



HYDE LEADERSHIP CHARTER SCHOOL – BROOKLYN
BOARD OF TRUSTEES MEETING MINUTES

WEDNESDAY, JULY 25, 2018
6:30 PM – 8:00 PM

APPROVED

Trustees Present:

Cecil Simpson, Jr., Chair
Joanne Goubourn
Jack Brown, III, Vice Chair
Christina Brown
Robert Moore

Trustee Absent:

Claire Robinson

Others Present:

Sandra J. DuPree, Ed.D., Executive Director
Christine Forbes, Head of School
Jack Foster, Director of Finance

The HLCSB Board of Trustees meeting convened at 720 Livonia Avenue, Brooklyn, NY 11207 and called to order by Sandra DuPree, Executive Director at 6:35 PM.

Action Items

APPROVE, Quinton Ryan to the HLCSB Board of Trustees

Motion by: Cecil Simpson, Jr.

Seconded by: Joanne Goubourn

Action: Approved unanimously

Officer and Committee Reports

Chairman's Report: Cecil Simpson, Jr., Chairman reported that to expect impending changes and shifts to the Board of Trustees, as new members join the board and old members resign from existing positions. In the coming weeks, HLCSB's Board of Trustees will continue to meet on the third Wednesday of each month at the middle school site.

The chairman requested committee chairs present committee meeting schedules for the year. A comprehensive schedule will be disseminated in the coming days.

Executive Director's Report: Dr. Sandra DuPree reported on the overall progress of the middle school building noting that construction is still heavily underway. Visits to the site are conducted daily to monitor progress and ensure a timely opening.

Dr. DuPree reported student recruitment and enrollment is still underway. Teacher recruitment is ongoing as well as the continued recruitment of new members for the Board of Trustees.

Finance Report: Jack Foster, Finance Consultant reported that HLCSB will begin its annual audit conducted by Lutz and Carr has been scheduled; a preliminary start date in September. Mr. Foster also reported on variances in spending across all areas.

The Board discussed the approved budget and potential adjustments based on enrollment.

Nominating Committee: The Board of Trustees is currently interviewing a prospective candidate. Board members can expect background information and other documents for review in the coming days.

MOVED, to adjourn meeting

Motion by: Sandra J. DuPree

Second by: Cecil Simpson, Jr.

Action: Meeting Adjourned

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was

ADJOURNED at 8:05 PM



HYDE LEADERSHIP CHARTER SCHOOL – BROOKLYN
BOARD OF TRUSTEES MEETING MINUTES

WEDNESDAY, AUGUST 22, 2018
6:30 PM – 8:00 PM

APPROVED

Trustees Present:

Cecil Simpson, Jr., Chair
Joanne Goubourn*
Jack Brown, III, Vice Chair
Claire Robinson
Christina Brown

Trustee Absent:

Others Present:

Sandra J. DuPree, Ed.D., Executive Director
Christine Forbes, Head of School
Jack Foster, Director of Finance
Joanne Goubourn, Hyde Foundation

Called to order by Chair at 6:45 p.m.

Action Items

APPROVE, July Minutes

Motion by: Cecil Simpson, Jr.
Seconded by: Jack Brown, III
Action: Approved unanimously

Officer and Committee Reports

Chairman's Report

On behalf of the Board of Trustees Board Chairman, Cecil Simpson extended congratulations to the HLCSB team for the growth in student performance across ELA and Math. He noted that the school was able to meet its internal target and pleased with the outcome.

A shared calendar in the Board of Trustees GoogleDoc will be recreated and redesigned to organize meeting dates for each committee. The committees have established the following schedule:

- Governance Committee (1st Wednesday – 9:00 AM – 10:00 AM)
- Education Committee (4th Wednesday – 9:00 AM – 10:00 AM)
- Finance Committee – (4th Friday – 2:00 PM – 3:00 PM)

Executive Director's Report: Sandra DuPree, Executive Director led a in depth discussion on the 2018 HLCSB State for students grades 3 – 5. The 2018 results showed a significant increase in Math and ELA scores and exceeded its internal targets. Data showed HLCSB outperformed the CSD with less than 10 percentage points from the Citywide target.

Christine Forbes, Head of School reported on the instructional focus areas for 2018-2019 in ELA and Math and how the instructional reports were used to guide the instructional shifts as well as the revision in the scope and sequence.

Dr. DuPree presented the new dashboard data report with additional metrics including teacher certification, professional development data and educational background.

Dr. DuPree provided a comprehensive update on the middle school facility. She reported work is continuing in the middle school and ready to receive students on the first day of school. Furniture and materials are arriving, and the administrative team will work through the holiday weekend to ensure that everything is ready to ensure a smooth opening.

Dr. DuPree responded to outstanding questions to provide trustees with clarity and next steps.

Governance Committee: No report at this time

Nominating Committee: No report at this time

Finance Committee: Jack Foster reported financial reports are forth coming and will be issued to the committee.

MOVED, to adjourn meeting.

Motion by: Jack Brown, III

Second by: Cecil Simpson

Action: Meeting Adjourned

Meeting adjourned at 8:30 PM

Next meeting will be held on Wednesday, September 26, 2018 at Hyde Leadership Charter School – Brooklyn middle school located at 720 Livonia Avenue, Brooklyn, NY 11207



HYDE LEADERSHIP CHARTER SCHOOL – BROOKLYN
BOARD OF TRUSTEES MEETING MINUTES

WEDNESDAY, SEPTEMBER 26, 2018
6:30 PM – 8:00 PM

APPROVED

Trustees Present:

Cecil Simpson, Jr., Chair
Claire Robinson
Christina Brown
Robert Moore
Quinton Ryan

Trustee Absent:

Others Present:

Sandra J. DuPree, Ed.D., Executive Director
Christine Forbes, Head of School
Jack Foster, Director of Finance
Roxanna Ruiz, ES Director

Called to order by Chair at 6:33 p.m.

Action Items

APPROVE, August Minutes

Motion by: Cecil Simpson, Jr.
Seconded by: Robert Moore
Action: Approved unanimously

Chairman's Report: Cecil Simpson, Jr. announced and confirmed the resignation of Joanne Goubourn. Mrs. Goubourn will continue to work with the Hyde Foundation in supporting HLCSB.

Mr. Simpson officially welcomed Robert Moore and Quiton Ryan to HLCSB's Board of Trustees.

Mr. Simpson congratulated the team on the completion of the middle school site noting the environment is welcoming and encouraging for students and families.

Guest Presentation:

Mrs. Roxanna Ruiz, ES Director presented a comprehensive overview of the instructional program for 2018-2019 school year. Former Dean of Curriculum and Instruction, Mrs. Ruiz, guided trustees through elements of the core content areas, instructional focus areas and shift, approaches to instruction as well as new assessment for ELA and Math.

Mrs. Forbes, Head of School shared the approach to programming for students with disabilities and/or who require additional supports.

Finance Committee

Finance Report: Jack Foster, Director of Finance reported that HLCSB started the year with a moderate surplus for the month and a large year-to-date surplus generated in the prior year. Mr. Foster reported a strong current ratio (current assets/current liabilities) of 2.3x for the period Auguste 31, 2018, primarily due to nearly zero liabilities as the Refundable Advances were recorded.

MOVED, to adjourn meeting.

Motion by: Jack Brown, III

Second by: Cecil Simpson

Action: Meeting Adjourned

Meeting adjourned at 8:15 PM

Next meeting will be held on Wednesday, October 24, 2018 at Hyde Leadership Charter School – Brooklyn middle school located at 720 Livonia Avenue, Brooklyn, NY 11207.



HYDE LEADERSHIP CHARTER SCHOOL – BROOKLYN
BOARD OF TRUSTEES MEETING MINUTES

WEDNESDAY, OCTOBER 24, 2018
6:30 PM – 8:00 PM

APPROVED

Trustees Present:

Cecil Simpson, Jr., Chair
Claire Robinson
Robert Moore
Quinton Ryan
Christina Brown

Trustee Absent:

Jack Brown, III

Others Present:

Sandra J. DuPree, Ed.D., Executive Director
Christine Forbes, Head of School
Jack Foster, Director of Finance
Joanne Goubourn. Hyde Foundation

Called to order by Chair at 6:34 p.m.

Action Items

APPROVE, September Minutes

Motion by: Cecil Simpson, Jr.
Seconded by: Quinton Ryan
Action: Approved unanimously

Officer and Committee Reports

Chairman’s Report: Cecil Simpson, Jr., Chairman recognized HLCSB for the hard work and student’s performance outcomes of 2017-2018. Mr. Simpson notes the importance of setting high internal targets to further excel.

Executive Director’s Report: Sandra J. DuPree, Executive Director reported on the overall state of the school as positive. Middle school students continue to arrive excited each day. Families turned out in high numbers for Back-to-School Night to gain a clear understanding of the expectations for the year, ways to support the school and their children.

Dr. DuPree reported on the October dashboard data with focus on enrollment, enrollment and retention targets attendance goals. Dr. DuPree responded to clarifying questions and requests.

To further support students, afterschool tutoring will begin this month for students who are performing below grade level standard. HLCSB continues to enroll students in the afterschool enrichment programs for students who are interested in arts and crafts, yoga, cheerleading, basketball, soccer, gaming and technology.

Academic Report: Christine Forbes, Head of School detailed this year's assessments and changes in curricular programming. The collaboration with the ELA and Math coaches will begin in this month (October). Teachers have received several supports to assist with instruction including pd resources and model lessons.

Finance & Operations Committee Jack Foster, II, Director of Finance consultant reported on current financials. The school is in strong financial standing. The final audit requests are still underway.

MOVED, to adjourn meeting.

Motion by: Claire Robinson

Seconded by: Robert Moore

Meeting adjourned at 7:55 PM

Next meeting will be held on Wednesday, November 28, 2018 at Hyde Leadership Charter School – Brooklyn, 330 Alabama Avenue, Brooklyn, NY 11207 at 6:30p.m.



HYDE LEADERSHIP CHARTER SCHOOL – BROOKLYN
BOARD OF TRUSTEES MEETING MINUTES

WEDNESDAY, NOVEMBER 28, 2018
6:30 PM – 8:00 PM

APPROVED

Trustees Present:

Claire Robinson
Robert Moore
Quinton Ryan
Christina Brown

Trustee Absent

Cecil Simpson, Jr., Chair
Jack Brown, III, Vice Chair

Others Present:

Sandra J. DuPree, Ed.D., Executive Director
Christine Forbes, Head of School
Jack Foster, Director of Finance

Called to order by Chair at 6:37 PM

Action Items

APPROVE, October Minutes

Motion by: Robert Moore

Seconded by: Claire Robinson

Action: Approved unanimously

Officer and Committee Reports

Chairman's Report: No Report at this time.

Executive Director's Report: Sandra DuPree, Executive Director reported on the current dashboard data including current enrollment of 441. HLCSB's average daily attendance is 93%, 2% less the 95% target. HLCSB is approaching its enrollment and retention targets in accordance with the NYSED calculator. Current data shows FRPL as pending, while ELL enrollment is 11% and SWD enrollment is 15%.

This month HLCSB welcomed 87% of families for Fall Family Day (39% elementary school and 48% of middle school families). A school-wide goal is to increase parent participation and family engagement; thus teachers are setting monthly participation goals and have demonstrated excitement and eagerness in achieving them.

Overall tone of the school is good. Teachers are working extremely hard to “move” students academically. We've seen growth in students who were struggling at the beginning of the school year.

The 2017 – 2018 School Quality Snapshot was released and showed favorable improvements from last school year. The academic committee will receive and review the data for dissemination to the board.

Academic Report: Christine Forbes, Head of School presented Q1 ELA and Math performance data. Mrs. Forbes presented ANET ELA and Math Data for discussion and goal setting. Internal targets for State ELA and Math Exam were presented in the DFS Reporting Forms, which were 50% proficiency rate.

Finance Report: Jack Foster, Finance Consultant reported September 2018, Hyde-Brooklyn started the year with a sizeable surplus for the month of approximately \$134K with large surplus on a Year-To-Date of \$694K generated primarily in the prior period during the time-frame were expenses start low and ramp up through the duration of the school year.

Hyde's enrollment started the year with slightly fewer total GenEd and SpEd students budgeted on average which is slightly off of the total budgeted revenue derived from the per pupil breakdown.

For the Period September 30, 2018, net assets are \$2.1M; an operating cash balance of \$2.0M; and an additional \$0.7M held in escrow per Board guidance and DOE requirements. However, the balance is \$400K more than the prior month as the payroll account was swept from savings and rebalanced in August.

Hyde-Brooklyn has a strong current ratio (current assets / current liabilities) of 3.6x for the Period September 30, 2018, primarily due to one-month of Refundable Advances being recorded.

MOVED, to adjourn meeting

Motion by: Christina Brown

Seconded by: Claire Robinson

Meeting adjourned at 8:12 PM

Next meeting will be held on Wednesday, December 19, 2018 at Hyde Leadership Charter School – Brooklyn, 330 Alabama Avenue, Brooklyn, NY 11207 at 6:30p.m.

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HYDE LEADERSHIP CHARTER SCHOOL – BROOKLYN
BOARD OF TRUSTEES MEETING MINUTES

WEDNESDAY, DECEMBER 19, 2018
6:30 PM – 8:00 PM

APPROVED

Trustees Present:

Claire Robinson
Cecil Simpson, Jr., Chair
Jack Brown, III, ViceChair
Quinton Ryan
Christina Brown
Robert Moore

Trustee Absent

Others Present:

Sandra J. DuPree, Ed.D., Executive Director

Called to order by Chair at 6:30 PM

Action Items

APPROVE, November Minutes

Motion by: Quinton Ryan

Seconded by: Robert Moore

Action: Approved unanimously

Officer and Committee Reports

There being no reports for presentation, The Board of Trustees moved to Executive Session.

MOVED, to adjourn meeting

Motion by: Christina Brown

Seconded by: Claire Robinson

Meeting adjourned at 8:12 PM

Next meeting will be held on Wednesday, January 23, 2019 at Hyde Leadership Charter School – Brooklyn, 330 Alabama Avenue, Brooklyn, NY 11207 at 6:30p.m.



HYDE LEADERSHIP CHARTER SCHOOL – BROOKLYN
BOARD OF TRUSTEES MEETING MINUTES

WEDNESDAY, JANUARY 23, 2019
6:30 PM – 8:00 PM

APPROVED

Trustees Present:

Cecil Simpson, Jr., Chair
Quinton Ryan
Claire Robinson
Christina Brown
Robert Moore

Trustee Absent:

Jack Brown, III, Vice Chair*

Others Present:

Sandra J. DuPree, Ed.D., Executive Director
Jack Foster, Finance Consultant

Called to order by Chair at 6:30 PM

Action Items

APPROVE, December Minutes

Motion by: Robert Moore

Seconded by: Claire Robinson

Action: Approved unanimously

Record Attendance and Guests

Tonight's Board of Trustees meeting will be called to open at 6:30 PM and will include a review of the monthly dashboard including current enrollment numbers, staff and training data as well as compliance data. We will receive a full financial and academic update as well as committee reports.

Officer and Committee Report

Executive Director's Report: Sandra DuPree reported on the school's progress during the second half of the year; The overall climate of the school is positive. Teachers continue to challenge students academically and while addressing social emotional needs.

Dr. DuPree reported on data and metrics as presented in the Dashboard. HLCSB'S current school enrollment of 442; less the targeted enrollment with an average daily attendance rate for December averaged 91%, 4% below the target.

A review of additional included total number of students discharged for the month and YTD discharges with detailed reasoning. Incident reports and discipline statistics as well as snapshots about teacher certification, individual and group professional development sessions and faculty education breakdown.

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HLCSB is moving into teacher and student recruitment season. In the coming weeks, Intent to Return forms will be distributed to staff to inform recruitment efforts.

The Executive Director and Finance Consultant will begin drafting the 2018-2019 budget in preparation for discussion with the finance committee.

Academic Report: The data from ANET ELA notes the second-grade classes demonstrated significant strengths and growth in the areas of vocabulary, language conventions, and reading literatures with mastery within 70-80% accuracy on these question types.

Additionally, there were some decreases in the percentage of students meeting the 60% target score in most grade levels except for 3rd grade; however, this drop is consistent with the 2017-2018 data. ANET Math data shows 25% more of Hyde students met or exceeded the target score (60%) when comparing A1 and A2. 30% (base points) of Grade 3 students made improvements on A2.

On the SRI, students demonstrated marked improvement on the Reading Inventory when comparing Q1 and Q2 data. In all grade levels students saw increases. Overall there was a 21% increase of students on or above the benchmark. Increases can be credited to student's familiarity of the testing protocol (online), changes to the testing process (experienced teachers monitoring tests) and more importantly; improved reading comprehension on the part of students. At least 50% of Hyde students saw a 100-point Lexile level gain.

Finance Report: Jack Foster, Finance consultant discussed in detail the school's financial health. Trustees posed various questions about enrollment, projections and variances. Most importantly, auditors, Lutz and Carr issued a final report that noted there were no material findings in their examination and that the financial statements were determined to be fairly presented in all material respects for the FY2017 financial statements. Further, given the total assets projected of over\$1M, Hyde-Brooklyn will remain in strong financial health.

MOVED, to adjourn meeting

Motion by: Christina Brown

Seconded by: Claire Robinson

Meeting adjourned at 8:17 PM

Next meeting will be held on Wednesday, February 27, 2019 at Hyde Leadership Charter School – Brooklyn, 330 Alabama Avenue, Brooklyn, NY 11207 at 6:30p.m.

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HYDE LEADERSHIP CHARTER SCHOOL – BROOKLYN
BOARD OF TRUSTEES MEETING MINUTES

WEDNESDAY, FEBRUARY 27, 2019
6:30 PM – 8:00 PM

APPROVED

Trustees Present:

Cecil Simpson, Jr., Chair
Jack Brown, III, ViceChair*
Quinton Ryan
Claire Robinson
Christina Brown
Robert Moore

Trustee Absent:

Others Present:

Sandra J. DuPree, Ed.D., Executive Director
Jack Foster, Finance Consultant
Christine Forbes, Head of School

Called to order by Chair at 6:37PM

Action Items

Christina Brown called a meeting of the Board of trustees of Hyde Leadership Charter School - Brooklyn to order on Wednesday, February 27, 2019 at 720 Livonia Avenue, Brooklyn, NY 11207.

APPROVE, January Minutes

Motion by: Cecil Simpson, Jr.

Seconded by: Robert Moore

Action: Approved unanimously

Officer and Committee Reports

Executive Report: Sandra DuPree, Executive Director provided an update on school climate and culture. Dashboard data was reviewed with discussion around the various incidences and discipline records. Overall information and updates about student enrollment across grades K - 5, average daily attendance and parent participation was equally shared.

Teacher and student recruitment for SY 2019 - 2020 is underway. Teacher intent to return forms have , been disseminated, which will determine hiring needs. The final stages of budget planning is in process and being finalized for Board review, feedback and approval.

Academic Report: Christine Forbes, Head of School reported on student assessment data from ANET, and iReady noted 4th Grade students met Hyde's internal target of having 50% of its students meet the target score of 60%, while grades 2, 5 and 6 were close to the 50% target (2nd 4points away, 5th grade 9 points away and 6th grade 8 points away from the goal). When comparing ANET #1 and ANET #2, 5th graders demonstrated a 4% gain while 2nd and 3rd graders remained consistent. 6th grade saw a decline of 5% which is attributed to the timing of the testing for ANET #2. 2nd grade saw a decrease of 22% due to the fact that students were asked to read independently for this assessment (teachers read

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the assessment during ANET #1). In comparison to the ANET Network, Hyde's averaged 7% below across the 2nd through 6th grades.

Fourth and fifth graders met the internal target of having 50% of the cohort meet the target score of 60% on ANET #2; and 28% of 2nd graders, 37% of 3rd graders, and 33% of 6th graders met the target score. Students in grades 2 (+34%), 5 (+8%) and 6 (+16%) showed increases in their overall performance. 3rd and 4th graders had a slight decrease due to the language of many questions and students' difficulty with distractor answers, making the process of elimination a struggle. In comparison to the ANET Network, Hyde 6th, 3rd and 4th graders were below the Network by 5% iReady Math (K-1).

Kindergarten saw a 31% increase between Assessment#1 and Assessment # 2. First grade saw a 31% increase between Assessment#1 and Assessment # 2. Based on the scale score performance, Kindergarten increased 6 points and is now 55 points away from the End of Year Target. Based on the scale score performance, First grade increased 13 points and is now 61 points away from the End of Year Target.

Finance Report: Jack Foster, Finance Consultant noted based on the Year-to-Date Period January 31, 2019, HLCSB is projecting a nearly \$215k surplus versus the budget that we projected a small deficit of (\$100K) due to the start-up of the middle school. This is driven by lower revenue expected due to the average 29 FTEs lost during the year (or \$350K) in PPF that is greatly offset by vastly lower Instructional Salaries noted below.

Based on the 7-month Year-to-Date Period January 31, 2019, HLCSB forecasting a material variance in total salary expenses of approximately \$560K; another \$270K favorable variance.

MOVED, to adjourn meeting

Motion by: Robert Moore

Seconded by: Quinton Ryan

Meeting adjourned at 8:11 PM

Next meeting will be held on Wednesday, March 27, 2019 at Hyde Leadership Charter School – Brooklyn, 330 Alabama Avenue, Brooklyn, NY 11207 at 6:30p.m.

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HYDE LEADERSHIP CHARTER SCHOOL – BROOKLYN
BOARD OF TRUSTEES MEETING MINUTES

WEDNESDAY, MARCH 27, 2019
6:30 PM – 8:00 PM

APPROVED

Trustees Present:

Cecil Simpson, Jr., Chair
Jack Brown, III, ViceChair*
Quinton Ryan
Claire Robinson
Christina Brown
Robert Moore

Trustee Absent:

Others Present:

Sandra J. DuPree, Ed.D., Executive Director
Jack Foster, Finance Consultant
Christine Forbes, Head of School

Called to order by Chair at 6:33PM

Action Items

APPROVE, February Minutes

Motion by: Quinton Ryan
Seconded by: Robert Moore
Action: Approved unanimously

Officer and Committee Reports

Chairman's Report

No Report currently.

Executive Report: Sandra DuPree, Executive Director reports that students in grades 3 -5 are preparing the state testing with supports from teachers and families.

Discussion Items

Sandra DuPree, Executive Director and Jack Foster, Finance consultant engaged in a discussion with HLCSB Trustees to review the proposed 2019 – 2020 preliminary budget.

APPROVE, 2019 – 2020 Budget

Motion by: Cecil Simpson, Jr.
Seconded by: Robert Moore
Action: Approved unanimously

MOVED, to adjourn meeting

Motion by: Robert Moore
Seconded by: Quinton Ryan

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Meeting adjourned at 8:11 PM

Next meeting will be held on Wednesday, April 24, 2019 at Hyde Leadership Charter School – Brooklyn, 330 Alabama Avenue, Brooklyn, NY 11207 at 6:30 p.m.

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HYDE LEADERSHIP CHARTER SCHOOL – BROOKLYN
BOARD OF TRUSTEES MEETING MINUTES

WEDNESDAY, APRIL 24, 2019
6:30 PM – 8:00 PM

APPROVED

Trustees Present:

Cecil Simpson, Jr., Chair
Jack Brown, III, ViceChair*
Quinton Ryan
Claire Robinson
Christina Brown
Robert Moore

Trustee Absent:

Others Present:

Sandra J. DuPree, Ed.D., Executive Director
Jack Foster, Finance Consultant
Christine Forbes, Head of School

Called to order by Chair at 6:33PM

Action Items

APPROVE, March Minutes

Motion by: Cecil Simpson, Jr.
Seconded by: Robert Moore
Action: Approved unanimously

Officer and Committee Reports

Chairman's Report: No Report currently.

Executive Director's Report: Sandra DuPree reported that HLCSB is in the midst of State ELA and Math Exams. Students are working diligently to apply the skills and concepts taught throughout the school year.

This year's untimed test has again allowed students to take additional time to read passages, review directions and respond thoroughly. The focus the remaining days of the school year is the to prepare students for 2018- 2019, ensure all students are reading on the designated grade level by year's end.

End-of-year events are upcoming including the 5th Grade student banquet, 5th grade overnight experience, 6th grade trip to Washington, DC Kindergarten Stepping Up Ceremony, Cultural Carnival, and Field Day.

Benchmark testing will continue after State Exams. No additional data to report at this time.

MOVED, to adjourn meeting

Motion by: Christina Brown
Seconded by: Cecil Simpson

Meeting adjourned at 7:40 PM

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Next meeting will be held on Wednesday, May 22, 2019 at Hyde Leadership Charter School – Brooklyn, 330 Alabama Avenue, Brooklyn, NY 11207 at 6:30 p.m.

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HYDE LEADERSHIP CHARTER SCHOOL – BROOKLYN
BOARD OF TRUSTEES MEETING MINUTES

WEDNESDAY, MAY 22, 2019
6:30 PM – 8:00 PM

APPROVED

Trustees Present:

Cecil Simpson, Jr., Chair
Quinton Ryan
Claire Robinson
Jack Brown, III, Vice Chair

Trustee Absent:

Christina Brown
Robert Moore

Other Present:

Sandra J. DuPree, Ed.D., Executive Director
Christine Forbes, Head of School
Jack Foster, Director of Finance
Joanne Goubourn, Hyde Foundation

Action Items

Sandra DuPree, Executive Director called the meeting of the HLCSB Board of Trustees to order the Board of Trustees meeting to order at 6:30 PM.

APPROVE, April Minutes of the meeting

Motioned by: Cecil Simpson

Seconded by: Quinton Ryan

Action: Approved unanimously

Officer and Committee Reports

Chairman's Report: Cecil Simpson, Jr. noted the importance of the Board's continued focus on attendance and supporting the school's mission. He discussed the need for a proposal to reconstitute the board, thus elections and the transition of new officers for a new term should begin in order to begin the new fiscal year properly. Mr. Simpson noted further discussions will occur in the committee meetings in preparation for the June Board meeting.

Executive Director's Report: Sandra DuPree, Executive Director provided an organizational update reported with fifteen days remaining in the school year, there are several impending events that all Board members are invited to attend. Events include Cultural Carnival, Field Day, Kindergarten Stepping Up Ceremony, 5th Grade Mock Trial, Middle School Hip Hop Celebration and the 5th Grade Banquet. We anticipate several parents on hand to participate in these activities.

Dr. DuPree reported the school is forward planning for the 2019-2020 school year with potential internal restructuring and programmatic changes necessary to ensure rigor, relevance and alignment to the Hyde mission. The school anticipates a high return rate amongst teachers and continues to recruit new talent. Recruitment continues for students and families with two New Parent Orientation sessions for Elementary and Middle School.

HLCSB's Leadership Retreat will be held July 17-18, 2019 in Crystal Springs, NJ.

Dr. DuPree reviewed the monthly dashboard data including Enrollment, Average Daily Attendance, Parent Participation, as well as Disciplinary, Enrollment and Professional Development Data. Dr. DuPree provided clarity to questions around student enrollment and incidences.

Hyde Foundation Report: Joanne Goubourn, Director of Hyde Public School Initiative reported the PSI will fold into the Hyde Foundation in the coming weeks. The team will discuss services agreements and contracts for the upcoming school year. The Foundation is excited about the partnership and supporting Hyde Brooklyn.

Academic Report: Christine Forbes, Head of School reported on current student performance and upcoming assessments including ANET, Terra Nova assessments for students in grades K-6. State Testing Examinations have concluded for grades 3-6 with preliminary scores expected in June.

HLCSB will host summer school for students in grades 1 – 6 who are performing below level and for students requiring additional support to prevent “summer slide.” A number of teachers have excitedly signed on to teach this summer.

Finance Report: Jack Foster, Finance Consultant reported HLCSB had a slight deficit for the month of approximately (\$11K), but maintained the large surplus on a Year-To-Date of \$257K generated from prior periods during the time-frame were expenses start low and ramp up through the duration of the school year given the overall lower staffing levels.

Hyde’s enrollment started the year with slightly fewer total General Education and Special Educaiton students budgeted on average which is slightly off of the total budgeted revenue derived from the per pupil breakdown during the year.

For the Period April 30, 2019, net assets are \$1.72M; an operating cash balance of \$1.67M; and an additional \$1.1M held in escrow per Board guidance and DOE requirements, which includes a \$30K lease deposit for the middle school facilities. However, the balance is grossed up as the payroll account is offset from the refundable advance balance of \$1.45M.

Hyde-Brooklyn has a strong current ratio (current assets / current liabilities) of 1.9x for the Period April 30, 2019, assisted by the two-months of Refundable Advances being recorded.

Based on the Year-to-Date Period April 30, 2019 we are projecting a nearly \$252k surplus versus the budget that we projected a small deficit of (\$96K) due to the start-up of the middle school. This is driven by lower revenue expected due to the average 29 FTEs lost during the year (or \$350K) in PPF that is greatly offset by vastly lower Instructional Salaries.

Based on the 10-month Year-to-Date Period April 30, 2019, we are forecasting a material variance in total salary expenses of approximately \$517K; another \$161K favorable variance in Fringe from the vacant positions that occurred throughout the year (i.e., 7 fully vacated and 3 partially filled)

MOVED, to adjourn meeting

Motion by: Sandra J. DuPree
Second by: Cecil Simpson, Jr.
Action: Meeting Adjourned

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was **ADJOURNED** at 8:30 PM.

HYDE LEADERSHIP CHARTER SCHOOL – BROOKLYN
BOARD OF TRUSTEES MEETING MINUTES

WEDNESDAY, JUNE 19, 2019
6:30 PM – 8:00 PM

APPROVED

Trustees Present:

Cecil Simpson, Jr., Chair
Robert Moore
Claire Robinson
Jack Brown, III, Vice Chair

Trustee Absent:

Christina Brown
Quinton Ryan

Other Present:

Sandra J. DuPree, Ed.D., Executive Director
Jack Foster, Director of Finance

Sandra DuPree, Executive Director called the meeting of the HLCSB Board of Trustees to order the Board of Trustees meeting to order at 6:35 PM.

Action Items

APPROVE, May Minutes of the meeting

Motioned by: Cecil Simpson

Seconded by: Claire Robinson

Action: Approved unanimously

Officer and Committee Reports

Executive Report: Sandra DuPree reported the 2018-2019 school year has officially concluded. Students ended on the year on June 14th with teachers ending on June 18th. Teachers completed feedback survey and end of year meetings with the Executive Director. The feedback gained be used to create a more comprehensive pre-service plan that is differentiated or tiered according to need.

Dr. DuPree reported on the current dashboard data including attendance, parent participation, incidences and enrollment data. Trustees posed various questions and provided feedback for potential revisions to the dashboard.

In the coming days, HLCSB will begin discussions about summer construction at the middle school to accommodate 6th and 7th grade students. External painting and beautification are essential to attracting students and families.

Recruitment and enrollment are steadily increasing. To recruit additional students, HLCSB will increase recruitment efforts to fill any open seats remaining across all grades. Mass mailings and parent help are next steps in recruiting additional students.

Discussion Items

A discussion was held with Trustees about the middle school offerings and programming for the 2019-2020 school year. Strategies to increase visibility, outreach, with attractive and intriguing programming for all students.

MOVED, to adjourn meeting

Motion by: Sandra J. DuPree

Second by: Cecil Simpson, Jr.

Action: Meeting Adjourned

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was **ADJOURNED** at 8:30 PM.

BE THE BEST POSSIBLE YOU

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