

**Board of Trustees Meeting
July 12, 2018
801 East 156th Street, Bronx, NY 10455**

AGENDA

- I. Call to Order
- II. Public Comment
- III. Resolution to Approve Minutes from June 7th, 2018 Board Meeting
- IV. Leadership Transition Update
 - A. Introduction of Brian Blough, Principal
- V. Principal's Report
 - A. Proposed School Building Plans
 - B. Faculty & Staff Hiring for 2018 – 2019 School Year
 - C. Student Enrollment for 2018 – 2019 School Year
 - D. Proficiency Goals
 - E. Plan for First 100 Days of 2018 – 2019 School Year
 - F. Back-to-School Parent Events
 - G. Social Media
- VI. Review of Proposed Daily Schedule
- VII. Resolution to Authorize Brian Blough to Act as a Signatory on SBECA's Bank Accounts
- VIII. Resolution to Authorize Mahelia Mighty to Act as a Signatory on SBECA's Bank Accounts
- IX. New Business
- X. Executive Session
- XI. Next Meeting – August 2nd, 2018
- XII. Adjournment

**Reunión de la Junta
12 de julio de 2018
801 East 156th Street, Bronx, NY 10455**

AGENDA

- I. Inicio de Sesión
- II. Comentarios Públicos
- III. Aprobación de Minutas de la Reunión de la Junta del 7 de junio de 2018
- IV. Transición en Liderazgo
 - A. Introducción de Brian Blough, nuevo Principal
- V. Informe del Principal
 - A. Planes propuestos para el edificio
 - B. Contratación de empleados y facultad para el 2018-2019
 - C. Matrícula de estudiantes para el 2018-2019
 - D. Objetivos de competencia
 - E. Planes para los primeros 100 días del año escolar 2018-2019
 - F. Eventos para padres de regreso a la escuela
 - G. Redes sociales
- VI. Revisión del Itinerario Diario
- VII. Resolución para autorizar a Brian Blough a firmar en las cuentas de banco de SBECA
- VIII. Resolución para autorizar a Mahelia Mighty a firmar en las cuentas de banco de SBECA
- IX. Asuntos Nuevos
- X. Sesión Ejecutiva
- XI. Próxima Reunión – 2 de agosto de 2018
- XII. Cierre de Sesión



**Board of Trustees Meeting
Thursday, July 12, 2018
801 E 156th Street, Bronx, NY 10455**

Board of Trustees Present: Nancy Biberman, Andrea Cohen, Felicia Franklin, Davon Russell, Jodi Schneider

Board of Trustees Absent: Valerie Capers, Lori Chemla, Serigne Gningue

SBECA Staff Present: Brian Blough, Catherine Toussaint, Jennifer Unger

WHEDco Staff Present: Katie Aylwin, Meredith Leverich

Members of the Public Present: 0

Call to Order

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

Public Comment

Nobody present opted to participate in the public comment portion of the meeting.

Approval of Minutes

Felicia Franklin made a motion to approve the minutes from the June 7th, 2018 Board meeting, as proposed on July 12th, 2018. Jodi Schneider seconded, and the Board unanimously voted to approve the minutes.

Leadership Transition Update

Introduction of Brian Blough, Principal

Mr. Russell introduced Brian Blough, whom the Board had approved as Principal at the June 7th, 2018 Board meeting. Mr. Blough spoke about his past experiences at Bronx charter schools, including his most recent roles as Director of Teaching & Learning and Director of Student Interventions at Dr. Richard Izquierdo Health and Science Charter School. He said that he also worked as the SPED Director at Bronx Lighthouse Charter School. Both schools have undergone turn-around plans while he was there, so he feels confident in his ability to lead SBECA at this pivotal moment. Mr. Blough said that he holds three Master's Degrees in Education and is currently pursuing a PhD in Educational Leadership at Fordham University.

Principal's Updates

Proposed School Building Plans

Mr. Blough said that he has formed a small work group to assess space in the building and consider rearranging things to better meet the needs of the students and staff. He said that the bullpen set-up for staff offices does not effectively foster collaborative work, but could be broken up into several smaller group work spaces. The room that is closest to the main entrance could serve as the main office, which would create a more welcoming environment for parents and visitors. Mr. Blough's office will be one of the small rooms with glass doors on the second floor, so that he can see what is happening in the building throughout the day, and so that the students can see him regularly. He said that he envisions using part of the current main office space as a library, which can be filled with donated books, since the current library room is too small to accommodate a full class of students. He said that these simple changes may create some excitement about the new school year and will reflect the re-set.

Faculty & Staff Hiring for 2018 – 2019 School Year

Mr. Blough reported that 18 teachers will be returning to the school from last year's faculty, and that the hiring process is ongoing. He said that he has shared the open positions widely with educators in his networks and feels confident that he will have a strong team on-boarded by August. BRICK has been assisting in the vetting process, per their Services Agreement.

Student Enrollment for 2018 – 2019 School Year

Mr. Blough reported that there are 334 students enrolled for the upcoming school year. The school is authorized for 326, so the additional buffer ensures that revenue will not drop below the budgeted numbers if some students leave. There are still some open seats in the sixth grade class.

Goals for First 100 Days of 2018 – 2019 School Year

Mr. Blough said that professional development for all faculty and staff will begin on August 13th. Staff will be trained on the Expeditionary Learning curricula that will be implemented at the school and on a Restorative Justice/Responsive Classroom program to address behavioral issues. He said that five of the incoming faculty members and candidates are already certified in this Restorative Justice system. All faculty will be trained on mandated reporting and school safety procedures, including lock-downs, before the school year begins, so that drills can begin taking place early in the fall. The PD period will also include team-building activities that allow people to get acclimated to the school culture and to the neighborhood.

The school will host a Welcome Back Night on August 16th for the incoming sixth grade students, at which time they can place orders for uniforms, and on August 23rd for seventh and eighth grade students. Parents will receive and agree to the Family Handbook at these events. The new school year will begin on Thursday, August 30th.

In the first month of the school year, the school will hold "Curriculum Nights" to help parents become more familiar with the material that their children will be learning, so that it can be reinforced at home. As a way of building school culture and engaging families, Mr. Blough plans to schedule a family cultural

event in the early fall, such as a Latino Heritage Festival and/or a potluck. He also plans to host Student Town Halls for each grade level, so that kids feel part of a larger community and can ask questions of the faculty and administration. There will also be Meet the Principal events for parents, including a morning and an evening session to accommodate different work schedules. Mr. Russell recommended that this type of event be scheduled throughout the year to foster ongoing parent engagement and open communication.

Mr. Blough said that baseline assessments for all students will be administered within the first month of school. Data will be collected regularly to help the instructional staff adjust and ensure that all of the standards are taught effectively. Interim assessments will be offered throughout the year, which will mimic the State exams administered in the Spring, to prepare students for the process of taking the exams and to inform the faculty of student progress.

Proficiency Goals

Mr. Blough said that by December 2018, he expects a 5% growth in proficiency levels, in order to stay on track for the spring exams. He said that his goal is for 20% of the students to be proficient by the end of the year. He said that this is a realistic expectation, and will demonstrate improvement.

Mr. Blough said that approximately 25% of the incoming sixth grade class has an IEP, bringing the entire Special Education population to nearly 100 students. Accommodations offered during the State exams in the spring will also be included in internal interim assessments, which had not always been practiced in past interim assessments.

Social Media

Mr. Blough said that he intended to create a social media presence for SBECA to ensure that messaging is getting to parents in a variety of ways. There will also be a weekly e-newsletter and website updates to keep parents apprised. Managing these platforms will fall to the Operations team, although the Principal will create some of the content. He added that he plans to launch a weekly news show, produced by and starring the students, which will also build the school culture.

Reporting to the Board

Mr. Blough said that he would create a dashboard, including attendance data, academic goals, and disciplinary actions, which would be presented to the Board each month. If there are other pieces of information that the Board would like to hear about regularly, he will incorporate those aspects into his monthly report to the Board, as well.

Review of Proposed Daily Schedule

Mr. Blough said that he and the BRICK team have collaborated on a revised daily schedule, which he presented to the Board. This iteration of the schedule accommodates additional ELA and Math time. He said that proficiency in all subject areas is contingent on literacy, so creating more space for ELA will help students succeed across content areas. He said that Social Studies content would be embedded into the ELA classes, based on the texts used.

The new schedule also incorporates Individualized Learning Time (ILT) blocks to provide additional remediation for students. This would be in addition to the Student Learning Center (SLC), which was part of the school's original charter. This schedule reduces the time spent on Art, Music, Computer Science and Physical Education (PE), in order to accommodate additional ELA and Math time; students would have PE twice per week, and then would select from among the other enrichment offerings on two other days per week. Wednesdays would shift to SLC earlier, so that teachers would have time to review and discuss student data. This time would be facilitated by WHEDco and SBECA support staff, and would include remediation for those who need it and clubs/enrichment electives for those who do not.

Felicia Franklin made a motion to amend the daily schedule, as proposed to the Board on July 12, 2018, and to submit a revision request to the school's authorizer, NYSED. Jodi Schneider seconded, and the Board unanimously voted to adopt the resolution.

Resolution to Authorize Brian Blough to Act as a Signatory on SBECA's Bank Accounts

Mr. Russell said that it would be appropriate for Mr. Blough to be added to SBECA's bank accounts as a signatory, as this was part of Ric Campbell's responsibilities in the past. He added that he would be reaching out to all banks to ensure that Mr. Campbell's authorization is revoked.

Felicia Franklin made a motion to authorize Brian Blough to act as a signatory on SBECA's Bank Accounts. Andrea Cohen seconded, and the Board unanimously voted to approve the resolution.

Discussion on Authorizing Mahelia Mighty to Act as a Signatory on SBECA's Bank Accounts

Meredith Leverich said that Digant Bahl, the school's accountant, recommended that Mahelia Mighty, the new Director of Operations, be added as a signatory, as well, so that two signatures could be obtained within the school building on checks greater than \$10,000. Mr. Russell said that the school's fiscal policies and procedures require a Board signature to approve expenses greater than \$10,000 and that he would not be comfortable with the Board releasing oversight over those expenses. The Board decided to withhold this authorization at this time and to continue with the current practice of obtaining a second signature from the Board for expenses exceeding \$10,000.

New Business

Ms. Leverich said that the Finance Committee should convene later in July to review year-end statements from the 2017 – 2018 fiscal year, which ended in June 2018. She said that she would circulate potential meeting times.

Adjournment

The Board unanimously voted to adjourn the meeting.