

APPROVED

# Pharos Academy Charter School

## Minutes

### Pharos Academy Charter School Board Meeting

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#### Date and Time

Thursday August 20, 2020 at 6:30 PM

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#### PHAROS ACADEMY CHARTER SCHOOL BOARD of TRUSTEES MEETING

All meetings of the Board of Trustees of the Pharos Academy Charter School are held in compliance with New York State Open Meeting Law.

**Date:** August 20, 2020

**Time:** 6:30 p.m.

**Location:** Zoom:

<https://bronxlighthouse.zoom.us/j/5239033349>

Meeting ID: 523 903 3349

One tap mobile

+13126266799,,5239033349# US (Chicago)

+16465588656,,5239033349# US (New York)

Dial by your location

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+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 523 903 3349

Find your local number: <https://bronxlighthouse.zoom.us/u/acMqEqFDW3>

**ALL ARE INVITED TO ATTEND!**

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PHAROS ACADEMY CHARTER SCHOOL

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## **DE LA JUNTA ADMINISTRATIVA**

Realizamos todas las reuniones de la Junta Administrativa de la escuela Pharos Academy Charter School conforme a la Ley de Reuniones Abiertas del Estado de Nueva York.

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## **¡TODOS ESTAN INVITADOS!**

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### **Trustees Present**

A. Abreu (remote), A. Adderley (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**

J. Reyes, V. Caba

### **Guests Present**

19149073760 (remote), Brent Elliot (remote), C. Russell (remote), Grecia Cepeda (remote), M. Dorsey (remote), Mildred Caban (remote), T. Brown (remote), Tahina (Ty-ee-nuh) Perez (remote)

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## **I. Opening Items**

### **A.**

## **Record Attendance and Guests**

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

A. Adderley called a meeting of the board of trustees of Pharos Academy Charter School to order on Thursday Aug 20, 2020 at 6:33 PM.

## **II. Public Comments**

### **A. Public Comments**

No public comments at this time

## **III. COVID-19 Updates**

### **A. COVID-19 Updates**

Principal Brown presented high-level items:

All teachers return on Monday, doing professional development.

Broken up into 4 groups to limit contact and exposure.

2 AM Groups & 2 PM Groups (9-12)- (1-4), cleaning of the building done between 12 PM -1PM.

6 ft. distance desks and chairs set up in classrooms.

Signs and maintenance logs are posted.

All staff entering the building are completing surveys, wearing masks, and temperatures are taken.

School community checklist to be done before and during staff attendance.

Rob Granado inquired about testing and requiring people to be tested.

Testing and reporting results is still a topic of discussion.

Courtney Russell has spoken with Little Bird. Little Bird commented around the fact that it is not a mandated requirement to be tested.

Stacy Sutherland provided excerpts from a recent meeting with Chancellor, testing is not mandated but strongly recommended.

Can we ask a person to disclose the results of the test results?

Courtney Russell explained the process of communication with staff and COVID testing that has taken place at the school.

Principal Brown provided positive energy at the school this week.

Every Friday there will be feedback requested from the staff feels regarding safety.

Nikali Jones inquired:

What is the plan, if kids are in the building and someone tests positive?

Sara Jean-Jacques inquired:

Is there any information related to traveling to hot spots? Courtney Russell provided the details regarding the information presented to the staff and families regarding the 14 Day Quarantine.

Cases have been handled and with the publications and Little Bird assisting we have been moving forward acknowledging all the requirements.

Principal Brown provided direction if there is one confirmed case:

1 Case in the Same Classroom- Classroom will transition to remote learning for 14 Days.

2 Cases in the Same Classroom- Classroom will transition to remote learning for 14 Days.

NYC DOE Test & Trace Corps and DOHMH Investigation Conclusion presented as the guidelines that will be followed by the school.

Confirmed cases and symptoms:

If it is only symptoms being reported, what is the planned course of action for the school?

Sara: Favors treating the symptoms reporting as a confirmed case.

Nikali: When a teacher reported symptoms, the school closed down until testing was done and confirmed negative. In this case and most, symptoms are treated as confirmed. Test tells if you had the virus but what about if you are a carrier.

It's better to have an overabundance of caution to handle all reports related to COVID. The table presented is related to confirmed cases but if symptoms are reported, the same action should be taken as if they are confirmed cases until the tests are taken and results are confirmed.

Thoughts about the Board coming into the school for the Board Meetings:

Principal Brown confirmed that there is adequate spacing to accommodate 6 ft. distancing for a Board Meeting at the school.

Tom Wethington posed a question and would like the Board to lead by example. If the staff is being asked to return to school, the Board should consider doing the same for the Board meeting.

Hybrid meetings could work for those who will come and those who prefer to continue to participate remotely.

In Person Meetings would benefit if there are visitors who would like to attend the Board Meeting.

Sarah Jean-Jacques presented a point - Some parents may not want outside visitors in the school.

Plan that visitors are limited during a school day.

Other than COVID related sicknesses how will coverage work? Principal Brown has confirmed that the plan would be to cover from within. Everyone knows that we row together to support the school.

All bases will be covered in-house, to prevent any added risk of exposure with outside visitors attending the school.

#### **IV. Pharos Academy Charter School Staff Presentation**

##### **A. Pharos Academy Charter School Staff Presentation**

No presenters at this point - Will start back in September 2020.

#### **V. Board Governance**

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

A. Adderley made a motion to approve the minutes from Pharos Academy Charter School Board Meeting on 07-16-20.

J. Lopez-Molina seconded the motion.

Comment being struck on Page 3 regarding loan.

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

A. Adderley made a motion to approve the minutes from Pharos Academy Charter School/Board Strategy Meeting - Part 1 of 2 on 07-21-20.

J. Lopez-Molina seconded the motion.

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

A. Adderley made a motion to approve the minutes from Pharos Academy Charter School/Board Strategy Meeting - Part 2 of 2 on 07-28-20.

J. Lopez-Molina seconded the motion.

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

##### **B. Pharos Academy Charter School - Board Member Referral Survey**

FYI Referral from Sara - Ms Perez is present today.

Member Referral Survey information shared with Board.

##### **C. BLCS Innovation Award**

Culture Committee has not discussed the innovation award.

Doodle pending to reschedule meeting time with the Culture Committee.

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

Last month waiting to hear back from Nicks and Peabody to support with next steps with 1005 Building.

Courtney reached out to Orrick and there has been no update as of today.

## **E. Pharos Academy Charter School/Board Strategy Meeting Reflections**

Javier provided highlights from the Strategy Meetings:

1. New mission and vision discussed and presented.
2. Sense of community
3. Intellectual curiosity and problem solving
4. Inquiry-based learning

Next steps:

Piece by piece through the Charter offline and we will bring pieces to the board in chunks to discuss.

## **F. Mentoring Opportunity**

Sara provided update:

Productive call with Principal Brown and Foll and Lardner Company  
Ideas discussed around the activities that can be done during the COVID season  
Travis would put together a list of things that he feels are priority of what was discussed  
Sara will then take the lead on those items to move forward  
Travis will provide the list tomorrow

## **G. MWC Recommendations - Project Plan/Next Steps**

## **VI. Follow Up Items**

### **A. Follow Up Items**

No items to discuss

## **VII. Culture Committee Report**

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

No updates at this time.

## **VIII. Finance Committee Review**

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

Robb Granado presented the Financials  
Financial position strong and in compliance.  
Recommendation for enrollment to be watched and reviewed.

There is an uptake on withdrawals, not related to school performance but due to families moving out of the city and other circumstances related to the season of COVID events, Operations team scheduled to have an enrollment meeting is scheduled tomorrow, Friday, August 21, 2020.

Robb provided a general overview of Financials, Budget vs. Actual report, and Investment Reports.

Audit activities discussed both Primary Audit and Supplemental Audit.

Financial Policies document presented for review. Mechanics and guidelines around the financial activities of the school.

R. Granado made a motion to approve the July 2020 Financials.

A. Adderley seconded the motion.

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

#### **B. Investment Account Update**

#### **C. Financial Policies**

Financial Policy document reviewed and approved

R. Granado made a motion to approve the Pharos Financial Policy.

A. Adderley seconded the motion.

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

#### **D. BLCS Scholarship Program/Fundraising Monies**

Nothing to discuss/postpone to discuss at the next Board Meeting

#### **E. Expenses Over 50K**

Nothing to report

### **IX. Academic Committee Report**

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

Nikali handed over to Principal Brown:

No Academic Committee meetings and no test results available due to COVID - no testing

Finalizing graduation numbers, to be available for the September 2020 Board Meeting.

Numbers may be available as early as next week.

Academic report just gearing up for the new year, no data at this time.

Data piece shift to electronic submission so the Board can review online and come to the Board Meeting with questions and discussing the data presented.

This will provide two methods of discussions after data has been reviewed:

Charter Goals

Key Challenges

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

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

Discussed within the COVID session

On line methods of learning discussed:

1. Schoology
2. Nearpad
3. Edgeunity

## **XI. School Operations**

### **A. BLCS Fundraising**

### **B. BLCS Transition Items**

Financial System transitions discussed:

1. SBAS weekly meeting
2. Financial Policies
3. Little Bird training progressive and moving forward as planned
4. Little Bird was acquired by TriNet discussed briefly.
5. Little Bird contract dates inquiry presented.
6. Little Bird acquisition activities to be reviewed
7. Standard Operating Procedure Manual presented to Board

### **C. Pharos Academy Charter School FOIL Policy and Posting**

Documents - Pharos has a new and temporary WebSite.

FOIL policy presented to the Board to review and approve.

Adjustments to FOIL

A. Adderley made a motion to approve the FOIL Policy and Posting.

B. Thompson seconded the motion.

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

### **D.**



### **Pharos Academy Charter School DASA Policy**

DASA Policy presented to the Board for review and approve.

A. Adderley made a motion to approve the DASA Policy.

B. Thompson seconded the motion.

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

### **XII. Facilities**

#### **A. Facilities Update**

Updates provided around school cleaning services, COVID postings and signs.

Pro-Clean contract updated to reflect the options and concerns discussed in services.

Update of School name signs to be posted within the next months.

### **XIII. Board Member Interview**

#### **A. Board Member Interview**

8:36PM - Tahina Perez interviewee

Introduction of the Board Members and Board attendees.

Introduction of the Interviewee

Questions/Observations presented to and from the Interviewee and Board

### **XIV. Executive Session**

#### **A. Executive Session**

9:07 PM - Board entered into Executive Session

9:13 PM - Board exited Executive Session

### **XV. Board Member Interview Vote**

#### **A. Board Member Interview Vote**

J. Lopez-Molina made a motion to Vote to approve Tahina Perez to join the Board.

B. Thompson seconded the motion.

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

### **XVI. 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 9:15 PM.

Respectfully Submitted,

M. Dorsey