

**Board of Trustees Meeting
Tuesday, August 6th, 2019
801 East 156th Street, Bronx, NY 10455
AGENDA**

- I. Call to Order
- II. Public Comment
- III. Resolution to Approve Minutes from June 6th, 2019 and July 11th, 2019 Board Meetings
- IV. Resolution to Submit an Application for Charter Renewal to NYSED for a Five Year Term from July 1, 2020 - June 30, 2025; Review and Approval of Attachment Q: Application for Charter Renewal Certification
- V. Resolution to Amend the Following Policies for Submission to NYSED in Advance of Charter Renewal
 - A. By-Laws
 - B. Code of Ethics
 - C. Enrollment & Admission Policy
 - D. Dignity for All Students Act (DASA) Policy
 - E. Conflict of Interest Policy
 - F. Conflict of Interest Disclosure Form
 - G. Disciplinary Policy & Code of Conduct
 - H. Complaints Policy
 - I. Whistleblower Policy
 - J. Family Educational Rights and Privacy Act Policies
- VI. Resolution to Adopt Living Environment Curriculum for Eighth Grade Science
- VII. Resolution to Approve the Medical Benefits Package
- VIII. Resolution to Adopt a Decision Rights' Matrix
- IX. Discussion on Fiscal Policies & Procedures
- X. Principal's Report
 - A. Update on Charter Renewal
 - B. Staffing Update
 - C. 2019 – 2020 Beginning of School Year Schedule
- XI. New Business
- XII. Next Meeting – September 12th, 2019
- XIII. Adjournment

- I. Inicio de Sesión
- II. Comentarios Públicos
- III. Resolución para Aprobar las Minutas de las Reuniones del 6 de junio y 11 de julio del 2019
- IV. Resolución para Someter la Solicitud de Renovación de Chárter al Departamento de Educación del Estado de Nueva York (NYSED); Revisar y Aprobar el Anejo Q: Solicitud de Certificación de Renovación de Chárter
- V. Resolución para Enmendar las Sigüientes Políticas previo a Someter la Solicitud a NYSED:
 - A. Estatutos
 - B. Código de Ética
 - C. Política de Admisión y Matrícula
 - D. Política Anti-discriminación y Acoso (Dignity for All Students Act, DASA)
 - E. Política de Conflictos de Interés
 - F. Formulario de Revelación de Conflicto de Interés
 - G. Política de Disciplina y Código de Conducta
 - H. Política de Denuncias
 - I. Política de Denuncias
 - J. Ley de Derechos Educativos y Privacidad Familiar (FERPA)
- VI. Resolución para Adoptar el Currículo “Medioambiente Vivo” para Ciencias de Octavo Grado
- VII. Resolución para Aprobar los Beneficios Médicos
- VIII. Resolución para Aprobar una Matriz de Decisión
- IX. Discusión en Torno a Políticas y Procedimientos Fiscales
- X. Informe del Principal
 - A. Renovación de Chárter
 - B. Contrataciones de Personal
 - C. Programa para el Inicio de Clases 2019-2020
- XI. Asuntos Nuevos
- XII. Próxima Reunión - 12 de septiembre de 2019
- XIII. Cierre de Sesión



**Board of Trustees Meeting
Tuesday, August 6th, 2019
801 E 156th Street, Bronx, NY 10455**

Board of Trustees Present: Valerie Capers, Lori Chemla, Felicia Franklin, Davon Russell, Jodi Schneider

Board of Trustees Absent: Nancy Biberman, Andrea Cohen, Serigne Gningue

SBECA Staff Present: Brian Blough

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

No members of the public were present and, therefore, nobody participated in public comment.

Approval of Minutes

Mr. Russell said that, since there had not been a quorum present at the July 11th Board meeting, the Board would need to review and approve the minutes from both the June 6th, 2019 and July 11th, 2019 Board meetings.

Davon Russell made a motion to approve the June 6th, 2019 Board meeting minutes as presented on August 6th, 2019. Jodi Schneider seconded, and the Board unanimously voted to approve the minutes.

Jodi Schneider made a motion to approve the July 11th, 2019 Board meeting minutes as presented on August 6th, 2019. Felicia Franklin seconded and the Board unanimously voted to approve the minutes.

Resolution to Submit an Application for Charter Renewal to NYSED for a Five Year Term from July 1, 2020 - June 30, 2025; Review and Approval of Attachment Q: Application for Charter Renewal Certification

Mr. Russell reminded the Board that the majority of the application to renew SBECA's charter is due on August 15th, 2019, and that the Board of Trustees, as the charter holder, should pass a resolution to authorize the submission of the renewal application and required attachments. He added that he and Jodi Schneider had been working closely with Brian Blough and Jim Ford's team from Ford Research & Solutions to finalize the application and ensure it is fully accurate.

Nancy Biberman made a motion to authorize Brian Blough to submit the prepared application for charter renewal for a new five year term, beginning on July 1, 2020 and ending on June 30, 2025, including Attachment Q: Application for Charter Renewal Certification, signed by Davon Russell as Board Chair, by the

upcoming deadline of August 15th, 2019, on behalf of the South Bronx Early College Academy Charter School. Felicia Franklin seconded the motion, and the Board voted unanimously to pass the resolution. Jodi Schneider recommended that the Board invite Betty Rosa, the Regent for Bronx County, to visit the school in the fall, in advance of the Board of Regents meeting in December 2019, at which time the Board of Regents will vote on SBECA's renewal. Brian said that he would extend an invitation, and would notify the Board so that they could attend the site visit, should Ms. Rosa be willing and available to visit SBECA.

Resolutions to Amend the Policies for Submission to NYSED in Advance of Charter Renewal

Mr. Russell stated that, as part of the renewal process, Mr. Blough and other members of the school leadership team; Ford Research & Solutions; Susan Briggs, the school's attorney from Cohen Schneider Law; and he have undergone detailed review of all school policies and procedures, and have made recommendations for revisions, which should be vetted by the full Board and then submitted to NYSED for its approval, if the Board agrees that the amendments are appropriate. The Board reviewed and discussed the policies included as part of the charter renewal submission.

By-Laws

Felicia Franklin made a motion to adopt the amended by-laws, as presented to the Board on August 6th, 2019, and to submit to NYSED for review. Jodi Schneider seconded, and the Board voted unanimously to pass the resolution.

Code of Ethics

Lori Chemla made a motion to adopt the amended Code of Ethics, as presented to the Board on August 6th, 2019, and to submit to NYSED for review. Nancy Biberman seconded, and the Board voted unanimously to pass the resolution.

Enrollment & Admission Policy

Jodi Schneider made a motion to adopt the amended Enrollment & Admissions Policy, as presented to the Board on August 6th, 2019, and to submit to NYSED for review. Lori Chemla seconded, and the Board voted unanimously to pass the resolution.

Dignity for All Students Act (DASA) Policy

Nancy Biberman made a motion to adopt the amended Dignity for All Students Act (DASA) Policy, as presented to the Board on August 6th, 2019, and to submit to NYSED for review. Valerie Capers seconded, and the Board voted unanimously to pass the resolution.

Conflict of Interest Policy

Felicia Franklin made a motion to adopt the amended Conflict of Interest Policy, as presented to the Board on August 6th, 2019, and to submit to NYSED for review. Lori Chemla seconded, and the Board voted unanimously to pass the resolution.

Conflict of Interest Disclosure Form

Jodi Schneider made a motion to adopt the new internal Conflict of Interest Disclosure Form, which would be in addition to the annual Financial Interest Disclosure Form that NYSED requires the Board to sign each year, as presented to the Board on August 6th, 2019. Valerie Capers seconded, and the Board voted unanimously to pass the resolution.

Disciplinary Policy & Code of Conduct

Davon stated that, as follow up to the Board's conversation at the July 11th, 2019 meeting and a recent *New York Times* article about disciplinary policies in the charter school world, the Board had decided to revisit

the school's Disciplinary Policy, which is included in the Code of Conduct, and ensure that students are not missing class time unnecessarily. He said that this is something that the Board should continue to think about and consider in an effort to improve student educational outcomes. The revised Disciplinary Policy aims to address these concerns.

Nancy Biberman made a motion to adopt the amended Disciplinary Policy and Code of Conduct, as presented to the Board on August 6th, 2019, and to submit to NYSED for review. Felicia Franklin seconded, and the Board voted unanimously to pass the resolution.

Complaints Policy

Jodi Schneider made a motion to adopt the amended Complaints Policy, as presented to the Board on August 6th, 2019, and to submit to NYSED for review. Lori Chemla seconded, and the Board voted unanimously to pass the resolution.

Whistleblower Policy

Davon Russell noted that, as part of this policy review process, it was discovered that a formal Whistleblower Policy had not previously been in place, although it had been in practice. He said that Susan Briggs helped draft this policy, which will be widely available to staff as part of the Employee Handbook moving forward.

Lori Chemla made a motion to adopt the Whistleblower Policy, as presented to the Board on August 6th, 2019, and to submit to NYSED for review. Nancy Biberman seconded, and the Board voted unanimously to pass the resolution.

Family Educational Rights and Privacy Act Policies

Felicia Franklin made a motion to adopt two FERPA Policies, to ensure compliance with federal law, as presented to the Board on August 6th, 2019, and to submit to NYSED for review. Jodi Schneider seconded, and the Board voted unanimously to pass the resolution.

Resolution to Adopt Living Environment Curriculum for Eighth Grade Science

Mr. Blough recommended that the Board approve a change in the science curriculum for eighth grade to align with the Living Environment Regents curriculum. He said that this would give eighth grade students the opportunity to experience taking three Regents exams and possibly earn high school credit, paving the way for college level courses in high school, which is consistent with the school's early college mission. He reported that he had sought NYSED's approval for this proposed change already, and had received email confirmation that the implementation of this curriculum is allowable.

Mr. Blough added that 53% of eighth grade students passed the 8th grade science test during the 18-19 school year, which is a 35% increase over the previous year's proficiency results.

Jodi Schneider made a motion to adopt the Living Environment curriculum for eighth grade science beginning in the 2019-2020 school year. Lori Chemla seconded, and the Board voted unanimously to pass the resolution.

Mr. Blough said that he would circulate more information about the Living Environment curriculum via email, to supplement the hard copies that he shared at the July 11th, 2019 Board meeting.

Resolution to Approve the Medical Benefits Package

Mr. Blough reported that the proposed medical benefits package that Austin & Co. has offered reflects a 3%

increase in costs over the 2018-2019 plan. He said that the budget had assumed a greater increase and will be able to support this additional cost. He added that, once the Board approves a plan, he will confirm Austin & Co.'s participation in the August Professional Development schedule. Once interested staff members enroll, their coverage will be retroactive to August 1, 2019.

Nancy Biberman made a motion to approve the continued engagement with Austin & Co. to renew the employee medical coverage package that has been offered to all staff in the past. Felicia Franklin seconded, and the Board voted unanimously to approve the resolution.

Resolution to Adopt a Decisions Rights' Matrix

Mr. Russell reported that, as part of the charter renewal process, Mr. Ford from Ford Research & Solutions recommended that the Board adopt a Decisions Rights' Matrix, and has helped develop one for SBECA. This document clarifies the governing role of the Board and ensures that the leadership team is fully aware of situations that should rise to the level of Board notification or approval.

Nancy Biberman made a motion to approve the Decisions Rights' Matrix, as presented on August 6th, 2019, and to include it as an additional attachment in the charter renewal application. Jodi Schneider seconded, and the Board voted unanimously to pass the resolution.

Discussion on Fiscal Policies & Procedures

Mr. Russell reported that the school's Fiscal Policies & Procedures are under review, and that a revised version would be presented at a meeting this fall, so that new controls discussed by the Finance Committee, in collaboration with Digant Bahl of Accounting Solutions of NY, Inc., could be formally adopted.

Principal's Report

Update on Charter Renewal

Mr. Blough reported that, as discussed throughout the meeting, he and his team were preparing to submit the charter renewal application by the August 15th, 2019 deadline, requesting a new five year charter to begin on July 1, 2020.

Staffing Update

Mr. Blough reported that he had hired a new Director of School Culture, Jillian Williams, and a new Family Engagement Coordinator, Natalia Ruiz-Corrales. He added that there is a final candidate for the Director of Human Resources position, as well.

2019-2020 Beginning of School Year Schedule

Leadership will report back to school on August 15th, and all staff will report back on August 19th to begin August Professional Development. Orientation will take place for students on Thursday, August 29th and Friday, August 30th.

New Business

Jodi Schneider told Mr. Blough that she could secure tickets for students to attend shows at the MCC Theater this fall, if that was of interest. He said that it would be a good field trip opportunity.

Next Meeting – September 5th, 2019

Adjournment

The Board unanimously voted to adjourn the meeting.