



STRADFORD PREPARATORY

CHARTER SCHOOL FOR BOYS

Inspiring Excellence. Striving for Greatness.

Brotherhood | Excellence | Self-Efficacy | Adaptability | Leadership

STRADFORD PREP BOARD MEETING AGENDA

Date	April 17, 2019
Time	6:30pm – 8:30pm
Location	Columbia University - Teachers College - 152 West 120th New York, NY 10027
Zoom Link	https://zoom.us/j/284563857 - Meeting ID Number: 991837974

STRADFORD PREP MISSION - United by our Core Values of Brotherhood, Excellence, Self-Efficacy, Adaptability, & Leadership, our school will provide young men of all backgrounds and experiences with a robust academic, character, and social education in a nurturing environment. We will inspire our young men and guide them along the path that leads to independence and greatness.

STRADFORD PREP'S VISION - Our school will provide the highest quality educational experience from boyhood to young adulthood to fuel the academic, cultural and character growth of each student, helping each realize his highest potential.

→ **Call to Order**

→ **Board of Trustees Present and Expected to Attend**

1. Keith Howard
2. Brandi Womack
3. Logan Hasson
4. Shyah Dickerson
5. Ari Burrows

→ **Board of Trustees absent with prior notice**

→ **Others in Attendance**

1. Dominique Nute
2. Ify Anako
3. Liz Sundback
4. Tunde Lawson
5. Colette Rodgers
6. Glenton Davis

- **Approval of the Agenda**
- **Welcome and Public Comment - Invite the community to speak**
- **Approval of Previous Meeting Minutes**
- **School Leader Report**
 1. NYSED Update
 2. Communication to the board
 3. Staff Recruitment update and plan
 4. Student Recruitment update and plan
- **Facilities Committee - Update on Facilities Plan**
 1. Short Term Space - Our Savior Lutheran Update
 2. Long Term Space Lease Feedback
- **Academic Excellence/Accountability Committee**
 1. No Report
- **Finance Committee**
 1. Bridge Loan Update
 2. CSP Grant
 3. Walton Update
- **Fundraising Committee**
 1. Plan/Next Steps
- **Governance Committee**
 1. NYSED meeting with Vicki
 2. Fingerprints background check for new board members Update

Unfinished Business

→ **Committees**

Committee	Board Members Interested in serving on the committee	Board Member Leader	Committee Meeting Date
Facilities	<ul style="list-style-type: none"> ● Logan ● Keith ● Colette 	Logan	
Fundraising	<ul style="list-style-type: none"> ● Shyah 	Shyah	
Finance	<ul style="list-style-type: none"> ● Tunde ● Keith ● Colette 	Tunde	

Academic	<ul style="list-style-type: none"> ● Tunde ● Brandi 	Brandi	
Governance	<ul style="list-style-type: none"> ● Keith ● Colette ● Brandi 	Keith	

Accepting Reports & Motions to Accept Reports

New Business

→ Staff Handbook outline & feedback

Comments/Announcements

- Social Media and Network Posting - Staff Recruitment
- Website Feedback (5/1)
- Board Secretary

Adjournment

- Motion to adjourn the meeting
- Remarks - Next Meeting Date and Location

Executive Session



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MEETING MINUTES

WEDNESDAY, APRIL 17, 2019 @ 6:30PM

A regularly scheduled meeting of the Board of Trustees (the "Board") of Stradford Preparatory Charter School for Boys (the "School") was held on Sunday, April 17, 2019 at Columbia University - Teachers College - 152 West 120th New York, NY 10027. The meeting was called to order at 6:30PM.

Roll call was taken at 6:30pm. All trustees presented stated their name and stated that they were present.

Trustees Present in Person:

- ⇒ Keith Howard
- ⇒ Brandi Womack
- ⇒ Logan Hasson
- ⇒ Shyah Dickerson

Trustees Absent with prior notice:

- ⇒ Ari Burrows

Others in Attendance:

- ⇒ Dominique Nute - School Leader
- ⇒ Ify Anako - Director of School Affairs
- ⇒ Elisabeth Sundback – Community Member
- ⇒ Maya Howard - Community Member
- ⇒ Tunde Lawson - Community Member
- ⇒ Colette Rodgers - Community Member
- ⇒ Glenton Davis - Community Member

Four (4) of the Five (5) trustees were in attendance in person/present throughout the meeting, which constituted a quorum for the transaction of business at the meeting.

Approval of the Agenda

- ⇒ Meeting was called to order and the agenda was approved at 6:45pm.

Welcome and Public Comment - Invite the community to speak

Approval of Previous Meeting Minutes

- Meeting minutes were read aloud by Board Chair. The board reviewed details from last months meeting
- There were no corrections needed to the minutes.
- Ms. Womack made a motion to accept the minutes from last month (April 2019) meeting.
- Mr. Howard asked for any discussion or comments. There was no discussion or comments.
- Mr. Hasson seconded the motion.
- The motion was passed with four members of the board voting to accept the minutes from previous month.

SCHOOL LEADER REPORT

- ⇒ Ms. Nute provided an NYSED update - met with Vickie and Valerie to get an update on the CSP funding and facilities
- ⇒ Dominique feels that there needs to be a way to fill the board in with updates on these matters in between board meeting. Suggested was a newsletter possibly but she was hoping for some feedback on how to get that done.
- ⇒ Ms. Nute provided a brief summary of her meeting with Randall from the Charter School Center of New York.
- ⇒ Student enrollment plan will be sent out Monday 4/22/19 along with the total number of students that have applied in a student roster list
- ⇒ Ms. Nute will meet with Liz & Maya on Sunday to discuss the plan for student recruitment
- ⇒ Target is to get 128 students - 85% or 104 by Jul 1 2019
- ⇒ Enrollment numbers must be submitted by the end of May, beginning of June and the beginning of July
- ⇒ Mr. Howard purchased 6000 names mailing list from Vanguard mailing service for a postcard mailing to take place over the next few weeks – this will target 4th grade boys. The mailer will be put to the attention of the parent not the student. Mr. Howard is covering the entire cost of postage and mailer and will be reimbursed out of the student recruitment budget since the planning team is out of money. These postcards will have social media and website links provided for further means of contacting SPC.
- ⇒ Mr. Hasson expressed some concerns about the use of digital advertising vs physical advertising.
- ⇒ It was discussed that digital media can more effectively be used and have a greater reach by advertising and tagging or being tagged in feed programs thus generating a greater pool of applicants.
- ⇒ A suggestion was made to promote recruitment through attending and advertising at various community events targeting the desired age groups such as: Picnics, Festivals, Father Son softball game, summer camps.
- ⇒ There will also be a street team pursuing grassroots efforts to recruit students as well.

STAFF RECRUITMENT UPDATE

- ⇒ Ms. Anako provided an update on where 12-15 applicants that are solid candidates
- ⇒ 5 people that she was is ready to make offers to
- ⇒ She has touched base with someone from KIPP who has given her some guidance on how to pursue recruitment and get a more targeted pool of candidates
- ⇒ There have been 3 males interviewed but mostly women
- ⇒ Extensive efforts will be taken to get male applicants
- ⇒ Ms. Anako reached out to NYC Men Teach to try to bump up the male applicants
- ⇒ Many of the planning team’s contacts are already in leadership roles
- ⇒ Ms. Anako is focusing on teachers – but the candidates have been for support roles not content teachers
- ⇒ The planning team will be going to the BX teaching Summit in April
- ⇒ Looking to fill the following positions: 2 Math, 2 ELAS, 1 SS, 1Sci, 5 Learning Specialists, 1 Guidance Counselor, 1 Social Worker, 1 Elective , 1 Phys Ed
- ⇒ Colette recommended that Ms. Nute see if she could utilize Columbia for assistance with hiring being she is alum. Also requested to see job descriptions and salary ranges so that she can assist with this.
- ⇒ Ms. Anako will be sending job descriptions to the board along with a frame of reference on salary. \$65,000.00 starting with negotiability up with experience and \$70-90 thousand per year for a leadership role.

FACILITIES COMMITTEE REPORT

⇒ Mr. Hasson addressed long term lease space at the Esplanade:

- An extended time line is needed b/c it may conflict with the short term lease. There may be crossover.
- A timeframe on the Construction Contribution of \$100, 00 is needed for the payout.
- A \$700, 000 security deposit is being requested on the long term space and that is not customary and was not previously made clear – must be looked into to.
- Developer is becoming impatient and looking to sign the lease Friday 4/19/19.
- To close the gap between the swing space and the permanent space Mr. Howard suggested trying to arrange in year two- after the first 6 months going month to month with no penalty for early withdrawal should the permanent space become available. Looking for a smooth and efficient transition and to avoid paying for two spaces at once should Esplanade be ready sooner than expected.
- 2 issues that existed at Our Savior Lutheran swing space was the HVAC system and Elevator system – the issue of them being the responsibility of SPC has been resolved - they are now both covered under warrantee, however service agreements with a maintenance company will be required.
- Ms. Nute and Mr. Hasson will go back to Highmark for long terms space if the \$700, 00.00 is insurmountable.
- Ms. Nute suggested a cheat sheet for facilities to bullet the items of importance that exist between short term and long term space.
- Phone conference scheduled for Facilities committee and Lisa - 4/19/19 time to TBD to discuss the details of finances.
- Mr. Lawson asked about the legitimacy of the \$700, 000 security deposits. Per Mr. Howard not a standard policy.
- Mr. Howard indicated that the risk lies with the short term space – that needs to be locked in,
- Per Ms. Nute rental assistance will kick in on 7/1 when per pupil money kicks in – which will be contingent upon enrollment

FINANCE COMMITTEE

- ⇒ Update on Bridge Loan - All Bridge Loan documents are submitted, interviews completed, & expense reports given. Funds could possibly dispersed this week
- ⇒ Update on CSP – everything is current and submitted
- ⇒ Walton – email has been sent and awaiting a response
- ⇒ Mr. Lawson and Ms. Nute will connect to break down the financial end and bring expense document, month to month cash flow, and other reports back to the board.
- ⇒ There is a DYDC grant coming up for availability. It can range between 200-300 thousand dollars once the school is in session. It can be a very labor intensive application process so many tend to pass it up but it was agreed that the money would be a tremendous asset for SPC.

FUNDRAISING COMMITTEE

- ⇒ There is a fundraising goal of \$50,000.00 in order to cover the cost of opening the school. A “give or get” of \$5000 was suggested but not fully agreed upon for and by the board members.
- ⇒ A fundraising tool kit will be created to share with donors - it will include documents and videos pertaining to SPC
- ⇒ Mr. Davis and Ms. Anako will work on the video piece.

GOVERNANCE COMMITTEE

- ⇒ Ms. Nute and Mr. Howard met with Vickie (Charter School liaison) to discuss the CSP grant disbursement and timeline. Valerie was also looped in because she controls the release of the funds to a certain degree.
- ⇒ This was a very contentious discussion about the CSP grant. Valerie was very reluctant to agree to disperse funds. She brought up missing paperwork from almost 8 months ago. Labeled SPC “high risk” but couldn’t outline how she qualified us at that level.
- ⇒ Seed money was not allocated as it should have been. he indicated that she was not releasing the money as it typically is because she wants SPC viability to be established more firmly.
- ⇒ Per Mr. Howard the exchange was not productive and not professional.
- ⇒ Since the conversation - David Frank has been included and now communication has opened and some things that SPC was not previously been made aware of have brought to our attention.
- ⇒ The meeting with Mr. Frank is TBD and may take place in May.
- ⇒ Ms. Nute would like to create an agenda and be proactive in this meeting with an emphasis on big ticket items. She would like the conversation to be focus to some extent. It was suggested to propose an agenda to them in advance before the meeting takes place. Ms. Nute will create the agenda and send to the board.
- ⇒ Newer board member must be fully cleared in order to attend the meeting.

UNFINISHED BUSINESS

- ⇒ COMMITTEE DECISIONS - Ify is going to follow up with Glenton on his committee interests.
 - Logan – facilities
 - Shyah – fundraising
 - Tunde – finance
 - Brandi – academic
 - Colette – governance
 - Glenton – TBD

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Academic	<ul style="list-style-type: none"> ● Tunde ● Brandi 	Brandi	
Governance	<ul style="list-style-type: none"> ● Keith ● Colette 	Colette	

- ⇒ At the next meeting it will be discussed who will be serving on these committees. The list of potential committee members is listed above based on the discussion.
- ⇒ A motion was made by Mr. Hasson to accept the BOT leaders – Committee Chair appointments based on interest forms submitted. The motion was seconded by Ms. Womack. The motion was passed with a unanimous vote by the BOT.

NEW BUSINESS

- ⇒ Staff handbook was reviewed by the BOT. Mr. Howard wants the final draft circulated one last time to the board and finalized by the next meeting. Ms. Nute had suggested that it may be very time consuming and that a cheat sheet might be helpful but Mr. Howard said that the 30 days should be plenty of time.

COMMENTS AND ANNOUNCEMENTS

- ⇒ All board members and affiliates must follow SPC on all forms of Social Media.
- ⇒ Ms. Anako is looking for additional feedback on the website. She is working with Devon and is willing to make changes but must be done by 5/1/19.
- ⇒ Board member bios will be updated once all board requirements are met.
- ⇒ Ms. Nute agreed that a secretary is needed to streamline, organize and share SPC meeting minutes, correspondence and progress.
- ⇒ Mr. Howard took a moment to commend everyone's hard work and asked that they keep it up.

ADJOURNMENT

- ➔ Motion to adjourn the meeting – A motion was made at 8:12pm to adjourn the meeting by Mr. Hasson. Mr. Howard asked for discussion and/or comments. No comment of discussion. Ms. Womack seconded the motion. The board voted by majority to adjourn the meeting at 8:12pm.
- ➔ Remarks - Next Meeting Date and Location were made.

Executive Session

Respectfully submitted,

Logan Hasson

I, Logan Hasson the duly qualified interim acting Secretary of Stradford Preparatory Charter School for Boys, a New York education corporation, do hereby certify that I prepared these Minutes, and that the above is a true and complete copy of the Minutes of the meeting of the Board of Trustees of the said corporation held on Wednesday, April 17, 2019.