Bronx Global Learning Institute for Girls
Meeting of Board of Trustees
750 Concourse Village West
Minutes for March 4, 2014
Meeting #1

Meeting start time 6:30 PM

Board members in attendance
Alana Barran
Huey-Min Chuang
Nydia Novoa Sancho
Joseph Carcagno
Yolanda LaGuerre via SKYPE
Marcela Carvajal
Victoria Rodriguez via SKYPE

Non Board Members in Attendance
Celia Domenech
Marcia Gonzalez
Mary Cordero

Meeting opens at 6:42pm
Welcome by Alana Barran, Board Chair
This meeting is the first of two meetings. We need to make up the February meeting due to weather issues. Victoria and Yolanda are joining the meeting via SKYPE.

Roll call by Alana.

Elementary School Principal's Report- January, 2014 by Celia Domenech - attached
Ms. Domenech presented NYS proposal for funding technology assistance. BGLIG is entitled to
Alana asked Ms. Domenech to make a plan that detailed how the technology would be included in classes to support the school goals and directives. In addition Ms. Domenech spoke to the urgency that the school has continuing without a Business manager. Celia recommended Norma Rosa for this post. Norma is currently the Assistant BM.

Middle school Principal's Report- January, 2014 by Marcia Gonzalez - attached
Important aspects of the report were in particular a recruitment of new girls to the middle school. Ms. Gonzalez also spoke about the book orders and the libraries that are currently being implemented in the classrooms. The success and implementation of the after school program was described.
(At this time attention was given to connecting Board member Yolanda LaGuerre.)

6:50 Executive Session called by Alana Barran
7:05 Board meeting resumed with both Ms. Laguerre and Ms. Rodriguez on SKYPE.

Old Business
Alana posed questions to both principals:
In reference to the after school Alana asked for the results thus far –Celia quoted a 20% jump in ELA Interim Assessment scores. BGLIG will be doing a mock ELA and Math assessment to simulations the State Assessment. The board requested that the ES and MS Principals present the results of the Mock Assessment at the next Board Meetings.

CD and MG highlighted that the Math scores have greatly improved in Math due to support from Ms. Willm development of teachers and direct work with students.

Alana spoke to Board members regarding the Victory Contract. As per he July 10, 2013 resolution, Alana and Huey-Min are negotiating and in the process of executing the contract. Victory has continued

servicing the school and the contract has been extended on an ad hoc basis while the AB and HC negotiate and execute the contract with Victory Education Contract.

(7:14 problem with Yolanda Laguerre's internet connection)

The need for recruitment of certified teachers 7-12 was addressed by Marcia.

Business Manager Vacancy
Regarding BM-Alana reminded Celia that there is a procedure in place to recruit the BM, to interview candidates and that it will continue to be followed. Norma Rosa may apply for the job through the Victory portal. She will be considered after an interview. (Yolanda LaGuerre insisted that Norma be given all the requirements as described in the job description to see if she is even eligible as a candidate.

Currently the job descriptions for the Principals, Assistant Principal & Business Manager until approved the existing job descriptions are in effect.

Instructional Staff Certification
Alana once again shared her concern with the certification issues in the Elementary School. Alana reminded the board and principals that the report has been submitted to NYCDOE highlighting the certification issues. BGLIG must be within the certification guidelines mandated by the NYS 2010 Charter law. All Teaching Assistants must always be NYS certified, as evidenced by TEACH. Uncertified teachers must be certified by the end of the year. Celia must make sure this is communicated.

Marcia reported on Afterschool instructional program
Attendance in the afterschool program which is held on Tuesdays and Thursdays is high. Girls remain in the school until 6:00PM. They get Reading and math in preparation for the state test and fashion design for enrichment. Ms. Biondo is doing the ELA intervention and Ms. Jessica Willm from Victory is working with 6th Math groups in the Thursday afterschool.

7:24: Issue with Yolanda and SKYPE.

Celia provided an update on the 2nd grade Maternity Leaves. As per CD the substitutes are doing well and everything is fine. TA from kindergarten moved to 2nd grade head teacher position to fill the maternity leave vacancy. A substitute from Charter School Substitute agency and a new TA were brought in to cover the other class. A smooth transition of all routines, academic structures was continued in the class.

Saturday Academy Update
Girls enjoy the review of materials in ELA and Math. Celia reported that she ordered test preparation materials which resemble the state test. to support students. After the first test girls and teachers felt confident that the experience will promote test taking techniques needed. Celia and Marcia have purchased a test to do a mock ELA and Math assessment. They purchased scantrons and will use the data to focus on the next few weeks leading to the state test.

Approval of the Board minutes
Alana Barran motions to Approval of October 2013 Board Meeting Minutes
Yolanda LaGuerre objects and wants to table the minutes because they did not get the minutes prior to the meeting. Board members attending the minutes said they had an opportunity to review the minutes prior to the minutes.
Alana motions to approve the October 2013 minutes; 2nd by Marcela Carvajal; all in favor: all Board members except Yolanda LaGuerre; minutes approved

Joseph Carcagno motions to approve the December 2013 board meeting minutes; 2nd by Nydia Sancho; all in favor: all Board members except Yolanda LaGuerre; minutes approved

JC, NS, MC, HC all confirmed receiving the board minutes prior to the Board meeting and reviewing said minutes.

Alana Barran motions to enter executive sessions at 7:45pm all members in agreement
Executive session ends at 8:35pm

8:35pm = Joe Carcagno moved to adjourn meeting; and seconded by Nydia Sancho.
Meeting closed members in agreement.
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Bronx Global Learning Institute for Girls
Meeting of Board of Trustees
750 Concourse Village West
Minutes for March 4, 2014
Meeting #2

Meeting start time 8:37 PM

Board members in Attendance
Alana Barran
Huey-Min Chuang
Nydia Novoa Sancho
Joseph Carcagno
Yolanda LaGuerre- via skype
Marcela Carvajal
Victoria Rodriguez-via skype

Non Board Members in Attendance
Celia Domenech
Marcia Gonzalez
Mary Cordero

Roll call by Nydia Novoa-Sancho

Elementary Principal's Report – see attached

BGLIG is eligible New York State Technology voucher program due to a Microsoft class action suit. Money needs to be spent quickly as advised by Celia. Alana repeated the Board request for a plan to incorporate the new technology proposal into the instructional program and how it would impact the curriculum. BGLIG will have two vacancies for the coming year, the ballet teacher and school aid/security will be getting married and moving out of the state.

8:50pm Alana called for an Executive Session; all members in agreement
(8:58pm Yolanda lost connection and came back on.)
9:30pm Executive Session ends and Board returns to the Agenda

Finance Committee report
Yolanda reminds the Board that the Victory Contract has not been officially renewed.
Huey-Min and Alana referred to the resolution that was passed in July. As per resolution, they have been negotiating the contract and Victory has continued to provide services. Victory has been getting paid at the old rate, when the contract is executed the fees will drop and BGLIG will only pay what is owed under the new contract. Yolanda insisted on seeing a written contract for the continued services and it was explained that it's an ad hoc contract. Yolanda started to scream and obstruct the meeting by attacking Board members and delaying the meeting. Huey Min offered to speak to Yolanda by phone to go over the process for paying Victory and negotiating a new contract but Yolanda stated she wants to see the contract in effect now and would not allow the meeting to continue.

Academic Committee
At this time, an observation of the school indicated that the general themes currently covered are Women's History and 100 days of school in Math. In addition, Nydia and Alana are reviewing job descriptions for teachers and supervisors to be presented in the coming month.

Victory Report by Mary Cordero
1. Enrollment/Organization Matters as per BGLIG Operations Report – January 2014
Elementary School-Enrollment total: 303

Grade K - 52
Grade 1-56
Grade 2- 51
Grade 3- 54
Grade 4- 44
Grade 5 -46
Number of Special Ed. Students: 26
Number of ELL's students: 39
December Student Attendance: 96%
December Teacher Attendance: not reported
January Student Attendance: 91%
January Teacher Attendance: not reported

Middle School –Enrollment – total: 45
Grade 6 - 45
Number of Special Ed. Students: 6
Number of ELL's students: 4
December Student Attendance: 95%
December Teacher Attendance: not reported
January Student Attendance: 91%
January Teacher Attendance: not reported

2. Curriculum/Instruction: Victory Staff Develop – 2013-2014 Academic Year
Jessica Willm, Math & Science; Lauren Benjamin, ELA; Luisa Costa, Dual Language; Irene Abrams, SPED

- Victory Academic Check ins with Ms. Domenech and Ms. Gonzalez – March 10, 2014
- Upcoming for both schools: Parent Math Night to discuss CCLS and to offer suggestions for parent/home support.

Elementary School
Celia's Goals for the BGLIG ES from the November 25, 2013 Check-in

- Oral Vocabulary Development & Fluency
- Questioning skills
- Using IA and Teacher data to plan for instruction

Math

- Title 1 Math Onboarding Support (Ms. Rasbatt)
  - Worked with Ms. Rasbatt on scope and sequence of math curriculum (Go Math and VEP pacing with IA schedule)
  - Math Enrichment Instruction
- Interim Assessment Data Support
  - Math IA #2 and Math IA #3 Data Action Plans (recommendations for SGI, objective sequences, math routine strategies)
- Math Observation and Feedback
  - Observed Ms. Guzman with Ms. Domenech, provided feedback and instruction/culture coaching
- Curriculum Support
  - Created priority standards question bank, coached teachers on literacy in math (CUBE strategy), additional resources to fill curriculum gaps
- Teacher Support

- Provided additional teacher support as identified by teachers in individual and team meetings

ELA

- Lauren has been in classrooms working with teachers on the best ways to implement the modules.

-3rd grade has not been using the modules, but Lauren has been supporting them in the work that they are doing. They will start after the ELA Assessment.

-4th grade has focused on what areas of the modules should take more priority than others

-5th grade we have focused on guided reading instruction that meets the needs of the learners - Lauren has focused on best practices in literacy instruction -Lauren has been working with Diane on focus for staff development and implementing the guided reading room.

Dual Language

- Continue to support the development of Spanish literacy across the grades on the Spanish-side classrooms. I have observed classroom instruction, coached and modeled developmental appropriate practices for the teaching of Spanish especially in guided reading and the workshop model of lesson delivery (I do, we do, they do).
- support teachers in their planning of Spanish lessons and reviewing the modules to make them appropriate for the students' diverse range of Spanish levels making them interactive, hands-on and inquiry-base
- Collaborated closely with Diane Biondo developing guided reading lessons matching texts to readers and making these instructional groups more effective.
- Helping teachers organize their libraries with Ms. Biondo so that it mirrors the English library as much as possible.
- Bringing resources on literacy strategies in Spanish and leveled books information on Spanish materials.
- Providing suggestions for Spanish books for the modules, guided reading and for pleasure; also PP in websites that can be adapted to the level of students' Spanish acquisition in the various themes for each grade.

Special Education

- Per pupil invoice - billing data
- SEASWEB - attendance for SETSS & Counseling
- Role of the PPC in CSE referrals
- Related Services - follow up on quality of service
- establish Triennial list for compliance
- PD 6 - complete & submit NYSED data report
- Promotion in Doubt - Parent Handbook Policy and determining students who are at risk
- Initial Referrals in First Grade (6 new referrals)
- CSE compliance with Annual Reviews & Triennials

<u>Middle School</u>

Marcia's Instructional Focus for the MS from the November 25, 2013 Check-in

- Continue developing student engagement
- Questioning

Math

- Math Observation and Feedback
- Observed Ms. Diaz and Ms. Lizardo to provide instructional execution feedback
- Co-Planning
- Spent 2/6 co-planning with 6th grade team for upcoming objectives
- Interim Assessment Data Support
- Math IA #2 and Math IA #3 Data Action Plans (recommendations for SGI, objective sequences, math routine strategies)
- After-School
- Volunteering to teach after-school to support 6th grade students in math on Thursdays

ELA

Lauren has been working with both 6th grade teachers on best practices; focusing on pacing of lessons, types of questions, and active engagement of the girls.

Dual Language

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Special Education

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3. Assessments

April 1-3, 2014 – NYSED ELA Assessment
April 30 – May 2, 2014– NYSED Math Assessment

4. Operations

- Title I Intervention Program is in compliance with all federal and state mandates. We are reviewing the documentation and creating a compliance binder.
- Special Education Program is in compliance with all federal and state mandates.
- Final BEDS Report – compiled by C. Domenech and BGLIG Business Manager- submitted on December 13, 2013 by M. Cordero
- Submitted outstanding compliance documentation:
  - Board minutes 2012-2013; 2013-2014
  - Q2 13-14sy Fiscal check-in
  - Discipline Compliance doc
- CSAS ACR Data Collection report submitted Feb 14
- ACR School Evaluation form submitted Feb 14

5. Governance

- BGLIG Board must ratify the Conflict of Interest and Code of Ethics originally approved June 15, 2011. Moving forward both will need re-approval during the 1st Board meeting of the school year. The policies will be emailed to the board prior to the next meeting for their review and they will ratify at the next meeting.

b. Public Hearing for BGLIG name changed postponed: March 10th postponed; new date pending

6. Human Resource Department

<u>Payroll Process</u>

- Little Bird generates employee time card reports for the payroll period due, which are provided to the Administrative Assistant at BGLIG for review.
- Once these reports are reviewed and noted by BGLIG, Little Bird sets aside time by conference call to review the changes
- After the call, Little Bird corrects punches in TLO (i.e. enters holiday punches, fixes auto-punches)
- Upon completion of TLO, LB imports the data into the payroll system and performs all manual edits in the payroll batch.
- Once the batch is finalized, a Preprocess Register report is generated and provided to BGLIG for review while Little Bird simultaneously reviews the reports for accuracy
- Upon approval from the Principal(s) at BGLIG and full review of the Preprocess Register by Little Bird, payroll is submitted

<u>General Payroll & Benefits</u>

- Little Bird provides continual service to staff members at BGLIG, including support with TLO, the payroll system, self-service portal and benefit questions
- Training tools and implementation dates are clearly communicated
- Payroll calendars are provided to ensure that operational staff are fully aware of deadlines
- Biweekly calls are held to follow up on new hires, changes, terminations and to provide an update on news, events and/or trainings scheduled

7. Technology

- Troubleshot Projector in Room 209. Broken part. Will order with Jeff and Presentation Products by the 15th of March.
- Reset five user passwords

- Troubleshot 4 broken projectors. Ordered five projectors from Presentation Products. Waiting in delivery.
- Setup 6th Grade MacAir books (10 quantities). Installed Microsoft office,Sophos Anti Virus, Rosetta Stone, and a Network access.
- Setup 6th Grade SmartBoards, Document Cameras,printers, and MacPro desktop.(2ea. Quantity)
- Created network drive for business office.
- Server Maintenance. Checked HD, Memory and CPU usage. bandwidth test and installed updates for all server complete.

8. Accounts Department

- **Weekly Accounts Payables processing** - this includes contacting vendors, creating check requests.
- **Chase Credit Card –** reconciliation and payment processing.
- **2013 1099 and 1096 Issuance –** contacting vendors to obtain completed W-9 forms.
- **Deep Dive –** Dave visited BGLIG and went through their A/P random samples to verify if they have all of the required documentation.

PTO Parent

Marcella Carvajal announced a Mother daughter event and a Father Daughter event.
Parents feel the Turtle Bay program is a bit rigid in terms of lateness and passing at the end of the program.

Open Forum:

Celia proposed that Board consider Norma Rosa for the Business Manager position because she has working with all the tasks involved and Liz Medina can become her assistant. Celia requests that the Board consider her recommendation. Yolanda added that Norma should receive Job description before applying for it. Alana said the position will be posted based on the previous Job description until the business manager description is revised or the candidate is interviewed. Yolanda made suggestions to finalize the job description. Celia stated the urgency / absence of the Business Manager have placed a burden on everyone and it is necessary for a person with the best interest of the school. Alana stated that the Board understands and has the same urgency around the vacancy, we'll continue with the existing procedure to hire a new Business Manager. The board wants to be sure they carefully pick the next business manager.

10:00pm Joe Carcagno moved to adjourn the Board meeting; Huey- Min second the motion.
Meeting closed at 10 pm.

Bronx Global Learning Institute for Girls
Meeting of the Board of Trustees
750 Concourse Village West
Minutes of Tuesday March 18, 2014 at 6:30 PM

Meeting start time 6:50pm

Board Members in Attendance
Alana Barran
Huey Min Chuang
Nydia Novoa Sancho
Joe Carcagno
Yolanda La Guerre
Marcela Carvajal
Absent: Victoria Rodriguez

Non Board Members in Attendance
Celia Domenech
Marcia Gonzalez
Mary Cordero

Roll call by Nydia Novoa Sancho

Elementary Principal's Report -See attached
POKO-
Girls are working on Women's History Month theme : Pearls of Wisdom Tea Party, Marion Anderson Study – NY Botanical Gardens, Boro President's luncheon participation.
Preparation for ELA exam -Saturday Academy, simulated test situation Full court press teachers, literacy coach and for Math Jessica Willm

Middle School Principal's Report-See attached
I Pads not purchased as yet
June 4th Science Fair at BGLIG
Yolanda and Matt are working on a plan to incorporate technology in the curriculum

7:48 PM Alana motioned to move into Executive Session. Second by Joe Carcagno, all in favor
8:53 PM Huey-Min moved to end Executive Session. Second by Nydia, all in favor

New Business
Yolanda requested a letter to be sent to the authorizer regarding an independent review of the school cards from June to present
Yolanda objected to minutes from October and December on the basis that the contents "were inaccurate and fabrications." She also added that we review the guidelines for minutes' format.

9:02PM Alana motioned to move into Executive Session. Seconded by Huey-Min, all in favor
9:45PM Alana moved to end Executive Session. Seconded by Joe, all in favor

Approval of Board Meeting Minutes

- Alana moved to approve minutes for March 4, 2014 6:30PM meeting. Seconded by Joe. Approved by 5 Trustees; Not approved by Yolanda.
- Alana moved to approve minutes for March 4, 2014 8:35PM meeting. Seconded by Joe. Approved by 5 Trustees; Not approved by Yolanda.

PTO Report
Father Daughter Dance and Mother Daughter Dances will cost $25.00.
Parents will support 6th Grade Philadelphia Trip.

Victory Education Partners Report -See attached

VOTE: Conflict of Interest and Code of Ethics

- Alana motioned to pass/ approve the Policy of Conflict of Interest. Seconded by Nydia Novoa Sancho. Approved by all.
- Alana motioned to adopt the Code of Ethics. Seconded by Huey- Min. Approved by 5Trustees; Not approved by Yolanda-(could not read the resolution in the time allotted.)

Open Forum

- Question by Yolanda, What is the status of the contract with Victory. Alana and Huey Min responded that we are in negotiations with Victory and that the BGLIG Board will vote to approve the contract before it is implemented.
- Celia complemented the Liz and Norma for their work in the operations office in the absence of a business manager

10:42PM Joe motioned to adjourn the Board meeting. Second by Nydia. Approved by all.