

APPROVED



## Pharos Academy Charter School

### Minutes

#### BLCS July 2018 Board Meeting

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##### **Date and Time**

Thursday July 19, 2018 at 6:30 PM

##### **Location**

1005 Intervale Ave. Bronx, NY 10459 - Call In # 813-967-8308 Passcode # 74216

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##### **Trustees Present**

B. Thompson, D. Kaplan, E. DeGonzalez, F. Merine, J. Lopez-Molina, N. Jones, R. Granado (remote), S. Jean-Jacques, V. Caba

##### **Trustees Absent**

E. Kinsey, S. Sutherland

##### **Guests Present**

A. Duggins, Alison Radecki, C. Russell, Joe Bennett, M. Dorsey

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#### **I. Opening Items**

##### **A. Record Attendance and Guests**

##### **B. Call the Meeting to Order**

J. Lopez-Molina called a meeting of the board of trustees of Pharos Academy Charter School to order on Thursday Jul 19, 2018 at 6:36 PM.

#### **II. Public Comments**

#### **A. Public Comments**

Teach of America - Summer School Game Night - Everything was going great.

### **III. Board Governance**

#### **A. Board Governance**

##### **ITEMS TO DISCUSS AS TIME PERMITS**

1. Board Retreat this weekend
2. Board Reflections of Recent Board Activities
3. Board On Track Survey Results
4. Review Board Committees (Executive, Finance, Academic, School Culture)
5. Review Marketing Report
6. Executive Director Feedback (Discuss at Next Board Meeting in the absence of Travis Brown)

### **IV. Columbia Business School Consulting Project**

#### **A. CBS Consulting Update**

Thomas introduced by Javier to discuss Page 5 of the Handout in detail. "Bronx Lighthouse Marketing.."

1. Main perspective of getting people in the building
2. Improve brand development/ value proposition
3. Retain and Recruit Teachers
4. Formalizing the Exit Review Process
5. Brand Enhancement - Reason To Believe

Evelyn DeGonzalez mentioned area of concern/interest:

New recruitment for students and increasing the response to the lottery

Local community engagement - Gaining more response and increase waiting list numbers

Frantz Merine mentioned area of concern/interest:

Marketing channels used and considered for local & national scholar recruitment

Javier Lopez-Molina mentioned area of concern/interest:

Formalized exit interview data usage and how it is being used and reviewed once completed.

## **V. Executive Director Comments/Report**

### **A. LHA Executive Director Report**

Nikali Jones provided brief summary and review

Alix Duggins and Travis Brown have worked to create a design for the school

Key Design Elements:

1. College Career Preparation

2. Signature Moves discussed:

- AP, 8th Grade Accelerated Courses
- College and Career Programs
- Monitor/track progress of participants
- 8 Design Elements discussed 5 Shared between both schools
- LHA Network Wide goals discussed

## **VI. BLCPA Scholar Recruitment/Enrollment**

### **A. BLCPA Scholar Recruitment/Enrollment**

GOOGLE Drive document sent to the Board via invite:

K-8 Fully Enrolled

9-12 Mixed Enrollment Numbers ( Can be discussed later)

Courtney Russell discussed and present the Google document shared with the Board;

1. Scholar recruitment plan very thorough and rigorous approach
2. Goals Tab and Student Data Tab discussed
3. Wait List numbers should be 25
4. Prioritizing recruitment activities in the upcoming months
5. Recruitment discussed in detail

## **VII. Principal's Report**

### **A. Principal's Report**

Principal Alix Duggins discussed Principal Report:

1. 2 Staff vacancies currently working on filling (Biology and Math Vacancy)
2. 10th & 12th Grade concerns
3. Graduation rates reviewed over 4 -6 Year Period
4. Credit accumulation and CoHort methods to be used to evaluate and assess data
5. Testing results reviewed - Algebra & Chemistry presented areas of concern
6. Solution to improve Algebra: August regents boot camp and Programming Algebra Regents Course
7. Solution to improve Chemistry: Summer Program for Chemistry , Frequent assessment of activity
8. Board Questioned the 3% outcome for Chemistry: Response Scholar Lack of foundation skills and or subject interest
9. Science results discussed along with methods of solutions
10. Quarterly Regents based benchmarking recommended to help get an overall assessment
11. First Quarter activity with a plan in place to see results in Second Quarter
12. Mastery Base approach for the 2018-19 School year will continue,, along with a block model.
13. Chemistry & Physics Class Size and Passing Grade
14. Board discussed future coaching for teachers
15. English Lit course change to English Language AP
16. Scholar awareness of AP Exam cost - Board concerns if the scholars are properly informed of the responsibilities when enrolling in AP Courses.
17. Is there something in place to confirm AP Course participation and monitor enrollment of too many courses.

Family Fun Day Excellent !

## **VIII. 18 - 19 BLCS and BLCPA Scholar Family Handbook**

### **A. 18 - 19 Scholar Family Handbooks Approval**

CPA - Cell Phone Pouch status inquiry. Cell phone policy can be amended and approved for the next Board Meeting  
Next Board Meeting is August 16, 2018 but the Board Needs to approve the revised Handbook

Motion to approve the CPA handbook with the condition to insert text regarding the cell phone previous method to be detailed and the K - 8 handbook.

J. Lopez-Molina made a motion to Approve the Family Scholar Handbooks with an amendment to provide details of the previous method used related to Cellular Phone Policy for the CPA Handbook.

E. DeGonzalez seconded the motion.

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

## **IX. Facility**

### **A. Facility Updates**

Nothing new to report, work is currently on going:

1. Painting Project
2. Security/Camera Project
3. Cooling System Completed
4. Board request for additional operation staff to be trained on how to use the new BMS System recently installed.

## **X. Finance**

### **A. Building Financing**

Robb Granado introduced Alison Radecki to discuss documents for the Building Finance Project/Bond Deal.

Introduction of guests to assist with the financial documents to be approved:

Alison Radecki of Orrick introduced and provided :

1. Clarity around documents that need to be approved by the Board.
2. Discuss the 4 Resolutions and details related to the appointed officers.
3. Discuss the on-going compliance procedures

### **VOTING PROCESS**

1. Resolution of the Board of Trustees of Bronx Lighthouse Charter School -  
Approved

2. Board of Directors Bronx Support Corporation Resolution - Approved
3. Written Consent of Sole Member of of 1005 Intervale Avenue LLC - Approved
4. Written Consent of the Sole Member if BLCS Property Holding Company Inc  
- Approved with modifications:

Language move to approve with modification that we appoint Robb Granada as director of BLCS Property Holding Company Inc.

- **Javier motioned to approve all resolutions, David Second - Board Approved**

## **B. Finance Report**

Bank Account - Large Amount of Cash reserved for rainy day  
As a Non Profit organization investments are limited

Pg 749 of Packet - Resolution to be reviewed and approved by the Board to allow investments in CD & MM at the Bank of America.

1. How much do we have?
2. What is to be invested?
3. Period of Time ?
4. % of Investments?

Board Approved Resolution to allow Investment - Javier Lopez Molina motioned , Second by Vilma Caba, Board Approved with following modifications:  
Adjust Management to CFO and establish a limit to 80% of cash reserve with a maturity of 2 months .

J. Lopez-Molina made a motion to Approve June 2018 Financials.

V. Caba seconded the motion.

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

## **XI. School Operations**

### **A. Approve Minutes**

J. Lopez-Molina made a motion to Approve minutes from the BLCS June 2018 Board Meeting on 06-21-18 BLCS June 2018 Board Meeting on 06-21-18.

E. DeGonzalez seconded the motion.

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

## **XII. Board Member Interviews**

### **A.**

**BLCS Board Interview**

Board brief introduction

Interview of Joe Bennett

**XIII. Closing Items**

**A. Adjourn Meeting**

Board entered into executive sessions at 10:35 PM, invited in Sara Modavo.

Concluded executive session at 11:35 PM.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 11:35 PM.

Respectfully Submitted,

M. Dorsey