



**BELA**  
Brooklyn Emerging Leaders Academy

Minutes of a meeting of the Board of Trustees of  
Brooklyn Emerging Leaders Academy Charter School  
December 6, 2016

A regular meeting of the Board of Trustees (“the Board”) of the Brooklyn Emerging Leaders Academy Charter School (the “School”) was held at 111 Broadway, NY, NY on Tuesday, December 6<sup>th</sup> at 6:52 PM local time pursuant to notice given.

The following Trustees were present:

Dr. André McKenzie – Board Chair  
Ms. Tiffany Rothenberg – Board Vice Chair  
Mr. Michael Lackwood – Board Treasurer  
Ms. Keara Smalls – Board member  
Ms. Alma Mends – Board member  
Sister Janet Kinney – Board member  
Ms. Stacy Dubov – Board member

Nicia Fullwood, Shannon Riley, and representatives from Charter School Business Management (Heather Blumberg and Jeanine Taylor) were also present at the meeting. The Board Chair presided over the meeting and Shannon Riley recorded the minutes. All of the participants were able to speak and be heard and were deemed to be present at the meeting pursuant to the School’s bylaws.

After noting that a quorum was present, Dr. McKenzie called the meeting to order.

**Resolutions**

Agreements

Nine days prior to the meeting, Board chair provided board members with the agreements signed by the Head of School prior to the School’s incorporation. The agreements listed below were provided to board members for review.

- Charter School Business Management
- Charter Board Partners
- Escosmith Creative
- Cohen Schneider & O’Neill LLP
- Garber Consulting Group LLP
- Civic Builders



- New York City Charter Center

The following motion was made to approve the agreements between the aforementioned.

Motion: Sister Janet Kinney

Second: Stacy Dubov

Vote: Unanimous

#### Committee Chairs

The following motion was made to approve the committee chairs, which are listed below.

Finance – Michael Lackwood

Governance – Alma Mends

Academic – Nicole Charette

External Affairs – Shannon Riley

Motion: Michael Lackwood

Second: Sister Janet Kinney

Vote: Unanimous

#### Women's March on Washington

1. The following motion was made for BELA to financially sponsor 15 participants to attend the March on Washington event on January 21, 2017.

Motion: Tiffany Rothenberg

Second: Sister Janet Kinney

Vote: Dr. André McKenzie – No, Michael Lackwood – No, Stacy Dubov – No, Alma Mends – Yes, Sister Janet Kinney – Yes, Keara Smalls – Yes, Tiffany Rothenberg – Yes

**Motion passes**

2. The following motion was made for BELA participants to be wear BELA paraphernalia and to also sign a waiver of liability prior to attending the march.

Motion: Tiffany Rothenberg

Second: Sister Janet Kinney

Vote: Dr. André McKenzie – No, Michael Lackwood – No, Stacy Dubov – No, Alma Mends – Yes, Sister Janet Kinney – Yes, Keara Smalls – Yes, Tiffany Rothenberg – Yes

**Motion passes**

#### Facility

BROOKLYN EMERGING LEADERS ACADEMY CHARTER HIGH SCHOOL  
111 Broadway, Suite 604  
212-437-8383



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Nicia Fullwood gave an update on acquiring DOE public space and DOE acknowledged receiving the appeal letter submitted by Cohen Schneider & O'Neill on behalf of BELA. Sister Janet Kinney gave an overview of the private space search.

1. The following motion was made to authorize Civic Builder permission to begin negotiations on 1217 Bedford Ave.

Motion: Sister Janet Kinney

Second: Alma Mends

Vote: Unanimous

2. The following motion was made to authorize Civic Builder to enter into negotiations on 635 Rockaway.

Motion: Sister Janet Kinney

Second: Tiffany Rothenberg

Vote: Unanimous

3. The following motion was made to authorize Civic Builder to enter into negotiations on Cornerstone property.

Motion: Sister Janet Kinney

Second: Tiffany Rothenberg

Vote: Unanimous

#### Pre-opening budget

The following motion was made to approve the preopening budget.

Motion: Michael Lackwood

Second: Stacy Dubov

Vote: Unanimous

#### Payroll provider

The following motion was made to approve Paychex as BELA's payroll provider.

Motion: Michael Lackwood

Second: Stacy Dubov

Vote: Unanimous

#### Health Insurance (pre-opening)

The following motion was made to approve Aetna NY Silver health plan for Shannon Riley, Nicia Fullwood, and Dean of Operations (July 1) during the pre-opening period.

Motion: Michael Lackwood

Second: Stacy Dubov



Vote: Unanimous

#### Fiscal Policies and Procedures Manual

Board members were provided with the fiscal policies and procedures nine days prior to the meeting for their review. Heather Blumberg and Jeanine Taylor gave an overview of the fiscal policies and procedures.

The following motion was made to adopt the fiscal policies and procedures manual.

Motion: Michael Lackwood

Second: Stacy Dubov

Vote: Unanimous

#### Initial Statement

The following motion was made to approve the initial statement submitted by Charter School Business Management.

Motion: Michael Lackwood

Second: Stacy Dubov

Vote: Unanimous

#### **General Updates**

##### Code of Ethics

Tabled until the next meeting. Tiffany will provide board with updated policy.

##### Governance Committee Report

Alma asked board members to sign conflict of interest policy and distributed board planning year task created during board retreat.

##### Recruitment

Student – 25 applications received

Staff – Will launch the week of December 12<sup>th</sup>

##### Events

5Jan – January board meeting changed to Thursday, January 5<sup>th</sup> rather than 3Jan

12Jan – BELA presenting at the Community Board 3 Youth and Education committee meeting

21Jan – Women's March on Washington event

25Jan – Free board training sponsored by the Charter Center



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Surveys

Governance committee will send out evaluation surveys at the end of each meeting to monitor effectiveness of each meeting.

Grants

Submitted 21<sup>st</sup> Century grant proposal with Girls Inc. of NYC

This concludes our formal approval portion of the meeting.

Adjournment: There being no further business to come before the Board, the meeting was adjourned at 9:00 PM

Respectfully submitted,

Diane Nathaniel  
Board Secretary

APPROVED:

Dr. André McKenzie  
Board Chair

