



HYDE LEADERSHIP CHARTER SCHOOL

**Board of Trustees Meeting Agenda  
830 Hunts Point Ave  
Bronx, NY  
December 20, 2021- 6:00 PM  
(Meeting held by video conference)**

- 1. Approve minutes from November 22nd meeting**
- 2. Election of Susan Fine as a Trustee**
- 3. Election of Susan Engel as member of the Executive Committee**
- 4. Executive Director's Report**
- 5. Finance Committee**
  - **YTD 2021-22 Report**
- 6. Development Committee**
- 7. Nominating Committee**
- 8. Any other business**
- 9. Public Comments**
- 10. Adjournment**

**Board of Trustees Meeting Schedule: FY 2021-22:**

July 26	October 25	January 24	April 25
August 23	November 22	February 28	May 23
September 27	*December 20	March 28	June 27

\*Note – changed from December 27<sup>th</sup>

**Hyde Leadership Charter School**  
**Trustees Meeting: Minutes**  
**November 22, 2021**  
**830 Hunts Point Avenue, Bronx, NY 10474**  
**(meeting held by video conference)**

**Trustees Present Via Video conference:**

Herb Fixler	Susan Engel
Ruth Jarmul	Tony Stoupas
Herb Kaplan	Deborah Dumont
Nick Ober	

**Trustees Not Present:** John Espinosa

**Also Present Via Video conference:**

Celia Sosa, Executive Director  
Stephen Trowbridge, Chief Financial & Operating Officer  
Susan Fine, Trustee candidate

**The meeting began at 6:02 PM and Mr. Fixler presided. A quorum was present.**

Mr. Fixler opened the meeting by introducing Ms. Susan Fine, a candidate for Trustee who was introduced to Hyde through Ms. Jarmul.

**1. Approve minutes for October 25, 2021**

A motion was made, seconded, and unanimously approved by the Trustees present to approve the minutes from the October 25, 2021 meeting.

**2. Executive Director's Report**

Ms. Sosa provided an update on COVID-19. We have seen an uptick of cases, not unlike the local and general population - 4 cases in the past week after a month of no cases. We are focused on not disrupting student learning by engaging quarantine students in remote learning. We have also now reached the point of being 100% "fully vaccinated" among our teachers and staff.

Ms. Sosa provided an update on re-branding efforts. In the past two weeks, we have held parent and student forums to gather input. The naming committee has established a timeline for submissions by the end of November. Ms. Sosa advised the Board that she will be engaging Michele Francis of The Francis Company as a consultant on intellectual property and branding.

Ms. Sosa made the Board aware that we have been asked by SUNY to be an "early renewal" school. This means that while our charter term ends June 2023, we would apply this year. Ms.

Sosa noted that schools offered an early renewal option at the end of a full charter term are generally meeting academic and financial requirements. Ms. Sosa also noted that if we move forward with this early renewal option, that the report would be due on February 15th, with some flexibility should we need more time for some components. We would then schedule a spring visit in late May/ early June. Ms. Sosa stated that if we did not move forward with the early renewal option, our renewal report would be due August 15th and a visit would take place mid-September. Ms. Sosa clarified that we would not lose part of our current charter team, with the next charter term being effective July 2023.

Ms. Sosa discussed our most recent family needs assessment survey and response noting the needs for coats, uniforms, and groceries. Ms. Sosa also noted that the Hyde community is processing the murder of a former student who was a member of the Class of 2020.

Ms. Sosa highlighted recruitment and hiring noting the hiring of additional social workers, counselors, deans, family-school partnership coordinators and paraprofessionals. Ms. Sosa also noted that the school is focused on over-hiring due to staffing needs. Ms. Sosa noted that we continue to rely on our partnership with TFA and NYU, who help us source highly qualified candidates, and we have decided to expand our partnership with NYU to include hiring residents enrolling in NYU's Inclusive Childhood program. These teachers will graduate with a dual certification in early childhood and special education. Hyde's focus has been on implementing a wide range of strategies including literacy stations and reading conferences. A next step is to ensure all teachers are trained in how to effectively implement these practices. Lastly, Ms. Sosa discussed that the school is exploring salary structures and benefits.

### **3. Finance Committee**

Mr. Trowbridge provided a year-to-date (YTD) financial review through October 2021 and noted that the school's YTD revenue was favorable by \$3,569,000 (which includes \$3,131,000 for recognition of PPP Loan) and that the expenses were unfavorable by approximately \$191,000. Mr. Trowbridge also reported that the YTD net surplus was favorable by \$3,378,000 (excluding PPP Loan we are favorable by \$248,000) and that all SUNY fiscal benchmarks were either good or excellent.

### **4. Development Committee**

In Ms. Hunsinger's absence, Ms. Jarmul, Chair of the Development Committee, provided a report for development through November 19th. Ms. Jarmul reported that our annual goal for FY 2021-22 is \$380K which compares to a 5-year average of \$374K. She also reported that our year-to-date donations now total \$120K (31% of the annual goal).

Ms. Jarmul reported that preparations were well under way for Giving Tuesday and discussed how Trustees can help, especially with reaching out to their networks. The mailing for the annual appeal will be sent on or about December 25th. Lastly, Ms. Jarmul invited Trustees to attend the annual Literacy & Libations fundraiser to be held on December 9th. This year's event is a contest - "Are you smarter than a 5th grader?"

## **5. Nominating Committee**

Mr. Fixler made reference to Ms. Susan Fine, a candidate for Trustee who has been vetted by the Nominating Committee. Mr. Fixler made reference to Ms. Fine's biography and resume which was circulated in advance of the meeting. He encouraged any Trustee who had not yet met Susan to reach out to her directly.

## **6. Any other business**

The December board meeting will be moved to December 20th.

## **7. Public Comments**

No comment

## **8. Executive session**

There was a motion made, seconded and unanimously passed to go into Executive session to discuss compensation and goals for the Executive Director.

## **9. Adjournment**

There being no further business, the meeting was adjourned at 7:57 pm.

Minutes prepared by Stephen Trowbridge