

**Board of Trustees Meeting
November 1st, 2018
801 East 156th Street, Bronx, NY 10455**

AGENDA

- I. Call to Order
- II. Public Comment
- III. Resolution to Approve Minutes from October 4th, 2018 Board Meeting
- IV. Finance Committee Report
 - A. 2017 – 2018 Audit
- V. Principal's Report
 - A. Organizational Chart Update
 - B. Facilities Update
 - C. Academic Programming Update
 - D. Family Engagement Activities
- VI. Discussion on the Potential Lease of Adjacent Parking Lot
- VII. New Business
- VIII. Next Meeting – December 6th, 2018
 - A. Board & Staff Holiday Party
- IX. Executive Session
- X. Adjournment

**Reunión de la Junta
1 de noviembre 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 4 de octubre de 2018
- IV. Informe del Comité de Finanzas
 - A. La auditoría del 2017-2018
- V. Informe del Principal
 - A. Organigrama
 - B. Planta Física
 - C. Programación Académica
 - D. Actividades Familiares
- VI. Discusión en torno al posible alquiler del lote de estacionamiento adyacente a la escuela
- VII. Asuntos Nuevos
- VIII. Próxima Reunión – 6 de diciembre de 2018
 - A. Fiesta de Navidad – Junta de Directores y Empleados
- IX. Sesión Ejecutiva
- X. Cierre de Sesión



**Board of Trustees Meeting
Thursday, November 1, 2018
801 E 156th Street, Bronx, NY 10455**

Board of Trustees Present: Nancy Biberman, Lori Chemla, Andrea Cohen, Davon Russell

Board of Trustees Absent: Valerie Capers, Felicia Franklin, Serigne Gningue, Jodi Schneider

SBECA Staff Present: Brian Blough, Leola Brady-Price, Toni Chavarria, Melissa Gaspard, Josef Haas, Sophia Jones, Will Kelly, Mahelia Mighty, Lucy Peralta, Catherine Toussaint

WHEDco Staff Present: Katie Aylwin, Meredith Leverich, Doxene Roberts

Members of the Public Present: 0

Call to Order

Davon Russell called the meeting to order at 5:18 pm.

Public Comment

No members of the public requested to speak at this time.

Resolution to Approve Minutes

Mr. Russell stated that the Board could not make a resolution to approve the minutes, because a quorum was not present. He said that the minutes could be approved at the December 6th meeting.

Finance Committee Report

Mr. Russell reported that the Finance Committee convened on October 25th to review and discuss the 2017 – 2018 fiscal year audit with Digant Bahl of Accounting Solutions of NYC, the school's accounting firm, and Joe Blatt from BKD, the school's independent auditor. He reported that the Finance Committee recommended the audit for adoption and submission to NYSED. Mr. Russell also reported that the Finance Committee reviewed the financial statements from July 1 – September 30, 2018 and that the school currently projects an operating surplus as a result of conservative budgeting and changes in the school's consulting services. He said that he and Mr. Blough have been discussing school needs, including additional staffing, which the school is able to afford, given the current financial position.

Principal's Report

Organizational Chart Update

Brian Blough reported that he received confirmation from the school's authorizer, NYSED, that the proposed organizational chart has been approved as a non-material revision and can be implemented. He said that he believes the new structure in place will be helpful to the school moving forward.

Facilities Update

Mr. Blough reported that the custodial and gardening teams are building boxes on the roof for planting. In addition, the school is ordering a hydroponic tower, which will be placed indoors and will allow students to garden during the winter. The administration is also exploring storage options for food that is being harvested on the roof or through the hydroponic tower.

Mr. Blough reported that new monitors are being installed in the cafeteria, which will be used to display the weekly news program and will facilitate a count-down clock at the end of breakfast and lunch times. This will give students another tool to self-monitor and prepare for their next period of the day. These monitors were a donation facilitated by WHEDco.

Mr. Blough said that he is expecting an estimate on the roof netting shortly from the landlord and the building's contractor, who is already doing work on the roof to ensure that the fencing is up to code. The Board suggested that there be an alarm for the camera located on the roof and/or a panic bar, so that faculty is alerted if a student goes onto the roof unattended. Mahelia Mighty, the Director of Operations, said that there are cameras on the roof already and that three offices have monitors that show that footage, but that she would explore the additional precautions with the school's security company.

Academic Programming

Attendance

Josef Haas, the Vice Principal for STEM, reported on the school's attendance during the current school year. He said that 75% of the student body is at 90% attendance or above. He said that this is an improvement from last year's attendance, which was only 63% of students attending at least 90% of the time, but that the goal is to have 85% of students at that level. He said that the district average is 69% and the city is 81%. Mr. Haas said that one factor is that three instances of lateness count as one absence for a student, regardless of how late he/she is, per the city's regulations. The faculty and administration are working to identify issues that lead to tardiness or absences, and are creating intervention strategies for students with these challenges. Bi-weekly data will be used to determine if the interventions used are effective.

Data & November Plans

Mr. Blough reported that the school is using data regularly and that there is now a full quarter of assessments that are used to inform planning. There is a full re-teach plan for any standards that students have not yet mastered. Professional Development will also focus on re-teaching some of the content that was delivered during the summer program to refresh teachers' memories on effective strategies now that they are in the classroom daily. On November 6th, Chris Emdin, author of *For White Folks Who Teach in the Hood*, will be leading the PD time for faculty. Mr. Russell inquired about the

weekly PD time on Wednesdays and how the faculty was receiving these sessions. Mr. Blough said that they are well-received and that sometimes the time is used for planning or working on progress reports, etc., so has been a helpful block of time for faculty to collaborate.

Mr. Blough said that Parent-Teacher Conferences will be held on November 14th, right after report cards are distributed. He anticipates that the window of time between conferences and the holiday break will show good behavior and focus among students.

STEM Update

Mr. Haas said that he and the faculty in the math and science departments are working together to ensure that all instruction is aligned to the Common Core Standards. He said that observations and feedback takes place for each team at least bi-weekly, in addition to a weekly review of unit plans and lesson plans. Science standards in all grades are aligned with the 8th grade State Math Exam, which assesses content learned in all three grades. Topics in 7th grade are aligned to the Living Environment Regents curriculum, which will allow students to opt to take a high school level standardized test in the 8th grade. The 8th grade math curriculum is aligned with the Common Core Algebra I Regents exam. In a recent interim assessment using a Regents curve, 76% of the students passed, including 64.6% testing proficient. He reiterated that the upcoming Professional Development sessions will reinforce what was taught during the summer.

Family Engagement

Mr. Blough reported that the school has rolled out a Culture of Achievement Plan (CAP) and the faculty has formed committees to implement the plan. It addresses shortfalls identified in NYSED's Midterm Site Visit from the 2017 – 2018 school year.

Ms. Mighty and Lucy Peralta reported that they are planning a Math Curriculum Night for parents to help them become more familiar with the content that their students are learning. They are also planning a Bingo night and a cultural potluck for families around Thanksgiving time, which will celebrate the school's diversity. They are exploring potential parent workshops, as well, that may address community needs, including English as a Second Language classes and/or resume writing workshops.

School Culture Team

Leola Brady Price, SBECA's Director of School Culture, reported that the culture team has grown. In addition to Ms. Brady Price and the Dean, Coach Chris, three other faculty and staff members have joined the team as Associate Deans. To date, the team has led two town halls per grade and a full-school assembly, engaging students as class representatives with the support of Katie McCaskie, the school's Social Worker from WHEDco.

Ms. Brady Price added that students are demonstrating an internalized understanding of the expectations and are able to articulate them. The eighth grade class, which presented a challenge in the beginning of the school year, is showing signs of improvement and has had fewer infractions over the past month than earlier in the year.

The expanded culture team will be assuming lunch and recess duties, which will relieve teachers of that role and, in turn, address some of the concerns that were expressed at the October 4th meeting surrounding teacher burnout. Faculty will now have more prep, CAP planning and break times throughout the day. The culture team will also push into the classrooms to help with behavioral issues moving forward. In addition, the culture team is developing parent relationships to better connect families to the school.

Discussion on the Potential Lease of Adjacent Parking Lot

Mr. Blough said that he had done additional research, per the Board's request at the October 4th meeting, and has discovered that it could cost between \$12,000 and \$14,000 for the school to level, pave and line the parking lot. Andrea Cohen requested that he research the cost of leveling the lot without paving, so that the Board could consider whether there may be a way to reduce this expense while moving forward with the lease of the lot for teacher parking. She also recommended that the initial lease term be extended to a full year, rather than six months, to ensure that the monetary investment spans a longer period of time.

Mr. Blough said that he has spoken with SBECA's insurance provider and has ensured that the school's umbrella coverage will extend to the lot at no extra cost. Mr. Blough said that he is also exploring the cost of installing an outside camera to provide additional security in the lot. He added that he confirmed that the issue raised by the church regarding the rubble will be addressed by the school landlord and contractor directly.

Mr. Blough presented a draft waiver to the Board, which all staff who use the lot sign in advance. There would be a \$30 monthly fee for those requesting a parking space payable before the first of the month. The Director of Operations and the Principal will manage the collection and allocation of these funds, which will be used for lot maintenance and the Sunshine Committee.

The Board agreed that pursuing the arrangement with the church is worthwhile, pending final negotiations with the lease.

New Business

There was no new business.

Next Meeting – December 6th, 2018

Mr. Russell said that the next meeting would be held on December 6th, 2018, followed by a holiday event for the Board and faculty. More details will be circulated to faculty shortly.

Adjournment

The Board unanimously voted to adjourn the meeting.