



Dr. Adrian C. Manuel, Executive Director
Mr. Rael Jones, Chief Operating Officer
Mr. Charles L. A. Watterson, Principal
Ms. Zenzile Keith, Chief Supports Officer

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Approved Board Meeting Minutes

April 30, 2024

5:30 pm

Board Attendance: Cameil Dalgetty-Jarvis, Paula James, Tatum Boothe, James Ding, Linda Johnson, Gerald Karikari

Staff Attendance: Adrian Manuel, Zenzile Keith, Yolanda Valerio, Rael Jones

Guests:

Ms. Dalgetty-Jarvis called the meeting to order at 5:35 pm.

Public Comment:

N/A

Respond to prior public comment: N/A

Agenda/objective:

I. Opening Items

- | | |
|---|---------------------|
| A. Call the Meeting to Order | Ms. Dalgetty-Jarvis |
| B. Record Attendance | Ms. Dalgetty-Jarvis |
| C. Public Comment and response to the prior month's comment | Ms. Dalgetty-Jarvis |

Agenda/objective:

II. Consent Agenda

- A. Approve Board Meeting Minutes:
- The board of trustees motioned to approve March board minutes. Paula James motioned to approve the board minutes and Tatum Boothe seconded the motion.

- | | |
|------------------------------|------------|
| B. Executive Director Report | Dr. Manuel |
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Dr. Manuel shared the following:

- Dr. Manuel



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- Priority Updates #1 Budget Development:
 - 2024-25 SY Budgeting is 85% complete
 - 740 - 750 students enrollment target range (150 6th grade)
 - Threading the line between expansion needs and preparations with sustainability of programs and unanticipated costs (temporary site as well as new building project)
 - The finance/Operations Committee met on 2/29 to review the current progress
 - Considerations for CBA negotiations, building projects, extracurricular programs, secured and unsecured grants, and temporary site space needs.
 - On track for June vote
 - Summer Boost Award, RESO A Awards, and CSP Expansion Grants have provided significant savings for the 2024-25 yr projections
- Priority Area #2 MS Expansion
 - June 8th groundbreaking ceremony
 - Recruitment and hiring of teachers/staff in progress
 - Summer curriculum planning teams
 - Temporary site negotiations in process
 - Sacred Heart Catholic School (115-30 221 St, Cambria Heights)
 - The term sheet received yesterday
 - Finalization over the next few weeks
 - Parent communication and transition planning
- SUNY Renewal Process
 - Application due August 15th
 - Writing team to be identified over the next two weeks
 - Opportunity to explore updates to our Key Design Elements and full K-8 approaches to teaching and learning.
 - BEarly-Mid July Board Retreat to review drafts before submission

Agenda/objective:

II. Consent Agenda

C. Academic Report

Ms. White

- Spring Strategic Priorities
 - 2024-2025 Staffing
 - Completing current staff evaluations
 - 12 new positions
 - Screened over 300 resumes
 - Conducted 26 interviews with 4 Certified Teachers
 - State Exams
 - ELA Complete: Tested, 2 absent, reflection
 - Math: Mat 13th and 14th
 - Science: May 2nd and 3rd
 - End of Year I-Ready May 29-39



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- Strategic Initiatives
- Middle School Planning
 - Created Academic Program
 - Scope and Sequence 6-8th grade
 - Staffing Model
 - Begun Hiring
 - Curriculum
 - Rituals and Experiences
- Middle School Foundations
 - Regents for all: Algebra and Biology
 - MYP Programming
 - Top High School Acceptance
 - ISTE Standards
 - IB Learner Profile
 - Foreign Language
- Looking Forward - Summer
 - Leader Development Institute
 - New Teacher Institute
 - All Staff Institute
- 2024-2025 Priority Planning
 - Expanding Science
 - Subject Matter Specialization
 - Curriculum Development
 - Common Assessment
 - Data-driven instruction
 - IB POI Unit Planning
- Teacher of the Month: Ms. Zamidar, Ms. Saia
- STEAM Events:
 - May 31st: Science Expo
 - June 13th: STEAM Career Fair
 - June 18th: Field Day - Celebration of Exercise Science
- STEAM Updates
 - Computer Science: Algorithms to Pilot Sphero Bolt Bots
 - Visual Arts: Alma Thomas and famous artwork 'The Eclipse'
 - 5th preparing for the NYS Science Exam w/Light It Up Investigation

Agenda/objective:

II. Consent Agenda

C. Operations Report

Mr. Jones

- Enrollment
 - 595 total students
 - Enrollment Update - We have three (3) students who have and are moving out of the area. We do not plan on backfilling at this time
 - Enrollment Trend - We conducted our lottery earlier this month and currently



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have a waitlist in all grades

- Attendance
 - Attendance Updates - We're currently at 92.6% and monthly attendance is trending downward to 91.7% for April
 - Attendance Trends - We are updating some internal policies to strengthen our approach to absent and tardy families
- Intent to Return
 - Returned: K-Grade 33 (97 grade total), 1st Grade 6 (96 grade total), 2nd grade 27 (109 grade total), 3rd grade 35 (103 grade total), 4th grade 32 (83 grade total) 5th Grade 29 (103 grade total), 6th grade 35.
 - Intent to return trend - 33% of families have completed the intent to return form on PowerSchool.
 - 100% of families have been notified
 - A calling campaign to close the gap ensued during the break. We will continue when we return
 - Lottery
 - We successfully ran our lottery on 4/8/24 with an independent observer (CPearce).
 - The current process- follow-up is done throughout the week. Offers are rescinded on Fridays, new offers are made.
 - We contacted new families over the break to assess interest. We will continue to do so throughout the month of May.
 - NYC School Survey
 - The family, teacher, and support staff survey information rates are available below.
 - The deadline for completion was 4/19/24.
 - Comparison to last year.
- Operations Update
 - Head of Security: Mr. Elton Mohammed
 - Seasoned executive of NYPD. Former City Wide Duty Chief.
 - 20 years of experience in law enforcement.
 - Adjunct professor at Monroe College.
 - Substitute teacher for DOE.
 - High emotional intelligence, motivator, animal lover, melomaniac and lifelong pigeonier/fancier.
 - Groundbreaking Ceremony
 - June 8th, 2024, 10am-12 pm
- Satellite Space Update
 - We are in negotiation on our Middle School satellite space.
 - Sacred Heart Academy
 - 115-50 221st St, Cambria Heights, NY 11411
 - 2.1 miles (10 min drive from current campus)
 - We are also in logistical conversations and plan on giving an update for the May board meeting



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D. Chief Supports Officer

Ms. Keith

- End-Of-Year Activities
 - **Monday, June 3:** 5th-grade senior breakfast
 - **Tuesday, June 4:** 2nd grade trip to Legoland;
 - **Wednesday, June 5:** 5th grade dance
 - **Monday, June 10:** 5th grade trip to Club Getaway
 - **Wednesday, June 12:** Kindergarten/1st grade trip to Adventure land
 - **Friday, June 14:** 3rd & 4th grade trip to Urban Air;
 - **Thursday, June 27:** 1st Day of Summer Academy staff PD
 - **Wednesday, July 2:** First day of Summer Academy
- Summer Boost NYC
 - Funding:
 - Requested: \$640,000
 - Awarded: 394,000
 - Deficit: \$256,000
 - Program Overview
 - Expanded Cohort: The program will serve 320 students, including the inaugural class of rising 6th graders.
 - High Demand: With 359 students expressing interest, representing 61% of the student body, the program is in high demand.
 - Inclusive Growth: The program aims to foster inclusive growth by catering to a diverse cohort of students
 - Diversity and Inclusion:
 - Empowering students with Individualized support
 - Fostering Language Diversity
 - Targeted Academic Enrichment
 - Addressing Foundational Skills
 - ELA: Literature & Informational text comprehension
 - Math: Operations & Algebraic thinking
 - Math: Numbers & Operations in base ten

Motions:

1. Cameil Dalgetty-Jarvis made a motion to end the board meeting public session at 6:52 pm.
2. Tatum Boothe seconded the motion to end the public session and enter the executive session

Executive Session:

1. Cameil Dalgetty-Jarvis announced to enter the Executive Session at 6:54 pm to discuss a confidential matter.



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The Meeting adjourned at 6:55 pm.