

### **BOARD OF TRUSTEES MEETING**

*UNITED CHARTER HIGH SCHOOL FOR ADVANCED MATH and SCIENCE (AMS)  
UNITED CHARTER HIGH SCHOOL FOR THE HUMANITIES (HUM)  
UNITED CHARTER HIGH SCHOOL FOR ADVANCED MATH AND SCIENCE II (AMS II)  
UNITED CHARTER HIGH SCHOOL FOR THE HUMANITIES II (HUM II)*

Minutes of the board of trustees meeting for AMS, HUM, AMS II and HUM II held on Monday, November 18, 2024.

**AMS/HUM Trustees Present:** Lisa Gibson, Nancy Grossman, Fred Levy, Nancy Rosario-Rodriguez, Michael Nathan,

**Trustee Absent:** Peter Cantillo, Edna Vega, Eva Lopez

**AMS II/HUM II Trustees Present:** Lisa Gibson, Nancy Grossman, Fred Levy, Michael Nathan, Nancy Rosario-Rodriguez. Michael Nathan

**Trustee Absent:** Peter Cantillo, Edna Vega, Eva Lopez

**School Staff:** Lillian Lopez, Sandy Manassis, David Neagley, Tina Wagenaar

**United Staff:** Curtis Palmore, Tracy Kebatta, Leslie, DeWitt, Robert Hiller, Valerie Babb, Samantha Ross, Stephanie Millian, Toli Begum

**Counsel:** Cliff Schneider

Mr. Levy called the meeting to order at 6:03 p.m

**Executive Session:** The board moved into executive session at 6:03 p.m. The following items were discussed.

- **Employee relations and other confidential matters**

**The board moved to close the executive session and move into public session at 7:35pm.**

#### **Board Chair Updates: Loan Resolution**

Mr. Levy proposed and the board discussed for AMS II to advance HUM IV up to \$200,000 in November expected to be repaid upon receipt of the next state, per-student payment

- Mr. Levy made a motion seconded by Dr. N. Grossman to approve the Loan from AMS II to HUM IV and it was unanimously approved.

#### **New Bylaws for AMS II and HUM II**

Mr. Levy proposed and the board discussed the Adoption of new Bylaws which had been circulated with redlines to the existing bylaws as requested by the Authorizer and with the goal of beginning to harmonize the bylaws of all 7 United schools.

- Mr. Levy made a motion seconded by Mr. Nathan to approve the Adoption of the proposed Bylaws for AMS II and HUM II. The new bylaws were approved unanimously with changes agreed to in the board discussion.

### **School Assessment Committee**

The board agreed to have a School Assessment Committee. The Committee members include Dr. Palmore, Mr. Hiller; Mrs. Rosario-Rodriguez, Mr. Nathan and Ms. Gibson, together with Rose DePinto from the Bronx, Brooklyn Queens board and perhaps a few United principals.

### **Principal Evaluation Policy**

The board agreed to an official principal grading and evaluation policy, based upon a process proposed by Mr. Hiller, which is to be implemented in this school year.

### **AMS and HUM October Meeting Minutes**

The board unanimously approved the minutes of the October 21, 2024. meeting for AMS and HUM with a motion made by Mr. Levy and seconded by Dr. N. Grossman

### **AMS II and HUM II October Meeting Minutes**

The board unanimously approved the minutes of the October 21, 2024. meeting for AMS II and HUM II with a motion made by Mr. Levy and seconded by Dr. N. Grossman

**Mr Levy formally announced Eva Lopez resignation from the board pursuant to her email which he had earlier circulated to the board. She will be sorely missed but her new position at John Jay is requiring all her time.**

### **Chief Academic Operations Officer Updates**

Mr. Hiller highlighted that October was Principal Appreciation Month. Principals were celebrated with personalized gifts. The 2nd Learning Walk took place on November 14th at AMS II. It was well attended and successful.

#### **Network Inquiry Teams Launch: Several teams have been established to address strategic initiatives such as:**

- Human-Centered AI Team: Testing tools for teachers and students to create a user-friendly resource list.
- Instructional Leadership Team: Developing tools to support a learning culture and leadership playbooks.
- Post-Secondary Team: Setting network milestones and arranging post-secondary experiences.
- Diver Learning Team
- Forward Planning Team

### **Director of Special Populations**

Ms. Torres presented an overview of the process of the literacy milestones from the Lexile Data.

- **Phases: Screening, Diagnostic: Scheduling and Progress Monitoring**
- **Intervention Programs Offered**
- **Screening Data and Challenges**
- **Next Steps** - finalize student assessments and programming. Continue progress monitoring and report year-end Lexile growth data.

### **Chief Financial Officer/Operating Officer Financial Update,**

Ms. Kebatta provided a financial update, insights into our recruitment strategy and updates on HR.

- **Current Year Projections:** Recruitment remains below budget by 153 students. Enrollment updates have shown minor changes, with some schools losing or gaining 1–5 students.
- **Expenses & Staffing:** Expenses increased between September and October. Discussion emphasized the need to align staffing with student enrollment trends to manage deficits.
- **Revenue vs. Expense Projection:** Expenses tied to staff certifications or unexpected raises have minimal but noticeable impacts. Central office expenses are currently accounted at 8% of revenue in projections and need to be updated to reflect the full 10%.
- **Re-forecasting Plans** - A re-forecasting session is scheduled, aiming to incorporate current and expected headcounts. Accurate expenses for the remainder of the year.

**Recruitment Strategy Update** - Ms. Kebatta, Dr. Palmore and Mr. Hiller, are collaborating on a focused strategy emphasizing an aggressive approach moving forward. Our strategy is segmented into four primary approaches:

- **Community Engagement**
- **Advertising**
- **Media**
- **Community Engagement**

**Operational Updates** - A unified branding strategy is being rolled out across all schools, ensuring consistent messaging and adherence to approved guidelines (e.g., color codes). Materials such as flyers, posters, and newsletters are being developed to reflect this uniformity. The first draft of the United newsletter is underway, featuring success stories from all schools. It will be distributed via *Constant Contact*, including photos for better engagement, with ongoing collaboration to ensure diverse representation of achievements.

#### **HR and Goal Setting:**

- An evaluation system is being introduced for central office staff.
- Goals are being set and will be revisited quarterly, with performance evaluations tied to potential raises. Include mid-year reviews and final evaluations.
- Goals will be made publicly accessible within the central office to encourage accountability.
- Be submitted by Thanksgiving next week

**Chief Executive Officer Updates** - Dr. Palmore congratulated and gave recognition to Nissi Jonathan, who was honored as a Brooklyn Powerlist honoree for her leadership as founding principal of AMS III.

**Adjournment** : 8:30pm

