



**Hebrew Language Academy Charter School
Board of Trustees Meeting**

Thursday, June 26, 2014 – 6:30 PM
1340 E. 29th Street, Brooklyn, NY 11210

Minutes

As amended August 28, 2014

Trustees Present

Sara Berman
Stacie Feldman
David Gedzelman
Caroline Greenwald*
Eli Schaap
Hindie Weissman
Ella Zalkind*
**by video conference*

Also Present

Laura Silver, Head of School
Allyson Galishoff

1. Call to Order

Sara Berman called the meeting to order at 6:36 PM.

2. Adoption of Agenda

Sara Berman made a motion to adopt the agenda. David Gedzelman seconded and the motion carried unanimously.

3. Approval of Minutes

Sara Berman made a motion to approve the minutes from the May meeting. Hindie Weissman seconded and the motion carried unanimously.

4. Public Comments

None.

5. Staff Comments

None.

6. Parent Organization Comments

None.

7. Head of School's Report

Head of School Laura Silver presented her report, which had been distributed previously to the Board and posted on the School's website.

8. Committee Reports

a. Executive Committee

David Gedzelman reported that, since the last meeting, the Executive Committee has taken two actions by unanimous consent via email to approve contracts whose time-sensitive nature required authorization prior to this Board meeting. On June 10, the committee voted to authorize the Head of School to purchase business insurance through Austin & Co. for an annual premium of \$41,337. On June 17, the committee voted to authorize the Head of School to enter into an agreement with Aetna for employee health insurance for 2014-15 at an annual cost of \$325,088.

b. Finance Committee

Eli Schaap reported that the Finance Committee met by conference call on June 17 to review the financial reports as of April 30, 2014 and the proposed budget for 2014-15. The committee voted to recommend that the Board accept the April financial reports and adopt the 2014-15 budget.

c. Education Committee

Hindie Weissman reported that the Education Committee met by conference call on June 23. After thanking the Head of School for coordinating a beautiful graduation ceremony, the committee reviewed staff recruitment. The Head of School informed the committee that HLA had been selected as a Teachers College Project School and instructional staff for grades K-2 would receive in-school coaching. The Head of School also reviewed with the committee the establishment of tiers within the instructional staff to recognize experience, leadership, and high performance. The committee also discussed the initial steps in the school's charter renewal process.

d. Nominating Committee

Sara Berman reported that the Nominating Committee met by conference call on June 12 to prepare the slate of Trustees and officers for election. Hindie Weissman's term as a

Trustee is expiring on June 30 and the committee voted to nominate her for re-election to a three-year term. Caroline Greenwald has announced her intention to step down from the Board and the committee nominated Allyson Galishoff for election to fill the forthcoming vacancy. The committee finally voted to nominate the current slate of officers for re-election with the exception of Eli Schaap being nominated for Treasurer.

9. Board Actions

a. Acceptance of Financial Reports

Eli Schaap presented the financial reports as of April 30, 2014 to the Board and noted that the School is in a very strong financial position. Sara Berman made a motion to accept the financial reports as of April 30, 2014. Hindie Weissman seconded and the motion carried unanimously.

b. Election of Trustees and Officers

Sara Berman made a motion to re-elect Hindie Weissman to the Board of Trustees for a three-year term expiring June 30, 2017. David Gedzelman seconded and the motion carried unanimously.

Sara Berman made a motion to elect Allyson Galishoff to the Board of Trustees for the remainder of Caroline Greenwald's term, pending the explicit or tacit approval by the School's authorizer. Hindie Weissman seconded and the motion carried unanimously.

Sara Berman made a motion to elect the following slate of officers for one-year terms:

Chair	Sara Berman
Vice-Chair	David Gedzelman
Treasurer	Eli Schaap
Secretary	Ella Zalkind

Hindie Weissman seconded and the motion carried unanimously.

c. Adoption of 2014-15 Budget

Eli Schaap presented the proposed 2014-15 budget. Sara Berman made a motion to adopt the 2014-15 budget in the form presented. Hindie Weissman seconded and the motion carried unanimously.

d. Ratification of Executive Committee Actions

Sara Berman made a motion to ratify actions of the Executive Committee authorizing the Head of School to contract for and purchase insurance as reported above. David Gedzelman seconded and the motion carried unanimously.

e. Sub-lease Authorization

Hindie Weissman made a motion to authorize the Head of School to negotiate and enter into a sublease agreement with Friends of Hebrew Language Academy Charter School for 2014-15 at a rate consistent with the School’s budget. Stacie Feldman seconded and the motion carried with Sara Berman and David Gedzelman recusing themselves from the vote.

f. Contract Authorization

The Head of School requested Board approval for the following contracted services:

<u>VENDOR</u>	<u>PURPOSE</u>	<u>AMOUNT (UP TO)</u>
Austin &Co.	WORKERS COMPENSATION	\$27,746.00
City Investigations	Security	\$51,508.00
CSBM	NCLB Application	\$2,500.00
CSBM	Financial Consultant	\$50,000.00
Employee Benefit Solutions	Difference Card	\$30,000.00
Magii Guardian	Dental	38, 673.36
Network Outsource Contract	Cloud Service	\$47,220.00
Perfect Cleaning	Custodial Services	\$120,556.00
Regina Caterers	Meal Service - students	\$217,917.00
School Professionals	Teacher substitute	\$70,000.00
Superior Bus	Bussing for 10 NON-DOE OPT DAYS	\$20,100.00
Temp Positions	Nurse substitute	\$7,180.80

Sara Berman made a motion to authorize the Head of School to enter into the foregoing contracts. Hindie Weissman seconded and the motion carried unanimously.

g. Amendment to School Day Hours

David Gedzelman made a motion to adopt the following resolution:

“**WHEREAS**, in the initial charter application submitted to the New York City Department of Education on June 4, 2008 (which led to the granting of a charter (the “Charter”) to the Hebrew Language Academy Charter School (the “School”) on January 14, 2009 as renewed on January 14, 2014) established the hours students will attend school on a normal (e.g. non-early dismissal or teacher planning) school day (a “School Day”) from 8:00 am to 4:00 pm; and

WHEREAS, it has been recommended by the School’s leadership that the hours for a School Day should be modified to 8:00 am to 3:30 pm with the rationale that this will allow longer blocks of daily teacher common planning time and professional development in order to maximize student achievement; and

WHEREAS, this amendment to the School Day will not decrease the amount of instructional time for students; and

WHEREAS, the School's Board of Trustees (the "Board") has reviewed and discussed with the School's leadership the rationale for this modification and believes it to be in the best interest of the students and faculty;

NOW BE IT RESOLVED, that the Board hereby approves the above-mentioned modification to the School's School Day, with the resolution taking effect and the modification to the School Day implemented upon confirmation from the DOE that this modification does not constitute a material change to the School's Charter."

Sara Berman seconded and the motion carried unanimously.

h. Adoption of 2014-15 Board Meeting Calendar

David Gedzelman made a motion to adopt the 2014-15 calendar of Board meetings. Sara Berman seconded and the motion carried unanimously.

i. Personnel Manual

The Board unanimously voted to amend the HLA Personnel Manual to comply with the New York City Paid Sick Leave Law.

10. Executive Session

Sara Berman made a motion to go into Executive Session to discuss personnel matters. Hindie Weissman seconded and the motion carried unanimously.

David Gedzelman made a motion to go out of Execution. Sara Berman seconded and the motion carried unanimously. No votes or actions were taken during this time.

11. Adjournment

David Gedzelman made a motion to adjourn. Sara Berman seconded and the motion carried unanimously. The meeting was adjourned at 7:16 PM.