



# STRADFORD PREPARATORY

## CHARTER SCHOOL FOR BOYS

*"Inspiring Excellence. Striving for Greatness."*

Brotherhood | Excellence | Self-Efficacy | Adaptability | Leadership

### STRADFORD PREP BOARD MEETING AGENDA

<b>Date</b>	Wednesday, Nov. 18, 2020
<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, 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 Expected to Attend**

- Keith Howard
- Brandi Womack
- Logan Hasson
- Shyah Dickerson
- Tunde Lawson

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

- None

→ **Others expected to attend the meeting**

- Dominique Nute
- Liz Sundback

→ **Approval of the Agenda**

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

→ **School Leader Report**

- CEI Update
- BRICK Updates

→ **Governance Committee**

- NYSED Meeting
- BRICK Meeting
- BRICK/CEI
- Board Recruitment
- BOT Training - 4 Sessions

→ **Facilities Committee**

- OSL Space Update
- Violations for the Building
- Contractors
- Construction Budget

→ **Academic Excellence/Accountability Committee**

- None

→ **Finance Committee**

- CSBM/BRICK Update Budget
- Budget Overview
- State of Stradford Meeting

→ **Fundraising Committee**

- Fundraising Discussion/Plan

→ **Unfinished Business**

- No Report

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

→ **New Business**

- No Report

→ **Comments/Announcements**

- [Stradford Preparatory](#) CS for Boys Toy Drive
- 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**



# STRADFORD PREPARATORY CHARTER SCHOOL FOR BOYS

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## STRADFORD PREPARATORY CHARTER SCHOOL FOR BOYS MEETING MINUTES

### WEDNESDAY, NOV. 18, 2020 @ 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, Nov. 18, 2020. The meeting was called to order at 6:37pm.*

Roll call was taken at 6:30pm. 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, Mr. Keith Howard.

#### → Trustees Present in Person

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

#### → Trustees Absent with prior notice

- ◆ Shyah Dickerson

#### → Others in Attendance:

- ◆ Dominique Nute
- ◆ Liz Sundback

(4) of the (5) trustees were in attendance in person/present throughout the meeting, which constituted a quorum for the transaction of business at the meeting. There were three members of the public that were also in attendance.

#### → Approval of the Agenda

- ◆ The agenda was presented and approved by the Board of Trustees for Stradford Prep.
- ◆ The motion was made to approve the agenda for Nov. 18, 2020. The motion was seconded and the agenda was approved by the board.

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

- ◆ There was no public comment made at this meeting.

#### → 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 October. The motion was seconded and the minutes were approved by the board. Logan will sign them and update them to the site.

#### → School Leader Report

- ◆ Dominique has checked in with every board member individually over the past few weeks. She has set up weekly meetings with each member/committee to make sure everyone is in the loop on what is going on.
- ◆ Dominique also had a check in with CEI. The check in with CEI was brief and will complete task with CEI on Friday 11/20/20. The focus will be recruitment

- ◆ Dominique also set up weekly check in with BRICK - Check in with Brick Friday 11/20/20 to discuss the Educational Program and the budget.

#### → Governance Committee

- ◆ Keith is waiting to hear from Vicki Smith, NYS on a regular meeting date to discuss the CAP and where SPC is at. Once it is confirmed Keith will let the board know.
- ◆ Update on meeting with Brick - 11/15/20 - Brick meeting with Dominique Lee, Dominique Nute, Brandi and Keith. The meeting between Brick and CEI happened Monday 11/16/20. It was a very good meeting between Brick and CEI. Based on SPC's needs and what CEI will provide - Brick will oversee it.
- ◆ Dominique Lee and Michael will meet regularly and include SPC to monitor progress. Keith reminded them all that it is a partnership.
- ◆ Dominique Lee was very engaging and specific with Michael about recruitment. Michael walked him through it and Dominique Lee was very happy.
- ◆ Two topics discussed were: Student Outreach and School Leader Coaching & Development
- ◆ Dominique Lee said the Principal academy won't happen until next year so Ginny & Chris from CEI will come up with a model for training that is acceptable to the state.
- ◆ The MOU will be signed by all parties no later than 11/20/20.
- ◆ Brandi asked if School Mint was being paid for. Keith suggested that is a conversation that Dominique Nute will have with Dominique Lee. Brandi was looking for more specific information on how recruitment will take place. She wanted to know who has CEI recruited for and what their success rate is. Keith recommended looking for that information on the CEI website.
- ◆ As far as Board Member recruitment Brandi wanted to know what the next steps are for adding new members and Brick adding members.
- ◆ Keith indicated that we haven't circled back to them to add any board members but that we need to and can begin to now. CEI has board member resources too.
- ◆ Dominique Nute began talking about the CAP plan and how she and Dominique Lee were reviewing it. Dominique Lee mentioned having four people from his team for the Board.
- ◆ Brandi wanted to know if each existing Board member should bring a nomination to the next meeting.
- ◆ Tunde - said we need some gaps filled like someone who has a legal background. He asked what the split on the board was.
- ◆ Keith said it is a 60/40 split
- ◆ Dominique wants more board recruitment. We now need people in the areas of finance, legal, education, charter world experience, real estate - can we fill those gaps for strength.
- ◆ Keith agreed that the new members have to be selected strategically. All members brought up for nomination will be voted on. We need to focus on gaps.
- ◆ Dominique says we need to network and look for these people to make us stronger. She feels Dominique Lee will be adding pieces from the educational stance.
- ◆ Brandi would like clear next steps.
- ◆ Keith: Look to our network for the needed skill sets. Ask Dominique Lee about his 4 appointees and mention the gaps we need filled and Dominique Nute to do the same with Ginny and Keith will do with Michael.
- ◆ Dominique Nute will send out a nomination google form so we can have them back by the December meeting so the board is ready to launch and open in the Fall of 2021.
- ◆ Brandi would like the balance to remain between Brick and SPC.
- ◆ Tunde agreed with Brandi and wants there to be a good balance between SPC and Brick. When Dominique Nute sends out the google form - it should list the areas of need again.
- ◆ BOARD TRAINING: Keith We need to circle back to Paul O'Neill for the three remaining training sessions. Keith will email him for some dates.
- ◆ Dominique recommends Jan- Mar for training since the DOE is closing schools and creating uncertainty and for the benefit of including any new members being added for training.
- ◆ Brandi will send a "Doodle" form for everyone to indicate their availability.

## → Facilities Committee

- ◆ Liz and Dominique have done 3-4 walkthroughs with various contractors and architects for cosmetic upgrades at the OSL school. In the December meeting she would like to have the contractor of choice present at the meeting. The goal is cosmetic upgrades and bringing the building up to code. All of the proposals will be presented to the board for review.
- ◆ The roof is still an issue and it is the biggest obstacle ahead of us. All contractors need a timeline on the roof. Most contractors said they need to be in by January because of kids being in the school and limits of when the work can be done.
- ◆ Covid may change all of this. All open violations must be rectified before any work can be started.
- ◆ Keith: We entered into a lease with OSL and we are in the license phase. Based upon the lease agreement the school is responsible for any open violations, the ventilation system and the roof. We are waiting on a timeline from OSL. Regarding alterations - if contractors move or remove something - it triggers the school to be responsible to bring everything up to date. Some things have been grandfathered in but making major alterations can rescind those things.
- ◆ Brandi asked if Liz can report on the building violations. Keith said that she can only speak at the open session but that no one can respond. Tunde was unsure of how we could have a discussion if dialogue is not permitted - Keith suggested it can take place after the meeting adjourns.
- ◆ Tunde asked if there is a concern about the timeline of the existing violations being resolved.
- ◆ Keith wants to make sure that the violations have not already been handled suggesting a backlog.
- ◆ Brandi reiterated Dominique Nute's concerns because it takes a significant amount of time to get a building school ready. Jan 2021 is a must for them to be ready to begin work.
- ◆ Tunde asked what the school has promised as far as a timeline on the roof and violations.
- ◆ Dominique reported that she only found out about the violations from the architects that came to look at the school. Keith countered that prior to the signing of the lease. An architect looked at the building and OSL is responsible for anything that existed at that time.
- ◆ Brandi asks about the roof. Keith Begins to explain the roof issues and the process. The Landlord has been waiting for the weather to let up and for materials to be delivered. Brandi also asks for a timeline on the roof as to its completion. Keith echoes OSL saying 5 days of good weather is needed.
- ◆ Dominique would like to show OSL and the Board that based on what she is hearing from contractors the roof could be done way more efficiently and far quicker.
- ◆ Brandi is questioning if we have confidence that these open items can be done by the end of 2020 so that we can begin working on the building in January 2021. Nute is concerned about the timeline with COVID now resurging.
- ◆ Keith is of the opposite opinion. He feels the roof will be done before December and the violations have all been resolved. The lease requires OSL to handle these things before the school opens.
- ◆ Brandi asked if the lease includes a cutoff date for OSL to adhere to as far as the open items. Keith said a timeline needs to be established in a meeting with OSL personnel. Brandi is concerned that OSL may not share the same sense of urgency that SPC has and would like to be reassured that they are doing their part so that the school can be set upon time.
- ◆ Keith feels the school and landlord may have all the answers we are looking for but they have not had the necessary discussion or opportunity to say so. He is confident a meeting with them will establish a good level of communication and the essential timeline.
- ◆ Tunde agreed that he sees a path forward but there are a few delays that need to be discussed.
- ◆ Dominique suggested tabling the renovation discussion but that an immediate follow up is needed to discuss funding for the construction costs.
- ◆ Tunde asks how this will be paid for, approximately 500k in repairs and upgraded. Dominique says there is anywhere between 500k-700k and the money does not exist in the budget.
- ◆ Options to consider: A short term loan from Raza but there are fees and interest, Financial support from Brick, Fundraising, and/or finding additional Grant money
- ◆ Tunde would like to hear what suggestions Keith and Brandi may have for funding this.

- ◆ Brandi has no recommendations. Money is needed to do this work and she is surprised at the proposed amounts being discussed.
- ◆ Dominique says the work needs to begin in January and contracts will need to present to the board possibly in a special December meeting. She prefers one of the contractors over the others because they have worked with schools and other non-profits.
- ◆ Keith would like to see the scope of work being proposed. Is it something we are projecting out for grades 5-8 or just for the first year set up and then adding on as time progresses? How many of the classrooms are being addressed. We need to look at basic necessities vs wish list items.
- ◆ Can they show us the 1 year proposal plan vs the scope of work for year 2-3. This breakdown will help to create a financing plan to make a final decision.
- ◆ Tunde said he will look to Keith for guidance on all three quotes since he has a level of expertise through his profession. All three quotes will be reviewed and then the chosen contractor can present to the board. Dominique said 2 estimates are more detailed and one is more general. Each is an estimate because materials have not been specifically selected.
- ◆ Brandi asked if while giving these quotes did the contractor take the new covid guidelines into consideration. Dominique indicated that there was one room without windows that needed additional ventilation.
- ◆ Keith circled back to OSL being in compliance with COVID-19 guidelines because the school is currently regulated by the state. This was reviewed by the attorney that reviewed the lease agreement.
- ◆ Brandi indicated that the Covid regulations do not come into play until students are placed in the classroom. Keith said that is all in compliance because there are kids in the school now. Dominique Nute said as of right now the kids in the existing school are easily socially distanced because there are only 30-35 kids enrolled. Keith said the ventilation regulations are for the entire building and the lawyer built that compliance by OSL into the lease. Brandi is still unclear on the explanation provided.
- ◆ Keith said the scope of work will need to be reviewed and the continuum of needs versus wants will be evaluated. Tunde feels a special meeting will likely be needed.

→ **Academic Excellence/Accountability Committee**

- ◆ There was no report this month from the Academic Excellence.

→ **Finance Committee**

→ **Fundraising Committee**

→ **Unfinished Business**

- ◆ Keith made a motion to table the topic of fundraising and move forward to voting on new board members joining the board.
- ◆ The motion to table the rest of the agenda was made and seconded by Logan. The board voted to table the rest of the agenda in the interest of time and move forward with voting on new members.
- ◆ Keith stated that Liz has been with us helping out for a while now. Her fingerprints are fine - no criminality or violations. Does anyone have any questions or concerns for discussion as it pertains to our nomination to add Liz to our board of trustees as our board secretary.
- ◆ There was no discussion.
- ◆ Keith Motion: The Stradford Preparatory Charter School for Boys Board of Trustees, having conducted a thorough criminal history record check via fingerprinting which is deemed acceptable by NYSED, and having discovered no State or federal criminal history, or having provided information regarding such history to NYSED, if found, and having verified that any academic and/or professional credential or qualification presented by the proposed member is genuine, and having reviewed the application in its entirety, has voted to Elisabeth Sundback as members to its Board of Trustees, with a term expiring on June 30, 2023, pending approval by NYSED. The resolution approving Elisabeth Sundback is adopted upon NYSED's approval. Tunde seconded the motion. The motion was accepted and passed with majority approval.
- ◆ Pending the State's approval - Liz is a member of the board.

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

- ◆ There was a motion to accept the committee reports for the month of November made by Brandi. The motion was seconded by Keith and approved by the majority vote of the board.

→ **New Business**

- ◆ There was no new business today.

→ **Comments/Announcements**

- ◆ Mr. Howard thanked everyone for attending the special meeting.
- ◆ Community Event ideas – please submit to [info@stradfordprep.org](mailto:info@stradfordprep.org)

→ **Adjournment**

- ◆ Motion to adjourn the meeting was made at 8:45pm The motion was seconded by Tunde and passed by the board. The meeting was adjourned at 8:45pm.
- ◆ Remarks - no remarks.

→ **Executive Sessions**

*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 Nov. 18, 2020*