Sturtevant, Executive Director
Stephen Trowbridge, Chief Operating Officer
Valarie Hunsinger, Director of Development and Marketing

The meeting began at 6:08 PM, Herb Fixler presiding.

1. Approve Minutes from the June 24th board meeting
With a quorum present, a motion was made, seconded, and unanimously approved by the Trustees present to approve the minutes from the June 24th board meeting.

2. Nominating Committee
Mr. Fixler discussed the end of the Board Chair term and opened the floor to nominations. With a quorum present, a motion was made, seconded, and unanimously approved by the Trustees present to nominate and appointment Mr. Fixler as Board Chair for an additional two-year term.

3. Review of Board Committee Memberships
Mr. Fixler reviewed the Board Committee Memberships and noted that there should be only four board members per committee and indicated that the Board Chair is currently a member of every committee. Mr. Stoupas suggested using specific board meetings to deep dive into each committee. Mr. Fixler noted that Mr. Trowbridge would send out an updated Board Committee

Membership list and also suggested that each committee chair should contact Mr. Trowbridge to arrange a board committee presentation.

Mr. Fixler discussed combining the Government Relations Committee with the Marketing & PR Committee. With a quorum present, a motion was made, seconded, and unanimously approved by the Trustees present to combine the Government Relations Committee and the Marketing & PR Committee.

4. Approval of Special Committee

Mr. Fixler introduced the creation of a Special Committee to explore the future developments of the school. With a quorum present, a motion was made, seconded, and unanimously approved by the Trustees present to create a Special Committee.

5. Executive Director's Report

Mr. Sturtevant recognized the recent graduation, thanking Ms. Dumont for presiding over the ceremony.

Mr. Sturtevant highlighted summer programming for students including the Summer Bridge program for 8th to 9th-grade students and also summer courses for rising seniors.

Mr. Sturtevant noted that hiring for the 2019-2020 school year was nearly complete and that new staff would be attending Hyde 10.

Mr. Stutevant noted upcoming summer projects including updated handbooks, space upgrades, and office moves.

Mr. Sturtevant discussed the NYU partnerships and the possibility of expanding to the elementary school.

6. Finance Committee

Mr. Trowbridge highlighted the year-end closing and audit timeline noting that the audit would begin in August and wrap up in October with BDO presenting at the October board meeting. Mr. Fixler inquired about requesting an RFP from BDO and other auditors. Mr. Trowbridge noted the board of trustees meeting schedule.

7. Development and Communications Report

Ms. Hunsinger thanked all board members noting that we met and exceeded our FY 2019 fundraising goal. Ms. Hunsinger reviewed upcoming summer activities including updates to marketing tools.

8. Any other business

Mr. Trowbridge requested board members to fill out the annual SUNY Disclosure of Financial Interest form to be completed by all Trustees

There being no further business, the meeting was adjourned at 7:36 pm.

Minutes prepared by Stephen Trowbridge and Valarie Hunsinger

HYDE LEADERSHIP CHARTER SCHOOL

Board of Trustees Meeting Agenda
830 Hunts Point Ave
Bronx, NY
August 26, 2019 – 6:00 PM

1. **Approve minutes from July 22nd**
2. **Executive Director's Report**
3. **Board Committee Memberships**
   - **Review recent changes**
4. **Finance Committee**
   - **Review of FY 2018**
5. **Development Committee**
6. **Nominating Committee**
7. **Education Committee**
8. **Human Resources Committee**
9. **Marketing, PR, Advertising Committee**
10. **Facilities Committee**
11. **Executive Session**
12. **Any other business**
13. **Public Comments**
14. **Adjournment**

Board of Trustees Meeting Schedule:

July 22	October 28	January 25 (retreat)	April 27
August 26	November 25	February 24	May 18
September 23	December 16	March 23	June 22

Hyde Leadership Charter School
830 Hunts Point Avenue, Bronx, NY 10474
Trustees Meeting: August 26, 2019
Meeting Minutes

Trustees Present:	**Trustees Absent**
Herb Fixler	Maureen Singer
Tony Stoupas	Chavon Sutton
Ruth Jarmul	Herb Kaplan
Deborah Dumont	
Susan Engel (Video Conferencing)	

Also present: Thomas Sturtevant, Executive Director
Stephen Trowbridge, Chief Operating Officer
Valarie Hunsinger, Director of Development and Marketing
Yris Moran, Elementary School Family Education Department Coordinator
Ruth Jerez, the mother of Jose Lopez and Nathaly Jerez Lopez

The meeting began at 6:07 PM, Herb Fixler presiding.

1. Approve Minutes from the July 22nd board meeting
With a quorum present, a motion was made, seconded, and unanimously approved by the Trustees present to approve the minutes from the July 22nd board meeting.

Mr. Fixler and Mr. Sturtevant introduced Ruth Jerez, the mother of Jose Lopez and Nathaly Jerez Lopez, as a possible trustee candidate. Ms Moran was also introduced.

2. Executive Director's Report
Mr. Sturtevant highlighted the Hyde 101 professional development in-service training led by the Hyde Foundation staff including Ms. Laura Guald, Mr. Malcolm Gauld, and Mr. Tom Bragg and Hyde staff including Ms. Laura Troy, Mr. John Swader, and Ms. Maya Severns. Mr. Sturteant noted the overall positive feedback from the retreat.

Mr. Sturtevant presented on summer professional development sessions that included social-emotional learning, new curricula, classroom management, and team building activities in addition to an all-staff meeting that discussed Hyde's core belief statements and introduced the 2019-2020 school theme of "Character Abilities."

Mr. Sturtevant reviewed summer building projects including new ceilings and lights in four elementary classrooms and additional space changes to alleviate space constraints including moving the business office to the Bank Note building

Mr. Sturtevant reported that test results were released noting that students are making gains by 8th-grade and ultimately by high school graduation. Mr. Sturtevant reiterated that the ultimate finish line is post-secondary completion noting that the following key metrics support this pathway:

1. Elementary School: 3rd-grade reading proficiency by the start of 4th grade
2. Middle School: 8th-grade Regents- Students taking three high school Regents exam in 8th grade, with passing Algebra 1 as a key indicator
3. High School: Students taking two advanced college-level courses before high school graduation

In addition to these key metrics, Mr. Sturtevant also noted the importance of our signature character practices including social-emotional skills streaming, discovery groups, 8th-grade process, J-Term, and senior evaluations.

Mr. Sturtevant noted that Hyde is fully staffed. He also noted that all handbooks were updated.

3. Board Committee Memberships

The board reviewed the updated Board Committee Memberships, see Appendix 1. Mr. Trowbridge presented a draft for board meeting committee presentations for each month. See Appendix 2.

4. Finance Committee

Mr. Trowbridge presented the year-end closing and audit timeline for FY 2019, noting that the initial draft date for the audit is September 20th and that the auditors would present at the October 28th board meeting.

Mr. Trowbridge presented the 2018-2019 un-audited results in additional to three years worth of budgets and actuals. Mr. Trowbridge highlighted the SUNY and Covenant benchmark, noting that the composite score is the highest rating of "Fiscally Strong."

5. Development Committee

Ms. Hunsinger highlighted the new school theme- Character Abilities. Ms. Hunsinger shared a picture of all Hyde staff from the all staff professional development session and thanked the

board for supporting the growth of Hyde teachers. Ms. Hunsinger, along with the development committee introduced the FY 2020 fundraising goal of $400,000. Ms. Hunsinger asked the board to reflect on which fundraising category they want to get involved in this year and also what they would like to accomplish in that category. Ms. Hunsinger noted some ways to get involved in September including 1) setting up one-on-one board member meetings, sharing Community at a Glance, brainstorming contacts who would like to attend a fall lunch or dinner, and annual appeal preparation. Ms. Hunsinger also inquired about a possible Winter Social venue. Ms. Hunsinger reviewed upcoming development activities.

6. Nominating Committee
No comment

7. Education Committee
Ms. Dumont reported on the education committee meeting noting that the discussion on measuring Hyde's character program. Mr. Sturtevant also noted that the long-term growth of students, noting that students who scored low in middle school state tests are leaving high school proficient and college ready.

8. Human Resource Committee
No comment

9. Marketing, PR, Advertising Committee
Ms. Jarmul reported on the extensive research on the results of charter networks compared to Hyde's results, with a focus on post-secondary outcomes. Ms. Jarmul also noted the updates to all Hyde's marketing materials noting that the board will review the materials in October.

10. Facilities Committee
No comment

11. Executive Session
Motion to go into Executive Session at 7:45 pm to discuss potential new board members

12. Any other business
None

There being no further business, the meeting was adjourned at 8:05 pm. Minutes prepared by Stephen Trowbridge and Valarie Hunsinger

HYDE LEADERSHIP CHARTER SCHOOL

Board of Trustees Meeting Agenda
830 Hunts Point Ave
Bronx, NY
September 23, 2019 – 6:00 PM

1. **Approve minutes from August 26th**
2. **Executive Director's Report**
   - 2018-19 State testing and Accountability report (APPR)
3. **Finance Committee**
4. **Development Committee**
5. **Nominating Committee**
6. **Education Committee**
7. **Human Resources Committee**
8. **Marketing, PR, Advertising Committee**
9. **Facilities Committee**
10. **Executive Session**
11. **Any other business**
12. **Public Comments**
13. **Adjournment**

Board of Trustees Meeting Schedule:

July 22	October 28	January 25 (retreat)	April 27
August 26	November 25	February 24	May 18
September 23	December 16	March 23	June 22

Hyde Leadership Charter School
830 Hunts Point Avenue, Bronx, NY 10474
Trustees Meeting: September 23, 2019
Meeting Minutes

Trustees Present:	**Trustees Absent**
Herb Fixler	Chavon Sutton
Ruth Jarmul	Tony Stoupas
Deborah Dumont	
Susan Engel	
Herb Kaplan	
Maureen Singer	

Also present: Thomas Sturtevant, Executive Director
Stephen Trowbridge, Chief Operating Officer
Valarie Hunsinger, Director of Development and Marketing

The meeting began at 6:00 PM, Herb Fixler presiding.

1. Approve Minutes from the August 26th board meeting
With a quorum present, a motion was made, seconded, and unanimously approved by the Trustees present to approve the minutes from the August 26th board meeting.

2. Executive Director's Report
Mr. Sturtevant presented on the 2018-2019 State Testing and Accountability Report (APPR), see Appendix 1 for K-3 data and Appendix 2 for state test assessment data.

Mr. Sturtevant noted Hyde's key metrics for post-secondary success which include:
4th-grade students will read on grade-level
8th-grade students will complete three high school courses
High school students will take two college-level courses include Advanced Placement and College Now classes

Mr. Sturevant noted that the growth of Hyde students over the long-term.

Mr. Sturtevant highlighted that Mr. Herb Fixler, Board Chair, spent the day at Hyde.

3. Executive Session- 6:36 pm to 7:03 pm
The board went into Executive Session from 6:36 pm to discuss the compensation for the Executive Director. The Board Chair instructed the Chief Operating Officer to carry out the Board's decision regarding the Executive Director's compensation, and the board thanked Mr. Sturtevant for his incredible service to the school. Executive Session ended at 7:03 pm.

4. Finance Committee
Mr. Trowbridge provided an update on the audit noting that a final audit report will be presented to the board on October 28th and that the final audited financial statements will be submitted on October 31st to SUNY.

Mr. Trowbridge also reported on the August YTD financial results noting that revenue was favorable by $23,000, expense was unfavorable by $5,000, and the net surplus was favorable to the budget by $18,000. Mr. Trowbridge highlighted the SUNY Fiscal Dashboard, noting that all benchmarks are "Good" or "Excellent."

5. Development Committee
Ms. Hunsinger highlighted the recent 9th Annual Literacy and Libations fundraiser. Ms. Hunsiger shared words from Oscar Soliver, a Hyde alum, who spoke about how he uses Hyde values in his career. Ms. Hunsinger reviewed the FY 2020 fundraising goal. Ms. Husninger reviewed some upcoming fundraising activities including one-on-one board member meetings, site visits, and fall breakfasts.

6. Nominating Committee
No comment

7. Education Committee
Ms. Dumont reported on the education committee meeting noting the discussion of state test scores.

8. Human Resource Committee
No comment

9. Marketing, PR, Advertising Committee
Ms. Jarmul presented some updates on Hyde's marketing materials including website updates and social media activity. Ms. Jarmul noted that a full marketing report would be given at the next board meeting.

10. Facilities Committee

Mr. Sturtevant reported on efforts to secure additional elementary space in the Bryant Avenue building.

11. Nominating
Mr. Fixler gave an updated on parent board members. Ms. Engel inquired about succession plans for directors. Mr. Fixler also indicated that the Executive Committee should be on a rotating membership.

12. Any other business
There being no further business, the meeting was adjourned at 8:05 pm.

Minutes prepared by Stephen Trowbridge and Valarie Hunsinger

Appendix 1

K-3 Data

IRLA: Independent Reading Level

By June 2019, 100% of students will make 1 year's growth in IRLA.

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Goal	**>0.25 years**	**>0.5 years**	**>0.75 years**	**>1.0 years**
Kindergarten	0.17	0.4	0.6	0.8
Grade 1	0.28	0.6	0.9	1.1
Grade 2	0.15	0.4	0.6	0.9
Grade 3	0.05	0.5	0.7	1.0
K-3	**0.2**	**0.5**	**0.73**	**0.93**

IRLA: Independent Reading Level

2018-2019 Reading Growth Compared to 2017-2018

	Quarter 1	**Quarter 2**	**Quarter 3**	**Quarter 4**
Goal	**>0.25 years**	**>0.5 years**	**>0.75 years**	**>1.0 years**
K-3 17-18	0.12	0.42	0.61	**0.85**
K-3 18-19	0.2	0.5	0.73	**0.93**

Math Data: CGI

75% of our students will show proficiency on CGI assessments.

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Goal	***Baseline***	***40%***	***60%***	***75%***
Kindergarten	47%	49%	59%	72%
Grade 1	50%	46%	62%	65%
Grade 2	52%	58%	62%	54%
Grade 3	47%	69%	53% | *64%*	63%
K-3	**49%**	**55%**	**59% | *62%***	**63%**

2019-2020 Data Points

ELA

- Reading
  - Reading Proficiency
  - Reader Engagement
  - Reading Practice
  - Power Goals
  - Conferencing
- 3rd Grade: Standards based bi-weekly assessments
- NWEA MAP Assessment
- Benchmark Exams
  - Grade 3: 3 exams
  - Grade 2: 2 exams
  - Grade K-1: 1 exam

Math

- CGI Weekly Quizzes
- Comprehensive Growth Assessment
- Bridges Checkpoints
- 3rd Grade: Standards based bi-weekly assessments
- NWEA MAP Assessment
- Benchmark Exams
  - Grade 3: 3
  - Grade 2: 2
  - Grade K-1: 1

Culture of Learning

- Differentiated PD
- Unit and Lesson Planning Coaching
- Coaching Cycles (Implementing TORSH Talent which is an observation, feedback and data management platform that gives the opportunity to observe teachers in action, reflect on practice, collaborate with others, measure the effectiveness of instruction. Through the use of video recordings of instruction teachers will be able to reflect on pedagogy and along with coaching support create goals to further develop and strengthen their practice
- PLCs: Looking at Student Work Protocol

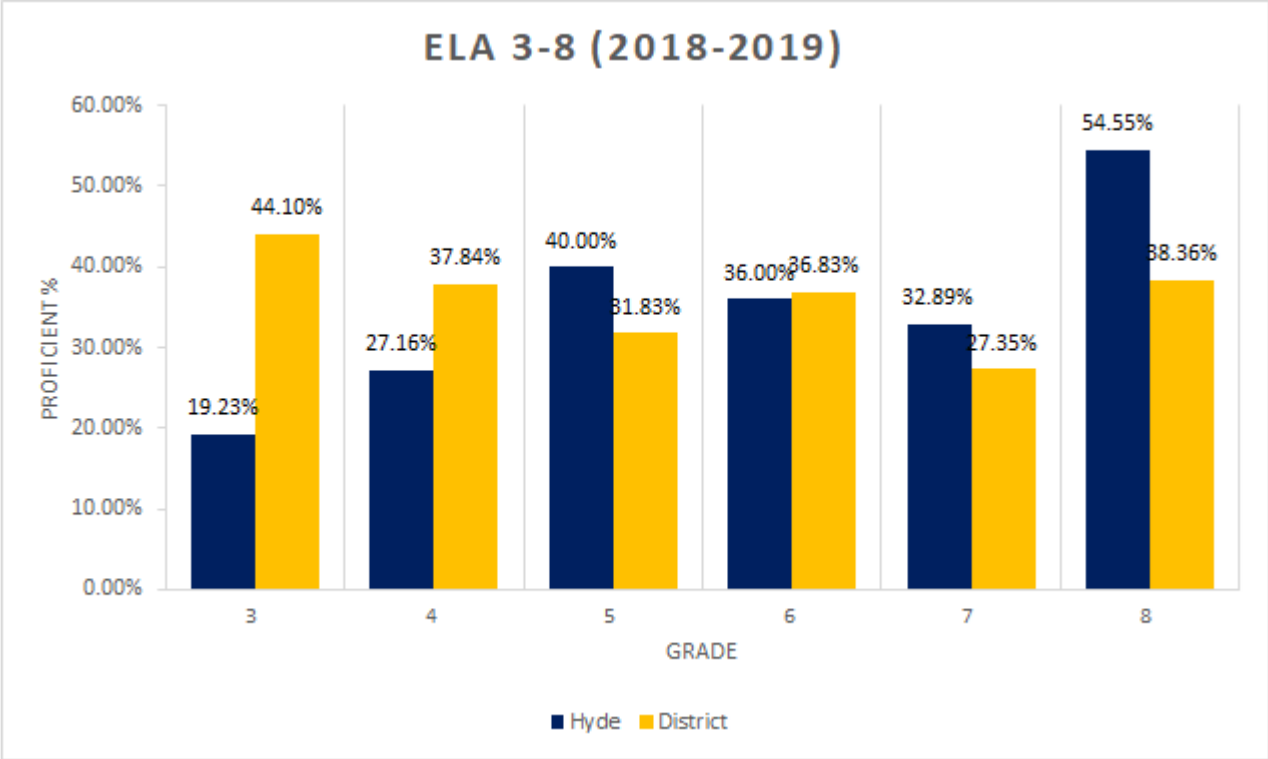
Appendix 2

HYDE LEADERSHIP CHARTER SCHOOL

NYS ELA & Mathematics State Assessments Comparative Charts

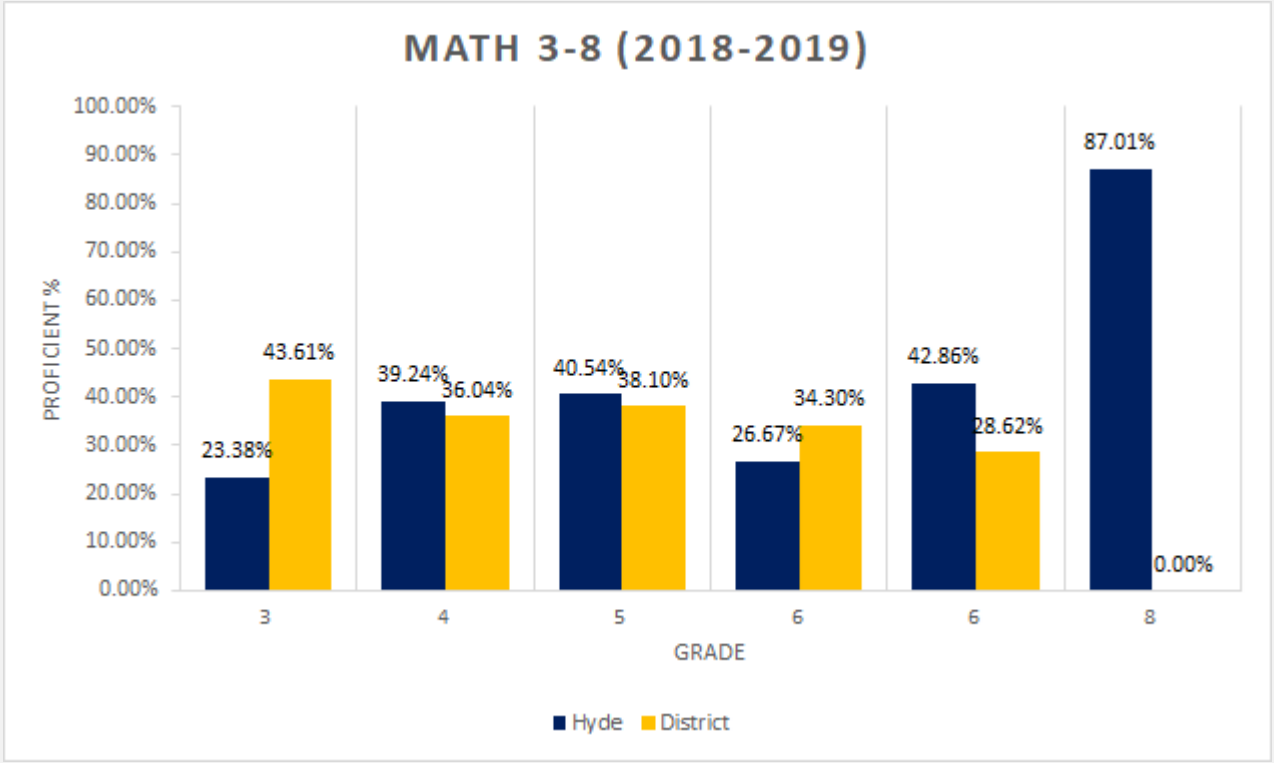
2018-19 SCHOOL TO DISTRICT COMPARISON GRADE - ELA

Grade	Hyde	District	Diff
3	19.23%	44.10%	-24.87%
4	27.16%	37.84%	-10.68%
5	40.00%	31.83%	+8.17%
6	36.00%	36.83%	-0.83%
7	32.89%	27.35%	+5.54%
8	54.55%	38.36%	+16.18%



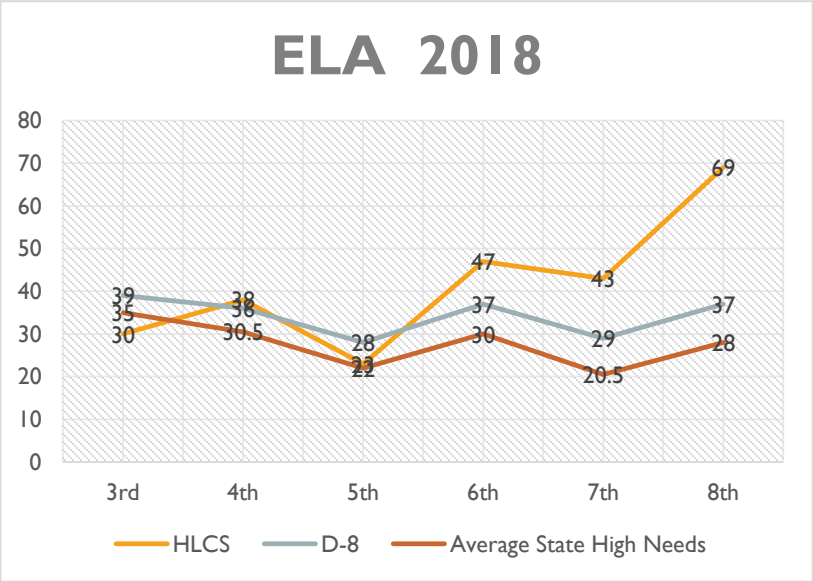
2018-19 SCHOOL TO DISTRICT COMPARISON - MATH

Grade	Hyde	District	Diff
3	23.38%	43.61%	-20.23%
4	39.24%	36.04%	+3.20%
5	40.54%	38.10%	+2.45%
6	26.67%	34.30%	-7.63%
7	42.86%	28.62%	+14.24%
8	87.01%	n/a	n/a

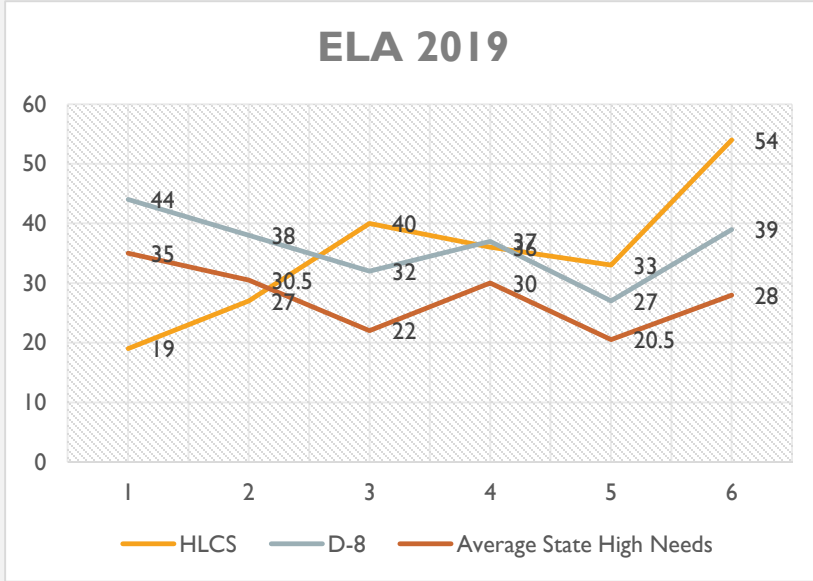


ELA STATE ASSESSMENT COMPARISON

SY 17-18

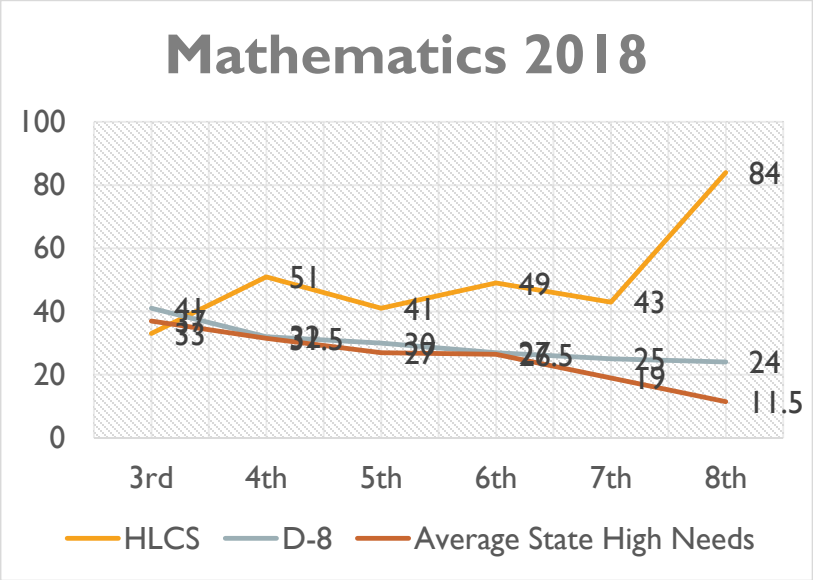


SY 18-19

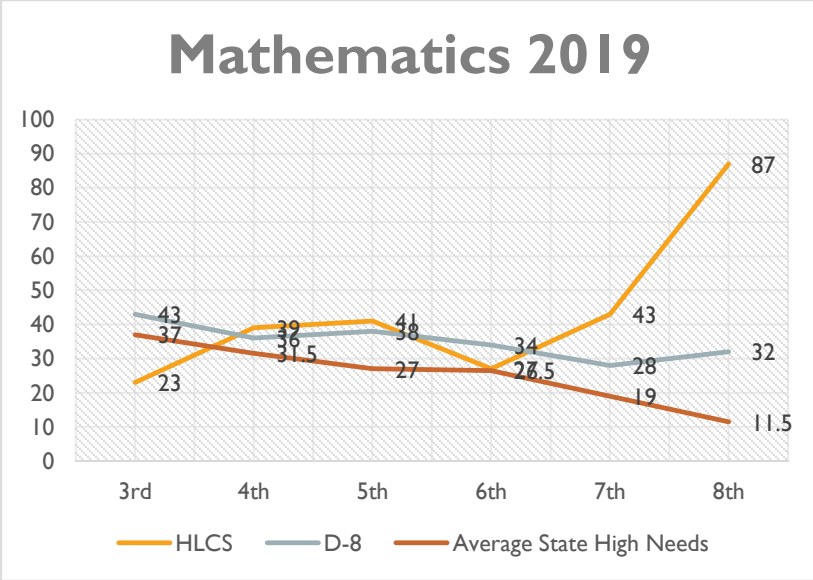


MATHEMATICS STATE ASSESSMENT COMPARISON

SY 17-18



SY 18-19



2017-18 SCHOOL-TO-DISTRICT-TO CHARTERS COMPARISON GRADE 3-8

Proficiency of Black Students	Hyde	NYC District	NYC Charters
ELA	**35%**	10.82%	19.87%
Math	33%	10.24%	36.57%

Proficiency of Hispanic Students	Hyde	NYC District	NYC Charters
ELA	**35%**	11.29%	17.79%
Math	**35%**	12.87%	33.17%

YEARLY GROWTH COMPARISON BY GRADE (DATA TABLES)

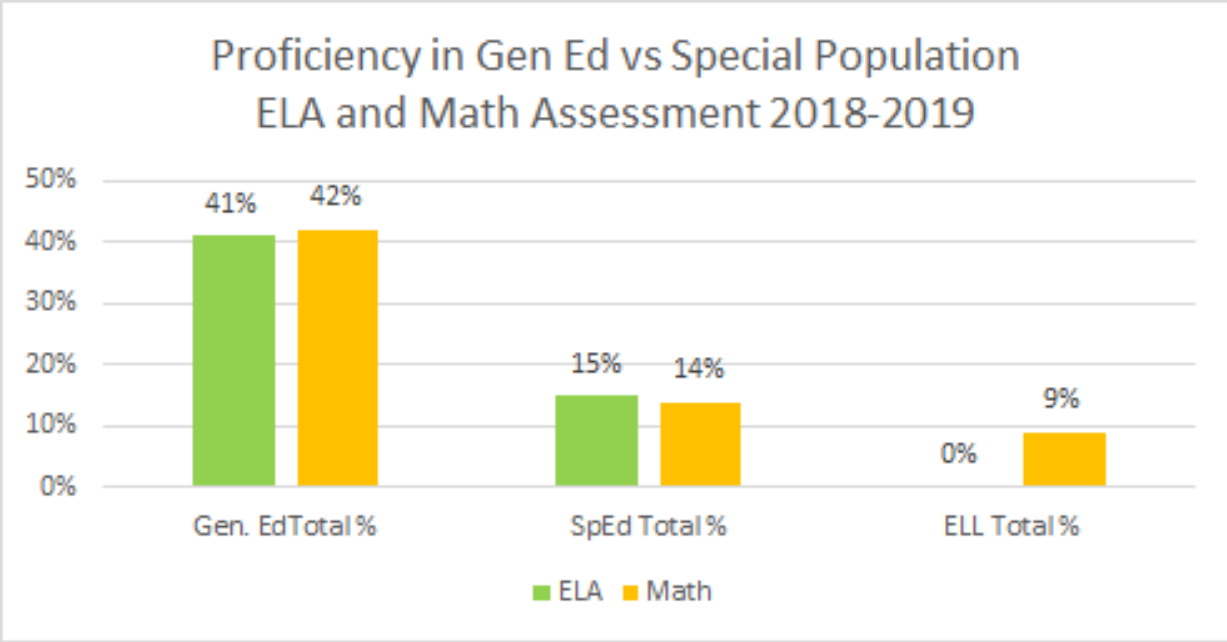
	Current 5th	*Current 6th*	*Current 7th*	*Current 8th*	*Current 9th*	
ELA	**4th**	**5th**	**6th**	**7th**	**8th**	**All**
2010-11	40.00%	n/a	38.00%	40.00%	23.00%	33.60%
2011-12	36.00%	47.00%	40.00%	36.00%	49.00%	40.00%
2012-13	8.00%	8.00%	17.00%	15.00%	15.00%	12.00%
2013-14	16.90%	5.40%	6.40%	14.30%	18.40%	13.80%
2014-15	18.70%	20.50%	10.80%	13.20%	28.40%	18.50%
2015-16	**30.60%**	31.00%	41.90%	25.00%	36.40%	30.70%
2016-17	**29.60%**	**23.00%**	**18.00%**	**50.60%**	**40.80%**	32.40%
2017-18	**37.80%**	**23.20%**	**47.20%**	**42.60%**	**68.80%**	41.60%
2018-19	**27.00%**	**40.00%**	**36.00%**	**33.00%**	**55.00%**	**35.00%**

	Current 5th	*Current 6th*	*Current 7th*	*Current 8th*	*Current 9th*	
Math	**4th**	**5th**	**6th**	**7th**	**8th**	**All**
2010-11	69.00%	n/a	45.00%	66.00%	36.00%	49.20%
2011-12	49.00%	63.00%	48.00%	64.00%	51.00%	50.30%
2012-13	19.00%	5.00%	23.00%	11.00%	20.00%	16.00%
2013-14	40.30%	26.00%	20.50%	28.90%	27.60%	29.80%
2014-15	**32.00%**	25.30%	15.10%	24.40%	32.50%	26.00%
2015-16	**33.30%**	**32.90%**	24.30%	15.90%	19.50%	25.20%
2016-17	25.30%	**31.00%**	**26.00%**	35.10%	33.80%	30.20%
2017-18	**50.70%**	**41.00%**	**48.60%**	**43.20%**	72.73%	51.25%
2018-19	**39.00%**	**41.00%**	**27.00%**	**43.00%**	**87.01%**	**47.40%**

SPECIAL POPULATION

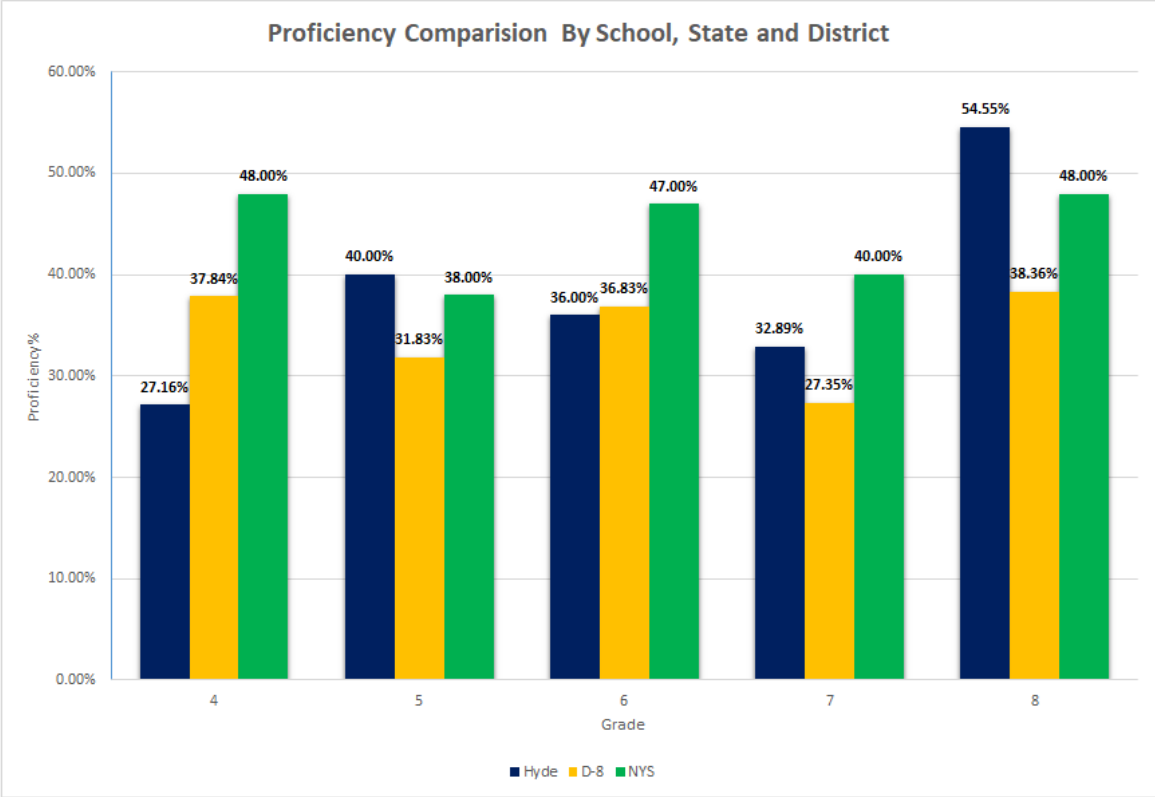
Grades 3-8

	Total Tested	Total Gen.Ed	Total SpEd	Total ELL
ELA	462	346	116	50
Math	382	282	100	44



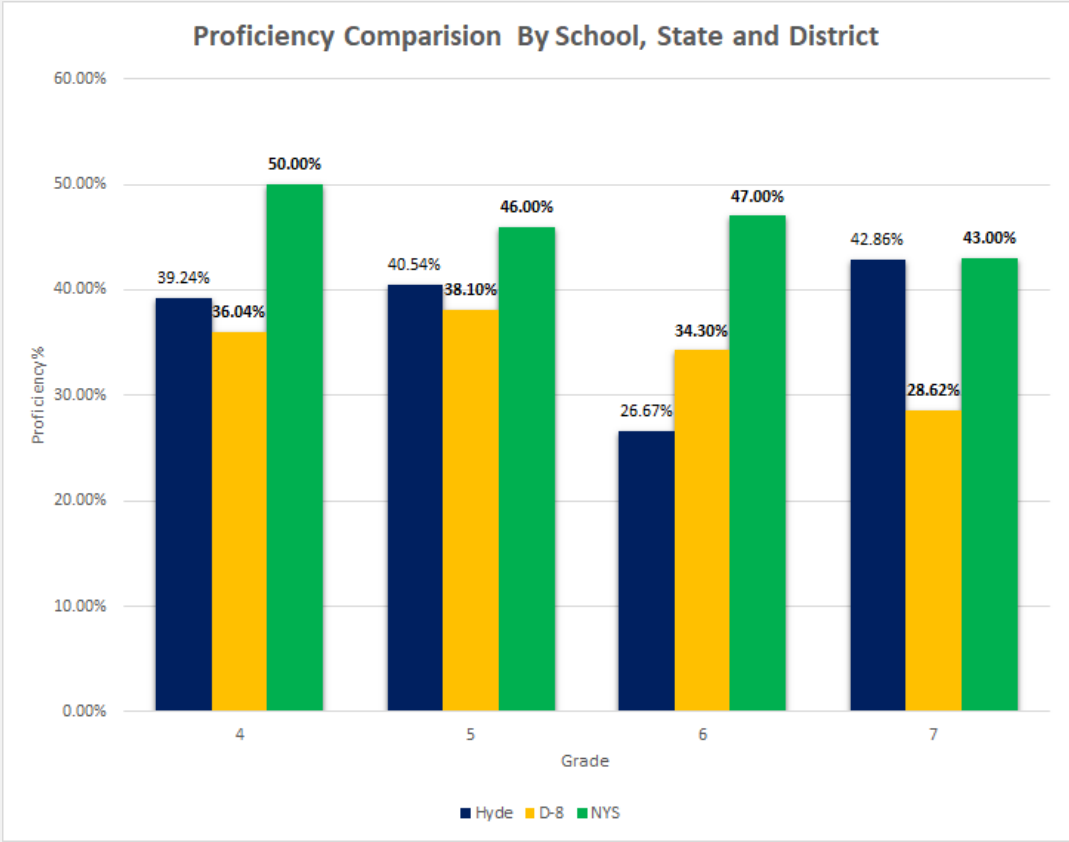
OVERALL ACADEMIC PERFORMANCE IN NYS ASSESSMENT FOR 2018-19- ELA

Grade	Hyde	D-8	NYS
4	27.16%	37.84%	48.00%
5	40.00%	31.83%	38.00%
6	36.00%	36.83%	47.00%
7	32.89%	27.35%	40.00%
8	54.55%	38.36%	48.00%



OVERALL ACADEMIC PERFORMANCE IN NYS ASSESSMENT FOR 2018-19- MATH

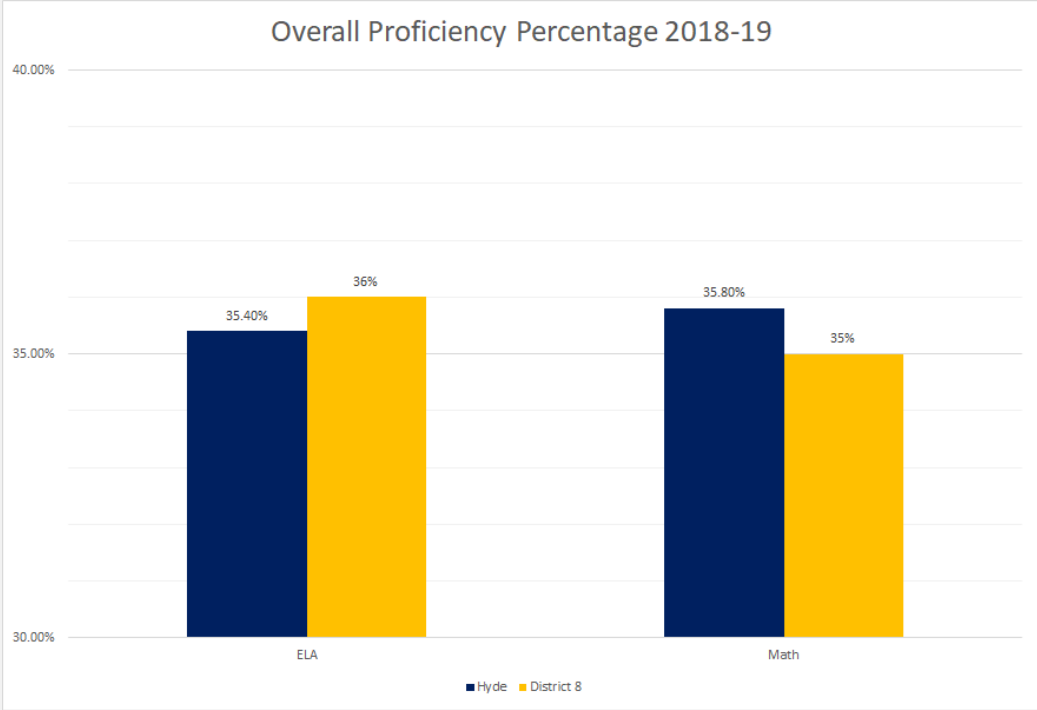
Grade	Hyde	D-8	NYS
4	39.24%	36.04%	50.00%
5	40.54%	38.10%	46.00%
6	26.67%	34.30%	47.00%
7	42.86%	28.62%	43.00%



2018-19 SCHOOL TO DISTRICT COMPARISON GRADE 3-8

2018-19	Hyde	District 8	Diff
ELA	35.40%	36%	-0.6
Math	35.80%	35%	+0.8

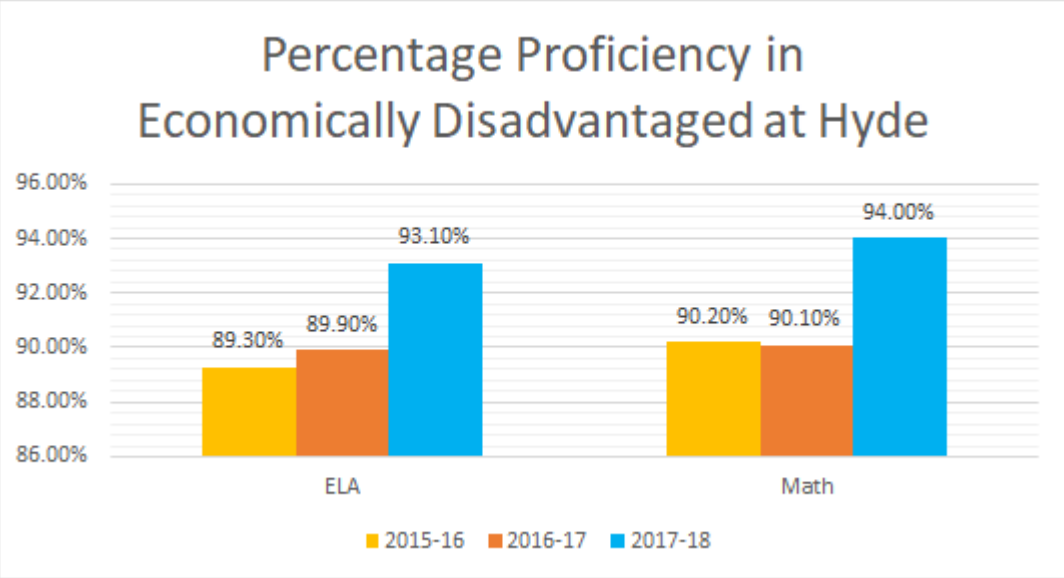
	2016-17		2017-18		2018-19	
	Hyde	District 8	Hyde	District 8	Hyde	District 8
ELA	33.30%	28%	42.90%	34%	35.40%	36%
Math	29.10%	24%	45%	30%	35.80%	35%



*Math Data does not include the students who achieved proficiency in their Regents Examination.

2017-18 ECONOMICALLY DISADVANTAGED GRADE 3-8

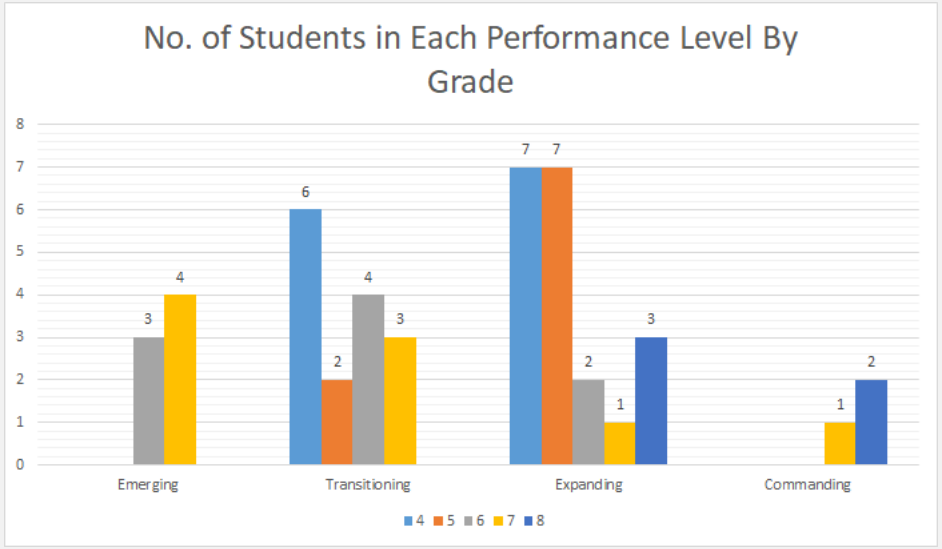
Proficiency of Economically Disadvantaged	Hyde	District 8	NYS
ELA	36%	n/a	36%
Math	34%	n/a	37%

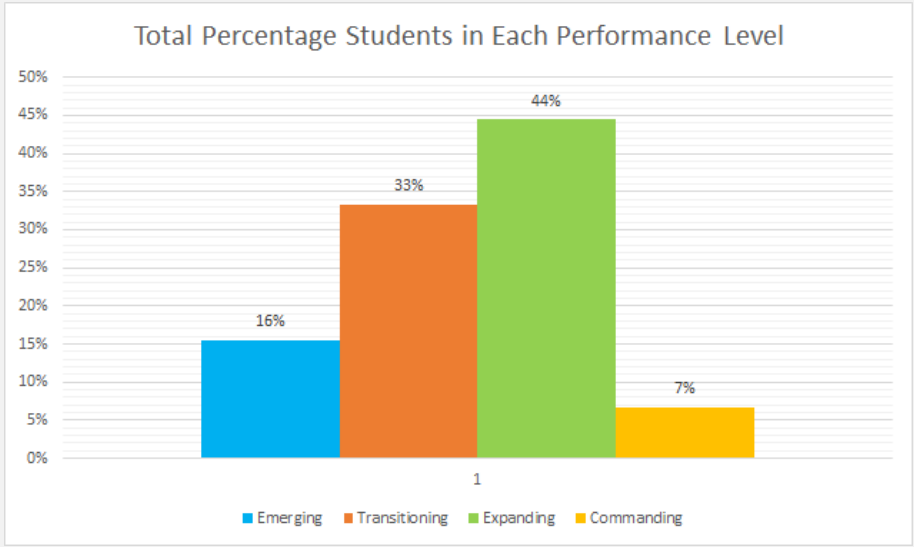


*Economically Disadvantaged Data is Pending from the District.

NYSELAT DATA 2018-19

STUDENTS BY PERFORMANCE LEVEL: GRADE 4 - 8





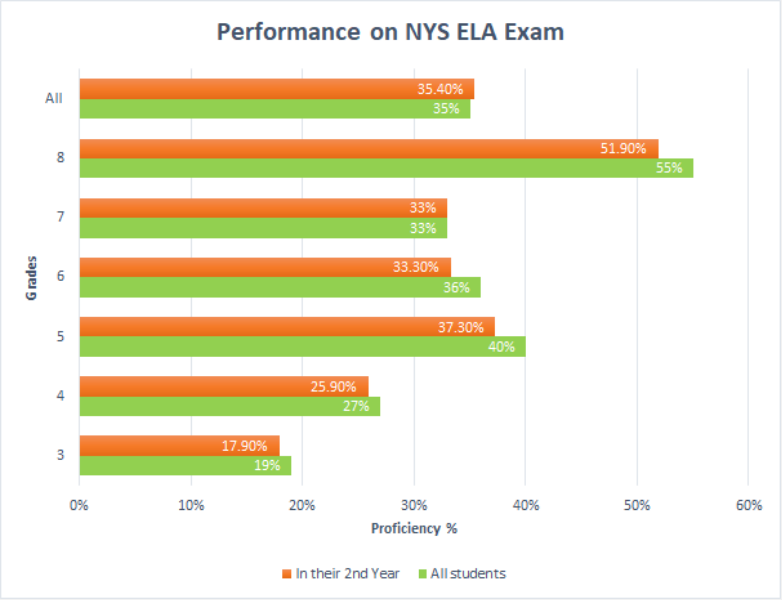
42 students between grades 4-8 require ENL services, whereas 3 students achieved the Commanding level this year and will no longer be needing ENL services.

SUNY GOALS

ELA AND MATH GOALS

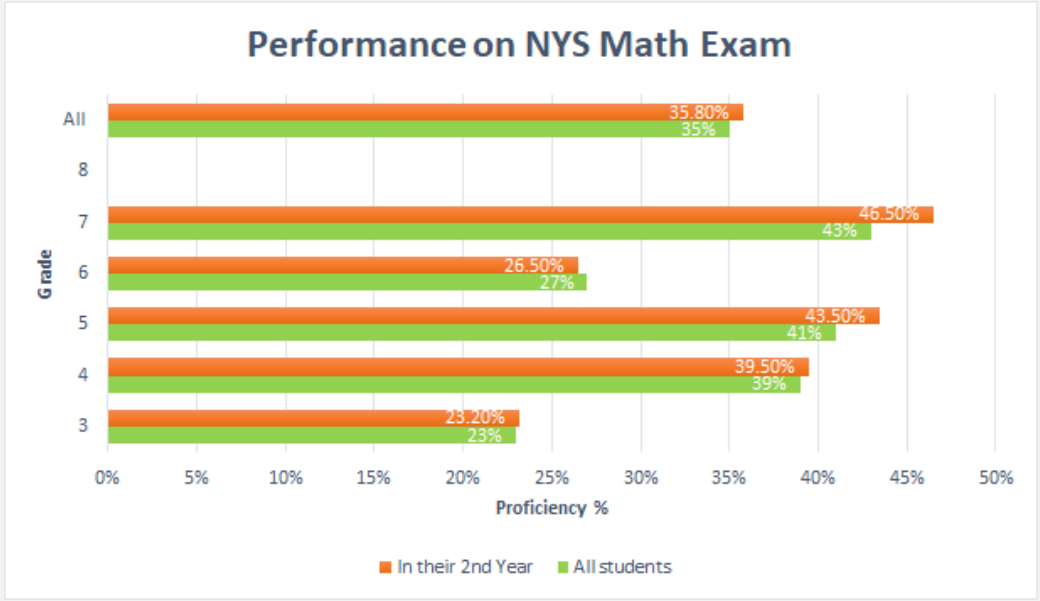
Measure 1 (Absolute): shows the performance on the state test of both all students and students enrolled in at least their second year.

Each year, 75 percent of all tested students who are enrolled in at least their second year will perform at proficiency on the New York State English Language Arts exam for grades 3-8. **This goal was NOT MET**



Each year, 75 percent of all tested students who are enrolled in at least their second year will perform at proficiency on the New York State mathematics exam for grades 3-8. **This goal was NOT MET**

* 8 Graders took the CC Algebra Regents



ELA GOALS

Measure 2 (Absolute) presents the school's Performance Index ("PI") measured against the Measure of Interim Progress ("MIP") set by the state's ESSA accountability system. To achieve this measure all tested students must have a PI value that equals or exceeds the state's 2018-19 ELA MIP for all students of 105.

Each year, the school's aggregate PI on the state's English Language arts exam will meet that year's state MIP as set forth in the state's ESSA accountability system.

This goal was MET at 107.5

Number in Cohort	Percent of Students at Each Performance Level			
	Level 1	Level 2	Level 3	Level 4
	29	36	27	7

PI	=	36	+	27	+	7	=	70
				27	+	7	=	34
					+	(.5)*7	=	3.5
						PI	=	107.5

MATH GOALS

Measure 2 (Absolute) presents the school's Performance Index ("PI") measured against the Measure of Interim Progress ("MIP") set by the state's ESSA accountability system. To achieve this measure all tested students must have a PI value that equals or exceeds the state's 2018-19 Mathematics MIP for all students of 107.

Each year, the school's aggregate PI on the state's Mathematics exam will meet that year's state MIP as set forth in the state's ESSA accountability system.

This goal was MET at 110

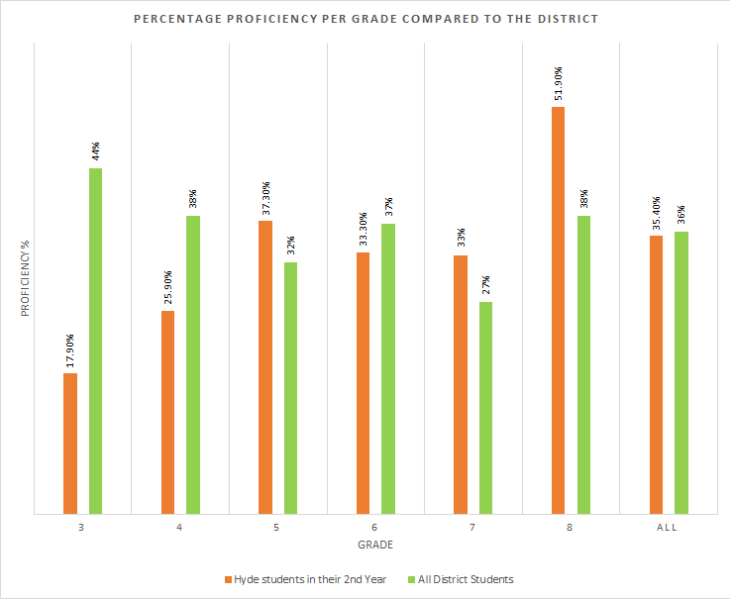
Number in Cohort	Percent of Students at Each Performance Level			
	Level 1	Level 2	Level 3	Level 4
	32	34	23	12

PI	=	34	+	23	+	12	=	69
					+	12	=	35
				23	+	(.5)*12	=	6
						PI	=	110

ELA AND MATH GOALS

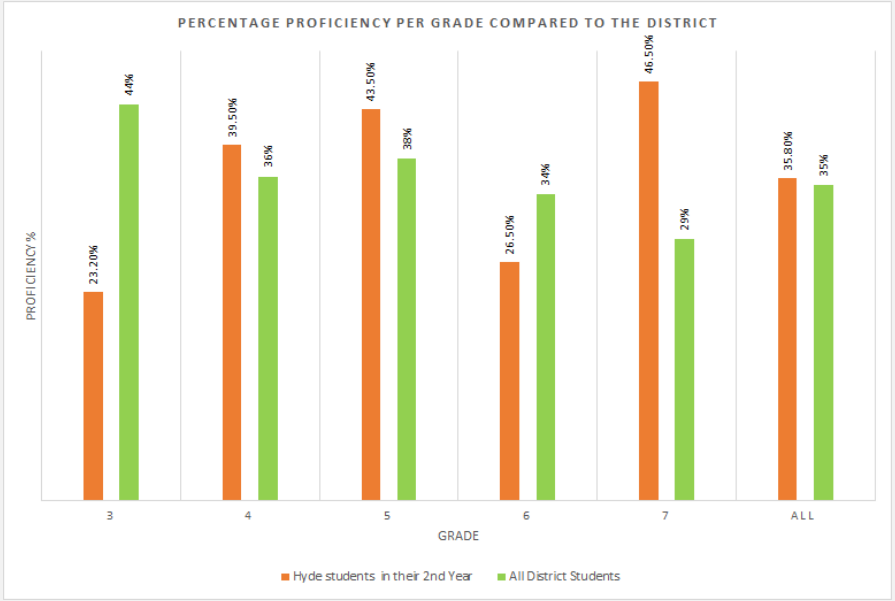
Measure 3 (comparative) compares the performance of charter school students enrolled in at least their second year to all students in the same tested grades in the local school district.

Each year, the percent of all tested students who are enrolled in at least their second year and performing at proficiency on the state English Language Arts exam will be greater than that of students in the same tested grades in the school district of comparison. **This goal was NOT MET**



Each year, the percent of all tested students who are enrolled in at least their second year and performing at proficiency on the state mathematics exam will be greater than that of students in the same tested grades in the school district of comparison. **This goal was MET**

* 8 Graders took the CC Algebra Regents



ELA GOALS

Measure 4 (Comparative) compares actual overall performance to the predicted performance of similar schools statewide using a regression analysis based on economically disadvantaged statistics.

Each year, the school will exceed its predicted level of performance on the state English Language Arts exam by an effect size of 0.3 or above (performing higher than expected to a meaningful degree) according to a regression analysis controlling for economically disadvantaged students among all public schools in New York State. (Using 2017-18 results.)

This goal was MET

Grade	Percent Economically	Number Tested	Percent of Students at Levels 3&4		Difference between Actual and Predicted	Effect Size
			Actual	Predicted		
3	94	77	29.9	36.4	-6.5	-0.36
4	96.1	74	37.8	33.3	4.6	0.25
5	92.2	73	23.3	23.5	-0.2	-0.01
6	93.2	72	47.2	33.2	14	0.87
7	90.7	75	42.7	26.3	16.3	1.06
8	92.4	77	68.8	35.3	33.5	1.88
All	93.1	448	41.7	31.4	10.3	0.62

MATH GOALS

Measure 4 (Comparative) compares actual overall performance to the predicted performance of similar schools statewide using a regression analysis based on economically disadvantaged statistics.

Each year, the school will exceed its predicted level of performance on the state mathematics exam by an Effect Size of 0.3 or above (performing higher than expected to a meaningful degree) according to a regression analysis controlling for economically disadvantaged students among all public schools in New York State. (Using 2017-18 results.)

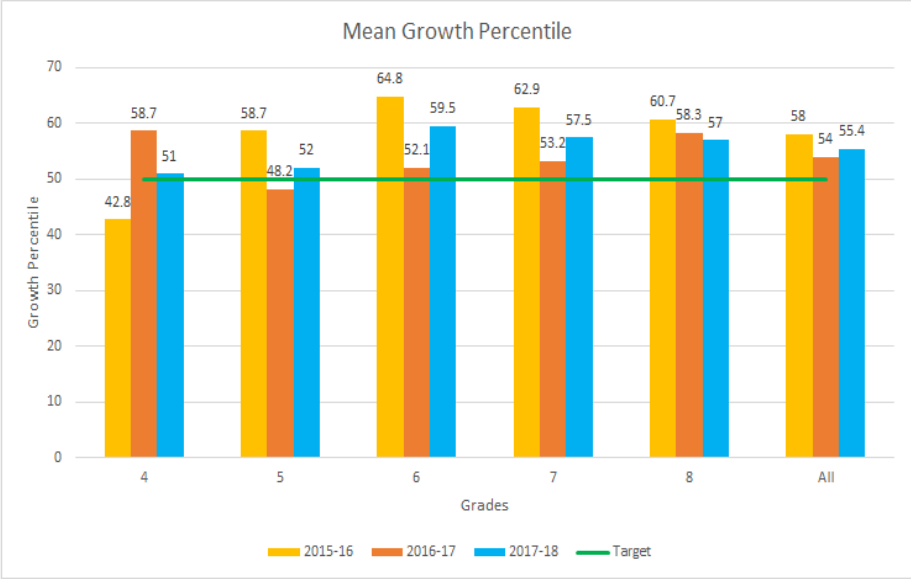
This goal was MET

Grade	Percent Economically	Number Tested	Percent of Students at Levels 3&4		Difference between Actual and Predicted	Effect Size
			Actual	Predicted		
3	94	79	32.9	39.2	-6.3	-0.3
4	96.1	71	50.7	31.2	19.5	1.01
5	92.2	73	41.1	27.1	14	0.81
6	93.2	72	48.6	25.9	22.8	1.3
7	90.7	74	43.2	23.7	19.5	1.05
8	N/A	N/A	N/A	N/A	N/A	N/A
All	93.2	369	43.1	29.6	13.5	0.76

ELA AND MATH GOALS

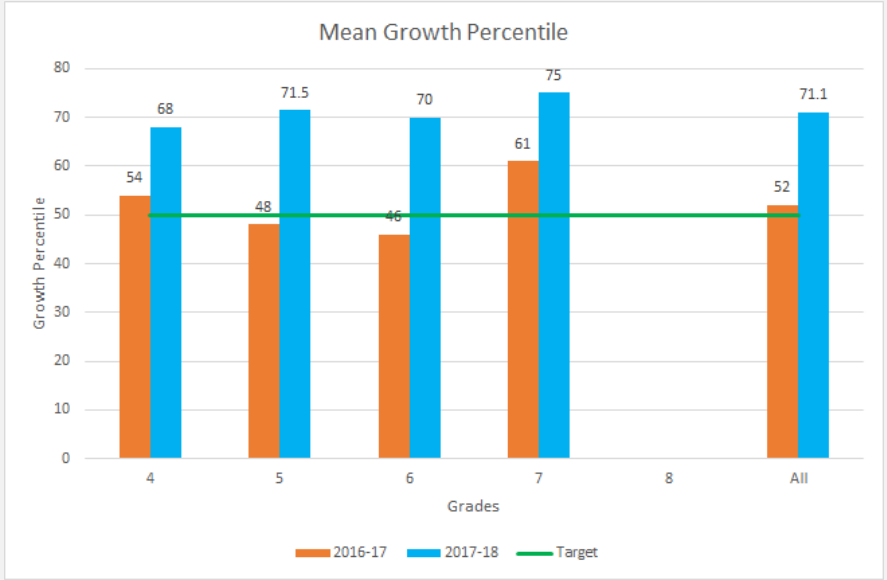
Measure 5 (growth) examines the year-to-year growth of the same students in comparison to other students statewide with the same baseline score.

Each year, under the state's Growth Model the school's mean unadjusted growth percentile in English language arts for all tested students in grades 4-8 will be above the target of 50. (Using 2017-18 results.) **This goal was MET**



Each year, under the state's Growth Model the school's mean unadjusted growth percentile in mathematics for all tested students in grades 4-8 will be above the target of 50. (Using the 2017-18 results.) **This goal was MET**

* 8 Graders took the CC Algebra Regents



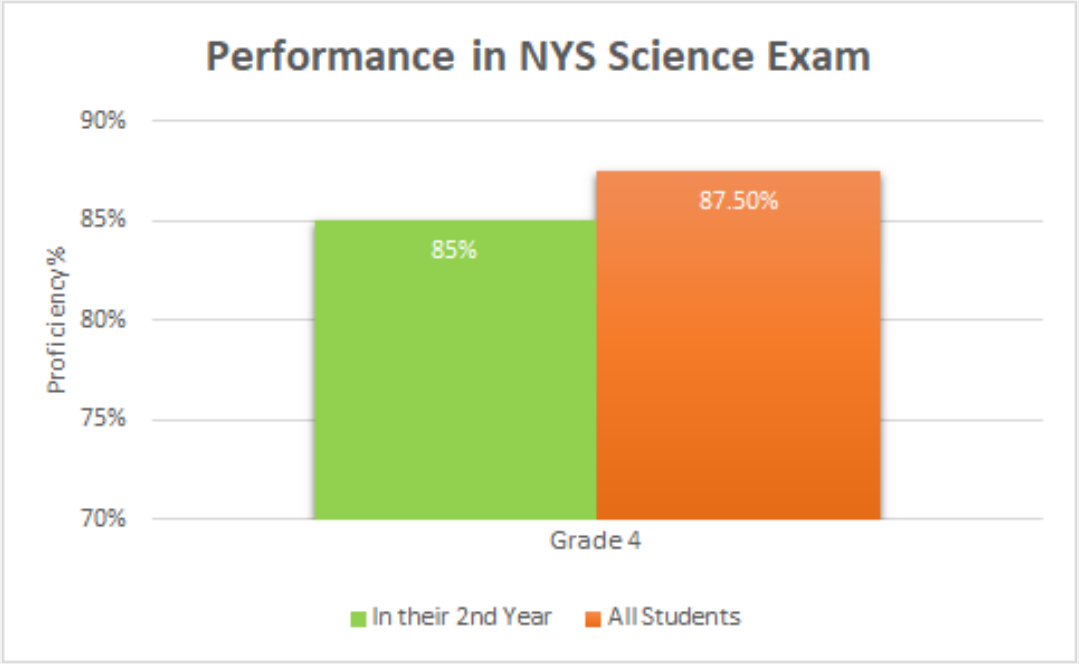
4TH GRADE SCIENCE DATA

SCIENCE GOALS

Measure 1 (Absolute): shows the performance on the state test of both all students and students enrolled in at least their second year.

Each year, 75 percent of all tested students enrolled in at least their second year will perform at or above proficiency on the New York State examination..

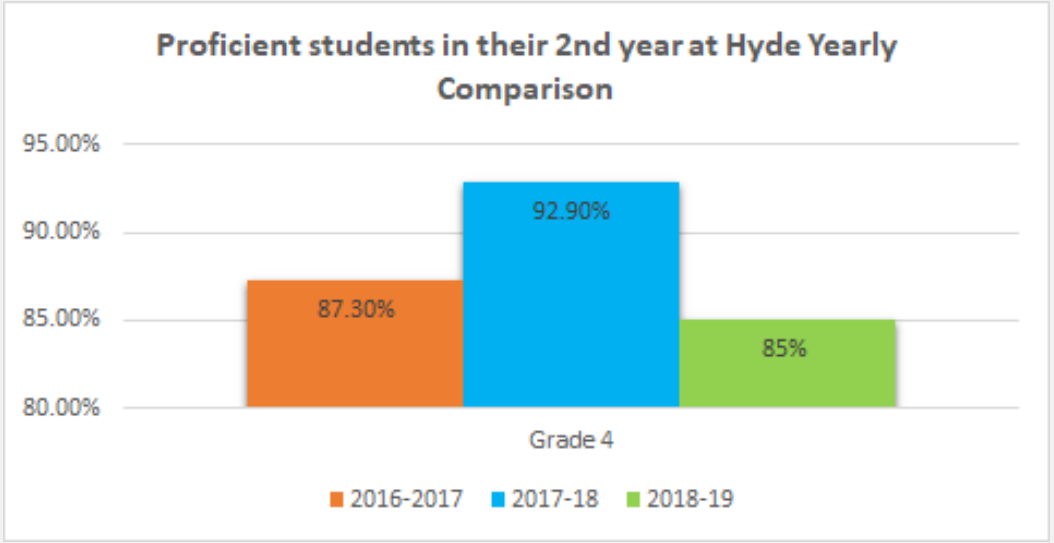
This goal was MET



SCIENCE GOALS

Measure 2 (Comparative) Each year, the percent of all tested students enrolled in at least their second year and performing at proficiency on the state exam will be greater than that of all students in the same tested grades in the school district of comparison.

Pending Comparison Data From District



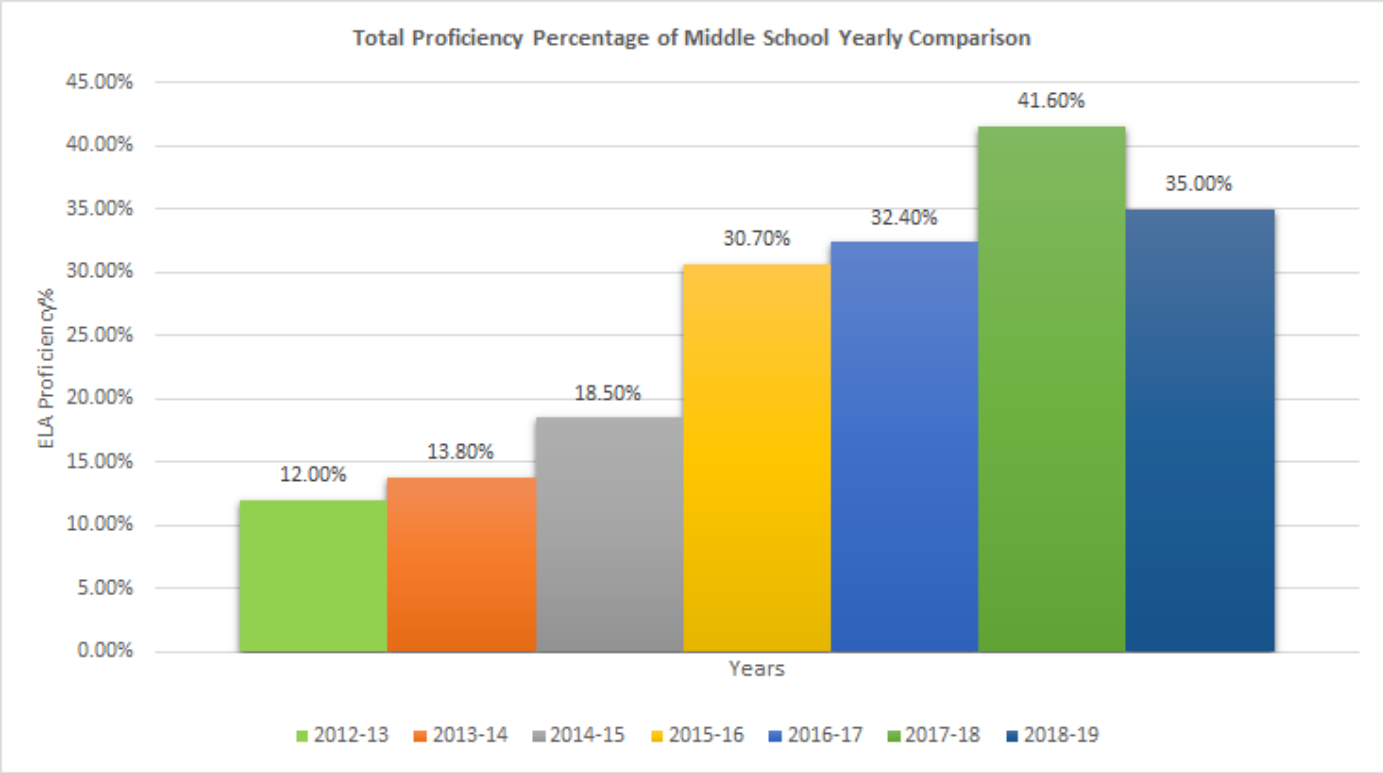
Comparison is between previous 4th Graders at Hyde over a period of 3 years. Comparison data is pending from the District

ELA AND MATH YEARLY COMPARISONS

(Cohort data)

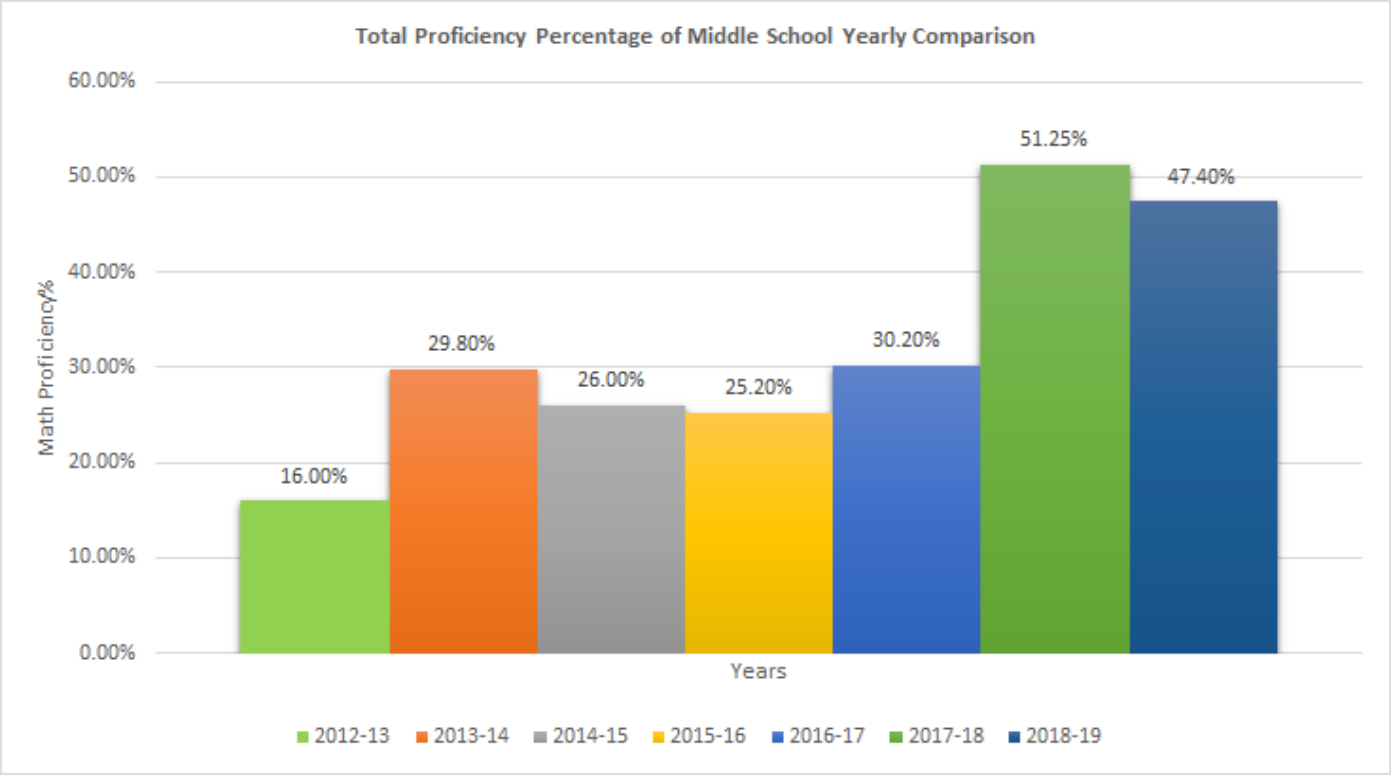
YEARLY GROWTH COMPARISON BY TOTAL PROFICIENCY

NYS ELA Assessment

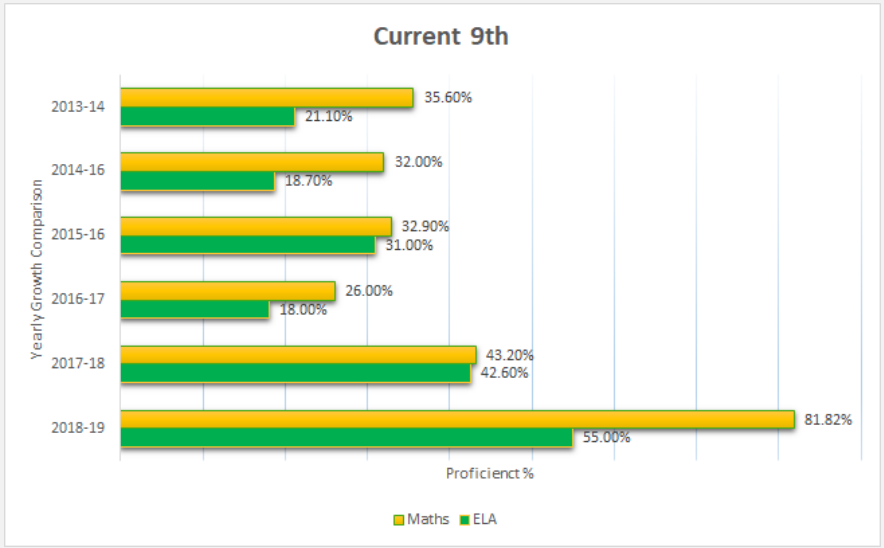


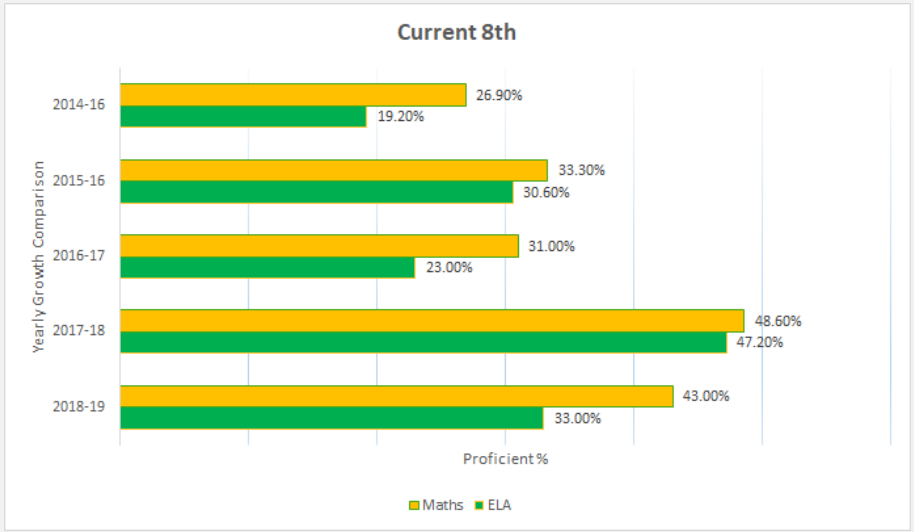
YEARLY GROWTH COMPARISON BY TOTAL PROFICIENCY

NYS Math Assessment

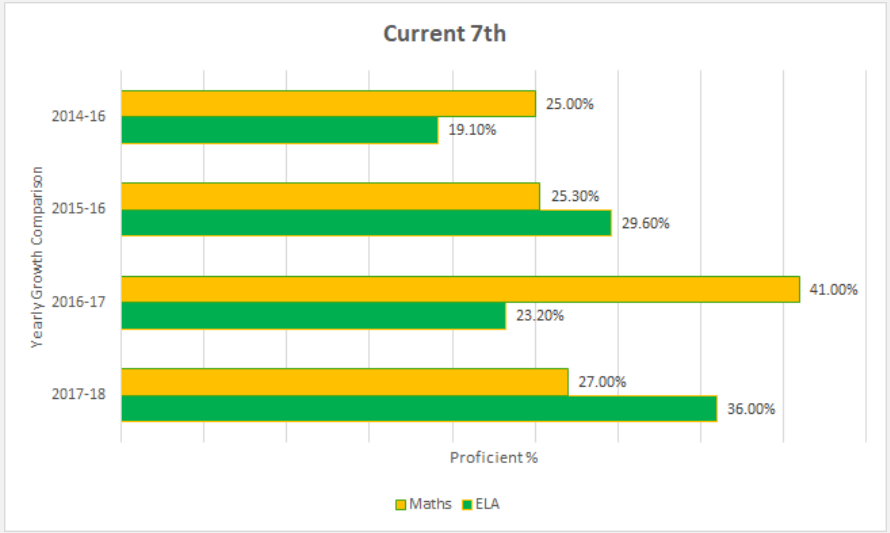


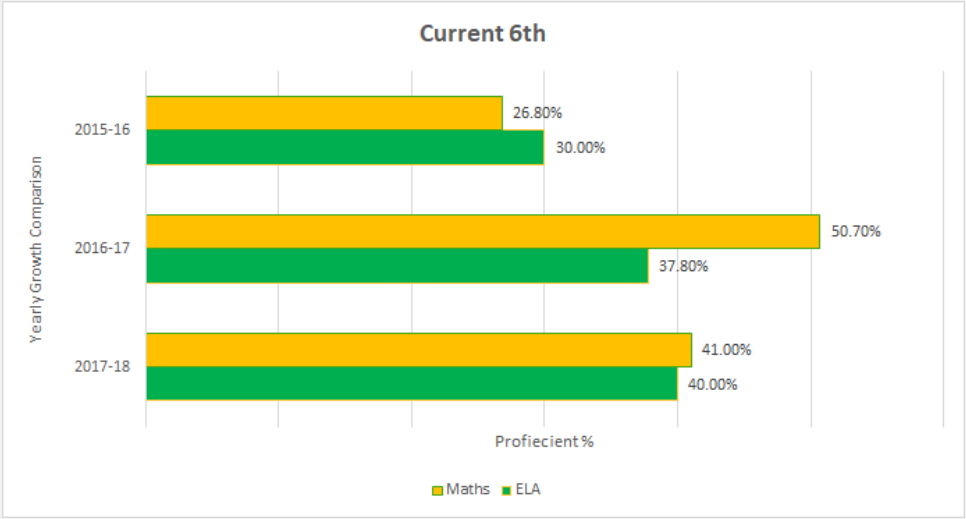
YEARLY GROWTH COMPARISON BY GRADE (COHORT ANALYSIS)- NYS ELA AND MATH ASSESSMENTS



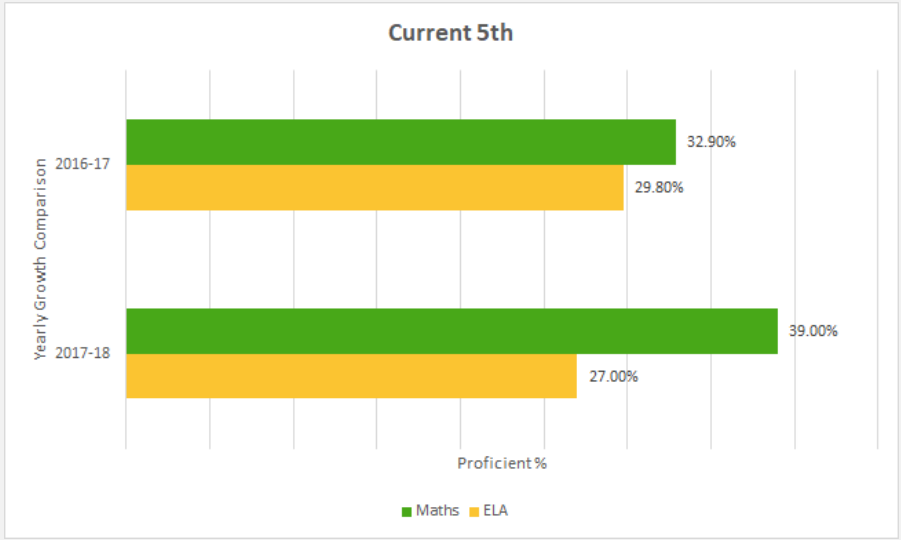


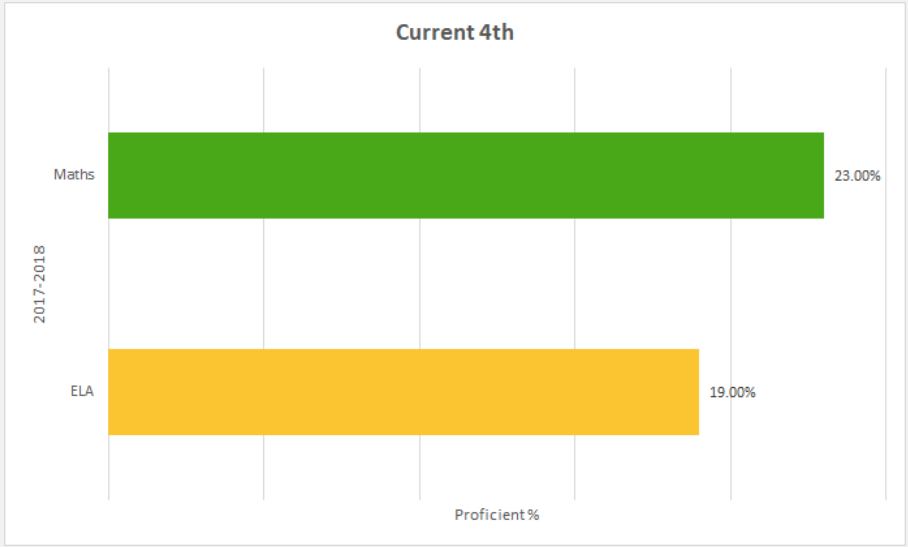
YEARLY GROWTH COMPARISON BY GRADE (COHORT ANALYSIS)- NYS ELA AND MATH ASSESSMENTS





YEARLY GROWTH COMPARISON BY GRADE (COHORT ANALYSIS)- NYS ELA AND MATHS ASSESSMENTS





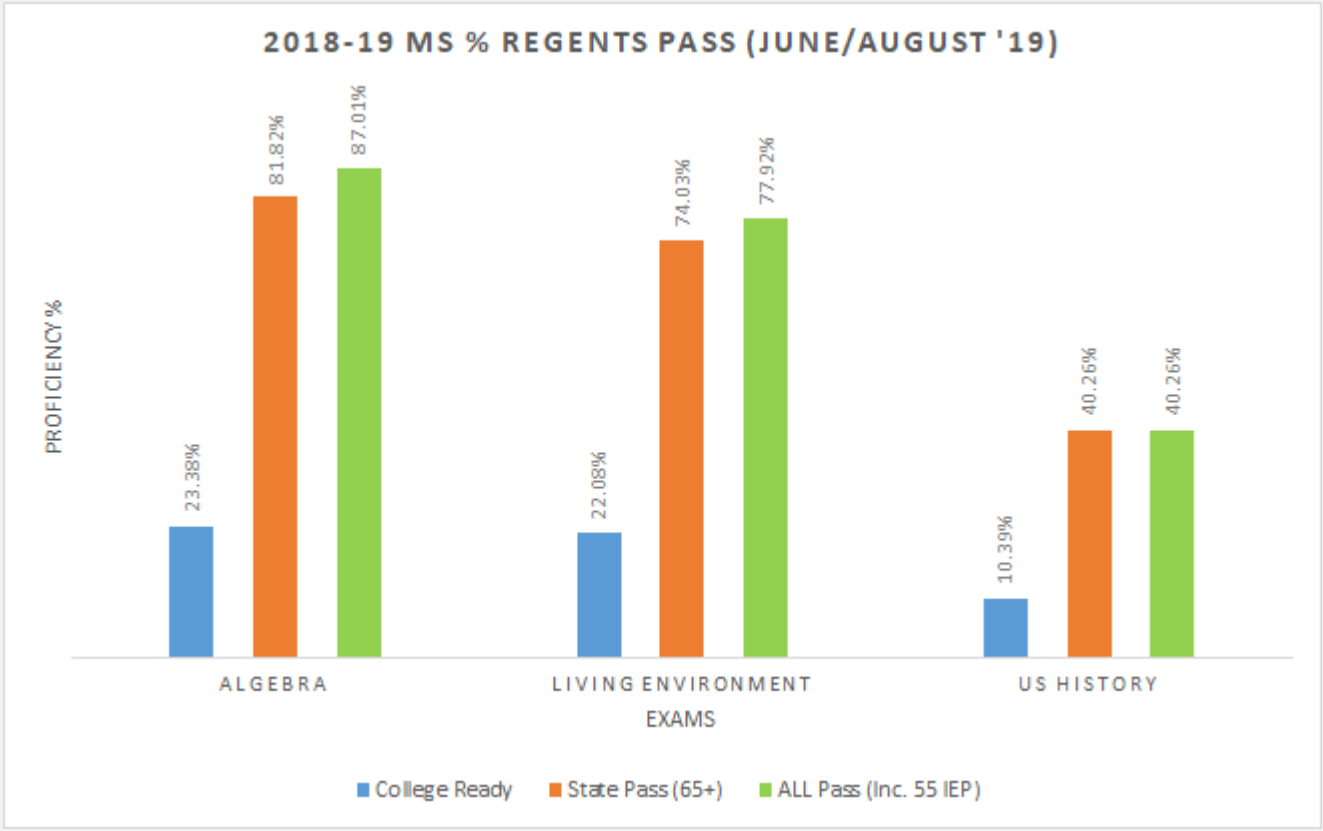
REGENTS EXAMS

Algebra I
US History
Living Environment

8th Grade
(June and August 2019)

REGENTS 2019

Grade 8

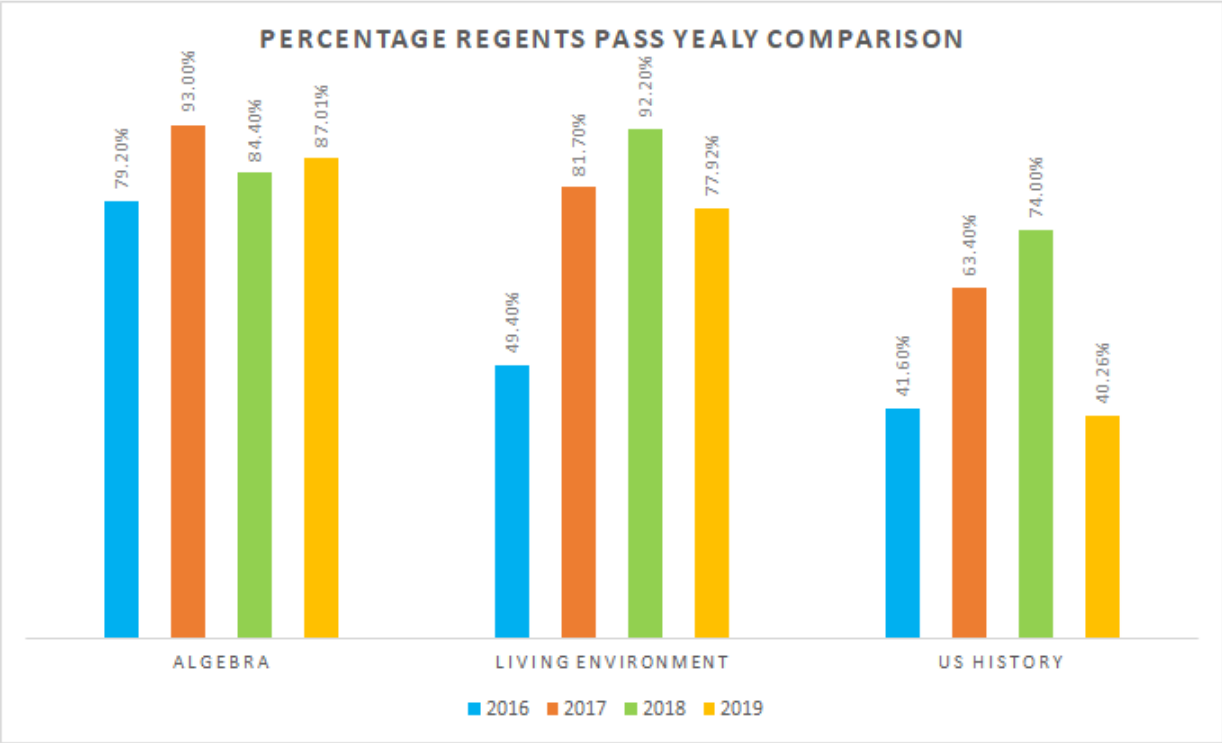


COMPARATIVE ACADEMIC PERFORMANCE IN REGENTS EXAMINATION

*Comparison includes all students who passed including at 55 IEP.

Grade 8

	Algebra	Living Env't	US History
2016	79.20%	49.40%	41.60%
2017	93.00%	81.70%	63.40%
2018	84.40%	92.20%	74.00%
2019	87.01%	77.92%	40.26%



HYDE LEADERSHIP CHARTER SCHOOL

Board of Trustees Meeting Agenda
830 Hunts Point Ave
Bronx, NY
October 28, 2019 – 6:00 PM

1. **Approve minutes from September 23rd**
2. **Finance Committee**
   - **Audit report presentation by BDO (30 minutes)**
   - **September & YTD results (5 minutes)**
3. **Executive Director's Report**
4. **Marketing, PR, Advertising Committee (30 minutes)**
5. **Development Committee (5 minutes)**
6. **Nominating Committee**
7. **Education Committee**
8. **Human Resources Committee**
9. **Facilities Committee**
10. **Executive Session**
11. **Any other business**
12. **Public Comments**
13. **Adjournment**

Board of Trustees Meeting Schedule:

July 22	October 28	January 25 (retreat)	April 27
August 26	November 25	February 24	May 18
September 23	December 16	March 23	June 22

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

Trustees Present:	**Trustees Absent:**
	Herb Fixler
Deborah Dumont	Maureen Singer
Tony Stoupas	
Ruth Jarmul	
Chavon Sutton	
Herb Kaplan	
Susan Engel	

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

HYDE LEADERSHIP CHARTER SCHOOL

Board of Trustees Meeting Agenda
830 Hunts Point Ave
Bronx, NY
November 25, 2019 – 6:00 PM

1. **Approve minutes from October 28th**
2. **Finance Committee**
   - **Insurance review – Austin & Co. (20 minutes)**
3. **Executive Director's Report**
   - **Executive Director Goals FY 2020 (con't)**
4. **Nominating Committee**
5. **Finance Committee**
   - **October financial results**
6. **Development Committee**
7. **Marketing, PR, Advertising Committee**
8. **Education Committee**
9. **Human Resources Committee**
10. **Facilities Committee**
11. **Executive Session**
12. **Any other business**
13. **Public Comments**
14. **Adjournment**

Board of Trustees Meeting Schedule:

July 22	October 28	January 25 (retreat)	April 27
August 26	November 25	February 24	May 18
September 23	December 16	March 23	June 22

Hyde Leadership Charter School
Trustees Meeting: Minutes
November 25, 2019
830 Hunts Point Avenue, Bronx, NY 10474

Trustees Present:
Herb Fixler
Maureen Singer
Ruth Jarmul
Chavon Sutton
Herb Kaplan
Susan Engel

Trustees Absent: Deborah Dumont

Via Videoconference: Tony Stoupas, Trustee
Thomas Sturtevant, Executive Director
Michael Brooks, Austin & co.

Also present:
Stephen Trowbridge, Chief Operating Officer
Valarie Hunsinger, Director of Development and Marketing
Karl Cesar, Technology Manager (technical support)
Jim Best, Parent of a Hyde Alumnus

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

1. Approve minutes from October 28th
With a quorum present, a motion was made, seconded, and unanimously approved by the Trustees present to approve the minutes from the October 28, 2019 board meeting.

2. Finance Committee
Insurance Review- Austin & Co.
Mr. Brooks from Austin & Co. presented a Risk Management and Insurance briefing for the purpose of updating the Board on current trends and our various policies. Mr. Trowbridge recommended the school increase its insurance coverage for Umbrella coverage (to $25,000,000) and Directors & Officers (to $25,000,000). With a quorum present, a motion was made, seconded, and unanimously approved by the Trustees present.

3. Executive Director's Report

Mr. Sturtevant presented his annual goals, which are aligned to SUNY goals and additional research backed college completion indicators which include reading on grade level by 4th grade, passing the Algebra 1 Regents in 8th grade, and completion of two or more college courses in high school. Mr. Sturtevant also noted the focus on growth in addition to proficiency scores. Mr. Sturtevant also noted the separate goals of elementary and middle school. Ms. Singer inquired about the specific funding for institutional advancement goals. Mr. Best shared ideas around engaging families.

Mr. Sturtevant recognized Ms. Wise in the middle school and her ability to connect students to resources, including the newly created pantry located in 730 Bryant Avenue, which provides food primarily for families of Bronx Academy of Multi-Media but has also opened to other families in the building.

4. Nominating Committee

The nominating committee will lead a discussion at the December 16th board meeting.

5. Finance Committee

October Financial Results

Mr. Trowbridge provided a financial review of October. Mr. Trowbridge noted that the school's October revenue was $1,667,000 and was unfavorable by approximately $41,000, and October expenses were $1,732,000 and were unfavorable by approximately $67,000. Mr. Trowbridge noted that the school's year-to-date revenue was $6,470,000 and was unfavorable by $59,000, and year-to-date expenses were $6,846,000 and were unfavorable by approximately $19,000.

6. Development Committee

Ms. Hunsinger gave thanks to the board. Ms. Hunsinger reviewed the FY 2020 Fundraising Goal and provided an update on current donations, noting that 15% of our goal has been raised. Ms. Hunsinger highlighted upcoming events including Giving Tuesday, the Annual Appeal, and the breakfast on December 11th.

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 him to participate in the visit.

11. Facilities Committee
No report.

12.. Any other business
Ms. Jarmul has offered her home for the board retreat on January 25th. Mr. Fixler noted that Ms. Gauld will be a facilitator.

Ms. Singer inquired about any litigation and Mr. Stoupas requested notifications of any litigation. Mr. Trowbridge discussed the few claims that have arisen over the past few years. Mr. Sturtevant noted that he reports to the Board Chair as necessary regarding claims as they arise.

13. Public Comments
jjNo report.

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

Minutes prepared by Stephen Trowbridge and Valarie Hunsinger

HYDE LEADERSHIP CHARTER SCHOOL

Board of Trustees Meeting Agenda
830 Hunts Point Ave
Bronx, NY
December 16, 2019 – 6:00 PM

1. **Approve minutes from November 25th**
2. **Executive Director's Report**
3. **Finance Committee**
   - **Auditor review - update**
   - **Investment policy – update**
   - **IT review**
4. **Nominating Committee**
5. **Development Committee**
6. **Marketing, PR, Advertising Committee**
7. **Facilities Committee**
8. **Any other business**
9. **Public Comments**
10. **Adjournment**

Board of Trustees Meeting Schedule:

July 22	October 28	January 25 (retreat)	April 27
August 26	November 25	February 24	May 18
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Hyde Leadership Charter School
Trustees Meeting: Minutes
December 16, 2019
830 Hunts Point Avenue, Bronx, NY 10474

Trustees Present:	**Trustees Absent:**
Herb Fixler	Deborah Dumont
Chavon Sutton	Maureen Singer
Herb Kaplan	Ruth Jarmul
Susan Engel	
Chavon Sutton	

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