

**Board of Trustees Meeting
October 4th, 2017
801 East 156th Street, Bronx, NY 10455**

AGENDA

- I. Call to Order
- II. Public Comment
- III. Resolution to Approve Minutes from September 7th, 2017 Board Meeting
- IV. Analysis of 2017 State Examinations Results
- V. Executive Director's Report
 - A. Recent Correspondence with the New York State Education Department
 - B. Academic Programming Update
 - C. New Facility Update
 - D. Student Enrollment Update
- VI. New Business
- VII. Executive Session
- VIII. Next Meeting – Thursday, November 2nd
- IX. Adjournment

**Reunión de la Junta
4 de octubre de 2017
801 East 156th Street, Bronx, NY 10455**

AGENDA

- I. Inicio de Sesión
- II. Comentarios Públicos
- III. Moción para aprobar las minutas de la Reunión de la Junta del 7 de septiembre de 2017
- IV. Análisis de los resultados de los exámenes estatales estandarizados del 2017
- V. Informe del Director Ejecutivo
 - A. Conversaciones recientes con el Departamento de Educación del estado de Nueva York
 - B. Programación académica
 - C. Nuevo edificio
 - D. Matrícula de estudiantes
- VI. Asuntos Nuevos
- VII. Sesión Ejecutiva
- VIII. Próxima Reunión – jueves, 2 de noviembre
- IX. Cierre de Sesión



Board of Trustees Meeting
Wednesday, October 4th, 2017
801 E. 156th Street, Bronx, NY 10455

Trustees Present: Nancy Biberman, Lori Chemla, Valerie Capers, Andrea Cohen, Serigne Gningue, Davon Russell, Jodi Schneider

Trustees Absent: Felicia Franklin,

SBECA Staff Present: Ric Campbell, Kelly Powers, Auriel Watson

WHEDco Staff Present: Katie Aylwin, Meredith Leverich

Number of Attendees from the General Public Present: 0

Call to Order:

Davon Russell called the meeting to order at 5:15 pm.

Public Comment:

There were no members of the public in attendance, and therefore no public comment.

Resolution to Approve Minutes from September 7th, 2017 Board Meetings

Andrea Cohen made a motion to approve the minutes from the September 7th, 2017 Board meeting, as presented on October 4th, 2017. Jodi Schneider seconded, and the Board unanimously voted to approve the minutes.

Analysis of 2017 State Examinations Results

Auriel Watson and Kelly Powers provided an overview of data derived from the 2017 New York State ELA and Math examinations results, including areas where the school saw improvement. In particular, the number of students in the Level 1 bracket in ELA has dropped by 18%, suggesting that those students improved by at least one level. Similarly, 18% of students improved three years' worth of grade levels in reading. Even though most students are not yet proficient, they are showing progress.

The Board asked the Leadership Team about their goals for the 2017 – 2018 exams and the strategies they plan to use to achieve those goals. Ms. Watson said that, in general, charter schools aim to exceed the district averages; however, given SBECA's starting point, a realistic goal may be to increase the number of students who are proficient by 15 – 20%. She added that NYSED will communicate their expectations, as well, which will inform the school's goals.

Ms. Watson said that the first interim assessment, which is scheduled for October 23rd, 24th, and 25th, will offer faculty current information on students' skill levels. Once those test results have been fully analyzed, faculty will be able to group students by their skill levels and provide targeted small group instruction. These assessments

will also determine which students should be targeted for additional Saturday test prep group. Ms. Watson said that this approach had been taken in the second semester last year, but that beginning this data-driven instruction earlier in the school year will likely provide better results. In addition, more focus will be placed on the writing portion of the exam earlier in the year, given that students struggled most with that aspect of the exam.

Mr. Campbell said that a Response to Intervention (RTI) program, including the literacy tools System 44 and Read 180, has been implemented to help students develop reading skills. These programs are used during elective times to ensure that students are not pulled out of core classes to receive this additional help.

Executive Director's Report

Recent Correspondence with the New York State Education Department

Mr. Campbell stated that he and the school's attorney, Susan Briggs, have been corresponding with NYSED regarding two issues: the school's academic calendar and the school's organizational chart.

Academic Calendar

Mr. Campbell explained that the initial charter application and agreement indicates that SBECA is expected to operate on an extended-year calendar of 190 school days and provide 91,200 minutes of instruction. Due to construction delays in 2016 – 2017 and in 2017 – 2018, the school has not been able to begin the year early enough to include 190 days before July 1st. Although Professional Development (PD) days took place in August, only four PD days throughout the year are allowed to count toward the total. The current school calendar includes 181 days, which meets NYSED's typical 180 day minimum requirement for all schools. Mr. Campbell said that, although the number of days offered is fewer than expected, the school is providing the required number of instructional minutes. Mr. Campbell and Ms. Briggs are negotiating with NYSED to see if an exception can be made this year, given that nine days were lost due to construction issues. They will also consider how to comply with these expectations moving forward, now that facility space will not be an issue.

Organizational Chart

Mr. Campbell said that he and Ms. Briggs are also in conversation with NYSED regarding the school's organizational chart. Adding Ms. Watson and Ms. Powers to the Instructional Team was a direct response to the low test scores; however, creating the new position of co-principal is considered a material change, which requires formal approval. He said that he is hoping that this organizational adjustment can be approved for this school year, rather than having to undergo the material change request process, which would be submitted by this December for implementation in the following school year, given the immediate need for additional instructional coaches to facilitate more effective teaching.

The Board requested a document that outlines the roles and responsibilities for all of the faculty positions, to ensure that they have a clearer sense of who manages which aspects of the school, under Mr. Campbell's direction. The Board also inquired about how the deans fulfil their roles while teaching for part of the day. Mr. Campbell said that the deans do not teach at the same time, so there are always two deans available at any given time to handle discipline issues. He added that deans are expected to stay until 5:00 pm to manage any issues that arise during the Extended Day Program (EDP). Ms. Powers added that there is a process for faculty to update part-time EDP staff when they arrive in the afternoon, so that they are aware of any issues that occurred earlier in the day, which may require monitoring.

Academic Programming Update:

Ms. Watson, Ms. Powers and Mr. Campbell are providing instructional coaching. Each classroom has been visited at least twice thus far. Mr. Campbell circulated the New York State Teacher Education Guide, which is used as a basis of evaluating teachers' performance. Ms. Watson said that teachers are being asked to submit lesson plans in advance, so that the Instructional Team can provide feedback. Each teacher receives an observation, followed by an individualized debrief.

Mr. Campbell said that Ms. Powers and Ms. Watson each oversee 20 faculty members in approximately 10 different classes. Ms. Powers' purview includes Computer Science, Math and Physical Education, and Ms. Watson's includes Literature, History, Art and Music. Mr. Campbell oversees six teachers, all of whom teach science.

New Facility Update:

Mr. Campbell said that the new facility was completed and a Certificate of Occupancy was approved in time for a September 11th, 2017 start date, and that things have been going well in the new building so far. He said that some final touches had to be made after school officially began, but that measures have been taken since then to ensure that everything is functional.

Lori Chemla inquired about building security, particularly the security of the roof. Mr. Campbell said that the roof is fenced-in, and that the door to the roof cannot be locked due to Fire Safety Regulations. He said that the security desk located at the main entrance contains a monitor connected to cameras on the roof, the cafeteria and the exterior doors, so that the security guard will know immediately if a student is somewhere in the building where he/she should not be or tries to leave the premises without permission. He added that faculty members are expected to monitor the halls during transitions and that teachers escort students from classroom to classroom in between periods. Ms. Chemla suggested that an alarm be put on the door to the roof to ensure a more immediate response should a student go out alone.

Former Facility Update

Mr. Campbell said that he is participating in a deposition on October 31, 2017, regarding the claims made by the school's former landlord at the 423 E. 138th Street site, related to the withholding of most of the security deposit. He said he would keep the Board apprised of the status of the legal action.

Student Enrollment Update

Mr. Campbell said that 339 students are currently enrolled across all three grades. He reminded the Board that the school's budget is based off of per pupil revenues for 326 students.

New Business

High School Application Process

Ms. Chemla inquired about the school's plans to help students gain admission into high-performing high schools, including NYC's specialized high schools. Mr. Campbell said that, based on the scores from the State examinations, he is not confident that students would do well on the Specialized High Schools Entrance Exam and has not recommended it for any of the students. He said that there are other opportunities that may be better fits, including local Catholic schools, Bard High School Early College, Bronx Academy for Software Engineering, and the Academy for Software Engineering. Katie Aylwin said that she has been working with students in her Advisory Group to identify schools and build well-researched lists for the first round of matching.

She said that the lists are due on December 1st. Mr. Russell suggested that the school reach out to Nicole Jennings, who leads the middle school initiative at WHEDco, for additional insights. Ms. Chemla said that she has contacts who might be interested in mentoring students, who need additional help with the process.

Finance Committee

Mr. Campbell said that the Finance Committee should meet with Digant Bahl of Accounting Solutions of NYC within the next two weeks to review the draft audit from the July 2016 – June 2017 Fiscal Year. Meredith Leverich said that she would circulate the draft audit and schedule a conference call.

Mr. Campbell added that the revenue projections for this year are based on the percentage of students with Individualized Education Plans (IEPs) from last year's enrollment; however, the incoming sixth grade class has fewer students with IEPs than in past years, which means that funding will be less than projected. He added that Mr. Bahl would provide more information on how this impacts the school during the meeting.

Personnel Committee

Mr. Russell stated that Ms. Schneider and Ms. Chemla had joined the Personnel Committee, which also includes Ms. Cohen and him. He said that other Board members were invited to join the committee, as well, if they are interested and have additional time to commit.

Grants

Ms. Chemla inquired about the status of the grants that Mr. Campbell had applied for on the school's behalf. He said that the school did not receive either of the two National Science Foundation grants, but that he would review feedback from the funder and consider reapplying.

Executive Session

The Board voted to meet in Executive Session with Mr. Campbell.

Adjournment

The Board came out of Executive Session and voted to adjourn the meeting at 7:15 pm.