

## **MINUTES: Board Meeting on June 20, 2019**

**The monthly meeting of the Board of Trustees of The Bronx Charter School for Children was held on June 20, 2019 at 388 Willis Avenue, Bronx, NY 10454.**

Present: Denise Alexander (Ex-Officio), Brigitte Bentele, Sydney Blair, Joanne Carris (via phone), Bruce Greenwald, Jane Ehrenberg Rosen, Suellyn Scull, Larry Slous

Absent: Nicole Schmidt

Guests: Jo Kim, Director of Finance; Candice Manzano, Director of Operations and Development

Jane called the meeting to order at 4:27pm. The minutes of the May meeting were approved as amended.

### Finance Committee

Jo Kim distributed the monthly Financial Report (attached). She reported that as of May 31, there is a deficit of \$150,000 and predicts that by year-end there will be a deficit between \$50,000 and \$100,000. There were no questions about the 2019-2020 budget that had been distributed at the May meeting. The Board unanimously approved it.

### Academic Committee

The Senior Leadership Team is undergoing action planning around the key design elements of the curriculum. It is reviewed every year, with lead planners for the ELA and Math curricula at each grade. They are trying to adopt a new curriculum for Social Studies and Science. All evaluations of faculty are completed. Two-week Summer School is enrichment, with trips to Alley Pond Park, Randall's Island, Museums, Bronx Zoo, Brooklyn Aquarium. 25 students are enrolled. There was a Summer School Fair for parents to inform them of other programs, such as Dream RBI. Denise agreed to send the Board a list of other programs that are all day. It was suggested that we could fundraise specifically for Summer School.

### Development Report

Jane signed the new contracts for Shirley Jenks, President of The Development Consulting Group (TDCG), and Hui Won Choi, development consultant of Ampersand Fundraising. Candice met with Eleanor Sypher and Denise. Eleanor will reach out to foundations. The annual fund closes on June 30 and is down from previous years. A letter announcing the Middle School will be signed by Jane and Denise and be sent to major donors. It also will be sent by email in English and Spanish to the school community and local organizations. Lauren D'Angelo and Denise are going to work on marketing materials that will include Middle School. It was also suggested that 4<sup>th</sup> graders write letters and that the BX t-shirt be sent to donors.

### Governance Committee

Suellyn is overseeing the annual evaluations of policies. She reported on the recruitment of potential board members. She is beginning her evaluation of Denise.

### Facilities Committee

Larry will follow up with Candice about a leak and the replacement of the water heater.

Middle School Planning

With regard to finding a facility, Denise and Bruce are exploring spaces. We submitted a request for information to Civic Builders, a non-profit organization that facilitates financing and construction of school sites. Denise will follow up with Vicki and David about federal CSP funds.

End-of-year dates:

Last day for students and graduation, June 26

Last day for teachers, June 27

School closed, June 28 – July 5

Denise's vacation, July 21-28

The meeting was adjourned at 5:52 pm.

Respectfully submitted,

Brigitte Bentele

**MINUTES: Board Meeting on July 17, 2019**

**The monthly meeting of the Board of Trustees of The Bronx Charter School for Children was held on July 17, 2019 at 388 Willis Avenue, Bronx, NY 10454.**

Present: Sydney Blair, Joanne Carris, Suellyn Scull, Jane Ehrenberg Rosen, Denise Alexander (Ex-Officio)

Via Facetime: Bruce Greenwald, Larry Slous

Absent: Brigitte Bentele, Nicole Schmidt

Jane called the meeting to order at 4:32p. The minutes of the June meeting were approved as written.

Head of School Report.

Denise reported that we are close to fully enrolled for the coming school year. Kindergarten is in flux; a problem is that if we invite a student to enroll in kindergarten, the family wishes to bring older siblings also, and we cannot accommodate them.

We have filled all the lead teacher positions, but we still need an art teacher and a science teacher. A candidate is coming back who may be someone we can hire as an art teacher, but the science position is proving difficult to fill.

Summer school is small, but going well. There are 38 students. The program consists of outdoor activities and trips – the children seem happy and to be enjoying it.

Administrative focus is on closing out the completed school year, and planning for the 2019-2020 school year. Curriculum emphasis will be on Core Knowledge, Amplified Science, and improved curriculum for support of children's social-emotional needs.

Finance Committee

There was no formal monthly Financial Report. The Board approved the insurance statement for 2019-2020. Attached.

Academic Committee

Denise talked about academic gains made by many students in ELA and in math on internal end of year assessments. Some were at a place that did not allow them to grow, but 78% of students jumped from the beginning of the year to the end of the year.

The Middle School Planning group is meeting regularly and will continue their work on July 25. This group has an April 2020 deadline by which to complete and report out on middle school curriculum.

Development Report

Suellyn talked about two documents distributed to Board members. The first document is a Job Description created for the new Director of Development and Community Partnerships. Everyone seemed pleased with this document. Mention was made that in hiring, Shirley Jenks, needs to understand that we are a small school and the Director will be a "one-person" operation.

Suellyn went on to discuss the Report submitted by Shirley about progress made and descriptions of three possible candidates for the position. All candidates have worked in schools.

We discussed briefly the hiring process that we will use for the position: step 1: candidate will visit school with Suellyn or Jane, drop in on classes, meet staff informally, and meet with Denise. If the responses are positive, step 2: the candidate will visit school again for a half-day or day, meet with the Hiring Team, meet with a group that represents the community partnerships part of our work, meet with Denise, meet with Kristen, and meet with the Board Development Committee. If the responses continue to be positive and the candidate may be a fit, step 3: the candidate will meet with the Board. The Development Committee will recommend to the Board, a candidate to whom an offer should be given.

We discussed briefly the report submitted by HuiWon Choi. The Case Statement will focus on funds for: middle school planning and wrap around services. The target will likely be \$200,000. We find that we will not soon receive CSP funding as expected until much later; the RFP will not come out for several months. Most likely we will not be reimbursed for money we spend in advance of CSP funding.

The Development Committee will meet next in early September.

#### Governance Committee

Suellyn talked about the annual review of our policies. She has distributed particular policies to the committee for which responsible and has asked the committee to review policy and respond if policy needs change. This is to be done by July 19.

Suellyn is working on the annual evaluation of the Head of School. The process has begun and will be completed in August after both she and Denise return from vacation.

Suellyn reported on potential Board member candidates. There are four possibilities: Christopher Berger (he was already approved by the Board, needs to be sure he can actively participate); Krista Hammond (she participated in Career Day and is very interested); Mark Samuels (he also participated in Career Day – a lawyer and friend of Candice); a friend of Nicole.

#### Facilities Committee

No report.

#### Middle School Planning

With regard to finding a facility, Denise and Bruce are exploring spaces. Civic Builders has found incubator space in a school near St. Mary's Park. We could occupy this for two years, accommodating grades 6 and 7. We are talking to Catholic schools who have space. Bruce and Denise will meet with Lee Allen again when Denise returns in late July.

The meeting was adjourned at 5:40 pm.  
Respectfully submitted,  
Jane Ehrenberg Rosen, Acting Secretary

## **MINUTES: Board Meeting on September 19, 2019**

**The monthly meeting of the Board of Trustees of The Bronx Charter School for Children was held on September 19, 2019 at 388 Willis Avenue, Bronx, NY 10454.**

Present: Denise Alexander (Ex-Officio), Brigitte Bentele, Sydney Blair, Joanne Carris, Bruce Greenwald, Jane Ehrenberg Rosen, Nicole Schmidt, Suellyn Scull, Larry Slous

Guests: Lauren D'Angelo, Director of Assessment; Jo Kim, Financial Director; Candice Manzano, Director of Operations and Development; Kristen Silfies, Interim Assistant Principal

Jane called the meeting to order at 4:52pm. The minutes of the July meeting were approved as written.

### Development Report

Suellyn reported that the Development Committee has met two candidates, has asked the consultants to find stronger candidates, and plans to rewrite the job description. Hui Won Choi, development consultant of Ampersand Fundraising, asked about questions related to the draft of the Case for Support (attached) that she has been working on with Denise and Candice and that she had sent us for review. The document would be used to introduce major donors to the school and would be adjusted to individual donors. The need for funds for the middle school is among other programs for K-5. The next step is for Hui Won Choi to work with Nicole and Lauren D'Angelo to develop a shorter document.

### Academic Committee

Denise distributed a document detailing the 2018-2019 Test Report (attached). The percentages shown in the document show percentages of students who performed at levels of 3 and 4 on the test. In ELA all grades 3-5 outperformed District 7 and the State, according to the Head of School report (attached). Denise reported that 68% of state schools dropped significantly from 2017-18 to 2018-19. Denise created a Corrective Action Plan (attached). There will not be a program change in ELA but the existing program will be tightened. Changes will be due to analysis, effort, coincidence, management, and support of teachers. Instead of having one Director of Instruction, the responsibility is divided among three who work with classroom teachers. In Math, Denise reported that the emphasis would be on the curriculum and best practices in teaching. The responsibility of creating the curriculum will no longer be with the teachers. It was suggested that there may be a benefit to collaborate with other schools, but this is difficult because of the competitive environment. On the internal tests 75-90% of students in grades 3-5 made progress. K-2 performance is strong. It was suggested that financial resources be used to train teachers.

### Finance Committee

Jo Kim distributed the monthly Financial Report (attached). She reported that enrollment is down to 401 students, down from 421 since last year. This is attributed to the competitive nature of the school in an area that may be saturated. The number of staff is also lower, 56, and was budgeted for 62. It was suggested that temporarily the missing students could be used for a 6<sup>th</sup> grade in the current building. Denise needs time to think about such a plan.

### Middle School Planning

Bruce reported on the state of negotiations with Brilla regarding the St. Rita space but they are in negotiations with another charter school which it presently appears is able to pay considerably more for the space. Bruce also reported on the possibility of a space at a building owned by our existing landlord, Oren Sendowski, on 138<sup>th</sup> St between Willis and St. Ann. Sendowski has a small space on the ground floor of this building which is available now – it is small and space would be tight for even just 6<sup>th</sup> grade but it might be a fallback if nothing else can be identified. In addition, space may be available on the 7<sup>th</sup> and 8<sup>th</sup> floors where the current occupants have an option to renew in January but may be available to us if not this year then next. Denise will arrange to see these spaces as soon as possible. It was also suggested that we reach out to community organizations for possible space. Lee Allen will continue to explore other possibilities. Bruce and Nicole are in regular conversation with him. The Middle School portal opens in mid October and it would be good for us to have a space identified at that time but that is not looking likely.

The meeting was adjourned at 6:27 pm.

Respectfully submitted,

Brigitte Bentele

## **MINUTES: Board Meeting on October 17, 2019**

**The monthly meeting of the Board of Trustees of The Bronx Charter School for Children was held on October 17, 2019 at 388 Willis Avenue, Bronx, NY 10454.**

Present: Denise Alexander (Ex-Officio), Brigitte Bentele, Sydney Blair, Bruce Greenwald, Jane Ehrenberg Rosen, Suellyn Scull

Absent: Joanne Carris, Nicole Schmidt, Larry Slous

Guests: Jo Kim, Financial Director; Candice Manzano, Director of Operations and Development; Bruno Marchan, Middle School Coordinator

Jane called the meeting to order at 4:35pm. The minutes of the July meeting were approved.

### BOT Candidate Interviews

Suellyn introduced Paul Libretta and we interviewed him about his interest in becoming a board member. Paul grew up in the Bronx and would like to get involved in an organization in the Bronx that helps children. He has experience in legal and financial matters.

Suellyn introduced Krista Hammond and we interviewed her about her interest in becoming a board member. She had met Jane and some of the students through Artworks and participated in Career Day in the spring. She is looking for ways to give back to the community. She has experience in business and marketing, especially with digital and social media methods.

Suellyn introduced Hayden Chan and we interviewed him about his interest in becoming a board member. He is a child of public education and would like to give back to the community. He has experience in finance and holds a real estate license.

Jane and Suellyn will check references for Paul Libretta who learned about TBCSC through an agency; Krista Hammond and Hayden Chan are recommended by current board members.

The Bronx Charter School for Children Board of Trustees, having conducted a thorough background check via a fingerprint scan as required and having discovered no State or federal criminal history, or having provided such history to SED if found, has voted unanimously to select Paul Libretta, Krista Hammond, and Hayden Chan as final candidates to its Board of Trustees, with a term expiring on July, 2022, pending approval by SED. The resolution is formally adopted upon SED's approval.

### Middle School Updates

Bruno Marchan presented a document about Middle School Planning (attached). Fifth grade families responded to a survey indicating their plans about joining our middle school. The survey will be sent out again at a later date. The document shows a contingency plan for the year 2020-2021 about the feasibility of having the 6<sup>th</sup> graders at the current location and the plans for the following year in a temporary facility. Though having the 6<sup>th</sup> grade in the current building and reducing the current small 2<sup>nd</sup> grade to two sections in 3<sup>rd</sup> grade has some benefits, there will be challenges especially in scheduling. Bruno also reported on the difficulties of recruiting students and reviewed the Middle School Recruitment plan described in the document. These include the new MS Charter Schools that begin in grade 5 that are opening. While we recruit students for our 6<sup>th</sup> grade, we also need to continue to recruit Kindergarten students. Lauren D'Angelo is working with HuiWon Choi, development consultant of Ampersand Fundraising, to develop

materials for MS recruitment. The Board voted to commit to having the 6<sup>th</sup> grade at the current facility. Denise plans to prioritize the tasks needed for a successful opening of the Middle School in 2020 and asks the members of the Board to respond to her job description for a Middle School Project Director.

#### Academic Committee

Brigitte reported that the Academic Committee met directly before the board meeting and plans to do so monthly. We talked about the plan to look for programs of materials for ELA, Math, and Science for the MS so that the focus can be on teacher practice instead of curriculum planning. The Friday Professional Days this year are devoted on how to increase student engagement. Materials addressed in the Corrective Action Plan were distributed to the chair of the committee and are available for members.

#### Development Report

Suellyn reported that the Development Committee has reviewed the resumes of 8 candidates and met with 6. She and Jane believe that one of these could do the job, with the other as an alternative who would need help. The committee, discouraged by the work of the consulting group, would prefer to have someone who is already a Director of Development rather than someone who is taking a step up and raised the salary from \$100,000 to \$130,000 to invite more candidates. Hui Won Choi is working with Candice Manzano on grant proposals. The Board moved to give the Development Committee authority to extend the contract of Hui Won Choi.

#### Finance Committee

Jo Kim distributed the monthly Financial Report (attached) and reported that there has been no significant change since last month. The Board moved to give the Finance Committee the authority to approve the audit. Jo is speaking with a medical broker about insurance and predicts that the cost may increase by 2-5%. The Board will need to approve the medical plan by December 1.

The meeting was adjourned at 6:35 pm.

Respectfully submitted,

Brigitte Bentele



## **MINUTES: Board Meeting on November 21, 2019**

**The monthly meeting of the Board of Trustees of The Bronx Charter School for Children was held on November 21, 2019 at 388 Willis Avenue, Bronx, NY 10454.**

Present: Denise Alexander (Ex-Officio), Brigitte Bentele, Sydney Blair, Joanne Carris, Hayden Chan, Bruce Greenwald, Jane Ehrenberg Rosen, Nicole Schmidt, Suellyn Scull, Larry Slous

Absent: Krista Hammond, Paul Libretta

Guests: Jo Kim, Financial Director; Candice Manzano, Director of Operations and Development

Jane called the meeting to order at 4:31pm. The minutes of the October meeting were approved as amended.

### Academic Committee

Brigitte reported that the Academic Committee met directly before the board meeting. Lauren D'Angelo and Katharine O'Connor reported on the 3<sup>rd</sup> – 5<sup>th</sup> grade Summative analysis and the implications for teachers. Denise told us that the focus of teaching is on student engagement. She, Kristen Silfies, Lauren D'Angelo, Katharine O'Connor, and Marina Mason have been doing informal classroom observations and are using the same template to give feedback to teachers. In planning for the MS, Denise gave each of us a notebook outlining the plan for textbook/curriculum adoption. Some committee members will look at Math materials, others ELA. The Friday Professional Days are devoted to improving instruction. Denise is going South Bronx Classical in the neighborhood to learn from their success, especially with ELL students.

### Development Report

Suellyn gave us a report of what the consulting group has been doing in finding a Development Director (attached). She, Jane, and Denise interviewed two more candidates, one of whom they may bring to the Development Committee. On the previous Monday board members met and interviewed Kenya Welch and voiced positive response to her. The consultants checked references, the school hiring committee interviewed Kenya and she has submitted writing samples. The Board voted unanimously to give the Development Committee authority to move forward on hiring a Development Director.

HuiWon Choi has continued to work, assuming some of the duties of a development director. She is planning an event for February, has been working with Lauren D'Angelo on a tri-fold publication, and is preparing and submitting grant applications. Board members are asked to help Candice in getting the annual appeal letters signed and ready to be sent out. It was suggested that HuiWon reach out to Brookfield Properties that has plans for a building project along the Harlem River in Mott Haven.

### Finance Committee

Jo Kim distributed the monthly Financial Report (attached) and reported that there has been no significant change since last month. There are currently 401 students with some new and some lost because of movement. The Board unanimously approved the medical insurance plan that includes two new offerings (attached). The cost is an increase of approximately 2%.

### Governance Committee

The Board welcomes the new board members. The committee will discuss committee assignments with them. Another potential board member will come to the December meeting.

### Facilities Committee

The leaks are a persistent problem. The elevator was fixed. Jo will check on the large increase in the water bill.

### Middle School Updates

Denise is keeping track of the time line for progress on MS tasks. Of our students, 53 plan to enroll in our 6<sup>th</sup> grade and 48 students have applied through the online common application. Bruno is going to DOE schools (their portal for middle schools closes December 1) and Denise is meeting with principals of K-5 charter schools to inform them of our MS. Lauren D'Angelo is preparing marketing materials. Several open houses will be held before the lottery on April 1. There is a potential K-8 facility across from the Bronx Art Museum in CS9 (we would need to find out if we are permitted to move into a different congressional district). We were denied co-location allowing us to be granted rental assistance. Members of the Academic Committee plus some additional staff are looking for curriculum materials for ELA and Math and developing an implementation and roll-out plan. Denise is meeting weekly about MS and plans to send out another intent to return form, have an open house, develop a schedule, and establish the staffing needs before the next board meeting. The motivation for hiring a MS project manager was brought up. Part of the job outlined in the job description is deferred since it was decided to have the 6<sup>th</sup> grade in the current location and some of the work has been done. Denise assured the Board that she is confident scores are going to improve and that she can complete plans for a 6<sup>th</sup> grade by June 2020. The Board needs to commit to a leadership structure; discussion continued during Executive Session.

The meeting was adjourned at 6:24 pm.

Respectfully submitted,

Brigitte Bentele

## **MINUTES: Board Meeting on December 12, 2019**

**The monthly meeting of the Board of Trustees of The Bronx Charter School for Children was held on December 12, 2019 at 388 Willis Avenue, Bronx, NY 10454.**

Present: Denise Alexander (Ex-Officio), Brigitte Bentele, Sydney Blair, Joanne Carris, Hayden Chan, Krista Hammond, Paul Libretta, Jane Ehrenberg Rosen, Nicole Schmidt, Suellyn Scull, Larry Slous (on phone)

Absent: Bruce Greenwald

Guests: Lauren D'Angelo, Director of Assessment; Jo Kim, Financial Director; Kristen Silfies, Interim Assistant Principal

Jane called the meeting to order at 4:36pm. The minutes of the November meeting were approved as emended.

### Academic Committee

Brigitte reported that the Academic Committee met directly before the board meeting. Lauren D'Angelo and Katharine O'Connor reported on the 3<sup>rd</sup> – 5<sup>th</sup> grade Summative analysis and the implications for teachers. Denise told us that the Academic Leadership Team is looking at ways of supporting the progress of MLL and SWD students. The committee is evaluating materials for Middle School math and ELA curriculum

### Development Report

Suellyn told us that an offer to be Development Director was made to Kenya Welch. She will begin on January 6, 2020. She will report to the Head of School, write a monthly report to the Chair of the Development Committee, and attend every Board meeting. HuiWon will continue to work as consultant for a month, and longer, if needed. A Short Case for Support (attached), was prepared by Lauren D'Angelo for design, Nicole Schmidt for language, and HuiWon. A suggestion was made that a photo of Denise with students be included. An informational, fund-raising event is being planned for February, probably the end of the month. Denise will explain what charter schools are and what makes our school different. A member of the Family Support Team will speak about what makes our school different and Suellyn will talk about giving. Mark Samuel (resume attached) expressed his interest in becoming a board member.

The Bronx Charter School for Children Board of Trustees, having conducted a thorough background check via a fingerprint scan as required and having discovered no State or federal criminal history, or having provided such history to SED if found, has voted unanimously to select Mark Samuel as final candidate to its Board of Trustees, with a term expiring on July, 2022, pending approval by SED. The resolution is formally adopted upon SED's approval.

### Finance Committee

Jo Kim distributed the monthly Financial Report (attached) and reported that there are currently 397 students with some new and some lost because of movement. The deficit is allocated to MS expansion. HuiWon is preparing two grants. There has been more money in the annual appeal than in years in the past.

### Governance Committee

The Board welcomes the new board members. The committee will discuss committee assignments with them. Another potential board member will come to the December meeting.

### Facilities Committee

Nothing to report.

### Middle School Updates

Denise looked at another facility and checked about moving to another district. District 7 is saturated with charter schools but in order to move to another district, we would need to show that we've exhausted District 7 and show what we are doing for our families. Denise has reached out to Brookfield which is moving into the area. Bruno Marchaan and Candice Manzano are going to K-5 charter and public schools for student recruitment. A recruitment campaign for K-6 will begin in January. There will be open houses. A building-wide schedule is being constructed. Denise will work with Suelyn to create clear job descriptions for the principals.

### Carving Our Niche: A Vision for TBCSC

Our school is getting notoriety not just for academics. We need to highlight what we do. Denise sent the Board Mott Haven Statistics (attached). She is reaching out to celebrities. Nicole volunteered to pull together a concert for donors and families. A Domestic Violence Program is taking place on February 7.

The meeting was adjourned at 5:56 pm.

Respectfully submitted,

Brigitte Bentele

**MINUTES: Board Meeting on March 15, 2020**

**The Board of Trustees of The Bronx Charter School for Children met on March 15, 2020 via conference call at 9:00a.**

Present: Denise Alexander (Ex-Officio), Brigitte Bentele, Sydney Blair, Bruce Greenwald, Krista Hammond, Jane Ehrenberg Rosen, Nicole Schmidt, Suellyn Scull, Larry Slous

Absent: Joanne Carris, Hayden Chan, Paul Libretta, Mark Samuel

Jane called the meeting to order at 9:04a.

Denise Alexander presented her recommendation and reasons why the School should be closed beginning Monday, March 16, 2020 due to the COVID-19 pandemic. The Board approved this recommendation.

The Board discussed the length of closure and decided that we would not issue a Restart date at this time.

The Board approved giving authority to the Executive Committee to make decisions in the upcoming days regarding the School Closure and surrounding issues.

The meeting was adjourned at 9:35a.

## **MINUTES: Board Meeting on April 16, 2020**

**The monthly meeting of the Board of Trustees of The Bronx Charter School for Children was held virtually on April 16, 2020 via Zoom.**

Present: Denise Alexander (Ex-Officio), Brigitte Bentele, Joanne Carris, Hayden Chan, Bruce Greenwald, Krista Hammond, Paul Libretta, Jane Ehrenberg Rosen, Nicole Schmidt, Suellen Scull, Larry Slous

Absent: Sydney Blair, Mark A. Samuel

Guests: Candice Manzano, Director of Operations and Development

Larry called the meeting to order at 4:33pm. The minutes of the virtual March meeting were approved as amended.

### Head of School Report: School closure

Denise indicated that we are doing pretty well with academic program. Families of students who were not participating online were contacted. There are reported cases of sick family members. Teachers are doing an amazing job. Family support team is reaching out to families. Related services cannot do these services with zoom. The DOE has asked schools to transition from zoom to google suites, but the State Charter School association are not sure that charter school need to make these changes. The DOE has cancelled all vacations. Instead of the scheduled May vacation the Academic Leadership Team is considering having an extended weekend vacation for teachers while students are given a project designed by grade teams. There are no formal evaluations, but teachers are getting feedback by having school leaders join their virtual classes. Jane commended Candice on the great job that she did with the lottery from her own home. Candice reported on student recruitment. She is making calls to let parents know that we are doing online registration, using redacted form from previous years. Bruno Marchand is reaching it to current 5<sup>th</sup> graders. Teacher recruitment is done virtually. Four people were hired, including a Spanish teacher, all but one of whom had visited the school. One teacher voluntarily is not returning; two teachers are not being asked to come back.

### Academic Committee

The committee met virtually before this meeting to discuss plans for Middle School curriculum. The ELA team decided to use My Perspectives Pearson. The benefits are that it is teacher-friendly program, assessments are built in, allows for parent communication, has a student online portal and diagnostic assessments before each unit, is aligned with the NY Standards. For mathematics it had been decided to use Open Up Resources Illustrative Math. This program is used by a large variety of schools, public and private. The Regional Development Manager of Open Up Resources has directed Kristin to a Facebook Community User Group that has thousands of members, including coaches, who are willing to share their experiences. The program is aligned with the NY Standards and incorporates various populations, students with disabilities, second language learners and high achievers. Bridget Murphy who will be teaching math to class 6 students is enthusiastic about the program and realizes that there will be

accommodations that she needs to make to meet the needs of the students, many of whom she'll know from having taught them in class 5. Questions remain about materials for Spanish, Life Sciences, and Social Studies. Denise will send the committee curricular materials for these subjects. These subjects will be done departmentally. Kristen is looking at programs for advising.

#### Development Committee

Krista had sent out a development update before the meeting. NYC Charter School Center Application was sent; Robin Hood Covid-19 fund application will be submitted soon; NYC Covid-19 Response & Impact Fund was submitted; NYCT application is pending. Jane will reach out so that there is full board support of the Annual Appeal which has raised \$41000 from 67 donors. Mark and Hayden were not yet approved for the Board since they weren't able to get fingerprints. The site visit for the Charter School Growth Fund which is a MS seed funding request has been postponed until July or August. There is no change in grants since last time. Seed funding for MS. A letter to donors with highlights of what is happening during school closure will be sent (A draft was included in the update). The board decided unanimously to offer the position of Director of Development to Bethany Goldszer. HuiWan has been hired for two more months and may continue to transition Bethany to her new position.

#### Finance Committee

Bruce reported that the March expenses are trending the same as before, but he has not received the report from Jo. They were developing the budget for 2020-21, but it isn't clear by how much the per pupil amount is being reduced. The budget takes into account Denise's thoughts about staffing: assumption with school closure is that students will not necessarily be prepared for the next grade level, particular in K-2 because of reading skills. Therefore, 1<sup>st</sup> and 2<sup>nd</sup> grade classrooms would be same configuration as K, with two lead teachers in the classes that don't have ICT setting. Budget has place holder for LS principal but Denise is reconsidering the leadership positions. For salary compensation, we want to try to be competitive with DOE, but may suggest a freeze to 2% increase. It's expected that there will be 2% increase in expenditures. When the budget is drafted, it will be presented to the Finance Committee and then to the full Board. Alpine Capital Bank will make an application for a program put in place by Federal Government, Payroll Protection Plan. This loan is waived if we retain a certain percentage of employees. We must certify that the current circumstances result in challenges and that we are prudently planning for future. The Board voted unanimously, with the exception of Bruce who declined to vote since he has financial relationship with the bank, to give authority to the Finance Committee to move forward with this application.

#### Governance Committee

David Frank sent a letter about closure. Charter schools are not under the same restrictions about closure as DOE schools, but it may be prudent to follow their decisions about school closure.

#### Facilities Committee

Nothing to report.

Middle School Report

Human Resources Update: Leadership

Before closure Denise was in the process of looking for K-5 leadership but has put that on hold. Denise reports that the school is on track with everything that was included in action plan. Recruitment and hiring of staff; work on schedule continue; time line for purchasing of curriculum in question since there is no access to the building. Denise is rethinking the organizational structure so that there are clear lines of supervision, management, support. Suellyn offered to work with Denise on organizational structure, which will be finalized by next week and sent to board members. In place of a Summer Bridge Program, if the building isn't available, there might be sleep-away camp.

The meeting was adjourned at 5:58 pm.

Respectfully submitted,

Brigitte Bentele



## **MINUTES: Board Meeting on May 21, 2020**

**The monthly meeting of the Board of Trustees of The Bronx Charter School for Children was held virtually on May 21, 2020 via Zoom.**

Present: Denise Alexander (Ex-Officio), Brigitte Bentele, Joanne Carris, Bruce Greenwald, Krista Hammond, Paul Libretta, Jane Ehrenberg Rosen, Mark A. Samuel, Nicole Schmidt, Suellyn Scull, Larry Slous

Absent: Sydney Blair, Hayden Chan,

Guests: Candice Manzano, Director of Operations and Development

Jane called the meeting to order at 4:33pm. The minutes of the virtual April meeting were approved as emended.

### Head of School Report: School closure

Denise was asked to explain the meaning of synchronistic learning. Rather than asking students to go to Internet portals for learning, the teachers align the components of teaching - virtual direct instruction, students on platforms, teachers enforcing skills. She reported that we didn't get the Charter School grant with a focus on technology. Student enrollment is still in flux since the changes to the beginning of the school year are not decided.

### Finance Committee

Bruce had sent the Board three scenarios for the budget for 2020-21, best case, most likely, and worst case, depending on uncertain per pupil rate and enrollment, with the same compensation schedule and other expense increases for each scenario. The Board will vote on the budget at the June meeting. Jane thanked Bruce for arranging for the PPP grant, for which a list of items that created uncertainties need to be quantified. It is assumed that reopening would cost a half million dollars, with adjustments. Denise noted that preliminary indications are that no longer can children sit opposite each other, teachers rather than students will transition from classrooms, adults will wear masks, space will be disinfected, adults other than staff will no longer be able to come into the building, no extracurricular activities, and more. Charter schools and the DOE will establish the same procedures for reopening. Since the costs of these steps are unknown at this time the \$500,000 is only a placeholder for now and while considered inner PPP documentation is not included in any of the budget scenarios at this time

### Academic Committee

The committee met virtually to discuss how grading system that will be used for Trimester 3. It was recommended that teachers would use narratives to report to the parents about the students' work. Someone will be hired for translation of these reports. Though we didn't know this at the time of the Academic Committee meeting, Denise told us that SUNY and SED are not changing their grading and that attendance needed to be reported. Summer school will be virtual and include more students than in the past.

### Development Committee

Krista had sent out a development update before the meeting. The focus of the Robin Hood grant has changed to technology. The end of year appeal is on hold pending further information about reopening. An anonymous donation honoring Bruce and Karyn was received. Sometime in July/August a letter will be sent to donors to introduce Bethany Goldszer. Larry is working on a potential grant from the Investors Bank. The site visit for the Charter School Growth Fund has been postponed until September/October with optional virtual interviews before then. Walton Family Foundation Eligibility Form was submitted. Donor letter emails were sent to approved lists. Mark and Hayden need to be fingerprinted before final board approval. HuiWan has been hired for two more weeks after July 1 to transition Bethany to her new position.

### Governance Committee

Suellyn completed the mid-year evaluation of the HOS in February 6. Denise will send her relevant goals using internal cumulative assessment tests instead of the State tests which aren't held this year and she will write about her experience of doing school differently. Suellyn will use a new template which she received from New Leaders New School for her evaluation of Denise next year. Paul is working with the lawyer to review our policies and is waiting to hear from SED about any changes in policies. Any new policies will need to be approved by the Board.

### Middle School Report

Denise produced a new organization structure which she will send to the Board. She also created a power point of the responsibilities of each, including details about the evaluation of teachers. For MS update Denise reported that they are on track with enrollment, purchasing curricular materials and laptops, parent orientation, information sessions, identifying high schools, hiring, preparing for Summer Bridge program. There has been no survey of where BCSC graduates go after high school.

The meeting was adjourned at 5:53 pm.

Respectfully submitted,

Brigitte Bentele

## **MINUTES: Board Meeting on June 18, 2020**

**The monthly meeting of the Board of Trustees of The Bronx Charter School for Children was held virtually on June 18, 2020 via Zoom.**

Present: Denise Alexander (Ex-Officio), Brigitte Bentele, Joanne Carris, Hayden Chan, Bruce Greenwald, Krista Hammond, Paul Libretta, Jane Ehrenberg Rosen, Nicole Schmidt, Suellen Scull, Larry Slous

Absent: Sydney Blair, Mark A. Samuel

Guests: HuiWon Choi, development consultant of Ampersand Fundraising, Jo Kim, Financial Director, Candice Manzano, Director of Operations and Development

Jane called the meeting to order at 4:37pm. The minutes of the virtual May meeting were approved as emended.

### Head of School Report: School closure

Denise is waiting to hear from the governor about reopening plans for 2020-21 which is expected for July 13. She and the staff are planning flexibly for various scenarios. Graduations are being held virtually on June 19. Candice will send links for board members who wish to attend. Denise is communicating with parents about reopening.

### Development Committee

Hui Won gave a year-end report which Krista had sent to Board members before the meeting. She reported on the 2020 highlights and the 2021 goals, in terms of the case for support, board development, annual appeal, institutional support (foundations), Director of Development, Infrastructure/communications. Denise and Jane thanked HuiWon for the work that she has done and the pleasure she has been to work with.

### Academic Committee

The staff has been working hard since school closed and have not had a break. All students will be enrolled in Summer School and teachers will be BCSC staff.

### Finance Committee

Jo reported on the monthly finances with the projection better than hoped for. The insurance will have a greater increase because of the additional liability for the Middle School. The Board approved a motion for the insurance coverage and rates pending a review. The Board approved a retainer for David Sweeney, a real estate developer, and for an architect who may be needed for their work for the school. Both payments would come from the LISC funds. Candice reported on the need for a server upgrade, with one new physical and three virtual servers. Since the Microsoft platform and the Cloud may not be secure, it was suggested that she get a second opinion. The work would take 3 weeks to complete. Denise is concerned that funds may not be available to hire additional staff to support teachers in the 4th and 5th grades. Several Board

members that we must hire the teachers that we need to educate the children. The annual budget which was distributed at the May board meeting was approved unanimously.

Governance Committee

Hayden Chan's board membership has been approved by the state.

Facilities Committee

There is no update. The Committee is continuing to evaluate spaces, both to lease or purchase.

Responding to Systemic Racism

Denise would like the Board to respond to what is happening in the country and world over the past weeks. There have been discussions of race, class and culture internally and the Board needs to take a stance. Denise will send out information and Krista volunteered to head a committee to pursue the topic.

The meeting was adjourned at 5:52 pm.

Respectfully submitted,

Brigitte Bentele