

## **Board Meeting Agenda**

June 25, 2024, 6 pm

1. Call to Order & Reminder for Public Comment(s) Sign Up
2. Adoption of June 2024 Agenda
3. Approval of May 2024 Minutes
4. Review and Adopt revised Code of Ethics Policy
5. Review and Approve updated Financial Policies and Procedures
6. Review and Approve 2024/25 Budget
7. Review and Approve 2024/25 Vendor List
8. Review and Approve 2024/25 Board and Committee Meeting Dates
9. Approve Board officer roles for 2024/25
  - a. Adam Miller, Chair
  - b. Mike Tobman, Vice Chair
  - c. Sue Fox, Treasurer
  - d. Alice Li, Secretary
10. Board Member Term Renewal(s) through June 30, 2027
  - a. Stella Binkevich
11. Preview 2024/25 School Safety Plan
12. School Report
13. Network Report
14. Public Comments
15. Adjournment

**Board of Trustees Meeting Minutes**

May 21, 2024, 6 pm

**Trustees Present**

Alice Li
Mike Tobman
Will Mack
Ella Zalkind
Stella Binkevich
Sue Fox

**Also, Present:**

Katie Passley, Head of School, HLA2

Elyse Castellano, CFO/COO, Hebrew Public

Lauren Murphy, Associate Chief of Staff, Hebrew Public

**1. Call to Order**

Mike Tobman called the board meeting to order at 6:02 p.m.

**2. Adoption of the May 2024 Meeting Agenda**

Mike Tobman asked for a motion to adopt the May 2024 meeting agenda. Sue Fox made a motion to adopt the meeting agenda, Alice Li seconded, and the motion was carried unanimously.

**3. Approval of the April 2024 Minutes**

Mike Tobman asked for a motion to adopt the April 2024 meeting minutes. Sue Fox made a motion to adopt the meeting minutes, Will Mack seconded, and the motion was carried unanimously.

**4. Amended 2024-2025 Cropsey Sublease Approval**

The sublease had a minor administrative error that was corrected and presented to the board for approval. Prior to voting on this item, Mike Tobman recused himself from the vote.

## HEBREW LANGUAGE ACADEMY CHARTER SCHOOL 2

### CODE OF ETHICS FOR TRUSTEES, OFFICERS AND EMPLOYEES

The Board of Trustees (the “Board”) of Hebrew Language Academy Charter School 2 (“HLA2 or the “Corporation”) recognizes that ethical standards of conduct increase the effectiveness of Trustees, officers and employees as educational leaders in the community. Actions based on ethical conduct promote public confidence in Hebrew Language Academy Charter School 2’s leadership, and the attainment of the Corporation’s goals and objectives. The Board also recognizes its obligation to adopt a Code of Ethics consistent with the provisions of New York State General Municipal Law and the Education Law setting forth standards of conduct required of all Trustees, officers and employees.

Therefore, each Trustee, officer and employee of Hebrew Language Academy Charter School 2, paid or unpaid, shall adhere to the following standards of conduct:

1. **Gifts.** No Trustee, officer or employee shall, directly or indirectly, solicit any gifts, nor shall any Trustee, officer or employee accept or receive any single gift having a value of \$75 or more, or gifts from the same source having a cumulative value of \$75 or more over a twelve-month period, whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise, or any other form, if it could reasonably be inferred that the gift was intended to influence him or her in the performance of his or her official duties or was intended as a reward for any official action on his or her part.
2. **Confidential Information.** No Trustee, officer or employee shall disclose confidential information acquired by him or her in the course of his or her official duties or use such information to further his or her own personal interest. In addition, he or she shall not disclose information regarding any matters discussed in an executive session of the Board, whether such information is deemed confidential or not.
3. **Representation before the Board.** A Trustee, officer or employee shall not receive or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before the Board.
4. **Representation before the Board for a Contingent Fee.** A Trustee, officer or employee shall not receive or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before the Board, whereby the compensation is to be dependent or contingent upon any action by Hebrew Language Academy Charter School 2 with respect to such matter, provided that this paragraph shall not prohibit the fixing at any time of fees based upon the reasonable value of the services rendered.
5. **Disclosure of Interest in Matters before the Board.** Any Trustee, officer or employee who has, will have, or later acquires an interest in, or whose spouse has, will have or later acquires an interest in, any actual or proposed contract, purchase agreement, lease

agreement or other agreement, including oral agreements, with Hebrew Language Academy Charter School 2, or in any other matter brought before the Board shall publicly disclose the nature and extent of such interest in writing to his or her immediate supervisor and to the Board as soon as he or she has knowledge of such actual or prospective interest. Such written disclosure shall be made part of and set forth in the official record of the proceedings of the Board. The term “interest” means a direct or indirect pecuniary or material benefit accruing to a Trustee, officer or employee.

6. **Investments in Conflict with Official Duties.** A Trustee, officer or employee shall not invest or hold any investment directly in any financial, business, commercial or other private transaction that creates a conflict with his or her official duties.
7. **Private Employment.** A Trustee, officer or employee shall not engage in, solicit, negotiate for or promise to accept private employment when that employment or service creates a conflict with or impairs the proper discharge of his or her official duties.
8. **Future Employment.** A Trustee, officer or employee shall not, after the termination of service or employment, appear before the Board or any panel or committee of the Board in relation to any case, proceeding, or application in which he or she personally participated during the period of his or her service or employment or that was under his or her active consideration. This shall not bar or prevent the timely filing by a present or former Trustee, officer or employee of any claim, account, demand or suit against the Corporation on his or her own behalf or on behalf of any member of his or her family arising out of any personal injury or property damage or for any lawful benefit authorized or permitted by law.

#### *Distribution of Code of Ethics*

The Chair of the Board shall cause a copy of this Code of Ethics to be distributed annually to every Trustee, officer and employee of Hebrew Language Academy Charter School 2. Each Trustee, officer, and employee elected or appointed thereafter shall be furnished a copy before entering upon the duties of his or her office or employment.

#### *Penalties*

In addition to any penalty contained in any other provision of law, any person who shall knowingly and intentionally violates any of the provisions of this Code of Ethics may be fined, suspended or removed from office or employment, as the case may be, in the manner provided by law.

Will Mack made a motion to approve the revised 2024/25 Crospey Sublease agreement. Sue Fox made seconded, and the motion was carried unanimously in a vote all in favor with no objections.

### **5. Leadership Report**

Katie Passley, Head of School, shared a PowerPoint presentation that included photos and covered general school updates, and classroom spotlights that included end-of-year events and field trips that have taken place and upcoming trips. NY State exams have been completed. Enrollment projection was shared and is expected to be between 320 - 330 students for FY24-25. 19 more students are in the process of enrolling.

### **6. Network Report**

Elyse Castellano, CFO/COO of Hebrew Public, provided a brief update and shared that budget planning for next year is well underway. Summer and after-school program planning are also ongoing. A lot of collaborative work is occurring between HLA2 + Hebrew Public teams.

### **7. Public Comments**

No members of the public were present to make a public comment.

### **8. Adjournment**

Mike Tobman asked for a motion to adjourn the meeting at 6:13 p.m. Will Mack made a motion to adjourn, Sue Fox seconded, and the motion was carried unanimously. The board will meet next on June 25, 2024.



## **HLA2 2024/25 Board Meeting Dates**

Tuesday, July 16, 2024

Tuesday, August 6, 2024

Tuesday, September 17, 2024

Tuesday, October 15, 2024

Tuesday, November 19, 2024

Tuesday, December 17, 2024

Tuesday, January 14, 2025

Tuesday, February 11, 2025

Tuesday, March 11, 2025

Tuesday, April 22, 2025

Tuesday, May 13, 2025

Tuesday, June 17, 2025

*\*\* All board meetings are to begin at 6 pm unless otherwise noted*



Hebrew Language Academy 2  
CHARTER SCHOOL

## **HLA2 2024/25 Committee Meeting Dates**

### **Governance:**

Adam Miller, Chair  
Sue Fox  
Mike Tobman  
Alice Li  
Will Mack

### **Finance:**

Sue Fox, Chair  
Will Mack  
Alice Li  
Stella Binkevich  
Adam Semler \*  
\*non-board member

### **Education &**

### **Accountability**

Mike Tobman, Chair  
Ella Zalkind  
Adam Miller  
Stella Binkevich

### **Education & Accountability Committee Meetings:**

*(They are all directly following the board meetings except June)*

- Meeting #1: Tuesday, November 19th 6:30 pm
- Meeting #2: Tuesday, February 11th 6:30 pm
- Meeting #3: Wednesday, June 11th, 6 pm

### **Finance Committee Meetings:**

- Meeting #1: Wednesday, October 30th @ 3 PM
- Meeting #2: Tuesday, February, 11th @ 3 PM
- Meeting #3: Tuesday, April 29th @ 3 PM
- Meeting #4: Wednesday, June 4th @ 3 PM

### **Governance Committee Meetings: TBD!**

<b>HLA2 FY25 Budget</b>	
	<b>FY25 Budget</b>
<b>Revenue</b>	
<b>4100 State Grants</b>	
<b>4101 Per Pupil Allocations General Education</b>	6,474,960
<b>4102 Per Pupil Allocations Special Education</b>	623,377
<b>4104 NYSTL</b>	19,829
<b>7115 NYSSL</b>	5,288
<b>7116 NYSLIBL</b>	2,313
<b>4107 Reimbursement for Student Meals - State</b>	8,262
<b>4108 Per Pupil - Facilities</b>	1,942,488
<b>4113 UPK</b>	280,379
<b>Total 4100 State Grants</b>	<b>9,356,896</b>
<b>4200 Federal Grants</b>	
<b>4201 CSP Grant - Pass through</b>	
<b>TSL Grant Allocation</b>	165,000
<b>4202 Title IA</b>	133,198
<b>4203 Title IIA</b>	17,328
<b>4204 Title III</b>	10,000
<b>4205 Title IV</b>	10,200
<b>4207 E-Rate</b>	26,438
<b>4208 School Food - Federal</b>	315,000
<b>4209 IDEA</b>	66,890
<b>4212 Federal - Other</b>	0
<b>4213 ESSER-2</b>	0
<b>4214 ARP</b>	0
<b>Total 4200 Federal Grants</b>	<b>744,053</b>
<b>4300 Contributions</b>	
<b>4301 Unrestricted Contributions</b>	
<b>Total 4300 Contributions</b>	<b>0</b>
<b>4400 Miscellaneous Income</b>	
<b>4400.1 Miscellaneous Revenue</b>	25,500
<b>4401 Interest Income</b>	45,000
<b>4408 Employee Retention Credit</b>	0
<b>Total 4400 Miscellaneous Income</b>	<b>70,500</b>
<b>Total Revenue</b>	<b>10,171,449</b>
<b>Gross Profit</b>	<b>10,171,449</b>
<b>Expenditures</b>	
<b>5000 Personnel</b>	
<b>Total 5000 Personnel</b>	<b>3,795,463</b>
<b>Total 5500 Benefits and Payroll Taxes</b>	<b>1,430,928</b>
<b>6100 Office Expenses and Equipment</b>	



<b>HLA2 FY25 Budget</b>	
	<b>FY25 Budget</b>
<b>6101 Office Supplies</b>	25,500
<b>6102 Postage and Delivery</b>	500
<b>6103 Insurance - General</b>	113,220
<b>6105 Travel</b>	2,091
<b>6106 Subscriptions</b>	29,006
<b>6107 Membership Dues</b>	3,379
<b>6108 Copier, Printer and Fax</b>	56,100
<b>6109 Student Recruitment</b>	112,650
<b>6109a Staff Recruitment</b>	40,700
<b>6111 Team Building/Appreciation</b>	30,000
<b>Total 6100 Office Expenses and Equipment</b>	<b>413,147</b>
<b>6200 Professional Costs</b>	
<b>6201 Accounting Services</b>	160,000
<b>6202 Legal Services</b>	15,683
<b>6203 Audit Fees</b>	36,720
<b>6204 Consultants - Tech</b>	51,600
<b>6205 Payroll Services</b>	15,000
<b>6206 Meals Consultant</b>	10,500
<b>6207 Website Consultant</b>	0
<b>6209 CMO Fees</b>	729,842
<b>6211 Other Professional Costs</b>	92,000
<b>Total 6200 Professional Costs</b>	<b>1,111,345</b>
<b>6300 Contractual Services</b>	
<b>6301 Staff Development</b>	8,000
<b>6301.2 Staff Development - Hotel &amp; Travel</b>	1,569
<b>6301.3 Staff Development - Summer PD</b>	10,455
<b>6302 Student Assessment General Studies</b>	15,000
<b>6303 Substitute Teachers</b>	45,000
<b>6307 E-Rate Plan</b>	1,046
<b>6308 Translation Services</b>	10,000
<b>6313 Educational Consultants</b>	0
<b>6320 Afterschool Program</b>	62,000
<b>6321 Summer Program</b>	20,000
<b>6323 Other School Consultants</b>	0
<b>Total 6300 Contractual Services</b>	<b>173,069</b>
<b>7100 Pupil Supplies and Furniture</b>	
<b>7101 Curr. and Instructional Materials</b>	61,000
<b>7102 Curriculum Platforms</b>	42,613
<b>7103 Classroom Libraries Leveled Books</b>	8,000
<b>7104 Classroom Libraries Library Books</b>	0

<b>HLA2 FY25 Budget</b>	
	<b>FY25 Budget</b>
<b>7107 Classroom Supplies</b>	30,600
<b>7107a Copy Paper</b>	10,455
<b>7109 Art/Music Supplies</b>	0
<b>7110 Supp Pupil Trans. Field Trips, Summer, Sat.</b>	15,300
<b>7111 Food Administration</b>	300,000
<b>7111a School Food-Other</b>	100
<b>7112 Entrance Fees for Field Trips</b>	6,000
<b>7113 Supp. Pupil Trans. Unpaid Bus Days</b>	10,200
<b>7114 NYSTL</b>	19,321
<b>7115 NYSSL</b>	4,956
<b>7116 NYSLIBL</b>	2,071
<b>7117 Summer School Supplies</b>	
<b>7118 Instructional Technology</b>	10,200
<b>7119 Parent Org Expenses</b>	1,020
<b>7120 Student Events and Culture</b>	16,320
<b>7124 Hebrew Israeli Studies</b>	10,200
<b>7128 Uniforms</b>	1,000
<b>Total 7100 Pupil Supplies and Furniture</b>	<b>549,355</b>
<b>8200 Utilities and Occupancy</b>	
<b>8201 Telephone and Internet</b>	30,000
<b>8201.a Telephone</b>	0
<b>8201.b Internet</b>	0
<b>8202 Security Systems</b>	0
<b>8204 Mobile Phone Service</b>	12,546
<b>8205 Rent</b>	2,365,974
<b>Total 8200 Utilities and Occupancy</b>	<b>2,408,520</b>
<b>8400 Maintenance/Repair</b>	
<b>8402 Repairs &amp; Maintenance</b>	0
<b>Total 8400 Maintenance/Repair</b>	<b>0</b>
<b>8800 Miscellaneous Expenses</b>	
<b>8801 Bank Service Charges</b>	2,089
<b>Total 8800 Miscellaneous Expenses</b>	<b>2,089</b>
<b>8900 Depreciation Expenses</b>	130,000
<b>Total Expenditures</b>	<b>10,013,916</b>
<b>Net Revenue</b>	<b>157,533</b>

<b>HLA2 Vendor List</b>		<b>2025 Annual Contracts Over \$5k</b>
FOHLA2 [1]	Lease	\$2,365,974
YouCan Center Inc	Afterschool Programming	\$36,000.00
School Food Marketing- Food Consultant	Consulting	\$10,500.00
Global 365	Technology	\$51,600.00
Executive Cleanng -Custodial Maintenance	Custodial	\$178,680.00
Allied Security - Security Vendor	Security	\$152,082.00

## **School Safety Plans**

The Safe Schools Against Violence in Education Act (SAVE) became law in New York State on July 24, 2000. The law requires Local Education Agencies to spell out how they will respond to acts of violence and other disasters through prevention, intervention, emergency response and management.

Emergencies in schools must be addressed in an expeditious and effective manner. Our schools' District Safety Plan, which includes a comprehensive Building Level Emergency Response Plan, was developed to prevent or minimize the effects of serious violent incidents and emergencies, to facilitate coordination with local resources in the event of such incidents or emergencies, and generally to give direction in situations involving the safety of the school community. Each school's building response plan is customized and localized to make sense for each of our school sites.

As per Section 155.17 of the Commissioner of Education's Regulations, charter schools **do** have to draft, publicly notice and adopt a safety plan.

Specifically, the schools have to:

1. Create both Safety and Building Level Emergency Response Plans; and
2. Allow for at least 30 days of public comment before the Board adopts the Safety Plan which needs to be by October 1 ; and
3. Within 30 days of the Board's adoption, the Safety Plan must be filed with the Commissioner of Education and;
4. Also within 30 days of the Board's adoption but no later than October 1, the Building Level Emergency Response Plan must be filed with the local LEA and state police.