

APPROVED



## Pharos Academy Charter School

### Minutes

#### Pharos Academy Charter School Board Meeting

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**Date and Time**

Thursday September 21, 2023 at 6:30 PM

**Location**

Pharos Academy Charter School  
1001 Intervale Avenue  
Bronx, NY 10459

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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 21, 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!**

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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.

**Día: 21 de septiembre 2023**

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

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

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

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**Trustees Present**

B. Thompson, J. Sowell, K. Shah, S. Sutherland, T. Perez, T. South

**Trustees Absent**

J. Lopez-Molina, R. Granado, S. Beier, S. Jean-Jacques

**Guests Present**

C. Russell, M. Dorsey, T. Brown

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**I. Opening Items**

**A. Record Attendance and Guests**

**B. Call the Meeting to Order**

J. Sowell called a meeting of the board of trustees of Pharos Academy Charter School to order on Thursday Sep 21, 2023 at 6:36 PM.

**II. PHACS Staff Presentation**

**A. PHACS Staff Presentation**

Teacher : Samuel Bass

Started out as a 9th Grade Teacher and is now an 11th Grade Teacher.

Discussed his role here as a 4th Year Teacher.

Spoke of the accomplishments and support received at Pharos Academy Charter School.

**III. Board Governance**

**A. Approve Minutes**

J. Sowell made a motion to approve the minutes from Pharos Academy Charter School Board Meeting on 08-17-23.

B. Thompson seconded the motion.

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

**B.**

### **23 - 24 Scholar Family Handbook**

The Board engaged in a continued conversation regarding who will serve as the Hearing Officer for PHACS. Options explored included:

- Internal staff
- Third party
- Partner school
- Etc.

The Role of the Hearing Officer Election for Expulsion and Long Term Suspension (>10 Days) :

Oversee the hearing process to confirm adherence to rights, rules and procedures outlined within the school handbook and confirm due process is provided to the parent(s)and scholar(s).

1. School Staff
2. Board Member
3. External Party - Not connected to the school
4. Board Committee

J. Sowell made a motion to approve the 23 - 24 Scholar Family Handbook and also approve to have a Board-approved third party option for the Hearing Officer.

K. Shah seconded the motion.

Person/people to serve as Board-approved third party options to be discussed and voted on in the October 2023 meeting

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

### **C. ED/Principal Evaluation**

To be discussed at the October 2023 Board Meeting

### **D. Post-Graduation Survey Follow Up**

To be revisited at the October 2023 Meeting

### **E. Enrollment Update**

745 Maximum Enrollment

Current enrollment as of 09/20/2023= 698.

Budget enrollment is =715

School is still actively enrolling and the enrollment goal is 720's.

## **IV. Finance Committee Review**

## A. Finance Committee Report

Financial update based on this months meeting.

Expenses and revenue information is on track with projected enrollment. Enrollment updates will provide further insight on financial status. No concerns to report as all should be on track as projected.

Inquiry regarding the grant money adjustment and the schools plan to financial management this.

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

J. Sowell seconded the motion.

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

## B. Investment Account Update

### C. Items Over 50K

#### Items over \$50K

Teacher Retention/Recognition - GrubHub amount was \$85,500.00  
(95 Staff Members X100 month X9 Months)

UberEats, DoorDash and GrubHub were all explored with only a response from GrubHub.  
Extended to all Staff Members

The Rolling Roast - Barrister  
172 School Days - 3 hours per day. \$103,200

SAVVAS \$88,727.12  
Sole Source Vendor

J. Sowell made a motion to Approve the GrubHub maximum cost of \$85,500.00.

B. Thompson seconded the motion.

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

J. Sowell made a motion to Approve the The Rolling Roast Barrister expense of \$103,200.00.

B. Thompson seconded the motion.

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

J. Sowell made a motion to Approve the SAVVAS purchase of \$ 88,727.12.

B. Thompson seconded the motion.

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

## V. COVID-19 Updates

### A. COVID-19 Updates

No major reports related to positive COVID testing.

A few staff members have reported positive reporting but nothing major to report.

## VI. Culture Committee Report

### A. Culture Committee Report

Culture Committee Discussed the Following Items:

Retention of Teacher Life Cycle (10-20 Years)

To Encourage Teacher Life Cycle to 5 Years Timeline - After 3rd Yr., to encourage 2 or more additional years of service- Health Benefits Perks during 4th Year.

Perks for Staff Retainage:

GrubHub Stipend \$100/Monthly

Barrister 7:00 AM- 10:00 AM

Housing Stipend \$250.00/PayPeriod

Other Tools used for Staff Retention Support:

CultureAmp- Employee survey data

Stay conversations

Board entered into Executive Session @ 7:50 PM to discuss academic information

Reason to enter into Executive Session:

f) the medical, financial, credit, or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation;

g) the preparation, grading, or administration of a corporation;

J. Sowell made a motion to Enter into Executive Session.

B. Thompson seconded the motion.

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

J. Sowell made a motion to Exit out of Executive Session.

T. South seconded the motion.

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

## VII. Facilities

### A. Facilities Update

Facility updates and enhancements are moving and being maintained as planned.

## **VIII. 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 8:12 PM.

Respectfully Submitted,  
M. Dorsey