

## Board of Trustees

Ankur Dalal  
Eric Freeman  
Vinay Ganti  
Maureen Higgins  
Jonathan Howard  
Ruth Meyler  
Joshua Morales  
Susaye Smith  
Keith Vigraham  
Bryan Winthur



## St. HOPE Leadership Academy Board of Trustees

Board meeting

### MINUTES

April 25, 2013 from 6:30PM – 8:00PM  
222 134<sup>th</sup> Street, Second Floor

#### 1. Welcome

##### Call to Order

Ankur Dalal	Absent (excused)
Eric Freeman	Present
Vinay Ganti	Absent (excused)
Maureen Higgins	Present
Jonathan Howard	Present
Ruth Meyler	Present
Joshua Morales	Absent
Susaye Smith	Absent (excused)
Keith Vigraham	Absent (excused)
Bryan Winther	Present

Also present at the meeting Constance Bond, Executive Director; Laurel Schwartz, Assistant Principal; and Elizabeth Lacy, Literacy Coach

#### 2. Public Comment

No requests for public comment were received

#### 3. Consent agenda

The minutes of the meeting held on March 28, 2013 were unanimously approved.

#### 4. Accountability Committee

- Dr. Bond, Ms. Schwartz and Ms. Lacy presented information about preparation leading up to the ELA and math state exams, along with their assessment of test implementation to date. Board members asked questions, followed by a brief discussion.

#### 5. Finance Committee

- Mr. Freeman presented the February budget report and finance documents (in Mr. Ganti's absence), including comments from the March Finance Committee meeting. Board reviewed documents with a brief discussion.
- The Board unanimously adopted the following resolution
- WHEREAS; the School's Financial Policies and Procedures Manual requires that the signatures of both the Board President and the Executive Director are required to request a check for \$10,000 or more and that both must sign the check, AND

WHEREAS; the School matches contributions made by employees to the School's 401(k) plan up to (5%) of the employee's annual salary, and the total amount of the contribution required to be made in each pay period now exceeds \$10,000;

NOW IT IS HEREBY RESOLVED AS FOLLOWS: the Executive Director is hereby authorized to request and to make payments to sign checks made out to American Funds in payment for the 401(k) match in whatever amount is required based on the above matching percentage without requiring a second signature, PROVIDED THAT, the above percentage may not be increased without the approval of the Board.

- The Board continued discussion of the budget surplus and agreed that the representatives from Merrill Lynch should attend an upcoming meeting for further discussion of their proposal.
- The first draft of the 2013-2014 budget will be ready for Board review at the May meeting.

#### **6. Nominating Committee**

- Mr. Freeman shared that he has two strong candidates for Board membership. They will begin the formal vetting process by having Mr. Freeman connect them with Dr. Bond to arrange for a school visit. If this occurs prior to the May meeting they will be invited to attend the meeting as a guest.
- Dr. Bond shared that Ned Levy officially left the Board in March. The Board thanks him for his service to the school and the scholars.

#### **7. Principal Update**

- Dr. Bond shared that the New York State Education Department Report Cards would be released in early May. St HOPE met the Adequately Yearly Progress goals in both ELA and math for the 2011-2012 school year.
- Dr. Bond reviewed the monthly dashboard data, enrollment for the incoming 5<sup>th</sup> grade class, and costs for the proposed science lab.
- The June 27 meeting will be the Annual Meeting of the Board.

The meeting was adjourned at 8:00 PM

**Next meeting May 30, 2013 @ 6:30**  
**St. HOPE Leadership Academy**  
**222 West 134 Street, 2<sup>nd</sup> floor**

I, Susaye Smith, do hereby certify that I am the duly qualified and acting Secretary of St. HOPE Leadership Academy, a New York education corporation 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 *(April 25, 2013)* at which a quorum was present throughout.

Dated *(April 25, 2013)*