



# 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, October 21, 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

- Student Recruitment Plan rollout
- Staffing/Leadership Team Update
- Website
- **Governance Committee**
  - No report
- **Facilities Committee**
  - OSL Space Update
- **Academic Excellence/Accountability Committee**
  - None
- **Finance Committee**
  - Budget Update
- **Fundraising Committee**
  - No Report
- **Unfinished Business**
  - CEI/Bricks MOU
- **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**



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## STRADFORD PREPARATORY CHARTER SCHOOL FOR BOYS

WEDNESDAY, OCTOBER 21, 2020 @ 6:30PM

### MONTHLY MEETING MINUTES

*A regularly scheduled meeting of the Board of Trustees (the "Board") of Stradford Preparatory Charter School for Boys (the "School") was held on Wednesday, Oct. 21, 2020. The meeting was called to order at 6:34pm.*

Roll call was taken at 6:34pm. All trustees presented stated their name and stated that they were present.

#### → Call to Order

- ◆ The meeting was called to order at 6:34 pm 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 by Brandi Womack. 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 Wednesday, Sept. 19, 2020. 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/School Leader stated that the student recruitment plan must be rolled out. The first email has been sent.
- ◆ Dominique shared her recruitment plan via google meet and email. 104 students minimum (85%), 128 students maximum. Community events, school tours and some virtual activities will be the target.

- ◆ Dominique is pairing with Ginny from CEI to go over virtual recruitment options. The need for email and mailing lists will be important. May be able to obtain the 4th grade mailing list of students across the city.
- ◆ Dominique would like to identify any big local community events because grassroots level recruitment will be important.
- ◆ Brandi contributed the following in reference to student recruitment: Must have a communication plan for every line item in the plan rolled out by Dominique. How will you communicate with the applicants throughout the process? Have a point of followup after the initial connection. Capitalize on free enrichment; a math workshop, a read aloud, tutoring. Academic components and offerings will draw families in and strengthen the communication.
- ◆ Brandi also asked about a timeline for hiring a Director of Operations. This would allow Dominique to pour all of her energy into getting kids in the school while the DOO can manage the logistics.
- ◆ Dominique said that a target date would be 12/1/20 for hiring because of the budget. A salary may become available around 12/15/20, but that at the moment there is no room in the budget for a prime worker. Brandi reiterated the need for an administrative person to track enrollment so that Dominique's energy can be focused on the academic piece.
- ◆ Tunde was in agreement with all that was said by Brandi and Dominique. Support and funding is needed. He suggested revisiting the budget. Logan also agreed with all the information that was discussed.
- ◆ Dominique was fully on board with everyone's suggestions but did not foresee the money needed for the DOO coming from any services fees we have already paid out.
- ◆ Keith asked Brandi for some additional input on recruitment. Brandi suggested talking about the plan and a flow of work. She doesn't like the cold call concept. She prefers making an offering, having talking points that offer a followup connection.
- ◆ Dominique provided an update regarding the website. Keith would like to know what help and assistance we access as it pertains to the website. He is concerned with linking people to the common application instead of having them have to download and print. He would like the challenges SPC faces with the website explained to Tunde & Logan so they can provide some guidance.
- ◆ Alex from the Charter School Center was sent an email to join the common app. It is \$450 and it must be re-entered in the "apply now" area and the paper application has to be re-uploaded.
- ◆ Logan will try to relink the new application but the coding from the original web builder is needed to do more in depth work. Dominique will circle back to the original developer. Tunde suggested pressing him for the code because he has been paid to date for some of the services he has provided so we are entitled to the access.
- ◆ The website will need maintenance and editing and Keith is not interested in paying for what we already have done on the site. One thing that needs to happen is that the common application needs to be easily accessible. With approximately 8K spent on the existing site, SPC should own the coding.
- ◆ Brandi asked if the enrollment can be done through School Mint. - Dominique indicated the money for School Mint was not available. Brandi's concern is that the common application advertises other schools as well. School Mint would have people applying directly to SPC. If drawn on the common application they can accept and then pullout last minute up until the first day of school.
- ◆ Brandi wants to be mindful of money spent on flyers and mailers because they have a low yield. She suggests spending money on direct recruitment. Also we should focus on spending that supports recruitment and the management of the recruitment process. Not a fan of the common app.
- ◆ Keith would like to continue to find the best practices, work on the website upgrades, reachout to CSBM for budget restructuring and get Dominique Nute the support & resources she needs.

#### → Governance Committee

- ◆ There is a NYSED 10:00am conference call on 10/22/20 for new schools. Brick will be on the call. A member of the board, the management company and the school leader must be on the call. Mr. Howard stated that he would be on the call.

#### → Facilities Committee

- ◆ Dominique stated that she has set up several walk through meetings with different contractors in order to get the school brought up to standard. She is going to meet with each and bring information back to the board.

→ **Academic Excellence/Accountability Committee**

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

→ **Finance Committee**

- ◆ In terms of budgeting for the planning year. Dominique reported that CEI is asking for 60K from Brick and both Brick and SPC are trying to get them to lower that amount for recruitment services. CSBM costs about 30K and a new contract needs to be signed and the budget needs to be redone for additional Walton money.
- ◆ Tunde clarified that the MOU needs to be signed by all parties before an additional hire can be discussed and that we are waiting on signatures to move forward.
- ◆ Keith reaffirmed that the board wants Dominique to have all the resources that she needs.
- ◆ Brandi suggested that Dominique draft a job description for an administrative assistant for posting while SPC waits on signatures for the MOU. If Raza agrees to assist with renovation costs it will free up salary money for a DOO, approximately 80k-90K for that salary. Tunde would prefer not to pick up more debt.
- ◆ Budget overview will take place at the November meeting as well as the December meeting

→ **Fundraising Committee**

- ◆ There was no report this month from the Fundraising Committee.

→ **Unfinished Business**

- ◆ The CEI MOU was finalized and sent to all board members. Bricks will be outsourcing the services and SPC agreed to them. All payment and processing will be between Brick and CEI.
- ◆ Dominique will be contacting Dominique Lee on 10/22/20 and he will sign the MOU and will become more readily available to Stradford.

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

- ◆ There was a motion to accept the committee reports for the month of October made by Tunde. The motion was seconded by Brandi 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 7:39pm. The motion was seconded by Logan and passed by the board. The meeting was adjourned at 7:39pm
- ◆ 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 October 21, 2020.*