

APPROVED



## Pharos Academy Charter School

### Minutes

#### Bronx Lighthouse Charter School Board Meeting

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

Thursday June 18, 2020 at 6:30 PM

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##### **Trustees Present**

A. Abreu (remote), B. Thompson (remote), J. Lopez-Molina (remote), K. Shah (remote), N. Jones (remote), R. Granado (remote), S. Jean-Jacques (remote), S. Sutherland (remote), T. Wethington (remote)

##### **Trustees Absent**

A. Adderley, D. Underwood, J. Reyes, V. Caba

##### **Guests Present**

Adebunmi Savage, B. Elliott (remote), C. Russell (remote), Jacqueline Young, Jennifer Clayton, M. Dorsey (remote), M. Rousseau (remote), T. Brown (remote)

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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 Jun 18, 2020 at 6:36 PM.

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

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

J.Lopez-Molina opened the floor to any public comments.

No public comments.

J. Lopez-Molina asked if the Board meeting is not a password-protected meeting.

Concern presented because of the absence of public attendees since the onset of virtual meetings.

Board meetings should be open to the public and when posting the link should be listed on the posting.

Courtney Russell confirmed that the Board Meeting is both available on the portal and posted at the school with the password and link information included in all postings.

### **III. BLCS/BLCPA Staff Presentation**

#### **A. BLCS/BLCPA Staff Presentation**

Principal Brown introduced Jacqueline Young, LA Academic Staff Member.

Ms. Jacqueline Young, when first meeting Principal Brown expressed the desire to be Teacher of the Year.

Jacqueline Young provided a brief history of her personal growth from a youth who grew up in the Bronx, a scholar of PS156, a law school student to an academic staff member at Bronx Lighthouse Charter School. Ms. Young provided her history from TFA, leading up to 7 years of teaching. She expressed the challenges and steps that she has taken to successfully navigate through this season of transition due to COVID 19.

The Board complimented and asked if the Board can do anything to help and support her during this season at Bronx Lighthouse Charter School.

Ms. Young feels very supported and would like the Board to continue to support the school leadership team.

### **IV. Board Governance**

#### **A. Approve Minutes**

J. Lopez-Molina made a motion to approve the minutes from Bronx Lighthouse Charter School Board Meeting on 05-21-20.

R. Granado seconded the motion.

Strike - 3rd bullet to be removed from Finance Section related to forgive ability of the loan.

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

J. Lopez-Molina made a motion to approve the minutes from BLCS Emergency Board Meeting on 05-26-20.

S. Jean-Jacques seconded the motion.

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

**B. BLCS Innovation Award**

Innovation Award /Culture Committee

On hold

**C. BLCS Annual Meeting/Elections**

BLCS Board Term voting activity. Approximately 2 years ago the Board worked with Susan Briggs to revise the bylaws, as part of that process the Board wrote in that annual elections would occur. There are 2 classes (Class A & Class B) that will term in June of 2020 and 2021.

Voting is needed for the following positions:

Classes & Term Renewals:

Terrence Underwood

Adrian Adderley

Nikali Jobes

Robb Granado

Sara Jean-Jacques

Alexandra Abreu

Officers:

Javier Lopez-Molia

Nikali Jones

Sara Jean -Jacques

Robb Granado

Committees:

Executive:

Javier Lopez-Molina

Nikali Jones

Sara Jean-Jacques

Robb Granado

Finance:

Robb Granado

Tom Wethington

Johan Reyes

Education and Accountability:

Nikali Jones  
Stacy Sutherland  
Briar Thompson  
Adrian Adderley  
Alexandra Abreu

Ad Hoc Work Groups :  
CEO Support and Evaluation:

Nikali Jones  
Javier Lopez-Molina  
Rober Granado  
Vilma Caba

School Culture:  
Vilma Caba  
Adrian Adderley  
Stacy Sutherland  
Terrence Underwood

J. Lopez-Molina made a motion to renew Terrence Underwood as a Board Member.

K. Shah seconded the motion.

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

J. Lopez-Molina made a motion to renew the term for Adrian Adderley.

R. Granado seconded the motion.

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

J. Lopez-Molina made a motion to renew Nikali Jones as a Board Member.

R. Granado seconded the motion.

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

J. Lopez-Molina made a motion to renew Robb Granado as a Board Member.

B. Thompson seconded the motion.

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

J. Lopez-Molina made a motion to renew Sara Jean-Jacques as a Board Member.

B. Thompson seconded the motion.

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

J. Lopez-Molina made a motion to renew the term for Alexandra Abreu as a Board Member.

B. Thompson seconded the motion.

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

J. Lopez-Molina made a motion to renew Board Chair - Javier Lopez-Molina.

K. Shah seconded the motion.

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

J. Lopez-Molina made a motion to renew Nikali Jones as Vice -Chair of the Board.

B. Thompson seconded the motion.

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

J. Lopez-Molina made a motion to renew Sara Jean-Jacques as the Board Secretary.

B. Thompson seconded the motion.

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

J. Lopez-Molina made a motion to renew Robb Granado as the Board Treasurer.

B. Thompson seconded the motion.

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

J. Lopez-Molina made a motion to reappoint Javier Lopez-Molina, Nikali Jones, Sara Jean-Jacques and Robb Granado to the Executive Committee and add Keyur Shah to the Executive Committee.

B. Thompson seconded the motion.

The Executive Committee currently has 4 members but the committee is supposed to have 5 Members. Keyur Shah has agreed to join the Executive Committee.

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

J. Lopez-Molina made a motion to motion to reappoint Robb Granado, Tom Wethington and Johan Reyes to the Finance and Audit Committee.

B. Thompson seconded the motion.

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

J. Lopez-Molina made a motion to reappoint Nikali Jones, Stacy Sutherland, Briar Thompson, Adiran Adderley, Alexandra Abreu to the Education and Accountability Committee.

R. Granado seconded the motion.

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

J. Lopez-Molina made a motion to appoint Javier Lopez-Molina, Nikali Jones, Robb Granado, Vilma Caba, and Keyur Shah to the CEO Support and Evaluation Ad Hoc Group.

B. Thompson seconded the motion.

Ad Hoc Working Groups: Have not discussed these in a while.

Group that reviews how we support and evaluate the CEO - Principal Brown. Keyur Shah has volunteered to be added to this group.

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

J. Lopez-Molina made a motion to reappoint Vilma Caba, Adrian Adderley, Stacy Sutherland, and Terrence Underwood to the School Culture Ad Hoc Working Group.

B. Thompson seconded the motion.

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

J. Lopez-Molina made a motion to accept the resignation of Khori Whittaker as the Secretary of the Bronx Property Holding Group.

B. Thompson seconded the motion.

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

J. Lopez-Molina made a motion to accept the resignation of Hagos Mehreteab as a member of the Bronx Property Holding Company.

B. Thompson seconded the motion.

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

J. Lopez-Molina made a motion to accept the resignation of Gerry Wilson as a member of the Bronx Property Holding Company.

B. Thompson seconded the motion.

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

J. Lopez-Molina made a motion to appoint Tom Wethington as the Secretary of the Bronx Property Holding Company.

B. Thompson seconded the motion.

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

J. Lopez-Molina made a motion to appoint Robb Granado as the Treasurer of the Bronx Property Holding Company.

B. Thompson seconded the motion.

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

J. Lopez-Molina made a motion to appoint Javier Lopez-Molina as the President of Bronx Property Holding Company.

B. Thompson seconded the motion.

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

J. Lopez-Molina made a motion to accept the resignation of Eric Kinsey from the Bronx Support Corporation.

B. Thompson seconded the motion.

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

J. Lopez-Molina made a motion to appoint Keyur Shah as Treasurer, Courtney Russell as Secretary and Robb Granado as President of the Bronx Support Corporation.

B. Thompson seconded the motion.

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

#### **D. 1005 Intervale Avenue Update from Orrick**

Courtney Russell - Bond counsel on 1005 Intervale Avenue deal

There will be activity for the July Board Meeting, to work around the transition related to the name change and the LHA transition.

#### **E. 1005 Intervale Avenue - Dissemination Agent**

Courtney Russel

1005 Intervale - Urban Futures, Jon has left Urban Future and has started his own company.

He has offered to continue to partner with us or we can stay with Urban Futures.

No vote needed but the Board has been made aware of a change in the dissemination agent.

#### **F. Pharos Academy Charter School/Board Strategy Meeting**

Link for doodle, the Board needs to fill out the doodle. All board members are encouraged to be involved in this meeting. Board needs to take a good look at the alignment of the Charter, Leadership Philosophy and the activates we are currently supporting on the ground.

#### **V. Follow Up Items**

## **A. Follow Up Items**

No follow up items to discuss.

## **VI. BLCS/PACS Strategic Directives**

### **A. BLCS/PACS Strategic Directives**

Presentation provided by Jennifer Clayton

Consulting Work that Jennifer Clayton has projected:

GAP Analysis report presented in detail the results of the analysis.

GAPS discussed and categorized in 3 areas:

1. Operations
2. Talent Management
3. Board/Leadership

Operations Gaps:

1. Mission-
2. Curriculum- not meeting state standards
3. Academic Intervention- program for struggling students is underdeveloped
4. Fingerprint
5. Complaint Procedure authorizer missing

Talent Management:

1. Job Descriptions tied to performance evaluations
2. High Teacher Turnover - common in Charter Schools
3. Lack of in house expertise (curriculum selection, teaching, coaching, etc) - Mismatch of expertise and teacher certification.

Board/Leadership Team Gaps

1. Expectations and evaluations of leadership is unclear and unmatched
2. Improvement Cycle - a commitment to continuous improvement
3. BLCS Developed Products - install process that is evaluated against student outcomes
4. BLCS Language - not intelligible to outsiders

Growth Opportunities Priority Tool provided the following suggested improvement:

1. Fingerprint Clearance
2. Authorizer
3. Update Charter
4. Leadership Job Descriptions
5. Curriculum Planning
6. Improvement Planning

## 7. Plain Language

### Strategic Investments

1. Academic Intervention (RTI- Response to Intervention)
2. Expertise/Credentials - Teacher certification
3. Turnover - Employee turnover, retention and engagement
4. Product Development and Testing

### Project Ownership, Deadlines & Costs

Jennifer Clayton provided a table to address the areas presented in project format with ownership and cost details.

## VII. Culture Committee Report

### A. Culture Committee Report

Stacy Sutherland provided an update on committee activity.

Phone call with Ms. Mosby and Ms. Mosby has agreed to stand in as the direct contact to the school.

Full meeting was not held due to attendance, rescheduling is in the works.

## VIII. Finance Committee Review

### A. Finance Committee Report

Robb Granado provide finance committee update:

Prepared financials are available in the Board packet.

BLCS remains on budget, on track for a balanced budget, and in compliance with all covenants.

Would like to include in the next board meeting packet a year-end reflection. We will have a balanced budget and hit all requirements in doing so. Line by line assessment will allow the Board to review all areas of the budget.

Pre-Audit underway with w 3rd party independent auditor.

Approval of financial policies will be held at the next board meeting.

R. Granado made a motion to Approve the May 2020 Financials as presented in the Board Packet.

J. Lopez-Molina seconded the motion.

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

### B. BLCS Scholarship Program/Fundraising Monies

Nothing specific to add at this meeting. To be discussed at the next month's Board Meeting.

### C.



### **Credit Card Owners**

Check signers from LHA to Javier, Lopez-Molina , Travis Brown and Courtney Russell.  
Credit Card with Chase Inc Business Card -  
Request for the Board to approve Maria Dorsey as the primary cardholder.

## **IX. Academic Committee Report**

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

Nikali Jones provided updated related to:

Meeting was held last week:

K-8 Summer School for Math & English- 1 hour of live teaching each day.

For scholars who are at risk of promotion or having trouble over the past few months.

Graduation updates estimated to approximately 70% of students to graduate by June.

15% to graduate by August. These are the best estimates, the possibility of being less.

Difficult to get all students to adapt to online learning and complete the work they need to do.

To be fair, it is across the board in the state in general. Online learning was an immediate transition due to the current situation.

This has been a great challenge for everyone in the country,

12 Grade students hit the hardest. A group that was already struggling as a cohort before the transition. Online learning created an extra barrier, which has created the 70% June graduation expectancy. Possibility of being a little lower, but as a school, we have to continue to reach out and match the people with the students to assist the scholars in getting over the humps and challenges.

Teacher vacancies remaining but confidence is high in filling these vacancies, Power event of the year, staff zoom call to discuss the George Floyd tragedy and the surrounding events of police brutality. It was good to encourage the interaction of scholars and staff members.

The school will continue to support these issues of equality, diversity, and race in the organization.

Student tracking, assessment NWEA K-8 scheduled for next week.

Graduation concerns, across the country. Our school reacted quickly, ahead of the curve to get things set up. Possible a comparison of how we did across the board will provide a better sense..

Adebunmi Savage provided presentation around:

1. Online Learning - Attendance 80%

2. Upcoming Testing Information:

- Grades K-8 NWEA Reading & Math & Grades 9-12- Final Exams
- Report will be available at the next meeting

3. Testing results will be available for the July 2020 Board Meeting

4. BLCS State Test Proficiency Report presented and discussed. ELA & Math percentages discussed in detail from 2015 to the present date.

5. Regents Pass Rates compared for 2017-18 and 2018-19 School Year

6 out of 10 Exams showed an increase in pass rates and 4 of 10 showed a decrease whether slight or significant. This will provide instruction or curriculum adjustments are needed.

6. Class of 2020/2021 March 2020 Scores compared

Last Year 2 Scholars scored above 1200.

This year 6 Scholars scored 1200 above on the first attempts.

Travis Brown enlisted an outside partner with the SAT preparation. This may be one of the leading factors for this years SAT results.

7. Assessments next week will be available at the July 2020 Board Meeting

8. Assessment Focus, Summer Instruction and Culture Focus - We encouraging all scholars to attend. Attending live instruction Week A & Week B scheduling. All teachers have been hired for the Summer School activities.

9. Culture Focus: Become more responsive instead of reactive to the current events surrounding School culture.

End of Year assessments - comparisons will be available at a later date. Online learning may have an impact but the data will be valuable as we may have to continue to utilize online learning in the future.

## **X. Principal's Report**

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

Graduation Plans - Plans will be sent out to the Board. It will be a virtual service, where everyone can attend.

## **XI. School Operations**

### **A.**

## **BLCS Fundraising**

To be discussed at the next Board Meeting.

## **B. BLCS Transition Items**

Courtney Russell provided update transition plan:

LHA transition and Name Change are moving smoothly

Tuesday evening public hearing was held and all went well. 19-20 people attended, almost all spoke favorably in terms of both changes.

NYC Dept of Education and State - July 13-14 expected date of state-level review.

Link to the transition plan is shared and available for the Board to review.

Little Bird HR implementation process working well with positive feedback from staff members.

Moving into next phase of payroll with Paylocity.

HR compliance

Standard procedures and processes draft will be available by mid-July.

Board requested the availability of recording of the public hearing and the Chancellors review of the transition process. Courtney will look into the recording accessibility and contact Robb & Javier with details.

## **C. BLCS 2020 - 2021 Personnel Handbook**

J. Lopez-Molina made a motion to Approve the BLCS 2020-2021 Personnel Handbook.

B. Thompson seconded the motion.

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

Personnel Handbook provided in the Board Packet.

Courtney provided updates related to the changes in the handbook.

Handbook Comparison - Pages provided a listing of the changes.

Highlights noted around the major changes and additions to the handbook:

1. In House Expertise available for legal review and compliances.
2. Legal Requirements for part-time employees.
3. Sexual Harassment Policy
4. Paid Parental Leave - Six Weeks of Paid Parental Leave

## **D. NYSED Annual Report - Disclosure of Financial Interest Form**

New form will be sent out to all board members. State reporting requirement that needs to be completed and presented in August 2020.

Requested that Board Members complete within a month and send back to Courtney Russell.

## **XII. Facilities**

### **A. Facilities Report**

Cleaning Services- FY21

RFP presented to cleaning vendors, received 8 strong proposals.

Recommended vendor: ProClean Janitorial Services

Comparison of current vendor and ProClean Janitorial Services presented and discussed.

Board Questions:

Discount availability

Multi-Year Contract

Will a multi-year contract be wise during the current conditions. Variables may not require the same form of maintenance. We need to factor in COVID within the cleaning contract agreement.

J. Lopez-Molina made a motion to Courtney and Maria negotiate with CEBA and ProClean for contracts around cleaning up to \$176,500.00.

R. Granado seconded the motion.

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

### **B. 1001/1005 Facilities Facade**

Outside of the BLCS Building- Signage

RRP created by Courtney Russell.

2 Recommended vendor(s): \$ 25,000 and \$34,000

Wording/Signs will need to be down by a certain date as per Lighthouse Agreement

Paul Signs proposal provided to start the process. Decision meeting delegated to Courtney Russell

J. Lopez-Molina made a motion to Authorize Courtney Russell to sign for \$33,895.00, plus permit costs for external signage around the school.

S. Jean-Jacques seconded the motion.

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

## **XIII. Executive Session**

### **A. Executive Session**

J. Lopez-Molina made a motion to Enter into Executive Session.

R. Granado seconded the motion.

Jennifer Clayton invited into Executive Session

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

J. Lopez-Molina made a motion to Exit Executive Session.

R. Granado seconded the motion.

Executive Session ended at 10:49 PM

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

#### **XIV. 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 10:49 PM.

Respectfully Submitted,  
M. Dorsey