



## BOARD OF TRUSTEES MEETING AGENDA

*"Inspiring Excellence. Striving for Greatness."*

<b>Date</b>	Wednesday, January 20, 2021
<b>Time</b>	6:30pm – 8:30pm
<b>Location</b>	50 East 118th Street, New York, NY 10035
<b>Phone Conference Information</b>	646-558-8656 US (New York)
<b>Video Conference Link</b>	<b>Join Zoom Meeting (<a href="#">Click Here to Join</a>)</b>
	Meeting ID: 754 3495 6485   Passcode: 560222

**STRADFORD PREP MISSION** - United by our Core Values of Brotherhood, Leadership, Adaptability, Self-Efficacy, & Excellence, 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 Expected to Attend

- ◆ Keith Howard
- ◆ Brandi Womack
- ◆ Logan Hasson
- ◆ Shyah Dickerson
- ◆ Tunde Lawson
- ◆ Liz Sundback
- ◆ Dominique Nute

### → Board of Trustees absent with prior notice

- ◆ None

### → Others expected to attend the meeting

- ◆ Michael - CEI
- ◆ Machael - CEI
- ◆ Virginia - CEI
- ◆ Dominique - Brick
- ◆ Priscilla - Brick
- ◆ Yoni - Brick
- ◆ Mindy - Brick
- ◆ Chris - Brick
- ◆ Shavon - Brick

- **Approval of the Agenda**
- **Welcome and Public Comment - Invite the community to speak**
- **School Leader Report**
  - ◆ Student Recruitment Update
  - ◆ Staff Recruitment Update
  - ◆ Brick Update
- **Governance Committee**
  - ◆ Board Recruitment
  - ◆ Brick and Stradford BOT
- **Facilities Committee**
  - ◆ Architect meeting
  - ◆ OSL Space Update
- **Academic Excellence/Accountability Committee**
  - ◆ No Report
- **Finance Committee**
  - ◆ CSBM/BRICK Update Budget
- **Fundraising Committee**
  - ◆ No Report
- **Unfinished Business**
  - ◆ Website Updated
- **Accepting Reports & Motions to Accept Reports**
- **New Business**
  - ◆ Construction Budget & Creating a “Friends Of”
  - ◆ Construction company
- **Comments/Announcements**
  - ◆ Community Event ideas – please submit to [info@stradfordprep.org](mailto:info@stradfordprep.org)
  - ◆ Check in committee meetings Dates - Monthly Calendar
- **Adjournment**
  - ◆ Motion to adjourn the meeting
  - ◆ Remarks - Next Meeting Date and Location
- **Executive Sessions**



# BOARD OF TRUSTEES MEETING MINUTES TEMPLATE

## WEDNESDAY, JANUARY 20, 2021 @ 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 Wednesday, January 20, 2021. The meeting was called to order at 6:37pm*

Roll call was taken at 6:37pm. All trustees presented stated their name and stated that they were present.

### → Call to Order

- ◆ The meeting was called to order at 6:37pm by the Board Chair, Keith Howard.

### → Trustees Present in Person

- ◆ Roll call was taken. The following members were present at the meeting:
  - Keith Howard
  - Brandi Womack
  - Tunde Lawson
  - Liz Sundback

### → Trustees Absent with prior notice

- ◆ Logan Hasson
- ◆ Shyah Dickerson

(4) of the (6) trustees were in attendance in person/present throughout the meeting, which constituted a quorum for the transaction of business at the meeting. There were members of the public in attendance.

### → Others in Attendance

- ◆ Dominique Nute
- ◆ Michael - CEI
- ◆ Machael - CEI
- ◆ Virginia - CEI
- ◆ Dominique - Brick
- ◆ Priscilla - Brick
- ◆ Yoni - Brick
- ◆ Mindy - Brick

### → Approval of the Agenda

- ◆ The agenda was presented and approved by the Board of Trustees for Stradford Prep via email prior to the meeting.

### → Welcome and Public Comment - Invite the community to speak

- ◆ Bd Chair Keith Howard requested that people in attendance at the meeting introduce themselves and their affiliations to either Brick or CEI as well as their position within each

organization. Dominique Lee, the CEO at Brick Education Network introduced his team and allowed them to briefly introduce themselves and Michael Kohlhagen, the CEO at the Center for Educational Innovation did the same. Each person present stated their name, affiliation, and what role they have been playing and plan to play with Stradford Prep. Keith Howard thanked all the attendees for their participation and stated that as a collective Board want to see School Leader, Dominique Nute have all the support that she needs.

#### → Approval of Previous Meeting Minutes

- ◆ The minutes from the previous meeting were presented. BOT read over minutes
- ◆ A motion was made to approve the minutes from last month's meeting by the Board of Trustees for Stradford Prep.
- ◆ The motion was made to approve the minutes from last month's meeting for December. The motion was seconded and the minutes were approved by the board. Elisabeth will sign them and update them to the site.

#### → School Leader Report

- ◆ School Leader, Dominique Nute proceeded with her report by sharing her screen and showing a Student Recruitment powerpoint presentation that she had developed with CEI. This presentation was shared with all attendees via email prior to the meeting.
- ◆ Dominique talked about the new logo and rebranding created for the 2021 launch of Stradford.
- ◆ The website has been updated and is functioning for student and staff recruitment as well as learning more about Stradford.
- ◆ Student recruitment updates included an update on the volunteers making calls and follow up emails from anyone that has expressed interest in the school, the Wiz Kids street team volunteers, and the work being done with CEI to develop and roll out key components of the student recruitment/enrollment plan.
- ◆ Alex from the Charter School Network & Sibon from Brick are working on getting Stradford listed in the Charter School Center directory on their website.
- ◆ Dominique outlined upcoming outreach efforts that included: Wizkids Community Day (Jan 24, 2021), WizKids Saturday BB Clinic (Feb 2021), Virtual Charter School Fairs (Feb and March 2021), Virtual Open Houses (Feb – March ) – every Thursday @ 7pm, Community Skate @ Kipps Bay – Jan 30th, Feb 6th and Feb 20th, Grassroots Outreach: community/building walkthroughs to solicit names, phones numbers and emails (various dates), Local food pantries – be present to give out flyers and other items (Jan 31st)
- ◆ Dominique would like to increase SPC's social media presence and have all affiliates follow the Stradford social media accounts, share and promote the school as well as tap into their personal and professional networks to get SPC's name out there.
- ◆ SPC awareness to be built by school outreach, email blasts, print and news advertisements.
- ◆ Key admissions and enrollment components of student recruitment are:
  - Admissions policy
  - Recruitment project plan
  - Recruitment dashboard
- ◆ Dominique shared the tracker that she and CEI are working with illustrating the call status and follow through.
- ◆ Dominique invited questions and there were none.
- ◆ Keith Howard invited Brick and CEI to add on any additional information they wanted to contribute. Michael from CEI commended the work of Dominique, Ginny and Machael. A

clerical person is being brought on by Friday 1/22/21 to assist with the administrative tasks. Ginny indicated she will help in large and small ways. She gave the requested formula for applications needed in order to yield enrollment number of 128. Rule of thumb given was multiple by 4. So 12 8x4. So 512 applicants would be needed to grab the needed 128 enrollees. Machael confirmed those figures.

- ◆ Machael went on to say that the tracker illustrated that Dominique needs support because many of the items listed were being handled by her.
- ◆ Dominique Lee echoed Machael and added that we need bodies for implementation.
- ◆ Yoni likes the tracker and the dashboard in conjunction with the common app.
- ◆ Priscilla agreed with the recruitment goals and the hiring of a DOO for back office, non-instructional stuff. DOO is the focus for the next hire.
- ◆ Brandi was pleased that the target numbers were being addressed for enrollment applications.
- ◆ Tunde appreciated the collaborative plan in place. He wanted to know what is the key or latest milestone that needed to be demonstrated to the state to ensure SPC was on the right track to meet the enrollment numbers.
- ◆ Dominique Nute responded that by April/May we should be close. Funds are dispersed in June for a July 1 start. 104 students would work but hurt the budget. 128 is the target.
- ◆ Tunde wants to know if the numbers are achievable with 2-3 other people helping.
- ◆ Dominique indicated that 3 outside basketball programs offered to help out with recruitment.
- ◆ Michael said that on Fridays this is the focus for his group.
- ◆ Keith wants a deeper dive into the metrics showing the goals we are achieving along the way. Would like to revisit the mailer concept.
- ◆ Dominique is connecting with Vanguard on Friday to reestablish the mailer for recruitment.
- ◆ Keith asked what the realistic expected timeline for a DOO was.
- ◆ Mindy said 30 days out for quality control purposes. Post will be made on Friday and then next week by this time we should have some updates. She wants to make sure a qualified candidate that matches the vision of Stradford is chosen.
- ◆ Machael said that right now the enrollment dashboard is updated one time a week and follow ups are made. It can ramp up based on need at any time.
- ◆ Keith injected that Pastor Gonzalez will be assisting by speaking to his existing parents at OSL.
- ◆ Mindy circled back to staff recruitment and said one of the hurdles they faced was developing a compensation package. She also wanted the job descriptions to really match the mission and vision of the school so that we get people that stay after being hired. It will ramp up after these things are completed.
- ◆ Yoni and Proscilla are assisting with facilities to create the best plan for year 1 day 1 and how to best match the vision of Dominique and then create a phased plan.
- ◆ Priscilla said start up money is needed and that they are looking for bridge funding for construction and staffing until enrollment kicks in.
- ◆ Keith would like Tunde included in all finance and budget discussions. They will connect offline prior to the next Board meeting.
- ◆ Brick Update: Dominique Lee had nothing further to report.

#### → Governance Committee

- ◆ Board Recruitment Brick and Stradford BOT- There was a sub-committee meeting regarding this matter. We will report on this committee at the next board meeting.

→ **Facilities Committee**

- ◆ OSL Space Update will be updated at the next meeting. We have to discuss the budget before we can present information regarding facilities.

→ **Academic Excellence/Accountability Committee**

- ◆ There is no report for this committee this month.

→ **Finance Committee**

- ◆ CSBM/BRICK Update Budget - an update regarding the budget for year 1 will be provided at next month's meeting.

→ **Fundraising Committee**

- ◆ There is no report for this committee this month.

→ **Unfinished Business**

- ◆ A resolution on facilities will take place after Tunde meets with Priscilla, Yoni and Dominique Nute so that Tunde can bring the information back to the board and present updates from the committee. We will table this resolution until next month.
- ◆ Website Updated - website is updated. Please take a look and provide any feedback before the next board meeting.

→ **Accepting Reports & Motions to Accept Reports**

- ◆ Motion was made to accept the committee reports made by Tunde and the motion was seconded by Liz. The motion was passed unanimously.

→ **New Business**

- ◆ A conversation came up about the need for a school leader re-hire for Dominique Nute.
- ◆ Keith indicated that Brandi would have to discuss this offline as it pertains to Dominique getting a salary, benefits and a concrete hire date.
- ◆ Dominique Lee asked if this needed to be a Board vote. Keith said Dominique is already the School Leader so it did not need a vote. No resolution is needed.
- ◆ Mindy indicated that Dominique was not under contract. The best way to expedite Dominique getting on payroll would be to do it through Brick through Trinet and then eventually circling back to SPC.

→ **Comments/Announcements**

- ◆ Community Event ideas – please submit to [info@stradfordprep.org](mailto:info@stradfordprep.org)
- ◆ Check in committee meetings Dates - Monthly Calendar

→ **Adjournment**

- ◆ Motion to adjourn the meeting made by Tunde and seconded by Brandi. Meeting was adjourned at 7:53pm
- ◆ Remarks - Next Meeting Date and Location

→ **Executive Sessions**

*Respectfully submitted,*

*I, **Elisabeth Sundback** the duly qualified 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 (January 20, 2021)*