HYDE LEADERSHIP CHARTER SCHOOL

Board of Trustees – Annual
Retreat January 25, 2020, 9am
Minutes

Location:
211 Central Park West (81st street), Apt. 7K (Ruth Jarmul's home)

Attendees:

Trustees attending:
Susan Engel
Herbert Fixler, Chair
Herbert Kaplan
Ruth Jarmul
Chavon Sutton

Trustees unable to attend:
Deborah Dumont
Maureen Singer
Tony Stoupas

Hyde Leadership Charter School Staff:
Tom Sturtevant, Executive Director
Christine Moloughney, Director of Elementary School
Lex Zain, Director of Middle School
Celia Sosa, Director of High School
Elizabeth Martin, Special Education Director
Valarie Hunsinger, Director of Development & Marketing
Stephen Trowbridge, Chief Operating Officer

Other Guests:
Laura Gauld, Head of School, Hyde School – Seminar leader

At 9:15, there being a quorum, Mr. Fixler called the meeting to order.

A motion was made, and seconded, to dispense with the reading of the minutes and approve the minutes from the December 16th Board meeting. Minutes were unanimously approved.

Mr. Sturtevant reported that the school would be requesting from SUNY a non-material revision to HLCS's charter as regards to the admissions policy. Specifically, it is Hyde's objective to add 10th grade as an admissions point which will provide Hyde with more

enrollment flexibility at the high school level. This process is fairly simple and requires a letter to SUNY with a revised admissions policy.

Mr. Trowbridge reported that he circulated the standard Finance reporting on the status of the budget and compliance metrics. Mr. Trowbridge stated that he would not be giving a verbal report, but that we were tracking on target to the YTD budget and he would take any questions from Board members after the meeting.

Mr. Fixler turned over the meeting to Hyde's division directors (Ms. Martin, Ms. Moloughney, Ms. Zain and Ms. Sosa) to make a presentation to the Board regarding strategic priorities.

At 1:00PM the meeting was adjourned.

Following lunch, remaining Board members and staff participated in a Hyde seminar led by Ms. Gauld.

HYDE LEADERSHIP CHARTER SCHOOL

Board of Trustees Meeting Agenda
830 Hunts Point Ave
Bronx, NY
February 24, 2020 – 6:00 PM

1. **Approve minutes from January 25th**
2. **Executive Director's Report**
   - **Student discipline update**
   - **School safety update**
3. **Education Committee**
4. **Human Resource Committee**
5. **Finance Committee**
   - **Auditor review - update**
   - **January & YTD financial results**
6. **Development Committee**
7. **Nominating Committee**
8. **Marketing, PR, Advertising Committee**
9. **Facilities Committee**
10. **Any other business**
11. **Public Comments**
12. **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
February 24, 2020
830 Hunts Point Avenue, Bronx, NY 10474

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

Via Videoconference: Tony Stoupas, Trustee (prior notice posted, counts toward quorum)
Chavon Sutton, Trustee (no notice, doesn't count toward quorum)

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
Yvonnia Wise, Directorof School Family Partnership

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

1. Approve minutes from January 25th
With a quorum present, a motion was made, seconded, and unanimously approved by the Trustees present to approve the minutes from the January 25, 2020 board meeting.

2. Executive Director's Report

Mr. Sturtevant discussed recent discipline decisions.

The board discussed the use of scanners at the school. Mr. Fixler reported on the historical decision to not have scanners at the high school. Ms. Hittenmark reported on a recent high school

family meeting to discuss school safety. Mr. Sturtevant reported on the overall safety measures currently in place. Mr. Sturtevant and Mr. Trowbridge will conduct an additional review and will present a management recommendation in the next 60 days.

Mr. Sturtevant also discussed the recent attack on the 41st precinct, noting that Hyde sent letters and flowers.

Mr. Sturtevant presented the elementary school's reading initiative, which included teachers recording read alouds so families could access daily read alouds for their students during the winter break.

Mr. Sturtevant noted that the middle school wrapped up a successful J-Term with high-quality student work. Mr. Sturtevant noted that the middle school has begun a strong state test prep program.

In the high school, Mr. Sturtevant noted that 100% of on-track college seniors have applied to college and highlighted recent college acceptance, including a student who received a full scholarship to Sarah Lawerence College. Mr. Sturtevant also recognized that the boy's basketball team made it to the playoffs. Mr. Sturtevant noted that the high school debate team did well at the Harvard Debate Tournament. Lastly, Mr. Sturtevant noted the expansion of after school opportunities for high school students.

3. Education Committee
No report.

4. Human Resource Committee
No report.

5. Finance Committee

- **Auditor review- update**
  Mr. Trowbridge presented an update on the auditor review process. After receiving proposals from six firms, the list was narrowed to three finalists who presented at Hyde (Feb 5-7) . The COO, in conjunction with the Executive Director, Finance Committee representation as well as Hyde Finance staff members selected Marks Paneth to succeed

BDO as auditors. With a quorum present, a motion was made, seconded, and unanimously approved by the use of the auditors Marks Paneth subject to an acceptable engagement letter.

- **January & YTD financial results**

  Mr. Trowbridge reported on financial results for the month of January 2020 as well as YTD results. For January 2020, Revenue was favorable by $77K while Expenses were favorable by $1K, and Net Surplus was favorable by $78K compared to the January budget. For YTD results, Revenue is favorable by $147K, Expenses are unfavorable by $59K, and Net Surplus is favorable by $88K compared to the budget. In addition, the Debt Coverage Ratio is 1.4 and all SUNY Fiscal Dashboard benchmarks are "Good" or "Excellent"

5. Development Committee

Ms. Hunsinger reviewed the FY 2020 Fundraising Goal and provided an update on current donations, noting that 62% of our goal has been raised. Ms. Hunsinger highlighted the importance of checking in with individual donors. Ms. Hunsinger also provided updates on upcoming activities, including the Spring Social which will be held on May 28th.

4. Nominating Committee

Discussions continued around two prospective board members, Mr. Best and Mr. Mootoo. Mr. Trowbridge will follow up with Mr. Mootoo and Mr. Sturtevant will follow up with Mr. Best.

5. Marketing, PR, Advertising Committee

No report.

6. Facilities Committee

No report.

7. Human Resource Committee

No report.

8. Facilities Committee

No report.

9. Any other business

Mr. Fixler reported that the negotiations with the Hyde Foundation related to our licensing agreement are still in progress and are currently with the respective attorneys.

Mr. Fixler also noted that the Board Strategic Planning Committee held its first meeting, focusing on long-term priorities which will be discussed at an upcoming Board meeting.

10. Public Comments

No report.

11. Adjournment

There being no further business, the meeting was adjourned at 7:49 pm.

Minutes prepared by Stephen Trowbridge and Valarie Hunsinger

HYDE LEADERSHIP CHARTER SCHOOL

Board of Trustees Meeting Agenda
830 Hunts Point Ave
Bronx, NY
March 23, 2020 – 6:00 PM

1. **Approve minutes from February 24th**
2. **Executive Director's Report**
   - **School safety planning**
3. **Education Committee**
4. **Human Resource Committee**
5. **Finance Committee**
   - **February & YTD financial results**
6. **Development Committee**
7. **Nominating Committee**
   - Term renewals: Ruth Jarmul & Tony Stoupas
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
Trustees Meeting: Minutes
March 23, 2020
830 Hunts Point Avenue, Bronx, NY 10474

Note: due to the impact of the the COVID-19 virus, the Board meeting was held via video conference

Trustees Present Via Videoconference :

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

Trustees unable to attend:

Maureen Singer

Also present Via Videoconferencing:

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

The meeting began at 6:04 PM, Mr. Fixler presiding.

1. Approve minutes from February 24th
With a quorum present, a motion was made, seconded, and unanimously approved by the Trustees present to approve the minutes from the February 24, 2020 board meeting.

2. Executive Director's Report
Mr. Sturtevant discussed the recent school building closure due to COVID-19 and the move to virtual learning, noting that the school had prepared in advance for the possibility of school building closures.

Mr. Sturtevant reported on the review of security at the high school, noting that management had conducted research on the possible consideration of using metal scanning of some sort in the High School building. The research determined that no NYC Charter schools use metal scanning (unless in a co-located building). The research included consultation with the school's Insurance Broker that did not indicate the school's insurance liability would change with the addition of scanning in the HS. The research included a legal brief consistent with the HS team's position that school safety turns on a culture of caring for school safety and communication and that scanning can be in some cases perceived as disruptive of that culture of caring and communication. Finally, the research included a conversation with a security consultant who made a proposal to conduct an audit of the school's security practices, including recommendations. Mr. Sturtevant concluded that we would table further consideration of this matter since we had no reason to take action at this time, and further consideration would require access to the building in session which is now prevented by the COVID-19 building closure. The Board was supportive of utilizing the services of the security consultant at the appropriate time.

Mr. Sturtevant noted that 100% of on-track college seniors have applied to college and highlighted recent college acceptance.

3. Education Committee
No report.

4. Human Resource Committee
No report.

5. Finance Committee
Mr. Trowbridge reported on financial results for the month of February 2020 as well as YTD results. For January 2020, Revenue was favorable by $109K while Expenses were unfavorable by $42K, and Net Surplus was favorable by $66K compared to the February budget. For YTD results, Revenue is favorable by $256K, Expenses are unfavorable by $101K, and Net Surplus is favorable by $154K compared to the budget. In addition, the Debt Coverage Ratio is 1.43 and all SUNY Fiscal Dashboard benchmarks are “Good” or “Excellent”

6. Development Committee
Ms. Hunsinger reviewed the FY 2020 Fundraising Goal and provided an update on current donations, noting that 63% of our goal has been raised. Ms. Hunsinger highlighted the

importance of updating donors during COVID-19. Ms. Hunsinger noted that the Spring Social would be rescheduled.

7. Nominating Committee
With a quorum present, a motion was made, seconded, and unanimously approved by the Trustees present to approve trustee term renewals (3 yrs) for Ruth Jarmul and Tony Stoupas to be effective February 1, 2020 through February 1, 2023

8. Marketing, PR, Advertising Committee
No report.

9. Facilities Committee
No report.

10. Executive Session
The Board went into executive session for the purpose of discussing the Executive Director's compensation and employment arrangement.

11. Any other business
No report.

12. Public Comments
No report.

13. Adjournment
There being no further business, the meeting was adjourned at 7:49 pm.

Minutes prepared by Stephen Trowbridge and Valarie Hunsinger

HYDE LEADERSHIP CHARTER SCHOOL

Board of Trustees Meeting Agenda
830 Hunts Point Ave
Bronx, NY
April 27, 2020 – 6:00 PM
(Meeting held by video conference)

1. **Approve minutes from March 23rd**
2. **Executive Director's Report**
   - **Remote learning**
   - **SED rulings on testing**
   - **Per pupil funding**
   - **Duration of remote learning**
   - **SUNY guidance on accountability**
   - **Planning for year-end celebrations**
   - **Planning for re-opening scenarios**
3. **Finance Committee**
   - **March & YTD financial results**
   - **FY 2021 budget considerations**
4. **Development Committee**
5. **Any other business**
6. **Public Comments**
7. **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

Board of Trustees Meeting Agenda
830 Hunts Point Ave
Bronx, NY
May 18, 2020 – 6:00 PM
(Meeting held by video conference)

1. **Approve minutes from April 27th and April 30th**
2. **Executive Director's Report**
3. **Hyde Institute – new Licensing and Services Agreement**
4. **Finance Committee**
   - **FY 20-21 Budget – review and approval**
   - **April & YTD financial results**
   - **PPP Loan - Update**
5. **Development Committee**
6. **Any other business**
7. **Public Comments**
8. **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
May 18, 2020
830 Hunts Point Avenue, Bronx, NY 10474
(meeting held by video conference)

Trustees Present Via Video conference:

Herb Fixler	Chavon Sutton
Ruth Jarmul	Tony Stoupas
Herb Kaplan	Susan Engel

Trustees Not present: Deborah Dumont
Maureen Singer

Also Present Via Video conference:

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. A quorum was present.

1. In Memoriam
At the start of the meeting, Mr. Fixler acknowledged the recent passing of Ms. Yvette Sanchez, a long-time Hyde employee who was also a Hyde parent and grandparent. Ms. Sanchez had been with Hyde since its inception and was an integral part of our school for many years. She will be missed by many in our community.

2. Approve minutes from April 27th & April 30th
A motion was made, seconded, and unanimously approved by the Trustees present to approve the minutes from the April 27th and April 30th board meetings.

3. Executive Director's Report
Mr. Sturtevant reported that Hyde's enrollment process for SY 2021 is progressing and is being handled in a remote manner (e.g. family interviews are being held remotely). Our lottery was also conducted remotely, and we have over 2,000 applicants for 85 kindergarteners and a small number at other grade levels.

Mr. Sturtevant reported that the Senior Leadership Team is actively planning for re-opening for SY 2021, though there are still many open questions. We will need to plan for various scenarios, both in school and remote as well as a combination. The Department of Education is yet to publish rules and guidelines for a safe restart, but we will need to use these in our planning. It

was also noted that the DOE has yet to publish its school calendar which would ordinarily have been published in March-April.

The high School Graduation ceremony will be held remotely on Saturday, June 27th at 1pm and will be recorded and made available.

Hyde has participated in a survey sponsored by SUNY geared at understanding the impact of COVID-19 on charter schools and to understand better how schools are doing on issues such as attrition.

4. Licensing & Service Agreement

A new Licensing and Service Agreement between the Hyde Institute and Hyde Leadership Charter School has been finalized, a copy of which had been distributed to Trustees on May 14th for review. There was discussion about the details of the Agreement, and following the discussion a motion was made to approve the Agreement. The motion was seconded and unanimously approved.

5. Finance Committee

Reference was made to the Finance Committee meeting on May 13th which was convened to review the FY 2021 budget. It was acknowledged that the Finance Committee had reviewed the details of the budget and expressed support for the Budget.

Mr. Sturtevant provided a strategic framework for how we constructed the FY 2020-21 budget:

High-level review of Budget parameters and priorities involved in building the FY 2020-21 HLCS budget:

Budget Parameters:

We built the budget with the most up-to-date State funding commitments. Additionally, we added a $420K contingency to address possible revenue shortfalls. Furthermore, we have created second and third level cost-containment measures that would absorb up to a 20% reduction in our revenues. In the end, we have built a successful budget that enables us to serve our mission well and also one that meets the financial expectations, the debt covenants, and revenue contingencies.

1. The revenue budgeted by NYS for charter schools in 20-21 is “flat” compared to this year. While this funding is “flat,” it required us to make difficult budget cuts, since this “flat” funding decision came after the initial draft budget which had about a 5% increase. The NYS funding reduction required us to adjust our spending significantly (take out about $1.1M of expense) versus the original draft budget for 20-21.

2. Furthermore, the Governor indicated that state funding for education might be reduced during the year if state revenues and other sources are not sufficient to cover the current funding expectation. This funding threat has been carefully reviewed by the NYC Charter Center, State Education Department, and our authorizer. The upshot of that review comes from our authorizer,

SUNY, who has required Charter Schools under their authorization to incorporate a 2-5% contingency inside the operating budget. Hyde's 2% contingency amounts about $420K. In the event that the contingency is insufficient to address possible State funding cut-backs, Hyde has a second-level plan for reducing costs an additional 2.5%-5%, which we could implement at any time, even after we have started the school year. Hyde also has a further plan of last resort, which would be to reduce pay across all possible positions (minimum wage positions are inherently fixed). This plan might account for another 10% cost reduction. None of these proffered reduction plans uses the school's reserves.

Budget Priorities for School Mission, Student Outcomes, and Financial Sustainability.

1. The highest priority for the budget is to sustain our greatest assets, especially our strongest teachers, our leadership, and our divisional teams' depth and expertise in Hyde practice and maintaining school culture. The difficult program reductions were carefully considered in relation to sustaining our strong divisional teams and leadership and ensuring that we would serve our mission effectively. We firmly committed to maintaining the school's competitive pay and benefits in relation to NYC DOE. This strategic commitment to keep our best teachers equates to 6% increases on average for teachers.

2. The financial sustainability of HLCS turns on student outcomes. In essence, we will sustain 5-year renewals and positive fundraising when our student outcomes meet the SUNY measures (exceeding the district and local schools in absolute proficiency and growth on 3-8 State tests; exceeding the district/local/City high schools for HS outcomes: Regents performance; high school graduation rates; college readiness scores, and college completion rates.) As we move towards the 5-year renewal, we are focused on ensuring that our student outcomes remain excellent or improving. Mostly, those outcomes are driven by strong divisional teams and leadership. We are confident that next year's divisional teams are stable, strong, and capable of working though the extended disruptions of the pandemic.

A motion was made and seconded to approve the FY 2021 budget as submitted, The Board unanimously approved the Budget.

Mr. Trowbridge provided the April Finance report and discussed the YTD highlights.

There was also some discussion on the PPP loan. Mr. Trowbridge briefed the Board on how Hyde is tracking eligible expenses. We utilize a customized payroll report from TriNet to quantify payroll expenses, per the SBA rules. We have also isolated a separate bank account for the purpose of tracking the PPP related funds. Though the process for Loan Forgiveness has not been fully understood, it has been Hyde's belief from the beginning that Hyde will qualify based on the impact of State budget reductions and the continued level of uncertainty and risk to school revenue. It's expected that we will be able to submit an application for Loan Forgiveness sometime in the summer (July-August).

6. Development Committee

Ms. Hunsinger reviewed the FY 2020 Fundraising Goal and provided an update on current donations, noting that 72% of our goal has been raised. M.s. Hunsinger highlighted recent virtual

learning experiences including a 3rd-grade interview with former NFL player, Christ Canty. Ms. Hunsinger also highlighted recent college graduates and the leadership of our alumni on their campuses. Ms. Hunsinger reviewed the current fundraising priorities which include the Urgent Family Support Fund, College Persistence Fund, and also the Class of 2020 Appeal. Ms. Hunsinger inquired about auction items for our virtual summer social.

7. Any other business
No comment.

8. Public Comments
No comment.

9. Adjournment

There being no further business, the meeting was adjourned at 7:44 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 22, 2020 – 6:00 PM
(Meeting held by video conference)

1. **Approve minutes from May 18th Board meeting**
2. **Executive Director's Report**
3. **Finance Committee**
   - **SUNY Budget (FY 20-21) with Narrative – final approval from Board**
   - **May & YTD financial results**
   - **PPP Loan - Update**
4. **Development Committee**
5. **Nominating Committee**
   - **Re-appointment of H. Fixler as Trustee (term expires 6/30/20)**
6. **Board meeting calendar**
7. **Any other business**
8. **Public Comments**
9. **Adjournment**

Board of Trustees Meeting Schedule (Proposed: FY 2020-21):

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

HYDE LEADERSHIP CHARTER SCHOOL

Board of Trustees Meeting Agenda
830 Hunts Point Ave
Bronx, NY
July 27, 2020 – 6:00 PM
(Meeting held by video conference)

1. **Approve minutes from June 22nd**
2. **Executive Director's Report**
   - **Re-opening plan – SY 2020-21**
3. **Finance Committee**
   - **June closing update/timeline**
   - **Audit update/timeline**
4. **Development Committee**
5. **Revisit Board Member Expectations (see document)**
6. **Nominating Committee**
7. **Board Meeting Calendar – consider alternative date for 9/28 (Yom Kippur)**
8. **Any other business**
9. **Public Comments**
10. **Adjournment**

Board of Trustees Meeting Schedule (Proposed: FY 2020-21):

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

Hyde Leadership Charter School
Trustees Meeting: Minutes
July 27, 2020
830 Hunts Point Avenue, Bronx, NY 10474
(meeting held by video conference)

Trustees Present Via Video conference:

Herb Fixler	Chavon Sutton
Ruth Jarmul	Tony Stoupas
Herb Kaplan	Susan Engel

Trustees Not present: Deborah Dumont
Maureen Singer

Also Present Via Video conference:

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

The meeting began at 6:03 PM, Mr. Fixler presiding. A quorum was present.

1. Approve minutes from June 22nd

A motion was made, seconded, and unanimously approved by the Trustees present to approve the minutes from the June 22nd board meeting.

2. Executive Director's Report

Mr. Sturtevant discussed Hyde's reopening plans and reviewed the requirements of the New York State Education Department and SUNY. Mr. Sturtevant discussed the requirements needed to physically reopen including air filtration, highlighted the needs of younger students, reviewed staffing needs, and examined possible use of open spaces. Mr. Sturtevant also discussed the development of high-quality virtual learning plans. Lastly, Mr. Sturtevant noted the involvement of the whole community in shaping these plans.

Mr. Sturtevant highlighted the anti-racism work being done (K-12) including adult learning, culturally aligned curriculum, pedagogy, and student support.

3. Finance Committee

Mr. Trowbridge reported he had not planned to provide a financial report at this meeting due to timing of the year-end closing process, but that he would provide a year-end (un-audited) report at the August Board meeting which is consistent with the prior year's reporting schedule. He did report that his expectation is that our financial results for FY 19-20 will fall in line with our budget.

Mr. Trowbridge also reported that the annual audit by Marks Paneth (new auditors) will commence the first week in August and that we have provided the auditors with all information requested thus far.

4. Development Committee

Ms. Hunsinger celebrated the recent college graduations and also highlighted some exemplary moments that occurred during the spring. Ms. Hunsinger reviewed the FY 2020 Fundraising Goal, noting that 91% of our goal has been raised. Ms. Hunsinger thanked the board for their support of Hyde's development work. Mr. Hunsinger and the Development Committee proposed a fundraising goal for FY 21.

5. Revisit Board Member Expectations

The board of trustees reviewed and discussed board member expectations.

6. Nominating Committee

No comment.

7. Board Meeting Calendar

Due to Yom Kippur on September 28th, Hyde's board meeting will be moved to September 21st.

8. Any other business

No comment.

8. Public Comments

No comment.

9. Adjournment

There being no further business, the meeting was adjourned at 7:39 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 24, 2020 – 6:00 PM
(Meeting held by video conference)

1. **Approve minutes from July 27th**
2. **Executive Director's Report**
3. **Executive Director Search Committee**
4. **Finance Committee**
   - **FY '19-'20 - June closing (unaudited)**
   - **Audit update**
5. **Development Committee**
6. **Nominating Committee**
7. **Any other business**
8. **Public Comments**
9. **Adjournment**

Hyde Leadership Charter School
Trustees Meeting: Minutes
August 24, 2020
830 Hunts Point Avenue, Bronx, NY 10474
(Meeting held by video conference)

Trustees Present Via Video conference:

Herb Fixler	Chavon Sutton
Ruth Jarmul	Tony Stoupas
Herb Kaplan	Susan Engel

Trustees Not present: Deborah Dumont
Maureen Singer

Also Present Via Video conference:

Thomas Sturtevant, Executive Director
Stephen Trowbridge, Chief Operating Officer
Valarie Hunsinger, Director of Development and Marketing
Nick Nina, Associate Board Co-Chair
Nick Ober, Associate Board Co-Chair

The meeting began at 6:05 PM, Mr. Fixler presiding. A quorum was present.

1. Approve minutes from July 27th

A motion was made, seconded, and unanimously approved by the Trustees present to approve the minutes from the July 27th board meeting.

2. Executive Director's Report

Mr. Sturtevant discussed his leadership transition that Hyde will build on the strengths of the senior leadership team, the diversity and longevity of the staff, and our extraordinary student outcomes. Mr. Sturtevant noted that strong candidates will be drawn to Hyde's mission and to what they can learn from the leaders and teams. Mr. Fixler is leading a committee to conduct an Executive Director search.

Mr. Sturtevant discussed Hyde's Diversity, Equity, and Inclusion plan for the year that was developed based on surveys, student and family conversations, and senior leadership to develop a plan that operates both at a divisional level and K-12 level. Mr. Sturtevant noted that the K-12 professional development will start with exploring micro-aggressions. Mr. Sturtevant highlighted the anti-racist work being doing across the divisions including the elementary school's focus on culturally aligned curriculum, the middle school focus on identity, and the high school focus on critical pedagogy and authentic assessments.

Mr. Sturtevant discussed potential budget cuts from the state, including as much as 20%. Mr. Sturtevant discussed the PPP Loan and Cares program. Mr. Sturtevant noted that the Finance Committee would work together to review possible revenue and costs adjustments.

Mr. Sturtevant discussed Hyde's reopening plans and highlighted school reopening factors and also feedback from families from town hall meetings.

3. Finance Committee

Mr. Trowbridge reported on the June YTD (unaudited) summary noting that revenue was favorable by $21,000, expense was unfavorable by $17,000, and the net surplus was favorable to the budget by $4,000. Mr. Trowbridge highlighted the SUNY Fiscal Dashboard, noting that all benchmarks are "Good" or "Excellent"

Mr. Trowbridge provided an update on the audit noting that a final audit report will be presented to the board on October 26th and that the final audited financial statements will be presented on October 31st to SUNY.

Mr. Trowbridge reviewed the PPP Loan. We have started the application for forgiveness application with a goal to complete by December.

5. Development Committee
Ms. Hunsinger reviewed the FY 2021 Fundraising Goals and discussed upcoming events.

6. Nominating Committee
No comment.

7**. Any other business**

A motion was made, seconded, and unanimously approved by the Trustees present to approve the resolution that Hyde will enter into an agreement with Koya Leadership Partners LLC to conduct a search for an Executive Director of Hyde to take office for the 2021-2022 school year.

8. Public Comments
Ms. Niles provided Associate Board updates.

9. Adjournment

There being no further business, the meeting was adjourned at 7:39 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 21, 2020 – 6:00 PM
(Meeting held by video conference)

1. **Approve minutes from August 24th**
2. **Executive Director's Report**
3. **Executive Director Search Committee**
4. **Finance Committee**
   - **YTD 2020-21 Report**
   - **Audit update**
5. **Development Committee**
6. **Nominating Committee**
7. **Any other business**
8. **Public Comments**
9. **Adjournment**

Board of Trustees Meeting Schedule (Proposed: FY 2020-21):

July 27	October 26	January 25	April 26
August 24	November 23	February 22	May 24
September 21	December 28	March 22	June 28

Hyde Leadership Charter School
Trustees Meeting: Minutes
September 21, 2020
830 Hunts Point Avenue, Bronx, NY 10474
(meeting held by video conference)

Trustees Present Via Video conference:

Herb Fixler	Chavon Sutton
Ruth Jarmul	Tony Stoupas
Herb Kaplan	Susan Engel

Trustees Not present: Deborah Dumont
Maureen Singer

Also Present Via Video conference:

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. A quorum was present.

1. Approve minutes from August 24th

A motion was made, seconded, and unanimously approved by the Trustees present to approve the minutes from the August 24th board meeting.

2. Executive Director's Report

Mr. Sturtevant discussed the extension of remote learning until the second semester for health and safety, learning consistency, and based on family feedback. Mr. Sturtevant highlighted examples of excellence in remote learning and also the focus on character education.

Mr. Sturtevant discussed Hyde's anti-racist work including a K-12 professional development session that explored school-wide demographics and salary breakdowns by demographics, highlighting an increase in diversity over the past 5 years. Mr. Sturtevant noted the growth in staff that supports Hyde's ICT inclusion model and overall student support needs. Mr. Sturtevant also highlighted the seminar that focused on anti-racist work.

3. Finance Committee

Mr. Trowbridge acknowledged having sent the Financial Update for July & August to the Board members the previous week and was available to answer any questions. In summary, Mr. Trowbridge reported on the August YTD noting that the revenue was unfavorable by $86K, expense was favorable by $105K, and net surplus was favorable by $19K. Mr. Trowbridge highlighted the SUNY Fiscal Dashboard, noting that all benchmarks are "Good" or "Excellent" and that our coverage ratio was 1.27.

Mr. Trowbridge provided an update on the audit noting that a final audit report will be presented to the board on October 26th and that the final audited financial statements will be submitted to SUNY on October 31st.

As regards to the annual audit, Mr. Trowbridge noted that Marks Paneth will present the audit report and draft financial statements to the Finance Committee on October 20th followed by a Board presentation on October 26th.

Mr. Trowbridge reported that we have begun the process of completing the PPP Loan Forgiveness Application that will also be reviewed by Marks Paneth.

5. Development Committee

Ms. Hunsinger reviewed the FY 2021 Fundraising Goals and discussed upcoming events including one-on-one board member meetings, a virtual Hyde Open House, Giving Tuesday, and the Annual Appeal.

6. Nominating Committee

No comment.

7**. Any other business**

No comment.

8. Public Comments

No comment

9. Adjournment

There being no further business, the meeting was adjourned at 7:39 pm.

Minutes prepared by Stephen Trowbridge and Valarie Hunsinger

HYDE LEADERSHIP CHARTER SCHOOL

Board of Trustees Meeting Agenda
830 Hunts Point Ave
Bronx, NY
October 26, 2020 – 6:00 PM
(Meeting held by video conference)

1. **Approve minutes from September 21st**
2. **Audit Report – Marks Paneth**
3. **Executive Director's Report**
4. **Executive Director Search Committee**
5. **Finance Committee**
   - **YTD 2020-21 Report**
6. **Development Committee**
7. **Nominating Committee**
8. **Any other business**
9. **Public Comments**
10. **Adjournment**

Board of Trustees Meeting Schedule (Proposed: FY 2020-21):

July 27	October 26	January 25	April 26
August 24	November 23	February 22	May 24
September 21	December 28	March 22	June 28

Hyde Leadership Charter School
Trustees Meeting: Minutes
October 26, 2020
830 Hunts Point Avenue, Bronx, NY 10474
(meeting held by video conference)

Trustees Present Via Video conference:

Herb Fixler	Chavon Sutton
Ruth Jarmul	Tony Stoupas
Herb Kaplan	Susan Engel
Maureen Singer	

Trustees Not present: Deborah Dumont

Also Present Via Video conference:

Thomas Sturtevant, Executive Director
Stephen Trowbridge, Chief Operating Officer
Valarie Hunsinger, Director of Development and Marketing
Matthew Estersohn, Audit Partner, Marks Paneth
XiXi Dong, Audit Manager, Marks Paneth

The meeting began at 6:03 PM, Mr. Fixler presiding. A quorum was present.

1. Approve minutes from September 21st
A motion was made, seconded, and unanimously approved by the Trustees present to approve the minutes from the September 21st board meeting.

2. Audit Report- Marks Paneth Auditors
Mr. Trowbridge introduced Hyde Leadership Charter School's auditors, Mark Paneth, represented by Matthew Estersohn via Zoom. Mr. Estersohn provided the Board with a detailed report of the school's financial audit conducted for the 2020 Fiscal Year. Mr. Estersohn noted that Marks Paneth'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. Marks Paneth had no recommendations for management. Overall, Marks Paneth noted the audit went exceptionally well. A motion was made, seconded, and unanimously approved by the Trustees present to approve the audit report and financial statements for June 30, 2020.

2. Executive Director's Report

Mr. Sturtevant provided school updates including a focus on Hyde's dynamic online program that is based on strong connections. Mr. Sturtevant highlighted various project-based learning projects across each division. Mr. Sturtevant noted that the high school building would be opened in November to a limited number of students who are most in need of in-person support.

Mr. Sturevant noted the team is checking with teachers and is hosting faculty appreciation weeks.

Mr. Sturtevant discussed how measurements will be adapted this school year as we evaluate student growth and parent engagement.

Per Mr. Fixler's request, Mr. Sturtevant will arrange for presentations on the remote learning programs at the November Board meeting.

4. Executive Director Search Committee

Mr. Fixler provided an update on the Executive Director Search noted that the posting will go live shortly. Mr. Fixler noted that Staci Seeley will lead the search.

5. Finance Report

Mr. Trowbridge provided a financial review of September 2020, and noted that the school's September revenue was $1,657,000 and was unfavorable by approximately $29,000. September expenses were $1,712,000 and were favorable by approximately $110,000. Mr. Trowbridge also reported that the YTD (through September) net surplus was favorable by $99K and that all fiscal benchmarks were either good or excellent. Lastly, Mr. Trowbridge reported that the previously anticipated NYS budget cuts have still not been announced, and that these potential cuts may require Hyde to implement contingency plans.

5. Development Committee

Ms. Hunsinger provided an update on the FY 2021 Fundraising Goals and discussed upcoming events including one-on-one board member meetings, a virtual Hyde Open House, Giving Tuesday, and the Annual Appeal.

6. Nominating Committee

No comment.

7**. Any other business**

No comment.

8. Public Comments
No comment

9. Adjournment

There being no further business, the meeting was adjourned at 7:24 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 23, 2020 – 6:00 PM
(Meeting held by video conference)

1. **Approve minutes from October 26th**
2. **Executive Director's Report**
3. **Remote Learning Presentations**
4. **Executive Director Search Committee**
5. **Finance Committee**
   - **YTD 2020-21 Report**
6. **Development Committee**
7. **Nominating Committee**
8. **Any other business**
9. **Public Comments**
10. **Adjournment**

Board of Trustees Meeting Schedule (Proposed: FY 2020-21):

July 27	October 26	January 25	April 26
August 24	November 23	February 22	May 24
September 21	December 28	March 22	June 28

HYDE LEADERSHIP CHARTER SCHOOL

Board of Trustees Meeting Agenda
830 Hunts Point Ave
Bronx, NY
December 28, 2020 – 6:00 PM
(Meeting held by video conference)

1. **Approve minutes from November 23, 2020**
2. **Executive Director's Report**
3. **Executive Director Search Committee**
4. **Finance Committee**
   - **YTD 2020-21 Report**
5. **Development Committee**
6. **Nominating Committee**
7. **Any other business**
8. **Public Comments**
9. **Executive Session**
10. **Adjournment**

Board of Trustees Meeting Schedule (Proposed: FY 2020-21):

July 27	October 26	January 25	April 26
August 24	November 23	February 22	May 24
September 21	December 28	March 22	June 28

Hyde Leadership Charter School
Trustees Meeting Minutes
November 23, 2020
830 Hunts Point Avenue, Bronx, NY 10474
(Meeting held by video conference)

Trustees Present Via Video conference:

Herb Fixler	Chavon Sutton
Ruth Jarmul	Tony Stoupas
Herb Kaplan	Susan Engel

Trustees Not present: Deborah Dumont
Maureen Singer

Also Present Via Video conference:

Thomas Sturtevant, Executive Director
Stephen Trowbridge, Chief Operating Officer
Valarie Hunsinger, Director of Development and Marketing
Celia Sosa, High School Director
Maya Severns, Interim Middle School Director
Christine Froman, Elementary School Director

The meeting began at 6:05 PM, Mr. Fixler presiding. A quorum was present.

1. Approve minutes from October 26th
A motion was made, seconded, and unanimously approved by the Trustees present to approve the minutes from the October 26th board meeting.

2. Executive Director's Report
Mr. Sturtevant discussed Hyde's dynamic online program. Mr. Sturtevant discussed the factors involved in reopening and noted that Hyde's Learning Center would be consistent with DOE closures. Mr. Sturtevant also noted frequent parent surveys that help guide both remote learning and in-person learning plans.

3. Remote Learning Presentations
Each school director presented their remote learning programs. Below are the presentations for each division.

HS Remote Program Presented by Celia Sosa: https://www.hydebronxny.org/wp-content/uploads/2020/12/HS-Remote-Program-Presentation-11.23.2020.pdf

Middle School Remote Program Presented by Maya Severns:

https://www.hydebronxny.org/wp-content/uploads/2020/12/MS-Remote-Program-Presentation-11.23.2020.pdf

Elementary School Remote Program by Christine Froman:
https://www.hydebronxny.org/wp-content/uploads/2020/12/ES-Remote-Program-Presentation-11.26.2020.pdf

4. Executive Director Search Committee
Mr. Fixler provided an update on the Executive Director Search noting that both internal and external candidates have applied.

5. Finance Committee
YTD 2020-2: October Summary
Mr. Trowbridge provided a financial review of October. Mr. Trowbridge noted that the school's October revenue was $1,644,000 and was unfavorable by approximately $32,000, and October expenses were $1,640,000 and were favorable by approximately $61,000. Mr. Trowbridge also reported that the YTD (through October) net surplus was favorable by $30K and that all fiscal benchmarks were either good or excellent.

6. Development Committee
Ms. Hunsinger provided a summary on the successful virtual open house. Ms. Hunsinger reported on the FY 2021 Fundraising Goals and discussed upcoming events including Giving Tuesday and the Annual Appeal. Ms. Hunsinger thanked Susan Engel for providing a $10,000 match for Giving Tuesday.

7. Nominating Committee
No comment.

8**. Any other business**
No comment.

9. Public Comments
No comment

10. Adjournment

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

Minutes prepared by Stephen Trowbridge and Valarie Hunsinger

Hyde Leadership Charter School
Trustees Meeting: Minutes
December 28, 2020
830 Hunts Point Avenue, Bronx, NY 10474
(Meeting held by video conference)

Trustees Present via Video conference:

Herb Fixler	Chavon Sutton
Ruth Jarmul	Tony Stoupas
Herb Kaplan	Susan Engel

Trustees Not present: Deborah Dumont
Maureen Singer

Also Present Via Video conference:

Thomas Sturtevant, Executive Director
Stephen Trowbridge, Chief Operating Officer
Valarie Hunsinger, Director of Development and Marketing
Gary Jacobs, F & F Supply
Victoria Feder

The meeting began at 6:04 PM, Mr. Fixler presiding. A quorum was present. Mr. Fixler introduced guests Gary Jacobs of F&F Supply and Victoria Feder.

1. Approve minutes from November 23rd
A motion was made, seconded, and unanimously approved by the Trustees present to approve the minutes from the November 23rd board meeting.

2. Executive Director's Report
Mr. Sturtevant highlighted the leadership teams who are doing a phenomenal job meeting the needs of our families and staff. Mr. Sturtevant discussed the recent virtual staff holiday party where the staff shared their gratitude for those in the community.

Mr. Sturtevant discussed potential budget adjustments that may be necessary if New York State makes anticipated budget cuts for FY '21 and FY '22

Mr. Sturtevant discussed Hyde Learning Centers that provide students with the highest needs in grades kindergarten through 5th grade with in-person support.

3. Executive Director Search Committee
Mr. Fixler provided an update on the Executive Director Search noting that the Executive Director Search Committee will meet on January 13th and that they will have more to report on by February.

4. Finance Committee
Mr. Trowbridge provided a financial review of November 2020 and noted that November revenue was $1,805,000 and was favorable by approximately $78,000.
November expenses were $1,555,000 and were favorable by approximately $52,000. Mr. Trowbridge also reported that the YTD (through November) net surplus was favorable by $254K and that all fiscal benchmarks were either good or excellent.

Mr. Trowbridge reviewed Hyde's PPE Loan noting that we are preparing the application to apply for loan forgiveness. Before doing so, Mr. Trowbridge will seek input from Marks Paneth and an attorney.

5. Development Committee
Ms. Hunsinger provided an update on the recent Harvard Business School presentation and thanked Mr. Kaplan for arranging this opportunity. Ms. Hunsinger presented an update on the FY 2021 Fundraising Goals and noted that we have reached 58% of our goal. Ms. Hunsinger encouraged all board members to do a final outreach to support Hyde's Annual Appeal.

6. Nominating Committee
No comment.

7. Any other business
Ms. Jarmul and Mr. Fixler discussed conversations with Susan Fine who works in real estate development.

Ms. Sutton discussed her connection to the SEO program and offered to connect the high school leadership team with this career and internship opportunity.

8. Public Comments
No comment

9. Executive Session began at 7:35 PM to discuss Executive Director compensation.

10. Adjournment
There being no further business, the meeting was adjourned at 7:50 PM.

Minutes prepared by Stephen Trowbridge and Valarie Hunsinger