

APPROVED



## Pharos Academy Charter School

### Minutes

#### Bronx Lighthouse Charter School Board Meeting

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

Thursday December 19, 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 (remote), D. Underwood, J. Lopez-Molina (remote), K. Shah (remote), R. Granado, S. Sutherland, T. Wethington

##### **Trustees Absent**

J. Reyes, N. Jones, S. Jean-Jacques, V. Caba

##### **Guests Present**

C. Russell (remote), Evelyn DeGonzalez, K. Whittaker, M. Dorsey, 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 Dec 19, 2019 at 6:48 PM.

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

**A. Public Comments**

No public comments.

**III. BLCS/BLCPA Staff Presentation**

**A. BLCS/BLCPA Staff Presentation**

No staff presentations this month.

**IV. Board Governance**

**A. LHA Board Retreat**

Board Retreat scheduled for 1/11/2020 for Saturday 9-12 PM.

**B. Approve Minutes**

J. Lopez-Molina made a motion to approve the minutes from Bronx Lighthouse Charter School Board Meeting on 11-21-19.

T. Wethington seconded the motion.

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

**C. School Leadership Succession Plan**

No comments related to the succession plan.

When the Principal takes a vacation, does the succession plan go into effect?

The plan is designed for a significant period of time of leave.

J. Lopez-Molina made a motion to approve the succession plan.

T. Wethington seconded the motion.

Succession Plan approved and voted on.

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

**D. BLCS Three to Five Year Plan**

(5) RFP's were presented to the Board. The Board has requested more time to review all RFP.

Board will connect via email to discuss the RFP's.

Email will be sent out to Board members to vote/select at least 3 RFP's.

**V. Follow Up Items**

**A. BLCS Staff Retention**

Request for data related to retention by February 2020. Standard exit interviews are recommended and a good place to start. Exit interviews should be a standard procedure.

## **VI. Culture Committee Report**

### **A. Culture Committee Report**

Adrian, Stacy and Terrance met and would like to visit the school on January 15, 2020.  
Will meet again to organize and get all participants ready.

## **VII. Finance Committee Review**

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

Budget amendment to be prepared and voted on in the January 2020 meeting.  
Expenses are standard and predictable and all financials are in good standing at this time.  
Future funding suggestions discussed along with goal setting for future investments.  
Scholarship funding discussed as a point of action. Item to be added to the January 2020 agenda.

R. Granado made a motion to accept and approve the November 2019 financials.

T. Wethington seconded the motion.

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

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

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

Staff Presentations will begin in January 2020.

Presentations will start with an employee from the administrative team and one from the academic team. Presentation and question format suggested. Videos and other methods of presentation will be considered to use for all staff presentations.

Principal Brown will build out a calendar for each month so that the Board will know who to expect.

Attendance and Enrollment numbers are up and waiting list numbers are still strong.

Quiz data presented and discussed. Next data for testing will be available for the February 2020 board meeting.

## **IX. School Operations**

### **A. BLCS Fundraising**

Initial discussion will be to set goals on how and when to fundraising.

Fundraising we need to start with why and where do we need to fundraise.  
Committee is in a good position to start planning for the next school year.  
Annual giving campaign around a certain event that can occur annually.  
Giving Tuesday 2020 is a definite event to participate in.  
Fact sheets should be prepared to support the "Why" for fundraising.  
Continuous drip campaign discussed to maintain fundraising activities.  
Potential goal is to present a plan in February 2020.

**B. School Operations**

No updates.

**X. Facilities**

**A. Facilities Report**

No Updates.

**XI. Closing Items**

**A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:12 PM.

Respectfully Submitted,  
J. Lopez-Molina