



STRADFORD PREPARATORY

CHARTER SCHOOL FOR BOYS

Inspiring Excellence. Striving for Greatness.

Brotherhood | Excellence | Self-Efficacy | Adaptability | Leadership

STRADFORD PREP BOARD MEETING AGENDA

Date	March 20, 2019
Time	6:30pm – 8:30pm
Location	Columbia University - Teachers College - 152 West 120th New York, NY 10027
Zoom Link	Link will be sent before meeting

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**
 - ◆ **Keith Howard, Brandi Womack, Logan Hasson, Shyah Dickerson, and Ari Burrows**
- **Board of Trustees absent with prior notice**
- **Others in Attendance**
 - ◆ **Dominique Nute, Ify Anako, and Maya Howard**
- **Approval of the Agenda**
- **Welcome and Public Comment - Invite the community to speak**
- **Approval of Previous Meeting Minutes**
- **Board Culture Session: Mission Statement Update**
- **Reports**
 - 1. School Leader Report**
 - a. E-Rate Update - Floor Plan
 - b. Board of Trustees Retreat Feedback
 - c. NYSED Update
 - d. Meeting Check in
 - 2. Facilities Committee - Update on Facilities Plan**
 - a. Short Term Space - Our Savior Lutheran Update and site visit
 - b. Long Term Space Lease Feedback

- c. Highmark Emails
- 3. Academic Excellence/Accountability Committee**
 - a. No Report
- 4. Finance Committee**
 - a. Bridge Loan Update
 - b. CSP Grant
 - c. Walton Update
 - d. Chase Bank update
 - e. CSBM Checklist
 - f. Reimbursements and Document sent out
 - g. Plan moving forward-- [here](#)
- 5. Fundraising Committee**
 - a. Check in/Follow Up
- 6. Governance Committee**
 - a. Fingerprints background check for new board members

Unfinished Business

- 1. Bridge Loan Deposit
- 2. 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

Comments/Announcements

- Social Media and Network Posting - Staff Recruitment

Adjournment

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

Executive Session



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MEETING MINUTES

WEDNESDAY, MARCH 20, 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 WEDNESDAY, MARCH 20, 2019 at Columbia University - Teachers College - 152 West 120th New York, NY 10027. The meeting was called to order at 6:30PM.

Trustees Present in Person:

- Logan Hassan
- Keith Howard
- Brandi Womack
- Shyah Dickerson

Trustees Absent with prior notice:

- Arri Burrows

Others in Attendance:

- Dominique Nute - School Leader
- Ify Anako - Director of School Affairs
- Tunde Lawson - Pending Board of Trustees Member/Community Member
- Colette Rodgers - Pending Board of Trustees Member/Community Member
- Glenton Davis - Pending Board of Trustees Member/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

- A motion was made by Ms. Womack to approve the agenda for Wednesday, March 20, 2019. The motion was seconded by Mr. Howard. The motion was passed with a majority vote from the board.

Welcome and Public Comment - Invite the community to speak

- No public comments were made during this meeting.

Approval of Previous Meeting Minutes

- A motion was made by Ms. Womack to approve the minutes from the previous meeting. The motion was seconded by Mr. Hasson. There was no discussion. The motion was passed with a majority vote from the board.

Board Culture Session: Mission Statement Update

- As a board, we decided that as a board the mission statement for the board needed more fine tuning. The working draft that we have for the mission statement will be worked on offline/outside of the meeting and presented at a future meeting.

Reports

School Leader Report

1. Ms. Nute provided an E-Rate Update in terms of the application. She requested a floor plan be sent to her in order for her to forward over to the vendor she is working with for E-Rate.
2. The Board of Trustees Retreat Feedback - Stradford Prep's BOT provided feedback from the retreat in February. Each board member provided the leadership team with feedback based on the various sessions that were lead by the leadership team. Overall, the board felt that the retreat was organized and well planned out. The board felt it was a ton of information provided and felt that we needed additional sessions on some of the topics covered.
3. NYSED Update - Ms. Nute will set up a meeting/conference call with Ms. Smith and NYSED to discuss CSP funding. We will also be able to provide Ms. Smith with an update on what we have completed and where we still need support.

Facilities Committee - Update on Facilities Plan

Short Term Space Feedback Round 1

1. Our Savior Lutheran Update and site visit - Ms. Anako and Mr. Howard met with Emblaze Charter School (the school currently housed in the Lutheran Space). There were several issues that came up during the meeting regarding the space. Some of the issues or concerns that were brought up during that meeting was:
 - a. The school did not have a fire protection plan; They had to hire a Fire Marshal. The private school was exempt from this fire protection plan. The estimated cost of the fire Marshal was close to \$30,000 per year. Emblaze
 - b. They stated that the landlord was pretty flexible with certain aspects of the lease and was very supportive and collaborative when it came to using shared space.
 - c. Emblaze Charter School has officially signed their lease and are moving out to a new space in July.
 - d. We would need to ask our legal representation to put a clause in our lease that would protect us in the event Emblaze is unable to vacant the property.
2. Mr. Howard and Ms. Anako conducted a walk through and shared that Emblaze was willing to sell some of their furniture. They would provide a list of what they would sell and how we could work with funding to purchase it.
3. Our legal representative, Lisa, reviewed the short term space lease and stated that the Lutheran School had to file the plan for the fire protection plan so that we would not have to pay for the plan.

Long Term Space Lease Feedback Round 2

1. The developers for the long term space does not want to negotiate; they would like the school to take on the HVAC and Elevator system. They are not willing to make amendments to the lease around those two items.
2. An issue that came up in the lease review was the cost of the service contract and mechanical breakdown. There was a concern on our end with the maintenance fee associated with the elevator system since we were not the owners of the building. In short, the developers wanted us to take on the services contracts with our own vendors once we were up and running as a school. The board did not think this was a good idea based on discussions.
3. Lisa did suggest we set up a Friends of Organization and potentially negotiate the option to buy the property.

4. Mr. Howard discussed the inspection process - Inspections will be done by state, DOE, and an independent company to go over the work that the developers will complete. We will not take over the building without the inspections being completed.
5. We discussed as a board, reaching out to other schools in which the developers worked with in the past.

Additional Follow Up for Space (Long Term)

1. Highmark Emails - Mr. Hasson will work over the next few weeks to open up communication again with Carlo in the event we may need them in the future for long term spacing options.

Finance Committee

Bridge Loan Update

1. We are working with the Raza Development Fund to secure a bridge loan. The company received all documents, they are currently reviewing all documents but wanted to discuss year 2 and 3 of our budget plans that we drafted with CSBM.
2. Gretchen from CSBM reached out to Raza regarding the projections for Y2 and Y3. They scheduled a call for Friday. Dominique will circle back to CSBM regarding the call by COB on Friday. Questions that Elyssa from Raza proposed to CSBM are geared towards operating expenses and not CSP grant.
3. Dominique will connect with Mr. Lawson and Mr. Howard regarding the feedback on Friday as well.

CSP GRANT

1. All documents for CSP Grant have been submitted. Mr. Howard and Dominique submitted the last of the insurance documents to the State.
2. Mr. Howard and Dominique will follow up with Ms. Smith regarding the State controller regulations for the grant and the timeline for the release of funding.
3. The process usually takes 30 days to review and submit for approval.
4. Mr. Howard expressed that there is a chance that the loan and grant may hit at the same time - bridge loan creates a credit line. Pay the balance in full once we obtain CSP funding.
5. Ms. Womack asked could we request a timeline for CSP funding?
6. Dominique stated that she would follow up on it.

Walton Update

1. Dominique sent a follow up email regarding the Walton Grant.
2. There was a response and stated that we should receive some communication in April or early May.

CSBM Checklist

1. Dominique updated the BOT on the CSBM financial checklist. She stated that as she completes the task she will update the list.

Academic Excellence/Accountability Committee

1. No Report

Fundraising Committee

1. The Fundraising Committee submitted the following plan for approval - [here](#)
2. We discussed materials in which we will need to submit in order to implement the fundraising plan.
3. There were concerns around timeline and fundraising materials. The committee stated that they would go back to the team and finalize materials and resubmit the plan.

Governance Committee

2. No Report

Unfinished Business

1. Committees - due to time constraints and the discussion needed we decided to table the committees to the next board meeting.
2. Mr. Howard needed approval from the board to submit a payment of \$2,000.00 to pay for the bridge loan.
3. Mr. Howard wanted to submit a payment of \$2,000.00 for the Bridge loan application in which he needed to be reimbursed for once funding is provided to Stradford Prep.
4. A Motion was made by Mr. Hasson to accept Mr. Howard's request to submit payment for the loan and be reimbursed by the school at a later date. There was no discussion. The motion was seconded by Ms. Womack. The motion was passed with majority vote from the board.

Accepting Reports & Motions to Accept Reports

- Motion was made by Mr. Hasson to accept the reports. The motion was seconded by Ms. Womack. The motion was passed with majority vote from the board.

New Business

1. No New business

Comments/Announcements

- Social Media and Network Posting - Staff Recruitment - please share social media post with your networks. We are currently hiring. We need teachers as well as support staff. Please refer any members of your network that are interested in working at Stradford Prep to apply at www.stradfordprep.org

Adjournment

- Motion was made by Mr. Howard to adjourn the meeting at 8:04pm. The motion was seconded by Ms. Womack. The motion was passed with majority vote from the board. The meeting was adjourned at 8:04pm.
- Remarks -[Next meeting will take place April 17, 2019 at Columbia University](#)

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, MARCH 20, 2019.

