

**Hyde Leadership Charter School  
Trustees Meeting  
October 27, 2014  
277 Park Avenue, New York NY  
Minutes**

Trustees Present: Herb Fixler  
David Steadly  
Dennis Mehiel  
Wilder Baker  
Robert Kramer  
Herb Kaplan

Trustees Absent: Jeanette Melendez  
Deborah Dumont  
David Sachs

Also present: Tom Sturtevant, Executive Director  
Michael McNamara, Chief Operating Officer  
Josh Williams, Manager of Development and Communication  
Joanne Goubourn, Hyde Foundation  
Oz Hanley, Trustee nominee  
Surjeet Seehra, BDO  
Don Alcuino, BDO

With a quorum present the meeting began at 6:06 PM, Mr. Fixler presiding.

**1. September 22, 2014 meeting minutes**

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

**2. Financial Audit Presentation**

Ms. Seehra and Mr. Alcuino, representatives of BDO, the school's independent financial auditors, presented results of the financial audit for the year ended June 30, 2014. Ms. Seehra explained the objectives of the audit and the methods used to complete the audit. She noted there were no changes in significant accounting practices during the year and no material weaknesses in internal controls or financial reporting. The firm would issue a 'clean' opinion on the financial statements. Ms. Seehra informed the Board that changes in reporting requirements would likely mean that Hyde would not need to file an A-133 in 2015. Many questions were asked by the Trustees and answered by Ms. Seehra and Mr. Alcuino. After discussion, a motion was made, seconded and approved unanimously by the Trustees present to accept the financial results as presented.

**3. Nominating Committee**

Mr. Fixler asked Mr. Hanley to leave the room so the Trustees could discuss his Board candidacy. Fixler reiterated his support for Mr. Hanley's nomination to the Board and asked for comments from the other Trustees. Several Trustees spoke of their high regard for Mr. Hanley, particularly his familiarity with the Hyde Foundation's character development philosophy and his ability to be an effective trustee. After discussion, a motion was made, seconded and approved unanimously by the Trustees present to make Mr. Hanley a Hyde Leadership Charter School Trustee. His application for Board membership would be sent by Mr. McNamara in the coming days to New York City Department of Education for review and approval.

#### **4. Executive Director's Report**

Mr. Sturtevant updated the Board on key areas of focus at the school. He is working with leadership and staff to strengthen school culture; to improve teacher selection and retention; and to revitalize the way the Hyde curriculum is actualized at the school. He described a process to reevaluate the entire cycle of recruiting to hiring to retention in order to find and keep teachers with the best fit for the school. He reaffirmed his belief that Hyde needs to strengthen its ties to the Hunts Point community and identified the business community, the Hunts Point Alliance for Children, Rocking the Boat and other community-based organizations as valuable partners and collaborators with Hyde in improving the environment for students and families. He is particularly interested in re-engaging parents in school activities.

Sturtevant highlighted the challenges of the early elementary program—both in terms of the physical space available for teaching (small classrooms, no exterior light, inadequate ventilation) and class sizes and classroom management. He plans to add co-teachers in 2<sup>nd</sup> grade so that all classes Kindergarten through 2<sup>nd</sup> Grade will have two teachers. He expressed pride in the High School's graduation rates and college retention rates but dissatisfaction on student performance on non-Regent standardized tests. He noted students were generally much better at writing assignments than 'bubble tests'. He is taking two High School leaders to a College and Work Readiness conference as a step toward using assessment tools targeted at these post-high school outcomes.

#### **5. Development Committee Report**

Mr. Mehiel provided performance year-to-date August for the major categories of fundraising and showed the goals for the year. Mr. Kramer asked about plans to achieve the Foundation fundraising target and a discussion among the Trustees ensued on how best to target foundations. Mr. Fixler and others stated that personal contacts within foundations were a prerequisite to success there. Mr. Williams was instructed to circulate to the Board the names of leaders at foundations the school is targeting to determine if Trustees could identify specific individuals to approach. Mehiel reported that proposals had been submitted to three foundations and Mr. Williams was targeting several more. Williams was asked where Hyde stood with ICAP, which included Hyde in its annual fundraiser two years ago. He replied that while he reached out to ICAP regularly he was not getting firm expressions of support. Mr. Hanley offered that he could help target real estate developers as a new pool of potential funders.

Mehiel reviewed the timeline and action steps for the school's Annual Appeal, culminating in mailings to prospective individual donors no later than November 21. Mr. Williams was to circulate mailing lists to individual Trustees for review and updates and deliver a draft appeal

letter by October 31. Trustees were offered opportunities to personalize the appeal to their contacts or have the school manage the mailing on their behalf.

## **6. Charter Update**

Mr. McNamara reported that the school had virtually completed a renewal application based on the 2013-14 requirements. DOE has not yet issued its 2014-15 application. School officials have been told that the 2014-15 application would be released in November and conference calls would be arranged between representatives of the Charter School Accountability and Support team and school leadership to outline the application process.

## **7. Finance Committee**

Mr. McNamara recommended Hyde establish a banking relationship with the local branch of Signature Bank. Mr. Kaplan presented the following resolution:

Resolved:

1. That Signature Bank (“the Bank”) is hereby designated a depository and provider of banking services to this Corporation;
2. That Michael McNamara, Thomas Sturtevant and Herbert B. Fixler are authorized signers on the account and individually are authorized:
  1. To open deposit accounts at the Bank;
  2. To contract for any services offered by the Bank;
  3. To submit for deposit and/or collection for the account of this Corporation all checks, drafts, notes or other instruments for the payment of money; and the Bank is authorized to accept such instruments, whether or not endorsed by this Corporation, it being understood that each such instrument shall be deemed to be unqualifiedly endorsed by this Corporation;
  4. To make deposits for the Corporation;
  5. To sign checks, drafts or other orders with respect to any funds to the credit of this Corporation, including checks, drafts or orders in favor of any officer designated above, and to issue stop payment instructions with reference to any of the above;
  6. To make withdrawals of funds from accounts in the name of this Corporation, and to transfer funds between such accounts, by any means authorized by the Bank.
3. That the authorize signers when signing by any two of them are authorized to do any of the following on behalf of the Corporation:
  1. To apply for and obtain loans, letters of credit and any other type of borrowing and to access overdraft lines of credit;
  2. To sell or discount instruments, chattel paper and other contracts for the payment of money;
  3. To assign, transfer, pledge or otherwise hypothecate or grant a security interest in any property of this Corporation;
  4. To execute on behalf of this Corporation in favor of Bank indemnities, guarantees, endorsements, assignments, receipts and other documents;
  5. To conduct any and all other lawful business with the Bank.
6. That the Corporation acknowledges that any signing requiring more than one authorized signer to sign is a statement of its own internal policy and not a service

offered by the Bank. That the Corporation agrees that, while the Bank will make a reasonable effort to comply with this limitation, the Bank assumes no responsibility for the payment of a check, draft, or other item drawn on any Corporation account or for any withdrawal from any such account which is honored and bears only a single authorized signature of one of the individuals designated above. That the Corporation further agrees to rely solely upon the designated signers to comply with its internal policy and will control the designated signers' access to checks, drafts, or other items drawn on any Corporation account in order to ensure that those items will be signed by the proper number of designated signers.

7. And further that Mr. McNamara, Mr. Sturtevant and Mr. Fixler are authorized to have Internet Banking access to those accounts at the Bank that have been designated, which access shall be to view and transfer between accounts on behalf of the Corporation.

A motion was made, seconded and approved unanimously by the Trustees present on the Resolution above.

Mr. McNamara briefly summarized the performance vs. budget for the month of September 2014 and the three months ending September 30, 2014 highlighting significant variances in revenue and expenses from budget and the school's favorable performance compared to the 2015 budget.

#### **8. Hyde Foundation**

Ms. Goubourn thanked Mr. Sturtevant for hosting the Hyde Foundation at the High School. She also expressed appreciation for his willingness to partner with the Foundation.

#### **9. Facilities Committee**

No report.

#### **10. Education Committee**

No report.

#### **11. Other Business**

Mr. Steadly invited Trustees to attend an anti-bullying presentation by a Holocaust survivor at the Hyde High School on October 29 at 3:00 pm.

#### **12. Public Comments**

None.

#### **13. Adjournment**

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

Minutes prepared by Michael McNamara