

APPROVED



Pharos Academy Charter School

Minutes

Pharos Academy Charter School Board Meeting

Date and Time

Thursday December 17, 2020 at 6:30 PM

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: December 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

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+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!

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!

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)

Trustees Absent

J. Reyes, N. Jones, T. Wethington, V. Caba

Guests Present

B. Elliott (remote), C. Russell (remote), Chrissandra Mosby (remote), M. Dorsey (remote), M. Rousseau (remote), T. Brown (remote), T. Perez (remote)

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 17, 2020 at 6:48 PM.

II. Public Comments

A. Public Comments

No public comments.

III. COVID-19 Updates

A. COVID-19 Updates

DOE went back to school on Dec.7, 2020. Pharos decided not return and sent all staff and scholars home for remote learning.

Our plan was to use the in-person learning as of January 11, 2021. Courtney Russell submitted a survey out to the parents to determine what type of hybrid- in person model is preferred.

Semester 2 launches at the end of January 2021, first week of February 2021, when the new type of learning will begin.

We changed the food process, instead of parents picking up the food. The food company will deliver the food. There are a few challenges related to leaving the food in the lobby of the buildings and the food not getting to the proper parent and scholars. We are addressing all concerns as they arise.

All teachers are remote and administrative staff are coming into the school. The administrative staff is tested every Monday, which has been successful and the company provides a prompt turn around for results.

There have been no requirements for scholars to be tested. Board Member inquired about the readiness of the school if testing is required.

IV. Pharos Academy Charter School Staff Presentation

A. Pharos Academy Charter School Staff Presentation

Principal Brown introduced Chrissandra Mosby, Director of School Culture.

Chrissandra Mosby spoke about the following items:

COVID testing updates and cases.

Services provided by the school regarding school materials, technology supplies and support.

Wellness communications to scholars and families are done with the Operation and Support Team.

Google Numbers are set up to maintain communication.

Ms Gomez has been working with Hunts Point Community Board to assist families with medical services for the families who have lost their jobs.

Communication via Parent Square.

Parents going to work early in the morning. Teachers log in as early as 7:30 Am to assist parents or scholars with teacher questions.

During these uncertain times, the scholars have taught us how powerful we can be with communication and maintaining relationships.

Encouraged Board Members to attend school events, follow us on Instagram, or the Pharos Website.

V. Board Governance

A. Approve Minutes

J. Lopez-Molina made a motion to approve the minutes from Pharos Academy Charter School Board Meeting on 11-19-20.

R. Granado seconded the motion.

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

B. Pharos Academy Charter School - Board Member Referral Survey

No updates at this time. We are still waiting for Tahina Perez application approval.

C. 1005 Intervale Avenue Update from Orrick

Orrick still waiting to receive document.

D. Mentoring Opportunity

E. MWC Recommendations - Project Plan/Next Steps

Everything is coming along and work is in progress on Phase II of the Charter Revision Project Plan.

Phase III, writing will begin over the Winter break.

Javier requested Tahina Perez to be a part of the reviewing process.

Other recommendations to review:

Staff Turnover data is current and being maintained.

Principal Brown provided update related to the activities currently in place:

30/60/90 Check in with Staff Members and data can be shared with the Board.

Starting in January '21, School will partner with Culture Amp to see where people are and how they are feeling and placing this information in a data cycle.

2 years ago there were 63% staff members reported that they trust the Principal. School is working with a company, Bleeker, Inc., working on trust and the key factors and methods we can build a stronger community.

F. Pharos Academy Charter School Succession Plan

J. Lopez-Molina made a motion to Approve the Pharos Academy Charter School Succession Plan.

R. Granado seconded the motion.

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

VI. Finance Committee Review

A. Finance Committee Report

Robb Granado provided an update regarding the financials. School is operating with strong financial standing and meeting all financial governances.

No updates on the invest account or scholarship account.

Proposal on the deck for Board approval for an expense over \$50K.

Budget Amendment to be discussed, reviewed and approved by the Board.

Capital expense discussion to be discussed and reviewed.

CAPITAL EXPENDITURES:

Capital expenditures discussed with the Board related to the following Capital assets:

1. New Outdoor Sign
2. Play Deck Padding
3. Retractable Awning
4. Rooftop Signage
5. Window Graphics
6. Gymnasium Wall Padding

7. Other Additions to be determined
8. Gymnasium Floor

R. Granado made a motion to approve the Capital Plan with adjustments.

B. Thompson seconded the motion.

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

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

J. Lopez-Molina 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

J&J Gym Floors Proposal - Floor Installation presented and discussed with the Board.

Reasons for the replacement:

1. Branding
2. Current upgrade needed on the gym floor.
3. Bid process was completed for the gym proposal.

The best proposal presented was J& J Gym Floor

Board recommended that for future RFP activities, all proposals were available for viewing.

R. Granado made a motion to approve the proposal for the J& J Gym Floors.

J. Lopez-Molina seconded the motion.

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

E. Budget Amendment

Robb Granado provided a review of the budget amendment numbers.

R. Granado made a motion to approve the Budget Amendment 1.

J. Lopez-Molina seconded the motion.

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

VII. Principal's Report

A. Principal's Report

B. Staffing Update

Updates will be provided to the Board monthly.

VIII. School Operations

A. Pharos Academy Charter School Fundraising

Possible thoughts regarding the fundraising for 2021:

We do have fundraising dollars. Inquiry presented to the Board regarding interests in setting up a Board Scholarship Fund.

Funds are earmarked for this cause and must be used for this purpose.

Funds can be used for scholarships and can be discussed after researching the limitations of fund usage.

Funds should be spent and we should move on this project.

Principal Brown provided an example of how the funds can be used.

Javier Molina requested a time to set up a brain storm session in the month of January 2021 to discuss next steps (Javier Lopez-Molina, Travis Brown & Briar Thompson)

IX. Facilities

A. Facilities Update

Pictures provided to the Board of the School Facility additions:

1. School Awnings
2. Window Graphics
3. Tree Guards

X. Cleaning RFP

A. Cleaning RFP

J. Lopez-Molina made a motion to award the cleaning contract to Executive Cleaning.

B. Thompson seconded the motion.

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

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 8:30 PM.

Respectfully Submitted,
M. Dorsey