



## Pharos Academy Charter School

### Minutes

#### Pharos Academy Charter School Board Meeting

---

**Date and Time**

Thursday March 16, 2023 at 6:30 PM

**Location**

Pharos Academy Charter School  
1001 Intervale Avenue  
Bronx, NY 10459

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

---

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:** March 16, 2023

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

**Location:** 1005 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 marzo, 2023

**Hora:** 6:30 p.m.

**Lugar:** 1005 Intervale Avenue, Bronx, NY 10459

**Otros Lugares:** <https://bronxlighthouse.zoom.us/j/5239033349>

---

### **Trustees Present**

B. Thompson (remote), J. Lopez-Molina (remote), K. Shah (remote), R. Granado (remote), S. Sutherland (remote), T. Perez (remote), T. South (remote)

### **Trustees Absent**

J. Sowell, S. Beier, S. Jean-Jacques

### **Guests Present**

C. Russell (remote), Jami Tuttle (remote), M. Dorsey (remote), T. Brown (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 Mar 16, 2023 at 6:34 PM.

## **II. Public Comments**

### **A. Public Comments**

No public comments

## **III. PHACS Staff Presentation**

### **A. PHACS Staff Presentation**

Jami Tuttle - NYU Program Residency - July 2021

Science High School Teacher: PLTW Science Chemistry, Physical Science and AP Biology.

Presentation introducing herself and her timeline history including educational and career accomplishments.

Pharos was her choice because the STEM was aligned with what she wanted to do.

Encouraged with the 1st Year teaching with a mentor - Ms. Danielle Taylor

Presented the high points and challenges experienced in teaching.

Appreciates the support in the Science Department.

School Culture, Co-Workers, Sports are some of the motivating highlights at Pharos Academy Charter School.

Ask: Resources to provide to the Seniors - Science Presenters, if the Board knows of any professionals in the field of Science that can come and present to the Pharos Academy scholars.

#### **IV. Board Governance**

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

J. Lopez-Molina made a motion to approve the minutes from Pharos Academy Charter School Board Meeting (Zoom) on 02-16-23.

R. Granado seconded the motion.

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

##### **B. PHACS Bylaws**

PHACS By Laws

Section 10 ED Evaluation given to the Board as an attachment.

Section related to the Culture Committee was not added into the ByLaws.

Option presented to define the roles and responsibility within the By Laws or continue to leave things as is.

No time pressure on the Culture Committee being added into the ByLaws.

Culture Committee would like to get up and running and find a cadence for them to operate within. If this is not an urgent request, the Culture Committee would like to continue to work as is. Culture Committee - Tabled until the next meeting.

J. Lopez-Molina made a motion to Approve the New ByLaws with the ED Evaluation added.

T. Perez seconded the motion.

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

##### **C. Discipline Process**

Principal Brown presented- NYC DOE has a new discipline process in place.

Questions that has been presented to the Board:

Would it make sense to fully adopt what the NYC DOE has presented?

Are there particular incidents or offenses that students commit that will merit a removal from the school ?

Task that has been presented to the Board:

1. The Board be given time to review the NYC DOE Discipline Policy, which is the most comprehensive and robust policy that is currently active.
2. For the Board to list any offenses that should be deemed as reason for removal from the School.

There are other policies that are available for the Board to review besides the NYC DOE. Some schools have taken on their own codes, possibly derived from the NYC DOE Policy.

This does not need to be voted on but the link can be shared with the Board to review the discipline policy for discussion at the next Board Meeting.

#### **D. PHACS 2023 Scholarship Update**

Scholarship documents have been finalized and launched . Scholars have been made aware of the application window for completion and submission.

No applications are in as of today, March 16, 2023.

April 7, 2023 - Current Scholarship Due Date.

Courtney Russell will be working with the High School Counselors to support and promote application completions and submissions.

#### **V. Finance Committee Review**

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

Financials were discussed this week at the Financial Committee meeting. There are no major concerns at this time. Enrollment numbers reviewed are slightly lower than forecasting which has caused a difference in revenue projections. School is on track to end the school year with a balanced budget.

Finance Committee exceptions for the next months:

Finance activities are on track to have draft budget to the Board in April 2023 and Final Budget in May 2023.

K. Shah made a motion to Approve the February 2023 Financials.

J. Lopez-Molina seconded the motion.

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

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

##### **C. Expenses Over 50K, Navigating Forward**

##### **D.**

## **FY24 Budget Update**

### **VI. COVID-19 Updates**

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

Principal Brown provided update regarding most recent COVID 19 updates:  
Nothing major to report in terms of Covid-19. Things have been moving smoothly with no major outbreaks related to Covid-19. Lice cases have declined since last discussed.

### **VII. Culture Committee Report**

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

Culture Committee was able to meet and discussed the need to speak with Courtney in reference to what can be done for Teacher Appreciation in May 2023.

PTA Plans and Activities:

1. PTA elections to be held before the April Spring Break
2. Invite the PTA members to the May 2023 Board Meeting.
3. K-6, 7-12 or K-8, 9-12 break down discussed for PTA representation.

The PTA has been a vital resource to the Board & School, and their feedback is very important to the school for a complete insight they can present to the Board and School as it relates to parents, scholars, and community needs and observations.

Principal Brown shared additional Culture piece with the Board:  
School is currently in the season for School Survey submissions.  
Each year the NYC DOE presents a survey for parents, students (6-12), and teachers to complete between the period of Feb 1, 2023 to March 31, 2023.  
This will present good data from various aspects.

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

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

March is a slow month, State Test Season. The longest month with no breaks and the last push for the 3-8 Testing. Preparing all students for state assessment is the major focus at this time.

High School - 11th Graders will be sitting for the SAT, just a number of tests coming up soon and the school is preparing for all testing activity.

## **IX. 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 7:31 PM.

Respectfully Submitted,  
M. Dorsey