

**Hyde-Bronx Trustees Meeting Minutes**  
**Hyde Leadership Charter School**  
**Trustees Meeting**  
**October 23, 2017**  
**830 Hunts Point Avenue, Bronx, NY 10474**  
**Minutes**

|                          |                  |                         |                   |
|--------------------------|------------------|-------------------------|-------------------|
| <b>Trustees Present:</b> | Herb Fixler      | <b>Trustees Absent:</b> | Deborah Dumont    |
|                          | Richard Romanoff |                         | Dennis Mehiel     |
|                          | Herb Kaplan      |                         | Tony Stoupas      |
|                          | Oz Hanley        |                         | Jeanette Melendez |
|                          | Maureen Singer   |                         |                   |
|                          | Ruth Jarmul      |                         |                   |

**Also present:** Thomas Sturtevant, Executive Director  
Stephen Trowbridge, Chief Operating Officer  
Valarie Hunsinger, Director of Development and Communications  
Nick Ober, Associate Board Chair  
Gaaya Thiyagarajah, High School Dean of Instruction  
Don Alcuino, BDO USA  
Adam Cole, BDO USA

The meeting began at 6:01 PM, Mr. Fixler presiding.

**1. September 25, 2017 Board Meeting Minutes**

A motion was made, seconded, and unanimously approved by the Trustees present to approve the minutes from the September 25, 2017 Board meeting.

**2. Finance Committee**

Mr. Trowbridge introduced Hyde Leadership Charter School's audit partners BDO USA. Mr. Alucino and Mr. (insert last name) provided the Board with a detailed report of the school's financial audit conducted for the 2017 Fiscal Year. Mr. Alucino noted that BDO's audit team received excellent management cooperation during the course of the audit and that Hyde Leadership Charter School exhibited no significant deficiencies or material weaknesses in its

business management processes and procedures. Mr. (insert last name) noted that BDO conducted cybersecurity work and will work with Mr. Trowbridge on cybersecurity policies. Following the conclusion of their summary: A motion was made, seconded, and unanimously approved by the Trustees present to approve the audited financial statements, presented by BDO, for Hyde Leadership Charter School for the 2017 Fiscal Year.

Mr. Trowbridge provided a detailed review of the school's current financial position through Sept. 30, 2017.

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

Mr. Sturtevant reported on the SUNY Board meeting held on October 11, 2017. Mr. Sturtevant noted that the SUNY team would revisit Hyde on Wednesday, October 25th and would vote on Hyde's charter renewal at the next SUNY Board Committee meeting.

Mr. Sturtevant reported on leadership planning throughout the school. Mr. Sturtevant noted that Ms. Thiyagaraja, who will fill in as an interim High School Director, is a great example of expanding leadership opportunities internally. Mr. Sturtevant noted the work being done on depth charts and planning to build internal leadership.

Mr. Sturtevant reported on hiring updates, noting that a High School Dean left but was replaced by a High School English teacher. Mr. Sturtevant noted that we have an Elementary General Education position open and will continue to recruit in that area.

Mr. Sturtevant provided updates on the elementary school. Mr. Sturtevant noted that Alison Maher from the Boulder Journey School is a consultant working closely with the elementary school. Mr. Sturtevant noted that a tremendous amount of work is being done in the elementary including off-site curriculum retreats, a new coaching model, child studies, and more.

Mr. Sturtevant shared the words of an 11th grader, Yancee Mendoza, who attended a summer college program at St. John's thanks to Perry Lerner.

Mr. Sturtevant discussed the expansion of the alumni affairs department which will include two veteran teachers who will bolster alumni support with their expertise.

Mr. Sturtevant recommended the book *Insight* by Tasha Eurish.

Mr. Sturtevant presented the discipline report noting that to-date the school has had three expulsion meetings but no students have been expelled.

Mr. Sturtevant recommended learning more about the new Spofford affordable housing and community development project.

#### **4. Development Committee**

Ms. Hunsinger highlighted two examples of board impact including Deborah's Dumont's support of the recent National Honor Society Induction and the continuous opportunities created from the Development Committee's friendraiser in June. Ms. Hunsinger opened with a discussion on Hyde's essential fundraising questions including:

- 1) How is our message relevant and compelling?
- 2) How are we working to create future fundraising opportunities?
- 3) How do we sustain current donors?
- 4) What are the future needs for which we will fundraise?

Ms. Hunsinger reviewed the FY 2018 goals and reported that through the first quarter of the fiscal year, the school's development efforts were on target due to a large individual donation.

Ms. Hunsinger provided a summary of recent fundraising and communications activities, including work on the Character Matters newsletter, annual appeal letter drafting, foundation partnerships, and Associate Board work. Ms. Hunsinger indicated that Athlife sent an award letter and that proposals were submitted to William E. Simon Foundation and Sara Chait Memorial Foundation. Ms. Hunsinger discussed the upcoming Fall Hyde Open House and planning for the annual appeal and Giving Tuesday. Ms. Hunsinger highlighted the following strategies for fundraising excellence including: creating a Board member planning sheet, using our character mission in our fundraising activities, and personal thank you calls.

#### **5. Human Resources**

No report.

#### **6. Marketing/ Advertising/ Public Relations Committee**

Mrs. Jarmul and Ms. Hunsinger will meet to discuss marketing and will present at the next board meeting.

#### **7. Facilities Committee**

Herb Fixler noted that we are expected to close on the High School building on December 15th.

#### **8. Education Committee**

Mr. Sturtevant noted that he will continue to discuss the elementary school with Deborah Dumont.

#### **10. Nominating Committee**

Herb Fixler noted the importance expanding the board to 11 members and ensuring we have a quorum each meeting.

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

No report.

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

Nick Ober reported on the successful volunteer event hosted by the Associate Board at the middle school in partnership with the Debate Team. Nick noted an upcoming volunteer event at Citymeals on November 4th and Associate Board planning for Giving Tuesday.

#### **13. Adjournment**

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

Minutes prepared by Stephen Trowbridge and Valarie Hunsinger