



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

Wednesday, August 15, 2012, 6:30 PM
6 East 39th Street, 10th Floor, New York, NY

MINUTES

Trustees Present

Sara Berman
Stacie Feldman (by video conference)
David Gedzelman
Norman Green (by video conference)
Dawn Jimenez
Hindie Weissman
Ella Zalkind

Also Present

Eli Schaap
Laura Silver

1. Call to Order

Sara Berman called the meeting to order at 6:40 PM.

2. Adoption of Agenda

Sara Berman made a motion to adopt the agenda. Hindie Weissman seconded and the motion carried unanimously.

3. Adoption of Minutes

Sara Berman made a motion to adopt the minutes from the June 28, 2012 Annual Meeting. David Gedzelman 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 previously been distributed to the Board and posted on the HLA website.

8. Committee Reports

David Gedzelman reported to the Board on behalf of the Finance Committee. The committee has been meeting regularly by email to approve expenses of \$5,000 or more.

On August 13, the committee met by conference call to review the draft year-end financial reports for the fiscal year ending June 30, 2012 and voted to recommend that the Board approve them pending final review.

David Gedzelman then reported to the Board on behalf of the Nominating Committee that on August 2, the New York City Department of Education confirmed Stacie Feldman as a member of the HLA Board of Trustees.

9. Board Actions

a. Acceptance of Financial Reports

Hindie Weissman made a motion to accept the draft 2012 year-end financial reports pending final review. Sara Berman seconded and the motion carried unanimously.

b. Charter Revisions

Dawn Jimenez made the following motion:

öWhereas, the original budget in Hebrew Language Academy Charter Schools (HLA) charter application assumed, due to the significant expenses facing a school in its first years of operation, that all facilities costs would be provided by private philanthropic funding through its support organization, Friends of Hebrew Language Academy Charter Schools, Inc. (FOHLA);

Whereas, through sound fiscal management HLA now generates a budgetary surplus;

Whereas, the Board of Trustees has authorized the Executive Committee to negotiate and sign a sub-lease with FOHLA for HLA's temporary facility at 1340 East 29th Street and its permanent facility on Mill Avenue;

Be it now resolved that going forward HLA will pay rent with amounts to be determined in a sublease with FOHLA to be approved by the Board, pending confirmation by the New York City Department of Education that the school's payment of rent does not constitute a material change to its charter.ö

Hindie Weissman seconded and the motion carried with Sara Berman and David Gedzelman recusing themselves.

Sara Berman made the following motion:

“Whereas, the goals for student performance in NYS standardized testing in Hebrew Language Academy Charter School’s charter application that was approved by the New York State Board of Regents on January 14, 2009 were as follows for English Language Arts:

“For the 2011-12 through 2013-14 school years, 75%, 80%, and 85% of 3rd, 4th, and 5th graders, respectively, who have been enrolled at the school on BEDS day for at least two consecutive years will perform at or above Level 3 on the NYS ELA.”

And as follows for mathematics:

“For the 2011-12 through 2013-14 school years, 85%, 90% and 95% of 3rd, 4th and 5th graders, respectively, who have been enrolled at the school on BEDS day for at least two consecutive years will perform at or above Level 3 on the NYS Mathematics examination.”;

Whereas, average student performance on standardized testing in CSD 22 is significantly lower in recent years than when these goals were approved due to recalibration of grade-level cut off scores;

Whereas, it is the consensus of the Board of Trustees that the current student performance goals hold HLA to an unreasonably high standard;

Whereas, the NYS standardized testing regimens are undergoing a period of change and transition that makes graduated annual increases of performance unpredictable;

Now be it resolved that the Board of Trustees of Hebrew Language Academy Charter School hereby revises the charter goals as follows:

“For the 2011-12 through 2013-14 school years, 75% of 3rd through 5th graders who are enrolled in HLA on the date of the test administration who were also enrolled in HLA on BEDS day for at least two consecutive years will perform at or above Level 3 on the NYS ELA examination.”

And

“For the 2011-12 through 2013-14 school years, 75% of 3rd through 5th graders who are enrolled in HLA on the date of the test administration who were also enrolled in HLA on BEDS day for at least two consecutive years will perform at or above Level 3 on the NYS Mathematics examination.”

These revised goals shall take effect upon confirmation from the New York City Department of Education that this revision does not constitute a material change to its charter.”

David Gedzelman seconded and the motion carried unanimously.

c. Charter Renewal Process

David Gedzelman initiated discussion about the charter renewal process, informing the Board that it is expected that the renewal application will be due in August 2013. Both the New York State Charter Association and the Hebrew Charter School Center have agreed to assist HLA in this process.

David Gedzelman made a motion to empower the Head of School together with the Education Committee to begin the charter renewal process. Sara Berman seconded and the motion carried unanimously.

10. New Business

Head of School Laura Silver discussed several proposed amendments to the Employee Handbook. The Board referred the matter to the Personnel Committee which will report back to the Board with suggested revisions at the next meeting.

11. Executive Session

Sara Berman made a motion to go into executive session to discuss potential pending litigation and personnel matters. David Gedzelman seconded and the motion carried unanimously.

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

12. Adjournment

Sara Berman made a motion to adjourn the meeting. Ella Zalkind seconded and the motion carried unanimously.

The meeting was adjourned at 7:42 PM.

Hebrew Language Academy Charter School

Board of Trustees Meeting

Wednesday, October 17, 2012

6:30 PM

1340 East 29th Street, Brooklyn, NY 11201

MINUTES

Trustees Present

Sara Berman
Stacie Feldman
David Gedzelman
Norman Green
Dawn Jimenez
Hindie Weissman
Ella Zalkind

Also Present

Michelle Galleotti
Eli Schaap
Cliff Schneider
Laura Silver

1. Call to Order

Sara Berman called the meeting to order at 6:38 PM.

2. Adoption of Agenda

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

3. Adoption of Minutes

Sara Berman made a motion to adopt the minutes from the August 15 meeting. David Gedzelman seconded and the motion carried with Stacie Feldman and Dawn Jimenez abstaining.

4. Public Comments

None.

5. Staff Comments

None.

6. Parent Organization Comments

Jennifer Miller reported that the Parent Organization would be having its first meeting the following week and was beginning to plan various fundraising activities for the fall semester.

7. Head of School's Report

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

In addition to her written comments, she addressed the school's recent grade of C in the annual NYC DOE Progress Report. She explained to the Board that this grade is due primarily to the methodology by which a school's cohort is determined for comparison of student achievement results. Since 2012 was HLA's first year for 3rd grade state examinations, the school had no prior record to compare current scores. To rate HLA's performance goals, the Progress Report compared the school to a cohort of other schools based on demographic criteria reflective of HLA's overall student body rather than the students in third grade whose test scores were being compared. She pointed out that this created a skewed comparison. She assured the Board that the school leadership is nevertheless moving forward to address the issues raised in the Progress Report, including the hiring of new reading and math consultants to provide support for low performing students and more challenges for high performing students.

Sara Berman also informed the Board that New York City Schools Chancellor Dennis Walcott had visited HLA shortly after the release of the Progress Reports and he was very impressed with the school.

8. Committee Reports

David Gedzelman reported to the Board on behalf of the Executive Committee:

- On September 28, we submitted our requests to the New York City Department of Education for confirmation that the resolutions passed at the last meeting amending student performance goals and allowing HLA to pay rent do not constitute material changes to our charter. The DOE confirmed receipt of our requests and they are currently still under review.
- As it had been authorized in the last meeting, the Executive Committee approved a sublease agreement with Friends of Hebrew Language Academy Charter Schools for HLA's permanent facility at 2186 Mill Avenue. This sublease is contingent upon the authorizer's approval for rent payment and the actual amount of rent to be paid will be determined by the Board in a subsequent agreement with FOHLA

In lieu of the Treasurer, who could not attend this meeting, David Gedzelman also reported to the Board on behalf of the Finance Committee:

- The Finance Committee has continued to approve expenses of \$5,000 or more by email. On October 11 the committee met by conference call to review the

financial statements through August 31, 2012 and recommended that they be accepted by the Board.

Norman Green reported to the Board on behalf of the Education Committee

- The Education Committee has met twice since the last Board meeting. On September 7 the Committee reviewed student performance data and discussed the timeline for the renewal process. The New York Charter Schools Association has agreed to help with our renewal application. Since renewal will also entail expanding to include 6th, 7th, and 8th grades, the Education Committee has appointed Aaron Listhaus from the Hebrew Charter School Center to head a sub-committee for the development of a middle school curriculum.
- The Education Committee met again on October 12 and reviewed HLA's report card from the DOE. The committee also instructed the Head of School to send a letter to the DOE regarding HLA's intention to discontinue the use of the Read Well and Write Well curricula. The Committee also continued to discuss the renewal process, reviewed the new format for student report cards, and reviewed the school's compliance with the Dignity for All Students Act.

Hindie Weissman reported to the Board on behalf of the Accountability Committee:

- The Accountability Committee met on October 12 and reviewed the progress of HLA's fulfillment of its charter goals. A fuller report will be forthcoming.

9. Board Actions

a. Acceptance of Financial Reports

Sara Berman made a motion to accept the Financial Reports through August 31, 2012. Dawn Jimenez seconded and the motion carried unanimously.

b. Dignity for All Students Act

Sara Berman informed the board that the Head of School and HLA's legal counsel Cliff Schneider have been working to ensure that HLA is compliant with the requirements of the Dignity for All Students Act, one result of which is the addition to the school's Discipline Code that was included with the materials for this meeting.

She then made the following motion:

WHEREAS, the New York State Dignity for All Students Act ("Act") took effect this School Year; and

WHEREAS, the Board desires to memorialize certain changes to the Student Discipline Code and make other such provisions as are required by the Act and in the Board's determination, the best interests of the School;

"Be it Resolved, that the Board approves the insertion of the distributed language into the School's Discipline Code addressing the requirements of the Act, effective with the 2012-13 School Year; and

“Be it Further Resolved, that the Board appoints Head of School Ms. Laura Silver as the Dignity Act Coordinator to receive complaints and concerns consistent with the Code Addition and the Act; and

“Be it Further Resolved, that the School’s administration continues to provide professional development training on the Act of the same quality and nature as was provided in advance of this 2012-13 School Year.”

Stacie Feldman seconded and the motion carried unanimously.

10. Executive Session

Sara Berman made a motion to go into executive session to discuss pending litigation. Hindie Weissman seconded and the motion carried unanimously.

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

11. Adjournment

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

The meeting was adjourned at 7:07 PM.

Hebrew Language Academy Charter School

Board of Trustees Meeting

Wednesday, December 19, 2012
6:30 PM

6 East 39th Street, 10th Floor, New York, NY

MINUTES

Trustees Present

Sara Berman
Stacie Feldman
David Gedzelman
Norman Green (by video conference)
Caroline Greenwald
Ella Zalkind (by video conference)

Also Present

Laura Silver
Eli Schaap

1. Call to Order

Sara Berman called the meeting to order at 6:45 PM.

2. Adoption of Agenda

Sara Berman made a motion to adopt the agenda. Caroline Greenwald seconded and the motion carried unanimously.

3. Adoption of Minutes

Sara Berman made a motion to adopt the minutes from the October 17 meeting. Caroline Greenwald 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 to the Board (see attached).

In addition to these comments, she reported that the New York City Department of Education had waived lunch fees for November and December in response to Superstorm Sandy. Parents have inquired whether HLA would adopt the same policy and Laura Silver recommended that the Board do so.

The DOE had also amended the school calendar to make up for instructional time lost due to the storm. Laura Silver recommended that the Board amend HLA's calendar accordingly. Specifically, she recommended that instructional days be added to the calendar on February 20-22. and that Thursday, June 6, which had been scheduled as a clerical day with 12:00 PM dismissal for students, be extended as a full instructional day.

Laura Silver then reported to the Board on HLA's progress toward its charter goals. The leadership team has been working with the Accountability Committee to analyze student data, identify strengths and weaknesses, and deploy the school's resources accordingly. In general, the school has either met its benchmarks or very nearly so. The school has been congratulated by the DOE for attaining very good testing scores for a new charter school's first cohort, and HLA continues to outperform the average scores for CSD 22.

8. Committee Reports

David Gedzelman reported that the Finance Committee has been meeting regularly by email to approve expenses of \$5,000 or more. On December 17, the committee met by conference call to review the Financial Reports through October 31, 2012 and voted to recommend that they be accepted by the Board.

David Gedzelman also reported that the Education Committee has met twice since the last meeting. On November 7, the committee reviewed the report of progress toward charter goals and actions taken in response to the week-long closure due to Superstorm Sandy. On December 5, the committee reviewed recent changes in staffing and amendments to the academic calendar to make up for instructional time lost due to the storm. The committee also discussed additional professional development for teachers beginning in January to prepare for standardized tests.

9. Board Actions

a. Acceptance of Financial Statements

Sara Berman made a motion to accept the Financial Statements through October 31, 2012. Caroline Greenwald seconded and the motion carried unanimously.

b. Non-Material Charter Revision Request

Sara Berman proposed the following resolution:

“Whereas, Hebrew Language Academy Charter School's charter includes the use of the *Read Well* and *Write Well* programs in its English Language Arts Curriculum; and

Whereas, these curricular materials are no longer produced nor available; and

Whereas, the *Words Their Way* and *Month by Month Phonics* programs are research-based programs aligned with HLA's curriculum and an analysis of student data indicates that these programs are appropriate for use at HLA;

Be it resolved that *Read Well* and *Write Well* will be replaced in HLA's curriculum with *Words Their Way* and *Month by Month Phonics* pending confirmation by the New York City Department of Education that this does not constitute a material change to HLA's charter."

David Gedzelman seconded and the motion carried unanimously.

10. New Business

a. School Lunches

Sara Berman made a motion to authorize the subsidizing of student lunch costs for the months of November and December. Caroline Greenwald seconded and the motion carried unanimously.

b. School Calendar

David Gedzelman made a motion to amend the school calendar to make up for time lost due to Superstorm Sandy per the Head of School's recommendation. Sara Berman seconded and the motion carried unanimously.

11. Adjournment

Sara Berman made a motion to adjourn the meeting. David Gedzelman seconded and the motion carried unanimously.

The meeting was adjourned at 7:13 PM.

Head of School's Board Report

Laura J. Silver, December 19, 2012

My report this month concentrates on emphasizing teacher abilities in the classroom and across the grade level, thereby supporting student growth and performance.

I. BUILDING LEADERSHIP AT HLA

Arleen Danon, Director of Hebrew Curriculum and Instruction, continues to work with Shlomit Lipton, Director of Hebrew Educational Services at Hebrew Charter School Center (HCSC) to work on development of Hebrew instruction at HLA. Hindie Weissman meets regularly with Robyn Coghlan, the Director of Curriculum and Instruction, to plan and support instruction at HLA.

II. STRENGTHENING THE CAPACITY OF THE ORGANIZATION

- A) Six HLA Hebrew studies teachers attended the ACTFL (American Council for the Teaching of Foreign Language) Conference in Philadelphia, PA. Upon their return to HLA these teachers shared new ways of integrating technology in the Hebrew classes.
- B) Our model of Hebrew instruction with three teachers in each classroom is working well. The student to teacher ratio is reduced, allowing teachers to target instruction.
- C) Oral Proficiency Interview (OPI) –All new Hebrew faculty, including one of our music teachers, will be participating in the annual four-day training in Oral Proficiency Interviewing that began the week of December 10, 2012. The staff members participating in this training will learn how to administer an OPI as well as evaluate student oral proficiency levels based on ratable speech samples. The course, taught by Shlomit Lipton, under the auspices of ACTFL is an essential part of proficiency development for new staff. This training also helps build leadership capacity for year-end school wide assessment in oral proficiency.
- D) Grades 3 and 4 general studies teachers have been examining the Educator Guide for the Common Core ELA test and considering its

implications. Teachers will take sample question tests themselves prior to administering to children. This strategy allows teachers to break down all the steps one needs to take in order to arrive at the correct answer, thereby understanding the challenges a student might face. Teachers will follow the model of research, test, analyze, prioritize, teach and assess. Teachers are also studying the modules provided by engageny.org.

- E) General studies teachers in grades K, 1 and 2 are beginning a focus on planning shared reading and the differentiation which should occur within that.
- F) Building strength in administration and analysis of ECLAS, and Fountas and Pinnell running records continues. There are nine new teachers who have not seen or administered ECLAS before. Some of these teachers have administered running records, but have limited skills in analysis. This continues to be an area of professional development for general studies teachers.
- G) General studies and Hebrew studies teachers continue to work together to plan and prepare science and social studies curriculum. Currently we are ensuring our units and lessons consider content *and* skill.
- H) Grade leaders are learning about Instructional Rounds with both directors. The focus has been on using the language of observation and learning how to suspend judgment. The teachers have observed Grade 4 and K teaching.

III COMMUNITY

- A) Our Parent Organization meeting was held on December 3, 2012. The HOS shared a HOS report with the PO. Included in the HOS report was information about Common Core State Standards, preparation for NYS ELA and Math examinations, and our coaching plans for our new Math Consultant.

- B) The Executive Committee of the PO meets monthly to plan and address concerns.
- C) School Leadership Team met on December 10, 2012.

IV CREATING A PERFORMANCE AND DEVELOPMENT CULTURE

- A) Our new math consultant provided staff development for all general studies teachers on Professional Development Day, November 6, 2012. She has been working with Grade 1 and 2 general studies teachers. In addition, she has presented a Workshop to a group of parents on Common Core. After January, 2013 it is anticipated that she will work with Grades 3 and 4 teachers intensively.
- B) *Mathletics* is an inter-active web based math program that HLA offers to all our children. Data from *Mathletics* indicates that we have consistently high usage and above average rates of improvement. General studies teachers monitor student progress and aim for further growth.
- C) All teachers both general studies and Hebrew are using FOSS kits for science. These materials are recommended as NYS standards based and enable experimentation and deep learning of important standards based science concepts. Each unit begins with a pre-assessment and incorporates parent communication strategies and homework. Feedback from students and parents about our science program has been positive.
- D) PICCS – HLA is awaiting the final verification of PICCS bonuses. It is anticipated that these bonuses will be delivered by the end of this calendar year. We have been meeting regularly with the staff to collaborate with regard to changes for our 2012-2013 PBI revisions. Representatives of the staff have been working with their respective constituencies to share and gather feedback. Assessments have been revised for Music and Physical Education, and created for our Art program by the staff.

- E) Assessment Tools - The LAB-R has been administered to all students whose home language is other than English. The test documents are sent to the NYC DoE for scoring.
- F) Based upon the results of the Spring NYSESLAT test, HLA has 19 children who are ELL eligible.
- G) The first round of Fountas and Pinnell assessment has been completed. These results are verified by data leaders to ensure accuracy. The results will inform teachers about the reading level of each student and will drive our instructional program.
- H) The E-CLAS is being administered to each student in grades 1 and 2, and those in grade 3 who have not achieved level 8.
- I) The Iowa Test of Basic Skills (ITBS) ELA component was administered to Grade 1 students to provide baseline data. The test materials have been sent to Riverside Publishing for analysis.
- J) Chess instruction has started. Each class has one period of chess per week.
- K) Israeli Dance instruction began the first week in December. Ruth Goodman, the founding director of the Israeli Dance Institute along with Danny Pollack, a veteran Israeli dance educator teach Israeli folk dance which reinforces Hebrew language and provides exposure to Israeli culture. Children will also learn movement and dances from world cultures.
- L) Each teacher begins monthly performance meetings with his/her Director commencing this month. These meetings help develop teacher proficiency and develop leadership skills. The meetings outline teacher's strengths and needs, copies of credentials or status, and professional development attendance hours.

V STUDENT ENROLLMENT DATA

Current Student Engagement: Student Enrollment as of December 12, 2012

Grade K - 84	Grade 1 - 84	Grade 2 - 82	Grade 3 - 73	Grade 4 - 72
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Student Engagement: Gender

Total Enrollment	Female #/Percentage	Male #/Percentage
395	217/54.9%	178/45%

Special Education as of October 9, 2012

ICT	Speech	SETSS	Counsel.	OT	PT	APE	HES	Crisis Mgmt/Health Mgmt Para	Total # IEP's
13	33	9	18	22	4	1	1	4	52 = 13.2%

Operations Report to the HLA Board of Trustees

- I. Technology
 - a. Network Outsource
 - i. IT complaints continue to be tracked and monitored on a regular basis. Network Outsource comes twice monthly for maintenance. Staff continues to have the ability to contact the helpdesk for minor issues.
- II. Food Service
 - a. Breakfasts and Lunches Ordered
 - i. The number of ordered lunches as of December 12, 2012 was decreased from 339 to 315 with the exception of days when chicken nuggets and crispy chicken are served. Volume continues to be closely monitored in comparison to consumption, ensuring overhead is kept to a minimum while providing an adequate number of meals for students.
 - b. Reimbursement

- i. Currently 62% of students enrolled in the meal program are free or reduced; and 38% are full price.
- ii. Invoices have been issued for the months of August, September and October. The collection procedures include: first invoice, outstanding balance invoice, automated calls made to parents with outstanding balances; if there is no response, a personal call is made followed by a letter home from the principal.
- iii. State and federal reimbursements have begun, paid through the BJE. We are up to date through June 2012.

III. Insurance and Benefits

- a. HLA currently has 54 employees.
 - i. 35 are enrolled in Medical with 4 in COBRA.
 - ii. 16 are enrolled in Vision with 1 in COBRA.
 - iii. 36 are enrolled in Dental with 1 in COBRA.
 - iv. 27 are enrolled in our 401K program.

IV. Student Recruitment 2012-13

- a. As of December 12, 2012 we have 84 Kindergarten students registered; 84 grade 1 students; 82 grade 2 students; 73 grade 3 students; and 72 grade 4 students for a total student register of 395.
- b. Our 2013-14 recruitment efforts have begun. We have scheduled advertising with Yediot Ahronot, Community Newspaper Group (Bay News, Kings Courier, Mill Marine Courier, Flatbush Life) and Russian Parents Magazine as well as a radio advertisement to play on Kol Hashalom 88.7 FM radio. We are in the process of creating a radio advertising spot with Davidzon Radio 620 AM and Danu Radio 87.7 FM. We have attended holiday events at various daycare/afterschool centers and continue to recruit at Pre-K centers and Day Schools in the area. We are in the process of arranging press conferences with Russian Media Groups to recruit for students.
- c. Our 2013-2014 application has been updated to meet the New York State Charter School Uniform Application form.
- d. Total Received Applications as of December 12, 2012: 56

GRADE	IN CSD22	OUT CSD22
K	21	11
1	6	2
2	1	0
3	4	3

4	2	3
5	2	1

V. 2012-13 SY Calendar Changes

- a. Due to NYC Public School Closings during Hurricane Sandy the 2012-13 SY Calendar has been changed to ensure students receive the total number of instructional days as stated in the Charter. We have followed the NYC DOE calendar additions which are as follows: Wednesday, February 20th, Thursday, February 21st and Friday, February, 22, 2013 students and staff will attend a full day of school. Busing and lunches have been confirmed.



Hebrew Language Academy Charter School

Board of Trustees Meeting

Wednesday, February 27, 2013
6:30 PM

1340 E. 29th Street, Brooklyn, NY 11210

Minutes

Trustees Present

Sara Berman (by video conference)
Stacie Feldman (by video conference)
David Gedzelman
Norman Green
Hindie Weissman
Ella Zalkind

Also Present

Laura Silver, Head of School

1. Call to Order

Sara Berman called the meeting to order at 6:48 PM and designated Vice-Chair David Gedzelman to run the meeting.

2. Adoption of Agenda

Hindie Weissman made a motion to adopt the agenda. Norman Green seconded and the motion carried unanimously.

3. Adoption of Minutes

Norman Green made a motion to adopt the minutes from the December meeting. Ella Zalkind seconded and the motion carried unanimously.

4. Public Comments

None.

5. Staff Comments

None.

6. Parent Organization Comments

Maria Degannes, Kindergarten Coordinator for the Parent Organization, updated the Board on the PO's activities including winter holiday and Valentine's fundraisers, a Mothers' Day plant sale, movie nights, an end-of-year dance party, and an appreciation breakfast for teachers. The PO has also gathered signatures to request a crossing guard and is working with the School leadership to obtain one.

7. Head of School's Report

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

David Gedzelman informed the Board that the School received approval from the New York City Department of Education that the revisions to the School's charter regarding student achievement goals and rent payment voted upon in the August 2012 meeting do not constitute material changes to the charter.

8. Committee Reports

a. Finance Committee

David Gedzelman then reported on behalf of the Finance Committee. The committee has been meeting regularly via email to approve expenses of \$5,000 or above. On February 22, the committee met by conference call to review the Financial Reports through December 31, 2012 and the year-end projections and voted to recommend that they be accepted by the Board. The committee also voted to recommend that the Board approve a rent payment in the context of a sublease agreement with Friends of Hebrew Language Academy Charter Schools in the amount of \$350,000 for FYE June 30, 2013 and at least \$500,000 for the next year.

b. Education Committee

Norman Green reported to the Board on behalf of the Education Committee. The committee met on February 26 and reviewed staffing and enrollment updates and discussed amendments to the Performance-Based Incentive Plan. The committee also reviewed additional proposed changes to the English Language Arts curriculum as described in the school's charter. The committee voted to recommend that the Board resolve to replace the *America's Choice* framework with the Teachers College Reading and Writing Workshop framework and to *Breakthrough to Literacy* with *The Record of Oral Language*, pending approval from the authorizer that this does not constitute a material change to the charter.

9. Board Actions

a. Acceptance of Financial Reports

Hindie Weissman made a motion to accept the Financial Reports through December 31, 2012. Norman Green seconded and the motion carried unanimously.

b. ELA Curriculum/Request for Approval of Non-Material Change

Norman Green made a motion as follows:

“Whereas, Hebrew Language Academy Charter School’s charter includes the use of the *America’s Choice* instructional framework for English Language Arts and *Breakthrough to Literacy* for intervention; and

Whereas, these curricular materials are no longer produced and available; and

Whereas, the Teachers College Reading and Writing Project is the framework on which *America’s Choice* was based and is available for the School’s use at no cost;

Be it resolved that *America’s Choice* will be replaced with the Teachers College Reading and Writing Project framework and *Breakthrough to Literacy* will be replaced with *The Record of Oral Language* pending confirmation by the New York City Department of Education that this does not constitute a material change to the School’s charter.”

Hindie Weissman seconded and the motion carried unanimously.

c. Sub-lease Authorization

Norman Green made a motion to authorize the Head of School to execute, with the advice and oversight of Trustee Stacie Feldman, a sub-lease agreement with Friends of Hebrew Language Academy Charter Schools for the facility at 1340 E. 29th Street, Brooklyn, effective as of July 15, 2012 through July 14, 2014 with rent in the amount of \$350,000 for the first year and at least \$500,000 in the second year (the exact amount to be determined by the Finance Committee). Hindie Weissman seconded and the motion passed with Ella Zalkind and Stacie Feldman voting in favor and Sara Berman and David Gedzelman recusing themselves.

10. Adjournment

David Gedzelman made a motion to adjourn the meeting. Hindie Weissman seconded and the motion carried unanimously.

The meeting was adjourned at 7:04 PM.



Hebrew Language Academy Charter School

Board of Trustees Meeting

Wednesday, April 17, 2013
6:30 PM

6 E. 39th Street, 10th Floor, New York, NY

Minutes

Trustees Present

Sara Berman
Stacie Feldman (by video conference)
David Gedzelman
Norman Green (by video conference)
Caroline Greenwald
Ella Zalkind (by video conference)

Also Present

Michelle Galeotti
Eli Schaap
Cliff Schneider
Laura Silver

1. Call to Order

Sara Berman called the meeting to order at 6:35 PM.

2. Adoption of Agenda

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

3. Adoption of Minutes

David Gedzelman made a motion to adopt the minutes from the February 27, 2013 meeting. Sara Berman 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 to the Board, which had been distributed prior to the meeting and also posted on the school's website.

8. Committee Reports

a. Finance Committee

David Gedzelman reported that the Finance Committee has been working regularly via email to approve expenses of \$5,000 or more. The committee also reviewed the Financial Reports through February 28, 2013 and voted to recommend that they be adopted by the Board.

b. Personnel Committee

Ella Zalkind reported that the Personnel Committee met on Friday, April 12 to review updates to the HLA Personnel Manual and voted to recommend that the updated manual be adopted by the Board.

c. Education Committee

Norman Green reported to the Board that the Education Committee has been involved in the ongoing development of the middle school plan and general questions related to the renewal process. The committee will continue the process in meetings with the Executive Committee to finalize decision points for the renewal application that will be brought to the full Board in July.

9. Board Actions

a. Acceptance of Financial Reports

David Gedzelman made a motion to accept the Financial Reports through February 28, 2013. Sara Berman seconded and the motion carried unanimously.

b. Personnel Manual

Head of School Laura Silver and the school's legal counsel, Cliff Schneider reviewed the updated Personnel Manual with the Board. David Gedzelman made a motion to adopt the amended Personnel Manual. Caroline Greenwald seconded and the motion carried unanimously.

c. Contract Authorization

David Gedzelman made a motion to authorize the Head of School to enter into a contract with Heimes Communications for up to \$6,500.00 for the redesign of the HLA website. Sara Berman seconded and the motion carried unanimously.

d. IRS Form 990

David Gedzelman made a motion to authorize the Head of School to sign and file the IRS Form 990 for the fiscal year ending June 30, 2012. Sara Berman seconded and the motion carried unanimously.

e. State Stimulus Fund Grant

David Gedzelman made a motion to accept a grant from the New York State Stimulus Fund in the amount of \$200,000 to support the construction of HLA's permanent facility. Sara Berman seconded and the motion carried unanimously.

10. Executive Session

David Gedzelman made a motion to enter executive session to discuss personnel issues. Sara Berman seconded and the motion carried unanimously.

David Gedzelman made a motion to go out of executive session. 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 7:19 PM.



Hebrew Language Academy Charter School

Board of Trustees Meeting

Wednesday, June 19, 2013
6:30 PM

1340 E. 29th Street, Brooklyn, NY 11210

MINUTES

Trustees Present

Sara Berman (by video conference)
Stacie Feldman (by video conference)
David Gedzelman
Norman Green
Hindie Weissman
Ella Zalkind

Also Present

Laura Silver
Michelle Galeotti
Cliff Schneider
Eli Schaap

1. Call to Order

David Gedzelman called the meeting to order at 6:48 PM.

2. Adoption of Agenda

Norman Green made a motion to adopt the agenda. Hindie Weissman seconded and the motion carried unanimously.

3. Adoption of Minutes

David Gedzelman made a motion to adopt the minutes from the April 2013 meeting. Hindie Weissman seconded and the motion carried unanimously.

4. Public Comments

None

5. Staff Comments

None

6. Parent Organization Comments

Jennifer Miller reported to the Board on the Parent Organization's various fundraisers and activities.

7. Head of School's Report

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

8. Committee Reports

Norman Green reported that the Education Committee has met twice since the last meeting. On May 21, the committee met with the Middle School Advisory Committee to discuss the ongoing work on the renewal application, to be discussed in detail later in the meeting. The committee met again on June 19 to review the Performance-Based Incentive Plan and recommended that it be adopted by the Board. The committee also reviewed the key points of the renewal application.

David Gedzelman reported the Finance Committee has been meeting regularly to approve expenses of \$5,000 or more. The Committee met by conference call on June 14 to review both the financial reports as of April 30, 2013 and the proposed budget for 2013-14. The committee voted to recommend that the Board accept the financial reports and approve the budget.

Ella Zalkind reported that the Nominating Committee met by conference call on June 14 and made the following recommendations:

- To nominate Sara Berman, Charles Capetenakis, and David Gedzelman, whose terms expire at the end of this month, for re-election to three-year terms expiring June 30, 2016.
- To nominate Eli Schaap for election to a three-year term expiring June 30, 2016 to fill the vacancy left by the resignation of Dawn Jimenez last fall.
- To nominate the following slate of officers for 2013-14:

Chair	Sara Berman
Vice-Chair	David Gedzelman
Treasurer	Caroline Greenwald
Secretary	Ella Zalkind

David Gedzelman reported that the Church/State Separation Compliance Committee met on June 13 and determined that the school continues to adhere strictly to the separation of church and state. The Head of School reported that the school provides professional development to all staff on this subject and no issues have been raised this year.

9. Report on Charter Renewal Process

Head of School Laura Silver and Hindie Weissman presented several of the key elements of the renewal application which includes expansion to middle school. The following proposals as part of the renewal plan were presented:

- New students will be admitted only in grades K-2 and grade 6. Each class in those grades will have 29 students
- The Director of Hebrew Language Curriculum and Instruction will supervise Hebrew language instruction for grades K-8, assisted by an Assistant Director beginning in year 7 who will have primary responsibility for grades K-5. The position of Director of General Studies Curriculum and Instruction will be replaced by a Lower School Director supervising grades K-5 and a Middle School Director supervising grades 6-8 .
- The Middle School model will be based on 50-minute blocks except for lunch and Homeroom
- The Middle School day will be from 8:10 AM to 4:10 PM
- Middle School English Language Arts and Social Studies classes will be scheduled to together and planned collaboratively
- The Discipline Code will be expanded to cover middle school students and include locker policies
- 3 trimesters of 3 offerings of each of after-school activities will be offered in grades 7 and 8. Participation in at least 1 trimester per year will be required for Middle School graduation.
- Middle school instruction in ELA, Social studies, Hebrew, Math, and Science will take place 5 times a week. Hebrew and Math will be in leveled classrooms.
- A LEGO robotics program will begin in year 7.
- Based on parent surveys, Spanish will be offered as an optional third language beginning in 7th grade and will be scheduled five days a week. Those who do not opt for Spanish will study an additional class in Advanced Hebrew. Students newly admitted in sixth grade with no prior Spanish or Hebrew will not take a third language.
- Service Learning will take place one period per week in grades 6-8.
- Health will be taught one period during one semester each of grades 6-8.
- Physical Education will be taught 3 period per week in grades 6-8.
- Music and Art will be taught in two periods per week in grades 6-8 with half a year of Music and half a year of Art.
- Ex-Missions and tutoring for high school preparation will be available beginning with grade 6.
- Summer School will last 20 days with 3 hours of instruction each day for students in need of assistance as determined by assessments.

10. Board Actions

a. Election of Trustees and Officers

Hindie Weissman made a motion to re-elect Sara Berman, Charles Capetenakis, and David Gedzelman for three-year terms expiring June 30, 2016. Ella Zalkind seconded and the motion carried unanimously.

Hindie Weissman made a motion to elect Eli Schaap to a three-year term expiring June 30, 2016 pending confirmation by the NYC DOE's office of Charter Schools Accountability and Support. Ella Zalkind seconded and the motion carried unanimously.

Norman Green made a motion to elect Sara Berman as Chair, David Gedzelman as Vice-Chair, Caroline Greenwald as Treasurer, and Ella Zalkind as Secretary for 2013-14. Hindie Weissman seconded and the motion carried unanimously.

b. Board Meeting Calendar 2013-14

David Gedzelman made a motion to adopt the proposed calendar of Board meetings for 2013-14. Hindie Weissman seconded and the motion carried unanimously.

c. Academic Calendar 2013-14

David Gedzelman made a motion to adopt the Academic Calendar for 2013-14. Norman Green seconded and the motion carried unanimously.

d. Acceptance of Financial Reports

David Gedzelman made motion to accept the Financial Reports as of April 30, 2013. Norman Green seconded and the motion carried unanimously.

e. Adoption of 2013-14 Budget

Eli Schaap presented the proposed budget for 2013-14 that had been reviewed by the Finance Committee and recommended for approval by the Board. David Gedzelman made a motion to adopt the budget for 2013-14. Norman Green seconded and the motion carried unanimously.

f. Performance-Based Incentive Plan

Hindie Weissman presented the Performance-Based Incentive Plan that the school’s leadership had drafted in consultation with the instructional staff. Eli Schaap noted that 72% of the PBI awards are based on student grades and achievement. Hindie Weissman made a motion to adopt the Performance-Based Incentive Plan for 2013-14. Norman Green seconded and the motion carried unanimously.

g. Contract Authorizations

David Gedzelman presented the following list of contracts for which the Head of School and the Director of Operations have requested Board approval in accordance with the school’s Financial Policies and Procedures:

<u>VENDOR</u>	<u>PURPOSE</u>	<u>AMOUNT</u>
ADP	Payroll Services (2 year price lock)	Up to 10,350
Austin & Co.	GENERAL INSURANCE	Up to 38,693.00
Austin &Co.	WORKERS COMPENSATION	Up to 29,339.00
CITY INVESTIGATIONS	School safety officer	Up to 49,590
CSBM	Financial Consultant	Up to 55,000
Cohen & Schneider	Legal services	Up to 33,000
Oxford	medical	Up to 413,905
Guardian	dental	Up to 40, 535
Employee Benefit Solutions	Difference Card (medical)	Up to 34,250

HEIMES COMMUNICATIONS	website management	Up to 12,200
KINGSWAY EXTERMINATING CO, INC	exterminator	Up to 1,340
Loeb & Troper	Audit services	Up to 20,000
MARTINEZ CLEANING COMPANY	Custodial plus supplies	Up to 131,106
NETWORK OUTSOURCE	Server, helpdesk and maintenance	Up to 39,000
REGINA CATERERS	Meal Service Vendor	Up to 250,000
SCHOOL BUS BY SUPERIOR	busing for 10 non-DOE days	Up to 20,100.00
SCHOOL PROFESSIONALS	Teacher substitute	Up to 70,000

David Gedzelman made a motion to authorize the Head of School to enter into the above contracts. Hindie Weissman seconded and the motion carried unanimously.

Hindie Weissman made a motion to authorize the Head of School to enter into a sublease with Friends of Hebrew Language Academy Charter Schools, Inc. for up to \$850,000. Norman Green seconded and the motion carried with David Gedzelman and Sara Berman recusing themselves.

David Gedzelman made a resolution that the Board approve the general direction of the renewal plan as presented earlier in the meeting and authorize the education committee to further refine and finalize the renewal application. Norman Green seconded and the motion carried unanimously.

11. Executive Session

David Gedzelman made a motion to go into Executive Session to discuss two personnel matters. Hindie Weissman seconded and the motion carried unanimously.

David Gedzelman made a motion to go out of Executive Session. Hindie Weissman seconded and the motion carried unanimously. No votes or actions were taken during this time.

12. Adjournment

David Gedzelman made a motion to adjourn. Norman Green seconded and the motion carried unanimously.

The meeting was adjourned at 7:35 PM.