

APPROVED



Pharos Academy Charter School

Minutes

Pharos Academy Charter School Board Meeting

Date and Time

Thursday September 16, 2021 at 6:30 PM

Location

1001 Intervale Avenue
Bronx, NY 10459

**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 16, 2021

Time: 6:30 p.m.

Location: 1001 Intervale Avenue, Bronx, NY 10459

Other Location(s): <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.

Día: 16 de septiembre 2021

Hora: 6:30 p.m.

Lugar: 1001 Intervale Avenue, Bronx, NY 10459

Otros Lugares: <https://bronxlighthouse.zoom.us/j/523903334>

Trustees Present

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

Trustees Absent

None

Guests Present

A. Nann (remote), C. Russell, Ines Malone, Jarrod Sowell, M. Dorsey, T. Brown

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 16, 2021 at 6:40 PM.

II. Public Comments

A. Public Comments

No comments from the public.

III. PHACS Staff Presentation

A. PHACS Staff Presentation

Ines Malone: Kindergarten teacher - Teach For America Core Member Ending 2nd Year, entering into 3rd Year with the Pharos Academy Charter School.

Expressed excitement to be back in School with the Kindergarten's. Appreciates the in person teaching experience and the advantages of teaching in person.

IV. Board Governance

A. Approve Minutes

J. Lopez-Molina made a motion to approve the minutes from Pharos Academy Charter School Board Meeting on 08-19-21.

R. Granado seconded the motion.

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

B. NYC DOE Charter Renewal

Details related to NYC DOE Charter renewal were discussed.

Charter School Renewal:

1 of 4 Prep Sessions for the Charter Renewal

Everyone should receive documents sent from Courtney Russell.

All should review and prepare for prep sessions in October 2021.

Board Interview Scheduled for - December 7 or 8, 2021

Revised Charter:

Charter, guiding document for the school.

Start with Summary of Revisions Table- provides all the changes that were made and the significance of each change

Exhibits:

Sub Folders provide all the documents that needed to be updated and revised for the Charter Renewal.

Charter Renewal:

Actual document that was submitted.

Pharos Charter Renewal Application (2 Page Document)

Executive Summary (30 Page Document)

Recommendation to spend time reviewing the documents in this section in preparation for the interview.

Renewal Guide:

Review the process and overview of what the DOE expects

BLCS Renewal Report 2018-19:

Important document to review, to provide details of past data to the current status of the school.

Notices:

Set of notices sent out the families. Last hearing was in person , the next hearing is anticipated to be virtual.

Miscellaneous:

Nothing yet in the folder.

Recommendation for the Board to review all the documents in each sections to prepare for the renewal meetings and interviews.

October '21: Organizational Health of the School

November'21 : Finance and Fiscal Health of The School

December '21: May occur after DOE - Academic section to review as late as possible to be prepared for the

The previous representative, Laurie, will be meeting with the Board again.

C. Succession Plan Review

Staff replacement recommendations to be discussed to replace roles in the event that primary leadership would need to take a leave of absence.

Principal Brown requested to provide a recommendation for Principalship.

The Executive Director currently would be able to take on the Principal role with the support of Courtney Russell. If Courtney Russell would leave there would need to be an external search to fill that role.

Board discuss the possibility of providing a person to shadow or take on this role and provide support for Courtney Russell's role.

The recommendation to provide a narrative/responsibilities for the role that Courtney Russell currently holds. At what point do we consider expanding the team at Pharos Academy Charter School to eliminate one role holding such critical and key responsibilities.

Review the roles and responsibilities that Courtney currently operates in.

Primary roles and responsibilities should be documented for the Director's role to establish the tasks that can be delegated, transferred and supported.

V. Finance Committee Review

A. Finance Committee Report

Financials are in great shape. Audit activities still in progress.

Finance committee is in need of a third member, invitation to the Board has been extended. Javier volunteered on a temporary membership level.
Auditor will speak to the finance committee in the month of October 2021.

\$50K request to be presented to the Board for the Muralist for the Upper Academy.

Add additional art work to the High School. Purchase is \$100,000 , with the bulk of it going to redesign the full High School . Approval requested from the Board to move forward with the High School Artwork.

Vendor currently working in the Lower Academy and Pharos Academy Charter School would like to maintain the same vendor for the ArtWork.

Artwork has created a stir of visitors and other positive activity within the school. Artist is also willing to work with the scholars.

Scholarship funds explained to the Board as it relates to the timing of the receipt of funds and the distribution of the scholarship funds.

J. Lopez-Molina made a motion to Add Javier to the Finance Committee.

K. Shah seconded the motion.

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

J. Lopez-Molina made a motion to approve the expenditures for the muralist for the Upper Academy.

K. Shah seconded the motion.

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

K. Shah made a motion to Approve the August 2021 Financials.

J. Lopez-Molina seconded the motion.

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

B. Investment Account Update

VI. School Operations

A. Safety Plan

Board requested to review and approve the Safety Plan 2021 for Pharos Academy Charter School.

J. Lopez-Molina made a motion to Approve the Pharos Academy Charter School 2021 Safety Plan.

R. Granado seconded the motion.

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

B. BPHC Dissolution

BPHC Dissolution with Alissa, the final packet was sent over and a Delaware law firm was retained to manage the dissolution. There has to be a plan to present for the dissolution. The plan has been prepared and will need to be approved and signed off by the Board.

Courtney & Alissa will handle the membership concern related to Tom's resignation from the Board.

VII. COVID-19 Updates

A. COVID-19 Updates

School opened last Thursday. All students are back in-person school. Vibrant and back in place.

Everyone is wearing masks, students and teachers. random testing on Monday has continued.

Vaccination site has been operating all week for students age 12 and up. Vaccination at the site and terms of the teachers, Courtney working on the teachers to confirm vaccination. All Charter school teachers will be required to be vaccination. 10% have not been vaccination as of today, with one medical exception.

There has been one positive result since the commencement of School. The current rule is if a student tests positive, close contact list is established, without shutting down classroom.

Charter School is eligible for free testing as the result of a recent law suit. All students participating in Varsity School Sports must be vaccinated.

VIII. Culture Committee Report

A. Culture Committee Report

Teacher Appreciation Gift-

Board requested to approve the expenditure of the gift of \$100-\$125 for teacher appreciation gift.

Survey to possible be presented to Staff to confirm the gift received is acceptable to staff.

J. Lopez-Molina made a motion to approve the budget for the Teacher/Staff Gifts.

S. Jean-Jacques seconded the motion.

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

IX. Principal's Report

A. Principal's Report

Back To School Event - 08/28/2021

Successful event giving out groceries, hot meals, school supplies and school uniform vouchers.

Community outreach and activities to extend support to the School

ENROLLMENT:

696 Budget Enrollment

722 Current Enrollment - Healthy Student enrollment and the numbers will continue to be monitored.

More scholar population has not presented operational challenges.

Hiring updates 100% staff. A few positions lost but interviews are actively being pursued.

Mathematics and Science currently being reviewed. Co-teaching approach to the staff hiring has been effective.

STAFF/CULTURE UPDATES:

1. Bronx Residency as it relates to teacher retention discussed.
2. Rocking the Boat
3. Podcast Studio in Progress
4. Current Podcast - North on Intervale (Teacher cohost with a student to interview people in Politics and Education)
5. Gull Ceremony for Kindergarten
6. Pensando Crew Day - 09/16/2021

X. Facilities

A. Facilities Update

No major updates, beautification work continuing.

1001 maintenance work discussed related to Gas and Con Edison activities.

Contingency plan to be discussed and established.

DOB to come out to inspect, along with Con Edison to complete the maintenance and resolution of the gas maintenance service.

XI. Board Member Interview

A.

Board Member Interview

Jarrold Sowell interviewing for the Board Member

Sowell provided brief description t the Board of his current position, talent and interest in the Board Membership.

Board presented questions and responses to inquiries related to the activities, responsibilities and expectations of a Board Member.

XII. Board Member Interview Vote

A. Board Member Interview Vote

J. Lopez-Molina made a motion to Approve Jarrod Sowell as a Board Member.

R. Granado seconded the motion.

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

XIII. Closing Items

A. Adjourn Meeting

9:34 PM Executive Session Exit Time

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:34 PM.

Respectfully Submitted,

M. Dorsey