

APPROVED



## Pharos Academy Charter School

### Minutes

#### Bronx Lighthouse Charter School Board Meeting

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

Thursday November 21, 2019 at 6:30 PM

##### **Location**

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

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##### **Trustees Present**

A. Abreu, A. Adderley, B. Thompson, D. Underwood, J. Lopez-Molina, K. Shah, N. Jones, S. Jean-Jacques

##### **Trustees Absent**

J. Reyes, R. Granado, S. Sutherland, T. Wethington, V. Caba

##### **Guests Present**

C. Russell, Evelyn DeGonzalez, M. Dorsey, M. Rousseau (remote), T. Brown

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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 Nov 21, 2019 at 6:39 PM.

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

**A. Public Comments**

Parent expressed a concern regarding fights occurring after school.

Additional details needed to determine if the scholars were from Bronx Lighthouse Charter School.

Principal was aware of an incident that occurred last week but was not aware of the incident the parent was referring to.

School Leadership has requested additional details regarding the incident in question.

**III. BLCS/BLCPA Staff Presentation**

**A. BLCS/BLCPA Staff Presentation**

No presentations for the November 2019 Board Meeting.

Teachers currently involved in Parent-Teacher Conference tonight.

Teacher presentations will be scheduled for future Board Meetings.

**IV. Board Governance**

**A. BLCS Annual Retreat**

Board Chairman, Javier Lopez-Molina wanted to address a concern related to the services not provided by LHA.

After reviewing and revising the LHA agreement, there were several services not on the LHA list of services.

Unlisted Services ranging from Academic Health, Retention and Marketing are services that the school still needs.

Recommendation for an external review to provide consultation around the services not provided but needed.

Prior to external review, the Board and School Leadership should know where they would like to see the school in the next 3-5 years.

A full assessment needed before hiring a consultant.

Cost unknown until proposal is requested.

Volunteer consultants can assist but may not have the experience and knowledge related to a Charter School.

Timeline to move forward with this project will require a review of the Charter School objectives and current agreement.

Establish vendor/consultant list, RFP, Charter goals versus Charter current status.

**B.**

## **LHA Board Retreat**

### **C. Approve Minutes**

J. Lopez-Molina made a motion to approve minutes from the Bronx Lighthouse Charter School Board Meeting on 10-17-19 Bronx Lighthouse Charter School Board Meeting on 10-17-19.

K. Shah seconded the motion.

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

### **D. School Leadership Succession Plan**

K-12 School Succession Plan provided by Courtney Russell discussed.

Board reviewed the listed bulletin items on the K-12 School Succession.

Board discussed the current roles and how to align them with the School Succession Plan.

Board will assist in the plan development and interim placements as needed.

Board read, reviewed and revised the language provided on the Succession Plan hand out.

## **V. Follow Up Items**

### **A. Audit - Finance Sub-Committee**

Clean audit , no findings. Everything went smooth and all documents were submitted on time.

### **B. Board Retreat Follow Up Items**

Board retreat and org chart requested to be presented by Principal.

Board will discuss in detail at the next Board Meeting.

### **C. BLCS Staff Retention**

Retention percentages reviewed and compared over the years:

2016 - 51%

2018 - 64%

Board would like to track the number of offers presented and accepted.

## **VI. Finance Committee Review**

### **A. Finance Committee Report**

J. Lopez-Molina made a motion to Approved the October 2019 financials.

N. Jones seconded the motion.

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

Notes provided by Financial Team related to October 2019 financials:

1. New software being used to provide financial reporting.
2. Investment accounts performing well.
3. Enrollment numbers have increased.
4. Budget amendment will be using updated enrollment numbers.
5. Staff expenses light and coming under budget.

### **B. Bank Resolution**

J. Lopez-Molina made a motion to Approve the resolution of removing restriction for Bank of America account.

N. Jones seconded the motion.

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

### **C. Investment Policy Review**

J. Lopez-Molina made a motion to Move the annual review from November to February.

N. Jones seconded the motion.

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

### **D. Annual Investment Report**

## **VII. Academic Committee Report**

### **A. Academic Committee Report**

Nikali provided update related to Academic Committee :

Principal coaching activities

Kindergarten culture improving due to scholar placement activities

Improvements related to Interim Assessments to be discussed further by Principal

## **VIII. Principal's Report**

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

Principal discussed the results related to Interim Assessment Data Report.

LOWER ACADEMY

ELA goal are to meet the Charter Goal numbers.

ELA numbers are improving and expected to continue an upward trend of improvement

Math interim assessment data discussed in detail, with overall average increase.

Slight dip due to Teacher transitions but the end result is expected to increase.

Teacher proficiency ratings discussed in detail versus the performance levels.

#### COLLEGE PREP ACADEMY

Raw scores provided and the numbers are currently a little lower than previous year.

Teacher training and coaching currently in place.

Lesson plans are currently being introduced and requested.

Current staff adjusting to a structured level of coaching and lesson planning.

Anticipating misconceptions and other teaching/coaching plans being introduced.

Adjustment and progression is a process and will take time. Process time frame anticipated to be approximately 1 year.

Coaching, retention and recruitment activities discussed as it related to the CPA academic staff.

Teacher proficiency ratings will be included in the future for CPA academic staff.

## **IX. School Operations**

### **A. School Operations**

Courtney request for upcoming PD dates to be confirmed.

Doddle sent out for January 11, 2020 or January 25, 2020.

## **X. Facilities**

### **A. Facilities Report**

College Prep Academy bathroom doors have been added.

College Prep Academy windows added to the doors for safety and facility improvements.

## **XI. Closing Items**

### **A.**

## **Adjourn Meeting**

Executive Session concluded at 9:09PM

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:15 PM.

Respectfully Submitted,  
J. Lopez-Molina

## **XII. Board Interview**

### **A. Board Interview**

Evelyn DeGonzalez interviewee.  
Board introduction of current members.  
Cultural and Academic interests.

J. Lopez-Molina made a motion to Approve Evelyn DeGonzalez to join the Board of Trustees.

N. Jones seconded the motion.

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

## **XIII. Executive Session**

### **A. Executive Session**

9:05PM entered into Executive Session