

Summary of **JULY** Meeting  
Of the Board of Trustees

Hyde Leadership Charter School – Brooklyn

**APPROVED**

Held at Hyde Leadership Charter School - Brooklyn  
330 Alabama Avenue  
Brooklyn, NY 11205

July 29, 2015

**Trustees Present:**

Cecil Simpson, Jr., Chair  
Latisha Green, Parent Representative  
Joanne Goubourn  
Jack Brown, III, Vice Chair\*  
Christina Brown  
Sandra J. DuPree, Ed.D., Executive Director

**Trustee Absent:**

Cicily Robinson, Treasurer

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

**Action Items**

**APPROVE**, June Minutes

**Motion by:** Jack Brown, III  
**Seconded by:** Christina Brown  
**Action:** Approved Unanimously

**Officer and Committee Reports**

**Chairman's Report**

Cecil Simpson, Jr., Chairman reported the need to expand the current Board for SY 2015 – 2016. The monthly meeting schedule for the SY is being finalized. Information is forthcoming.

**School-At-Large**

Dr. Sandra DuPree, Executive Director reported on the 2015 -2016 monthly dashboard, which will include additional metrics (including enrollment data, average daily attendance, staffing, parent participation and performance outcomes).

Dr. DuPree reported Recruitment and Enrollment effort and updates. She also noted that HLCSB will work more closely with the Hyde Foundation this year to increase services and support the school's character development and growth.

**Education Report**

Christine Forbes, Head of School reported on the changes in scheduling, programming and class configurations. Additionally, she reported on instructional focus areas across all grades as well as the use of ELA and Math coaches to support teachers in ongoing PD.

**Finance & Audit Committee:**

No report at this time.

**MOVED**, to adjourn meeting.

**Motion by:** Cecil Simpson, Jr.  
**Second by:** Joanne Goubourn  
**Action:** Meeting Adjourned

Meeting adjourned at 8:00 p.m.

Next meeting will be held on August 31, 2016 at Hyde Leadership Charter School – Brooklyn, 330 Alabama Avenue, Brooklyn, NY 11207 at 6:30p.m.

Summary of **AUGUST** Meeting  
Of the Board of Trustees  
Of

Hyde Leadership Charter School – Brooklyn

**APPROVED**

Held at Hyde Leadership Charter School - Brooklyn  
330 Alabama Avenue  
Brooklyn, NY 11205

AUGUST 31, 2015

**Trustees Present:**

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

**Trustee Absent:**

Latisha Green, Parent Representative  
Cicily Robinson, Treasurer

**Attendees:**

Sandra J. DuPree, Ed.D., Executive Director  
Rebecca Chatteram, Director of Operations

Jack Foster, II – Financial Consultant  
Christine Forbes, Head of School

Called to order by Chair at 6:35 p.m.

**Action Items**

**APPROVE**, July Board Minutes

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

**Action Items**

**Chairman's Report**

Cecil Simpson, Chairman, noted the importance of a renewed approach to the instructional program as well as the need for additional resources to support student learning.

The Chairman requested to see more enrichment activities and events for students and families in an effort to provide exposure.

**School-At-Large & Education Report**

Dr. Sandra DuPree, Executive Director reported on the 2015 -2016 monthly dashboard, which will include additional metrics (including enrollment data, average daily attendance, staffing, parent participation and performance outcomes).

The monthly Trustee meetings will convene on the third Monday of every month. In an effort to ensure that everyone is prepared, we will request all agenda items on or before the prior Monday. All meeting materials will be disseminated the Wednesday prior.

Twenty-five new and returning teachers added Hyde 101 at Hyde in Woodstock, CT, August 11<sup>th</sup> – 13<sup>th</sup>. Pre-service training for all faculty/staff began on August 17<sup>th</sup>. Teachers have received training across all content and school-wide practices. Pre-Service training sessions were facilitated by school administration, faculty members, outside consultants and The Hyde Foundation. School will officially begin on Tuesday, September 8, 2015.

All vacancies have been filled for the new year with the exception of one 4<sup>th</sup> grade ICT vacancy; Candidate in the pipeline.

Dr. DuPree and Mrs. Forbes spoke to the changes in approach, materials and structures for the coming school year to bring about improved results in student performance.

**Finance & Audit Committee:**

Jack Foster, II, Finance Committee reports that HLCSB is in good financial standing. HLCSB will connect with our auditors, Lutz & Carr to start the annual audit.

**Education Committee:**

Mrs. Christine Forbes, Head of School reported on the Math and ELA Instructional Report that gives indications of student performance on the state examination by standard.

Dr. Sandra DuPree, Executive Director, report on the student performance data noting the cohort movement each year. An increase in proficiency rates among the 4<sup>th</sup> grade cohort transitioning to 5<sup>th</sup> grade.

**Operation's Report**

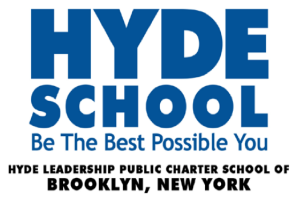
Mrs. Chatteram reported the current enrollment numbers and recruitment strategies. Enrollment is currently 398, 9 less the 407 target.

**MOVED**, to adjourn meeting.

**Motion by:** Cecil Simpson, Jr.  
**Second by:** Joanne Goubourn  
**Action:** Meeting Adjourned

Meeting adjourned at 8:00 p.m.

Next meeting will be held on September 21, 2015 at Hyde Leadership Charter School – Brooklyn, 330 Alabama Avenue, Brooklyn, NY 11207 at 6:30p.m.



Summary of **SEPTEMBER** Meeting  
Of the Board of Trustees  
Of

Hyde Leadership Charter School – Brooklyn  
**APPROVED**

Held at Hyde Leadership Charter School - Brooklyn  
330 Alabama Avenue  
Brooklyn, NY 11205

September 21, 2015

**Trustees Present:**

Cecil Simpson, Jr., Chair  
Cicily Robinson, Treasurer\*  
Latisha Green, Parent Representative  
Joanne Goubourn  
Jack Brown, III, Vice Chair\*  
Christina Brown\*

**Trustee Absent:**

Claire Robinson

**Attendees:**

Sandra J. DuPree, Ed.D., Executive Director  
Rebecca Chatteram, Director of Operations

Jack Foster, II – Financial Consultant\*  
Christine Forbes, Head of School

Called to order by Chair at 6:35 p.m.

**Action Items**

**APPROVE**, August Board Minutes

**Motion by:** Cecil Simpson, Jr.  
**Seconded by:** Joanne Goubourn  
**Action:** Approved unanimously

**Action Items**

**Chairman's Report**

Cecil Simpson, Chairman reported the continues need for collaboration and clear focus around student achievement.

**School-At-Large & Education Report**

Dr. Sandra DuPree, Executive Director reported on the September dashboard to note the current student enrollment is less 5% of the enrollment goal, primarily due to the low enrollment in Kindergarten.

Dr. DuPree conducted a review of State ELA and Math performance comparison data including a look at cohort performance during HLCSB testing years. Additionally, Dr. DuPree introduced summary sheets to show last year's Dean's area and Family Ed/Parent Participation data, which will be used in developing strategies to increase parent participation. Dean's area summary data

will be used in planning professional development around classroom management, rewards and incentives as well as guide school-wide responses to discipline.

HLCSB has an enrollment increase in Students with Disabilities (SWD's) and Limited English Proficiency (LEP). The LEP enrollment has exceed the NYSED target by 1 student, while the SWD enrollment is 20 students less the NYSED target.

The overall school climate is strong and teachers possess an "All In" collegial spirit. Students are becoming acclimated and settled to the new year's routines. Teachers have been consistent in guiding students and have demonstrated openness to feedback from the instructional team as well as the ELA coach (consultant).

### **Education Report:**

Mrs. Christine Forbes, Head of School provided an update on the current instructional focuses and supports including ongoing professional development around Reading Comprehension, Writing, CFU

The year's curricular/schedule changes include the move from school-wide guided reading groups to in-class groups that incorporate enrichment teachers into classes across all grades.

A intervention period has been added three (3) days per week (each day dedicated to Reading, Writing, and Math). Other modifications and additions include Shared Reading (shared text, challenge books), the use of FUNDATIONS across grades K -2 three to five days per week.

Professional Development training session on the new school-wide *The Writing Plan* conducted across all grades. *The Writing Plan* outlines the weekly academic writing structure and 3 day Genre Units.

Two coaches (ELA and Math) have been added support teachers in their instructional practice, while providing on-going professional development. The Math Coach will focus on Problem-Solving (CGI) and Common Core Strategies over a period of 10 sessions beginning September 30<sup>th</sup>.

Mrs. Forbes noted a number of intervention programs have been implemented to assist students in need of additional support. The current caseload is as follows: Academic Intervention Supports (Grades 3 – 5) - 42 Students using FUNDATIONS - (3<sup>rd</sup>)/Just Words (4<sup>th</sup>)/LLI 5<sup>th</sup>, Focus Math; Test Ready. Academic Intervention Supports (Grades K – 2) - 35 students using FUNDATIONS – (K-2)/Phono-Graphix/LLI, Focus Math

Current SWD enrollment 39-40 students across grades K – 5, 24 students requiring speech and 18 requiring SETTS. The current LEP enrollment averages 43-48 students. Approximately 30 accelerating students will receive additional supports in ELA to continue their advancement.

To further support students, afterschool programming will begin in late October and service sixty (60) students across grades 3 -5 in ELA across grades 3 – 5, thirty (30) across grades K -2 and 60 students across grades K – 5 in Math. Fountas & Pinnell Assessments have been given to all new students to determine current reading levels. Data for New Students (Reading via Fountas & Pinnell) is as follows:

Grade	# of New Students	% At or Above Grade Level (F&P)	% Below Grade Level (F&P)
K	54	*Too early to assess	
1	20	35%	65%
2	9	44%	56%
3	11	27%	73%
4	8	12%	88%
5	3	33%	67%

**Finance & Operations Report:**

Mrs. Chatteram, Director of Operations reiterated current enrollment and continued efforts to reach the SY2015 – 2016 enrollment targets.

HLCSB is revamping the school's website to offer more information and resources to current and prospective families. The website transition and launch will occur mid-November.

Although with some challenges, the student information system PowerSchool implementation continues to move forward.

The CPA's at Lutz & Carr have begun preparing for HLCSB's annual audit. Lutz and Carr reps will be on site beginning September 22, 2015 to audit and review records.

Jack Foster, II, Director of Finance consultant reports that HLCSB is in good financial standing.

**MOVED**, to adjourn meeting.

**Motion by:** Cecil Simpson, Jr.

**Second by:** Latisha Green

**Action:** Meeting Adjourned

Meeting adjourned at 7:50 p.m.

Next meeting will be held on Monday, October 19, 2015 at Hyde Leadership Charter School – Brooklyn, 330 Alabama Avenue, Brooklyn, NY 11207 at 6:30p.m.



Hyde Leadership Charter School – Brooklyn  
Board of Trustees **OCTOBER** Meeting Summary

**APPROVED**

Hyde Leadership Charter School – Brooklyn  
330 Alabama Avenue  
Brooklyn, NY 11205

October 19, 2015

**Trustees Present:**

Cecil Simpson, Jr., Chair,  
Joanne Goubourn,  
Christina Brown\*  
Claire Robinson

Cicily Robinson, Treasurer\*  
Jack Brown, III, Vice Chair\*,  
Joanne Goubourn

**Trustees Absent:**

Latisha Green, Parent Representative

**Attendees:**

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

Called to order by trustee member at 6:51 p.m.

**Action Items**

**APPROVE**, September Board Minutes

**Motion by:** Cecil Simpson, Jr.  
**Seconded by:** Joanne Goubourn  
**Action:** Approved unanimously

**OFFICER AND COMMITTEE REPORTS**

**Chairman's Report**

Cecil Simpson, Jr., Chairman noted the need for additional testing that will clearly show student over time. Additional requests and concerns around the need for additional afterschool programming that addresses a range of academic and enrichment areas.

**School-At-Large Report**

Sandra J. DuPree, Executive Director reported on the overall state of the school as positive. Teachers are focused on instruction and supporting student performance.

Afterschool tutoring will begin in October. Programming with support students who are working below level and students on the cusp of forward movement.

Twenty-two teachers attended Hyde 101 October 1<sup>st</sup> – October 3<sup>rd</sup> in Woodstock, CT. Currently, 95% (3 remain to be trained) of the faculty/staff have participated in the Hyde 101 experience. Teachers reported having a positive and impactful experience.



HLCSB has partnered with The Art of Stepping (AOS) for an afterschool activity. The step team will work with a heterogeneous group of 20 students to introduce them to a series of routines, calls and beats with discipline and precision. Students meet on Wednesdays from 4:00 p.m. – 6:00 p.m.

To address the request for additional testing, Dr. DuPree agreed that there needed to be deeper analysis of current data to demonstrate student performance and growth over time. The review of NWEA assessment and the STEP could serve to provide additional information.

Dr. DuPree presented the results of the SY2015 End-of-Year Action Plan results. The outcomes noted and increased focus in leadership, performance in ANET and F&P comparison data and impact of afterschool program on student performance.

### **Education Committee**

Christine Forbes, Head of School reported on current student math assessment data. The overall student performance by classroom, domains and standards were presented along with academic focus areas.

Foutas & Pinnell Benchmark Reading Assessments are currently underway. Assessments will be completed by month's end to share at the November 2015 meeting.

Afterschool tutoring began this month using Read 180 and System 44 for students in Grades 1 – 4.

The collaboration with the ELA and Math coach is going well. Teachers have received a number of supports to with instruction through resources and model lessons. Teachers are welcoming of the feedback from the external coaches as well as instructional team members.

### **Hyde Foundation Report**

Joanne Goubourn, Executive Director of the Foundation, reported on the recent work to support the school in deepening the Hyde culture. To date, the Hyde Foundation has conducted and participated in pre-service sessions. 2015 -2016 PD dates have been confirmed.

The Hyde Foundation hosted teachers for Hyde 101, which went well. Everyone was engaged and participatory, which was a highlight. The tone of the school and the level of Hyde integration is moving forward.

### **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 underway. Draft of financial statements were sent on Friday, 10/16/2015. HLCSB is currently working on final audit requests and anticipate the completion by Wednesday, 10/21/2015

The building is currently now up to date with fixtures (i.e. restrooms and AC in classrooms). One classroom had their AC unit break

We are still awaiting permission from NYC DOE to install the sign fixture outside of the arrival entrance.

Enrollment as of October 2015, actively recruiting to fill seats in K-1. Still pulling from waitlist for 2<sup>nd</sup> - 4<sup>th</sup> grades.

Currently working with graphic designer to have a banner hung outside of the main entrance and side of the building (Branding and Recruitment)

Implementation of School Mint: online portal that hosts the student applications, lottery, waitlist and follow up with families on a weekly or bi-weekly basis.

Receiving quotes for bus ads, street ads and newspaper ads for a January 2016- February 2016.

**MOVED**, to adjourn meeting.

**Motion by:** Cecil Simpson, Jr.  
**Second by:** Joanne Goubourn  
**Action:** Meeting Adjourned

Meeting adjourned at 7:55 p.m.

Next meeting will be held on Monday, November 16, 2015 at Hyde Leadership Charter School - Brooklyn, 330 Alabama Avenue, Brooklyn, NY 11207 at 6:30p.m.

Hyde Leadership Charter School – Brooklyn  
Board of Trustees **NOVEMBER** Meeting Summary

**APPROVED**

Hyde Leadership Charter School – Brooklyn  
330 Alabama Avenue  
Brooklyn, NY 11207

November 16, 2015

**Trustees Present:**

Cecil Simpson, Jr., Chair,  
Joanne Goubourn,  
Christina Brown\*  
Claire Robinson

Cicily Robinson, Treasurer\*  
Jack Brown, III, Vice Chair\*,  
Joanne Goubourn

**Trustees Absent:**

Latisha Green, Parent Representative

**Attendees:**

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

Called to order by trustee member at 6:45 p.m.

**Action Items**

**TABLED**, Board Minutes

**OFFICER AND COMMITTEE REPORTS**

**Chairman's Report**

No report at this time.

**School-At-Large Report**

Sandra J. DuPree, Executive Director reported the school continues to move forwards with focused instruction. Afterschool tutoring continues for students who require additional support.

Dr. DuPree presented information from the performance dashboard showing targeted measures from the current charter.

**Education Committee**

Christine Forbes, Head of School reported on current student math assessment data. Overall student performance data according to Fountas & Pinnell Benchmark Reading Assessments was shared to show current student growth and instructional levels.

Students continue in using Read 180 and System 44 for students in Grades 1 – 4.

### **Hyde Foundation Report**

Joanne Goubourn, Executive Director of the Foundation, reported on the recent work to support the school in deepening the Hyde culture. The Foundation team has been in the school providing guided support and collaborative professional development for teachers.

### **Finance & Operations Committee**

Jack Foster, II, Director of Finance consultant reported on current financials. The school is in strong financial standing.

**MOVED**, to adjourn meeting.

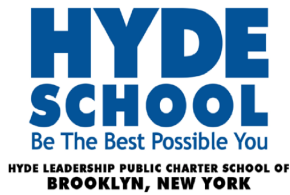
**Motion by:** Cecil Simpson, Jr.

**Second by:** Joanne Goubourn

**Action:** Meeting Adjourned

Meeting adjourned at 7:55 p.m.

Next meeting will be held on Monday, December 21, 2015 at Hyde Leadership Charter School – Brooklyn, 330 Alabama Avenue, Brooklyn, NY 11207 at 6:30p.m.



Hyde Leadership Charter School – Brooklyn  
Board of Trustees **DECEMBER** Meeting Summary

**APPROVED**

Hyde Leadership Charter School – Brooklyn  
330 Alabama Avenue  
Brooklyn, NY 11207

December 21, 2015

**Trustees Present:**

Cecil Simpson, Jr., Chair,  
Joanne Goubourn,

**Trustees Absent:**

Latisha Green, Parent Representative  
Christina Brown\*  
Cicily Robinson, Treasurer\*

Jack Brown, III, Vice Chair\*,  
Claire Robinson

**Attendees:**

Sandra J. DuPree, Ed.D., Executive Director  
Operations  
Christine Forbes, Head of School

Rebecca Chatteram, Director of

Called to order by trustee member at 6:35 PM

**Action Items**

**TABLED**, November Board Minutes

**OFFICER AND COMMITTEE REPORTS**

**Chairman's Report**

No report at this time.

**School-At-Large Report**

Sandra J. DuPree, Executive Director reported on the overall state of the school as positive. With one (1) day remaining until the Winter break, teachers remain focused and students are relatively calm. There is a heightened awareness and focus on students and families in need and the overall social/emotional balance of students, so the last day is dedicated to Holiday Fun Activities. The activities follow the same tone of the weekly Discovery Groups lessons.

The current tone of the faculty is good. The majority of the staff attended the Hyde Holiday Party on December 12<sup>th</sup>. The participation spoke to the current state of the school and faculty morale.

Afterschool tutoring and enrichment programming continues. The AOS (Art of Stepping Students) students will perform at the Barclay Center on January 16<sup>th</sup>. Hyde has partnered with LEAP to start to an afterschool Chess Club starting in January 2016 with approximately 20 participants.

The annual winter show (December 17<sup>th</sup>) yielded a great turnout from parents. However, monthly Parent Discover Night participation continues to be a challenge. Parent participation in November was only twenty-four percent (24%). Parent-Teacher Conference participation is typically much higher, so we will begin to delve more deeply into looking at programming and following-up with parents about their commitment to HLCBS.

HLCBS is still hiring for a Data Manager. Thus far, we have no viable candidates in the pipeline. Recruitment is still underway.

### **Education Committee**

Christine Forbes, Head of School provided general educational updates and student performance data. Students recently finished Quarter 1 ANET for ELA and Mathematics. The data shows some improvement across the grades and areas of concern. As a result, we will continue to work closely with the Math, ELA and ANET coaches to hone in on strategies to support students and teachers.

To get further data requested the Board's Chairman, student in grades 3 -5 will also take the iReady online exam within the 3<sup>rd</sup> week in January.

Saturday Academy for students in grades 3 – 5 will begin January 9<sup>th</sup> from 9:00 AM – 12:00 PM. There will be more discussion on about student incentives to increase and maintain high attendance.

The Observe for Success observation tool has been implemented for use in formal and informal teachers evaluations.

PowerSchool training has begun at the teacher level. Mrs. Forbes will guide teachers through this training during grade level meetings.

This year's Professional Development Plan continues to move forward with a myriad of PD offered across ELA, Math and character culture. Teachers are able to take advantage of outside training sessions and conferences to improve their craft. Associate Teachers also receive focused support by the Dean of Curriculum in mini-workshop sessions.

### **Hyde Foundation Report**

Joanne Goubourn, Executive Director of the Foundation, reported the school has a positive tone and acknowledged the school's growth and focus on character integration.

### **Finance & Operations Committee**

Sandra J. DuPree, Executive Director reported on that recruitment efforts for the 2015 - 2016 school year are underway.

A new Bill pay system has been implemented to expedite and streamline our bill payment process.

### **Nominating Committee**

No report at this time.

Meeting adjourned at 7:55 p.m.

Next meeting will be held on Monday, January 25, 2016 at Hyde Leadership Charter School – Brooklyn, 330 Alabama Avenue, Brooklyn, NY 11207 at 6:30p.m.



Summary of **JANUARY** Meeting  
Of the Board of Trustees

Hyde Leadership Charter School – Brooklyn

**APPROVED**

Held at Hyde Leadership Charter School - Brooklyn  
330 Alabama Avenue  
Brooklyn, NY 11205

January 25, 2016

**Trustees Present:**

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

**Trustee Absent:**

Latisha Green, Parent Representative  
Cicily Robinson, Treasurer\*  
Christina Brown\*

**Attendees:**

Sandra J. DuPree, Ed.D., Executive Director  
Rebecca Chatteram, Director of Operations

Jack Foster, II – Financial Consultant\*  
Christine Forbes, Head of School

Called to order by Chair at 6:35 p.m.

**Action Items**

**APPROVE**, October and November Minutes

**Motion by:** Joanne Goubourn  
**Seconded by:** Claire Robinson  
**Action:** Approved unanimously

**APPROVE**, December Minutes

**Motion by:** Joanne Goubourn  
**Seconded by:** Jack Brown, III  
**Action:** Approved unanimously

**Officer and Committee Reports**

**Education Committee**

Joanne Goubourn reported no new action items to present to the BOT for consideration and no report at this time.

**Finance Committee**

Jack Foster, Finance Consultant reported no new action items to present to the BOT for consideration and no report at this time.

**Nominating Committee**

Jack Brown, III reported no new action items to present to the BOT for consideration and no report at this time.



## **School-At-Large & Education Report**

Dr. Sandra DuPree, Executive Director reported no new action items to present to the BOT for consideration at this time. Dr. DuPree noted that the Executive Leadership Team recently attended an FLC at Hyde School in Bath, Maine. The three-day weekend was an opportunity to reflect, while gathering ideas and inspiration for HLCSB family program.

In wrapping up the 2<sup>nd</sup> Quarter on Friday, January 29<sup>th</sup>, the overall pulse of the school is positive. Teachers are still engaged and focused on instruction, but continuous support is needed to move teachers and students performance. Faculty/staff remain willing to go beyond to assist students and be involved in the school.

In an effort to capture student perceptions of school culture, climate and programming, a student survey was administered by the Dean of Students Life and Culture to students in grades 3 – 5. Those surveys are being processed and we will share those results at the next meeting.

We continue to struggle with parent participation in monthly Parent Discovery Night. The most recent Parent-Teacher Conferences yielded participation rate of 72%, but a significant drop at 36% for the monthly meetings. Beginning this month, we will offer make-up sessions for parents – who have scheduling conflicts, follow-up with parents who have still not attended a session. There has to be additional resources put into our parent program to really bring about the kind of shift we would like to see in participation.

Afterschool programming continues to thrive. There are roughly 110 students participating in afterschool tutoring in math and reading. HLCSB has partnered with LEAP (*Learning through an Expanded Arts Program*) to facilitate the afterschool chess program. Fifteen 2<sup>nd</sup> grade students are currently enrolled in the program.

Faculty Intent to Return Forms has been distributed and are being returned with positive feedback.

### **Education Report:**

Christine Forbes, Head of School reported current student performance data from recent Fountas & Pinnell Reading Assessments.

Mrs. Forbes shared student performance growth data across Grades 1 – 5 from November 2015 – January 2016.

ANET Interim 2 Data was shared for ELA and Math by grade and class. Overall performance data for Math for ANET Interim 2 was reported as:

A1	A1	A1	A2	A2	A2
Below Level 50%	On Level 50-60%	Above Level 60%+	Below Level- 60%	On Level 60-70%	Above Level 70%+
50%	20%	30%	77%	12%	10%

Overall performance data for ELA for ANET Interim 2 was reported as:

Level	K	1	2	3	4	5	School-wide
4		33%	55%	32%	36%	49%	41%
3		31%	7%	11%	7%	7%	13%
2		13%	20%	27%	15%	5%	16%
1		23%	19%	30%	42%	39%	31%
On or above		64%	62%	48%	43%	56%	54%
Below		36%	39%	52%	57%	44%	47%

A1	A1	A1	A2	A2	A2
Below Level 50%	On Level 50- 60%	Above Level 60%+	Below Level 60%	On Level 60-70%	Above Level 70%+
37%	19%	44%	63%	14%	23%

**MOVED**, to adjourn meeting.

**Motion by:** Joanne Goubourn  
**Second by:** Jack Brown, III  
**Action:** Meeting Adjourned

Meeting adjourned at 7:44 p.m.

Next meeting will be held on **Monday, February 22, 2016** at Hyde Leadership Charter School – Brooklyn, 330 Alabama Avenue, Brooklyn, NY 11207 at 6:30p.m.



Hyde Leadership Charter School – Brooklyn  
Board of Trustees **FEBRUARY** Meeting Summary

**APPROVED**

Hyde Leadership Charter School – Brooklyn  
330 Alabama Avenue  
Brooklyn, NY 11205

February 22, 2016

**Trustees Present:**

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

**Trustees Absent:**

Cicily Robinson, Treasurer  
Latisha Green, Parent Representative  
Christina Brown

**Attendees:**

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

Called to order by trustee member at 6:40 PM

**Action Items**

**TABLED**, December and January Board Minutes

**Motion by:** Cecil Simpson, Jr.  
**Seconded by:** Joanne Goubourn  
**Action:** Approved unanimously

**OFFICER AND COMMITTEE REPORTS**

**Chairman's Report**

No report at this time.

**School-At-Large Report**

Dr. DuPree reported that today marks the first day of school following the mid-winter break and the 100<sup>th</sup> day of school for students.

Prior to the mid-winter break, HLCSB held Parent-Teacher Conferences for the 2<sup>nd</sup> Quarter to discuss student performance and to distribute report cards.

HLCSB had 215 parents participate in the conferences (371), which is roughly 57% of our families. Participation was down from 1<sup>st</sup> Quarter by 16%; participation rate was 73%. Although overall participation was down, across all grade levels with the exception of 1<sup>st</sup> grade who maintained a 64% participation rate.

We attribute the low turnout to outreach and the “ebb and flow” of parent participation. Teachers called families and notices were sent home. In reviewing last year’s participation rate, we noticed an increase in 2<sup>nd</sup> quarter numbers and a 37% drop in 3<sup>rd</sup> quarter. To avoid such a drop this year, we will increase our outreach to each family and get students involved in this process.

There 30 days before will take the ELA exam and 36 days before the Math exam, we resumed afterschool tutoring this week for 122 of our students (74 – ELA; 48 – Math). That’s roughly 33% of our students receiving additional assistance.

That’s in addition to the additional support given to roughly 99 students across grades 3-5 during Saturday Academy.

By the end of March, we will have 15% of our students participating in afterschool enrichment activities, including Chess, Step and Rugby.

We are in the process of scheduling our Annual Comprehensive Review with the NYCDOE. We will reply to their request with a few dates for our suggested visit.

Just to have it noted for our records that according to the Preliminary accountability Status effective February 2016 is “Good Standing”

Christine Forbes reviewed student performance data using the Data Feedback Strategy Reporting Form. ANET - ELA student performance data for Interim II was presented along with overall performance, ELA domain and F & P Benchmark data. The data showed the following:

- 37% of students in grades 2 – 5 performed at 60% or above on the ANET A2. 63% of students in grades 2 – 5 performed below the internal 60% benchmark on the ANET A2.
- Although more than 50% of students in grades 2 -5 continue to score below level, the HLCBS network outperformed the ANET network in all ELA Domains by an average of 15%.
- In comparison to ANET A1 performance, 2<sup>nd</sup> grade student performance < by 6%, 3<sup>rd</sup> grade > 11%, 4<sup>th</sup> grade < 8% and 5<sup>th</sup> grade < by 5%.
- Overall, students in grades 2- 5 outperformed the ANET Network in ELA by 5%.

Mrs. Forbes reported Math ANET Interim II data, overall performance and domain data. The data showed the following:

- 23% of students in grades 2 – 5 performed at 60% or above on the ANET A2.
- 77% of students in grades 2 – 5 performed below the internal 60% benchmark on the ANET A2.
- Although students in grades 2 -5 continue to score below 50% in three of the four - Math domain, students performed above the network cohort by an average of 4%.
- In comparison ANET A1 performance, 2<sup>nd</sup> grade student performance < by 6%, 3<sup>rd</sup> grade > 11%, 4<sup>th</sup> grade < 1% .
- Overall, students in grades 2- 5 outperformed the ANET Network by 3%.

### **Education Committee**

On behalf of the Education Committee, Joanne Goubourn reported the Education Committee met to discuss strategy of the committee, student data and developed the new reporting tool. The new reporting tool [Data Feedback Strategy Reporting Form] captures information in a comprehensive, yet easy to follow form.

The Education Committee will continue to meet and forward minutes out accordingly.

### **Finance & Operations Committee**

Jack Foster, II, Director of Finance consultant reported on current financials. The school is in strong financial standing.

January financials will be completed by week's end. HLCSB's Form 990 has been completed.

Sandra DuPree and Jack Foster have begun the 2016 - 2017 budget process. The goal is to have a draft to the committee for review in the coming weeks.

**Nominating Committee**

Jack Brown, III, Chair of the nominating committee reported that the nominating committee will meet in the coming weeks, but has preliminarily discussed the need to expand the board and the need for a full board assessment prior to expansion. The committee will look at developing marketing material to support the recruitment of board members.

**MOVED**, to adjourn meeting.

**Motion by:** Joanne Goubourn  
**Second by:** Jack Brown, III  
**Action:** Meeting Adjourned

Meeting adjourned at 7:55 p.m.

Next meeting will be held on **Monday, March 21, 2016** at Hyde Leadership Charter School – Brooklyn, 330 Alabama Avenue, Brooklyn, NY 11207 at 6:30p.m.

Hyde Leadership Charter School – Brooklyn  
Board of Trustees **MARCH** Meeting Summary

**APPROVED**

Hyde Leadership Charter School – Brooklyn  
330 Alabama Avenue  
Brooklyn, NY 11205

March 21, 2016

**Trustees Present:**

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

**Trustees Absent:**

Cicily Robinson, Treasurer  
Latisha Green, Parent Representative

**Attendees:**

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

Called to order by trustee member at 7:00 PM

**Action Items**

**TABLED**, January, February Board Minutes

In accordance with Section 105 (1)(f) of the Open Meetings Law, the Board of Trustees moved to an executive session, for the purpose of discussing the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation.

Meeting adjourned at 9:00 p.m.

Next meeting will be held on **Monday, April 18, 2016** at Hyde Leadership Charter School – Brooklyn, 330 Alabama Avenue, Brooklyn, NY 11207 at 6:30p.m.

Hyde Leadership Charter School – Brooklyn  
Board of Trustees **APRIL** Meeting Summary

**APPROVED**

Hyde Leadership Charter School – Brooklyn  
330 Alabama Avenue  
Brooklyn, NY 11205

April 18, 2016

**Trustees Present:**

Cecil Simpson, Jr., Chair\*  
Joanne Goubourn\*  
Latisha Green, Parent Representative  
Claire Robinson

**Trustees Absent:**

Cicily Robinson, Treasurer  
Jack Brown, III, Vice Chair  
Christina Brown

**Attendees:**

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

Called to order by Trustee member at 6:45 PM

**Action Items**

**TABLED**, January, February and March Board Minutes

**OFFICER AND COMMITTEE REPORTS**

**Chairman's Report**

No report at this time.

**School-At-Large Report**

Dr. DuPree reported that overall climate is positive. Teachers continue to work hard in maintaining routines. As a school community, we are revisiting routines and procedures to support students here is a school-wide.

We have concluded ELA and Math State Exams for grades 3 – 5. Students in grade 4 will participate in the Math Field Test May 23<sup>rd</sup> – May 24<sup>th</sup>. In addition, 4<sup>th</sup> grade students will take the Science Exam May 25<sup>th</sup> – 29<sup>th</sup>.

The school will close for Sprint Break April 25<sup>th</sup> – 29<sup>th</sup>, 2016.

Student recruitment is heavily underway. The 2016 – 2017 lottery was held on April 8, 2016.

That's in addition to the additional support given to roughly 99 students across grades 3 – 5 during Saturday Academy.

By the end of March, we will have 15% of our students participating in afterschool enrichment activities, including Chess, Step and Rugby.

We are in the process of scheduling our Annual Comprehensive Review with the NYCDOE. We will reply to their request with a few dates for our suggested visit.

Just to have it noted for our records that according to the Preliminary accountability Status effective February 2016 is "Good Standing"

Christine Forbes reviewed past student performance data using the Data Feedback Strategy Reporting Form. ANET - ELA student performance data for Interim II was presented along with overall performance, ELA domain and F & P Benchmark data. The data showed the following:

- 37% of students in grades 2 – 5 performed at 60% or above on the ANET A2. 63% of students in grades 2 – 5 performed below the internal 60% benchmark on the ANET A2.
- Although more than 50% of students in grades 2 -5 continue to score below level, the HLCSB network outperformed the ANET network in all ELA Domains by an average of 15%.
- In comparison to ANET A1 performance, 2<sup>nd</sup> grade student performance < by 6%, 3<sup>rd</sup> grade > 11%, 4<sup>th</sup> grade < 8% and 5<sup>th</sup> grade < by 5%.
- Overall, students in grades 2- 5 outperformed the ANET Network in ELA by 5%.

Mrs. Forbes reported Math ANET Interim II data, overall performance and domain data. The data showed the following:

- 23% of students in grades 2 – 5 performed at 60% or above on the ANET A2.
- 77% of students in grades 2 – 5 performed below the internal 60% benchmark on the ANET A2.
- Although students in grades 2 -5 continue to score below 50% in three of the four - Math domain, students performed above the network cohort by an average of 4%.
- In comparison ANET A1 performance, 2<sup>nd</sup> grade student performance < by 6%, 3<sup>rd</sup> grade > 11%, 4<sup>th</sup> grade < 1%.
- Overall, students in grades 2- 5 outperformed the ANET Network by 3%.

### **Education Committee**

Dr. DuPree reported on the behalf of the Education Committee summarizing the minutes noted to the Trustees.

### **Finance & Operations Committee**

No Report at this time.

### **Nominating Committee**

No Report at this time.

**MOVED**, to adjourn meeting.

**Motion by:** Sandra J. DuPree  
**Second by:** Latisha Green  
**Action:** Meeting Adjourned

Meeting adjourned at 7:50 p.m.

Next meeting will be held on **Monday, May 16, 2016, 2016** at Hyde Leadership Charter School – Brooklyn, 330 Alabama Avenue, Brooklyn, NY 11207 at 6:30 PM



Summary of **MAY** Meeting  
Of the Board of Trustees

Hyde Leadership Charter School – Brooklyn

**APPROVED**

Held at Hyde Leadership Charter School - Brooklyn  
330 Alabama Avenue  
Brooklyn, NY 11205

May 16, 2016

**Trustees Present:**

Cecil Simpson, Jr., Chair\*  
Joanne Goubourn\*  
Jack Brown, III, Vice Chair\*  
Claire Robinson\*  
Sandra J. DuPree, Ed.D., Executive Director

**Trustee Absent:**

Latisha Green, Parent Representative  
Cicily Robinson, Treasurer\*  
Christina Brown\*

Called to order by Chair at 6:30 p.m.

**Action Items**

**APPROVE**, January, February, March, April Minutes

**Motion by:** Jack Brown, III  
**Seconded by:** Claire Robinson  
**Action:** Approved unanimously

**Officer and Committee Reports**

**Chairman's Report**

The HLCSB Board of Trustees will begin working on restructuring for the SY2016 – 2017. All board related documents will be reviewed and revised.

**Education Committee**

No report at this time.

**Finance Committee**

No report at this time.

**Nominating Committee**

Joanne Goubourn reports that the nominating committee will review the recruitment and interview process for new board members. The committee will present the process for review at the next meeting. The nominating committee will disseminate an annual board survey to assess performance and needed skills.

**School-At-Large**

Dr. Sandra DuPree, Executive Director provided an update on curricular pilots that are currently underway in Quarter 4 as well as Assessments and State Science Exams (F&P, ANET, Terra Nova and State), which will measure student growth and determine summer school programming.

HLCSB students will participate in several end-of-year activities in the coming weeks, including a *Week-of-the-Arts*, guest speakers, 5<sup>th</sup> grade Ramapo, Field Day, Kindergarten Stepping Up and 5<sup>th</sup> grade Banquet (June 23<sup>rd</sup> at 5:30 PM at Woodhaven Manor).

Dr. DuPree discussed the increase in focus on the parent program to include a various workshops in addition to Discovery Nights to increase participation and impact. Although HLCSB has seen a 24% increase in PTC participation in 2015-2016 school year, parent participation at monthly parent nights are declining.

Recent new hires to the HLCSB staff were the Data Analyst and an HR Manager. They both have jumped him and began collaborating with the team on current and future projects.

**MOVED**, to adjourn meeting.

**Motion by:** Joanne Goubourn  
**Second by:** Sandra J. DuPree  
**Action:** Meeting Adjourned

Meeting adjourned at 8:05 p.m.

Next meeting will be held on **Monday, June 20, 2016** at Hyde Leadership Charter School – Brooklyn, 330 Alabama Avenue, Brooklyn, NY 11207 at 6:30p.m.

Summary of **JUNE** Meeting  
Of the Board of Trustees

Hyde Leadership Charter School – Brooklyn

**APPROVED**

Held at Hyde Leadership Charter School - Brooklyn  
330 Alabama Avenue  
Brooklyn, NY 11205

June 20, 2016

**Trustees Present:**

Cecil Simpson, Jr., Chair  
Joanne Goubourn  
Jack Brown, III, Vice Chair\*  
Christina Brown\*  
Claire Robinson  
Sandra J. DuPree, Ed.D., Executive Director

**Trustee Absent:**

Latisha Green, Parent Representative  
Cicily Robinson, Treasurer

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

**Action Items**

**APPROVE**, May Minutes

**Motion by:** Cecil Simpson, Jr.  
**Seconded by:** Joanne Goubourn  
**Action:** Approved unanimously

**Officer and Committee Reports**

**Chairman's Report**

No report at this time

**Education Committee**

On behalf of the Education Committee, Dr. DuPree reported Q4 data for Fountas & Pinnell, Math and ELA ANET scores. State ELA and Math preliminary scores for grades 3 - 5 were reported with final proficiency rates expected in August.

Dr. DuPree elaborated on plans for Summer School programming, which will includes a pilot program for entering Kindergarten students.

**School-At-Large**

Dr. Sandra DuPree, Executive Director provided an update on the closing days of school and year end events including the Kindergarten Stepping -Up and the 5<sup>th</sup> Grade Banquet.

**Nominating Committee**

No report at this time

**Finance Committee**

Jack Foster, Finance Consultant reported on HLCSB current financial health. Mr. Foster clarified that HLCSB experienced significant decreases in enrollment causing a significant impact on the budget.

Further discussion and analysis will be shared during the Finance Committee meeting on Friday, June 24<sup>th</sup> at 7:00 PM.

**MOVED**, to adjourn meeting.

**Motion by:** Joanne Goubourn  
**Second by:** Sandra J. DuPree  
**Action:** Meeting Adjourned

Meeting adjourned at 8:15 PM.

Next meeting will be held on **Monday, July 18, 2016** at The New York City Charter Center, 111 Broadway, Suite 111 NY, NY