

# Application: Bronx Lighthouse Charter School

Courtney Russell - courtney.russell@pharosacademies.org  
Annual Reports

## Summary

**ID:** 0000000054  
**Status:** Annual Report Submission  
**Last submitted:** Oct 30 2020 01:16 PM (EDT)

## Entry 1 School Info and Cover Page

**Completed** Aug 3 2020

### Instructions

#### Required of ALL Charter Schools

Each Annual Report begins with a completed School Information and Cover Page. The information is collected in a survey format within Annual Report portal. When entering information in the portal, some of the following items may not appear, depending on your authorizer and/or your responses to related items.

## Entry 1 School Information and Cover Page

**(New schools that were not open for instruction for the 2019-20 school year are not required to complete or submit an annual report this year).**

Please be advised that you will need to complete this cover page (including signatures) before all of the other tasks assigned to you by your school's authorizer are visible on your task page. While completing this cover page task, please ensure that you select the correct authorizer **(as of June 30, 2020)** or you may not be assigned the correct tasks.

## BASIC INFORMATION

---



**a. SCHOOL NAME**

(Select name from the drop down menu)

BRONX LIGHTHOUSE CHARTER SCHOOL 321200860870

**a1. Popular School Name**

(No response)

**b. CHARTER AUTHORIZER (As of June 30th, 2020)**

Please select the correct authorizer as of June 30, 2020 or you may not be assigned the correct tasks.

NEW YORK CITY CHANCELLOR OF EDUCATION

**c. DISTRICT / CSD OF LOCATION**

CSD #12 - BRONX

**d. DATE OF INITIAL CHARTER**

8/2004

**e. DATE FIRST OPENED FOR INSTRUCTION**

8/2004



**f. APPROVED SCHOOL MISSION (Regents, NYCDOE, and Buffalo BOE authorized schools only)**

MISSION STATEMENT

Bronx Lighthouse Charter School has a singular mission to prepare students from the Bronx for college, career, and life.

**g. KEY DESIGN ELEMENTS (Regents, NYCDOE, and Buffalo BOE authorized schools only)**

KEY DESIGN ELEMENTS (Briefly describe each Key Design Elements (KDE) as presented in the schools approved charter. KDEs are those general aspects of the school that are innovative or unique to the school's mission and goals, are core to the school's overall design, and are critical to its success.

KDE 1	Small Class Size: BLCS will enroll approximately 667 students in grades K-12 in three (3) small academies: Lower Academy (Grades K-4), Upper Academy (Grades 5-8) and the College Prep Academy (Grades 9-12). The research supports our approach of creating small learning communities within a small K-12 school. Research shows that African-American and Latino students experience higher levels of academic success in smaller schools. Class size averages 22 students.
KDE 2	More Time for Instruction: The school academic year consists of 190 instructional days compared to 180 for NYC DOE schools. The academic day is also longer than traditional NYCDOE schools at 8 hours a day.
KDE 3	Art Infusion:



	<p>Bronx Lighthouse Charter School infuses art activities and techniques into the instruction of all core subjects. We believe that art infusion activates and engages students in learning activities and can strengthen problem-solving and critical thinking skills – adding to overall academic achievement and school success.</p>
KDE 4	<p>Social Emotional Learning and Development: Bronx Lighthouse Charter School believes that social emotional development is as important as academic skills. Steering the Social Development of our school communities are the five character traits of our SHINE (Self-Discipline, Humility, Intelligence, Nobility, Excellence) program and the supporting actionable skills known as our Habits of Scholars. Together these attributes and actions foster excellent work among staff and students, and inspire meaningful contribution to the learning community.</p> <p>Habits of Scholars for K-12:</p> <ul style="list-style-type: none"> <li>Active Community Membership</li> <li>Critical Thinking</li> <li>Effective Communication</li> <li>Self-Direction and Management</li> </ul>
KDE 5	<p>Restorative Practices: Bronx Lighthouse Charter School believes in the use of a restorative approach to school culture and discipline. This consists of community building efforts combined with the use of alternatives to suspension to resolve conflicts. The goal of disciplinary systems is to keep children in school and</p>



	learning.
KDE 6	(No response)
KDE 7	(No response)
KDE 8	(No response)
KDE 9	(No response)
KDE 10	(No response)

#### Need additional space for variables

No

#### h. SCHOOL WEB ADDRESS (URL)

[bronx.lha.net](http://bronx.lha.net)

#### i. TOTAL MAX APPROVED ENROLLMENT FOR THE 2019-2020 SCHOOL YEAR (exclude Pre-K program enrollment)

676

#### j. TOTAL STUDENT ENROLLMENT ON JUNE 30, 2020 (exclude Pre-K program enrollment)

641



**k. GRADES SERVED IN SCHOOL YEAR 2019-2020 (exclude Pre-K program students)**

Check all that apply

Grades Served	K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12
---------------	--

**l1. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?**

Yes
-----

**l2. NAME OF CMO/EMO AND ADDRESS**

NAME OF CMO/EMO	Lighthouse Academies
PHYSICAL STREET ADDRESS	29140 Chapel Park Drive Building 5-A
CITY	Tampa
STATE	FL
ZIP CODE	33543
EMAIL ADDRESS	<a href="mailto:courtney.russell@lha.net">courtney.russell@lha.net</a>
CONTACT PERSON NAME	Courtney Russell

**FACILITIES INFORMATION**



## m. FACILITIES

Will the school maintain or operate multiple sites in 2020-2021?

	Yes, 2 sites
--	--------------

### School Site 1 (Primary)

## m1. SCHOOL SITES

Please provide information on Site 1 for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1	1001 Intervale Avenue		NYC CSD 12	K - 8	No



**m1a. Please provide the contact information for Site 1.**

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Travis Brown			<a href="mailto:travis.brown@pharosacademies.org">travis.brown@pharosacademies.org</a>
Operational Leader	Courtney Russell			<a href="mailto:courtney.russell@pharosacademies.org">courtney.russell@pharosacademies.org</a>
Compliance Contact	Courtney Russell			<a href="mailto:courtney.russell@pharosacademies.org">courtney.russell@pharosacademies.org</a>
Complaint Contact	Courtney Russell			<a href="mailto:courtney.russell@pharosacademies.org">courtney.russell@pharosacademies.org</a>
DASA Coordinator	Courtney Russell			<a href="mailto:courtney.russell@pharosacademies.org">courtney.russell@pharosacademies.org</a>
Phone Contact for After Hours Emergencies	Courtney Russell			<a href="mailto:courtney.russell@pharosacademies.org">courtney.russell@pharosacademies.org</a>

**m1b. Is site 1 in public (co-located) space or in private space?**

Private Space



## IF LOCATED IN PRIVATE SPACE IN NYC OR IN DISTRICTS OUTSIDE NYC

**m1d. Upload a current Certificate of Occupancy (COO) and the annual Fire Inspection Report for school site 1 if located in private space in NYC or located outside of NYC .**

**Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2020.**

### Site 1 Certificate of Occupancy (COO)

[Cert of Occupancy 2014.PDF](#)

**Filename:** Cert of Occupancy 2014.PDF **Size:** 41.6 kB

### Site 1 Fire Inspection Report

## School Site 2

### m2. SCHOOL SITES

Please provide information on Site 2 for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 2	1005 Intervale Avenue		NYC CSD 12	9 - 12	No



**m2a. Please provide the contact information for Site 2.**

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Travis Brown			<a href="mailto:travis.brown@pharosacademies.org">travis.brown@pharosacademies.org</a>
Operational Leader	Courtney Russell			<a href="mailto:courtney.russell@pharosacademies.org">courtney.russell@pharosacademies.org</a>
Compliance Contact	Courtney Russell			<a href="mailto:courtney.russell@pharosacademies.org">courtney.russell@pharosacademies.org</a>
Complaint Contact	Courtney Russell			<a href="mailto:courtney.russell@pharosacademies.org">courtney.russell@pharosacademies.org</a>
DASA Coordinator	Courtney Russell			<a href="mailto:courtney.russell@pharosacademies.org">courtney.russell@pharosacademies.org</a>
Phone Contact for After Hours Emergencies	Courtney Russell			<a href="mailto:courtney.russell@pharosacademies.org">courtney.russell@pharosacademies.org</a>

**m2b. Is site 2 in public (co-located) space or in private space?**

Private Space



## IF LOCATED IN PRIVATE SPACE IN NYC OR IN DISTRICTS OUTSIDE NYC

**m2d. Upload a current Certificate of Occupancy (COO) and the annual Fire Inspection Report for school site 2 if located in private space in NYC or located outside of NYC .**

**Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2020.**

### Site 2 Certificate of Occupancy (COO)

[CoO 1001 Intervale.pdf](#)

**Filename:** CoO 1001 Intervale.pdf **Size:** 33.9 kB

---

### Site 2 Fire Inspection Report

[Report of Test and Inspect 496466.pdf](#)

**Filename:** Report of Test and Inspect 496466.pdf **Size:** 239.2 kB

## CHARTER REVISIONS DURING THE 2019-2020 SCHOOL YEAR

---

**n1. Were there any revisions to the school's charter during the 2019-2020 school year? (Please include approved or pending material and non-material charter revisions).**

Yes

---



## n2. Summary of Charter Revisions

	Category (Select Best Description)	Specific Revision (150 word limit)	Date Approved by BOT (if applicable)	Date Approved by Authorizer (if applicable)
1	Change in admissions/enrollment policy	Addition of lottery preferences to include special populations (scholars with IEPs and scholars who speak languages other than English)	October 2019	March 2019
2				
3				
4				
5				

**More revisions to add?**

No

**PLEASE NOTE CHARTER SCHOOLS WILL NO LONGER SUBMIT FINANCIAL STATEMENTS, ANNUAL BUDGETS, AND RELATED FISCAL DATA VIA THE ANNUAL REPORT. HOWEVER, NYSED BOARD OF REGENTS WOULD LIKE TO KNOW IF YOUR SCHOOL'S BOARD OF TRUSTEES HAS APPROVED A BUDGET FOR THE 2020-2021 FISCAL YEAR.**

**o. Has your school's Board of Trustee's approved a budget for the 2020-2021 FY?**

Yes



## ATTESTATION

### p. Individual Primarily Responsible for Submitting the Annual Report.

Name	Courtney Russell
Position	Senior Director of Operations and Compliance
Phone/Extension	
Email	<a href="mailto:courtney.russell@pharosacademies.org">courtney.russell@pharosacademies.org</a>

**p. Our signatures (Executive Director/School Leader/Head of School and Board President) below attest that all of the information contained herein is truthful and accurate and that this charter school is in compliance with all aspects of its charter, and with all pertinent Federal, State, and local laws, regulations, and rules. We understand that if any information in any part of this report is found to have been deliberately misrepresented, that will constitute grounds for the revocation of our charter. Check **YES** if you agree and then use the mouse on your PC or the stylus on your mobile device to sign your name).**

### Responses Selected:

Yes

**Signature, Head of Charter School**

A handwritten signature in black ink on a light gray background. The signature is stylized, starting with a large loop on the left, followed by several overlapping loops and a long horizontal stroke extending to the right.



**Signature, President of the Board of Trustees**



**Date**

Jun 24 2020

**Thank you.**



## **Entry 2 NYS School Report Card**

**Completed** Aug 3 2020 Hidden from applicant

### **[Instructions](#)**

#### **SUNY-authorized charter schools only**

Provide a direct web link to the most recent New York State School Report Card for the charter school (See <https://reportcards.nysed.gov/>) . This report captures school-level enrollment and demographic information, staff qualifications, electronic student records, and attendance rates, as prescribed by New York State statute (8 NYCRR 119.3).

## **Entry 2 NYS School Report Card Link**

**BRONX LIGHTHOUSE CHARTER SCHOOL 321200860870**



## NEW YORK STATE REPORT CARD

Provide a direct URL or web link to the most recent New York State School Report Card for the charter school (See <https://reportcards.nysed.gov/>).

(Charter schools completing year one will not yet have a School Report Card or link to one.

Please type "URL is not available" in the space provided.)

[https://data.nysed.gov/essa.php?instid=800000057638&year=2019&createreport=1&allchecked=1&OverallStatus=1&section\\_1003=1&EMStatus=1&EMindicators=1&EMcomposite=1&EMgrowth=1&EMcompgrowth=1&EMelp=1&EMprogress=1&EMchronic=1&EMpart=1&HSStatus=1&HSindicators=1&HScomposite=1&HSgradrate=1&HScompgrowth=1&HSelp=1&HSprogress=1&HSchronic=1&HScccr=1&HSpart=1&38ELA=1&38MATH=1&48SCI=1&regents=1&cohort=1&nyseslat=1&naep=1&staffqual=1&gradrate=1&feddata=1](https://data.nysed.gov/essa.php?instid=800000057638&year=2019&createreport=1&allchecked=1&OverallStatus=1&section_1003=1&EMStatus=1&EMindicators=1&EMcomposite=1&EMgrowth=1&EMcompgrowth=1&EMelp=1&EMprogress=1&EMchronic=1&EMpart=1&HSStatus=1&HSindicators=1&HScomposite=1&HSgradrate=1&HScompgrowth=1&HSelp=1&HSprogress=1&HSchronic=1&HScccr=1&HSpart=1&38ELA=1&38MATH=1&48SCI=1&regents=1&cohort=1&nyseslat=1&naep=1&staffqual=1&gradrate=1&feddata=1)

## Entry 3 Progress Toward Goals

Completed Nov 2 2020

### Instructions

**Regents, NYCDOE, and Buffalo BOE-authorized charter schools**

For the 2019-2020 school year, any academic or organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as "N/A".

## Entry 3 Progress Toward Goals

### PROGRESS TOWARD CHARTER GOALS

Board of Regents-authorized and NYCDOE-authorized charter schools only.

Complete the tables provided. List each goal and measure as contained in the school's currently approved charter, and indicate whether the school has met or not met the goal. Please provide information for all goals no later than November 2, 2020.



## 1. ACADEMIC STUDENT PERFORMANCE GOALS

**For the 2019-2020 school year, any academic goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”.**

### 2019-20 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Academic Goal 1	For each year of the school's renewal charter term, the percentage of the school's students who score at or above Level 3 on the New York State ELA examination meets or exceeds such percentage for the Community School District(s) (CSD) in which the school is located.	3-8 State Test Results  2016-2017 Data BLCS : 34.6% CSD 12: 19.5%  2017-2018 Data BLCS : 32.7% CSD 12: 23.8%  2018-2019 Data BLCS : 44% CSD 12: 25.8%  2019-2020 Data BLCS : N/A CSD 12: N/A	Unable to Assess	N/A



Academic Goal 2	For each year of the school's renewal charter term, the percentage of the school's students who score at or above Level 3 on the New York State ELA examination meets or exceeds such percentage for New York City.	3-8 State Test Results  2016-2017 Data BLCS:34.6% NYC: 40.6%  2017-2018 Data BLCS:32.7% NYC: 46.7%  2019-2020 Data BLCS : N/A CSD 12: N/A	Unable to Assess	N/A
Academic Goal 3	For each year of the school's renewal charter term, the percentage of the school's students who score at or above Level 3 on the New York State Mathematics examination meets or exceeds such percentage for the Community School District(s) (CSD).	2016-2017 BLCS:30.1% CSD 12: 14.0%  2017-2018 BLCS : 42.8% CSD 12: 18.2%  2018-2019 BLCS : 51% CSD 12: 23%  2019-2020 Data BLCS : N/A CSD 12: N/A	Unable to Assess	N/A
Academic Goal 4	For each year of the school's renewal charter term, the percentage of the school's students who score at or above Level 3 on the New York State Mathematics examination meets or exceeds such	2016-2017 BLCS : 30.1% NYC: 37.8%  2017-2018 BLCS : 42.8% NYC: 42.7%  2018-2019 BLCS : 51% NYC: 45.6  2019-2020 Data	Unable to Assess	n/a



	percentage for New York City.	BLCS : N/A NYC: N/A		
Academic Goal 5	<p>For each year of the school's renewal charter term, at least 75% of students in the relevant NYSED four-year graduation accountability cohort will earn at least a mark of 75 on an English Regents Exam (Comprehensive English or Common Core English Language Arts) by the end of June of their fourth year in the cohort. A student will be counted toward this goal if they have taken at least one English Regents Exam during the time they were actively enrolled at the school, and only English Regents Exams taken during the time they were actively enrolled at the school will be counted.</p>	<p>English Regents Exam</p> <p>Cohort entering 2014 (Graduating 2018): 75.9%</p> <p>CPA Cohort entering 2015 (Graduating 2019): 83.6%</p> <p>CPA Cohort entering 2016 (Graduating 2020): N/A</p>	Unable to Assess	N/A
	For each year of the school's renewal charter			



Academic Goal 6	<p>term, at least 75% of students in the relevant NYSED four-year graduation accountability cohort will earn at least a mark of 75 on an on a math Regents Exam (Common Core Algebra I, Common Core Geometry, Common Core Algebra II, Integrated Algebra, Geometry, Algebra 2/Trigonometry) by the end of June of their fourth year in the cohort. A student will be counted toward this goal if they have taken at least one math Regents Exam during the time they were actively enrolled at the school, and only math Regents Exams taken during the time they were actively enrolled at the school will be counted.</p>	<p>CPA Cohort entering 2013 (Graduating 2017): 83%</p> <p>CPA Cohort entering 2014 (Graduating 2018): 35.1%</p> <p>CPA Cohort entering 2015 (Graduating 2019): 75.5%</p> <p>CPA Cohort entering 2016 (Graduating 2020): N/A</p>	Unable to Assess	N/A
	<p>For each year of the school's renewal charter term, at least 75% of students with disabilities in the</p>			



Academic Goal 7	<p>relevant NYSED four-year graduation accountability cohort will earn at least a mark of 75 on an English Regents Exam (Comprehensive English or Common Core English Language Arts) by the end of June of their fourth year in the cohort. A student will be counted toward this goal if they have taken at least one English Regents Exam during the time they were actively enrolled at the school, and only English Regents Exams taken during the time they were actively enrolled at the school will be counted. Students will be considered students with disabilities for the purposes of this goal if they were classified as a student with a disability in ATS on 10/31 of any of the four cohort high school years.</p>	<p>English Regents Exam</p> <p>CPA Cohort entering 2013 (Graduating 2017): 88%</p> <p>CPA Cohort entering 2014 (Graduating 2018): 100%</p> <p>CPA Cohort entering 2015 (Graduating 2019): 66.7%</p> <p>CPA Cohort entering 2016 (Graduating 2020): N/A</p>	Unable to Assess	N/A
	For each year of			



Academic Goal 8	<p>the school's renewal charter term, at least 75% of students with disabilities in the relevant NYSED four-year graduation accountability cohort will earn at least a mark of 75 on a math Regents Exam (Common Core Algebra I, Common Core Geometry, Common Core Algebra II, Integrated Algebra, Geometry, Algebra 2/Trigonometry) by the end of June of their fourth year in the cohort. A student will be counted toward this goal if they have taken at least one math Regents Exam during the time they were actively enrolled at the school, and only math Regents Exams taken during the time they were actively enrolled at the school will be counted. Students will be considered students with disabilities for the purposes of this</p>	<p>CPA Cohort entering 2013 (Graduating 2017): 57%</p> <p>CPA Cohort entering 2014 (Graduating 2018): 50%</p> <p>CPA Cohort entering 2015 (Graduating 2019): 33.3%</p> <p>CPA Cohort entering 2016 (Graduating 2020): N/A</p>	Unable to Assess	N/A
-----------------	--	---	------------------	-----



	goal if they were classified as a student with a disability in ATS on 10/31 of any of the four cohort high school years.			
Academic Goal 9	<p>For each year of the school's renewal charter term, at least 75% of English language learners in the relevant NYSED four-year graduation accountability cohort will earn at least a mark of 75 on an English Regents Exam (Comprehensive English or Common Core English Language Arts) by the end of June of their fourth year in the cohort. A student will be counted toward this goal if they have taken at least one English Regents Exam during the time they were actively enrolled at the school, and only English Regents Exams taken during the time they were actively enrolled at the school will be</p>	<p>English Regents Exam</p> <p>CPA Cohort entering 2013 (Graduating 2017): N/A</p> <p>CPA Cohort entering 2014 (Graduating 2018): 0%</p> <p>CPA Cohort entering 2015 (Graduating 2019): 0%</p> <p>CPA Cohort entering 2016 (Graduating 2020): N/A</p>	Unable to Assess	N/A



	counted. Students will be considered English language learners for the purposes of this goal if they were classified as an English language learner in ATS on 10/31 of any of the four cohort high school years.			
Academic Goal 10	For each year of the school's renewal charter term, at least 75% of English language learners in the relevant NYSED four-year graduation accountability cohort will earn at least a mark of 75 on a math Regents Exam (Common Core Algebra I, Common Core Geometry, Common Core Algebra II, Integrated Algebra, Geometry, Algebra 2/Trigonometry) by the end of June of their fourth year in the cohort. A student will be counted toward this goal if they have taken at least one math Regents Exam during the	<p>CPA Cohort entering 2013 (Graduating 2017): N/A</p> <p>CPA Cohort entering 2014 (Graduating 2018): 0%</p> <p>CPA Cohort entering 2015 (Graduating 2019): 50%</p>	Unable to Assess	N/A



	time they were actively enrolled at the school, and only math Regents Exams taken during the time they were actively enrolled at the school will be counted. Students will be considered English language learners for the purposes of this goal if they were classified as an English language learner in ATS on 10/31 of any of the four cohort high school years.	CPA Cohort entering 2016 (Graduating 2020): N/A		
--	--	--	--	--

## 2. Do have more academic goals to add?

Yes

## 2019-2020 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	2019-2020 progress toward attainment of goal Met/Not Met/Unable to Assess During Due to Closure
	For each year of the school's renewal charter term, at least 75%			



Academic Goal 11	of students qualified for the Free or Reduced Price Lunch program in the relevant NYSED four-year graduation accountability cohort will earn at least a mark of 75 on an English Regents Exam (Comprehensive English or Common Core English Language Arts) by the end of June of their fourth year in the cohort. A student will be counted toward this goal if they have taken at least one English Regents Exam during the time they were actively enrolled at the school, and only English Regents Exams taken during the time they were actively enrolled at the school will be counted. Students will be considered qualified for the Free or Reduced Price Lunch program for the purposes of this goal if they were classified as such	English Regents Exam		
		CPA Cohort entering 2013 (Graduating 2017): 9-%		
		CPA Cohort entering 2014 (Graduating 2018): 43%	Unable to Assess	N/A
		CPA Cohort entering 2015 (Graduating 2019): 67.3%		
		CPA Cohort entering 2016 (Graduating 2020): N/A		



	in ATS on 10/31 of any of the four cohort high school years.			
Academic Goal 12	<p>For each year of the school's renewal charter term, at least 75% of students qualified for the Free or Reduced Price Lunch program in the relevant NYSED four-year graduation accountability cohort will earn at least a mark of 75 on a math Regents Exam (Common Core Algebra I, Common Core Geometry, Common Core Algebra II, Integrated Algebra, Geometry, Algebra 2/Trigonometry) by the end of June of their fourth year in the cohort. A student will be counted toward this goal if they have taken at least one math Regents Exam during the time they were actively enrolled at the school, and only math Regents Exams taken</p>	<p>CPA Cohort entering 2013 (Graduating 2017): 82%</p> <p>CPA Cohort entering 2014 (Graduating 2018): 26%</p> <p>CPA Cohort entering 2015 (Graduating 2019): 61%</p> <p>CPA Cohort entering 2016 (Graduating 2020): N/A</p>	Unable to Assess	N/A



	<p>during the time they were actively enrolled at the school will be counted. Students will be considered qualified for the Free or Reduced Price Lunch program for the purposes of this goal if they were classified as such in ATS on 10/31 of any of the four cohort high school years.</p>			
Academic Goal 13	<p>In each year of the charter term, the school will demonstrate increased proficiency rates on the New York State ELA examination.</p>	<p>3-8 State Test Results</p> <p>2016-2017 BLCS : 34.6%</p> <p>2017-2018 BLCS : 32.7%</p> <p>2018-2019 BLCS : 44%</p> <p>2019-2020 Data BLCS : N/A</p>	Unable to Assess	N/A
Academic Goal 14	<p>In each year of the charter term, the school will demonstrate increased</p>	<p>2016-2017 BLCS : 30.1%</p> <p>2017-2018 BLCS : 42.8%</p>	Unable to Assess	N/A



	proficiency rates on the New York State Math examination.	2018-2019 BLCS : 51%		
		2019-2020 Data BLCS : N/A		
Academic Goal 15	In each year of the charter term, the school will demonstrate increased pass rates on either the Comprehensive or Common Core English Regents Exam. This goal will be applicable if, for at least two consecutive years, six or more students take either exam.	English Regents Exam  2016-2017 CPA : 67%  2017-2018 CPA : 66%  2018-2019 CPA: 48%  2019-2020 CPA : N/A	Unable to Assess	N/A
Academic Goal 16	In each year of the charter term, the school will demonstrate increased pass rates on either the Integrated Algebra or Common Core Algebra I Regents Exam. Goal will be applicable if six or more students take either exam, and the same exam meets that threshold for at least two consecutive years.	2016-2017 CPA : 77%  2017-2018 CPA : 38%  2018-2019 CPA: 72%  2019-2020 CPA : N/A	Unable to Assess	N/A



Academic Goal 17	In each year of the charter term, the school will demonstrate increased pass rates on either the Geometry or Common Core Geometry Regents Exam. Goal will be applicable if six or more students take either exam, and the same exam meets that threshold for at least two consecutive years.	2016-2017 CPA :20%  2017-2018 CPA : 59%  2018-2019 CPA: 84%  2019-2020 CPA : N/A	Unable to Assess	N/A
Academic Goal 18	In each year of the charter term, the school will demonstrate increased pass rates on either the Algebra II/Trigonometry or Common Core Algebra II Regents Exam. Goal will be applicable if six or more students take either exam, and the same exam meets that threshold for at least two consecutive years.	2016-2017 CPA :13%  2017-2018 CPA : 41%  2018-2019 CPA: 68%  2019-2020 CPA : N/A	Unable to Assess	N/A
	In each year of the charter term, the school will demonstrate increased pass rates on at least	History Regents Exams (Global)  2016-2017 CPA :42%		



Academic Goal 19	one history Regents Exam. Goal will be applicable if six or more students take either exam, and the same exam meets that threshold for at least two consecutive years.	2017-2018 CPA : 24%  2018-2019 CPA: 68%  2019-2020 CPA : N/A	Unable to Assess	N/A
Academic Goal 20	In each year of the charter term, the school will demonstrate increased pass rates on at least one science Regents Exam. Goal will be applicable if six or more students take the same science Regents Exam in each year of the charter term, and the same exam meets that threshold for at least two consecutive years.	Science Regents Exams (Living Environment)  2016-2017 CPA :70%  2017-2018 CPA : 71%  2018-2019 CPA: 70%  2019-2020 CPA : N/A	Unable to Assess	N/A

### 3. Do have more academic goals to add?

Yes

### 2019-2020 Progress Toward Attainment of Academic Goals

Academic Student Performance Goal	Measure Used to Evaluate Progress	Goal - Met, Not Met or Unable to	If not met, describe efforts
-----------------------------------	-----------------------------------	----------------------------------	------------------------------



		Toward Attainment of Goal	Meet	the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Academic Goal 21	Where the school has an eligible subgroup population (deemed as six or more students) of English language learners, the school will demonstrate positive academic growth on New York State ELA examination proficiency rates for that applicable population in each year of the charter term.	3-8 State Test Results  2016-2017 BLCS : 17%  2017-2018 BLCS : 0%  2018-2019 BLCS : 11%  2019-2020 Data BLCS : N/A	Unable to Assess	N/A
Academic Goal 22	Where the school has an eligible subgroup population (deemed as six or more students) of students with disabilities, the school will demonstrate positive academic growth on New York State ELA examination proficiency rates for that applicable population in each year of the charter	3-8 State Test Results  2016-2017 BLCS : 10%  2017-2018 BLCS : 12%  2018-2019 BLCS: 15%  2019-2020 Data BLCS : N/A	Unable to Assess	N/A



	term.			
Academic Goal 23	Where the school has an eligible subgroup population (deemed as six or more students) of students eligible for the Free or Reduced Price Lunch program, the school will demonstrate positive academic growth on New York State ELA examination proficiency rates for that applicable population in each year of the charter term.	3-8 State Test Results  2016-2017 BLCS : 33%  2017-2018 BLCS : 31%  2018-2019 BLCS : 44%  2019-2020 Data BLCS : N/A	Unable to Assess	N/A
Academic Goal 24	Where the school has an eligible subgroup population (deemed as six or more students) of English language learners, the school will demonstrate positive academic growth on New York State Math examination proficiency rates for that applicable population in each year of the charter term.	2016-2017 BLCS : 17%  2017-2018 BLCS : 33%  2018-2019 BLCS : 31%  2019-2020 Data BLCS : N/A	Unable to Assess	N/A
	Where the school			



Academic Goal 25	<p>has an eligible subgroup population (deemed as six or more students) of students with disabilities, the school will demonstrate positive academic growth on New York State Math examination proficiency rates for that applicable population in each year of the charter term.</p>	<p>2016-2017 BLCS : 12%</p> <p>2017-2018 BLCS : 19%</p> <p>2018-2019 BLCS : 34%</p> <p>2019-2020 Data BLCS : N/A</p>	Unable to Assess	N/A
Academic Goal 26	<p>Where the school has an eligible subgroup population (deemed as six or more students) of students eligible for the Free or Reduced Price Lunch program, the school will demonstrate positive academic growth on New York State Math examination proficiency rates for that applicable population in each year of the charter term.</p>	<p>2016-2017 BLCS : 30%</p> <p>2017-2018 BLCS : 42%</p> <p>2018-2019 BLCS : 50%</p> <p>2019-2020 Data BLCS : N/A</p>	Unable to Assess	N/A
		<p>2016-2017 CPA : 88% NYC: 75%</p>		



Academic Goal 27	For each year of the school's renewal charter term, the school's 4-year graduation rate in June of each year as reported by NYSED will be at or above the citywide averages.	2017-2018 CPA : 67% NYC: 76%  2018-2019 CPA : 88% NYC: 78%  2019-2020 Data BLCS: 83% by August 2020 NYC: N/A	Unable to Assess	N/A
Academic Goal 28	For each year of the school's renewal charter term, the school's 4-year graduation rate as of June each year for English language learners as reported by NYSED will be at or above the citywide averages.	2016-2017 CPA :N/A% NYC: 26%  2017-2018 CPA : N/A NYC: 29%  2018-2019 CPA : N/A NYC: 36%  2019-2020 Data BLCS : 0/1= 0% as of June 2020 NYC: N/A	Unable to Assess	N/A
	For each year of the school's renewal charter term, the school's 4-year graduation rate as of June	2016-2017 CPA : N/A NYC: 49%  2017-2018 CPA : 80% NYC: 53%		



Academic Goal 29	each year for students with disabilities as reported by NYSED will be at or above the citywide averages.	2018-2019 CPA : 86% NYC: 56%  2019-2020 Data BLCS : 5/10=50% as of Aug 2020 NYC: N/A	Unable to Assess	N/A
Academic Goal 30	For each year of the school's renewal charter term, the school's 4-year graduation rate as of June each year for students eligible for Free or Reduced Price Lunch as reported by NYSED will be at or above the citywide averages.	2016-2017 CPA : N/A NYC: 74%  2017-2018 CPA : 89% NYC: 74%  2018-2019 CPA :86% NYC: 76%  2019-2020 Data BLCS : 26/31 = 84% as of June 2020 NYC: N/A	Unable to Assess	N/A
Academic Goal 31	For each year of the school's renewal charter term, the school will show progress towards having 75% of students enrolled in their first year at the school accumulate 10 or more credits towards graduation as	2019-2020 Data BLCS : 48/61 = 79%	Met	



	reported in the NYC DOE School Quality Report.			
Academic Goal 32	For each year of the school's renewal charter term, the school will show progress towards having 75% of students enrolled in their second year at the school accumulate 10 or more credits towards graduation as reported in the NYC DOE School Quality Report.	2019-2020 Data BLCS : 45/63 = 71%	Not Met	
Academic Goal 33	For each year of the school's renewal charter term, the school will show progress towards having 75% of students enrolled in their third year at the school accumulate 10 or more credits towards graduation as reported in the NYC DOE School Quality Report.	2019-2020 Data BLCS : 37/51 = 73%	Not Met	
Academic Goal 34				
Academic Goal 35				
Academic Goal 36				
Academic Goal 37				



Academic Goal 38				
Academic Goal 39				
Academic Goal 40				

#### 4. ORGANIZATION GOALS

**For the 2019-2020 school year, any organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”.**

#### 2019-2020 Progress Toward Attainment of Organization Goals

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Org Goal 1	Each year, the school self-reported average daily student attendance rate shall meet or exceed the average daily attendance for the Community School District (CSD) of location for elementary and middle schools and the citywide average for high schools.	ATS, Alma (Student Information System)	Unable to Assess	



Org Goal 2	Each year, the retention rate will exceed the rate of the Community School District (CSD) of location. The retention rate for a given year is defined as the percentage of students enrolled in ATS on 10/31 of that year who are still enrolled in at the school in AT on 10/31 the following school year, excluding terminating grades.	ATS, Alma (Student Information System)	Unable to Assess	
Org Goal 3	Each year, the school will meet or exceed any applicable student enrollment targets, as prescribed by the Board of Regents, for English language learners.	ATS, Alma (Student Information System)	Not Met	The school submitted a non-material charter amendment in the 2019 - 2020 school year that was enacted in the April 2020 lottery for the upcoming school year; by incorporating this preference we seek to increase the recruitment and retention of special populations (FRPL, scholars with IEPs, ELLs) to be aligned with or exceed prescribed scholar enrollment and retention targets.



Org Goal 4	Each year, the school will meet or exceed any applicable student enrollment targets, as prescribed by the Board of Regents, for students with disabilities.	ATS, Alma (Student Information System)	Not Met	The school submitted a non-material charter amendment in the 2019 - 2020 school year that was enacted in the April 2020 lottery for the upcoming school year; by incorporating this preference we seek to increase the recruitment and retention of special populations (FRPL, scholars with IEPs, ELLs) to be aligned with or exceed prescribed scholar enrollment and retention targets.
Org Goal 5	Each year, the school will meet or exceed any applicable student enrollment targets, as prescribed by the Board of Regents, for students eligible for the Free or Reduced Price Lunch program.	ATS, Alma (Student Information System)	Not Met	The school submitted a non-material charter amendment in the 2019 - 2020 school year that was enacted in the April 2020 lottery for the upcoming school year; by incorporating this preference we seek to increase the recruitment and retention of special populations (FRPL, scholars with IEPs, ELLs) to be aligned with or exceed prescribed scholar enrollment



				and retention targets.
Org Goal 6	Each year, the school will meet or exceed any applicable student retention targets, as prescribed by the Board of Regents, for English language learners.	ATS, Alma (Student Information System)	Not Met	The school submitted a non-material charter amendment in the 2019 - 2020 school year that was enacted in the April 2020 lottery for the upcoming school year; by incorporating this preference we seek to increase the recruitment and retention of special populations (FRPL, scholars with IEPs, ELLs) to be aligned with or exceed prescribed scholar enrollment and retention targets.
Org Goal 7	Each year, the school will meet or exceed any applicable student retention targets, as prescribed by the Board of Regents, for students with disabilities.	ATS, Alma (Student Information System)	Not Met	The school submitted a non-material charter amendment in the 2019 - 2020 school year that was enacted in the April 2020 lottery for the upcoming school year; by incorporating this preference we seek to increase the recruitment and retention of special populations (FRPL, scholars



				with IEPS, ELLs) to be aligned with or exceed prescribed scholar enrollment and retention targets.
Org Goal 8	Each year, the school will meet or exceed any applicable student retention targets, as prescribed by the Board of Regents, for students eligible for the Free or Reduced Price Lunch program.	ATS, Alma (Student Information System)	Not Met	The school submitted a non-material charter amendment in the 2019 - 2020 school year that was enacted in the April 2020 lottery for the upcoming school year; by incorporating this preference we seek to increase the recruitment and retention of special populations (FRPL, scholars with IEPS, ELLs) to be aligned with or exceed prescribed scholar enrollment and retention targets.
Org Goal 9	In each year of the charter term, parents will express satisfaction with the school's program, based on the NYC DOE School Survey. The school will have a percentage of parents that meets or exceeds citywide averages	NYC DOE Survey	Met	



	in positive responses (i.e., agree/strongly agree, likely/very likely). The school will only have met this goal if at least 50% of parents participate in the survey.			
Org Goal 10	In each year of the charter term, staff will express satisfaction with the school's program, based on the NYC DOE School Survey. The school will have a percentage of staff that meets or exceeds citywide averages in positive responses (i.e., agree/strongly agree, likely/very likely). The school will only have met this goal if at least 50% of staff participate in the survey.	NYC DOE Survey	Met	
	In each year of the charter term, students will express satisfaction with the school's program, based on the NYC DOE School Survey. The school will have a			



Org Goal 11	percentage of students that meets or exceeds citywide averages in positive box responses (i.e., agree/strongly agree, likely/very likely). The school will only have met this goal if at least 50% of students participate in the survey.	NYC DOE Survey	Met	
Org Goal 12				
Org Goal 13				
Org Goal 14				
Org Goal 15				
Org Goal 16				
Org Goal 17				
Org Goal 18				
Org Goal 19				
Org Goal 20				

## 5. Do have more organizational goals to add?

No

## 6. FINANCIAL GOALS



## 2019-2020 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	If not met, describe efforts the school will take to meet goal.
Financial Goal 1	Each year, the school will maintain a stable cash flow as evidenced by having 60 days of unrestricted cash on hand reported in their yearly independent fiscal audit.	Days cash on hand exceeded 150 days.	Met	
Financial Goal 2	Each year, the school will operate on a balanced budget. A budget will be considered "balanced" if revenues equal or exceed expenditures.	Unaudited net income is positive at 6/30/20	Met	
Financial Goal 3	Each year, the school will meet or exceed 85% of their authorized enrollment on 10/31 as recorded in ATS.	Enrollment was at 92.7% of authorized enrollment on 10/31/19	Met	
Financial Goal 4				
Financial Goal 5				



## 7. Do have more financial goals to add?

No

Thank you.

## Entry 3 Accountability Plan Progress Reports

**Incomplete** Hidden from applicant

### Instructions

### **SUNY-Authorized Charter Schools ONLY**

SUNY-authorized charter schools must download an [Accountability Plan Progress Report template](#). After completing, schools must upload the document into the by September 15, 2020.

## Entry 7 Disclosure of Financial Interest Form

**Completed** Aug 3 2020

### Instructions - Multiple Uploads Permitted

#### **Required of ALL Charter Schools by August 3**

Each member of the charter school's Board of Trustees who served on a charter school education corporation governing one or more charter schools for any period during the 2019-2020 school year must complete a signed:

- **Regents, NYCDOE, and Buffalo BOE Authorized Schools:** [Disclosure of Financial Interest Form](#)
- **SUNY- Authorized Charter Schools:** [Trustee Financial Disclosure Form](#)

All completed forms must be collected and uploaded in .PDF format for each individual member. If a trustee is not able or available to complete the form by the deadline, the education corporation is responsible for doing so on behalf of the trustee. (Forms completed from past years will not be accepted).

Trustees serving on an education corporation that governs more than one school are not required to complete a separate disclosure for each school governed by the education corporation. In the Disclosure of Financial Interest Form, trustees must disclose information relevant to any of the schools served by the governing education corporation.

### **BLCS Financial Disclosure JLM 06**

**Filename:** BLCS Financial Disclosure JLM 06.24.2020.pdf **Size:** 133.5 kB



## **BLCS Financial Disclosure AA 06**

**Filename:** BLCS Financial Disclosure AA 06.25.2020.pdf **Size:** 284.1 kB

## **BLCS Financial Disclosure RG 06**

**Filename:** BLCS Financial Disclosure RG 06.26.2020.pdf **Size:** 2.2 MB

## **BLCS Financial Disclosure BT 07**

**Filename:** BLCS Financial Disclosure BT 07.08.2020.pdf **Size:** 104.5 kB

## **BLCS Financial Disclosure KS 07**

**Filename:** BLCS Financial Disclosure KS 07.13.2020.pdf **Size:** 2.4 MB

## **BLCS Financial Disclosure SM 07**

**Filename:** BLCS Financial Disclosure SM 07.23.2020.pdf **Size:** 112.4 kB

## **BLCS Financial Disclosure SS 07**

**Filename:** BLCS Financial Disclosure SS 07.23.2020.pdf **Size:** 92.5 kB

## **BLCS Financial Disclosure JR 07**

**Filename:** BLCS Financial Disclosure JR 07.24.2020.pdf **Size:** 1.9 MB

## **BLCS Financial Disclosure TW 07**

**Filename:** BLCS Financial Disclosure TW 07.26.2020.pdf **Size:** 104.9 kB

## **BLCS Financial Disclosure AA 07**

**Filename:** BLCS Financial Disclosure AA 07.27.2020.pdf **Size:** 100.0 kB

## **BLCS Financial Disclosure NJ 07**

**Filename:** BLCS Financial Disclosure NJ 07.27.2020.pdf **Size:** 934.9 kB

## **BLCS Financial Disclosure VC 07**

**Filename:** BLCS Financial Disclosure VC 07.28.2020.pdf **Size:** 127.6 kB

## **Entry 8 BOT Membership Table**

**Completed** Aug 3 2020

## **Instructions**

### **Required of All charter schools**

ALL charter schools or education corporations governing



multiple schools must complete the Board of Trustees Membership Table within the online portal. Please be sure to include and identify parents who are members of the Board of Trustees and indicate whether parents are voting or non-voting members.

## Entry 8 BOT Table

1. SUNY-AUTHORIZED charter schools are required to provide information for VOTING Trustees only.
2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools are required to provide information for all --VOTING and NON-VOTING-- trustees.

### BRONX LIGHTHOUSE CHARTER SCHOOL 321200860870

#### 1. 2019-2020 Board Member Information (Enter info for each BOT member)

	Trustee Name and Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2019-2020
1	Javier Lopez-Molina [REDACTED]	Chair	Executive CEO Support & Evaluation	Yes	3	07/01/2019	06/26/2020	10
2	Nikali Jones [REDACTED]	Vice Chair	Executive Education & Accountability CEO Support	Yes	2	07/01/2020	06/26/2020	8



			& Evaluation					
3	Robert Granado [REDACTED]	Treasurer	Finance & Audit, CEO Support & Evaluation Executive	Yes	2	07/01/2019	06/26/2020	11
4	Sara Jean-Jacques [REDACTED]	Secretary	Executive	Yes	1	07/01/2019	06/26/2020	7
5	Alexandra Abreu [REDACTED]	Trustee/Member	Education & Accountability	Yes	1	08/27/2019	06/26/2020	10
6	Adrian Adderley Adrian	Trustee/Member	Education & Accountability School Culture	Yes	1	08/27/2019	06/26/2020	10
7	Vilma Caba [REDACTED]	Parent Rep	CEO Support & Evaluation School Culture	Yes	3	07/01/2019	06/26/2020	7
	Eric Kinsley							



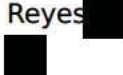


8		Trustee/Member	Finance	Yes	1	07/01/2019	07/18/2019	5 or less
9	Frantz MerineFrantz. 	Trustee/Member	CEO Support & Evaluation	Yes	1	07/01/2019	08/07/2019	5 or less





**1a. Are there more than 9 members of the Board of Trustees?**

Yes

**1b. Current Board Member Information**

	Trustee Name and Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2019-2020
10	Keyur Shah 	Trustee/Member	Executive CEO Support & Evaluation	Yes	1	07/01/2019	06/26/2020	10
11	Stacy Sutherland 	Trustee/Member	Education & Accountability School Culture	Yes	1	07/01/2019	06/26/2020	8
	Johan Reyes 	Trustee/M	Finance&			07/01/20	06/26/20	



12		ember	Audit	Yes	1	19	20	7
13	Briar Thompson 	Trustee/Member	Education & Accountability	Yes	2	07/01/2019	06/26/2020	12
14	Terrence Underwood 	Trustee/Member	School Culture	Yes	1	08/27/2019	06/26/2020	8
15	Tom Wethington 	Trustee/Member	Finance & Audit	Yes	1	07/01/2019	06/26/2020	10

**1c. Are there more than 15 members of the Board of Trustees?**

No



## 2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

1. SUNY-AUTHORIZED charter schools provide response relative to VOTING Trustees only.
2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools provide a response relative to all trustees.

a. Total Number of BOT Members on June 30, 2020	13
b.Total Number of Members Added During 2019-2020	3
c. Total Number of Members who Departed during 2019-2020	2
d.Total Number of members, as set in Bylaws, Resolution or Minutes	15

## 3. Number of Board meetings held during 2019-2020

12

## 4. Number of Board meetings scheduled for 2020-2021

12

Thank you.

## Entry 9 Board Meeting Minutes

**Completed** Aug 3 2020

### Instructions

Schools must upload a complete set of monthly board meeting minutes (July 2019-June 2020), which should match the number of meetings held during the 2019-2020 school year, as indicated in the above table. The minutes provided must be the final version approved by the school's Board of Trustees and may be uploaded individually or as one single combined file. Board meeting minutes must be submitted by August 3, 2020.



### [2019\\_08\\_22\\_board\\_meeting\\_minutes](#)

**Filename:** 2019\_08\_22\_board\_meeting\_minutes.25139.pdf **Size:** 105.5 kB

### [2019\\_07\\_25\\_board\\_meeting\\_minutes](#)

**Filename:** 2019\_07\_25\_board\_meeting\_minutes.25138.pdf **Size:** 122.1 kB

### [2019\\_09\\_26\\_board\\_meeting\\_minutes](#)

**Filename:** 2019\_09\_26\_board\_meeting\_minutes.25140.pdf **Size:** 129.1 kB

### [2019\\_12\\_18\\_board\\_meeting\\_minutes](#)

**Filename:** 2019\_12\_18\_board\_meeting\_minutes.25143.pdf **Size:** 154.4 kB

### [2019\\_11\\_20\\_board\\_meeting\\_minutes](#)

**Filename:** 2019\_11\_20\_board\_meeting\_minutes.25142.pdf **Size:** 125.2 kB

### [2019\\_10\\_24\\_board\\_meeting\\_minutes](#)

**Filename:** 2019\_10\_24\_board\_meeting\_minutes.25141.pdf **Size:** 152.0 kB

### [2020\\_03\\_26\\_board\\_meeting\\_minutes](#)

**Filename:** 2020\_03\_26\_board\_meeting\_minutes.28559.pdf **Size:** 158.6 kB

### [2020\\_05\\_28\\_board\\_meeting\\_minutes](#)

**Filename:** 2020\_05\_28\_board\_meeting\_minutes.28561.pdf **Size:** 139.1 kB

### [2020\\_01\\_23\\_board\\_meeting\\_minutes](#)

**Filename:** 2020\_01\_23\_board\_meeting\_minutes.28557.pdf **Size:** 158.9 kB

### [2020\\_02\\_27\\_board\\_meeting\\_minutes](#)

**Filename:** 2020\_02\_27\_board\_meeting\_minutes.28558.pdf **Size:** 161.9 kB

### [2020\\_04\\_23\\_board\\_meeting\\_minutes](#)

**Filename:** 2020\_04\_23\_board\_meeting\_minutes.28560.pdf **Size:** 160.4 kB

### [2020\\_06\\_18\\_board\\_meeting\\_minutes](#)

**Filename:** 2020\_06\_18\_board\_meeting\_minutes.pdf **Size:** 155.0 kB

### [2020\\_06\\_18\\_board\\_meeting\\_minutes](#)

**Filename:** 2020\_06\_18\_board\_meeting\_minutes\_3uOmcwH.pdf **Size:** 155.8 kB

## **Entry 10 Enrollment & Retention**

**Completed** Aug 3 2020



### Instructions for submitting Enrollment and Retention Efforts

**ALL charter schools must complete this section.** Describe the efforts the charter school has made toward meeting targets in 2018-2019 to attract and retain enrollment of Students with Disabilities (SWDs), English Language Learners/Multilingual Learners (ELLs/MLLs), and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2019-2020.

## Entry 10 Enrollment and Retention of Special Populations

### Instructions for Reporting Enrollment and Retention Strategies

Describe the efforts the charter school has made in 2019-2020 toward meeting targets to attract and retain enrollment of students with disabilities, English language learners/Multilingual learners, and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2020-2021.

**BRONX LIGHTHOUSE CHARTER SCHOOL 321200860870**

---



## Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2019-2020	Describe Recruitment Plans in 2020-2021
Economically Disadvantaged	Word of mouth marketing with current parents, providing information to local Head Start programs, after school programs, etc.	Word of mouth marketing with current parents, providing information to local Head Start programs, after school programs, etc.
English Language Learners/Multilingual Learners	<p>Submitted amendment to authorizer (NYC DOE) in order to include preference in the school's lottery for 2020 - 2021 for scholars who may be English Language Learners</p> <p>Word of mouth marketing with current parents, providing information to local Head Start programs, after school programs, etc.</p>	<p>Will continue to enact preference for scholars who may be English Language Learners</p> <p>Word of mouth marketing with current parents, providing information to local Head Start programs, after school programs, etc.</p>
Students with Disabilities	<p>Submitted amendment to authorizer (NYC DOE) in order to include preference in the school's lottery for 2020 - 2021 for scholars who possess an IEP</p> <p>Word of mouth marketing with current parents, providing information to local Head Start programs, after school programs, etc.</p>	<p>Will continue to enact preference for scholars who possess an IEP</p> <p>Word of mouth marketing with current parents, providing information to local Head Start programs, after school programs, etc.</p>



## Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2019-2020	Describe Retention Plans in 2020-2021
Economically Disadvantaged	Parent workshops and events  Scholar incentives and programming (crews)  Parent Teacher Conferences  Author Series  External field trips and in-school experiences	Parent workshops and events  Scholar incentives and programming (crews)  Parent Teacher Conferences  Author Series  External field trips and in-school experiences
English Language Learners/Multilingual Learners	Parent workshops and events  Scholar incentives and programming (crews)  Parent Teacher Conferences  Author Series  External field trips and in-school experiences	Parent workshops and events  Scholar incentives and programming (crews)  Parent Teacher Conferences  Author Series  External field trips and in-school experiences
Students with Disabilities	Parent workshops and events  Scholar incentives and programming (crews)  Parent Teacher Conferences  Author Series  External field trips and in-school experiences	Parent workshops and events  Scholar incentives and programming (crews)  Parent Teacher Conferences  Author Series  External field trips and in-school experiences

## Entry 12 Percent of Uncertified Teachers

**Completed** Aug 3 2020



Instructions

**Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY**

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education.

**Entry 12 Uncertified Teachers**

**School Name:** BRONX LIGHTHOUSE CHARTER SCHOOL 321200860870

---

Instructions for Reporting Percent of Uncertified Teachers

**Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools**

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education. Enter the relevant full-time equivalent (FTE) count of teachers in each column. For example, a school with 20 full-time teachers and 5 half-time teachers would have an FTE count of 22.5.

If more than one line applies to a teacher, please include in only one FTE uncertified category. Please do not include paraprofessionals, such as teacher aides.

---



**CATEGORY A. 30% OR 5 UNCERTIFIED TEACHERS WHICHEVER IS LESS**

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2020)	15
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	0
Total Category A: 5 or 30% whichever is less	15.0



**CATEGORY B. PLUS FIVE UNCERTIFIED TEACHERS IN MATHEMATICS, SCIENCE, COMPUTER SCIENCE, TECHNOLOGY OR CAREER AND TECHNICAL EDUCATION.**

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2020)	14
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	0
Total Category B: not to exceed 5	14.0



**CATEGORY C: PLUS 5 ADDITIONAL UNCERTIFIED TEACHERS**

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2020)	4
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	0
Total Category C: not to exceed 5	4.0

**CATEGORY D: TOTAL FTE COUNT OF UNCATEGORIZED, UNCERTIFIED TEACHERS**

(Include teachers who do not fit in one of these categories or if did fit would exceed the numerical limits for that category)

	FTE Count
Total Category D	0

**CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS**

	FTE Count
Total Category E	24



## CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	57



Thank you.

## Entry 13 Organization Chart

Completed Aug 3 2020

### Instructions

#### **Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY**

Upload the 2019-2020 **Organization Chart**. The organization chart should include position titles and reporting relationships. Employee names should not appear on the chart.

### **BLCS Org 2019-20 V3**

Filename: BLCS Org 2019 20 V3.pdf Size: 4.6 MB

## Entry 14 School Calendar

Completed Sep 10 2020

### Instructions for submitting School Calendar

#### **Required of ALL Charter Schools**

Given these uncertain and changing times, charter schools may or may not have a school calendar ready to upload by the submission deadline this year of August 3, 2020. If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 3<sup>rd</sup> submission. Charter schools will be able to upload an updated school calendar into the portal at any time but no later than **September 15, 2020**.

School calendars must meet the [minimum instructional requirements](#) adopted by the Board of Regents in 2018.

**Board of Regents-authorized charter schools are required to submit school calendars that clearly indicate the start and end date of the instructional year AND the number of instructional hours and/or instructional days for each month.**

### **Pharos Academy Charter School Calendar 08**

Filename: Pharos Academy Charter School Calendar IVkM2Sf.pdf Size: 105.4 kB



# Entry 15 Links to Critical Documents on School Website

Completed Aug 3 2020

## Instructions

### **Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY**

By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the link from the school's website for each of the items:

1. Most recently filed Annual Report (i.e., 2018-19 Annual Report);
2. Most recent board meeting notice, documents to be discussed at the meeting (if any), and webcast of Board meetings (if held virtually per Governor's Executive Order);
3. Link to New York State School Report Card;
4. Lottery Notice announcing date of lottery;
5. Authorizer-approved DASA Policy;
6. District-wide safety plan and Authorizer-approved Discipline Policy (as per August 29, 2019 [Emergency Response Plan Memo](#));
7. Authorizer-approved FOIL Policy; and
8. Subject matter list of FOIL records.
9. Link to School Reopening Plan

## Form for Entry 15 Links to Critical Documents on School Website

**School Name:** Bronx Lighthouse Charter School

---



**Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY**

**By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the link from the school's website for each of the items:**

	Link to Documents
1. Most Recent Annual Report (i.e., 2018-19)	<a href="https://pharosacademies.org">https://pharosacademies.org</a>
2. Most Recent Board Meeting Notice and Related Agenda Item Documents	<a href="https://app2.boardontrack.com/public/qQOXq0/home">https://app2.boardontrack.com/public/qQOXq0/home</a>
2a. Webcast of Board Meetings (per Governor's Executive Order)	<a href="https://app2.boardontrack.com/public/qQOXq0/home">https://app2.boardontrack.com/public/qQOXq0/home</a>
3. Link to NYS School Report Card	<a href="https://data.nysed.gov/essa.php?instid=800000057638&amp;year=2019&amp;createreport=1&amp;allchecked=1&amp;OverallStatus=1&amp;section_1003=1&amp;EMStatus=1&amp;EMIndicators=1&amp;EMcomposite=1&amp;EMgrowth=1&amp;EMcompgrowth=1&amp;EMelp=1&amp;EMprogress=1&amp;EMchronic=1&amp;EMpart=1&amp;HSStatus=1&amp;HSIndicators=1&amp;HScomposite=1&amp;HSgradrate=1&amp;HScompgrowth=1&amp;HSelp=1&amp;HSprogress=1&amp;HSchronic=1&amp;HScCCR=1&amp;HSpart=1&amp;38ELA=1&amp;38MATH=1&amp;48SCI=1&amp;regents=1&amp;cohort=1&amp;nyseslat=1&amp;naep=1&amp;staffqual=1&amp;gradrate=1&amp;feddata=1">https://data.nysed.gov/essa.php?instid=800000057638&amp;year=2019&amp;createreport=1&amp;allchecked=1&amp;OverallStatus=1&amp;section_1003=1&amp;EMStatus=1&amp;EMIndicators=1&amp;EMcomposite=1&amp;EMgrowth=1&amp;EMcompgrowth=1&amp;EMelp=1&amp;EMprogress=1&amp;EMchronic=1&amp;EMpart=1&amp;HSStatus=1&amp;HSIndicators=1&amp;HScomposite=1&amp;HSgradrate=1&amp;HScompgrowth=1&amp;HSelp=1&amp;HSprogress=1&amp;HSchronic=1&amp;HScCCR=1&amp;HSpart=1&amp;38ELA=1&amp;38MATH=1&amp;48SCI=1&amp;regents=1&amp;cohort=1&amp;nyseslat=1&amp;naep=1&amp;staffqual=1&amp;gradrate=1&amp;feddata=1</a>
4. Most Recent Lottery Notice Announcing Lottery	<a href="https://pharosacademies.org">https://pharosacademies.org</a>
5. Authorizer-Approved DASA Policy	<a href="https://pharosacademies.org">https://pharosacademies.org</a>
6. District-wide Safety Plan	<a href="https://pharosacademies.org">https://pharosacademies.org</a>
6a. Authorizer-Approved Discipline Policy (as per August 29, 2019 Emergency Response Plan Memo)	<a href="https://pharosacademies.org">https://pharosacademies.org</a>
7. Authorizer-Approved FOIL Policy	<a href="https://pharosacademies.org">https://pharosacademies.org</a>
8. Subject matter list of FOIL records	<a href="https://pharosacademies.org">https://pharosacademies.org</a>
9. Link to School Reopening Plan	<a href="https://pharosacademies.org">https://pharosacademies.org</a>

Thank you.



**Entry 16 COVID 19 Related Information**



## Instructions

### Required of ALL charter schools

Please provide the number of students attending instruction on the last day instruction was provided within physical school facilities and the number of students participating in virtual programming on the last day such programming was offered for the 2019-2020 school year.

If applicable, please provide the name and publisher of all end of year assessments provided by grade level as well as the number of participating students. Board of Regents-authorized charter schools are encouraged to refer to Appendix B of the [Remote Monitoring and Oversight Plan Spring 2020](#) remote for best practices regarding end of year assessments in a remote learning environment.

## Entry 16 COVID 19 Related Information

**School Name:** Bronx Lighthouse Charter School

### TABLE 1: 2019-2020 Enrollment, Attendance and Participation Between March-June 2020

Please provide the number of students attending instruction on the last day instruction was provided within physical school facilities and the number of students participating in virtual programming on the last day such programming was offered for the 2019-2020 school year.

	Number of students enrolled in school on the last day instruction was provided within physical school facilities	Number of students attending instruction on the last day instruction was provided within physical school facilities	Number of students participating in virtual programming on the last day such programming was offered for the 2019-20 school year
	641	641	641

### Table 2: 2019-2020 Assessments and Grade Participation

If applicable, please provide the name and publisher of all end of year assessments provided by grade level as well as the number of participating students. Board of Regents-authorized charter schools are encouraged to refer to Appendix B of the [Remote Monitoring and Oversight Plan Spring 2020](#) remote for best practices regarding end of year assessments in a remote learning environment.



	Ass ess me nt Title	Gra de K	Gra de 1	Gra de 2	Gra de 3	Gra de 4	Gra de 5	Gra de 6	Gra de 7	Gra de 8	Gra de 9	Gra de 10	Gra de 11	Gra de 12	Nu mbe r of Parti cipa ting Stud ents
	NW EA MAP	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	641
		✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	
		✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	
		✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	
		✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	
		✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	
		✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	
		✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	
		✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	
		✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	
		✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	
		✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	
		✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	
		✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	
		✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	
		✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	
		✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	
		✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	
		✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	



		x	x	x	x	x	x	x	x	x	x	x	x	x	
		x	x	x	x	x	x	x	x	x	x	x	x	x	
		x	x	x	x	x	x	x	x	x	x	x	x	x	
		x	x	x	x	x	x	x	x	x	x	x	x	x	
		x	x	x	x	x	x	x	x	x	x	x	x	x	
		x	x	x	x	x	x	x	x	x	x	x	x	x	
		x	x	x	x	x	x	x	x	x	x	x	x	x	
		x	x	x	x	x	x	x	x	x	x	x	x	x	
		x	x	x	x	x	x	x	x	x	x	x	x	x	
		x	x	x	x	x	x	x	x	x	x	x	x	x	
Tota															641.
I															0

Entry 17 Staff Roster - NEW TASK For Regents Schools Only

Incomplete Hidden from applicant

INSTRUCTIONS - NEW TASK FOR REGENTS-AUTHORIZED CHARTER SCHOOLS

Please provide the full name of **ANY and ALL instructional and non-instructional employees** and their respective positions/titles, and employment start dates in the charter school by clicking on the MS Excel file link to the [Staff Roster](#).



<b>Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member</b>
---

**Name:**

**Javier Lopez-Molina**

---

**Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):**

**Bronx Lighthouse Charter School**

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

**President**

2. Are you an employee of any school operated by the education corporation?  
\_\_\_\_ **Yes** \_\_ **X** **No**

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

**No**

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

**No**

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?



If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

**No**

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

\_\_\_ **Yes** \_\_\_ **X No**

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
<i>None</i>	<i>None</i>	<i>None</i>	<i>None</i>



8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "**None**."

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
<i>None</i>	<i>None</i>	<i>None</i>	<i>None</i>	<i>None</i>

*Javier Lopez-Molina*

Signature

June 24, 2020

Date

*Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.*









<b>Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member</b>
---

**Name:**

**Adrian D. Adderley**

---

**Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):**

**Bronx Lighthouse Charter School**

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

**Board Member**

2. Are you an employee of any school operated by the education corporation?  
\_\_\_ **Yes** \_\_\_ **X** \_\_\_ **No**

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

**No.**

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

**No.**



5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

**No.**

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

\_\_\_ **Yes** \_\_\_ **X** \_\_\_ **No**

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

**None.**

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

*Please write "None" if applicable. Do not leave this space blank.*



--	--	--	--

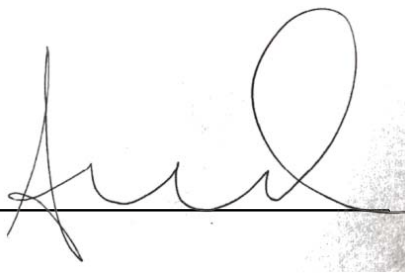
8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write “**None.**”

**None.**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
<i>Please write “None” if applicable. Do not leave this space blank.</i>				



Signature

A handwritten signature in black ink, appearing to be 'A. L. O.', written over a horizontal line.

6/24/20

Date

*Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.*



---

*last revised 06/8/2020*



**Disclosure of Financial Interest by a Current or Proposed Board of  
Trustees Member**

Name:

ROBERT M GRANADO

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

PHAROS ACADEMY CHARTER SCHOOL <sup>AL</sup>

BRONX LIGHTHOUSE ACADEMY CHARTER SCHOOL

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

TREASURER

2. Are you an employee of any school operated by the education corporation?  
Yes X No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?

NO

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

NO

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

NO

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

NO



If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

\_\_\_ Yes ☒ No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
Please write "None" if applicable. Do not leave this space blank. None			



8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "None."

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
<p>Please write "None" if applicable. Do not leave this space blank.</p> <p>NONE</p>				



Signature

6.24.20

Date

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.







1

2

3



<b>Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member</b>
---

**Name:**

\_\_\_\_\_ **Briar Thompson** \_\_\_\_\_

**Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):**

\_\_\_\_\_ **Bronx Lighthouse Charter School** \_\_\_\_\_

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

**Board member**

2. Are you an employee of any school operated by the education corporation?  
\_\_\_\_\_ **Yes** ☒ **No**

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

**No**

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

**No**



5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

**No**

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

☐ **Yes** ☒ **No**

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

<b>Date(s)</b>	<b>Nature of financial interest/transaction</b>	<b>Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)</b>	<b>Name of person holding interest or engaging in transaction and relationship to you</b>
NONE - NA	NONE - NA	NONE - NA	NONE - NA



8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write “None.”

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
NONE – NA	NONE - NA	NONE – NA	NONE – NA	NONE - NA
<i>Please write “None” if applicable. Do not leave this space blank.</i>				

*BRIAR THOMPSON*

Signature

7/8/20  
Date

*Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.*







**Disclosure of Financial Interest by a Current or Proposed Board of  
Trustees Member**

**Name:**

Keyur Shah

**Name of Charter School Education Corporation (the Charter School Name, if  
the charter school is the only school operated by the education corporation):**

Bronx Lighthouse Charter School

1. List all positions held on the education corporation Board of Trustees ("Board")  
(e.g. president, treasurer, parent representative).

**Board Member**

2. Are you an employee of any school operated by the education corporation?  
     Yes   X   No

If **Yes**, for each school, please provide a description of the position(s) you  
hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?

If **Yes**, please describe the nature of your relationship and how this person  
could benefit from your participation.

No, not related to any person employed by the school.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any  
student currently enrolled in the school? No, I am not related to any student  
currently enrolled in the school

If **Yes**, please describe the nature of your relationship and how this person  
could benefit from your participation.



5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school? No

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

\_\_\_ Yes \_\_\_ X \_\_\_ No

If Yes, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

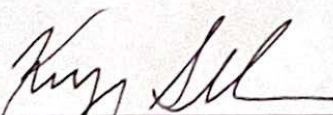
7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered Yes to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
NONE	NONE	NONE	NONE



8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "None."

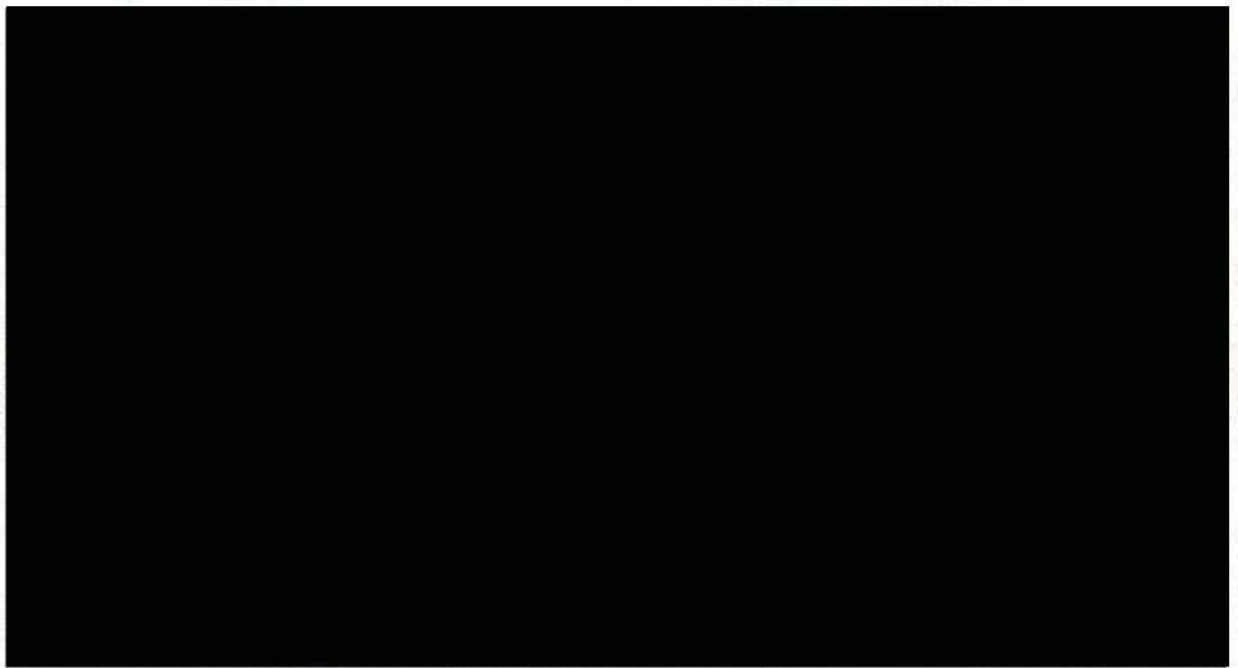
Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
NONE	NONE	NONE	NONE	

  
Signature

7/10/2020  
Date

*Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.*







<b>Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member</b>
---

**Name:**

**Sara Jean Jacques**

**Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):**

**Bronx Lighthouse Charter School**

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

**Secretary**

2. Are you an employee of any school operated by the education corporation?  
\_\_\_\_ **Yes** \_\_\_\_ **X** **No**

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

No

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

No



5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

No

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

\_\_\_\_ Yes X \_\_\_\_ No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
NONE			



8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "**None.**"

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
<i>None</i>				

Sara Jean-Jacques  
Signature

7/23/20  
Date

*Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.*







<b>Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member</b>
---

**Name:**

Stacy Sutherland

**Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):**

Bronx Lighthouse Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Cultural Committee - member

Academic Committee - member

2. Are you an employee of any school operated by the education corporation?

**Yes** X **No**

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?

No

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

No

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.



5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

No

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes   X   No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

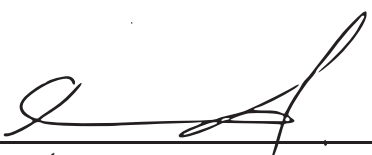
*Please write "None" if applicable. Do not leave this space blank.*



None	None	None	None
------	------	------	------

8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write “**None**.”

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
None	None	None	None	None
<i>Please write “None” if applicable. Do not leave this space blank.</i>				

  
 \_\_\_\_\_  
 Signature

Date



*Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.*





**Disclosure of Financial Interest by a Current or Proposed Board of  
Trustees Member**

**Name:**

JOHAN REYES

**Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):**

BRONX LIGHTHOUSE CHARTER SCHOOL

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

MEMBER

2. Are you an employee of any school operated by the education corporation?  
     Yes   X   No

If Yes, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

NO

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

NO

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?



If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

*no*

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

☐ Yes ☒ No

If Yes, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>



8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "None."

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
NONE	NONE	NONE	NONE	NONE

  
Signature

  
Date

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

**Business Telephone:**

---







<b>Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member</b>
---

Name: **Thomas Wethington**

---

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation): **Bronx Lighthouse Charter School**

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

**Finance Committee, Voting Board Member**

2. Are you an employee of any school operated by the education corporation?  
\_\_\_\_ **Yes** ☒ **No**

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?  
**No**

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school? **No**

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school? **No**

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.



6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

\_\_\_ Yes x No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
None	None	None	None

8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or



employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write “None.”

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
None	None	None	None	None

*Thomas Wethington*

7/26/2020

Signature

Date

*Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.*





<b>Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member</b>
---

**Name:**

**Alexandra Abreu**

---

**Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):**

**Bronx Lighthouse Charter School**\_\_\_\_\_

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

**parent representative**

2. Are you an employee of any school operated by the education corporation?  
\_\_\_\_ **Yes** \_\_x\_\_ **No**

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?  
No

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school? Yes

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation. My son attends the school. Not an special benefit, except the overall benefit every other student will get.

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school? no

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.



6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

\_\_\_ **Yes** \_\_\_x\_\_\_ **No**

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

None

<b>Date(s)</b>	<b>Nature of financial interest/transaction</b>	<b>Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)</b>	<b>Name of person holding interest or engaging in transaction and relationship to you</b>
none	none	none	none



8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "**None.**" None

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
none	none	none	none	none

\_\_\_\_\_  
Alexandra Abreu

\_\_\_\_\_  
7/27/2020

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.*

**Business Telephone:**

\_\_\_\_\_







<b>Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member</b>
---

**Name:**

Nikali Jones

---

**Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):**

Bronx Lighthouse Charter School

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Vice President, Academic Chair

2. Are you an employee of any school operated by the education corporation?  
\_\_\_\_ **Yes** \_\_\_\_ **x** \_\_\_\_ **No**

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?  
No

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

No

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.



5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

No

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

\_\_\_ Yes \_\_\_x\_\_\_ No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

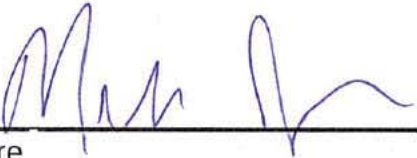
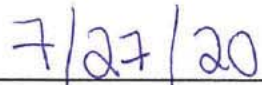
Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
None	None	None	None



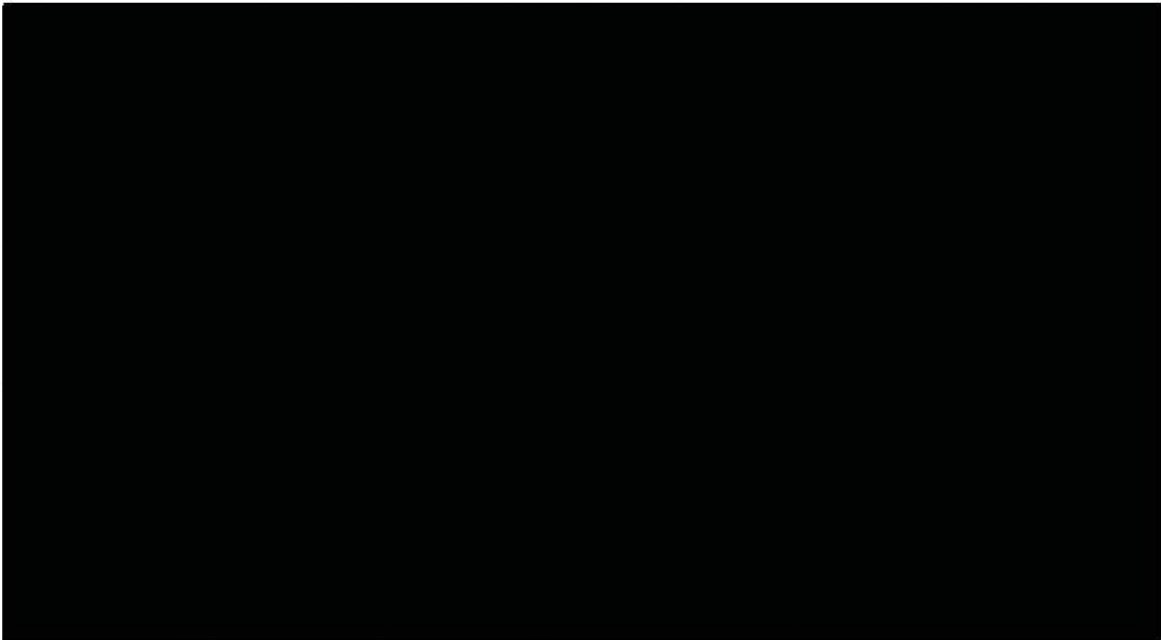
8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "**None.**"

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
None	None	None	None	None



   
Signature Date

*Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.*





<b>Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member</b>
---

**Name:** Vilma Caba

---

**Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):**  
**Bronx Lighthouse Charter School**

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

**Parent Representative**

2. Are you an employee of any school operated by the education corporation?  
\_\_\_\_ **Yes** \_\_X\_\_ **No**

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?  
**NO**

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

**NO**

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.



5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

**NO**

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

☐ **Yes** ☒ **No**

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
<i>Please write "None" if applicable. Do not leave this space blank.</i>			



8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "**None**."

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
<i>Please write "None" if applicable. Do not leave this space blank.</i> <b>NONE</b>				

Vilma Caba  
7/28/20

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.*









APPROVED



## Metropolitan Lighthouse Charter School

### Minutes

#### Metropolitan Lighthouse Charter School Board Meeting

---

##### **Date and Time**

Thursday August 22, 2019 at 6:30 PM

##### **Location**

180 W, 165th Street Bronx, NY 10452 Call In # 813-967-8308 Passcode # 74216

---

##### Mission

We prepare our students for college through a rigorous arts-infused program.

##### Vision

All students will be taught by a highly effective teacher in a nurturing environment and will achieve at high levels. Each student will develop the knowledge, skills and values necessary for responsible citizenship and life-long learning. The impact of our collective efforts will fundamentally change public education.

---

##### **Trustees Present**

A. Bothner, E. Chen, J. Haber, S. Nesterova, T. Bryan

##### **Trustees Absent**

A. Khatiwada

##### **Guests Present**

Adonai Shiman, Annika Brown, C. Russell, Courtney Russell, Jessica Boulet, Joi Culler, K. Davidson, K. McGuire, Liz Hillin, M. Alston, M. Rousseau (remote), Shanta Pressely, T. Williams

---

#### **I. Opening Items**

##### **A. Record Attendance and Guests**

##### **B. Call the Meeting to Order**



S. Nesterova called a meeting of the board of trustees of Metropolitan Lighthouse Charter School to order on Thursday Aug 22, 2019 @ 6:41 PM at 180 W, 165th Street Bronx, NY 10452 Call In # 813-967-8308 Passcode # 74216.

**C. Review the Agenda**

Mr. Bothner went over the agenda for the meeting.

**II. Staff Presentation**

**A. Introduction to the 2019 - 2020 MetLCS and MetCPA Leadership Team**

Kurt Davidson introduced MetCPA's leadership team:

- Elizabeth Hillin - Director of School Culture
- Adonai John-Shiman - Assistant Principal LCS
- Anthony Brown - Assistant Principal STEM CPA
- Annika Brown - Director of Teacher Leadership STEM LCS
- Joi Culler - Director of Teacher Leadership Humanities LCS

The team talked about their roles and outlined goals for the year.

**III. Principal's Report**

**A. K - 8 Update**

Mr. Davidson presented and talked about the School Design (the Board received a presentation).

Mr. Davidson discussed updates regarding recruitment and new hires.

The Board suggested formulating and revisiting the Mission and the Vision statement of the school.

**B. Approve new hires for K-8**

J. Haber made a motion to approve the hires for K-8.

A. Bothner seconded the motion.

The board **VOTED** unanimously to approve the motion.

**C. 9 - 10 Update**

Ms. Williams discussed Summer Work Plan and provided updates. Ms. Williams will provide and discuss goals and updates with the Board throughout the year.

In addition, Ms. Williams gave updates regarding recruiting and new hires.

**D. Approve the hires for K-8**

J. Haber made a motion to approve the hires for K-8.

A. Bothner seconded the motion.

The board **VOTED** unanimously to approve the motion.

**E. 2019-2020 Instructional Goals Met CPA**

Ms. Williams presented Instructional Goals. She indicated that the goals are in line with charter renewal goals with some modifications. The Board asked about the goal of reaching 75% on Regents and strategy year by year.

**F. 2019-2020 Instructional Goals Met K-8**

Mr. Davidson discussed instructional Goals. They are in line with charter renewal goals with modifications.



The Board asked about ways of setting goals and thinking ahead in order to set scholars for successful years in high school.

#### **IV. School Operations**

##### **A. Financial Report**

Ms. Rousseau mentioned that there were technical difficulties with the new reporting system. She will have reports by the next week.

##### **B. Investment Policy Update**

Ms. Rousseau will be providing the quarterly report.

##### **C. Facilities**

Ms. Russell gave an update about the progress of the construction and estimates for completing the construction. In addition, Ms. Russell mentioned renewing the insurance for construction and the cost.

##### **D. Lottery Preferences**

Ms. Russell provided a non-material charter renewal update to for the Board to review.

J. Haber made a motion to approve the update to the lottery policy.

T. Bryan seconded the motion.

The board **VOTED** unanimously to approve the motion.

##### **E. Facilities Appeal**

Ms. Russell shared the success of getting rental assistance for the school.

#### **V. LHA Updates**

##### **A. Enrollment Update**

Melissa Alston gave updates about the enrolment.

##### **B. Principal Evaluations**

Ms. Russell provided updates regarding evaluations.

#### **VI. Public Comments**

##### **A. Public Comments**

Ms. Haber led the public comments portion of the meeting. No comments were made.

#### **VII. Board Governance**

##### **A. Approve Minutes from June 2019 Meetings**

J. Haber made a motion to approve minutes from the MetLCS Board Meeting on 06-10-19

MetLCS Board Meeting on 06-10-19.

A. Bothner seconded the motion.

The board **VOTED** to approve the motion.

##### **B. Approve Minutes from July 2019 Meetings**

J. Haber made a motion to approve minutes from the Metropolitan Lighthouse Charter

School Board Meetings on 07-25-19 and 06-10-2019 Metropolitan Lighthouse Charter

School Board Meeting on 07-25-19.

A. Bothner seconded the motion.

The board **VOTED** unanimously to approve the motion.



**C. LHA Service Agreement**

Ms. Haber provided updates regarding the service agreement. The agreement is very close to the completion.

**D. LHA Board Retreat**

**E. School Visit Sign Up**

**VIII. Education Committee**

**A. Education Committee Report**

The updates will be provided during the next board meeting.

**IX. Closing Items**

**A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:00 PM.

Respectfully Submitted,  
S. Nesterova



APPROVED



## Metropolitan Lighthouse Charter School

### Minutes

#### Metropolitan Lighthouse Charter School Board Meeting

---

##### **Date and Time**

Thursday July 25, 2019 at 6:30 PM

##### **Location**

180 W, 165th Street Bronx, NY 10452 Call In # 813-967-8308 Passcode # 74216

---

##### Mission

We prepare our students for college through a rigorous arts-infused program.

##### Vision

All students will be taught by a highly effective teacher in a nurturing environment and will achieve at high levels. Each student will develop the knowledge, skills and values necessary for responsible citizenship and life-long learning. The impact of our collective efforts will fundamentally change public education.

---

##### **Trustees Present**

A. Bothner, A. Khatiwada, E. Chen, J. Haber, S. Nesterova, T. Bryan

##### **Trustees Absent**

*None*

##### **Guests Present**

C. Russell, Jessica Boulet, K. Davidson, Kamaria Brisseau, M. Alston, M. Rousseau (remote), Shanta Pressley, T. Williams (remote)

---

#### **I. Opening Items**

##### **A. Record Attendance and Guests**

##### **B. Call the Meeting to Order**



J. Haber called a meeting of the board of trustees of Metropolitan Lighthouse Charter School to order on Thursday Jul 25, 2019 @ 6:35 PM at 180 W, 165th Street Bronx, NY 10452 Call In # 813-967-8308 Passcode # 74216.

**C. Review the Agenda**

Ms. Haber went over the agenda for the meeting.

**II. Principal's Report**

**A. 9 - 10 Update**

Ms. Williams went over a CPA report (Attachment: PAL Board Report). Ms. Williams emphasized success with restorative practices. Ms. Williams went over the improvement goals, Regents and NWEA scores. In addition, Ms. Williams presented 2019 MetCPA Summer Work Plan.

**B. K - 8 Update**

Mr. Davidson went over the principal's report (Attachment: MetLCS PAL Board Report). Mr. Davidson talked about NWEA Reading and Math data.

**C. New Hires**

J. Haber made a motion to approve new hires for K-8.

T. Bryan seconded the motion.

The board **VOTED** unanimously to approve the motion.

**III. LHA Updates**

**A. Enrollment Update**

Ms. Alson provided enrolment updates.

**B. Principal Evaluations**

Ms. Russell gave updates on the principal evaluation progress.

**IV. Public Comments**

**A. Public Comments**

Ms. Haber led the public comments portion of the meeting. No comments were made.

**V. Board Governance**

**A. Approve Minutes from June 2019 Meeting**

Ms. Haber provided comments for June minutes. The minutes will be voted on during the next board meeting.

J. Haber made a motion to approve minutes from the MetLCS Board Meeting on 06-10-19  
MetLCS Board Meeting on 06-10-19.

A. Bothner seconded the motion.

The motion did not carry.

**B. Board Recruitment**

Mr. Bothner gave updates on recruitment for the board.

**C. LHA Service Agreement**



Ms. Haber gave an update regarding the progress on LHA Service Agreement. The details of the agreement and changes will be discussed during the executive session.

## **VI. School Operations**

### **A. Financial Report**

Ms. Rousseau went over the financial report (Attachment: Financial Report for June 2019).

### **B. Investment Policy Update**

Mr. Bothner gave updates regarding investment policies. The finance committee reviews performance during the finance committee calls. The quarterly update will be provided to the board.

### **C. Facilities**

Ms. Russell provided the facilities update. In addition, Ms. Russell provided rooftop project updates, the project is on track.

### **D. Lottery Preferences**

Ms. Russell talked about including weights into the lottery. Ms. Russell will provide a draft of the non-material charter renewal revision.

### **E. NYSED Annual Report - Financial Disclosure Form**

The Board filled out the form

### **F. Facilities Appeal**

Ms. Russell provided an update, the application for rental assistance is with DOE.

### **G. Executive Director Regional Position**

Ms. Russell provided updates regarding a new candidate.

## **VII. Education Committee**

### **A. Education Committee Report**

Mr. Khatiwada went over the updates, there were no comments from the Board. The committee is building goals for the next academic year with principals.

## **VIII. Board Member Interviews**

### **A. Board Member Interviews**

J. Haber made a motion to approve Jessica Boulet as a board member.

S. Nesterova seconded the motion.

The board **VOTED** to approve the motion.

#### **Roll Call**

A. Khatwada Abstain

E. Chen Aye

A. Bothner Abstain

T. Bryan Aye

J. Haber Aye

S. Nesterova Aye

J. Haber made a motion to approve Kamaria Brisseau as a board member.

S. Nesterova seconded the motion.

The board **VOTED** unanimously to approve the motion.

#### **Roll Call**

A. Bothner Aye



A. Khat wada Aye

S. Nesterova Aye

E. Chen Aye

J. Haber Aye

T. Bryan Aye

J. Haber made a motion to approve Shanta Pressley as a board member.

T. Bryan seconded the motion.

The board **VOTED** to approve the motion.

**Roll Call**

E. Chen Abstain

A. Bothner Aye

J. Haber Aye

S. Nesterova Aye

T. Bryan Aye

A. Khat wada Aye

**IX. Executive Session**

**A. Executive Session**

Ms. Haber motioned to move into Executive Session. Mr. Bothner seconded the motion. The executive session was conducted to discuss board candidates and CMO agreement.

Ms. Haber motioned to exit from Executive Session. Mr. Bothner seconded the motion.

**B. Delegate J. Haber and A. Bothner to finalize and execute LHA service agreement**

S. Nesterova made a motion to delegate J. Haber and A. Bothner finalize and execute the agreement.

E. Chen seconded the motion.

The board **VOTED** unanimously to approve the motion.

**X. Closing Items**

**A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:39 PM.

Respectfully Submitted,  
S. Nesterova





# Metropolitan Lighthouse Charter School

## Minutes

### Metropolitan Lighthouse Charter School Board Meeting

---

#### Date and Time

Thursday September 26, 2019 at 6:30 PM

#### Location

180 W, 165th Street Bronx, NY 10452 Call In # 813-967-8308 Passcode # 74216

---

#### Mission

We prepare our students for college through a rigorous arts-infused program.

#### Vision

All students will be taught by a highly effective teacher in a nurturing environment and will achieve at high levels. Each student will develop the knowledge, skills and values necessary for responsible citizenship and life-long learning. The impact of our collective efforts will fundamentally change public education.

---

#### Trustees Present

A. Bothner, A. Khatiwada, E. Chen, J. Haber, K. Brisseau, S. Nesterova, S. Pressley, T. Bryan

#### Trustees Absent

*None*

#### Guests Present

C. Russell, Daniel Williams, J. Boulet, Joi Culler, K. Davidson, K. McGuire, Kim Perillo, Lauren Thurmond, M. Alston, M. Rivera (remote), M. Rousseau (remote), T. Williams

---

### I. Opening Items

#### A. Record Attendance and Guests

#### B. Call the Meeting to Order



J. Haber called a meeting of the board of trustees of Metropolitan Lighthouse Charter School to order on Thursday Sep 26, 2019 @ 6:37 PM at 180 W, 165th Street Bronx, NY 10452 Call In # 813-967-8308 Passcode # 74216.

**C. Review the Agenda**

Ms. Haber went over the agenda for the meeting.

**II. Staff Presentation**

**A. Staff Presentation**

Mr. Davidson introduced staff members:

Joi Culler, Kim Perillo, Lauren Thurmond and Daniel Williams

Ms. Culler, Ms. Perillo and Ms. Thurmond talked about the strategies they use in their classes, how they track progress and implement intervention plans.

Mr. Williams talked about intervention strategies applied to scholars.

**III. Principal's Report**

**A. K - 8 Update**

Mr. Davidson presented the Instructional Strategic Plan for 2019-2020. Mr. Davidson talked about what ELA and Math scores are. Mr. Davidson discussed goals and plans set for the year and how to achieve them.

**B. 9 - 10 Update**

Ms. Williams presented her Instructional Strategic Plan for 2019-2020. Ms. Williams explained her goals and how they will be supported.

Ms. Williams and Mr. Davidson talked about the SpecEd scholars and updated the Board on the current efforts on how to support new enrolled SpecEd students.

**IV. Education Committee**

**A. Education Committee Report**

Mr. Khatiwada went over the updates, there were no comments from the Board. Education Dashboard will be provided in October.

**V. LHA Updates**

**A. Enrollment Update**

Ms. Alston provided an update on the enrollment.

**B. Approve new hires for MetLHA**

J. Haber made a motion to approve new hires.

T. Bryan seconded the motion.

The board **VOTED** unanimously to approve the motion.

**C. School Leadership Succession Plan**

Ms. Russell and Ms. Haber explained DOE's requirement to develop a succession plan for school leadership.

**D. Delegate the creation of succession planning to Education Committee**

J. Haber made a motion to approve delegating succession planning to the Education Committee.



K. Brisseau seconded the motion.  
The board **VOTED** unanimously to approve the motion.  
Education Committee will share a draft in October

## **VI. Public Comments**

### **A. Public Comments**

Ms. Haber led the public comments portion of the meeting. No comments were made.

## **VII. School Operations**

### **A. Facilities**

Ms. Rivera received an updated funding proposal for the rooftop.

### **B. Approve funds for rooftop project**

A. Bothner made a motion to approve 1.4 million to complete rooftop project.

T. Bryan seconded the motion.

The board **VOTED** unanimously to approve the motion.

### **C. Financial Report**

Ms. Rousseau went over the financial report (Attachment: Financial Report for July and August 2019).

Ms. Rousseau will provide investment update in October.

### **D. Approve funds for a computer lab**

A. Bothner made a motion to approve exact amount (\$134,292.45) for a computer lab to be funded from the operation reserve.

T. Bryan seconded the motion.

The board **VOTED** unanimously to approve the motion.

### **E. Approve financials**

J. Haber made a motion to approve financials for July and August of 2019.

T. Bryan seconded the motion.

The board **VOTED** unanimously to approve the motion.

### **F. Lottery Preferences**

Ms. Russell provided updates.

### **G. LHA Board PD**

Ms. Russell and the Board discussed the best way to conduct PD.

## **VIII. Board Governance**

### **A. Approve Minutes from August 2019 Meetings**

J. Haber made a motion to approve minutes from the Metropolitan Lighthouse Charter School Board Meeting on 08-22-19 Metropolitan Lighthouse Charter School Board Meeting on 08-22-19.

A. Khatiwada seconded the motion.

The board **VOTED** unanimously to approve the motion.

### **B. MetLCS Board Elections**

J. Haber made a motion to nominate Anuj as the Vice-Chair of the Board in accordance with the Bylaws.

E. Chen seconded the motion.



The board **VOTED** unanimously to approve the motion.

**C. Vote to assign classes to the new board members**

J. Haber made a motion to to assign Ms. Boulet and Ms. Pressely members to Class A and Ms. Brisseau to Class B Terms are as follows: Classes and Term Renewals Name Term Number Class Begins Ends Bothner, Aaron 1st A 7/1/2019 6/30/2021 Bryan, Tim 3rd B 7/1/2018 6/30/2020 Haber, Jessica 3rd A 7/1/2019 6/30/2021 Khatiwada, Anuj 1st B 7/1/2018 6/30/2020 Ellen Chen 1st A 7/1/2019 6/30/2021 Nesterova, Svitlana 1st B 7/1/2018 6/30/2020 Boulet, Jessica 1st A 7/1/2019 6/30/2021 Brisseau, Kamaria 1st B 7/1/2019 6/30/2020 Pressley, Shanta 1st A 7/1/2019 6/30/2021.

A. Bothner seconded the motion.

The board **VOTED** unanimously to approve the motion.

**D. 180 W. 165th Street LLC Board Elections**

J. Haber made a motion to assign Anuj Khatiwada, as Chair of LLC and Treasurer of Support Corporation of 180 W. 165th Street LLC Ownership Structure.

E. Chen seconded the motion.

The board **VOTED** unanimously to approve the motion.

**E. LHA Service Agreement**

Ms. Haber provided updates for the Board.

**F. Review of Complaint to the Board**

J. Haber made a motion to create a sub-committee to address a complaint to the Board. The members are Ms. Nesterova, Ms. Pressely, and Ms. Boulet contingent on her approval from DOE. In addition, to approve DLA Piper as an independent investigator.

A. Khatiwada seconded the motion.

The board **VOTED** unanimously to approve the motion.

The Board received a complaint and had an opportunity to review the complaint ahead of the meeting. The Board has decided to create a committee to communicate and have an independent investigation by DLA Piper. DLA Piper will be independently investigating the matters addressed in the complaint.

**G. Board Bylaws**

Aaron Bothner provided a redlined version of the proposed changes to the bylaws and the board decided to review and discuss for approval in October.

**IX. Executive Session**

**A. Executive Session**

J. Haber made a motion to move into Executive Session to go over Principal Evaluation.

E. Chen seconded the motion.

The board **VOTED** unanimously to approve the motion.

**B. Executive Session**

The Board discussed the principal evaluation.

**C. Executive Session**

J. Haber made a motion to finish Executive Session.

A. Bothner seconded the motion.

The board **VOTED** unanimously to approve the motion.

**X. Closing Items**



**A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:17 PM.

Respectfully Submitted,  
J. Haber



APPROVED



# Metropolitan Lighthouse Charter School

## Minutes

### Metropolitan Lighthouse Charter School Board Meeting

---

#### Date and Time

Wednesday December 18, 2019 at 6:30 PM

#### Location

180 W, 165th Street Bronx, NY 10452 Call In # 813-967-8308 Passcode # 74216

---

#### Mission

We prepare our students for college through a rigorous arts-infused program.

#### Vision

All students will be taught by a highly effective teacher in a nurturing environment and will achieve at high levels. Each student will develop the knowledge, skills and values necessary for responsible citizenship and life-long learning. The impact of our collective efforts will fundamentally change public education.

---

#### Trustees Present

A. Bothner, A. Khawwaja, E. Chen, J. Boulet, J. McDonald, S. Pressley, T. Bryan

#### Trustees Absent

K. Brisseau, M. Dorrie

#### Guests Present

C. Russell (remote), Jerry Ballard, K. Davidson, K. McGuire, K. Whittaker, M. Alston, M. Rivera (remote), M. Rousseau (remote), Michael Guzman, T. Williams

---

### I. Opening Items

#### A. Record Attendance and Guests

#### B. Call the Meeting to Order



A. Bothner called a meeting of the board of trustees of Metropolitan Lighthouse Charter School to order on Wednesday Dec 18, 2019 @ 6:51 PM at 180 W, 165th Street Bronx, NY 10452 Call In # 813-967-8308 Passcode # 74216.

**C. Review the Agenda**

Bothner reviewed the agenda with all present.

**II. Principal's Report**

**A. MetLCS K - 8 Staff Presentation**

Davidson made a brief introduction in regards to Michael Guzman and the family coordinator position.

Guzman provided an update on K-8 attendance and what impacts the attendance.

BOT member Bryan arrived.

Guzman reported feedback provided by parents in regards to being able to receiving updates from the school. As a result of this feedback, he has begun parent meetings in the morning and evenings. Additionally, he will begin the PTA with 8 parents currently interested in being more involved with the school.

Guzman went on to discuss that he is excited about the scholar of the month beginning in January.

Khawwaja asked a question in regards to the history of parent involvement. Davidson and Williams spoke to the history of parent involvement.

Bothner and Khawwaja expressed to Guzman that they were looking for a parent board member.

**B. K - 8 Update**

Davidson reported on scholar attendance and an attendance audit.

Davidson reported on enrollment, being 20 scholars above our goal.

Davidson asked the board to look out for an invitation for a specials showcase.

Davidson also noted that an update on the design elements is available in the meeting packet.

**C. 9 - 11 Update**

Williams reported that she is down 3 scholars to goal.

Williams reported that attendance is at goal at 95%, however, she is still working on lateness.

Williams reported on Cycle I IA data.

Williams explained the interim assessment data. Williams specifically talked about the living environment scores and her next steps to ensure growth.

Williams shared her corrective action plans, which outlines how she asks the teachers to analyze their data. She then uses this as a guide when coaching her teachers. She also



expects that her teachers know what needs to be re-taught a plan for and how the content be taught differently.

Khatiwada asked how struggling teachers utilize the plan. Williams explained that teachers don't fill out these forms alone. Williams also explained that she has identified a peer teacher mentor. Williams also reported on how she and her APs lead teachers to grow and improve on their skills.

Chen asked if there was a record on each of the teacher's action plans to track progression. Williams stated that she keeps them and tracks progress. Williams explained that the corrective action plans happen after each interim assessment; 3 times a year. Williams explained that she expects her teachers to analyze scholar data and ensure that scholars continue to grow.

McDonald asked if there is ever a time when teachers are required to complete the corrective action plan and subsequent growth is not seen. Williams stated that she implements different levels of support based on results. Williams also explained that she would break down each piece of the lessons and try to work through each piece. Williams then stated that if supports that are in place fail, then next level actions involve the school's talent director.

Boulet made a note of the peer teacher mentor and the importance of this type of program.

A. Bothner made a motion to approve the hiring of Vargas.

A. Khatiwada seconded the motion.

The board **VOTED** to approve the motion.

A. Bothner made a motion to approve the hiring of Lancaster.

A. Khatiwada seconded the motion.

The board **VOTED** to approve the motion.

#### **D. MetLCS School Values**

Bothner discussed the importance of school values and being able to talk about them.

Bothner also noted that we would return to the values conversation in 2020.

#### **E. NYC DOE - School Quality Snapshots**

Bothner noted for board members that the snapshot is included in the packet and encouraged the other board members to go through the document.

Bothner stated that more will be discussed in this regard at the next board meeting.

### **III. Education Committee**

#### **A. Education Committee Report**

Chen reported that the succession plan has been completed.

Chen reported that a lot of progress has been made with the data dashboard.

Williams reported that the dashboard looks very similar to the school's charter goals.

Williams reported that the dashboard is quick and comparative.

Khatiwada shared that the dashboard link was sent out but he will share it out again as it is interactive.

Bothner shared that he is working on building out living documents which will help the board have a greater understanding of data.



Bothner asked Chen to send an email for timeline expectations in regards to the dashboard.

E. Chen made a motion to pass the succession plan.

A. Bothner seconded the motion.

The board **VOTED** unanimously to approve the motion.

#### **IV. LHA Updates**

##### **A. Enrollment Update**

Alston provided an update on enrollment.

Alston also explained the efforts happening to acquire applications for the 2020-2021 application.

#### **V. Public Comments**

##### **A. Public Comments**

No public comments.

#### **VI. School Operations**

##### **A. Financial Report**

Rousseau reported that the school is in a healthy financial position.

Rousseau reported on a difference from last scholar billing to this one and the healthy variance to goal in scholar enrollment.

Rousseau reported on a variance in the taxes and benefits line. She stated that the balance is correct, as she completed an audit to ensure the integrity of the data.

Rousseau reported on the capital expense line and the variance there. She stated that this variance was due to the purchasing of the CPA lab items.

A. Bothner made a motion to to approve the November financials.

T. Bryan seconded the motion.

The board **VOTED** to approve the motion.

##### **B. MetLCS Budget Amendment**

Bothner shared that over the passed two months, the finance committee has been working with the PALs and finance committee to complete a budget amendment. Bothner also stated that the finance committee is comfortable with presenting the amendment to the full board to vote on.

Rousseau discussed the budget amendment narrative that is included in the meeting packet.

Rousseau discussed a couple of positions that the schools have chosen not to back fill which allowed for additional funds.

Rousseau reported that the PALs also had significant input in the amendment.

Rousseau reported with all changes that there is still a net income surplus. Rousseau stated that she is confident in the amendment.

Bothner asked to be reminded if he was correct in a 3% net income surplus being the goal. Rousseau confirmed.



It was confirmed that the revised budget hit the 3% surplus.

S. Pressley made a motion to accept the amendment to the budget for the fiscal year 2020.

T. Bryan seconded the motion.

The board **VOTED** to approve the motion.

**C. MetLCS Audit RFP**

Rousseau stated that she worked with the LHA finance team. Rousseau explained the process they took to seek out responses.

Brent expressed that the RFP will be ready to present to the board in January. Brent expressed that we want to have this approved before the next fiscal school year.

Ballard stated that a target date to approve would be by April.

**D. Lottery Preferences**

Russell stated that the NYCDOE has not yet responded in regards to the lottery preferences. Russell reported that the changes are live and active in the actual lottery system for 2020-2021.

**E. LHA Board PD**

Russell stated that she had a call with Board on Track to discuss the January BOT training.

Russell reported that she will send out the draft agenda after her follow up call with Board on Track next week.

Whittaker reported that LHA national leaders will report out on updates during the training.

**F. Facilities**

Rivera reported on the progress of the roof project.

Rivera reported on an isolated leak in one 5th floor classroom that was a result of a construction accident. Rivera reported the error has already been corrected.

Bothner reported that he and Boulet walked the gym.

Pressley asked if the construction project was still on track for early Spring.

Ballard noted that LHA is planning an opening celebration. Ballard suggested naming the gym after someone.

Bothner noted that the naming topic could be discussed at the BOT training in January.

**G. MetCPA Space**

Bothner reported that this has been a continuous conversation in regards to additional space to ensure that scholars are receiving all they need to be successful.

Bothner explained that the board will vote on the term sheet which will then be sent to the landlord in order to negotiate the lease. Bothner also explained that to complete this, lawyers must be hired to complete this negotiation. Bothner also asked that the facilities sub committee would report out monthly updates in regards to this potential project.

Bothner suggested to approve a 20k budget to hire lawyers and an additional 10k to get the process started to get the additional space up and running by the beginning of the next school year 2020-2021. The 10k will be funded out of the operating reserve.



Bothner explained that in order to keep Met competitive, additional space is needed. Bothner stated that at this point, understanding the money to be approved and the term sheet are the main items to note at this point in the process.

Williams explained that she has had the opportunity to see the space twice. Williams stated that the space has a lot of potential. Williams explained the neighborhood that the space is in; provides potential opportunity for internships, close to transportation. Williams described the spaces in the building and how she envisions utilizing this space. Williams also spoke on the limits of the space and acquiring partnerships in the community. Williams stated that this space and the location will allow for an experience unlike the one that the school's current location can't provide.

Ballard reported that the current building is 40k square feet and the new space is 30k square feet.

Pressley stated that the space is a diamond in the rough. Pressley stated that the space has a lot of potential.

Bryan asked if more scholars will be added.

Ballard stated that one idea is adding 50 more scholars to the K-8.

Khatiwada asked Davidson his opinion. Davidson reported that there wouldn't be much of a change from the current structure and they would look to add these scholars in K-1.

Ballard stated that his goal is to continue to negotiate cost per square foot. Ballard stated that tenant improvement cost is estimated to be \$600,000 to \$700,000. Ballard also stated that the lease term would be 5 years but potentially 20 years.

Khatiwada stated that there are 9 other high schools in the area of the new potential space. Ballard reported that the programs, not the location are most important. Ballard additionally explained that the location with public transportation is a win for the school.

McDonald asked about the sibling impact. Williams reported that there are only 20 scholars that this will effect.

Khatiwada asked Ballard for a model per square foot for 5 year vs. 20 year in regards to price and budget. Bothner stated that this would be a temp space vs. a permanent space because of the unknowns in regards to expenses, inflation, etc. Bothner stated that he would be interested to know the terms of getting out of a lease if we did go with a long term lease.

Ballard stated that another difference between a 5 year lease and a 20 year lease would be the different in paying property tax. Ballard also noted that we are only authorized for 3 years by the NYC DOE.

Bothner reported in regards to the term sheet: he would like to see the square footage spelled out per floor on the term sheet, shared space should be spelled out on the term sheet.

Bothner questioned about the 10% water reimbursement. Ballard communicated to Rivera to follow up.

Ballard stated that the school's lawyer is who they are looking at to hire for this project, however she has been slow to communicate. Bothner stated that he will reach out to the lawyer to follow up.



Bothner asked if a pre acquisition tax report was completed. Ballard stated that a 5 year property tax projection was completed and he asked Monica to follow up on the details.

Ballard reported on the impact of the space if the charter is not renewed. Ballard stated that he originally presented a 3 year commitment but was given 48 months.

Bothner asked Ballard to push again in regards to the shorter lease. Bothner also wanted to know what the brokers commission is and if it was to stay in the termination terms it should be spelled out.

Bothner stated that there is no reference to how the space is expected to be delivered specifically.

Boulet asked about the lease term start. Ballard stated that it will align with the school year.

Pressley noted that the common space on the other floors may not always be occupied and the school may be able to expand in the future.

Khawwaja asked if there is a layer of protection in case they don't deliver the space on time. Ballard noted that the work to be done is cosmetic.

Boulet questioned about common space bathrooms. Khawwaja requested it be specified that out in the lease terms that the bathroom is not in a common space or for common use.

Ballard stated that the original lease will be presented to the board before it is presented to the school's lawyer.

Bothner requested that Ballard find out who the attorney is that the landlord is utilizing. Bothner stated that there is money in the reserves for this expense and it would not need to be a capital expense.

A. Bothner made a motion to authorize 10k to negotiate the lease and approve the term sheet as is and will delegate the negotiation of the term sheet with an additional 10k potential expenditure if needed to the facilities sub committee.

T. Bryan seconded the motion.

The board **VOTED** to approve the motion.

## **VII. Board Governance**

### **A. Approve Minutes from November 2019 Meeting**

A. Bothner made a motion to approve the minutes from November Metropolitan Lighthouse Charter School Board Meeting on 11-20-19.

T. Bryan seconded the motion.

The board **VOTED** to approve the motion.

### **B. Calendar Year 2019 Year-in-Review**

Bothner stated that there have been a lot of successes this calendar year.

Bothner stated the importance of school values to him and governance best practice. Bothner also expressed his leadership style.

Bothner explained each value. Integrity, own circumstances, empowering each other, leading with questions, systems thinking, allocating resources, be prepared and ensuring that we are better tomorrow than we are today.

Bothner opened it up for questions and reflections.



Bothner then recapped the year: recognized the PALs and acquired new board members. Bothner reflected on the impact of the school and the school in the community.

**C. MetLCS Board Member Assignments**

A. Bothner made a motion to add Dorrie into the facilities sub committee.  
A. Khatiwada seconded the motion.  
The board **VOTED** to approve the motion.  
A. Bothner made a motion to add Pressley into the facilities sub committee.  
A. Khatiwada seconded the motion.  
The board **VOTED** to approve the motion.  
A. Bothner made a motion to appoint Pressley to the position of board treasurer.  
A. Khatiwada seconded the motion.  
The board **VOTED** to approve the motion.  
A. Bothner made a motion to appoint Boulet to the position of board secretary.  
S. Pressley seconded the motion.  
The board **VOTED** to approve the motion.  
A. Bothner made a motion to appoint Boulet to the position of head of the board governance committee.  
S. Pressley seconded the motion.  
The board **VOTED** to approve the motion.

**D. BOT Trustee Slate**

Bothner reported that the trustee slate is in the packet for reference. Bothner stated that there are two classes; class A runs through June 2021 and class B runs through June 2020. Names are taken in alphabetical order, open positions are slated in alphabetical order and bylaws require that the classes be equal or as equal as possible.

Bothner discussed the openings and how the new people were filled into those spots and an additional spot was created for McDonald.

Boulet asked if there was anyone in the pipeline for additional board members. Pressley stated that there was.

**Met BoT Trustee Slate as of December 2019**

Set Trustee Number at (9) People - A is through 6/2021, B is through 6/2020

1. Brisseau, K (B)
2. Bothner, A (A)
3. Bryan, T (B)
4. Chen, E (A)
5. Haber, J (A) - Replace w/ Boulet, J
6. Khatiwada, A (B)
7. Pressley, S (A)
8. Nesterova, S (B) - Replace w/ Dorrie, M
9. McDonald, J (A) - New position

A. Bothner made a motion to approve expanding the board slate to 9 positions.  
A. Khatiwada seconded the motion.  
The board **VOTED** to approve the motion.  
A. Bothner made a motion to approve the replacement of 2 positions and the addition of 1 position.  
A. Khatiwada seconded the motion.  
Boulet replaced Haber in Class A  
Dorrie replaced Nesterova in Class B



A position was added for McDonald in Class A The board **VOTED** to approve the motion.

### **VIII. Nominating Committee Update**

#### **A. Nominating Committee Update**

Bothner stated that there were two board members will interview; one in January and one to potentially start in June.

### **IX. Executive Session**

#### **A. Executive Session**

A. Bothner made a motion to move into Executive session to discuss a personnel matter.

A. Khatiwada seconded the motion.

The board **VOTED** to approve the motion.

A. Bothner made a motion to get out of executive session.

A. Khatiwada seconded the motion.

The board **VOTED** to approve the motion.

### **X. Closing Items**

#### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:42 PM.

Respectfully Submitted,  
M. Alston



APPROVED



# Metropolitan Lighthouse Charter School

## Minutes

### Metropolitan Lighthouse Charter School Board Meeting

---

#### Date and Time

Wednesday November 20, 2019 at 6:30 PM

#### Location

180 W, 165th Street Bronx, NY 10452 Call In # 813-967-8308 Passcode # 74216

---

#### Mission

We prepare our students for college through a rigorous arts-infused program.

#### Vision

All students will be taught by a highly effective teacher in a nurturing environment and will achieve at high levels. Each student will develop the knowledge, skills and values necessary for responsible citizenship and life-long learning. The impact of our collective efforts will fundamentally change public education.

---

#### Trustees Present

A. Bothner, A. Khawwaja, E. Chen, K. Brisseau, S. Pressley

#### Trustees Absent

T. Bryan

#### Guests Present

C. Russell, Jamal McDonald, Jessica Boulet, K. Davidson, K. McGuire, M. Alston, M. Rivera (remote), M. Rousseau (remote), Michael Dorrie, T. Williams

---

### I. Opening Items

#### A. Record Attendance and Guests

#### B. Call the Meeting to Order



A. Bothner called a meeting of the board of trustees of Metropolitan Lighthouse Charter School to order on Wednesday Nov 20, 2019 @ 6:51 PM at 180 W, 165th Street Bronx, NY 10452 Call In # 813-967-8308 Passcode # 74216.

### C. Review the Agenda

## II. Principal's Report

### A. K - 8 Update

Principal Kurt Davidson shared current enrollment numbers (21 scholars above). Attendance is still lagging slightly as compared to last school year, meaning within .4 of last year's attendance rate. We are not where we want to be with our 95% goal (at 94.38%). The school is reinstituting parent phone calls and meetings regarding attendance. The school is nearly fully staffed. Mr. Darius Hawkins joined the school last week as the K - 8 Dean. Additionally Ms. Jomari Nunez joined the team as a School Aide. Bili Scott is a teacher who was hired via School Professionals and is teaching 3rd/4th grade writing. The SpEd Coordinator remains vacant. The school recently conducted its first Interim Assessment at the 3 - 8 level. Principal Davidson distributed the IA scores for ELA and Math. He shared that comparative data for Math does not exist as the assessments are new this year. There is ELA comparative data. Grades 4 - 8 showed improvement from last year while there was a small dip in 3rd grade. Principal Davidson shared some positive highlights, particularly at the middle school level. Additionally the chart includes data to include the percent of scholars scoring at 75% or above, anticipating that this is the proficient rate for the New York State test. The school has been engaging in goal setting (such as K - 2 reading level performance). Principal Davidson feels confidence about 3rd grade's ability to increase their performance. The Board can expect to see more academic data in January of 2020.

A. Bothner made a motion to approve Bili Scott and Jomari Nunez to join the MetLCS K - 8 team.

S. Pressley seconded the motion.

The board **VOTED** unanimously to approve the motion.

### B. 9 - 11 Update

Academic data will be more robust at the December 2019 Board meeting. The school is preparing to analyze data from its recent administration of the Interim Assessment. The teachers will be looking at trends for which questions scholars are not able to answer and then demonstrate how they will reteach. Teachers create PowerPoints and have to present to the admin team as to what they will be doing and how it will be different. The School Leadership Team does weekly walkthroughs and share feedback with the staff via "glows and grows". Enrollment is progressing and the K - 11 is short only three scholars. Scholars coming in tend to live in the Highbridge area. Principal Williams meets with all scholars and families as they come to enroll. In terms of attendance the school is meeting its goal. The challenge tends to be with on time arrivals (8:30 a.m. start). Scholar culture continues to be strong. The last staff vacancy was filled yesterday. Mr. James Kinsey was hired as a high school English teacher. The school is ELA teacher heavy to ensure literacy is promoted at the school. 47% of MetCPA parents attended Parent Teacher Conferences which is a strong number for the high school level. A letter is being prepared to go out to parents regarding scholars' Grade Point Average and what their GPA means. This will be implemented for sophomores and juniors. The Thanksgiving feast is upcoming next week (Wednesday), Board members are invited.

Moving forward the Board would like to request a monthly update on the computer lab (9 - 11) and Design Elements (K - 11).



A. Bothner made a motion to approve James Kinsey to join the MetLCS K - 8 team.  
S. Pressley seconded the motion.  
The board **VOTED** unanimously to approve the motion.

### III. Education Committee

#### A. Education Committee Report

Education Committee Chair Ellen Chen discussed the MetLCS K - 11 Leadership Succession Plan which was emailed to the Board. LHA as well as the school collaborated in order to develop this plan. The Board will review this between now and the December meeting and approve at the December meeting.

The team met with Ms. Megan Whitehead. She is not able to add onto the current dashboard so she is duplicating the dashboard to create a K - 8 version and a 9 - 11 version. She will be working to align the formatting where appropriate.

The Board can expect a draft of the dashboard for the December meeting.

### IV. LHA Updates

#### A. Enrollment Update

Manager, Operations Melissa Alston provided an enrollment update.

For the K - 8 the school is overenrolled by 20 (488)  
For the 9 - 11 the school is underenrolled by four (152).

Enrollment efforts will continue.

### V. School Operations

#### A. Financial Report

Controller Mary Beth Rousseau reviewed the financials. The school remains in good shape in terms of the balance sheet. The year to date surplus is over \$900,000. There are several new reports in the Board packet as related to the financials. Financial Edge, the school's new financial system, has allowed us to produce additional reports such as the one-month expenditures and how this aligns to the year-long budget, as well as the year-to-date (revenue, budget, variance, etc.). As we are four months into the school year we would expect to be showing approximately 1/3 in terms of both revenue and expenditures, with some variances depending on the line item.

Everything is on track in terms of finances and all covenants are being met. There are no exceptions or major outliers to expect.

The MetLCS Finance Committee agreed to a 3% surplus last year and will continue to maintain this.

The school leaders, LHA, and Finance Committee will work together to prepare a budget amendment for further discussion in December. Courtney Russell and Karin McGuire will work with the Principals to identify any priorities for the school that may need to be addressed via this budget amendment.

A. Bothner made a motion to approve the October financials.  
S. Pressley seconded the motion.  
The board **VOTED** unanimously to approve the motion.



**B. MetLCS Audit**

There were no findings on this year's audit.

**C. Facilities**

Monica Rivera, Director of Facilities, provided a Facilities Update.

The rooftop project remains on schedule. The roof joists were delivered over the weekend and the roof will start to be placed at the beginning of December.

Recent rain caused water to enter the school this past week. The contractor provided a clear explanation of what happened and what would be put in place to prevent this from happening again.

The door locking monitor project required by the Department of Buildings remains an ongoing project. The entire city is backlogged with permitting, inspections, and more. The city may extend the required date for installation.

The Board discussed the rooftop project further. The Principals shared their thoughts and concerns. They will meet with the Manager, Operations to discuss contingency plans for future rain.

Board Chair Aaron Bothner asked for Lighthouse Academies (Monica Rivera and Courtney Russell) to pursue a conversation with the contractor regarding mold testing at the conclusion of the project.

Principal Davidson requested written reassurance to scholars and staff regarding the condition of the building.

**D. Lottery Preferences**

We have not yet received approval or an update from the authorizer.

**E. LHA Board PD**

Courtney Russell re-shared the Board Development with Lighthouse Academies and the Metropolitan Lighthouse Charter School Board and asked that all participants complete the Doodle no later than close of business this Friday, November 22. Possible dates include January 11 or January 25, 2019.

**VI. Board Governance**

**A. Approve Minutes from October 2019 Meeting**

A. Bothner made a motion to approve minutes from the Metropolitan Lighthouse Charter School Board Meeting on 10-24-19 Metropolitan Lighthouse Charter School Board Meeting on 10-24-19.

K. Brisseau seconded the motion.

The board **VOTED** unanimously to approve the motion.

**B. MetLCS Board Bylaws**

Board Chair Aaron Bothner circulated a red-lined version of the by-laws. Comments were not received so it is assumed members are prepared to proceed. However, space will be allowed for any comments at this time.

There is one area around setting up the Board Secretary and Board Treasurer as the lead of the Governance Committee and Finance Committee, respectively.



Jessica Boulet mentioned the language around Open Meeting Law and sub-committees; he will follow up with the school's legal counsel.

A. Bothner made a motion to approve the by-laws as presented via email and in the November packet.

K. Brisseau seconded the motion.

The board **VOTED** unanimously to approve the motion.

#### **C. Policies and Procedures Update**

A number of policies and procedures will be revisited and where applicable revised in the coming months. The first policy that will be addressed is the Grievance Policy. The Board will receive this to review and provide feedback on prior to the December meeting. Feedback can be submitted via email.

The Board can expect items such as this to come out of the Governance Committee in the upcoming future.

### **VII. Closing Items**

#### **A. Adjourn Meeting**

- Board member recruitment/interviews will continue with the Nominating Committee
- The Chair of the Finance Committee will be revisited at the December meeting
- Board members are encouraged to sign up to visit the school

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:00 PM.

Respectfully Submitted,  
C. Russell



APPROVED



# Metropolitan Lighthouse Charter School

## Minutes

### Metropolitan Lighthouse Charter School Board Meeting

---

#### Date and Time

Thursday October 24, 2019 at 6:30 PM

#### Location

180 W, 165th Street Bronx, NY 10452 Call In # 813-967-8308 Passcode # 74216

---

#### Mission

We prepare our students for college through a rigorous arts-infused program.

#### Vision

All students will be taught by a highly effective teacher in a nurturing environment and will achieve at high levels. Each student will develop the knowledge, skills and values necessary for responsible citizenship and life-long learning. The impact of our collective efforts will fundamentally change public education.

---

#### Trustees Present

A. Bothner, A. Khatiwada, E. Chen, K. Brisseau, S. Nesterova, S. Pressley

#### Trustees Absent

T. Bryan

#### Trustees Arrived Late

S. Nesterova, S. Pressley

#### Guests Present

B. Elliot (remote), C. Russell, J. Boulet, Jamal McDonald, K. Davidson, Keely Webb, Leigh Fisher-Troche, Liz Hillin, M. Alston, M. Rivera (remote), M. Rousseau (remote), Michael Dorrie, T. Williams

---

### I. Opening Items

#### A. Record Attendance and Guests



**B. Call the Meeting to Order**

A. Bothner called a meeting of the board of trustees of Metropolitan Lighthouse Charter School to order on Thursday Oct 24, 2019 @ 6:44 PM at 180 W, 165th Street Bronx, NY 10452 Call In # 813-967-8308 Passcode # 74216.

**C. Review the Agenda**

Aaron Bothner reviewed the agenda for the October 24, 2019 MetLCS Board of Trustees meeting.

**II. Staff Presentation**

**A. Staff Presentation**

Keely Webb, MetCPA Counselor, introduced herself. She is in her first year at MetCPA but has an extensive background in education. Thus far, she has focused on college fairs and tours. Her goal is to get students comfortable with questions that will be asked and the language that is used. With the 9th and the 10th graders, the school is focusing on teaching tolerance.

Liz Hillin, K - 8 Director of School Culture, introduced herself. She is in her fifth year at MetLCS and this is her first year in the role. Leigh Fisher-Troche, K - 8 Social Worker, introduced herself. She is in her third year at MetLCS. The team presented the "Met Behavior Intervention and House System 2.0" PowerPoint, which included the school's two culture initiatives for the year. Ramapo for Children's 3R's (Respond, Reflect, Reintegrate) was share along with other key components of the school's efforts around approaches to scholar culture (house system, Met bucks, etc.).

Board members and guests asked questions about the K - 8 presentation (parent buy-in, tracking of referrals and systems, key performance indicators, etc.)

**III. Principal's Report**

**A. K - 8 Update**

K - 8 Principal Kurt Davidson briefly discussed the parent complaint received. Lighthouse Academies is in the process of investigating the complaint.

He discussed the school's enrollment (489) which is 21 above the budgeted enrollment. For the month of September 94.73% is the attendance average. The Family Coordinator, Michael Guzman, is working to put various interventions in place around attendance. Two holidays in September and one holiday in October that were not shared with the DOE impacted attendance. There have been some staffing changes since the beginning of the year which Principal Davidson discussed. They are actively looking to fill these positions. In the meantime the Principal is working closely with the Special Education team and the Director, Regional Operations to meet compliance standards.

The academic goals of MetLCS are included in the handout. Baseline data is now available in relation to grade level reading expectations for K - 2. The Kindergarten scholars are coming in stronger than they have in the past. The K - 2 team is very strong. They will possibly come to the next board meeting. NWEA is a nationally normed test. We use this test as a growth metric. Some data is confirming and some data we are diving into more as a team. Anuj Khatiwada asked about the cohort of scholars taking the test from one year to the next. Principal Davidson explained it's not an apples to apples comparison because of the fall out of scholars year over year. Yesterday was the first District Collaborative meeting. We are continuing to build relationships with the DOE. Davidson also attended an NYU event today to partner with NYU for future teacher talent. Davidson feels very confident about the



partnership potential for the 2020-2021 school year. More to come with details around the partnership. Jessica Boulet, (pending) board member asked about the Kindergarten results. Davidson talked about the proficiency/access to the testing format. They are better with touch screens/ipads/phones at this age and need to learn how to utilize chrome book. While there is a learning curve, the team is aware of this and that is why they ensure a lot of support for those scholars when the tests are taken.

J. Boulet arrived late.

#### **B. 9 - 11 Update**

Principal Tyra Williams shared that MetCPA is still under-enrolled in the high school (five scholars short). The school is making a concerted effort to communicate with parents and get them to come to the school. Chronic tardiness has been a challenge for the school. The school has created an incentive in order to track this metric. The children love to dress down and they are utilizing that (sneakers) to dress down and motivate scholars for strong attendance (4/4 days on time and present, pass to dress down on Friday). We have three staff vacancies. Two positions are in the process of being filled, one vacancy remains and there is a candidate coming in for a demo lesson. The school expects to be fully staffed in the near future.

NWEA data - below 40% is the low average and what we norm against. Each student is given the RIT score and normed by grade in Reading and Math. The school is trending higher with students who are above average and average. However, there are some scholars below 40% which causes Principal Williams and the school concern. Interventions are in place for Reading and Math (Reading 180 and Math 180) wherein all scholars who scored below proficiency have an intervention period. This takes place via an elective where they earn zero credits but can work to increase their proficiency in these key areas.

The NYC DOE is requiring 75% of scholars to earn a 75 or higher on the English Regents and at least one Math Regents which are college readiness scores. Principal Williams and her team have a plan in place for scholars to receive support and retest. There are two students who are considering graduating as juniors. Parents are being engaged in the decision and process. Scholars at the MetCPA take more credits than are required by the city.

Board Member Ellen Chen inquired about the school's charter goals. Principal Williams discussed NWEA and its alignment (or lack thereof) to charter goals. She clarified that the city looks closely to Regents passing rates.

(Pending) Board Member Jessica Boulet inquired about missing information on the Principal's report as related to English Language Learners and Students with Disabilities. Principal Williams shared this was missing from the report and she will bring it to the November meeting.

### **IV. Education Committee**

#### **A. Education Committee Report**

The Dashboard is in progress. Anuj Khatiwada reached out to Jillian who worked on this previously. If Jillian is unable to provide support around unlocking the Dashboard, MetLCS staff member Megan Whitehead will be able to support. Principals Davidson and Williams will continue as is with the Principal's report and the Education Committee will ensure all Board members have access to the Dashboard. The Principals should reach out to the Board with any major updates made to the Dashboard's data.

### **V. LHA Updates**



**A. Enrollment Update**

Current MetLCS (K - 8) enrollment is 489. Current MetLCPA (9 - 11) enrollment is 151.

**B. School Leadership Succession Plan**

Anuj Khatiwada, Ellen Chen, and Courtney Russell met via phone to discuss the Succession Plan overview. Ellen and Courtney met with Principal Davidson and Principal Williams to discuss the plan and next steps. The team will meet with Karin McGuire (Lighthouse Academies) next week to discuss the process and begin a draft. The Board/school expects to have this done in advance of the January 31, 2020 NYC DOE deadline. S. Pressley arrived late. S. Nesterova arrived late.

**VI. Public Comments**

**A. Public Comments**

There were no public comments.

**VII. School Operations**

**A. Financial Report**

Mary Beth Rousseau (LHA Finance) shared that the school is in a strong financial position. There was \$6.8 million in cash. \$70,000 is restricted in the dissolution fund (Charter requirement). The market value of investment accounts was just shy of \$5.1 million. The school is getting a good return on investments.

The debt service projected ratio for the year based on current spending and revenue that is visible will be 1.35.

The financial report now includes the % of the budget spent to date which was a recommendation from Jessica Haber.

There was a bit of a dip in the per pupil revenue for July, August, and September. That has to do with the timing of the funds, it will go down based on the District Billing cycle.

Interest income is very high, higher than budgeted at \$50,000.

Expenses are running a bit high in some areas such as Dues and Subscriptions. There are some coding errors, there will be additional support and training provided regarding this matter. The rooftop project is also running above the budget. The projection includes using reserves for the project. A budget amendment was completed. The school is also heavy around supplies and equipment which is mostly typical beginning of the year spend such as textbooks, technology, etc.

The FY19 Budget vs. Actual report was reviewed. These are the preliminary figures for the audit. The net income is \$483,000 for the year in the BvA. Board Member Aaron Bothner inquired as to where that money is. Mary Beth Rousseau shared the \$168,000 in other income (Turner settlement) will be devoted to the rooftop project funding. The other monies will go into the operating reserves.

Brent Elliot (LHA Finance) presented the investment update. We identified the school was not in compliance with the investment policy. Brent is working closely with JP Morgan to reallocate these investments to be in line with the policy in Treasury Bonds and Notes. Brent will update the Board by early next week around the current portfolio standings.



Aaron Bothner shared that the November review of the investment policy would better align in February (quarterly update, annual update, etc.). He proposed to amend the investment policy to include the first update in February of 2020 and on a calendar basis moving forward.

A. Bothner made a motion to move the investment plan review from November to February annually..

A. Khatiwada seconded the motion.

The board **VOTED** unanimously to approve the motion.

A. Bothner made a motion to approve the September financials.

A. Khatiwada seconded the motion.

The board **VOTED** unanimously to approve the motion.

#### **B. MetLCS Audit**

Aaron Bothner discussed due to the timing of the audit and due dates to the city and state the Board would like to approve the finance sub-committee to review and approve the annual audit.

A. Bothner made a motion to delegate authority to the MetLCS finance committee to review/ approve the annual audit

E. Chen seconded the motion.

The board **VOTED** unanimously to approve the motion.

#### **C. Facilities**

Monica Rivera provided an update regarding the rooftop gym. The project is on schedule. When you go up to the roof the work that has taken place is very impressive. We are looking to have the roof installed around the Thanksgiving break/early December. Once the roof is up, the interior will be focused on (HVAC, etc.).

There have been significant leaks on the 5th floor. The team has been working hard to address all of the issues that have arisen. Improvements have been seen but water is still trickling in. Monica walked the space earlier today. They will be monitoring the incoming rain this weekend.

On Monday some of the scaffolding will begin to come down. This should help with the leaks in the building. Once the roof is relaid that is the permanent solution to the leaks.

Monica provided an update regarding the bathrooms on the 5th floor. These were not included in the original design so that the requirements of a regulation gym could be met. Therefore, bathrooms were not (and will not) be included on the 5th floor.

Monica is still working with Kone to get the locking mechanisms installed in the elevators. This is due in January of 2020 and is a city requirement.

#### **D. Lottery Preferences**

The school submitted the non-material amendment to the NYC DOE and is awaiting an update/approval.

#### **E. LHA Board PD**



Courtney Russell provided an update regarding the LHA/MetLCS Board retreat. The available dates are January 11 or January 25. The Board requested that Board on Track facilitate and that they have input over the agenda in advance. Courtney will send out a Doodle, along with a sample agenda (from the LHA NWI schools).

## **VIII. Board Governance**

### **A. Approve Minutes from September 2019 Meetings**

A. Bothner made a motion to approve minutes from the Metropolitan Lighthouse Charter School Board Meeting on 09-26-19 Metropolitan Lighthouse Charter School Board Meeting on 09-26-19.

A. Khatiwada seconded the motion.

The board **VOTED** unanimously to approve the motion.

### **B. LHA Service Agreement**

MetLCS' Service Agreement with Lighthouse Academies was signed yesterday by both Aaron Bothner and Khori Whittaker (LHA CEO). The team will now transition to using that agreement. Aaron will circulate this through email to Board members.

The Service Agreement is tied to the charter renewal (three years). The agreement contains academic and operational components. The document is lengthy and fully outlines who is responsible for what. With the new service agreement, in November, we will be conducting a budget amendment. The Principals and LHA will go through the current budget and communicate out to the board what is needed to successfully complete the rest of the school year with the budget.

### **C. MetLCS Board Bylaws**

Aaron Bothner shared that an annual review of the bylaws took place. During the September meeting it was decided the Board should take some additional time to review the revisions.

(Pending) Board member Jessica Boulet flagged Section 9 and provided feedback around emeritus trustee members. Aaron shared that the school's lawyer advised the language as is. The Board discussed nominating Jessica Haber to the Trustee Emeritus position. Additionally she shared around the Governance Committee and description of the officers (pages 9 and 10) there are committees that these positions should be associated with except for the secretary. Jessica shared she thought that the Secretary could lead the Governance Committee. The Board agreed that this revision should be made in the future.

Aaron shared that Svitlana will be stepping down from the Secretary role of the Board. Anuj shared that he will be stepping down as the leader of the Education Committee.

Committees are as follows:

Education - Ellen (chair), Anuj (member), Jessica Boulet (pending member)

Governance - Aaron (chair), Anuj (member), Shanta, Ellen, Jessica Boulet (pending member)

Nominating - Aaron (member), Shanta (member), Kamaria (member), Ellen (member) - Chair TBD

Finance - Tim (chair). Aaron (member), Svitlana (member), Kamaria (member), Shanta (member)



A. Bothner made a motion to approve the amended bylaws that will include the change Jessica Boulet proposed to make the Secretary the leader of the Governance Committee as well as flexibility (at the Board's discretion) as it pertains to the Treasurer serving as the head of the Finance Committee and the President as the head of the Executive Committee.

A. Khatiwada seconded the motion.

The board **VOTED** unanimously to approve the motion.

A. Khatiwada made a motion to Approve the following committee members: Education - Ellen (chair), Anuj (member), Jessica Boulet Governance - Aaron (chair), Anuj (member), Shanta, Ellen, Jessica Boulet Nominating - Aaron (member), Shanta (member), Kamaria (member), Ellen (member) - Chair TBD Finance - Aaron (member), Svitlana (member), Tim (Chair), Kamaria (member), Shanta (member) and to approve the bylaws as stated. and to approve the emeritus position for a two-year term. and to elect Jessica Haber to the Emeritus Trustee position.

A. Bothner seconded the motion.

The board **VOTED** unanimously to approve the motion.

#### **D. Review of Complaint to the Board**

DLA Piper conducted an independent investigation into the complaint received regarding the Board.

Aaron Bothner shared that DLA's findings were that there was no merit to the claims that were made. The Board can do a better job maintaining minutes. Specific feedback was provided around the member class approval. The grievance committee has no further recommendations.

The Board needs to now vote on their recommendation to adopt the recommendation. The review will be communicated back to the party that filed the complaint as well as with the NYC DOE.

A. Bothner made a motion to adopt the grievance policy's recommendation that no further action needs to be taken beyond what was in DLA Piper's report.

A. Khatiwada seconded the motion.

The board **VOTED** unanimously to approve the motion.

### **IX. Executive Session**

#### **A. Executive Session**

Tyra Williams, Kurt Davidson, Melissa Alston, and Courtney Russell were invited to stay for the Executive Session to discuss the two candidates.

### **X. Board Member Interviews**

#### **A. Board Member Interview**

A. Bothner made a motion to approve candidate Michael Dorrie to join the MetLCS Board.

A. Khatiwada seconded the motion.

The board **VOTED** unanimously to approve the motion.

#### **B. Board Member Interview**

A. Bothner made a motion to approve candidate Jamal McDonald to join the MetLCS Board.

A. Khatiwada seconded the motion.

The board **VOTED** unanimously to approve the motion.



## **XI. Closing Items**

### **A. Adjourn Meeting**

Board member school visit sign-up - Board members should plan to visit one time or more during the school year.

Board members should review meeting minutes prior to the upcoming meeting and come with any comments/feedback.

Upcoming Board meeting is Wednesday, November 20.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:23 PM.

Respectfully Submitted,  
C. Russell



APPROVED



## Metropolitan Lighthouse Charter School

### Minutes

#### Metropolitan Lighthouse Charter School Board Meeting

---

##### **Date and Time**

Thursday March 26, 2020 at 6:30 PM

##### **Location**

180 W, 165th Street Bronx, NY 10452

Courtney Russell is inviting you to a scheduled Zoom meeting.

Topic: MetLCS Board Meeting (vF)

Time: Mar 26, 2020 06:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/670711731?pwd=VFJ0Y3FMWG50T1czSmFzeS9ZY0pTQT09>

Meeting ID: 670 711 731

Password: 544770

One tap mobile

+16465588656,,670711731# US (New York)

---

##### Mission

We prepare our students for college through a rigorous arts-infused program.

##### Vision

All students will be taught by a highly effective teacher in a nurturing environment and will achieve at high levels. Each student will develop the knowledge, skills and values necessary for responsible citizenship and life-long learning. The impact of our collective efforts will fundamentally change public education.

---

##### **Trustees Present**

A. Bothner (remote), A. Khawwaja (remote), E. Chen (remote), J. Boulet (remote), K. Brisseau (remote), M. Dorrie (remote), S. Pressley (remote), T. Bryan (remote)

##### **Trustees Absent**

J. McDonald

---

##### **Guests Present**



A. Khanyile (remote), B. Elliott (remote), C. Russell (remote), K. Davidson (remote), K. McGuire (remote), M. Alston (remote), M. Rivera (remote), T. Williams (remote)

---

## **I. Opening Items**

### **A. Record Attendance and Guests**

### **B. Call the Meeting to Order**

A. Bothner called a meeting of the board of trustees of Metropolitan Lighthouse Charter School to order on Thursday Mar 26, 2020 @ 6:39 PM at  
180 W, 165th Street Bronx, NY 10452

Courtney Russell is inviting you to a scheduled Zoom meeting.

Topic: MetLCS Board Meeting (vF)

Time: Mar 26, 2020 06:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/670711731?pwd=VFJ0Y3FMWG50T1czSmFzeS9ZY0pTQT09>

Meeting ID: 670 711 731

Password: 544770

One tap mobile

+16465588656,,670711731# US (New York)

Participants joined as follows:

Aaron - remote/phone

Anuj - remote/video

Ellen - remote/video

Jamal - N/A

Jessica - remote/video

Kamaria - remote/video

Michael - remote/video

Shanta - remote/video

Tim - remote/video

Aluta - remote/phone

Brent - remote/phone

Courtney - remote/video

Karin - remote/video

Kurt - remote/video

Melissa - remote/video

Monica - remote/video

Tyra - remote/video

### **C. Review the Agenda**

Aaron Bothner reviewed the agenda.

Jessica Boulet provided an update regarding Open Meeting Law as it pertains to COVID-19.

### **D. MetLCS Mission/Vision Reflection and Grounding**

Aaron Bothner kicked off with the mission/vision reflection and grounding. He thanked everyone (Board members, school leadership, LHA) for their many efforts over the past few weeks. Everyone did their part to ensure everything that needed to happen did. We have over 600 scholars who depend on us for this critical work.



Where are we now and where do we go from here? There is a lot of unknown. We do know schools are an essential institution for the public. We know that we were asked to redesign hundreds of years of education in three weeks and need to acknowledge all that it took to do that. We know that there is still a lot changing and things we don't have answers for, that is ok. We will continue to make the best decisions we can.

Over the last few weeks we have moved the entire school online. We have worked with many key individuals and groups (NYC DOE, financial advisors, legal counsel, etc.) to ensure all aligned. We continue to focus on strategic planning. Our construction project has continued to date. We have prioritized the needs of the whole child and their families. We will come out of this and go back to school; we will need to have scholars who have made academic progress.

There is one fundamental question we will keep in mind which is what are we doing on a day to day basis to ensure our scholars are making progress towards our charter goals? Aaron will try to keep us focused on that as we move forward.

At this time it is not feasible for us to move forward with the additional space. We would not be able to build out the space at this point; this would be impossible with approvals needed, etc.

#### **E. COVID-19 State of the School Update**

Kurt Davidson K - 8 Principal presented. Phase One was preparing everything. Once it happened the school jumped on to connect with families. Materials were checked out to 75% of families. K - 8 and the CPA worked very hard across the board to get families and siblings in. Simultaneously the school has been working on the learning plan. Phase Two is the actual learning. Kurt Davidson presented images from the school and examples of learning resources.

The 3 - 8 grade band has transitioned to online learning; K - 2 is more of a challenge. Scholars are learning at home and doing similar things that they would be doing if at school. The school has posted tools for scholars to show their work. The goal is to get 100% of scholars on board, and to a high degree of quality. The team has been planning for all scholar needs, including but not limited to Students with Disabilities as well as English Language Learners. The social worker is meeting with scholars and families via phone. Scholar work is being graded which is facilitated via Google Classroom. Communicating with families has been of utmost importance. The culture team is supporting all around.

The team has been focused on culture and meetings have continued as usual. Team Zoom meetings have included the infusion of joy and continuation of the family model.

Ellen Chen asked how the school plans to use the data. Team meetings allow for check in around scholar data and adjustments to be made as appropriate. Examples of this would be data showing that scholars are struggling with accessing the content or struggling with the transition. This is being used on a day to day basis to adjust. Additionally staff surveys are being used to get a global synthesis of where the school is. The school is not yet at a place where the data can produce statements such as "65% of scholars in class X01 have mastered the standard ABC".

Tyra Williams 9 - 11 Principal presented. This has been a challenging but exciting last few weeks. The team has come together very well. Castle Learning is the hub of all the CPA work. Teachers have been teaching in whole group as well as in small groups, particularly for those who are struggling with the content. Teachers are remaining scope and sequence they have made that is housed in Alma, the Student Information System. An Interim Assessment will be administered the week of April 13 and will be cumulative, covering all skills and knowledge learned since August of 2019.



Small group instruction allows scholars to get what they needed. Grade Slam is a 24 hour online tutoring program. This allows scholars to go on if there is a concept they do not understand and to access a tutor. There are a lot of logistics that arise as they are running a virtual high school..

Tomorrow's Professional Development will ensure teachers who are lead teachers know how to invite co-teachers into the virtual setting. Additionally the teachers will learn about how to set expectations for behavior and otherwise in this virtual time. For example, scholars can chat on the side. Scholars may not know what their uniform should be or what is appropriate to have in the background.

Jessica Boulet inquired about upcoming Regents examinations. She asked if the Regents would be administered virtually and if so, whether it is possible or not to prepare for same. Principal Williams said this still is to be determined. The AP exam will be administered virtually. The team is uploading Regents-based questions to Castle Learning. The scope and sequence is also based on Regents - the standards, the skills, and strategies that scholars need to be able to know and do.

Michael Dorrie asked about scholar attendance. Castle Learning and Zoom are helping to track attendance. Scholars have homeroom. The school is using a variety of methods to ensure scholars are engaged. Spreadsheets are being used to track communication. Teachers who manage students well, set high expectations, and more - they are having the highest rate of attendance.

Ellen Chen commended the leaders on their efforts, in particular around areas such as tracking attendance.

Aaron Bothner inquired about virtual efforts for college visits; Principal Williams will discuss this idea with her Counselor.

## **II. Education Committee**

### **A. Education Committee Report**

Ellen Chen led us through the Education Committee update. The team has heard about all of the hard work the Principals and others have put in. Next month's Board meeting the committee would like to see more of an intermediate plan. The short term is to ensure we have attendance and that all scholars have access to virtual learning. We want to ensure the teachers are comfortable with the content. The intermediate plan will incorporate how the school will plan and execute for a longer-term closure. Goals would not change, the school would need to continue to strive towards with the charter goals. Ellen also discussed documentation; we need to make sure that whatever effort we put in is well-documented, no matter how small. Additionally the Board would like to see an example of how we are documenting our plans and actions and a table of contents as to what is being documented.

Aaron asked to have a placeholder in the governance section for this item moving forward (documentation).

## **III. LHA Updates**

### **A. Enrollment Update**

Melissa shared that the current number of applications is over 1800. This time last year 500 in district applications existed; this number is already over 800 right now showing a positive trajectory. There are more siblings applying to the school than ever before. This data will need to be validated that the potential incoming scholar is a true sibling. In regards to special populations, there has been a large spike since last time Melissa reported (29%



identified as ELL and 18% identified as SpEd). Finally, a breakdown of applications by day is provided for Board members to review. Recruiting is now taking place completely remotely. The school is utilizing new methods of reaching out to people such as social media.

Aaron Bothner asked if there is anything Melissa anticipates needing to meet the school's special population goals. Melissa shared information in regards to the number of open seats available which is limited beyond Kindergarten.

#### **IV. Public Comments**

##### **A. Public Comments**

There were no public comments.

#### **V. School Operations**

##### **A. Financial Report**

Mary Beth walked the team through the February financials.

Looking at the monthly report, the balance sheet is still in a very strong position with 9.9 million in assets. There is an increase from January to February for both assets and liabilities; this is due to funding coming in. Metrics look great. Ratios are strong. Investment accounts are at 8.1 million with \$32,000 of expenses per day we are exceeding the required days cash on hand. The numbers are all above requirements for the bond covenants.

The budgeted enrollment was for 629 but the enrollment increased after that; the last billing was at 642 scholars. It is likely we will end up over budget for the year on the revenue side as long as there are no major changes as related to funding given the current state of affairs with Coronavirus.

There is a surplus of over \$800,000.

The expense categories are under budget, staff expenses are under budget, and there was also savings in the benefit line. Other non-staff expenses are under budget. The Finance Team will continue to work with the school to make any adjustments needed.

##### **B. MetLCS Investment Update**

Brent Elliott spoke about the investments. Everything is very well taken care of and have not dwindled over this time period.

The team had a call with JP Morgan and some money was moved around in the money market to a treasury money market; they will continue to watch this and see if any adjustments are needed.

Aaron Bothner provided additional details. The Investment Committee (Aaron, Jamal, Shanta, Tim ad Kamaria) talked about capital preservation and also what the next few months look like. Aaron discussed the breakdown of funds (approximately four million in cash); through the end of the year there is approximately five million in expenditures that we would want to know we would be able to cover. We want to ensure we maintain enough cash in the event we were to learn we were not going to be getting the revenue required to operate. The school is a very conservative position to fund the operating expenses and the rest of the rooftop expenses.

A. Bothner made a motion to approve the February finances.

M. Dorrie seconded the motion.

The board **VOTED** unanimously to approve the motion.



**Roll Call**

M. Dorr e     Aye  
 T. Bryan     Aye  
 A. Bothner   Aye  
 K. Br sseau   Aye  
 J. McDona d   Absent  
 A. Khat wada Aye  
 E. Chen     Aye  
 J. Bou et     Aye  
 S. Press ey   Aye

**C. FY21 Budget**

Brent Elliott gave a high level overview of the budget process. This included an initial meeting with the Finance team, the school, and LHA to review needs. The budget was based on 663 scholars. The team talked about staffing, materials, professional development, and more. A preliminary budget is prepared although they will continue to work on this in the coming months with a May vote.

The Finance Committee (Aaron, Jamal, Shanta, Tim ad Kamaria) supports moving the vote to the May meeting given the state of affairs with the Coronavirus.

A. Bothner made a motion to move the FY21 budget vote to the May meeting.

S. Pressley seconded the motion.

The board **VOTED** unanimously to approve the motion.

**Roll Call**

E. Chen     Aye  
 J. McDona d   Absent  
 A. Khat wada Aye  
 S. Press ey   Aye  
 A. Bothner   Aye  
 M. Dorr e     Aye  
 K. Br sseau   Aye  
 J. Bou et     Aye  
 T. Bryan     Aye

**D. Facilities**

Monica Rivera provided an update on the facility and the rooftop project.

There was approximately two weeks of contractual construction left. Windows have been installed, the floor has been started to be installed. Construction has come to a halt (for a two week pause) due to the Coronavirus and regulations that have been put in place. There are several permits expiring on April 1; much of that work has been completed. The insurance and regular work permit does not expire until July.

Aaron Bothner shared how expensive the insurance is; he would like to get in front of that with the insurance company to see what we can do if the project runs over whenever the insurance policy expires.

**E. MetLCS Rooftop Ribbon Cutting**

A call took place to discuss the ribbon cutting which will take place at a later date; an additional update will be made at a future meeting. Members of this call included Monica, Aluta, Shanta, Ellen, Aaron, Melissa, and Courtney.

**F. MetCPA Alternative Space**

The Board came out of the February meeting full steam ahead in terms of evaluating the alternative space. However, as Coronavirus became a challenge, the school will not be



moving forward at this time. It is important to think about what we will do moving forward with a plan of action.

Aaron proposed that we will continue to do the monthly facilities update and the facilities sub-committee (Aaron, Anuj, and Michael) will remain intact. Additionally a monthly report will be provided about progress towards an alternative space by Monica Rivera.

Jessica Boulet inquired about the availability of the space in the future. Monica Rivera shared that after everything calms down it is very possible that we can go back and reconsider the space.

## **VI. Board Governance**

### **A. Approve Minutes from February 2020 Meeting**

J. Boulet made a motion to approve the minutes from Metropolitan Lighthouse Charter School Board Meeting on 02-27-20.

T. Bryan seconded the motion.

The board **VOTED** unanimously to approve the motion.

#### **Roll Call**

S. Press ey	Aye
T. Bryan	Aye
M. Dorr e	Aye
A. Khat wada	Aye
J. McDona d	Absent
J. Bou et	Aye
A. Bothner	Aye
K. Br sseau	Aye
E. Chen	Aye

### **B. Board Strategic Initiatives Review**

All trustees will be receiving Google Forms regarding the LHA evaluation as well as the Board Strategic Initiatives.

Moving forward as we approach the Annual Meeting we will be assessing internal process for how we evaluate and adjust the Board's work.

Board members should think about committees and what they'd like to see in terms of how they'd like their committee to operate, how their committee can interface with others, and any other processes that would be helpful to individuals in being involved and involved more effectively.

Aaron reminded team members that the Board completed the self-assessment. Board members should consider what the low hanging fruit is and what the most important strategic initiatives are that the Board should review.

All team members should review the LHA Service Agreement.

### **C. MetLCS Values**

The team will continue to revisit this in the future.

## **VII. Nominating Committee Update**

### **A. Nominating Committee Update**



The Board decided last month to put a hold on Board member recruitment. Interviews will not be taking place in the near future. There is a person who is interested in interviewing at the May meeting; the feasibility of that will be determined at a later date/time.

Kamaria will send around a questionnaire to gauge what is needed to ensure the Board is whole in terms of skills and qualifications.

A. Bothner made a motion to move into Executive Session regarding a discussion around potential litigation.

T. Bryan seconded the motion.

Courtney Russell was invited to Executive Session.

Aluta Khanyile was invited to Executive Session. The board **VOTED** unanimously to approve the motion.

#### **Roll Call**

T. Bryan	Aye
S. Press ey	Aye
M. Dorr e	Aye
K. Br sseau	Aye
A. Khat wada	Aye
J. McDona d	Absent
A. Bothner	Aye
E. Chen	Aye
J. Bou et	Aye

### **VIII. Executive Session**

#### **A. Executive Session**

J. Boulet made a motion to exit Executive Session regarding a discussion around potential litigation.

A. Bothner seconded the motion.

The board **VOTED** unanimously to approve the motion.

#### **Roll Call**

T. Bryan	Aye
E. Chen	Aye
S. Press ey	Aye
J. McDona d	Absent
A. Khat wada	Aye
A. Bothner	Aye
K. Br sseau	Aye
J. Bou et	Aye
M. Dorr e	Aye

J. Boulet made a motion to ratify actions taken to this point regarding potential legal actions taken in Executive Session.

A. Bothner seconded the motion.

The board **VOTED** unanimously to approve the motion.

#### **Roll Call**

J. Bou et	Aye
T. Bryan	Aye
A. Khat wada	Aye
K. Br sseau	Aye
S. Press ey	Aye
M. Dorr e	Aye
E. Chen	Aye
J. McDona d	Absent
A. Bothner	Aye



J. Boulet made a motion to delegate authority to the members of the Governance Committee (Aaron, Anuj, Ellen, Jessica, Shanta) to continue to pursue the legal matter in regards to the matter outlined in Executive Session.

S. Pressley seconded the motion.

The board **VOTED** unanimously to approve the motion.

**Roll Call**

E. Chen	Aye
A. Bothner	Aye
J. Boulet	Aye
K. Brisseau	Aye
A. Khatwada	Aye
S. Pressley	Aye
J. McDonald	Absent
T. Bryan	Aye
M. Dorré	Aye

**IX. Closing Items**

**A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:00 PM.

Respectfully Submitted,  
C. Russell





# Metropolitan Lighthouse Charter School

## Minutes

### Metropolitan Lighthouse Charter School Board Meeting

---

#### Date and Time

Thursday May 28, 2020 at 6:30 PM

#### Location

180 W, 165th Street Bronx, NY 10452 Call In # 813-967-8308 Passcode # 74216

---

#### Mission

We prepare our students for college through a rigorous arts-infused program.

#### Vision

All students will be taught by a highly effective teacher in a nurturing environment and will achieve at high levels. Each student will develop the knowledge, skills and values necessary for responsible citizenship and life-long learning. The impact of our collective efforts will fundamentally change public education.

---

#### Trustees Present

A. Bothner (remote), A. Khatiwada (remote), E. Chen (remote), J. Boulet (remote), K. Brisseau (remote), M. Dorrie (remote), S. Pressley (remote), T. Bryan (remote)

#### Trustees Absent

J. McDonald

#### Guests Present

A. Khanyile (remote), B. Elliott (remote), C. Russell (remote), K. Davidson (remote), K. McGuire (remote), M. Alston (remote), M. Rivera (remote), M. Rousseau (remote), S. Gallagher (remote), T. Williams (remote)

---

### I. Opening Items

#### A. Record Attendance and Guests

#### B. Call the Meeting to Order



A. Bothner called a meeting of the board of trustees of Metropolitan Lighthouse Charter School to order on Thursday May 28, 2020 @ 6:41 PM at 180 W, 165th Street Bronx, NY 10452 Call In # 813-967-8308 Passcode # 74216

**C. Review the Agenda**

Aaron Bothner noted his email regarding the agenda and preparedness for the evening's meeting. The team did not have any questions.

**D. MetLCS Mission/Vision Reflection and Grounding**

Aaron Bothner read the mission and vision.

Shanta Pressley provided her insight on the mission and vision of MetLCS. She believes that young minds are always evolving. With the mission the goal is to create global leaders that lead us to the next generation.

**II. Education Committee**

**A. K - 8 Principal Update**

Kurt Davidson prepared his K - 8 Principal presentation. The school is tracking multiple metrics around success. The school is steady with participation and attendance. Approximately 75% of students are attending 100% of live zoom sessions during the week; average daily attendance is at 86%. 10% of scholars are on a "red flag" list where additional supports are needed for scholars and families.

In terms of hiring and retention, Kurt shared scholar and parent data around online learning is positive; teachers are reporting similarly positive feelings about support, preparation, and more.

Finally, Kurt provided an update regarding summer school plans.

T. Bryan made a motion to approve the three candidates (Brittney Becerra, Ciara Leonard, and Emmanuel Raudales).

A. Bothner seconded the motion.

The board **VOTED** unanimously to approve the motion.

**B. 9 - 11 Principal Update**

Tyra Williams presented her 9 - 11 Principal report. The CPA has been trending at 70 - 75% of scholars who are actively attending Zoom sessions. There has been a dip. The school has been putting a number of supports in place for scholars in need and their families. Tyra described her leadership team and how they are dividing responsibilities to speak to individual scholars and their families and why this time is so critical in their educational career.

Last month, virtual Interim Assessments were administered. These were Regents based. The results were strong. In terms of reliability and validity the school hopes these are a good indication of how scholars would perform on the Regents exams.

The class with the lowest pass rate is the project-based Algebra class. These are struggling scholars. The school is dedicated to ensuring all scholars have what they need. Scholars are participating in small group sessions for additional support. All teachers offer these groups on Mondays, Wednesdays, and Fridays.

The school will host a virtual summer school this summer, Monday through Thursday.



### **C. Education Committee Report**

Ellen Chen provided an update on behalf of the Education Committee. The team continues to do a great job collecting and recording as much data as possible during this time. As we continue on this path data will change and shift. Much of this has to do with how we analyze month by month. We are working towards inputting all the COVID-19 data into the data dashboard.

## **III. LHA Updates**

### **A. Enrollment Update**

Melissa Alston provided an update regarding scholar enrollment for 20 - 21. Things are progressing as expected. 51 Kindergarten scholars are enrolled and registered; three more are needed to hit the budget number of 54. There is a robust wait list. Intent to return processes are underway. This helps to inform numbers to open up seats for, particularly in 9th grade. There are currently eight confirmed eighth graders who will not be returning for 9th grade. There is also one second grader leaving.

Lottery preferences for scholars with IEPs and scholars who may be English Language Learners are being accounted for. The school will continue to make progress towards meeting the DOE's goals around these subpopulations.

The team is currently ahead of schedule.

### **B. LHA Network Update**

Courtney Russell provided an update regarding the LHA/MetLCS Service Agreement. The team has created and will maintain a 30/60/90 day plan to plan for and document efforts around ensuring each major section of the Service Agreement is covered for the current and future months. Board members should look for this in the packet on a monthly basis and also can be discussed with the Executive Committee.

## **IV. Public Comments**

### **A. Public Comments**

There were no public comments.

## **V. School Operations**

### **A. Financial Report**

Mary Beth reviewed the financial reports. Cash and current liabilities are up. When you look at year to date metrics the current ratios are all strong. Cash on hand is robust at 8.2 million. Expenses per day are just over \$31,000 per day which puts the school at 262 days cash on hand.

The debt service ratio is 2.63; all ratios/metrics are being exceeded for the bond covenants.

At the end of the month cash was at \$8.2 million; the investment account is at \$5.2 million. The return is approximately \$250,000 since the initial investment.

Surplus for year to date will drop with teacher summer pay coming up.

T. Bryan made a motion to approve the April financials.

A. Khawwaja seconded the motion.

The board **VOTED** unanimously to approve the motion.



**B. FY21 Budget**

Brent Elliott shared the narrative and the budget are included in the packet. The team worked closely to develop the budget for tonight's review and approval. All requirements of the Board have been met and to the best of everyone's ability Principal needs were taken into consideration and met wherever possible.

**C. Paycheck Protection Program (PPP)**

Aaron Bothner shared an update regarding the Paycheck Protection Program. LHA submitted an application on behalf of the school; the school has been awarded approximately 1.2 million. There have been many updates to the program in the recent weeks. There will be a further update available on June 1. Categories for use include areas such as payroll, mortgage interest, utilities, and more. The treasury announced there will be a good faith stipulation for those organizations accepting less than 2 million which MetLCS falls under. Therefore, the school should feel comfortable accepting and planning to use the money. Given all these considerations and more, Aaron has suggested the school accepts the funds.

A. Bothner made a motion to accept the MetLCS Paycheck Protection Program funds as provided by the Small Business Administration.

T. Bryan seconded the motion.

The board **VOTED** unanimously to approve the motion.

**D. Spend Policy**

Shanta Pressley provided an update regarding the MetLCS Spend Policy.

Aaron and Shanta have been discussing this matter. Shanta has emailed this draft policy to the Finance Committee, along with the Financial Management document that LHA put together.

A document will be presented to the Board for a vote at a later date.

**E. MetLCS Technology RFP**

Courtney Russell provided an overview of the technology RFP process for Managed Services. The school received two bids, one from MSP (current Managed Services provider) and one from CTS (20 - 21 vendor for Ed Tech).

Courtney presented the one-page document she prepared highlighting the overview, rationale, cost, and more.

A. Bothner made a motion to approve the Managed Services contract with CTS.

A. Khatiwada seconded the motion.

The board **VOTED** unanimously to approve the motion.

**F. MetLCS Chromebook Request**

Melissa Alston provided an update regarding the Chromebook request. Due to COVID-19, there has been a large distribution of devices to scholars. Many devices have been damaged due to normal wear and tear. The school is planning to ensure they have the devices they need for summer school, 2020 - 2021, and more.

If approved, monies would come from the contingency line item of this year's budget.

Kamaria Brisseau asked Melissa to look further into insurance for things like damage and breakage and what may be able to be covered.

A. Bothner made a motion to approve the Chromebook proposal included in the May 2020 packet.

T. Bryan seconded the motion.



The board **VOTED** unanimously to approve the motion.

**G. MetLCS 20 - 21 Calendar**

A. Bothner made a motion to approve the 20 - 21 calendar.

A. Khatiwada seconded the motion.

The board **VOTED** unanimously to approve the motion.

**H. MetLCS 20 - 21 Board Calendar**

A. Bothner made a motion to approve the 20 - 21 Board calendar.

A. Khatiwada seconded the motion.

there will be two additions, the second Saturday of January and the second Saturday of June for the bi-annual Board events. The board **VOTED** unanimously to approve the motion.

**I. Facilities**

Monica Rivera provided an update on the rooftop progress. She shared pictures in her report and all is progressing as expected.

Monica is working on the details of the insurance policies for the project and will update the Facilities Subcommittee when details are available.

**J. MetLCS Rooftop Ribbon Cutting**

Monica provided a brief update on the upcoming ribbon cutting ceremony. The event is on hold due to COVID-19.

**K. LHA Pre-K Presentation**

Monica provided a brief update regarding the Pre-K presentation. The team will discuss this further at its annual meeting in June.

**VI. Board Governance**

**A. Approve Minutes from April 2020 Meeting**

J. Boulet made a motion to approve the minutes from Metropolitan Lighthouse Charter School Board Meeting on 04-23-20.

A. Bothner seconded the motion.

The board **VOTED** unanimously to approve the motion.

**B. Board Strategic Initiatives Review**

The Board is still discussing the LHA mid-year evaluation.

Aaron Bothner provided an additional update. The Board's annual meeting is forthcoming on June 6. Coming out of the January retreat, a ground-up approach to the strategic vision for the Board has been in progress. The Board has been able to collect a great deal of input in the recent months. Aaron has synthesized this information into two documents that will be focused on on June 6. This will include the Core Values/Mission/Vision that is based on the already existing items in the charter. Additionally, the team will go into depth with the Strategic Plan and discuss the what and the how.

Tomorrow Aaron will send the preview documents with what he discussed above. He is looking forward to everyone coming together on June 6. The goal is to pass the strategic plan in June.

In June the Board of Trustees will be voted upon (class B). Additionally, the officers will be re-elected. This year there is also the Nominating Committee in place. Anyone who is in the class that is expiring as of June 30, 2020 and is interested in putting themselves or others forward for a new term would let Kamaria know of their interest. Anyone who is interested in



an officer position should also reach out to Kamaria. The Nominating Committee will then make recommendations to the Board.

Additionally, the bylaws will be reviewed in July.

**C. MetLCS Values**

See the "Board Strategic Initiatives Review" for an update regarding this matter.

**VII. Nominating Committee Update**

**A. Nominating Committee Update**

Kamaria Brisseau provided an update. She shared that MetLCS Board Member Jamal McDonald has moved to Texas. His role on the Board moving forward is to be determined.

Kamaria introduced the three candidates, Khari Shabazz, Sophia Huda, and Constance Barnes.

**B. MetLCS Board Member Interviews**

The Board interviewed the three candidates.

Each candidate provided a brief update of who they are, what their professional career entails, and a bit more about themselves personally.

The Board asked a variety of questions to each candidate to follow up on the phone interviews that were conducted for each potential Board member.

A. Bothner made a motion to move to Executive Session.

A. Khatiwada seconded the motion.

- Discussion regarding potential litigation
- Discussion around employment matters
- All Board members were invited. Additionally, Sarah Gallagher, Karin McGuire, Tyra Williams, Kurt Davidson, Melissa Alston, Aluta Khanyile, and Courtney Russell were invited to join.

The board **VOTED** unanimously to approve the motion.

**VIII. Executive Session**

**A. Executive Session**

The MetLCS Board discussed a matter pertaining to potential litigation.

The MetLCS Board discussed an employment matter.

A. Bothner made a motion to exit out of Executive Session.

M. Dorrie seconded the motion.

The MetLCS Board discussed a matter pertaining to potential litigation.

The MetLCS Board discussed an employment matter. The board **VOTED** unanimously to approve the motion.

A. Bothner made a motion to ratify the personnel discussion.

A. Khatiwada seconded the motion.

The board **VOTED** unanimously to approve the motion.

**IX. FY21 Budget**

**A. FY21 Budget**



A. Bothner made a motion to pass the FY21 budget subject to the personnel discussion.

T. Bryan seconded the motion.

The board **VOTED** unanimously to approve the motion.

A. Bothner made a motion to approve Mr. Khari Shabazz as a MetLCS Board Member.

A. Khatiwada seconded the motion.

The board **VOTED** to approve the motion.

**Roll Call**

M. Dorr e     Absta n

J. Bou et     Aye

A. Bothner   Aye

S. Press ey   Aye

A. Khat wada Aye

K. Br sseau   Aye

J. McDona d Absent

T. Bryan     Aye

E. Chen     Aye

A. Bothner made a motion to approve Ms. Constance Barnes as a MetLCS Board Member.

E. Chen seconded the motion.

The board **VOTED** unanimously to approve the motion.

A. Khatiwada made a motion to approve Ms. Sophia Huda as a MetLCS Board Member.

K. Brisseau seconded the motion.

The board **VOTED** to approve the motion.

**Roll Call**

T. Bryan     Aye

S. Press ey   Aye

J. McDona d Absent

K. Br sseau   Aye

J. Bou et     Absta n

A. Bothner   Absta n

M. Dorr e     Aye

A. Khat wada Aye

E. Chen     Aye

## **X. Closing Items**

### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 11:30 PM.

Respectfully Submitted,

C. Russell





# Metropolitan Lighthouse Charter School

## Minutes

### Metropolitan Lighthouse Charter School Board Meeting

---

#### Date and Time

Thursday January 23, 2020 at 6:30 PM

#### Location

180 W, 165th Street Bronx, NY 10452 Call In # 813-967-8308 Passcode # 74216

---

#### Mission

We prepare our students for college through a rigorous arts-infused program.

#### Vision

All students will be taught by a highly effective teacher in a nurturing environment and will achieve at high levels. Each student will develop the knowledge, skills and values necessary for responsible citizenship and life-long learning. The impact of our collective efforts will fundamentally change public education.

---

#### Trustees Present

A. Bothner, A. Khatiwada, E. Chen, J. Boulet, J. McDonald, K. Brisseau, M. Dorrie, S. Pressley, T. Bryan

#### Trustees Absent

None

#### Guests Present

Adonai John-Shiman, Aluta Khanyile, B. Elliott (remote), C. Russell, K. Davidson, M. Alston, M. Rousseau (remote), T. Williams

---

### I. Opening Items

#### A. Record Attendance and Guests

#### B. Call the Meeting to Order



A. Bothner called a meeting of the board of trustees of Metropolitan Lighthouse Charter School to order on Thursday Jan 23, 2020 @ 6:46 PM at 180 W, 165th Street Bronx, NY 10452 Call In # 813-967-8308 Passcode # 74216.

**C. Review the Agenda**

Board Chair Aaron Bothner reviewed the agenda.

**D. MetLCS Mission/Vision Reflection and Grounding**

Board Vice-Chair Anuj Khatiwada shared what the MetLCS Mission/Vision means to him. He reflected upon his experience with the night's K - 8 Electives showcase and how this represents the mission/vision of the school.

**II. Principal's Report**

**A. K - 8 Update**

MetLCS K - 8 Principal Kurt Davidson provided his report. Adonai John-Shiman, Vice-Principal of the K - 8, joined Mr. Davidson.

The team shared tonight's focus would be on Kindergarten through Second grades. The Education Committee discussed K - 2 data. With K scholars there is work to be done.

In terms of the attendance data, December was a lower month due to season and holiday break. Several scholars have moved and are enrolled internationally, the school is working with the NYC DOE to get these scholars discharged.

Interim Assessments are underway, today was the first day of testing and this will continue tomorrow. NWEA core testing has been completed and makeups will continue tomorrow.

The NYC DOE School Report Card was discussed. Academics are the biggest area of growth. The school must get K - 2 right to allow the impact to be felt throughout the school. Part of the report card is the scholar, staff, and family survey data. Scholar satisfaction is strong. Family satisfaction is strong. Teacher satisfaction is mixed. The report is another indicator that we continue to focus on quality instruction for scholars.

Ms. Shiman presented. The emphasis of her work is with the K - 2 program, starting at the ground and working the way up. She elaborated on the Foundations program which is a phonemic approach to getting scholars reading-ready. This is coupled with Reading Ready. She also shared assessment data, including NWEA but also a K - 2 specific literacy data tool (mCLASS) which also has an intervention component. This is part of a three-year plan.

A. Bothner made a motion to Approve Ashlee Danielle Doyle to join the MetLCS K - 8 Team as a Specials Teacher.

K. Brisseau seconded the motion.

The board **VOTED** unanimously to approve the motion.

**B. 9 - 11 Update**

MetCPA 9 - 11 Principal Tyra Williams shared her report. The School Quality Snapshot data for the high school is very similar to the K - 8. Scholars take the survey in grades 6 - 12.

Principal Williams discussed the approach of scholars taking the Regents early in the 9th grade. All but one scholar were asked to take college courses. The school has a partnership with Hostos Community College.

This week is Regents week. January Regents is typically when a scholar has failed one or more Regent. This can be a challenging time of year to give the Regents again. The



English Regents was an 85% pass rate. Scoring is currently taking place so Principal Williams will have this data to provide at the February meeting.

During the Ed Committee call Principal Williams explained one of the hardest things to do is to get scholars who are already struggling to continue to persevere. Struggling learners are not always taking intervention work seriously. The NWEA data is available. The challenge with this is that 11th graders not having an RIT goal. Programs such as Read 180 and Math 180 allow the school to closely explore performance and needs for all scholars in grades 9 - 11. The Principal speaks with scholars about doing their best via avenues such as Town Hall meetings. Scholars have been paired with adult mentors in the building which aligns with College, Career, and Life Readiness. Principal Williams is considering expanding the mentoring program to reach more scholars.

Principal Williams is into a program called Co-op Tech. This provides options for scholars who may be interested in exploring various career paths.

Board Member Tim Bryan inquired about the NYC School Survey and asked the Principals to further explain about the School Leadership ratings on the survey. Curriculum and instruction is well-coordinated at different grade levels was discussed. Principal Davidson shared that curricula and systems have not changed but have been made better over time. Another element was around "The Principal knows what is going on in my classroom". Principal Davidson shared his thoughts on perception versus reality and also his leadership team and work that is being done with Karin McGuire in reviewing and responding to the survey results. Principal Williams discussed survey results about culture in the high school. A committee has been proposed to work on areas that were frustrating teachers around school culture; only one teacher has signed up to date. Principal Williams has chats with her teachers, this serves as a touch point with teachers at least twice a year.

Aaron shared if there are further comments on the survey to reach out to him so he can direct the feedback to the right committee.

### **III. Education Committee**

#### **A. Education Committee Report**

Board Member Anuj Khatiwada encouraged all Board members to thoroughly review the dashboard in advance of the Board meeting. Questions should be directed to the Education Committee Chair Ellen Chen.

Karin McGuire sent an email about the computer lab. Board Member Ellen Chen spoke to this and the physical space for the computer lab. Principal Williams shared based on where the school is in terms of space for next year, they are considering next steps. All laptops are being programmed and will be on the 5th floor so they are accessible to teachers as a mobile lab.

### **IV. LHA Updates**

#### **A. Enrollment Update**

Manager, Operations Melissa Alston provided the first in a series of updates regarding lottery applications for the 2020 - 2021 school year. She prepared a packet via the school's lottery platform, School Mint, to provide various data to the Board. Melissa shared various methods the school is using to recruit scholars such as an iHeartRadio ad, the operations team going out into the community and actively recruiting, and more.

#### **B. Principal MOY Evaluations**



Principal self-reflections are due to Karin McGuire on January 29. Karin's evaluations will then be sent to the Board for review. She will discuss this on the MetLCS Leadership call on February 11. The debrief with Karin will take place the week of February 10. Finally, Principals will have the ability to revise their school action plans by February 21.

Jessica Boulet and Aaron Bothner will discuss the evaluation of Lighthouse Academies.

## **V. Public Comments**

### **A. Public Comments**

There were no public comments.

## **VI. School Operations**

### **A. Financial Report**

Mary Beth Rousseau provided an update around school finances.

The financials for the month of December were discussed. The current assets are 8.4 million and total assets of 9.9 million. Liabilities are at 2.8 million. That gives the school strong ratios of 3.01 meaning there are three assets for every one liability. The debt to asset ratio is very small, 0.28. Cash on hand in operating and investment accounts is 8.3 million, expenses per day are 31 - 32,000 which gives 264 days cash on hand. This is a very strong cash position. The debt service coverage ratio is strong. Net income is at \$800,000 with income for debt service over 2 million with a strong debt ratio. The school is in very good strong position all around.

The statement of activities was presented. The net surplus on a budgetary basis has increased from November to December. This is due to the timing of the expenses, this trend is not expected to continue.

\$500,000 of the 1.2 million dollar budget has been spent for the rooftop project. The facilities committee will review and respond to Brent's email.

### **B. Quarterly Investment Update**

The school has gained approximately \$100,000 which includes unrecognized gains of \$17,000.

Approximately 21% is in the money market fund, 12% in short-term investments, and 57% in long-term investments.

The asset allocation is in compliance with the investment policy that the Board adopted.

One thing to note at this point of the year is that the school reallocated, the investments were in corporate-backed funds that did not align with the Investment Policy. These funds were allocated into government securities.

In February the Board will have its annual meeting to approve the Investment Committee; a call will also be scheduled with the Financial Advisor at JP Morgan Chase.

Ellen Chen and Kamaria Brisseau requested to join the call with JP Morgan in February.

### **C. MetLCS Audit RFP**

Brent Elliott discussed the RFP process, the applicants, and the scoring process. The LHA Finance Team has recommended proceeding with MMB to be considered.



The MetLCS Board will vote at the February meeting.

#### **D. Facilities**

Courtney Russell provided Monica Rivera's report in her absence.

She discussed the rooftop gymnasium, the elevator requirements, and the potential space for the MetCPA.

The rooftop project is scheduled to be completed in the Spring; there have been slight delays due to approvals needed from the city and some materials being delayed.

LHA and the school are working diligently with Kone to meet the requirement for all NYC buildings with elevators.

Finally, Courtney reviewed the progress made on the potential 9 - 12 space. The lease will be presented and voted upon in February.

Aaron Bothner shared the questions of how we can do this in a way that is revenue neutral and is everyone (LHA, Principals, Board, etc.) bought into this? Aaron shared that the Board would want a budget projection through the length of the lease before signing the lease, and may include more Board involvement than typical.

#### **E. Lottery Preferences**

There are no updates at this time. Courtney Russell reached out to the NYC DOE but a response has not yet been received.

### **VII. Board Governance**

#### **A. Approve Minutes from December 2019 Meeting**

A. Bothner made a motion to approve the minutes from Metropolitan Lighthouse Charter School Board Meeting on 12-18-19.

T. Bryan seconded the motion.

The board **VOTED** to approve the motion.

##### **Roll Call**

K. Brisseau Abstain

J. Boulet Aye

T. Bryan Aye

E. Chen Aye

A. Bothner Aye

A. Khatwada Aye

J. McDonald Aye

M. Dorre Aye

S. Pressley Aye

#### **B. Policies and Procedures Update**

#### **C. Grievance Policy**

Board member Jessica Boulet shared an update regarding the MetLCS Board Grievance policy. The purpose of the update is to make the policy aligned with current practices, Board structure, etc. This document is important for members of the public to be able to access. The document is in line with the Board bylaws.

J. Boulet made a motion to adopt the Grievance policy.

T. Bryan seconded the motion.



The board **VOTED** unanimously to approve the motion.

**D. MetLCS Subcommittee Minutes Training**

Courtney Russell explained how to use Board on Track to record Committee meeting minutes. This is to ensure the Board follows good governance practices. She also explained how to set up recurring meetings, as well as how to add and set agendas as public, share out the agenda with attendees, and record votes during meetings.

Aaron Bothner highlighted that all Board members need to review and approve the minutes each month. He emphasized that it is useful for record keeping and future reference.

Aaron suggested that we make this a standing agenda item at each monthly meeting.

Courtney clarified that the Chair of each committee is responsible for ensuring that this happens but that this can be delegated, and sometimes should be delegated.

Jessica Boulet explained that the Charter Board Partners resource was included in the Board packet as an example of a good practice for committees to memorialize and share out key decision-making processes with the rest of the Board. She emphasized that this was good practice for internal communication and record-keeping as well as transparency with the public.

**E. Board Strategic Initiatives Review**

Aaron provided context around year-long processes to memorialize Board practices, policies, etc.

Ellen shared she is interested in revisiting the school website and making improvements to same.

**VIII. Nominating Committee Update**

**A. Nominating Committee Update**

Board Member Kamaria Brisseau provided an update regarding recent phone conversations and upcoming phone conversations.

**IX. Board Member Interview**

**A. Board Member Interview**

The structure will be Kamaria will ask the Board member several questions. She will open it up to the Board to ask questions. Finally, Aluta will have the opportunity to ask questions.

Board member candidate Aluta Khanile introduced himself. Aluta responded to a variety of questions including why he wants to join the Board, what he could bring to the Board, his ability to commit, and more. He shared about his work, his personal life, and his desire and commitment to join the MetLCS Board.

The Board members asked several follow up questions.

**X. Executive Session**

**A. Executive Session**

The Board discussed a personnel matter.

A. Bothner made a motion to enter into Executive session.

J. Boulet seconded the motion.



The Board entered into Executive session to discuss a personnel matter. The board **VOTED** unanimously to approve the motion.

A. Bothner made a motion to exit out of Executive session.

A. Khatiwada seconded the motion.

The board **VOTED** unanimously to approve the motion.

A. Bothner made a motion to approve Aluta Khanyile to join the MetLCS Board.

A. Khatiwada seconded the motion.

The board **VOTED** to approve the motion.

**Roll Call**

T. Bryan Aye

A. Khatwada Aye

E. Chen Aye

J. Bouet Aye

A. Bothner Aye

K. Brisseau Abstain

S. Pressley Aye

M. Dorré Aye

J. McDonald Aye

**XI. Closing Items**

**A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:39 PM.

Respectfully Submitted,

C. Russell



APPROVED



# Metropolitan Lighthouse Charter School

## Minutes

### Metropolitan Lighthouse Charter School Board Meeting

---

#### Date and Time

Thursday February 27, 2020 at 6:30 PM

#### Location

180 W, 165th Street Bronx, NY 10452 Call In # 813-967-8308 Passcode # 74216

---

#### Mission

We prepare our students for college through a rigorous arts-infused program.

#### Vision

All students will be taught by a highly effective teacher in a nurturing environment and will achieve at high levels. Each student will develop the knowledge, skills and values necessary for responsible citizenship and life-long learning. The impact of our collective efforts will fundamentally change public education.

---

#### Trustees Present

A. Bothner, A. Khatiwada, E. Chen, J. Boulet, J. McDonald, K. Brisseau, M. Dorrie (remote), S. Pressley (remote), T. Bryan

#### Trustees Absent

None

#### Trustees Arrived Late

J. McDonald

#### Guests Present

Aluta Khanyile, B. Elliott (remote), C. Russell, Dymah Paige, K. Davidson, K. McGuire, M. Alston, M. Rivera (remote), M. Rousseau (remote), Michael Guzman, T. Williams

---

### I. Opening Items

#### A. Record Attendance and Guests



**B. Call the Meeting to Order**

A. Bothner called a meeting of the board of trustees of Metropolitan Lighthouse Charter School to order on Thursday Feb 27, 2020 @ 6:39 PM at 180 W, 165th Street Bronx, NY 10452 Call In # 813-967-8308 Passcode # 74216

**C. Review the Agenda**

Aaron reviewed the agenda.

**D. MetLCS Mission/Vision Reflection and Grounding**

Jessica shared her vision of what arts infusion means to her.

**II. Principal's Report**

**A. K - 8 Update**

Kurt reported that enrollment and attendance remain consistent.

Kurt shared that we are in a good place with staffing. An intent to return 82% of staff have reported that they are intending to return. 18% have shared that they are unsure; are and conversation with the 18% have been had. Teachers in the 18% have reported that they are unsure with themes of compensation and retirement funding as reasons why.

Kurt shared that in IA data, the K-8 is trending upward in the data. He believes that the data driven instruction, culture focus and his team's execution are the reason for the upward trend. He shared that he and his team spend the winter break fine tuning cultural strategies. Kurt reported that the ELA grow looks very promising. In regards to math, there is no comparison apples to apples however Annika Brown has personally created the assessments.

Kurt shared that he had a pep rally with the middle school in order to ensure that they understand their data and the importance of the upcoming state tests.

Kurt lastly shared a Power Point in regards to the need for an additional space. He summarized the impacts of not having enough space in the building for all scholars and all programs needed.

Jessica questioned Kurt about the data and asked for more details. Kurt shared details about the cohorts in order to understand the trends in the data.

Aaron and Anuj also asked Kurt for further clarification on data and comparisons of data.

Aaron acknowledged the Power Point of the additional space and the importance of the issue.

J. McDonald arrived late.

**B. 9 - 11 Update**

Tyra reported on enrollment and attendance and reported favorable numbers.

Tyra reported on the school improvement goals and data. As the mid year point has just past, there is a comparison point on data.

Tyra shared the January Regents data and results. She shared that Regents can be taken 3 times a year, in January, in June and in August. She believes that January Regents are



given to ensure that scholars have more opportunity to take the test. As a result of this, it is the most struggling learners who take the Regents in January.

Tyra reminded the board that some scholars retook the test to get a college readiness score who had already passed the Regents with a passing score but not a college ready score. She shared that with these results, the charter goal will be met.

Tyra then talked about the plan for those scholars who didn't make the mark for January and what the strategy will look like to get them to pass the June Regents. At this point, Tyra and her assistant principal are focused on working with teachers on this goal.

Tyra noted that the Algebra II was the Regents that showed the least growth. She shared in detail that this is a necessity for an advanced Regents Diploma. It is however, not needed to graduate.

Tyra then reported when the board should expect the next data assessment update.

Tyra shared that scholars will be taking the LOTE in June and taking this advanced test will be taken for a select number of students. This is part of a requirement for an advanced diploma and if passed, fulfills the foreign language requirement credit for college.

Tyra also shared that a select number of scholars are competing in a national competition for DECA.

Kamaria asked Tyra to elaborate on her specific plans for ELA grow. Tyra shared in detail about reading strategies and how it helps grow scholars knowledge.

Jessica asked for more detail on the ELL passage rate across the Regents scores. Tyra shared details in regards to the spectrum of the ELL designation and how that impacts the results. She also shared that there are ELL strategies. She reported that when she visits classrooms she is always looking to see if teachers are implementing the strategies in their lessons.

A. Bothner made a motion to approve the hire of Peter Hufnagel for the CPA.

T. Bryan seconded the motion.

The board **VOTED** unanimously to approve the motion.

### **III. Education Committee**

#### **A. Education Committee Report**

Ellen shared that one of her main focuses is on Regents scores. She shared that she is requesting from Tyra and Karina, more data to ensure year over year and by cohort will clearly show where we are. She shared that this is important to do now, as next year will be the first year that we have a graduating cohort class.

Ellen also shared that, in regards to teacher hires, Karin's focus is acquiring talent and retaining teachers. Ellen shared that we need a focus on creative recruiting strategies to ensure success.

Aaron acknowledged the priority in regards to recruitment and retention.

Tyra also introduced Mr. Hufnagel, a new ELA teacher.

### **IV. LHA Updates**

#### **A. Enrollment Update**



Melissa reported on the 2020-2021 lottery application and the amount of applicants. She reported on the increase of applicants and the strategies she has employed to ensure an increase in applications. She also reported on ELL and SpEd data as a new note being tracked.

## **V. Public Comments**

### **A. Public Comments**

No public comments.

## **VI. School Operations**

### **A. Financial Report**

Mary Beth reported on the financials. She reported that we are trending a surplus based on spending and total enrollment. She reported that spending has been in line with the budget.

A. Bothner made a motion to the January financials.

T. Bryan seconded the motion.

The board **VOTED** unanimously to approve the motion.

### **B. MetLCS Audit RFP**

Mary Beth reported that she would like to see a vote on which new auditor would be chosen.

Aaron updated that Lighthouse recommended that as a best practice, we had the need to change auditors.

A. Bothner made a motion to retaining MMB as new Met Auditor.

K. Brisseau seconded the motion.

The board **VOTED** unanimously to approve the motion.

### **C. LHA Gift Card Policy**

Aaron shared that this is being discussed and voted on to be proactive in regards to the purchasing of gift cards.

Brent stated that the gift card policy outlines the perimeters in regards to the purchasing of gift cards.

A. Bothner made a motion to approve the gift card policy.

A. Khatiwada seconded the motion.

The board **VOTED** unanimously to approve the motion.

### **D. Annual Investment Policy Review**

Aaron gave an update on the investments; why we have one, how much is in it and the rules in regards to the policy.

Aaron shared that the investment policy is very conservative and the safest form you can get. About two weeks ago, the annual meeting was completed with JP Morgan. In this meeting it was determined that the school would keep the same investment. Likely we will reallocate some money into short term US Treasuries. There are no proposed changes to the investments.

Jamal asked if transferring funds into US Treasury will make us more diversified.

A. Bothner made a motion to create an investment committee.

K. Brisseau seconded the motion.

Jamal joined the Investment Committee and include all members of the existing finance committee.



Members of the committee include:

Shanta (Chair)

Aaron

Kamaria

Tim

Jamal

The board **VOTED** unanimously to approve the motion.

A. Bothner made a motion to approve the investment policy.

T. Bryan seconded the motion.

The board **VOTED** unanimously to approve the motion.

#### **E. Facilities**

Monica reported an update on the roof top gymnasium. She shared that during winter break there was a big push for deliveries and work as

Monica shared that construction will be completed the first week of April and the certificate of occupancy inspection is scheduled for April 20, 2020.

Monica will be in New York o April 11, 2020 to ensure all aspects of the project are moving along as scheduled.

Monica also stated that the FDNY inspection is scheduled April 10, 2020.

#### **F. MetLCS Rooftop Ribbon Cutting**

Monica proposed that the ribbon cutting ceremony be on the same date as the May board meeting.

Monica also shared the ideas more specifically in regards to the type of ceremony wanted.

Aaron asked the board if there were any high level thoughts.

Anuj shared that this should be a big deal: local community members, news.

Monica suggested a board committee being created for this event. Aaron agreed.

Aluta, Shanta, Aaron and Ellen expressed his interest in being part of the committee.

Aaron acknowledged that the May board meeting date for the event is ideal. May 28, 2020.

Aaron suggested that the chairs of education and finance work with Aluta on this item.

Principals requested that Melissa be the principal's liaison.

A. Bothner made a motion to create a committee for the planning of the ribbon cutting ceremony.

T. Bryan seconded the motion.

Members of the Committee:

- Ellen (member)
- Aluta (member)
- Aaron (chair of committee)
- Shanta (member)

The board **VOTED** unanimously to approve the motion.

#### **G. Lottery Preferences**



Courtney reported that the charter amendment in regards to the lottery was finally approved.

Courtney also shared the numbers from the last charter renewal in regards to ELL and SpEd numbers.

Courtney shared the process to ensure this is up and running before the lottery is complicated and her and the school is working on completing the pending necessary tasks.

#### **H. MetCPA Alternative Space**

Aaron updated that the board has not yet seen a final lease for the school's attorney and he is hoping to see this in the coming weeks to ensure that the board has time to fully review before the March board meeting.

Anuj asked what the space looked like when the school was just a K-8. Tyra responded.

Anuj requested more information from Lighthouse in regards to the work they have done to ensure that he has all the information he needs to make this decision, informed. Anuj requested from Monica that Jerry provide an executive report with all work that was done up to where we are now.

Dymah asked for clarification and update on this item. Dymah also volunteered to provide a financial forecast and potential revenue drivers with the new space.

Aaron asked for timely communication going forward to ensure that the timeline for voting for March is quickly approaching. Aaron requested that Courtney begin an open items list and share out.

Courtney asked for a deadline for all requested information. Anuj stated two weeks, this would allow for two weeks time for review, questions and discussions.

Aaron asked the following questions: How much have we spent so far? Enrollment number wise, how does all of this fit into the strategy for projections? Has MaryBeth looked into the coverage numbers? Where do we stand with attorneys on the bond documents?

Kurt asked if this is not financially feasible, does the board have a preference as to how to proceed in one building. Anuj responded that a search for more space needs to be conducted. Kamaria discussed space priorities. Aaron asked the principals to think about a plan as well. Anuj asked that if this space isn't acquired, this should be included in the executive summary.

### **VII. Board Governance**

#### **A. Approve Minutes from January 2020 Meeting**

A. Bothner made a motion to approve the minutes from January's Board Meeting Metropolitan Lighthouse Charter School Board Meeting on 01-23-20.

A. Khatiwada seconded the motion.

The board **VOTED** unanimously to approve the motion.

#### **B. Board Strategic Initiatives Review**

Aaron shared the board review. He reported that the survey is the starting point to coming up with new strategies for the next year.

Jessica will send a link for access to the board review.

Aaron explained the survey and how that translate to the board review.



Aaron requested that all board members review the results and subsequent suggestions that Board on Track provided based on the outcomes of the survey. He also reported that Jessica will send out a survey that will provide a starting point for action for strategic initiatives for the new school year.

Board Executive Dashboard, created by Jessica, was presented to the board.

Jessica elaborated on the dashboard. The dashboard is a tracker of what she is working on. She volunteered to share the template if other committee chairs wanted to utilize the template.

#### **C. MetLCS Values**

Aaron reported that as the strategic plans are being created, both Kurt and Tyra's values will be included in the values.

### **VIII. Nominating Committee Update**

#### **A. Nominating Committee Update**

Kamaria discussed that there has been a steady flow of applicants for the board member position. She shared that she believes that there should be a pause at this point to ensure that the new board members are really acquainted with the board and the board should also figure out how many board members are ideal for the board.

### **IX. Board Member Interview**

#### **A. Board Member Interview**

Kamaria introduced Dymah as a board interviewee.

Dymah was asked why she wanted to be on the board; she replied about the social disparities and

Dymah was asked what her strengths were; she replied that she has a lot of ideas to help.

Dymah was asked how she would be a valuable asset to fundraising; she replied that her ideas about the roof top.

Dymah was asked what her weaknesses were; she responded she is an introvert. She also acknowledged that she needs to stay on top of the changes to ensure sustainability.

Dyman was asked how she sees herself fitting in socially with the board; she responded that she has no reservation because it is clear that all of the members are working towards the same common goal.

Not afraid to share her ideas, even opposing ones in a productive manner. Run off ideas with new information. Innovative. Real with real life experience.

### **X. Executive Session**

#### **A. Executive Session**

A. Bothner made a motion to go into Executive Session.

T. Bryan seconded the motion.

The board **VOTED** unanimously to approve the motion.

A. Bothner made a motion to exit Executive Session.

T. Bryan seconded the motion.

The board **VOTED** unanimously to approve the motion.



A. Bothner made a motion to invite candidate Ms. Dymah Paige to join the Finance sub-committee for three months; after that her candidacy would be reevaluated and she would possibly be asked to join the full Board at the June Annual meeting.

J. McDonald seconded the motion.

The board **VOTED** unanimously to approve the motion.

## **XI. Closing Items**

### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:43 PM.

Respectfully Submitted,

M. Alston



APPROVED



## Metropolitan Lighthouse Charter School

### Minutes

#### Metropolitan Lighthouse Charter School Board Meeting

---

##### **Date and Time**

Thursday April 23, 2020 at 6:30 PM

##### **Location**

Join Zoom Meeting

<https://zoom.us/j/92837126608?pwd=K1VIYkFYTWFEK2QxQmtEaWpMQ1c4Zz09>

Meeting ID: 928 3712 6608

Password: 530660

One tap mobile

+13126266799,,92837126608# US (Chicago)

+16465588656,,92837126608# US (New York)

---

##### Mission

We prepare our students for college through a rigorous arts-infused program.

##### Vision

All students will be taught by a highly effective teacher in a nurturing environment and will achieve at high levels. Each student will develop the knowledge, skills and values necessary for responsible citizenship and life-long learning. The impact of our collective efforts will fundamentally change public education.

---

##### **Trustees Present**

A. Bothner (remote), A. Khatiwada (remote), E. Chen (remote), J. Boulet (remote), K. Brisseau (remote), M. Dorrie (remote), S. Pressley (remote), T. Bryan (remote)

##### **Trustees Absent**

J. McDonald

##### **Guests Present**

A. Khanyile (remote), Anthony Brown, B. Elliott (remote), C. Russell (remote), Jason McNatt, K. Davidson (remote), K. McGuire (remote), Kaditou Conteh, Kirstyanne Prescott, M. Alston (remote),



M. Rivera (remote), M. Rousseau (remote), Megan Whitehead, Stephanie Miranda, T. Williams (remote)

---

## **I. Opening Items**

### **A. Record Attendance and Guests**

### **B. Call the Meeting to Order**

A. Bothner called a meeting of the board of trustees of Metropolitan Lighthouse Charter School to order on Thursday Apr 23, 2020 @ 6:37 PM at

Join Zoom Meeting

<https://zoom.us/j/92837126608?pwd=K1VIYkFYTWFEK2QxQmtEaWpMQ1c4Zz09>

Meeting ID: 928 3712 6608

Password: 530660

One tap mobile

+13126266799,,92837126608# US (Chicago)

+16465588656,,92837126608# US (New York)

Courtney Russell is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://zoom.us/j/92837126608?pwd=K1VIYkFYTWFEK2QxQmtEaWpMQ1c4Zz09>

Meeting ID: 928 3712 6608

Password: 530660

One tap mobile

+16465588656,,92837126608# US (New York)

### **C. Review the Agenda**

Aaron Bothner reviewed the agenda.

### **D. MetLCS Mission/Vision Reflection and Grounding**

Ellen Chen spoke about what the mission and vision means to her. She believes people need to be well-rounded. An art-infused program will help kids to think more broadly and appreciate more about what is not in the books. Additionally, she shared that she is a product of public education. She wholeheartedly believes that public education can change a person. She further shared a specific example one of her favorite teachers in 6th grade.

### **E. Staff Presentations - Met K - 8**

Aaron Bothner reflected on how remote learning started and how we have tracked this process. He stated in thinking of this, the board thought that it would be great to hear from teachers.

Kurt Davidson introduced both Megan Whitehead (6th Grade Math Teacher) and Kaditou Conteh (6th Grade ELA Teacher).

Kaditou Conteh shared that the relationships that were created before the remote learning began are essential to ensuring that remote learning is successful. She also shared that she didn't utilize the Chromebooks with scholars so her transition was a little harder than it was



for math. But she also has structures in place. With the routine she has created, she has seen great results.

Megan Whitehead shared that she feels as though that the teachers work as a team. So after each session they will say whose session they need to attend next. She also stated that she has created a format for her sessions that are consistent for all of her live sessions with scholars. There will be a spirit week to 6th grade next week as well. A lot of the tools that are being utilized are now being utilized in remote learning, so this was an easy transition for our scholars.

Aaron Bothner asked the teachers if they have thought about the transition back to in school learning.

Megan Whitehead shared that she really likes Zoom and feels as though it would still be utilized when school is back in session. She also likes that Zoom records so scholars can access the lessons later.

Kaditou Conteh shared that she also agreed with the recorded lessons really helping students as they are able to continuously access the information.

Ellen Chen complimented the teachers on their work thus far.

Aaron Bothner also complimented the teachers work.

#### **F. Staff Presentations - MetCPA 9 - 12**

Tyra Williams introduced Anthony Brown (Assistant Principal), Jason McNatt (Dean of Scholars) and Kirstyanne Prescott (Business CTE teacher).

Kirstyanne Prescott shared that technology has always been intergrated into her class. She shared her screen and shared a current project that the 9th graders are working on. She went through the project instructions and what she is expecting from them with this specific project.

Aaron Bothner thanked Kirstyanne Prescott.

Jason McNatt shared that we may have thought that the transition would be easy, however it was not. High school scholars did not think that online school carried the same expectations as in school. Parent communication is key. Families are opening the "virtual" doors of their homes. The school is also supporting parents through this process. He shared that kids are were really uncomfortable with their settings. He shared a specific example about a scholar and his struggle. He also shared the specific work that he is doing to support this scholar. Communication is the key to remote learning, it takes a village. He said he always knew relationships were important but now more than ever he understands and appreciates them. He said as a result of the overall work, he thinks that they will end the the year in a strong position. He then went over the marking period three report. He detailed the targets and what work was being done to support those scholars. With the supports in place, all scholars will pass classes which is remarkable.

Kamaria Brisseau asked if data cards were an option.

Jason McNatt reported that he would work with Melissa Alston to see if this was a possibility.

Aaron Bothner thanked Jason McNatt for doing all of the remarkable work at the school.



Anthony Brown reported that the virtual world has created a different world. He spoke of the change in schedule and making an open door policy. He shared that he and Ms. Williams are looking at supporting teachers from their point of view but also from the teachers point of view as well. He also shared that he teachers a class per day and that allows him to better understand what teachers experience during this time. He shared that there is also a 24 hour tutoring program where scholars can get the support that they need at any time of the day. Anthony also spoke about blended learning. He also made mention of how the programs they are utilizing helps ensure the rigor is there to ensure the connect to standardized testing.

Aaron Bothner thanked all of the speakers.

#### **G. COVID-19 State of the School Update**

Kurt Davidson K-8 Principal reported that the lower school has made contact with every parent in the school. One of the items they are tracking is attendance. Another item they are tracking is the red flag scholars. Those scholars are being tracked by the culture team and being supported accordingly. 66% of the scholars are utilizing the zoom completely 100% of the home. 16% are red flags and 100% of them have been supported remotely by the culture team. 80% of the scholars are in attendance on Zoom. Kurt also shared that because all teachers provide two sessions per day, this allows flexibility for those scholars helping their siblings. Kurt reported that they outlined more detailed expectations with the leaders input over Spring Break. He shared the school also had 4 family town halls last week, two English and two Spanish to ensure accessibility. Kurt also shared specific examples of what assessments look like for math and ELA. On Fridays they have team meetings by grade span. On Tuesdays they have content team meetings. These meetings help assess and ensure rigor of instruction. What makes us unique is the culture of the school. Collaboration and structure are key. A crisis is a chance to get our students ahead if we are on offense and not on defense. The goal is to walk back into the school hitting the ground running.

Aaron Bothner thanked Kurt for providing background on his process.

Tyra Williams CPA Principal shared that they look at a few different platforms to assess the scholar's work, not just Zoom. Teachers are expected to report on level of attendance by scholar. A lot of time is being spent reaching out to families for their support. She reported that there is only one student who they are having a hard time getting in contact with. Tyra shared her screen to show attendance data for the CPA. They track the trending attendance and have conversations with teachers. They utilize this to support teachers where needed. IAs were given this week through Castle Learning. They are timed and randomized. Make ups were allowed but needed to be approved by the principal. Virtual learning does not lessen the accountability level that the scholars are being held to. Her and the team has to find ways to ensure that they produce data that is integrity driven. During May's board meeting results for this month's IAs will be shared out. Additionally, project based learning was opened up to all teachers. She asked her teachers to think outside of the bus and provide authentic learning. Lesson plans need to reflect this thinking. Admin supports teachers with this process. She explained the CPA schedule which runs on a Monday, Wednesday and Friday schedule for small group instruction and Tuesday and Thursday on the regular schedule that reflects what you see in the school building.

Aaron Bothner shared that the overview was helpful. Being able to triangulate between all the data points is helpful. He invited everyone to add questions in the chat for Tyra, Kurt and Karin to answer.

## **II. Education Committee**



#### **A. Education Committee Report**

Ellen Chen invited Karin to take the board through the process of project based learning.

Karin McGuire shared that the school leadership team meets, a small group of teachers will collaborate, the national team will meet. There will be more to come here.

### **III. LHA Updates**

#### **A. Enrollment Update**

Melissa Alston reported on the number of applications going into the lottery as of March 10th, 2020. She reported a healthy amount of applications considering the shift to remote learning and closing the school building. We had more in district applications than the 2019-2020 school year and we only down about 500 applications overall. With an estimated 79 seats to fill, we ran the lottery with 2006 applications. This is only a 3% acceptance rate which puts us in a strong position to maintain a healthy waitlist with 97% of our total number of applications being waitlisted.

Melissa Alston also reported that the lottery ran successfully on Wednesday, April 15, 2020 at 5pm. The lottery took place via Zoom and was recorded and the audio was subsequently transcribed. We opened 52 seats for Kindergarten, 25 seats for 9th grade and 2 seats for 12th grade. The deadline for initial acceptance of a seat for those selected in the lottery is Friday, May 1, 2020. About 20 parents attended the Zoom call. We ran the lottery for all 13 grades individually. As of right now we have 32 seats accepted with 8 more days until the deadline for acceptance. From there we will proceed to call parents on the wait list, if needed. Once seats have been fully accepted, we will move on to virtual registration. Our registration process has been fully transformed to be able to be completed online. This includes uploading all support documents. The principals will also create a video message to welcome new families to the Met family. This video will also have clips and pictures of the school environment. I am hoping that this video helps us to welcome families as they will not have the opportunity to be in the building to register.

Jessica Boulet asked whether we were on target for ELL and SpEd recruitment, and Melissa said that she does not have the information now, but she would report out once she does.

Aaron Bothner asked to consider what did we learn and what could be improved.

### **IV. Public Comments**

#### **A. Public Comments**

There are no public comments.

### **V. School Operations**

#### **A. Financial Report**

MaryBeth Rousseau (LHA Controller) shared out that we are in a strong financial position. The school has 217 days of cash on hand. The ebt to service ratio 2.51. Budgeted enrollment increased to 642. There is a year to date surplus of about one million dollars. The staff expenses line below budget due to vacancies not being filled. Operating supplies and equipment line is over budget due to the purchase of additional chromebooks for remote learning.



A. Bothner made a motion to approve March financials.  
T. Bryan seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**B. MetLCS Investment Update**

Brent Elliot reported on the investment of 5 million and the total is now 5.2 million. All investments are all adhered to by board policy.

Kamaria Brisseau shared that it is great news that investments are not down due to the current climate.

**C. FY20 Budget Amendment**

Aaron Bothner introduced the reason for the second budget amendment of the school year. The principals approached the board to try to utilize some of the operating surplus from this school year to support this decision to add the most value for students. We would be voting on the allocation of this money.

Courtney Russell shared out that the principals sacrificed some items on the budget to ensure that we put people first.

Aaron Bothner identified that Courtney made a good point in that our budgeted dollars are uncertain with an anticipated 5% reduction next year. We need to budget through uncertainty.

Ellen Chen asked how often could budgets be amended. Aaron answered that we would want to only do this during extraordinary circumstances and as per the bylaws. Ellen asked as she wanted to ensure flexibility if remote learning needs to continue. Aaron also shared that they touched based with the auditors to ensure this was allowable.

Mary Beth confirmed they discussed the budget amendment with the auditors

Aaron Bothner credited the principals and LHA for doing this work.  
A. Bothner made a motion to approve the FY 20 budget amendment.  
S. Pressley seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**D. FY21 Budget**

Aaron Bothner talked briefly through the narrative and invited the board to read it ahead of the vote for May's board meeting. Questions before next meeting should be directed to Shanta Pressley.

**E. Spend Policy**

Shanta Pressley and Aaron Bothner have been looking to create a spend policy. She shared that she hopes to have a document in front of the board in the next coming months that can then subsequently be implemented for the next school year. Shanta shared this is not a document that currently lives anywhere.

Aaron Bothner invited everyone to share thoughts/research during this process. How much of an investment account should we have and when should it be increased or decreased.

Kamaria Brisseau shared that she would like to help support as she has worked on similar projects in the past.

Elen Chen asked for a PPP update. Aaron Bothner stated that LHA approached them on applying for a loan to help support during this time. None of this money is accounted for



anywhere as it is not completed at this time. However more to come on the usage of funds if received.

**F. MetLCS Technology RFP**

Courtney Russell shared that the principals wanted options in regards to the management of the technology services for the school to compare services and pricing. Because of this an RFP was issued. They were researched and many provided by the New York City Charter Center. Where we are is on Monday, Tyra, Kurt, Karin and Courtney will convene on a call and go through the RFPs that were submitted. The decision needs to be made very quickly following this review.

Aaron Bothner asked if the timing lines up for the next board meeting. Courtney stated that this is not something that the Board has voted on in the past. He stated he would look to rely on what LHA and the principals determine what is best.

**G. Facilities**

Monica Rivera reported that construction has continued last Wednesday with approval from the city. An FDNY inspection was delayed from May to June. The space will be finished by the the second week of May but cannot be occupied until the FDNY inspection is complete and a certificate of occupancy is issued to the school. She suggested a three month extension on the insurance to ensure project completion.

Aaron shared out that he and Monica are working closely on the insurance piece.

**H. MetLCS Rooftop Ribbon Cutting**

Monica Rivera reported that a September grand opening would be best at this point. Monica also shared out that there will be money in contingency to support this ceremony.

Aaron Bothner shared out that this will now be a back to school event. The board will revisit this in July to continue to move the project forward.

**VI. Board Governance**

**A. Approve Minutes from March 2020 Meeting**

J. Boulet made a motion to approve the minutes from March 2020. Metropolitan Lighthouse Charter School Board Meeting on 03-26-20.

T. Bryan seconded the motion.

The board **VOTED** unanimously to approve the motion.

**B. Board Strategic Initiatives Review**

Jessica Boulet shared that the board strategic priorities survey needs to be completed by the board, there are only two responses including her thus far.

Aaron Bothner shared with the board that the deadline will extend to the beginning of next week for the board. He also shared the importance here ahead of the annual board meeting.

Kamaria Brisseau asked if it was allowable to schedule a zoom meeting for the board members. Aaron asked Jessica to look into if this was allowable. Jessica reported that it is allowable but if it was more than five people it would be subject to open meeting laws. She suggested maybe taking this to a committee call.

It is Aaron's intention to have this ready in draft for the May board meeting. Aaron asked for a follow up on Doodle to gauge interest.



Aaron reported that the annual board meeting is in June. He stated that he received positive feedback in regards to the meeting. A Doodle for the board's availability in June will also go out.

**C. MetLCS Values**

Aaron requested that both principals send him what they have in regards to values from the school level.

**VII. Nominating Committee Update**

**A. Nominating Committee Update**

Kamaria Brisseau talked about board member specialties. On the current list, the board is seeking the following: finance experience, a member of the community, legal experience, education experience, a parent from the school community, real estate experience, Spanish speaking, someone with technology experience, someone with disability experience and someone with governance experience.

Kamaria asked for an extension for more suggestions.

Ellen Chen stated that she knows a special needs lawyer and asked if she could join as a non-voting member or remote board member. Ellen asked whether the attorney could join the board even though she could not attend in person. Jessica Boulet responded that members of the public who wish to volunteer their expertise could become committee members even without becoming full board members.

Kamaria Brisseau reported that the board recruiting efforts are on pause for now and reopening of the process will be considered in the future.

**VIII. Executive Session**

**A. Executive Session**

A. Bothner made a motion to move into executive session to speak about potential litigation and employment matters concerning a corporation.

T. Bryan seconded the motion.

The board **VOTED** unanimously to approve the motion.

J. Boulet made a motion to exit executive session in which potential litigation and employment matters concerning a corporation were discussed.

A. Khatiwada seconded the motion.

The board **VOTED** unanimously to approve the motion.

J. Boulet made a motion to authorize school counsel to proceed with potential litigation with the perimeters discussed in executive session.

S. Pressley seconded the motion.

The board **VOTED** unanimously to approve the motion.

**IX. Closing Items**

**A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:15 PM.

Respectfully Submitted,

A. Bothner





# Bronx Lighthouse Charter School

## Minutes

### Bronx Lighthouse Charter School Board Meeting

---

#### Date and Time

Thursday June 18, 2020 at 6:30 PM

---

#### Trustees Present

A. Abreu (remote), B. Thompson (remote), J. Lopez-Molina (remote), K. Shah (remote), N. Jones (remote), R. Granado (remote), S. Jean-Jacques (remote), S. Sutherland (remote), T. Wethington (remote)

#### Trustees Absent

A. Adderley, D. Underwood, J. Reyes, V. Caba

#### Guests Present

Adebunmi Savage, B. Elliott (remote), C. Russell (remote), Jacqueline Young, Jennifer Clayton, M. Dorsey (remote), M. Rousseau (remote), T. Brown (remote)

---

### I. Opening Items

#### A. Record Attendance and Guests

#### B. Call the Meeting to Order

J. Lopez-Molina called a meeting of the board of trustees of Bronx Lighthouse Charter School to order on Thursday Jun 18, 2020 @ 6:36 PM.

### II. Public Comments

#### A. Public Comments

J. Lopez-Molina opened the floor to any public comments.

No public comments.

J. Lopez-Molina asked if the Board meeting is not a password-protected meeting. Concern presented because of the absence of public attendees since the onset of virtual meetings.



Board meetings should be open to the public and when posting the link should be listed on the posting.

Courtney Russell confirmed that the Board Meeting is both available on the portal and posted at the school with the password and link information included in all postings.

### **III. BLCS/BLCPA Staff Presentation**

#### **A. BLCS/BLCPA Staff Presentation**

Principal Brown introduced Jacqueline Young, LA Academic Staff Member.

Ms. Jacqueline Young, when first meeting Principal Brown expressed the desire to be Teacher of the Year.

Jacqueline Young provided a brief history of her personal growth from a youth who grew up in the Bronx, a scholar of PS156, a law school student to an academic staff member at Bronx Lighthouse Charter School. Ms. Young provided her history from TFA, leading up to 7 years of teaching. She expressed the challenges and steps that she has taken to successfully navigate through this season of transition due to COVID 19.

The Board complimented and asked if the Board can do anything to help and support her during this season at Bronx Lighthouse Charter School.

Ms. Young feels very supported and would like the Board to continue to support the school leadership team.

### **IV. Board Governance**

#### **A. Approve Minutes**

J. Lopez-Molina made a motion to approve the minutes from Bronx Lighthouse Charter School Board Meeting on 05-21-20.

R. Granado seconded the motion.

Strike - 3rd bullet to be removed from Finance Section related to forgive ability of the loan.

The board **VOTED** unanimously to approve the motion.

J. Lopez-Molina made a motion to approve the minutes from BLCS Emergency Board Meeting on 05-26-20.

S. Jean-Jacques seconded the motion.

The board **VOTED** unanimously to approve the motion.

#### **B. BLCS Innovation Award**

Innovation Award /Culture Committee

On hold

#### **C. BLCS Annual Meeting/Elections**

BLCS Board Term voting activity. Approximately 2 years ago the Board worked with Susan Briggs to revise the bylaws, as part of that process the Board wrote in that annual elections would occur. There are 2 classes (Class A & Class B) that will term in June of 2020 and 2021.

Voting is needed for the following positions:

Classes & Term Renewals:

Terrence Underwood

Adrian Adderley

Nikali Jobes

Robb Granado



Sara Jean-Jacques  
Alexandra Abreu

Officers:

Javier Lopez-Molia  
Nikali Jones  
Sara Jean -Jacques  
Robb Granado

Committees:

Executive:

Javier Lopez-Molina  
Nikali Jones  
Sara Jean-Jacques  
Robb Granado

Finance:

Robb Granado  
Tom Wethington  
Johan Reyes

Education and Accountability:

Nikali Jones  
Stacy Sutherland  
Briar Thompson  
Adrian Adderley  
Alexandra Abreu

Ad Hoc Work Groups :

CEO Support and Evaluation:

Nikali Jones  
Javier Lopez-Molina  
Rober Granado  
Vilma Caba

School Culture:

Vilma Caba  
Adrian Adderley  
Stacy Sutherland  
Terrence Underwood

J. Lopez-Molina made a motion to renew Terrence Underwood as a Board Member.

K. Shah seconded the motion.

The board **VOTED** unanimously to approve the motion.

J. Lopez-Molina made a motion to renew the term for Adrian Adderley.

R. Granado seconded the motion.

The board **VOTED** unanimously to approve the motion.

J. Lopez-Molina made a motion to renew Nikali Jones as a Board Member.

R. Granado seconded the motion.

The board **VOTED** unanimously to approve the motion.

J. Lopez-Molina made a motion to renew Robb Granado as a Board Member.

B. Thompson seconded the motion.

The board **VOTED** unanimously to approve the motion.

J. Lopez-Molina made a motion to renew Sara Jean-Jacques as a Board Member.

B. Thompson seconded the motion.

The board **VOTED** unanimously to approve the motion.

J. Lopez-Molina made a motion to renew the term for Alexandra Abreu as a Board Member.

B. Thompson seconded the motion.



The board **VOTED** unanimously to approve the motion.  
J. Lopez-Molina made a motion to renew Board Chair - Javier Lopez-Molina.  
K. Shah seconded the motion.  
The board **VOTED** unanimously to approve the motion.  
J. Lopez-Molina made a motion to renew Nikali Jones as Vice -Chair of the Board.  
B. Thompson seconded the motion.  
The board **VOTED** unanimously to approve the motion.  
J. Lopez-Molina made a motion to renew Sara Jean-Jacques as the Board Secretary.  
B. Thompson seconded the motion.  
The board **VOTED** unanimously to approve the motion.  
J. Lopez-Molina made a motion to renew Robb Granado as the Board Treasurer.  
B. Thompson seconded the motion.  
The board **VOTED** unanimously to approve the motion.  
J. Lopez-Molina made a motion to reappoint Javier Lopez-Molina, Nikali Jones, Sara Jean-Jacques and Robb Granado to the Executive Committee and add Keyur Shah to the Executive Committee.  
B. Thompson seconded the motion.  
The Executive Committee currently has 4 members but the committee is supposed to have 5 Members. Keyur Shah has agreed to join the Executive Committee. The board **VOTED** unanimously to approve the motion.  
J. Lopez-Molina made a motion to motion to reappoint Robb Granado, Tom Wethington and Johan Reyes to the Finance and Audit Committee.  
B. Thompson seconded the motion.  
The board **VOTED** unanimously to approve the motion.  
J. Lopez-Molina made a motion to reappoint Nikali Jones, Stacy Sutherland, Briar Thompson, Adiran Adderley, Alexandra Abreu to the Education and Accountability Committee.  
R. Granado seconded the motion.  
The board **VOTED** unanimously to approve the motion.  
J. Lopez-Molina made a motion to appoint Javier Lopez-Molina, Nikali Jones, Robb Granado, Vilma Caba, and Keyur Shah to the CEO Support and Evaluation Ad Hoc Group.  
B. Thompson seconded the motion.  
Ad Hoc Working Groups: Have not discussed these in a while.  
Group that reviews how we support and evaluate the CEO - Principal Brown. Keyur Shah has volunteered to be added to this group. The board **VOTED** unanimously to approve the motion.  
J. Lopez-Molina made a motion to reappoint Vilma Caba, Adrian Adderley, Stacy Sutherland, and Terrence Underwood to the School Culture Ad Hoc Working Group.  
B. Thompson seconded the motion.  
The board **VOTED** unanimously to approve the motion.  
J. Lopez-Molina made a motion to accept the resignation of Khori Whittaker as the Secretary of the Bronx Property Holding Group.  
B. Thompson seconded the motion.  
The board **VOTED** unanimously to approve the motion.  
J. Lopez-Molina made a motion to accept the resignation of Hagos Mehreteab as a member of the Bronx Property Holding Company.  
B. Thompson seconded the motion.  
The board **VOTED** unanimously to approve the motion.  
J. Lopez-Molina made a motion to accept the resignation of Gerry Wilson as a member of the Bronx Property Holding Company.  
B. Thompson seconded the motion.  
The board **VOTED** unanimously to approve the motion.  
J. Lopez-Molina made a motion to appoint Tom Wethington as the Secretary of the Bronx Property Holding Company.  
B. Thompson seconded the motion.  
The board **VOTED** unanimously to approve the motion.



J. Lopez-Molina made a motion to appoint Robb Granado as the Treasurer of the Bronx Property Holding Company.

B. Thompson seconded the motion.

The board **VOTED** unanimously to approve the motion.

J. Lopez-Molina made a motion to appoint Javier Lopez-Molina as the President of Bronx Property Holding Company.

B. Thompson seconded the motion.

The board **VOTED** unanimously to approve the motion.

J. Lopez-Molina made a motion to accept the resignation of Eric Kinsey from the Bronx Support Corporation.

B. Thompson seconded the motion.

The board **VOTED** unanimously to approve the motion.

J. Lopez-Molina made a motion to appoint Keyur Shah as Treasurer, Courtney Russell as Secretary and Robb Granado as President of the Bronx Support Corporation.

B. Thompson seconded the motion.

The board **VOTED** unanimously to approve the motion.

**D. 1005 Intervale Avenue Update from Orrick**

Courtney Russell - Bond counsel on 1005 Intervale Avenue deal

There will be activity for the July Board Meeting, to work around the transition related to the name change and the LHA transition.

**E. 1005 Intervale Avenue - Dissemination Agent**

Courtney Russel

1005 Intervale - Urban Futures, Jon has left Urban Future and has started his own company.

He has offered to continue to partner with us or we can stay with Urban Futures.

No vote needed but the Board has been made aware of a change in the dissemination agent.

**F. Pharos Academy Charter School/Board Strategy Meeting**

Link for doodle, the Board needs to fill out the doodle. All board members are encouraged to be involved in this meeting. Board needs to take a good look at the alignment of the Charter, Leadership Philosophy and the activates we are currently supporting on the ground.

**V. Follow Up Items**

**A. Follow Up Items**

No follow up items to discuss.

**VI. BLCS/PACS Strategic Directives**

**A. BLCS/PACS Strategic Directives**

Presentation provided by Jennifer Clayton

Consulting Work that Jennifer Clayton has projected:

GAP Analysis report presented in detail the results of the analysis.

GAPS discussed and categorized in 3 areas:

1. Operations
2. Talent Management
3. Board/Leadership

Operations Gaps:



1. Mission-
2. Curriculum- not meeting state standards
3. Academic Intervention- program for struggling students is underdeveloped
4. Fingerprint
5. Complaint Procedure authorizer missing

Talent Management:

1. Job Descriptions tied to performance evaluations
2. High Teacher Turnover - common in Charter Schools
3. Lack of in house expertise (curriculum selection, teaching, coaching, etc) - Mismatch of expertise and teacher certification.

Board/Leadership Team Gaps

1. Expectations and evaluations of leadership is unclear and unmatched
2. Improvement Cycle - a commitment to continuous improvement
3. BLCS Developed Products - install process that is evaluated against student outcomes
4. BLCS Language - not intelligible to outsiders

Growth Opportunities Priority Tool provided the following suggested improvement:

1. Fingerprint Clearance
2. Authorizer
3. Update Charter
4. Leadership Job Descriptions
5. Curriculum Planning
6. Improvement Planning
7. Plain Language

Strategic Investments

1. Academic Intervention (RTI- Response to Intervention)
2. Expertise/Credentials - Teacher certification
3. Turnover - Employee turnover, retention and engagement
4. Product Development and Testing

Project Ownership, Deadlines & Costs

Jennifer Clayton provided a table to address the areas presented in project format with ownership and cost details.

## **VII. Culture Committee Report**

### **A. Culture Committee Report**

Stacy Sutherland provided an update on committee activity.

Phone call with Ms. Mosby and Ms. Mosby has agreed to stand in as the direct contact to the school.

Full meeting was not held due to attendance, rescheduling is in the works.

## **VIII. Finance Committee Review**

### **A. Finance Committee Report**

Robb Granado provide finance committee update:

Prepared financials are available in the Board packet.

BLCS remains on budget, on track for a balanced budget, and in compliance with all covenants.

Would like to include in the next board meeting packet a year-end reflection. We will have a balanced budget and hit all requirements in doing so. Line by line assessment will allow the Board to review all areas of the budget.

Pre-Audit underway with w 3rd party independent auditor.



Approval of financial policies will be held at the next board meeting.

R. Granado made a motion to Approve the May 2020 Financials as presented in the Board Packet.

J. Lopez-Molina seconded the motion.

The board **VOTED** unanimously to approve the motion.

**B. BLCS Scholarship Program/Fundraising Monies**

Nothing specific to add at this meeting. To be discussed at the next month's Board Meeting.

**C. Credit Card Owners**

Check signers from LHA to Javier, Lopez-Molina , Travis Brown and Courtney Russell.

Credit Card with Chase Inc Business Card -

Request for the Board to approve Maria Dorsey as the primary cardholder.

**IX. Academic Committee Report**

**A. Academic Committee Report**

Nikali Jones provided updated related to:

Meeting was held last week:

K-8 Summer School for Math & English- 1 hour of live teaching each day.

For scholars who are at risk of promotion or having trouble over the past few months.

Graduation updates estimated to approximately 70% of students to graduate by June.

15% to graduate by August. These are the best estimates, the possibility of being less.

Difficult to get all students to adapt to online learning and complete the work they need to do.

To be fair, it is across the board in the state in general. Online learning was an immediate transition due to the current situation.

This has been a great challenge for everyone in the country,

12 Grade students hit the hardest. A group that was already struggling as a cohort before the transition. Online learning created an extra barrier, which has created the 70% June graduation expectancy. Possibility of being a little lower, but as a school, we have to continue to reach out and match the people with the students to assist the scholars in getting over the humps and challenges.

Teacher vacancies remaining but confidence is high in filling these vacancies, Power event of the year, staff zoom call to discuss the George Floyd tragedy and the surrounding events of police brutality. It was good to encourage the interaction of scholars and staff members.

The school will continue to support these issues of equality, diversity, and race in the organization.

Student tracking, assessment NWEA K-8 scheduled for next week.

Graduation concerns, across the country. Our school reacted quickly, ahead of the curve to get things set up. Possible a comparison of how we did across the board will provide a better sense..

Adebunmi Savage provided presentation around:

1. Online Learning - Attendance 80%

2. Upcoming Testing Information:



- Grades K-8 NWEA Reading & Math & Grades 9-12- Final Exams
  - Report will be available at the next meeting
3. Testing results will be available for the July 2020 Board Meeting
4. BLCS State Test Proficiency Report presented and discussed. ELA & Math percentages discussed in detail from 2015 to the present date.
5. Regents Pass Rates compared for 2017-18 and 2018-19 School Year  
6 out of 10 Exams showed an increase in pass rates and 4 of 10 showed a decrease whether slight or significant. This will provide instruction or curriculum adjustments are needed.
6. Class of 2020/2021 March 2020 Scores compared  
Last Year 2 Scholars scored above 1200.  
This year 6 Scholars scored 1200 above on the first attempts.  
Travis Brown enlisted an outside partner with the SAT preparation. This may be one of the leading factors for this years SAT results.
7. Assessments next week will be available at the July 2020 Board Meeting
8. Assessment Focus, Summer Instruction and Culture Focus - We encouraging all scholars to attend. Attending live instruction Week A & Week B scheduling. All teachers have been hired for the Summer School activities.
9. Culture Focus: Become more responsive instead of reactive to the current events surrounding School culture.
- End of Year assessments - comparisons will be available at a later date. Online learning may have an impact but the data will be valuable as we may have to continue to utilize online learning in the future.

## **X. Principal's Report**

### **A. Principal's Report**

Graduation Plans - Plans will be sent out to the Board. It will be a virtual service, where everyone can attend.

## **XI. School Operations**

### **A. BLCS Fundraising**

To be discussed at the next Board Meeting.

### **B. BLCS Transition Items**

Courtney Russell provided update transition plan:

LHA transition and Name Change are moving smoothly

Tuesday evening public hearing was held and all went well. 19-20 people attended, almost all spoke favorably in terms of both changes.

NYC Dept of Education and State - July 13-14 expected date of state-level review.

Link to the transition plan is shared and available for the Board to review.



Little Bird HR implementation process working well with positive feedback from staff members.  
Moving into next phase of payroll with Paylocity.

HR compliance  
Standard procedures and processes draft will be available by mid-July.

Board requested the availability of recording of the public hearing and the Chancellors review of the transition process. Courtney will look into the recording accessibility and contact Robb & Javier with details.

#### **C. BLCS 2020 - 2021 Personnel Handbook**

J. Lopez-Molina made a motion to Approve the BLCS 2020-2021 Personnel Handbook.  
B. Thompson seconded the motion.  
The board **VOTED** unanimously to approve the motion.  
Personnel Handbook provided in the Board Packet.

Courtney provided updates related to the changes in the handbook.  
Handbook Comparison - Pages provided a listing of the changes.

Highlights noted around the major changes and additions to the handbook:

1. In House Expertise available for legal review and compliances.
2. Legal Requirements for part-time employees.
3. Sexual Harassment Policy
4. Paid Parental Leave - Six Weeks of Paid Parental Leave

#### **D. NYSED Annual Report - Disclosure of Financial Interest Form**

New form will be sent out to all board members. State reporting requirement that needs to be completed and presented in August 2020.

Requested that Board Members complete within a month and send back to Courtney Russell.

## **XII. Facilities**

### **A. Facilities Report**

Cleaning Services- FY21  
RFP presented to cleaning vendors, received 8 strong proposals.  
Recommended vendor: ProClean Janitorial Services  
Comparison of current vendor and ProClean Janitorial Services presented and discussed.

Board Questions:  
Discount availability  
Multi-Year Contract

Will a multi-year contract be wise during the current conditions. Variables may not require the same form of maintenance. We need to factor in COVID within the cleaning contract agreement.

J. Lopez-Molina made a motion to Courtney and Maria negotiate with CEBA and ProClean for contracts around cleaning up to \$176,500.00.  
R. Granado seconded the motion.  
The board **VOTED** unanimously to approve the motion.



**B. 1001/1005 Facilities Facade**

Outside of the BLCS Building- Signage

RRP created by Courtney Russell.

2 Recommended vendor(s): \$ 25,000 and \$34,000

Wording/Signs will need to be down by a certain date as per Lighthouse Agreement

Paul Signs proposal provided to start the process. Decision meeting delegated to Courtney Russell

J. Lopez-Molina made a motion to Authorize Courtney Russell to sign for \$33,895.00, plus permit costs for external signage around the school.

S. Jean-Jacques seconded the motion.

The board **VOTED** unanimously to approve the motion.

**XIII. Executive Session**

**A. Executive Session**

J. Lopez-Molina made a motion to Enter into Executive Session.

R. Granado seconded the motion.

Jennifer Clayton invited into Executive Session The board **VOTED** unanimously to approve the motion.

J. Lopez-Molina made a motion to Exit Executive Session.

R. Granado seconded the motion.

Executive Session ended at 10:49 PM The board **VOTED** unanimously to approve the motion.

**XIV. Closing Items**

**A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:49 PM.

Respectfully Submitted,  
M. Dorsey





## Pharos Academy Charter School

### Minutes

#### Bronx Lighthouse Charter School Board Meeting

---

##### Date and Time

Thursday June 18, 2020 at 6:30 PM

---

##### Trustees Present

A. Abreu (remote), B. Thompson (remote), J. Lopez-Molina (remote), K. Shah (remote), N. Jones (remote), R. Granado (remote), S. Jean-Jacques (remote), S. Sutherland (remote), T. Wethington (remote)

##### Trustees Absent

A. Adderley, D. Underwood, J. Reyes, V. Caba

##### Guests Present

Adebunmi Savage, B. Elliott (remote), C. Russell (remote), Jacqueline Young, Jennifer Clayton, M. Dorsey (remote), M. Rousseau (remote), T. Brown (remote)

---

#### I. Opening Items

##### A. Record Attendance and Guests

##### B. Call the Meeting to Order

J. Lopez-Molina called a meeting of the board of trustees of Pharos Academy Charter School to order on Thursday Jun 18, 2020 @ 6:36 PM.

#### II. Public Comments

##### A. Public Comments

J. Lopez-Molina opened the floor to any public comments.

No public comments.

J. Lopez-Molina asked if the Board meeting is not a password-protected meeting.

Concern presented because of the absence of public attendees since the onset of virtual meetings.



Board meetings should be open to the public and when posting the link should be listed on the posting.

Courtney Russell confirmed that the Board Meeting is both available on the portal and posted at the school with the password and link information included in all postings.

### **III. BLCS/BLCPA Staff Presentation**

#### **A. BLCS/BLCPA Staff Presentation**

Principal Brown introduced Jacqueline Young, LA Academic Staff Member.

Ms. Jacqueline Young, when first meeting Principal Brown expressed the desire to be Teacher of the Year.

Jacqueline Young provided a brief history of her personal growth from a youth who grew up in the Bronx, a scholar of PS156, a law school student to an academic staff member at Bronx Lighthouse Charter School. Ms. Young provided her history from TFA, leading up to 7 years of teaching. She expressed the challenges and steps that she has taken to successfully navigate through this season of transition due to COVID 19.

The Board complimented and asked if the Board can do anything to help and support her during this season at Bronx Lighthouse Charter School.

Ms. Young feels very supported and would like the Board to continue to support the school leadership team.

### **IV. Board Governance**

#### **A. Approve Minutes**

J. Lopez-Molina made a motion to approve the minutes from Bronx Lighthouse Charter School Board Meeting on 05-21-20.

R. Granado seconded the motion.

Strike - 3rd bullet to be removed from Finance Section related to forgive ability of the loan.

The board **VOTED** unanimously to approve the motion.

J. Lopez-Molina made a motion to approve the minutes from BLCS Emergency Board Meeting on 05-26-20.

S. Jean-Jacques seconded the motion.

The board **VOTED** unanimously to approve the motion.

#### **B. BLCS Innovation Award**

Innovation Award /Culture Committee

On hold

#### **C. BLCS Annual Meeting/Elections**

BLCS Board Term voting activity. Approximately 2 years ago the Board worked with Susan Briggs to revise the bylaws, as part of that process the Board wrote in that annual elections would occur. There are 2 classes (Class A & Class B) that will term in June of 2020 and 2021.

Voting is needed for the following positions:

Classes & Term Renewals:

Terrence Underwood

Adrian Adderley

Nikali Jobes

Robb Granado



Sara Jean-Jacques  
Alexandra Abreu

Officers:

Javier Lopez-Molia  
Nikali Jones  
Sara Jean -Jacques  
Robb Granado

Committees:

Executive:

Javier Lopez-Molina  
Nikali Jones  
Sara Jean-Jacques  
Robb Granado

Finance:

Robb Granado  
Tom Wethington  
Johan Reyes

Education and Accountability:

Nikali Jones  
Stacy Sutherland  
Briar Thompson  
Adrian Adderley  
Alexandra Abreu

Ad Hoc Work Groups :

CEO Support and Evaluation:

Nikali Jones  
Javier Lopez-Molina  
Rober Granado  
Vilma Caba

School Culture:

Vilma Caba  
Adrian Adderley  
Stacy Sutherland  
Terrence Underwood

J. Lopez-Molina made a motion to renew Terrence Underwood as a Board Member.

K. Shah seconded the motion.

The board **VOTED** unanimously to approve the motion.

J. Lopez-Molina made a motion to renew the term for Adrian Adderley.

R. Granado seconded the motion.

The board **VOTED** unanimously to approve the motion.

J. Lopez-Molina made a motion to renew Nikali Jones as a Board Member.

R. Granado seconded the motion.

The board **VOTED** unanimously to approve the motion.

J. Lopez-Molina made a motion to renew Robb Granado as a Board Member.

B. Thompson seconded the motion.

The board **VOTED** unanimously to approve the motion.

J. Lopez-Molina made a motion to renew Sara Jean-Jacques as a Board Member.

B. Thompson seconded the motion.

The board **VOTED** unanimously to approve the motion.

J. Lopez-Molina made a motion to renew the term for Alexandra Abreu as a Board Member.

B. Thompson seconded the motion.



The board **VOTED** unanimously to approve the motion.  
J. Lopez-Molina made a motion to renew Board Chair - Javier Lopez-Molina.  
K. Shah seconded the motion.  
The board **VOTED** unanimously to approve the motion.  
J. Lopez-Molina made a motion to renew Nikali Jones as Vice -Chair of the Board.  
B. Thompson seconded the motion.  
The board **VOTED** unanimously to approve the motion.  
J. Lopez-Molina made a motion to renew Sara Jean-Jacques as the Board Secretary.  
B. Thompson seconded the motion.  
The board **VOTED** unanimously to approve the motion.  
J. Lopez-Molina made a motion to renew Robb Granado as the Board Treasurer.  
B. Thompson seconded the motion.  
The board **VOTED** unanimously to approve the motion.  
J. Lopez-Molina made a motion to reappoint Javier Lopez-Molina, Nikali Jones, Sara Jean-Jacques and Robb Granado to the Executive Committee and add Keyur Shah to the Executive Committee.  
B. Thompson seconded the motion.  
The Executive Committee currently has 4 members but the committee is supposed to have 5 Members. Keyur Shah has agreed to join the Executive Committee. The board **VOTED** unanimously to approve the motion.  
J. Lopez-Molina made a motion to motion to reappoint Robb Granado, Tom Wethington and Johan Reyes to the Finance and Audit Committee.  
B. Thompson seconded the motion.  
The board **VOTED** unanimously to approve the motion.  
J. Lopez-Molina made a motion to reappoint Nikali Jones, Stacy Sutherland, Briar Thompson, Adiran Adderley, Alexandra Abreu to the Education and Accountability Committee.  
R. Granado seconded the motion.  
The board **VOTED** unanimously to approve the motion.  
J. Lopez-Molina made a motion to appoint Javier Lopez-Molina, Nikali Jones, Robb Granado, Vilma Caba, and Keyur Shah to the CEO Support and Evaluation Ad Hoc Group.  
B. Thompson seconded the motion.  
Ad Hoc Working Groups: Have not discussed these in a while.  
Group that reviews how we support and evaluate the CEO - Principal Brown. Keyur Shah has volunteered to be added to this group. The board **VOTED** unanimously to approve the motion.  
J. Lopez-Molina made a motion to reappoint Vilma Caba, Adrian Adderley, Stacy Sutherland, and Terrence Underwood to the School Culture Ad Hoc Working Group.  
B. Thompson seconded the motion.  
The board **VOTED** unanimously to approve the motion.  
J. Lopez-Molina made a motion to accept the resignation of Khori Whittaker as the Secretary of the Bronx Property Holding Group.  
B. Thompson seconded the motion.  
The board **VOTED** unanimously to approve the motion.  
J. Lopez-Molina made a motion to accept the resignation of Hagos Mehreteab as a member of the Bronx Property Holding Company.  
B. Thompson seconded the motion.  
The board **VOTED** unanimously to approve the motion.  
J. Lopez-Molina made a motion to accept the resignation of Gerry Wilson as a member of the Bronx Property Holding Company.  
B. Thompson seconded the motion.  
The board **VOTED** unanimously to approve the motion.  
J. Lopez-Molina made a motion to appoint Tom Wethington as the Secretary of the Bronx Property Holding Company.  
B. Thompson seconded the motion.  
The board **VOTED** unanimously to approve the motion.



J. Lopez-Molina made a motion to appoint Robb Granado as the Treasurer of the Bronx Property Holding Company.

B. Thompson seconded the motion.

The board **VOTED** unanimously to approve the motion.

J. Lopez-Molina made a motion to appoint Javier Lopez-Molina as the President of Bronx Property Holding Company.

B. Thompson seconded the motion.

The board **VOTED** unanimously to approve the motion.

J. Lopez-Molina made a motion to accept the resignation of Eric Kinsey from the Bronx Support Corporation.

B. Thompson seconded the motion.

The board **VOTED** unanimously to approve the motion.

J. Lopez-Molina made a motion to appoint Keyur Shah as Treasurer, Courtney Russell as Secretary and Robb Granado as President of the Bronx Support Corporation.

B. Thompson seconded the motion.

The board **VOTED** unanimously to approve the motion.

**D. 1005 Intervale Avenue Update from Orrick**

Courtney Russell - Bond counsel on 1005 Intervale Avenue deal

There will be activity for the July Board Meeting, to work around the transition related to the name change and the LHA transition.

**E. 1005 Intervale Avenue - Dissemination Agent**

Courtney Russel

1005 Intervale - Urban Futures, Jon has left Urban Future and has started his own company.

He has offered to continue to partner with us or we can stay with Urban Futures.

No vote needed but the Board has been made aware of a change in the dissemination agent.

**F. Pharos Academy Charter School/Board Strategy Meeting**

Link for doodle, the Board needs to fill out the doodle. All board members are encouraged to be involved in this meeting. Board needs to take a good look at the alignment of the Charter, Leadership Philosophy and the activates we are currently supporting on the ground.

**V. Follow Up Items**

**A. Follow Up Items**

No follow up items to discuss.

**VI. BLCS/PACS Strategic Directives**

**A. BLCS/PACS Strategic Directives**

Presentation provided by Jennifer Clayton

Consulting Work that Jennifer Clayton has projected:

GAP Analysis report presented in detail the results of the analysis.

GAPS discussed and categorized in 3 areas:

1. Operations
2. Talent Management
3. Board/Leadership

Operations Gaps:



1. Mission-
2. Curriculum- not meeting state standards
3. Academic Intervention- program for struggling students is underdeveloped
4. Fingerprint
5. Complaint Procedure authorizer missing

Talent Management:

1. Job Descriptions tied to performance evaluations
2. High Teacher Turnover - common in Charter Schools
3. Lack of in house expertise (curriculum selection, teaching, coaching, etc) - Mismatch of expertise and teacher certification.

Board/Leadership Team Gaps

1. Expectations and evaluations of leadership is unclear and unmatched
2. Improvement Cycle - a commitment to continuous improvement
3. BLCS Developed Products - install process that is evaluated against student outcomes
4. BLCS Language - not intelligible to outsiders

Growth Opportunities Priority Tool provided the following suggested improvement:

1. Fingerprint Clearance
2. Authorizer
3. Update Charter
4. Leadership Job Descriptions
5. Curriculum Planning
6. Improvement Planning
7. Plain Language

Strategic Investments

1. Academic Intervention (RTI- Response to Intervention)
2. Expertise/Credentials - Teacher certification
3. Turnover - Employee turnover, retention and engagement
4. Product Development and Testing

Project Ownership, Deadlines & Costs

Jennifer Clayton provided a table to address the areas presented in project format with ownership and cost details.

## **VII. Culture Committee Report**

### **A. Culture Committee Report**

Stacy Sutherland provided an update on committee activity.

Phone call with Ms. Mosby and Ms. Mosby has agreed to stand in as the direct contact to the school.

Full meeting was not held due to attendance, rescheduling is in the works.

## **VIII. Finance Committee Review**

### **A. Finance Committee Report**

Robb Granado provide finance committee update:

Prepared financials are available in the Board packet.

BLCS remains on budget, on track for a balanced budget, and in compliance with all covenants.

Would like to include in the next board meeting packet a year-end reflection. We will have a balanced budget and hit all requirements in doing so. Line by line assessment will allow the Board to review all areas of the budget.

Pre-Audit underway with w 3rd party independent auditor.



Approval of financial policies will be held at the next board meeting.

R. Granado made a motion to Approve the May 2020 Financials as presented in the Board Packet.

J. Lopez-Molina seconded the motion.

The board **VOTED** unanimously to approve the motion.

**B. BLCS Scholarship Program/Fundraising Monies**

Nothing specific to add at this meeting. To be discussed at the next month's Board Meeting.

**C. Credit Card Owners**

Check signers from LHA to Javier, Lopez-Molina , Travis Brown and Courtney Russell.

Credit Card with Chase Inc Business Card -

Request for the Board to approve Maria Dorsey as the primary cardholder.

**IX. Academic Committee Report**

**A. Academic Committee Report**

Nikali Jones provided updated related to:

Meeting was held last week:

K-8 Summer School for Math & English- 1 hour of live teaching each day.

For scholars who are at risk of promotion or having trouble over the past few months.

Graduation updates estimated to approximately 70% of students to graduate by June.

15% to graduate by August. These are the best estimates, the possibility of being less.

Difficult to get all students to adapt to online learning and complete the work they need to do.

To be fair, it is across the board in the state in general. Online learning was an immediate transition due to the current situation.

This has been a great challenge for everyone in the country,

12 Grade students hit the hardest. A group that was already struggling as a cohort before the transition. Online learning created an extra barrier, which has created the 70% June graduation expectancy. Possibility of being a little lower, but as a school, we have to continue to reach out and match the people with the students to assist the scholars in getting over the humps and challenges.

Teacher vacancies remaining but confidence is high in filling these vacancies, Power event of the year, staff zoom call to discuss the George Floyd tragedy and the surrounding events of police brutality. It was good to encourage the interaction of scholars and staff members.

The school will continue to support these issues of equality, diversity, and race in the organization.

Student tracking, assessment NWEA K-8 scheduled for next week.

Graduation concerns, across the country. Our school reacted quickly, ahead of the curve to get things set up. Possible a comparison of how we did across the board will provide a better sense..

Adebunmi Savage provided presentation around:

1. Online Learning - Attendance 80%

2. Upcoming Testing Information:



- Grades K-8 NWEA Reading & Math & Grades 9-12- Final Exams
  - Report will be available at the next meeting
3. Testing results will be available for the July 2020 Board Meeting
4. BLCS State Test Proficiency Report presented and discussed. ELA & Math percentages discussed in detail from 2015 to the present date.
5. Regents Pass Rates compared for 2017-18 and 2018-19 School Year  
6 out of 10 Exams showed an increase in pass rates and 4 of 10 showed a decrease whether slight or significant. This will provide instruction or curriculum adjustments are needed.
6. Class of 2020/2021 March 2020 Scores compared  
Last Year 2 Scholars scored above 1200.  
This year 6 Scholars scored 1200 above on the first attempts.  
Travis Brown enlisted an outside partner with the SAT preparation. This may be one of the leading factors for this years SAT results.
7. Assessments next week will be available at the July 2020 Board Meeting
8. Assessment Focus, Summer Instruction and Culture Focus - We encouraging all scholars to attend. Attending live instruction Week A & Week B scheduling. All teachers have been hired for the Summer School activities.
9. Culture Focus: Become more responsive instead of reactive to the current events surrounding School culture.
- End of Year assessments - comparisons will be available at a later date. Online learning may have an impact but the data will be valuable as we may have to continue to utilize online learning in the future.

## **X. Principal's Report**

### **A. Principal's Report**

Graduation Plans - Plans will be sent out to the Board. It will be a virtual service, where everyone can attend.

## **XI. School Operations**

### **A. BLCS Fundraising**

To be discussed at the next Board Meeting.

### **B. BLCS Transition Items**

Courtney Russell provided update transition plan:

LHA transition and Name Change are moving smoothly

Tuesday evening public hearing was held and all went well. 19-20 people attended, almost all spoke favorably in terms of both changes.

NYC Dept of Education and State - July 13-14 expected date of state-level review.

Link to the transition plan is shared and available for the Board to review.



Little Bird HR implementation process working well with positive feedback from staff members.

Moving into next phase of payroll with Paylocity.

HR compliance

Standard procedures and processes draft will be available by mid-July.

Board requested the availability of recording of the public hearing and the Chancellors review of the transition process. Courtney will look into the recording accessibility and contact Robb & Javier with details.

#### **C. BLCS 2020 - 2021 Personnel Handbook**

J. Lopez-Molina made a motion to Approve the BLCS 2020-2021 Personnel Handbook.

B. Thompson seconded the motion.

The board **VOTED** unanimously to approve the motion.

Personnel Handbook provided in the Board Packet.

Courtney provided updates related to the changes in the handbook.

Handbook Comparison - Pages provided a listing of the changes.

Highlights noted around the major changes and additions to the handbook:

1. In House Expertise available for legal review and compliances.
2. Legal Requirements for part-time employees.
3. Sexual Harassment Policy
4. Paid Parental Leave - Six Weeks of Paid Parental Leave

#### **D. NYSED Annual Report - Disclosure of Financial Interest Form**

New form will be sent out to all board members. State reporting requirement that needs to be completed and presented in August 2020.

Requested that Board Members complete within a month and send back to Courtney Russell.

## **XII. Facilities**

### **A. Facilities Report**

Cleaning Services- FY21

RFP presented to cleaning vendors, received 8 strong proposals.

Recommended vendor: ProClean Janitorial Services

Comparison of current vendor and ProClean Janitorial Services presented and discussed.

Board Questions:

Discount availability

Multi-Year Contract

Will a multi-year contract be wise during the current conditions. Variables may not require the same form of maintenance. We need to factor in COVID within the cleaning contract agreement.

J. Lopez-Molina made a motion to Courtney and Maria negotiate with CEBA and ProClean for contracts around cleaning up to \$176,500.00.

R. Granado seconded the motion.

The board **VOTED** unanimously to approve the motion.



**B. 1001/1005 Facilities Facade**

Outside of the BLCS Building- Signage

RRP created by Courtney Russell.

2 Recommended vendor(s): \$ 25,000 and \$34,000

Wording/Signs will need to be down by a certain date as per Lighthouse Agreement

Paul Signs proposal provided to start the process. Decision meeting delegated to Courtney Russell

J. Lopez-Molina made a motion to Authorize Courtney Russell to sign for \$33,895.00, plus permit costs for external signage around the school.

S. Jean-Jacques seconded the motion.

The board **VOTED** unanimously to approve the motion.

**XIII. Executive Session**

**A. Executive Session**

J. Lopez-Molina made a motion to Enter into Executive Session.

R. Granado seconded the motion.

Jennifer Clayton invited into Executive Session The board **VOTED** unanimously to approve the motion.

J. Lopez-Molina made a motion to Exit Executive Session.

R. Granado seconded the motion.

Executive Session ended at 10:49 PM The board **VOTED** unanimously to approve the motion.

**XIV. Closing Items**

**A. Adjourn Meeting**

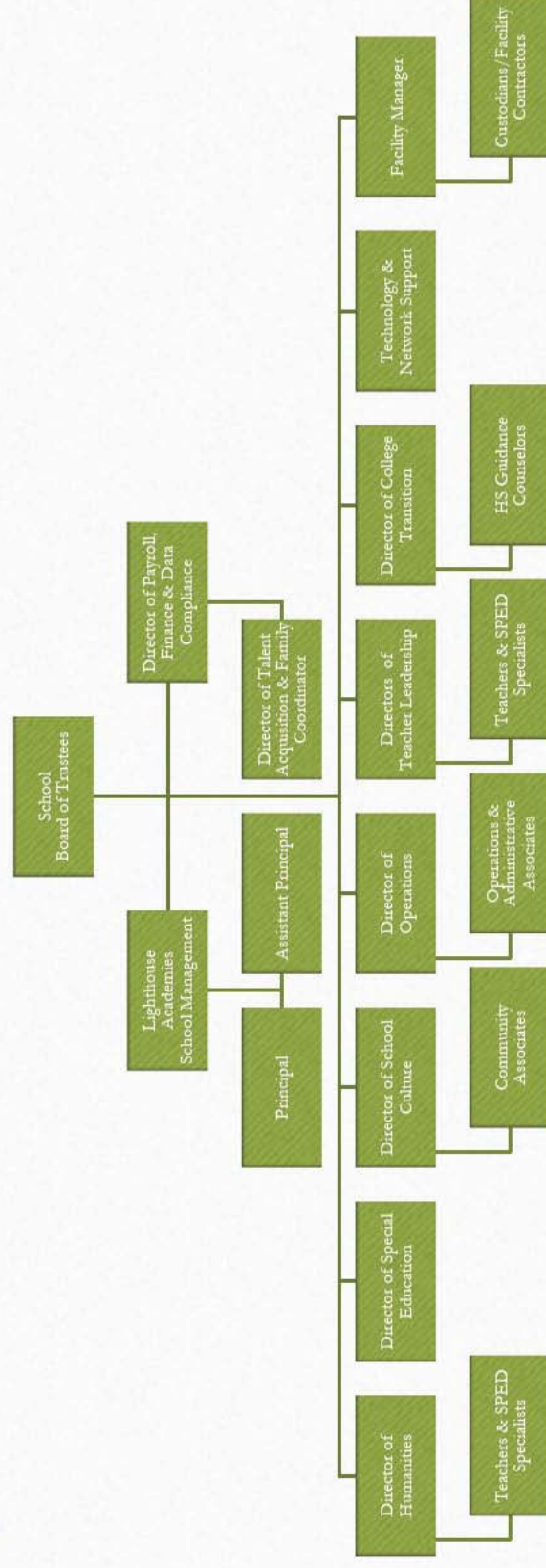
There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:49 PM.

Respectfully Submitted,  
M. Dorsey



# Bronx Lighthouse Charter School

## 2019-2020





Year: 2020

Start Day: 1 1: Sun, 2: Mon

Choose the year and start day

2020-2021 School Event Calendar

July 2020						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

July
4 Independence day

August 2020						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August
10-28 Teacher Training Institute

September 2020						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

September (17 Instructional Days)
7 Labor Day
8 First Day of Orientation and Marking Period 1
14 First Day of Full Schedule
Total Instructional Days-17
21-25 FALL NWEA Window K-9

October 2020						
Su	M	Tu	W	Th	F	Sa
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

October (21 Instructional Days)
12 Columbus Day
24 United Nations Day
26-30 Interim Assessment 1 Window K-12
31 Halloween
Total Instructional Days-21

November 2020						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

November (18 instructional Days)
1 Daylight Saving
11 Veterans Day
13 End of Marking Period 1
17 Making Period 1 Final Grades Submitted
26 Thanksgiving
Total Instructional Days-18

December 2020						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

December (16 Instructional Days)
24 Christmas Eve
25 Christmas Day
31 New Year's Eve
Total Instructional Days-16

January 2021						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January (19 Instructional Days)
1 New Year's Day
11-15 Interim Assessments 2 Window K-12
18 Martin Luther King Jr. Day
22 End of Marking Period 2
26 Making Period 2 Final Grades Submitted
Total Instructional Days-19

February 2021						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

February (19 Instructional Days)
2 Groundhog Day
12 Lincoln's Birthday
14 Valentines Day
15 President's Day
16 Winter NWEA Window K-9
Total Instructional Days-19

March 2021						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

March (20 Instructional Days)
17 St. Patrick's Day
14 Daylight Saving
15-19 Interim Assessments 3 Window K-12
Total Instructional Days-20

April 2021						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

April (20 instructional days)
1 April Fool's Day
9 End of Marking Period 3
13 Making Period 2 Final Grades Submitted
20-22 State ELA Examination
Total Instructional Days-20

May 2021						
Su	M	Tu	W	Th	F	Sa
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

May (20 Instructional Days)
31 Memorial Day
4 - 6 State Math Examination
17-21 Interim Assessment 4 Window 9-12
Total Instructional Days-20

June 2021						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

June (20 Instructional Days)
7-11 Interim Assessment 4 Window K-8
14 Flag Day
18 End of Marking Period 4
21-25 Spring NWEA Window K-9
22 Making Period 4 Final Grades Submitted
20 Father's Day
28 Last Day of School
Total Instructional Days-20

Publishing your calendar. If you want to publish a school calendar, you must ensure that it includes the following note and URL in the footer: Calendar Templates by Vertex42.com - <https://www.vertex42.com/calendars/>

Converting the calendar to a PDF. To publish a school calendar on your website, you should first convert it to a PDF. The best way to do that is to print to a PDF driver, or in Excel 2010/2013 you can go to Save As and select PDF.

Changing the color scheme. You can change the color scheme by going to Page Layout > Themes > Colors.

Background colors. The background color for the weekends and blank days are controlled using conditional formatting. To edit, select the cell(s) and go to Format > Conditional Formatting.

View the Print Area. To view the current print area, first view the Print Preview (Ctrl-P) then return to the Home tab. Or, go to View > Page Break Preview. The print area will become highlighted with a dashed line. To choose a new print area, select the cells you want to include and go to Page Layout > Print Area > Set Print Area.





SCUTUM GROUP

144 21st Street  
Brooklyn, New York 11232  
Tel: 718-369-3434  
Fax: 718-369-0375  
sales@highrise.com

NYS DOS Lic. #12000045550  
NJS DCA Lic. #34FA00146800

## REPORT OF TEST AND INSPECTION #496466

CLIENT - SUBSCRIBER		SERVICED						
Bronx Lighthouse Charter School 1001 Intervale Avenue Bronx, NY 10459		1005 Intervale Avenue Bronx, NY 10459						
SERVICE REQUEST								
CALL AUTHORIZED BY Miguel De Jesus; Maria Dorsey	CONTRACT # SC1942	FEE SERVICE # BRO014	PO #					
PHONE (347) 341-3047	FAX x6469150259	DATE Friday 7/24/2020	TIME SCHEDULED 8:00:00					
		TECHNICIAN(S) ASSIGNED CO,EF						
MATERIAL RECORD								
QUANTITY	DESCRIPTION							
SERVICE RECORD								
TYPE OF SERVICE	TECHNICIAN(S)	S98/S78 CERT. #	DEPART	TIME IN	TIME OUT	RETURNED	TOTAL	SIGNED
Test & Inspect	Charles Oliver	87218459	7:15 AM	7:45 AM	1:20 PM	1:50 PM	6.75	<i>[Signature]</i>
	Edinson Fernandez	88651294	7:15 AM	7:45 AM	1:20 PM	1:50 PM	6.75	<i>[Signature]</i>
Edwards I/O-500								
AUTHORIZATION FOR FIRE ALARM INTERRUPTION AND OTHER LEGAL NOTICES								
<p>The client has been advised by High Rise Fire Protection Corp. representatives that it may be necessary to interrupt the fire protection services by disconnecting the system and/or a component in the performance of their assigned work.</p> <p>The client hereby assumes the responsibility for the notification of the authorities at the times the interruption is initiated and will take all of the precautions deemed necessary during this period of interruption and hold harmless High Rise Fire Protection Corp. and its employees regarding interruption of the protection service during their service of the equipment.</p> <p>In the event the client requests a silent test to be conducted, this will require disabling the audio/visual notification appliance devices as well as any output functions. Therefore High Rise Fire Protection cannot be held responsible or liable for the proper operation of these functions.</p> <p>LIMITATION OF LIABILITY: The client agrees that should there arise any liability relating directly or indirectly to services performed by HIGH RISE as a result of HIGH RISE's negligent performance to any degree, failure to perform any of HIGH RISE's obligations, equipment failure or strict products liability, that HIGH RISE's liability shall be limited to the sum of \$250.00 or 5% of the total of all charges to be paid under this contract, whichever is greater. If the client wishes to increase HIGH RISE's maximum amount of HIGH RISE's limitation of liability, the client may, as a matter of right, at any time, by entering into a supplemental contract, obtain a higher limit by paying an annual payment consonant with HIGH RISE's increased liability. This shall not be construed as insurance coverage.</p>								
CLIENT SIGNATURE				CLIENT NAME (PRINT) Isaias montanez				
DESCRIPTION OF SERVICE REQUESTED Complete Test & Inspect Includes:  Test all fire alarm devices (smokes, heats, ducts, water flow, tamper, speakers, strobes, etc.) Inspect batteries, dust & clean DGP, BPS, and FACP/FCS Test central station signals Live test of A/V devices, fan shutdown, damper controls, door releases, and purge functions Test of all switches & LEDs on fire alarm panels (page, purge, evac., etc.) Check sensitivity testing results								
SERVICE PERFORMED Electronic ticket only (1) Upon arrival panel IO-500 was normal AP000 DP000 (2) System was taken off line by tech operator # 276 (3) Tech put panel on test to begin inspection (4) All smoke and duct detectors were cleaned tested inspected and reported to panel properly (5) All tampers and waterflows were tested electronically by shorting out the module and reported to panel properly (6) All pull stations were tested inspected and reported to panel properly (7) Duct detectors with LEDs were operational (8) Panel was cleaned and batteries were checked and tagged FACP (1) 13.56 VDC 3.86 amps (2) 13.86 VDC 5.14 amps (9) A 2020 smoke detector log book was issued filled out and left by panel (10) A live test was conducted for horns ,strobe elevator recall and fan shut down (11) Signals to central station were confirmed by operator # 230								





SCUTUM GROUP

144 21st Street  
Brooklyn, New York 11232  
Tel: 718-369-3434  
Fax: 718-369-0375  
sales@highrise.com

NYS DOS Lic. #12000045550  
NJS DCA Lic. #34FA00146800

## REPORT OF TEST AND INSPECTION #496466

(12) Panel was reset

(13) Panel was left in normal condition AP000 DP000

NOTE: when live test was done elevators did not recall.due work that was done on elevators.High Rise modules were active.Key access to elevators were added recently.

### HRF WORK REMAINING/COMMENTS

Need to return

(1) Batteries were check in FACP Voltages were good currents were low recommend Batteries be replaced 2-12 volts 18 amps

### CLIENT ACTION REQUIRED

Client need to call elevator technician to correct problem.Key access to elevators were added recently.Elevators did not recall when alarm was activated.

THANK YOU FOR YOUR BUSINESS



## DETAIL OF DEVICE TEST AND INSPECTION RESULTS TEST AND INSPECTION #496466

### Inspection Summary

**Total Devices Tested: 105**

**Pass: 105**

**Fail: 0**

**Other: 0**

### Test Result: Passed

<u>Date</u>	<u>Location</u>	<u>Model</u>	<u>Address</u>	<u>Test Result</u>	<u>Note</u>
7/24/20		SIGA_SD	01001	Passed	
7/24/20		SIGA_PS	01006	Passed	
7/24/20		SIGA_CT1	01150	Passed	
7/24/20		SIGA_CR	01161	Passed	
7/24/20		SIGA_CT1	01151	Passed	
7/24/20		SIGA_CC1	01177	Passed	
7/24/20		SIGA_CT1	01186	Passed	
7/24/20		SIGA_HFS	01029	Passed	
7/24/20		SIGA_HFS	01015	Passed	
7/24/20		SIGA_CT1	01143	Passed	
7/24/20		SIGA_CT2	01138	Passed	
7/24/20		SIGA_PS	01043	Passed	
7/24/20		SIGA_PS	01038	Passed	
7/24/20		SIGA_CT2	01169	Passed	
7/24/20		SIGA_SD	01004	Passed	
7/24/20		SIGA_PS	01024	Passed	
7/24/20		SIGA_PS	01010	Passed	
7/24/20		SIGA_CT1	01184	Passed	
7/24/20		SIGA_CT1	01185	Passed	
7/24/20		SIGA_CR	01160	Passed	
7/24/20		SIGA_CC1	01179	Passed	
7/24/20		SIGA_CT1	01174	Passed	
7/24/20		SIGA_CT2	01167	Passed	
7/24/20		SIGA_CT2	01133	Passed	
7/24/20		SIGA_CT1	01135	Passed	
7/24/20		SIGA_PS	01027	Passed	
7/24/20		SIGA_SD	01018	Passed	
7/24/20		SIGA_PS	01022	Passed	
7/24/20		SIGA_PS	01025	Passed	
7/24/20		SIGA_CT1	01172	Passed	
7/24/20		SIGA_CT2	01155	Passed	
7/24/20		SIGA_CT2	01164	Passed	
7/24/20		SIGA_CT1	01154	Passed	



**DETAIL OF DEVICE TEST AND INSPECTION RESULTS**  
**TEST AND INSPECTION #496466**

<u>Date</u>	<u>Location</u>	<u>Model</u>	<u>Address</u>	<u>Test Result</u>	<u>Note</u>
7/24/20		SIGA_CR	01157	Passed	
7/24/20		SIGA_SD	01019	Passed	
7/24/20		SIGA_PS	01013	Passed	
7/24/20		SIGA_PS	01005	Passed	
7/24/20		SIGA_CR	01159	Passed	
7/24/20		SIGA_CC1	01180	Passed	
7/24/20		SIGA_CR	01156	Passed	
7/24/20		SIGA_CR	01131	Passed	
7/24/20		SIGA_CT1	01176	Passed	
7/24/20		SIGA_CT2	01163	Passed	
7/24/20		SIGA_CT2	01162	Passed	
7/24/20		SIGA_CT1	01144	Passed	
7/24/20		SIGA_PS	01042	Passed	
7/24/20		SIGA_CT1	01145	Passed	
7/24/20		SIGA_CT1	01175	Passed	
7/24/20		SIGA_SD	01002	Passed	
7/24/20		SIGA_PS	01009	Passed	
7/24/20		SIGA_HFS	01014	Passed	
7/24/20		SIGA_SD	01017	Passed	
7/24/20		SIGA_CT1	01146	Passed	
7/24/20		SIGA_PS	01011	Passed	
7/24/20		SIGA_CT1	01152	Passed	
7/24/20		SIGA_PS	01008	Passed	
7/24/20		SIGA_CR	01128	Passed	
7/24/20		SIGA_CR	01126	Passed	
7/24/20		SIGA_SD	01021	Passed	
7/24/20		SIGA_CT1	01136	Passed	
7/24/20		SIGA_CT1	01171	Passed	
7/24/20		SIGA_CT1	01187	Passed	
7/24/20		SIGA_CT1	01182	Passed	
7/24/20		SIGA_CT1	01148	Passed	
7/24/20		SIGA_SD	01003	Passed	
7/24/20		SIGA_CT2	01141	Passed	
7/24/20		SIGA_CT2	01140	Passed	
7/24/20		SIGA_CT1	01181	Passed	
7/24/20		SIGA_PS	01016	Passed	
7/24/20		SIGA_PS	01031	Passed	
7/24/20		SIGA_PS	01035	Passed	
7/24/20		SIGA_CT1	01149	Passed	
7/24/20		SIGA_PS	01036	Passed	
7/24/20		SIGA_PS	01032	Passed	



**DETAIL OF DEVICE TEST AND INSPECTION RESULTS**  
**TEST AND INSPECTION #496466**

<u>Date</u>	<u>Location</u>	<u>Model</u>	<u>Address</u>	<u>Test Result</u>	<u>Note</u>
7/24/20		SIGA_PS	01020	Passed	
7/24/20		SIGA_PS	01030	Passed	
7/24/20		SIGA_PS	01023	Passed	
7/24/20		SIGA_PS	01026	Passed	
7/24/20		SIGA_CT1	01147	Passed	
7/24/20		SIGA_PS	01012	Passed	
7/24/20		SIGA_CT1	01153	Passed	
7/24/20		SIGA_CR	01127	Passed	
7/24/20		SIGA_PS	01034	Passed	
7/24/20		SIGA_PS	01007	Passed	
7/24/20		SIGA_CT2	01170	Passed	
7/24/20		SIGA_CT1	01188	Passed	
7/24/20		SIGA_CR	01129	Passed	
7/24/20		SIGA_CT1	01173	Passed	
7/24/20		SIGA_CT2	01139	Passed	
7/24/20		SIGA_PS	01037	Passed	
7/24/20		SIGA_PS	01033	Passed	
7/24/20		SIGA_CT2	01168	Passed	
7/24/20		SIGA_CT2	01132	Passed	
7/24/20		SIGA_CT2	01134	Passed	
7/24/20		SIGA_PS	01028	Passed	
7/24/20		SIGA_CR	01137	Passed	
7/24/20		SIGA_CT1	01178	Passed	
7/24/20		SIGA_CT2	01158	Passed	
7/24/20		SIGA_CT2	01165	Passed	
7/24/20		SIGA_CT1	01142	Passed	
7/24/20		SIGA_CT2	01166	Passed	
7/24/20		SIGA_CT1	01183	Passed	
7/24/20		SIGA_SD	01039	Passed	
7/24/20		SIGA_SD	01040	Passed	
7/24/20		SIGA_PS	01041	Passed	



# Certificate of Occupancy

CO Number:

This certifies that the premises described herein conforms substantially to the approved plans and specifications and to the requirements of all applicable laws, rules and regulations for the uses and occupancies specified. No change of use or occupancy shall be made unless a new Certificate of Occupancy is issued. *This document or a copy shall be available for inspection at the building at all reasonable times.*

<b>A.</b>	<b>Borough:</b> Bronx	<b>Block Number:</b>	<b>Certificate Type:</b> Final
	<b>Address:</b> 1001 INTERVALE AVENUE	<b>Lot Number(s):</b>	
	<b>Building Identification Number (BIN):</b> 2005384	<b>Building Type:</b> Altered	
<i>For zoning lot metes &amp; bounds, please see BISWeb.</i>			
<b>B.</b>	<b>Construction classification:</b>	<b>Number of stories:</b>	4
	<b>Building Occupancy Group classification:</b>	<b>Height in feet:</b>	59
	<b>Multiple Dwelling Law Classification:</b> None	<b>Number of dwelling units:</b>	0
<b>C.</b>	<b>Fire Protection Equipment:</b> Fire alarm system, Sprinkler system		
<b>D.</b>	<b>Type and number of open spaces:</b> None associated with this filing.		
<b>E.</b>	<b>This Certificate is issued with the following legal limitations:</b> None		
<b>Borough Comments:</b> None			



Borough Commissioner



Commissioner





# Certificate of Occupancy

CO Number:



## Permissible Use and Occupancy

Floor From To	Maximum persons permitted	Live load lbs per sq. ft.	Building Code habitable rooms	Building Code occupancy group	Zoning dwelling or rooming units	Zoning use group	Description of use

Borough Commissioner

Commissioner



# Certificate of Occupancy

CO Number:



## Permissible Use and Occupancy

Floor From To	Maximum persons permitted	Live load lbs per sq. ft.	Building Code habitable rooms	Building Code occupancy group	Zoning dwelling or rooming units	Zoning use group	Description of use
[REDACTED]							
END OF SECTION							

Borough Commissioner

Commissioner



# Certificate of Occupancy

CO Number: [REDACTED]

This certifies that the premises described herein conforms substantially to the approved plans and specifications and to the requirements of all applicable laws, rules and regulations for the uses and occupancies specified. No change of use or occupancy shall be made unless a new Certificate of Occupancy is issued. *This document or a copy shall be available for inspection at the building at all reasonable times.*

<b>A.</b>	<b>Borough:</b> Bronx	<b>Block Number:</b> [REDACTED]	<b>Certificate Type:</b> Final
	<b>Address:</b> 1005 INTERVALE AVENUE	<b>Lot Number(s):</b> [REDACTED]	<b>Effective Date:</b> 02/25/2014
	<b>Building Identification Number (BIN):</b> 2120143	<b>Building Type:</b> New	
<b>This building is subject to this Building Code:</b> 2008 Code			
<i>For zoning lot metes &amp; bounds, please see BISWeb.</i>			
<b>B.</b>	<b>Construction classification:</b> [REDACTED]	(2008 Code)	
	<b>Building Occupancy Group classification:</b> [REDACTED]	(2008 Code)	
	<b>Multiple Dwelling Law Classification:</b> None		
	<b>No. of stories:</b> [REDACTED]	<b>Height in feet:</b> [REDACTED]	<b>No. of dwelling units:</b> 0
<b>C.</b>	<b>Fire Protection Equipment:</b> Standpipe system, Fire alarm system, Sprinkler system, Fire Suppression system		
<b>D.</b>	<b>Type and number of open spaces:</b> None associated with this filing.		
<b>E.</b>	<b>This Certificate is issued with the following legal limitations:</b> None		
<b>Borough Comments:</b> None			



Borough Commissioner



Acting

Commissioner



**DOCUMENT CONTINUES ON NEXT PAGE**



# Certificate of Occupancy

CO Number:



## Permissible Use and Occupancy

All Building Code occupancy group designations below are 2008 designations.

Floor From To	Maximum persons permitted	Live load lbs per sq. ft.	Building Code occupancy group	Dwelling or Rooming Units	Zoning use group	Description of use
EXHIBIT I CRFN #2011000108898 AND EXHIBIT III CRFN#2011000108899						
END OF SECTION						

Borough Commissioner

Acting

Commissioner

END OF DOCUMENT