

Hebrew Language Academy Charter School

Board of Trustees Meeting

Minutes

March 4, 2009

Board Members in Attendance

Sara Berman (via video conference)

Charles Capetanakis

David Gedzelman

Peter Geffen

Norman Green

Dawn Jimenez

Peter Noel

Hindie Weissman

Ella Zalkind

Also in Attendance

Maureen Gonzalez Campbell

Daniel Nieciecki

Eli Schaap

Cliff Schneider

I. Call to Order

A quorum being present to conduct business, Sara Berman called the meeting to order at 5:38 PM and expressed her excitement and her gratitude to the rest of the Board.

David Gedzelman conducted the business of the meeting.

II. Approval of Agenda

Agenda approved unanimously

III. Public Comments

None

IV. Board Action Items

By-Laws as found in Exhibit K of the application were unanimously adopted.

The membership of the Board of Trustees as listed in HLA's Charter Application was unanimously confirmed.

The proposed slate of officers was unanimously elected:

Sara Berman ó Chair

David Gedzelman ó Vice-Chair

Charles Capetanakis ó Treasurer

Ella Zalkind ó Secretary

Cliff Schneider (counsel to HLA) confirmed that Board committees must be chaired by a Trustee and consist of at least two additional Trustees, but other persons can join.

David Gedzelman said that the committees which were proposed to be created are as follows: Executive, Accountability, Education, Finance, Nominating, and Personnel. Sara Berman invited Norman Green to join as the fifth member of the Executive Committee in addition to the officers and he accepted.

Trustees were polled as to their interest in committee involvement.

Dawn Jimenez expressed interest in the Nominating, Accountability, and Personnel Committees.

Peter Noel volunteered to join the Nominating Committee.

Hindie Weissman volunteered for the Education Committee and the Accountability committee. In the interest of avoiding any conflict of interest, she informed the Board of her position as a consultant for the Center for Educational Innovation-Public Education Association.

Charles Capetanakis, *ex officio* as Treasurer, accepted the chair of the Finance Committee.

Peter Geffen said he would serve on whatever committee the Board wants.

Ella Zalkind expressed the same sentiment as well as specific interest in the Nominating and Personnel Committees.

The Executive Committee will look at Trustees' interests and get back to the Board about Committee composition.

Cliff Schneider explained the Conflict of Interest Policy, which was then unanimously adopted (see attached).

Cliff Schneider then reviewed the Public Comment Policy (see attached) to be followed at subsequent Board meetings. There were no questions and the policy was unanimously adopted.

David Gedzelman informed the board that the Principal Selection Committee consisting of Harvey Newman of CEI-PEA, Christina Tettonis of the Hellenic Classical Charter School, and Frank San Felice of JPS Solutions, had vetted many candidates and recommended Maureen Gonzalez Campbell for the position of Principal.

David Gedzelman further explained that without receiving its Articles of Incorporation from the New York State Education Department, HLA's Board is not yet able to take financial actions such as the hiring of employees since it cannot open a bank account. For the interim, Maureen Gonzalez Campbell will be employed as a consultant by The Steinhardt Foundation for Jewish Life. She will be formally hired by HLA when incorporation documentation is received.

Peter Geffen moved that the Board affirm Maureen Gonzalez Campbell's hire as Principal and delegate to the Executive Committee the negotiation of her contract. Charles Capetanakis seconded the motion which was carried unanimously.

V. Principal's Report

Maureen Gonzalez Campbell delivered her first Principal's report to the Board (see attached).

In addition to her written comments Maureen Gonzalez Campbell added that: 52 applications for student enrollment have been received as of this morning. More are expected in the next few days.

A press conference for the Russian community has been scheduled for Friday, March 13 with the assistance of Leonard Petlakh and Alina Plotkina of the King's Bay YM-YWHA. Ella Zalkind will help out.

Maureen Gonzalez Campbell noted that The King's Bay Y will send an email blast to its members to promote HLA.

Maureen Gonzalez Campbell extended her thanks to Leonard Petlakh and Alina Plotkina and to Daniel Nieciecki for their hard work and support.

She indicated that parents' biggest concern is the location of the school.

Over 200 applications have been received for the position of Administrative Assistant. More applicants are needed for Director of Finance. Interviews will begin soon for the Director of General Studies and Director of Operations. Maureen invited Trustees to join the interview committee.

Vardit Ringvald and Lesley Litman of Hebrew at the Center will assist with interviewing the Director of Hebrew Language Studies.

Maureen Gonzalez Campbell introduced Peter Geffen, who has been working on the Social Studies curriculum. Peter informed the Board that his team is at work to design a sample first unit. Maureen and Frank San Felice will help analyze how to integrate Jewish history and Jewish communities into the curriculum for Kindergarten and 1st grade. The committee will meet on Tuesday, March 10th to prepare a "learning experience" and tool kit to analyze how to go forward.

Peter Noel will host Maureen Gonzalez Campbell as a guest on his radio show. He informed the Board that other radio shows would like to have her and he will help her make the rounds.

NYS Hebrew certification is only for secondary education. New York City Charter Center has recommended hiring certified secondary level foreign language teachers with an extension certification to teach in the elementary school. HLA aims to seek certified early childhood/elementary teachers fluent in Hebrew. Maureen Gonzalez Campbell is researching

programs for early childhood/elementary teachers to earn a bilingual extension certification with institutions such as NYU.

Norman Green said that in the past the Board of Examiners could give a special exam to license teachers where no license program formally exists. Maureen said she will look into that possibility.

VI. Executive Session

David Gedzelman moved that the Board go into executive session to discuss real estate options for the school. The motion was adopted unanimously. No votes were taken during the session

VII. New Business

There was no new business.

VII. Next Meeting Date/Adjournment

The proposed meeting calendar for the 2009-2010 years was presented to the Board (see attached). It was noted that the Wednesday afternoon meetings conflicted with Rev. Assemblyman Karim Camara's legislative schedule in Albany, but it was the Board's opinion that since that only affected half the year it would not be necessary to change it. The May meeting, originally proposed for Wednesday, May 6 was changed to Thursday, May 7 to accommodate Karim's schedule. With that emendation, the calendar of Board meetings was adopted unanimously.

The location for future meetings will be determined at a later time.

The meeting was adjourned at 6:58 PM.

Hebrew Language Academy Charter School

Board of Trustees Meeting

Minutes

June 11, 2009

Board Members in Attendance

Sara Berman, Chair

David Gedzelman, Vice-Chair

Charles Capetanakis, Treasurer

Ella Zalkind, Secretary

Norman Green

Hindie Weissman

Also in Attendance

Maureen Gonzalez Campbell, Principal

Ron Azoulay, Director of Hebrew Language Studies

Michael Levitis, Director of Operations

Esosa Ogbahon, Director of General Studies

Eli Schaap

Daniel Nieciecki

1) Call to Order

A quorum being present to conduct business, Sara Berman called the meeting to order at 6:47 PM. In her opening remarks she thanked the project staff for their hard work and informed the Board that HLA has received its articles of incorporation and that 148 students have been registered.

2) Approval of Agenda

Sara Berman made a motion to approve the agenda. Charles Capetanakis seconded and the motion carried unanimously.

3) Adoption of Prior Meeting's Minutes

Sara Berman made a motion to adopt the minutes from the March 4, 2009 meeting. David Gedzelman seconded and the motion carried unanimously

4) Public Comments

None

5) Board Action Items

Before proceeding with the list of action items before the Board, David Gedzelman explained that in the future, Board actions of the kind taken tonight would be developed and proposed by respective board committees. These policies need should be adopted now but are subject to revision at a later date.

Sara Berman expressed her thanks to David Gedzelman, Eli Schaap, Charles Capetanakis, and Daniel Nieciecki for their work on behalf of HLA over the past few months.

a) Personnel Handbook

David Gedzelman introduced Principal Maureen Gonzalez Campbell who informed the Board concerning the Personnel Handbook that she has prepared. She started with the template provided by the New York City Center for Charter School Excellence and compared and contrasted with the Personnel Handbooks of the Hellenic and Achievement First Charter Schools. The Personnel Handbook has been reviewed by Cliff Schneider, counsel to HLA, and the Executive Committee. She explained that any changes or revisions to the Handbook are automatically binding on employees. It also clearly states that all employees are employees at will and can be terminated at any time, with or without cause.

David Gedzelman noted that the Handbook's language is very open and does not give any specific guarantees of employee compensation or benefits.

Hindie Weissman proposed a motion that the Personnel Handbook be adopted. Norman Green seconded and the motion carried unanimously.

b) Fiscal Policies and Procedures

Maureen Gonzalez Campbell next presented the Board with the Fiscal Policies and Procedures Manual. She informed the Board that she has been working with Charter School Business Management in lieu of hiring a Director of Finance to take advantage of their expertise during the startup phase. She stated that this qualified as an amendment the charter.

Charles Capetanakis said that outsourcing to CSBM instead of hiring the Director of Finance specified in the charter application constitutes a material change so Maureen Gonzalez should send a letter to the authorizer notifying them of this change.

Maureen Gonzalez informed the Board that the Fiscal Policies and Procedures manual is based on the template provided by CSBM and was reviewed by both Cliff Schneider and the Finance Committee.

David Gedzelman proposed a change to page 8 of the manual adding the requirement that the Principal will provide monthly reports to the Chair of the Board of Trustees, the Vice Chair, and the Treasurer.

Charles Capetanakis made a motion that the Board adopt the Fiscal Policies and Procedures manual, incorporating David Gedzelman's suggested change. David Gedzelman seconded and the motion carried unanimously.

c) 2009/2010 Budget

David Gedzelman presented the Board with the 2009/2010 budget that was part of the approved charter application and noted that it is still subject to serious revision by the Finance Committee.

Sara Berman made a motion to adopt the 2009/2010 budget. Charles Capetanakis seconded and the motion carried unanimously.

Charles Capetanakis requested that a revised budget be ready to be adopted at the next meeting. The Board should also be presented with a summary of any material changes from that adopted tonight, material change being defined as a 3-5% difference from the original amount.

d) Insurance Policies

David Gedzelman introduced Michael Levitis, Director of Operations, to inform the Board on the status of selecting insurance policies.

Michael Levitis informed the Board that he has received several bids for insurance as required by law. The range in premiums is from \$1611 to \$2700. The difference is that the highest quote is from an admitted carrier guaranteed by New York State. Michael Levitis recommended the D&O insurance offered by Great American.

David Gedzelman made a motion that the Board authorize Maureen Gonzalez to enter into a contract for D&O insurance with Great American. Sara Berman seconded and the motion carried unanimously.

Michael Levitis informed the Board that he is waiting for a few additional bids for liability insurance but the ones he has received so far are within the expected norms.

Hindie Weissman and Norman Green requested clarification on how HLA can purchase liability insurance before finalizing a site. Michael Levitis explained that liability insurance does not insure property but protects HLA against lawsuits.

Sara Berman proposed a motion that the Board authorize Maureen Gonzalez to enter into a contract with a provider of liability insurance if its bid is within the budget and the firm is recommended by CSBM. Charles Capetanakis seconded and the motion carried unanimously.

Michael Levitis informed the Board that he has received a bid for property insurance charging a \$1000 annual premium for coverage up to \$100,000. Sara Berman questioned whether \$100,000 was enough coverage. Maureen Gonzalez and Michael Levitis projected \$40,000 for children furniture and \$15,000 for administrative furniture. Eli Schaap added that the projected cost for computers has recently been lowered.

David Gedzelman proposed a motion that the Board authorize Maureen Gonzalez to enter into an insurance contract with a provider to insure the value of all property HLA intends to purchase. Charles Capetanakis seconded and the motion carried unanimously.

Michael Levitis recommended a Workers Compensation Insurance policy with a \$9600 annual premium. Charles Capetanakis made a motion that the Board authorize Maureen Gonzalez to enter into this contract. Hindie Weissman seconded and the motion carried unanimously.

Michael Levitis had received a bid for an umbrella insurance policy of \$5 million with an annual premium of \$5,300. He recommended increasing the coverage to \$10 million which would increase the premium to \$8,300.

Sara Berman made a motion that the Board authorize Maureen Gonzalez to enter into a contract based on this recommendation. Charles Capetanakis seconded and the motion carried unanimously.

Michael Levitis informed the Board that New York State law requires unemployment insurance. Norman Green made a motion that the Board authorize Maureen Gonzalez to apply for New York State unemployment insurance. Sara Berman seconded and the motion carried unanimously.

e) Escrow Account

Sara Berman proposed a motion that the Board authorize Maureen Gonzalez to open a \$75,000 escrow account for HLA. Charles Capetanakis second and the motion carried unanimously.

f) Banking Resolution

Michael Levitis informed the Board that HLA would like to open four bank accounts with Washington Mutual: operating account, payroll, escrow, and savings. A consent form would be emailed to Board members to print out, sign, and return.

David Gedzelman made a motion that the Board authorize Maureen Gonzalez to open the necessary bank accounts. Charles Capetanakis seconded and the motion carried unanimously.

g) Auditing Firm

Michael Levitis informed the Board that he has received bids from three auditing firms: Loeb & Troper, McGladrey & Pullen, and ERE. Alan Stricoff, accounting consultant to The Steinhardt Foundation for Jewish Life, is reviewing the proposals and will make a recommendation to the Executive Committee.

Charles Capetanakis recommended that the Board revisit the financial structure at a later date because the New York City Department of Education strongly recommends separation of duties between an independent bookkeeper and accountant.

6. Principal's Report

Sara Berman reintroduced Principal Maureen Gonzalez who delivered her Principal's Report to the Board (see attached). Principal Gonzalez Campbell formally presented Michael Levitis, Director of Operations; Ron Azoulay, Director of Hebrew Studies; and Esosa Ogbahon, Director of General Studies, to the Board. Each Director spoke briefly with the Board about their appreciation to serve HLA.

In addition to her written comments, she informed the Board that she is pursuing a policy of over-enrollment. The charter allows up to 10% more than 75 children per grade as specified in the application. She will be keeping in touch with parents who children are on the waiting list all through the summer.

She was pleased to inform the Board that the student body is very diverse. Most children have at least one parent born outside the United States. Languages spoken in the home include Spanish, Haitian Creole, Albanian, Hungarian, French, Russian, and Hebrew. She could not provide a breakdown of the self-identified ethnic background until the most recent registrations have been processed, but African-American, Asian, Hispanic, Multiracial, and White are all represented. There are several ELL students with Spanish and Russian as their primary languages.

There are quite a few students identified with special needs, but an accurate number cannot be determined because she does not yet have access to the ATS system because HLA does not yet have a physical site. There are, however, over 12 students that she knows of with IEPs.

Esosa Ogbahon, Director of General Studies, informed the Board that he has found 3 general studies teachers he is quite confident about and there are others that he wants to observe in class first.

Ron Azoulay, Director of Hebrew Studies, informed the Board that he has identified 3 excellent Hebrew teachers that he feels confident about. They are either native or near-native Hebrew speakers. He has three more that he feels very confident about.

Both Esosa and Ron assured the board that the quality of the pool of candidates is very good with a wide range of experience.

Maureen Gonzalez added that she has a thick file of potential volunteers. She will be consulting with counsel to clarify the parameters of the volunteer program.

a) Director of Operations Report

Maureen Gonzalez then introduced Michael Levitis, Director of Operations, who delivered his own report to the Board (see attached).

Michael Levitis informed the Board that a parent survey had been conducted on school lunch preferences. Parents were given a number of options including vegetarian food, hallal food, kosher food and no preference. Over 50% of parents indicated that they would prefer either kosher or hallal food. Citing that kosher food fulfills requirements for hallal food, Michael Levitis recommended that the board authorize entering into a contract with a kosher food provider in order to accommodate parent preferences.

The New York City Department of Education does not reimburse for kosher food, but New York State does. The reimbursement from the State can be filed by HLA directly or through the Board of Jewish Education. The vendor would assist in filing.

David Gedzelman noted that in the public hearing the applicant team said that HLA does not intend to serve kosher food, but it would consider the possibility if enough parents requested it.

Sara Berman made a motion that the Board authorize Maureen Gonzalez to enter into a contract with the kosher vendor because 58 out of 122 parents asked requested kosher and 9 more

requested halal. The remaining 55 had no preference. Charles Capetanakis seconded with the addition that those who did not wish to follow the Jewish dietary laws would not be compelled to do so. The motion was adopted unanimously.

7) Executive Session

Hindie Weissman proposed a motion that Board go into executive session. Sara Berman seconded and the motion carried unanimously. No actions or votes were taken during the executive session.

8) Board Committee Updates

Sara Berman informed the Board a chart of suggested committee assignments (see attached) and a calendar of upcoming meetings for the 2009/2010 year would be distributed to the Trustees by email the next day.

9) New Business

None

10) Adjournment

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

The meeting was adjourned at 9:05 PM.

DRAFT MINUTES

Hebrew Language Academy Charter School Board of Trustees Meeting

Wednesday, August 5, 2009

Kingø Bay YM-YWHA
3495 Nostrand Ave
Brooklyn, NY

Attendees:

Sara Berman, Chair
David Gedzelman, Vice-Chair
Charles Capetanakis, Treasurer
Ella Zalkind, Secretary
Peter Geffen
Hindie Weissman
Norman Green (by telephone)

Also Present:

Maureen Campbell, Principal
Michael Levitis, Director of Operations
Raj Thakkar, Charter School Business Management
Cliff Schneider, Counsel
Eli Schaap
Daniel Nieciecki

1. Call to Order

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

2. Approval of Agenda

Charles Capetanakis made a motion that the Board adopt the agenda. Hindie Weissman seconded and the motion carried unanimously.

3. Approval of Previous Meeting's Minutes

Charles Capetanakis made a motion that the Board adopt the minutes from the June 11, 2009 meeting. Hindie Weissman seconded and the motion carried unanimously.

4. Public Comments

None

5. Board Action Items

a. Modifications to Charter

Sara Berman introduced Principal Maureen Campbell who presented her draft letter to the New York State Education Department regarding proposed modifications to the charter (see attached). Per a written communication from Nancy Meakem of the NYC DOE, upon approval, the letter will be sent to the New York City Department of Education who will forward it on to the New York State Education Department. The Executive Committee reviewed the letter on July 20 and recommend the Board authorize it.

David Gedzelman made a motion that the Board approve the letter and authorize Principal Campbell to send it to the DOE. Hindie Weissman seconded and the motion carried unanimously.

b. Revised Budget

Charles Capetanakis made a motion that the Board adopt the revised budget. David Gedzelman seconded and the motion carried unanimously.

c. Revised Fiscal Policies and Procedures Manual

Raj Thakkar of Charter School Business Management, Inc. presented the revised Financial Policies and Procedures Manual (see attached) and explained that the auditors will review it and its implementation by October 31. David Gedzelman explained that the current Financial Policies and Procedures Manual has been revised to make it more consistent with the charter.

Hindie Weissman made a motion that the Board adopt the Financial Policies and Procedures Manual. Charles Capetanakis seconded and the motion carried unanimously.

d. Revised Personnel Manual

Hindie Weissman made a motion that the Board adopt the revised Personnel Manual. Charles Capetanakis seconded and the motion carried unanimously.

e. Insurance/Reach for the Stars

Director of Operations Michael Levitis informed the Board that the Reach for the Stars school, which whom HLA would be sharing space, requested proof of liability insurance covering HLA students throughout the building. He requested that the Board authorize him to provide this proof of coverage to Reach for the Stars. Peter Geffen made a motion to that effect. Hindie Weissman seconded and the motion was carried unanimously.

f. Auditor

Michael Levitis presented the Board with the proposal and engagement letter for auditing services received from Loeb & Troper. Charles Capetanakis made a motion that the Board authorize the execution of this agreement. Peter Geffen seconded and the motion carried unanimously.

David Gedzelman reminded Principal Maureen Gonzalez that the stub year from January 13 to June 30, 2009 must also be audited.

6. Committees

a. Revised Committee Appointments

Sara Berman presented the Board with a revised roster of committee appointments (see attached).

b. Church/State Compliance Committee

Sara Berman recommended that the Board establish a committee to review and investigate issues pertaining to the separation of church and state as stipulated in the charter and as recommended by the Executive Committee. Charles Capetanakis made a motion that the committee be established. Peter Geffen seconded and the motion carried unanimously.

7. Committee Reports

Sara Berman presented the report of the Executive Committee. In its July 20 meeting, the Executive Committee took the following actions:

- Authorized Principal Maureen Campbell to write letter to the New York City Department of Education requesting clarification on modifications to the charter as instructed by the DOE and recommend that it be adopted by the full Board.
- Authorized the signing of the sub-sub lease between Hebrew Language Academy Charter School and Friends of Hebrew Language Academy Charter School for space at 3340 Kings Highway, Brooklyn, NY
- Approved the acceptance of grants from the Charles and Lynn Schusterman Family Foundation, the National Center for Hebrew Language Charter School Excellence & Development, and Friends of Hebrew Language Academy Charter School
- Authorized the Finance Committee to approve purchase orders and check requests over \$5,000 on behalf of the Board of Trustees
- Approved payment of an invoice from The Steinhardt Foundation for Jewish Life in reimbursement of expenses incurred by the Foundation on behalf of HLA prior to HLA's opening its own bank accounts.
- Approved the agreement between HLA and the National Center for Hebrew Language Charter School Excellence and Development regarding contracting with Hebrew at the Center for Hebrew-language curriculum development
- Voted to recommend that the Board of Trustees create a Church/State Compliance Committee with David Gedzelman as chair and Charles Capetanakis and Dawn Jimenez as members
- Approved the contracts entered into by Principal Maureen Campbell for employee health insurance with Emblem Health and employee 401(k) benefits with MAGII Pension Services.

David Gedzelman presented the report of the Education Committee. The Education Committee met on Wednesday, July 29. The committee includes Norman Green (chair,) David Gedzelman, Hindie Weissman, Maureen Campbell, Esosa Ogbahon, Harvey Newman, and Jon Drescher. Once school starts, the committee will identify parents and teachers to add to its membership. In the course of the meeting, Maureen Campbell and Ron Azoulay presented their plan to implement the educational methodology of the charter. The committee also began to explore how HLA can best accommodate students with special needs.

Charles Capetanakis asked Eli Schaap to present presented the report of the Finance Committee (see attached Treasurer's report). He also presented the revised budget that the Finance Committee had recommended for adoption by the full Board in its July 14 meeting. While expenses have been encountered that were not anticipated, HLA has also acquired additional income that was not factored in originally to balance the budget.

Charles Capetanakis recommended that the income line for "Philanthropic Support" be replaced with separate lines for "Grants" and "Private Donations."

Ella Zalkind presented the report of the Personnel Committee, which met on July 13 to review the revised Personnel Manual. Only a few minor revisions were made with legal counsel's input. The committee recommended the Manual be adopted by the full Board.

David Gedzelman presented the report of the Nominating Committee, which met on July 27 to begin considering future additions to the Board. The committee recommends adding more members with real estate and philanthropic experience, and David Gedzelman asked the other Board members to provide the committee with any suggestions they may think of.

8. Principal's Report

Principal Maureen Campbell presented her report to the Board (see attached). She then introduced Michael Levitis who delivered the Operations Report (see attached).

Michael Levitis requested the Board's decision on a choice of security services for the school. Peter Geffen made a motion that the Board authorize hiring the security plan staffed by retired police officers. Hindie Weissman seconded and the motion carried unanimously.

With no further business to discuss, Hindie Weissman made a motion to adjourn at 8:26 PM. Charles Capetanakis seconded and the motion carried unanimously.

MINUTES

Hebrew Language Academy Charter School Board of Trustees Meeting

Wednesday, October 14, 2009

Hebrew Language Academy Charter School
3340 Kings Highway
Brooklyn, NY 11234

Members Present:

Sara Berman, Chair (by video conference)
David Gedzelman, Vice-Chair
Charles Capetanakis, Treasurer
Ella Zalkind, Secretary
Hindie Weissman
Norman Green
Peter Geffen (by telephone)

Also Present:

Maureen Campbell, Principal
Sheryl Connelly, Director of Operations
Ron Azoulay, Director of Hebrew Studies
Esosa Ogbahon, Director of General Studies
Karen Daniels, Charter School Business Management
Jill Beharry, Charter School Business Management
Cliff Schneider, Counsel
Eli Schaap
Daniel Nieciecki

1. Call to Order

Sara Berman called the meeting to order at 6:38 PM and delegated the running of the meeting to Vice-Chair David Gedzelman.

2. Approval of Agenda

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

3. Approval of Previous Meeting's Minutes

Hindie Weissman made a motion that the Board adopt the minutes from the August 5, 2009 meeting. Norman Green seconded and the motion carried unanimously.

4. Public Comments

None

5. Staff Comments

None

6. Committee Reports

David Gedzelman presented the report of the Executive Committee.

The Executive Committee met on October 2, 2009 and took the following actions:

- approved the contract between HLA and Comprehensive Resources to provide nursing services to HLA with an LPN on site
- approved the contract between HLA and Shield Maintenance to provide ongoing cleaning services and janitorial supplies to HLA
- authorized Principal Maureen Campbell to enter into a contract with VM Hillel Inc to provide food services to HLA

David Gedzelman then presented the report of the Church/State Compliance Committee which met on October 1, 2009 with Principal Maureen Campbell to review ongoing procedures to ensure proper adherence to all governing laws regarding the separation of church and state at HLA. The action plan adopted at the August meeting has been implemented and constitutional counsel has done extensive training for staff during orientation and has also been reviewing curricula and answering any questions that may arise. The Church/State Compliance Committee is satisfied that staff are adhering to all laws and guidelines.

Charles Capetanakis then presented the report of the Finance Committee, which has been meeting regularly to approve expenditures over \$5000 on behalf of the Board.

On August 26, 2009 the Finance Committee approved participation in Partnership in Compensation for Charter Schools (PICCS). Charles Capetanakis estimated that HLA may receive an amount of financial support of as much as \$75,000.

On October 14, 2009, the Finance Committee met and took the following actions:

- Reviewed policy and recommendations for school meal reimbursements and billing procedures to parents.
- Approved allocation for a third school aide.
- Reviewed financial statements for July & August, 2009

7. Financial Report

Charles Capetanakis then presented the financial reports to the Board (see attached). He informed the Board that a thorough analysis of all deviations from the original budget lines has been done and there are no significant variances; all variances that have occurred are explainable and satisfactory.

The reports have been made available to all Trustees and they will be brought to the next meeting for formal approval.

David Gedzelman noted that by the December 2, 2009 Board meeting the first quarter report is expected to be ready.

8. Principal's Report

Principal Maureen Campbell presented her report to the Board (see attached).

Principal Campbell introduced newly-promoted Director of Operations Sheryl Connelly who delivered her report to the Board (see attached).

9. Israel Ministry of Education

David Gedzelman informed the Board that the Ministry of Education in Israel is interested in sending an official to visit the school. There is the possibility of establishing a relationship with the Israeli government like that between the Greek government and the Hellenic Classical Charter School.

Charles Capetanakis recommended exploring the opportunity as much as possible. Both he and Hindie Weissman said they can provide advice based on their experience with HCCS.

10. Board Action Items

a. PICCS

David Gedzelman informed the Board that HLA had been approved to participate in the Partnership for Innovation in Compensation for Charter Schools. Norman Green made a motion that the Board approve HLA participation in the PICCS program. Hindie Weissman seconded and the motion carried unanimously.

b. Safety Plan

Principal Campbell presented the standard Safety Plan for the school as required by New York State. Norman Green made a motion that the Board adopt the plan. Ella Zalkind seconded and the motion carried unanimously.

11. Executive Session

Charles Capetanakis made a motion that the Board go into executive session. Hindie Weissman seconded and the motion carried unanimously. No votes or actions were taken.

12. Adjournment

Charles Capetanakis made a motion to adjourn. Hindie Weissman seconded and the motion carried unanimously. The meeting was adjourned at 7:40 PM.

Minutes

Hebrew Language Academy Charter School Board of Trustees Meeting

Wednesday, December 2, 2009

3340 Kings Highway, Brookly, NY

Trustees Present

Sara Berman, Chair
David Gedzelman, Vice-Chair
Ella Zalkind, Secretary
Norman Green
Peter Geffen
Hindie Weissman

Also Present

Maureen Campbell, Principal
Sheryl Connelly, Director of Operations
Ron Azoulay, Director of Hebrew Studies
Esosa Ogbahon, Director of General Studies,
Raj Thakkar, Charter School Business Management
Cliff Schneider, Counsel
Irina Olevsky, Parentsø Organization
Leo Ianowitz, Parentsø Organization
Ronit Hanono, Parentsø Organization
Sherry Lipner, Parentsø Organization
Adi Fischer, Parentsø Organization
Eli Schaap
Daniel Nieciecki

1. Call to Order

Sara Berman called the meeting to order a 6:37 PM.

2. Adoption of Agenda

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

3. Adoption of Previous Meeting's Minutes

Norman Green made a motion to adopt the minutes from the October 14 meeting. David Gedzelman seconded and the motion carried unanimously.

4. Public Comments

None

5. Staff Comments

None

6. Parents' Organization Comments

Irina Olevsky spoke on behalf of the Parents' Organization and reported on the progress of establishing the organization and recruiting new members. She also reported that parents were concerned about the cost of student lunches and felt that communication on this issue could be improved in the future..

7. Committee Reports

Norman Green gave the report of the Education Committee:

The Education Committee met on November 5

Ron Azoulay and Esosa Ogbahon updated the committee on instructional activities.

The committee also discussed:

- special education staffing for 2010-2011
- professional development - Educational staff provided a draft annual plan from last summer that the committee will review with staff.
- development of coordination protocols for outside consultants

Principal Maureen Campbell informed the committee that HLA is fully engaged in the PICCS process and the Election Day training was very effective

The committee approved submitting an application for a PAAP (Parents As Arts Partners) grant to support an Israeli dance program

The committee met again on November 19 and began brainstorming student recruitment for the next academic year.

Sara Berman gave the report of the Executive Committee:

On November 4, the Executive Committee approved by unanimous consent a contract for IT support and services with Network Outsource Inc.

David Gedzelman gave the report of the Finance Committee lieu of the Treasurer who could not be present:

The Finance Committee has been meeting regularly to review financial statements and approve purchase orders and check requests.

On November 24 the committee reviewed the first quarter financial reports and recommends that the Board accept them.

David Gedzelman then gave the report of the Nominating Committee.

The Nominating Committee met on November 30 and nominated Douglas Harmon for election by the Board of Trustees.

8. Principal's Report and Director of Operations Report

Principal Maureen Campbell and Director of Operations Sheryl Connelly presented their reports to the Board (see attached)

9. Board Actions

a. Budget Review and Approval of Financial Statements

Sara Berman invited Eli Schaap and Raj Thakkar to present the budget review (see attached).

David Gedzelman made a motion that the Board accept the first quarter financial statements. Sara Berman seconded and the motion carried unanimously

b. Trustee Election

Sara Berman made a motion that the Board act on the Nominating Committee's recommendation and elect Douglas Harmon to the Board of Trustees subject to the approval, tacit or explicit, of the New York City Department of Education. Norman Green seconded and the motion carried unanimously.

c. Approval of DYCD Grant

Sara Berman invited Principal Maureen Campbell to report to the Board regarding the grant from the New York City Department of Youth and Community Development.

Maureen Campbell informed the Board that HLA has been awarded a grant in the amount of \$109,650 and recommended that the Board act to accept.

Sara Berman made a motion that the Board accept the grant from the DYCD. Hindie Weissman seconded and the motion carried unanimously.

10. New Business

David Gedzelman recommended that HLA continue working with Hebrew At The Center for curricular support and professional development in Hebrew without a written contract but at a cost consistent with the authorized budget.

Sara Berman made a motion to approve this proposal. David Gedzelman seconded and the motion carried unanimously.

11. Executive Session

David Gedzelman made a motion that the Board go into executive session to discuss possible litigation. Sara Berman seconded and the motion carried unanimously.
No votes or actions were taken.

12. Adjournment

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

The meeting was adjourned at 7:38 PM



**Hebrew Language Academy Charter School
Board of Trustees Meeting
Wednesday, February 3, 2010
6:30 PM**

**3340 Kings Highway
Brooklyn, NY 11234**

MINUTES

Trustees Present

Sara Berman, Chair (by videoconference)
David Gedzelman, Vice-Chair
Charles Capetanakis, Treasurer
Ella Zalkind, Secretary
Norman Green
Dawn Jimenez
Hindie Weissman

Also Present

Maureen Campbell, Principal
Sheryl Connelly, Director of Operations
Esosa Ogbahon, Director of General Studies
Ron Azoulay, Director of Hebrew Studies
Raj Thakkar, Charter School Business Management
Cliff Schneider, Counsel
Eli Schaap
Daniel Nieciecki

1. Call to Order

Sara Berman called the meeting to order at 6:39 PM and delegated the running of the meeting to David Gedzelman

2. Adoption of Agenda

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

3. Adoption of Previous Meeting's Minutes

Sara Berman made a motion to adopt the minutes from the December 2 meeting. Dawn Jimenez seconded and the motion carried with one abstention.

4. Public Comments

None

5. Staff Comments

None

6. Parents' Organization Comments

Deborah Harte, Co-President of the Parents' Organization, updated the Board on the activities of the Parents' Organization.

7. Committee Reports

Ella Zalkind presented the report of the Personnel Committee.

The Personnel Committee met on January 7, 2010 and discussed the sick day policy for staff. The Committee recommended allotting teachers an additional 5 sick days for a total of 10 sick days per year and reimbursing them for up to 5 unused days at the end of the year at a rate of \$100 per day. The Committee then referred this proposal to the Finance Committee.

Charles Capetanakis presented the report of the Finance Committee.

The Finance Committee has been regularly reviewing and approving expenditures of \$5000 or more.

On December 9, 2009, the Committee authorized the Principal and Director of Operations to renegotiate with Carr Business Systems for copier service

On January 26, 2010, the Committee reviewed the financial reports for the period starting July 1, 2009 and ending Dec 31, 2009, and recommended that they be accepted by the Board. The Committee also approved the Personnel Committee's proposal on sick days for teachers and recommended it for the Board's approval with the amendment that for non-teaching full-time staff the total of sick days to be increased to 10 from the current 5 without reimbursement for unused days.

David Gedzelman presented the report of the Nominating Committee.

David Gedzelman informed the Board that Douglas Harmon has now been officially seated as a member of the Board of Trustees as of February 1, 2010 with the tacit approval of the New York City Department of Education.

The Nominating Committee met on January 28, 2010 and voted to nominate Caroline Greenwald for election to the Board.

Norman Green presented the report of the Education Committee.

On December 21, 2009, the Education Committee met with representatives of the Parents' Organization and discussed the broad strokes of the student recruitment plan.

8. Principal's Report

Principal Maureen Campbell presented her report to the Board. In addition to her written comments [see attached] she informed the Board that over 70 applications for the 2010-2011 school year have been received. She also informed the Board that one staff member had resigned since the last meeting.

a. Director of Operations' Report

Director of Operations Sheryl Connelly presented her report to the Board. In addition to her written comments [see attached] she informed the Board that claim forms for meal reimbursement have been submitted and she is working on claim forms for technology reimbursement. There have been 2 new administrative hires which have increased the efficiency of the office.

9. Board Actions

a. Approval of Financial Statements

Charles Capetanakis made a motion that the Board approve the financial statements for July-December 2009. Hindie Weissman seconded and the motion carried unanimously.

b. Trustee Election

Sara Berman introduced Caroline Greenwald to the Board. Charles Capetanakis made a motion that the Board act on the Nominating Committee's recommendation and elect Caroline Greenwald to the Board of Trustees subject to the approval, tacit or explicit, of the New York City Department of Education. Hindie Weissman seconded and the motion carried unanimously.

10. Executive Session

Charles Capetanakis made a motion that the Board go into Executive Session in order to discuss personnel issues. Hindie Weissman seconded and the motion carried unanimously. No votes or actions were taken.

11. New Business

Charles Capetanakis made a motion to amend the Employee Handbook and modify the sick day policy per the Personnel Committee's recommendation and the Finance Committee's amendment. Hindie Weissman seconded and the motion carried unanimously.

Norman Green made a motion to create a position of Director of Instruction that will directly report both to the Board of Trustees and to the Principal. Hindie Weissman seconded and the motion carried unanimously.

12. Adjournment

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

The meeting was adjourned at 7:46 PM.

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

**Wednesday, April 14, 2010
6:30 PM**

**3340 Kings Highway
Brooklyn, NY 11234**

Trustees Present

Sara Berman, Chair
David Gedzelman, Vice-Chair
Ella Zalkind, Secretary
Norman Green
Dawn Jimenez
Hindie Weissman

Also Present

Maureen Campbell, Principal
Lisa DiGaudio, Director of Instruction
Ron Azoulay, Director of Hebrew Studies
Esosa Ogbahon, Director of General Studies
Sheryl Connelly, Director of Operations
Jill Beharry, Charter School Business Management
Cliff Schneider
Eli Schaap
Daniel Nieciecki

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. David Gedzelman seconded and the motion carried unanimously

3. Adoption of Previous Meeting's Minutes

Sara Berman made a motion to adopt the minutes from the February 3 meeting. Hindie Weissman seconded and the motion carried unanimously.

4. Public Comments

None

5. Staff Comments

None

6. Parent Comments

Deborah Harte updated the Board on the activities of the Parents Organization including a fundraising t-shirt sale, sports day in Prospect Park, and a carnival for the students. The Parents Organization also relayed concerns from Hebrew-speaking parents about the level of Hebrew instruction received by heritage learners.

7. Committee Reports

David Gedzelman presented the report of the Finance Committee on behalf of Charles Capetanakis, who could not attend the meeting.

The Finance Committee has continued to meet regularly to review and approve expenditures of \$5000 or more.

On 4/1 the Committee met to review the financial reports and voted to recommend that the Board accept them.

Norman Green presented the report of the Education Committee.

The Education Committee has been meeting regularly approximately every three weeks since the last Board meeting.

On February 23 the Committee met to review student assessment data as well as a proposed Performance Based Incentive Plan for the teaching staff. The Committee acted to appoint a sub-committee led by Eli Schaap to further develop and finalize the PBI. The Committee also voted to ask the principal to make recommendations on how additional public revenues related to enrollment of special needs students should be utilized to maximize services to special needs students

On March 11, the Committee met to review the status of student and teacher recruitment as well as new instructional and professional development schedules.

On April 8, the Committee met to review the incentive pay plan as developed by the sub-committee and continued discussing the options for creating more opportunities for professional development.

On April 13, the Committee further amended the Performance Based Incentive Plan and recommended it to the Board for adoption.

David Gedzelman informed the Board on behalf of the Nominating Committee that the DOE sent an email on March 25 confirming the election of Caroline Greenwald to the Board of Trustees.

8. Principal's Report

Sara Berman invited Principal Maureen Campbell to present her report to the Board [see attached].

a. Director of Operations' Report

Principal Campbell then asked Sheryl Connelly to present the Director of Operations Report [see attached].

b. Director of Instruction's Report

Principal Campbell finally asked Lisa DiGuadio to present the Director of Instruction report [see attached]

9. Board Actions

a. Acceptance of Finance Reports

Sara Berman expressed her thanks to Charles Capetanakis for his help and made a motion that the Board accept the Finance Reports through February 28, 2010. David Gedzelman seconded and the motion carried unanimously.

b. Adoption of the 2010-2011 Academic Calendar

David Gedzelman made a motion that the Board adopt the 2010-2011 Academic Calendar presented by Principal Campbell. Hindie Weissman seconded and the motion carried unanimously.

10. New Business

David Gedzelman proposed a motion that the Board establish an ad hoc committee to organize a Board retreat. Sara Berman seconded and the motion carried unanimously.

11. Executive Session

David Gedzelman made a motion that the Board go into Executive Session to discuss personnel matters. Sara Berman seconded and the motion carried unanimously. No votes or actions were taken.

12. Adoption of Performance-Based Incentive Plan

David Gedzelman made a motion that the Board adopt the Performance-Based Incentive Plan. Ella Zalkind seconded and the motion carried unanimously.

13. Adjournment

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

The meeting was adjourned at 8:05 PM.



**Hebrew Language Academy Charter School
Board of Trustees Meeting
Thursday, June 10, 2010
11:35 AM**

**6 E. 39th Street, 10th Floor
New York, NY 10016**

Trustees Present

Sara Berman
Charles Capetanakis
David Gedzelman
Norman Green
Caroline Greenwald
Hindie Weissman

Also Present

Deborah Harte
Daniel Niececki
Eli Schaap
Cliff Schneider

1. Call to Order

Sara Berman called the meeting to order at 11:35 AM.

2. Adoption of Agenda

Charles Capetanakis made a motion to adopt the agenda. Hindie Weissman seconded and the motion carried unanimously.

3. Adoption of Previous Meeting's Minutes

Norman Green made a motion to adopt the minutes from the April 14 meeting. David Gedzelman seconded and the motion carried with one abstention.

4. Public Comments

None

5. Staff Comments

None

6. Parents' Organization Comments

Deborah Harte of the Parents Organization presented a certificate of appreciation from the Parents Organization to Sara Berman and the rest of the Board.

7. Committee Reports

David Gedzelman made a motion to incorporate the following committee reports and the attached reports from the Principal and the Director of Operations into the minutes.

a. Personnel Committee

The Personnel Committee met on May 21 and took the following actions:

- Recommended adding 1 special needs teacher
- Recommended increasing the number of teachers' aide positions from 2.5 to 3
- Recommended creating a new position of Director of Finance and Operations assisted by a part-time book-keeper
- Recommended granting up to 5 paid days for religious observance for teachers

b. Finance Committee

The Finance Committee has been meeting regularly to approve check requests over \$5,000. The committee met on May 27 and took the following actions:

- Reviewed the 2010-2011 budget and recommended it for adoption to the Board.
- Recommended charging the customary daily rate of \$1.50 for lunch for all full-paying students
- Recommended the addition of one Special Needs Teacher
- Recommended the increase of teachers' aides positions from 2.5 to 3
- Recommended the creation of a Director of Finance and Operations position together with a P/T bookkeeper
- Recommended the continued hire of security personnel per the current protocol
- Recommended the expansion of the cleaning services contract to include small repairs
- Recommended the acceptance of the Financial Reports dated 7/1/09 to 4/30/10

c. Education Committee

The Education Committee met on May 6 and discussed the following topics:

- PD schedule for 2010-2011
- Looping
- Math grouping
- AIS recommendations
- Title I
- Candidates for General Studies positions

Hindie Weissman seconded and the motion carried unanimously.

9. Board Actions

a. Re-Election of Trustees

David Gedzelman made a motion to re-elect the following Trustees and officers for terms from July 1, 2010 to June 30, 2013:

Sara Berman, Chair
David Gedzelman, Vice-Chair
Charles Capetanakis, Treasurer

Hindie Weissman seconded and the motion carried unanimously

b. Acceptance of Financial Report

Norman Green made a motion to accept the Financial Report through April 30, 2010. Charles Capetanakis seconded and the motion carried unanimously

c. Adoption of 2010-2011 Budget

Charles Capetanakis made a motion to adopt the propose 2010/2011 budget. David Gedzelman seconded and the motion carried unanimously.

d. Creation of Director of Finance and Operations Position

Sara Berman made a motion per the recommendations of the Finance and Personnel Committees to replace the Director of Operations position with a Director of Finance and Operations assisted by a part-time bookkeeper. Hindie Weissman seconded and the motion carried unanimously.

e. Adoption of 2010-2011 Meeting Schedule

Sara Berman made a motion to adopt the following schedule of Board meetings for 2010/2011 with venue to be determined later:

Wednesday, October 6, 2010

Thursday, December 9, 2010

Wednesday, February 2, 2011

Wednesday, April 6, 2011

Wednesday, June 1, 2011 ó Annual Meeting

David Gedzelman seconded and the motion carried unanimously.

Sara Berman informed the Board that the due to several conflicts with the proposed date for the August meeting, the next Board meeting would be scheduled for mid-July.

f. Resolution to Authorize Limited Signature Authority for DYCD Grant

Sara Berman made a motion that the Board of Trustees authorize, designate, and direct Maureen Campbell, Principal, to sign on behalf of the Board that certain contract by and among the Hebrew Language Academy Charter School and the NYC Department of Youth and Community Development for approval and receipt of that certain DYCD grant payable to the school. Charles Capetanakis seconded and the motion carried unanimously.

g. Board Development Proposal

Sara Berman made a motion that the Board accept the proposal from Mark Cannon of Greater Capacity Consortium to provide a Board training workshop. David Gedzelman seconded and the motion carried unanimously.

10. Adjournment

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

The meeting was adjourned at 11:57 AM.