

APPROVED



# Pharos Academy Charter School

## Minutes

### Pharos Academy Charter School Board Meeting

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#### Date and Time

Thursday September 17, 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:** September 17, 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

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Germantown)

+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/j/5239033349>

**ALL ARE INVITED TO ATTEND!**

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**PHAROS ACADEMY CHARTER SCHOOL**  
**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), B. Thompson (remote), J. Lopez-Molina (remote), K. Shah (remote), R. Granado (remote), S. Jean-Jacques (remote), S. Sutherland (remote), T. Wethington (remote), V. Caba (remote)

**Trustees Absent**

A. Adderley, J. Reyes, N. Jones

**Guests Present**

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646-258-5235, Brent Elliott (remote), C. Russell (remote), Kyle Bennett (remote), M. Dorsey (remote), Mary Beth Rousseau (remote), T. Brown (remote), Tahina Perez (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 Sep 17, 2020 at 6:43 PM.

## **II. COVID-19 Updates**

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

Principal Brown:

School opened September 14, 2020

40% in person for each Grade - Mon-Thursday, Remote on Friday

COVID-19 restrictions have been maintained.

Challenge- Engaging Scholars in person and remotely.

Feedback from DOE regarding reopening plan:

More breaks around specifics

Mask Breaks

The plan was thorough and comprehensive.

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

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

New Staff Member: Kyle Bennett

10th Grade Global History

Spoke regarding the hiring process, core values and mission statement of the school.

Hybrid teaching presents challenges but the support received through teamwork helps.

## **IV. Board Governance**

### **A. Approve Minutes**

J. Lopez-Molina made a motion to approve the minutes from Pharos Academy Charter School Board Meeting on 08-20-20.

T. Wethington seconded the motion.

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

### **B.**

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

Sara commended for bringing on Tahina Perez

Link is still available to be completed or reach out to Ms Russell for any potential Board Members.

### **C. Pharos Academy Charter School Innovation Award**

No updates at this time

Request to remove this from the future meetings until further conversation.

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

Ms Russell provided updates that are included in the packet:

Memo: Transfer of Membership Interest

Board to approve 3 resolutions at this Board meeting or in October 2020

Ms Russell will meet with Allison tomorrow to discuss tonights approvals

J. Lopez-Molina made a motion to Approve the resolution of the Board of Trustees approving the transfer of the sole membership interest in the LLC to the Support Corporation and any documents necessary for the transfer, and authorizing the Chair, Vice Chair and the Treasurer of the School (the "Authorized Officers") to enter into such documents.

R. Granado seconded the motion.

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

J. Lopez-Molina made a motion to Approve LLC - Written consent of the sole member (the School) approving the transfer of the sole membership interest in the LLC to the Support Corporation and authorizing any documents necessary for the transfer, including any required documents related to the Bonds and preserving the tax-exempt status interest on the Bonds, and authorizing the Chair, Vice Chair and Treasurer of the School to enter into such documents.

B. Thompson seconded the motion.

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

J. Lopez-Molina made a motion to Approve a resolution of the Board of Directors appointing Robert Granado as Chair of the Support Corporation, Keyur Shah as Treasurer of the Support Corporation and Courtney Russell as the Secretary of the Support Corporation (the "Corporation Officers") and authorizing the Corporation Officers to enter into contracts.

B. Thompson seconded the motion.

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

J. Lopez-Molina made a motion to approve a resolution of the Board of Directors: i. approving the acquisition of the sole membership interest in the LLC and entering into any documents necessary for the transfer; ii. approving Amended and Restated Articles

of Organization of the LLC, which are being amended and restated to reflect the transfer of membership interest; iii. approving the Amended and Restated Operating Agreement of the LLC, which is being amended and restated to reflect the transfer of membership interest; and iv. authorizing the Director of Operations of the LLC and the Secretary of the Corporation and the Chair and Treasurer of the Corporation to enter into contracts on behalf of the LLC after the membership interest transfer is effective.

R. Granado seconded the motion.

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

#### **E. Mentoring Opportunity**

Sara Jean-Jacques provided an update with the Foley mentorship program, which is scheduled to be up and running in the next month or so.

Sara Jean- Jacques will present documents to the Board around the mentorship program.

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

Charter Revision Project Plan - Pharos Academy Charter School

Charter Rewrite Project Plan discussed and next steps to move forward with the MWC Recommendations.

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

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

There were no follow up items to discuss at this meeting.

### **VI. Culture Committee Report**

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

No culture committee report for this meeting.

### **VII. Finance Committee Review**

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

Robb Granado presented financial report.

Financial position and key metrics present a healthy financial position for the school.

Financial Committee recommended to keep an eye out for enrollment numbers.

Pharos Enrollment Data shared and discussed in detail. Enrollment numbers to be reviewed weekly.

Robb Granado provided updates related to the PPP financials and future activities related to the budget.

Chase not accepting applications related to PPP forgiveness at this time. SBAS working on preparing application documents in preparation for acceptance date.

R. Granado made a motion to August 2020 Financials.

B. Thompson seconded the motion.

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

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

#### **C. Pharos Academy Charter School Scholarship Program/Fundraising Monies**

#### **D. Expenses Over 50K**

3 Proposals over 50K to be approved:

1. Philadelphia Insurance - Property & Casualty PACS F21
2. CDW-G Promethean Boards Quote for Elementary/Middle School
3. Bleeker Inc. - Pharos Academy Partnership Accelerator

Principal Brown to present alternate purchase options for the Promethean Boards at the October 2020 Board Meeting.

Philadelphia Insurance & Bleeker Inc. purchases have both been approved by the Board. Feedback requested for the Bleeker Inc. services that will be provided.

J. Lopez-Molina made a motion to approve funding of the Bleeker Inc program for the Professional Development of the Pharos staff.

B. Thompson seconded the motion.

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

J. Lopez-Molina made a motion to approve the school to enter into contract with Philadelphia Insurance.

B. Thompson seconded the motion.

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

### **VIII. Academic Committee Report**

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

Principal Brown & Briar Thompson provided insight on the Academic Committee meeting updates:

Curriculum Change Board Review Form presented and discussed.

Form created to present curriculum changes to the Board.

Meeting updates and reminders have been updated

NWEA testing next week for K-9 ( Fall Testing of Math & ELA)

## **IX. Principal's Report**

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

Principal Brown reviewed the following items:

Enrollment data discussed and reinforced from previous discussion during tonight's meeting.

Student Learning data presented, noting that more scholars are opting to work remotely.

NWEA testing is available via Zoom through the Scholar Chromebooks. Chromebooks can be locked down to only the NWEA testing activity during the exam.

COVID-19 reentry video mentioned and the Board has been asked to look at the video to review what was presented to the family prior to school reopening.

Talent and Recruiting & Sourcing Channel Effectiveness discussed with the Board. KPI & Feedback is being used to gain knowledge for a smarter hiring process.

(2) Positions currently vacant 4th Grade ELA Teacher & Director of Curriculum & Instruction HS ELA.

Branding Style Guide presented to the Board

Website is currently in the rebuilding stage and will be presented at the next Board Meeting.

### **B. Staffing Update**

To be discussed at the next Board Meeting

## **X. School Operations**

### **A. Pharos Academy Charter School Fundraising**

### **B. Pharos Academy Charter School 2020 - 2021 Revised Calendar**

Principal Brown discussed the revised FY21 School Calendar Calendar is in compliance with the 180 Days requirement.

J. Lopez-Molina made a motion to Approve the 2020-2021 revised School Calendar.

B. Thompson seconded the motion.

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

## **XI. Facilities**

### **A. Facilities Update**

Pharos Academy signage presented to the Board.  
New cleaning company concerns discussed.

## **XII. 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 8:50 PM.

Respectfully Submitted,  
J. Lopez-Molina