

**Board of Trustees Meeting
November 2nd, 2017
801 East 156th Street, Bronx, NY 10455**

AGENDA

- I. Call to Order
- II. Public Comment
- III. Resolution to Approve Minutes from October 4th, 2017 Board Meeting
- IV. Annual Conflict of Interest Disclosure Forms
- V. Review and Adoption of Draft Audit from 2016 – 2017 School Year
- VI. Review and Adoption of Updated/New School Protocols
 - A. Student Attendance & Lateness Protocol
 - B. School Culture - Principle and Practices
 - C. School Norms & Protocols
 - D. Supportive Intervention -Three Tier Model for Supporting Student Behavior
- VII. Executive Director’s Report
 - A. Academic Programming Update
 - B. Deposition Regarding Former Site (423 E. 138th Street)
 - C. Netting on Playground
- VIII. Review of 2017 – 2018 Budget Projections
- IX. Turnaround Plan
 - A. Correspondence with NYSED
 - B. Recommendation of Obtaining a Consultant
- X. New Business
- XI. Executive Session
- XII. Next Meeting – December 7th, 2017
- XIII. Adjournment

**Reunión de la Junta
2 de noviembre 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 4 de octubre de 2017
- IV. Formulario Anual de Declaración de Conflicto de Intereses
- V. Revisión y Adopción del Borrador de la Auditoría del Año Escolar 2016-2017
- VI. Revisión y Adopción de los Protocolos Escolares Nuevos /Actualizados
 - A. Protocolo de Asistencia Estudiantil y Tardanzas
 - B. Cultura Escolar – Principios y Prácticas
 - C. Normas y Protocolos Escolares
 - D. Intervenciones de Apoyo: Un Modelo en Tres Partes para Apoyar el Comportamiento Estudiantil
- VII. Informe del Director Ejecutivo
 - A. Programación Académica
 - B. Declaración sobre el Plantel Anterior (423 E. 138th Street)
 - C. Mallas en el Patio de Recreo
- VIII. Proyecciones Presupuestarias para el 2017-2018
- IX. Planes de Cambio
 - A. Correspondencia con el Departamento de Educación del Estado de Nueva York
 - B. Recomendación para Contratar un(a) Consultor(a)
- X. Asuntos Nuevos
- XI. Sesión Ejecutiva
- XII. Próxima Reunión – 7 de diciembre de 2017
- XIII. Cierre de Sesión



Board of Trustees Meeting
Thursday, November 2, 2017
801 E. 156th Street, Bronx, NY 10455

Trustees Present: Valerie Capers, Lori Chemla, Andrea Cohen, Felicia Franklin, Davon Russell

Trustees Absent: Nancy Biberman, Serigne Gningue, Jodi Schneider

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

WHEDco Staff Present: Katie Aylwin, Meredith Leverich

Number of Attendees from the General Public Present: 14

Call to Order:

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

Public Comment:

Cassandra Han said that she is a parent of two students at the school, who are in the 7th and 8th grade classes. She said that she thinks the school should form a PTA to help teachers, kids, and the school as it grows.

Crystal Morales agreed that the school would benefit from a PTA. She also said that her son is required to arrive by 8:00 am, but does not have access to busing, which makes it difficult for him to arrive on time. She said that he has an IEP and should have that service.

Angelique Angram said that she is a faculty member at the school and would support the parents in forming a PTA. She circulated a proposal to the Board, outlining the proposed PTA's goals.

Mr. Russell explained that the Board would not respond to the parents' comments at this time, but would discuss with the school administration and report back at the next meeting.

Resolution to Approve Minutes from October 4th, 2017 Board Meeting

Andrea Cohen made a motion to approve the minutes from the October 4th, 2017 Board meeting, as presented on November 2nd, 2017. Valerie Capers seconded, and the Board unanimously voted to approve the minutes.

Annual Conflict of Interest Disclosure Form

Meredith Leverich requested that Board members complete annual Conflict of Interest Disclosure Forms to be submitted to NYSED. Board members can send the signed document to her for collection and submission.

Review and Adoption of Draft Audit from 2016 – 2017 School Year

Mr. Russell reported that the Finance Committee met with Loeb & Troper, the school's external auditors, and Digant Bahl of Accounting Solutions of NYC, the school's accounting consultant, to review the school's audited

financial statements from July 2016 - June 2017. He said that the Finance Committee reviewed the statements in detail and that Loeb & Troper answered all questions that they had.

Ms. Cohen recommended that the Board adopt the audit as presented on November 2nd, 2017. Felicia Franklin seconded, and the Board unanimously voted to adopt the audit.

Review and Adoption of Updated/New School Protocols

Mr. Campbell circulated four documents to the Board for their review: 1. Student Attendance & Lateness Protocol; 2. School Culture - Principle and Practices; 3. School Norms & Protocols; and 4. Supportive Intervention -Three Tier Model for Supporting Student Behavior

Mr. Russell asked if the protocols outlined in the documents are consistent with the ones outlined in the school's charter application. Mr. Campbell said that the new documents include more detail than had previously been included in the application. Mr. Russell suggested that he compare again to ensure that there are no inconsistencies and that they are compliant, and then bring these back to the Board at the next meeting.

Public Comment Part II

Mr. Russell announced that the Board would re-open the Public Comment portion of the meeting, since many parents arrived after that portion had taken place.

Margoth Peloes said that transportation is an issue, since busing is not available. She said that there should be a crossing guard to help students cross Westchester Avenue, which is currently a dangerous intersection with many lanes and turning vehicles. She said that her child has to take a train and a bus to school, and that there was supposed to be a meeting about busing, but it never happened.

Lina Cepeda said that a bus is needed and, if that is not possible, a crossing guard should be present to help children cross. She also said there have been times when she has called the office and has not been able to get in touch with any staff at the school.

Lybia Liranzo said that transportation is an issue and that there should be a crossing guard. She also said that the parents and students were told that there would be a basketball court in the new building, but there is not. She said it is important for the students to have better recreational space.

Adriana Espinosa said that she agreed that busing is an issue. She added that a PTA is strongly needed to provide more activities and to help the 8th grade class as they prepare for high school. She said that the transition to high school is drastic and she is concerned that students may not be ready. She said that the 8th grade students deserve a field trip and to have a proper graduation ceremony, including caps and gowns, at the end of the year.

Shaniqwa Stevens said that she is supportive of the school and wants to offer her support as a member of the PTA. She said that it would be positive for the kids.

Another member of the public said that she works with the 40th Precinct and could inquire on the school's behalf about obtaining a crossing guard. She said the school would need to provide a letter of support and that the parents could collect signatures to help them advocate.

Executive Director's Report

Academic Programming Update

Mr. Campbell stated that the instructional coaches are working with teachers in the classroom to improve instruction. He said a series of interim assessments took place on October 23rd, 24th and 25th, focusing on material that students have been taught throughout the school year to date, and that Auriel Watson and Kelly Powers would provide more details about the results. Ms. Watson circulated exam results and analysis to the Board, which showed that approximately 85% of students were not meeting proficiency standards in English Language Arts and nearly 100% of students were not meeting proficiency standards in Math across grade levels. She said that standards will be re-taught or reviewed to ensure that students have an opportunity to learn the material again. Mr. Campbell added that the math teams are developing individual plans for every student to help measure progress more effectively, and that additional interventions were being implemented for students. Ms. Watson said that there would be another practice round in December, which would help determine progress later in the year. She said that teachers would be sending practice packets home during the holiday break to help students build up stamina and maintain momentum.

Deposition Regarding Former Site

Mr. Campbell reminded the Board that the school is a plaintiff against Towne Partners, the school's former landlord at the site of 423 E. 138th Street. He said that he attended a deposition of their witnesses, and that he would be deposed on 11/14/17, since his initial deposition date was postponed. He said he would report back to the Board on this matter at the next meeting.

Netting on Playground

Mr. Campbell said that the cost estimate for netting on the roof is higher than the building engineer initially suggested. The updated quote is \$175,000, but only \$95,000 had been budgeted. He said that it is a major job because of the scaffolding needs. This updated cost is prohibitive, which is why the net has not yet been installed.

Review of 2017 – 2018 Budget Projections

The Board reviewed updated Budget projections for the current fiscal year. Mr. Campbell said that the net income originally budgeted was \$95,000, and the new projections show a smaller operating surplus of \$47,267. He said that the budget originally assumed that the incoming sixth grade class would have the same rate of students with Individualized Education Plans (IEPs) as the other grades; however, the class had fewer students with IEPs enroll. Mr. Campbell said that the lower number resulted in only a \$7,000 loss in revenues, since some students' IEPs indicate that they should receive services for more than 60% of their instructional time, which earns the school additional funding.

Mr. Campbell said that there are also significant costs covered in this budget that are one-time expenses tied to moving into the new facility, including furniture and technology upgrades. These expenses are not expected to be incurred again in the near future. Mr. Russell stated that he had questions about the costs for the Teachers' Retirement System, but that he would discuss them in the Executive Session, since they are personnel-related questions.

Turn-Around Plan

Correspondence with NYSED

Mr. Russell reported that there are currently two immediate issues that NYSED has brought to the Board's

attention, both of which have put the school in violation of its charter: the school's organizational chart and the academic calendar. Mr. Russell stated that the school should not operate with co-principals until a formal request is made to NYSED and approved by the Board of Regents, should the Board determine that that particular approach is appropriate. He said that Ms. Watson and Ms. Powers are only authorized to act as instructional coaches, and not as co-principals, since the school has not received permission from its authorizer to restructure in that way. Mr. Russell also said that Mr. Campbell should submit a formal request to NYSED to amend the school's calendar, given the construction delays, based on the discussion from the September 7th Board meeting.

Recommendation to Obtain a Consultant

Mr. Russell reported that a few Board members on the Personnel and Education Committees have taken the lead on creating a turn-around plan for the school to address the disappointing test scores and the concerns that representatives of NYSED have raised. Mr. Russell reported that the Personnel and Education Committee have been working to identify a consultant to conduct an assessment of the school's educational and operational functions and to work with the school administration to implement strategies that will lead to better educational outcomes. He said that he has met with and solicited bids from three consultants to date for review by the two committees involved. He recommended that the Board approve a budget modification to allow for a consultant to be hired and authorize the Personnel and Education Committees to select the consultant.

Ms. Cohen made a motion to amend the budget to facilitate the engagement of an educational consultant, and to authorize the Personnel and Education Committees to select a consultant on the Board's behalf. Lori Chemla seconded, and the Board unanimously voted to pass the resolution.

Mr. Russell said that the Board would hear recommendations from the consultant before submitting any formal charter revision requests to NYSED. Mr. Campbell said that the deadline to submit a request for the 2018 - 2019 school year is this December 15th, and that if the consultant is not able to offer suggestions before then, the school may miss its opportunity to restructure in a way that will benefit the students. Mr. Russell said that the Board would engage a consultant by December 1st and make him/her aware of the urgency, but that the outside input would have to be considered first.

New Business

There was no new business.

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 7:30 pm.