

APPROVED



Pharos Academy Charter School

Minutes

BLCS May 2018 Board Meeting

Date and Time

Thursday May 17, 2018 at 6:30 PM

Location

Bronx Lighthouse Charter School

Trustees Present

B. Thompson, D. Kaplan, E. DeGonzalez, E. Kinsey, F. Merine, N. Jones, R. Granado, V. Caba

Trustees Absent

J. Lopez-Molina, S. Sutherland

Guests Present

A. Duggins, C. Russell, M. Dorsey, M. Rousseau (remote), M. Saulo (remote), T. Brown

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

R. Granado called a meeting of the board of trustees of Pharos Academy Charter School to order on Thursday May 17, 2018 at 6:45 PM.

II. Public Comments

A.

Public Comments

Raffle Update was postponed due to poor weather conditions, upcoming date TBD.

Meeting scheduled to discuss Summer School but concerns raised about Board Member knowledge.

Timeline concerns being too close to the last day of school versus having Summer School closer to when they returned back to School for the 2018-19 School Year.

Timing: Teacher PD 8/13/2018

 Last Day of Summer Slide 8/2/2018

 Academic Piece 8:00 AM - 1:00PM

 After School Summer Program 1:30 PM- 3:45 PM

K-5 First Come, First Serve

6-8 Full Availability

Questions related to Summer food limitations

Stepping Up for K and 8th Graders, not Middle School

III. Board Governance

A. Board Governance

Intro : Joel Livingston - Associate Director of Talent Management

BOARD BY LAWS

Courtney Russell briefly reviewed and discussed Board By Laws and future steps to update the By Laws

Suggestion to create a small committee to review and revise the Board by Laws

Susan Briggs mentioned as possible person to provide legal assistance in the process of revising the Board By Laws

LHA does not provide assistance with structure of By Laws but will provide if requested

Eric to start the reviewing process of the Board By Laws

SUMMER BOARD RETREAT

Encourage all board members to respond to retreat doodle

BOARD SPONSORSHIP

Questions mentioned related to correspondence sent out by Natalie Alvarez.

Is there an established fund to assist in the sponsorship process for students in financial need.

Alex shared knowledge of the current fundraising activities.

Board is open in weighing-in and facilitating a process for soliciting and awarding funds.

Current assistance requested for a student who needs financial assistance with Prom Event and Summer Program.

There is a process in place but without a Grant, the process is currently not actively being used.

Restrictions on funding scholarships questions- MaryBeth is not aware of any restrictions.

Feedback suggested for Ms. Alvarez to provide a process and plan for Board involvement

Principal Duggins will discuss with Ms. Natalie Alvarez

UPDATE ON BOARD GOALS & BOARD RECRUITMENT GOALS AND STRATEGIES

Partner with Metropolitan Lighthouse Charter School

Transition Status

Meeting Length Time

Expand Board Members - New Board Member to attend June 2018 Meeting

Board Mission Statement - Discuss/Present at June Board Meeting

COMMITTEE UPDATES

Academic : Reviewed data around scholar grades, students preparing for college transitions, 24 Seniors with promotion in doubt.

41% not fully on track , 42% on track - As a Board about 80% estimated to be on track by June 2018

Discussed data related to College matriculation , Data was disappointed. Establish a curriculum designed to motivate acceptance and remaining in College/University.

Discussed IEP plans, better communication plans, and future planning for training parents in Special Education, Top Talent recruitment, Recruitment Tactics, Leadership Building, Designing Curriculum, Measurement of Data.

School Culture:

BLCS LA : Update PTA meetings, implement workshop with parents, online messaging, students and teacher surveys.

27 out of 35 Staff/Teacher completed surveys

BLCS CPA: Project base open mic, Think Tank, Spirits In School Culture - Shark TV mostly involving Juniors. May 18- College Acceptance Day 12:30-1:30 PM . Teacher Appreciation Day. Student development team activities discussed.
Recycling methods discussed to use as a building block for Environmental Studies.

FINANCE

Finance report discussed, no specifics to highlight.
Discussion of ways to squeeze out more interest on the open balances.
Security account with Merrill Lynch linked to Bank of America suggested- Marcia to provide future insight on this
Opportunity to generate additional cash with little risk

EXECUTIVE DIRECTOR FEEDBACK CRITERIA

Items to be discussed in executive session

CEO or RVP Evaluation

Board has been directed to create a 2 or 3 committee to evaluate. Board Chairman to be on committee.

Evaluation completion deadline date 5/22/2018

CEO Self Evaluation to be read before completing CEO evaluation

Committee to discuss, create and present at June 2018 Board Meeting

Board to respond and final memo to be presented at July 2018 Board Meeting

IV. Executive Director Comments/Report

A. LHA Executive Director Report

LHA Executive Director report discussed in detail:

Leadership Development program discussed, 6 participants among both BLCS & METLCS.

Revision of Handbook

LHA Updates discussed

V. Principal's Report

A. Principal's Report

PRINCIPAL BROWN: K-8

Principals report discussed with highlights around:

1. Enrollment Data
2. Attendance Letters
3. Suspension - (4) in the Month of April 2018
4. 5 to 10 Day Suspensions and Restorative Sessions
5. Chronic lateness and absenteeism discussed and the methods to prevent
6. Future testing dates and test result dates discussed
7. Parents notified that School is open to all parents
8. PACT Days discussed - **Parent As Committed TeamMember**
9. Application for Parents to come out in September 2018
10. Methods of engaging parents, making the investment in the Parent is key

PRINCIPAL DUGGINS: 9-12

Principals report discussed with highlights around:

1. Attendance - Not sure of what happened in April 2018 , will monitor closely in May 2018, especially Seniors.
2. Senior Behavior Baseball
3. College Matriculation
4. Alumni Coaching

5. Women's Teaching Day- Every Quarter
6. Art Show - Solo Spotlight
7. Shadow Future Day outreaching to non- BLCS scholars
8. Parent engagement methods to encourage participation
9. Methods of maximizing enrollment

VI. Facility

A. Facility Updates

Facility Update:

Security Update discussed: Locks and additional cameras increasing proposal cost to \$190,000.

Board requested to approve the updates of the proposal

Evelyn DeGonzalez agree to sign documents needed

Board Approved Unanimously

CPA Climate control to be completed by end of this month.

VII. Finance

A. Building Financing

Kick off call results discussed.

New bond issuer to visit school next week.

Appendix A - Next Milestone to review

Bond Resolutions and Board packet documents that need to be approved by Board members discussed and pointed out.

Motion to provide signature authority to Eric and Rob and Courtney - Board Approved

B. Finance Report

Approved Budget requested by June 2018 Board Meeting

Budget to the Board within 2 weeks - Mary Beth agreed this is possible

Budget to involve entire Board not just the Finance Committee

Rob presents assessment questions for the Board Committees and members to present to the Finance Committee

R. Granado made a motion to Approve April 2018 Financials.

V. Caba seconded the motion.

The board **VOTED** unanimously to approve the motion.

C. FY 2019 Budget

Budget to be presented within 2 Weeks and to be approved at June 2018 Board Meeting

VIII. School Operations

A. Approve Minutes

R. Granado made a motion to approve minutes from the BLCS April 2018 Board Meeting on 04-19-18 BLCS April 2018 Board Meeting on 04-19-18.

E. DeGonzalez seconded the motion.

The board **VOTED** unanimously to approve the motion.

B. Approve 2018 - 2019 Board Meeting Calendar

R. Granado made a motion to Approve 2018-19 School Calendar.

N. Jones seconded the motion.

The board **VOTED** unanimously to approve the motion.

IX. Closing Items

A. Adjourn Meeting

Executive Session @ 10:30 PM

Meeting Adjourned @11:30 PM

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 11:30 PM.

Respectfully Submitted,

R. Granado