Bronx Global Learning Institute for Girls
Meeting of the Board of Trustees
Minutes for October 15, 2013 at 6:30 PM

Meeting Start time: 6:30 pm

Board Member Attendance:
Alana Barran
Huey-Min Chuang
Nydia Novoa-Sancho
Joseph Carcagno
Yolanda LeGuerre
Marcela Carvajal

Absent Board Member:
Victoria Rodriguez

Non-Board Members in Attendance:
Celia Domenech
Marcia Gonzalez
Luis Febus
Luis Rivera
Josh Moreau

1. Welcome by Alana Barran, Board Chair
   AB also submits into the minutes a letter from Daree Lewis dated October 15, 2013 notifying the BGLIG Board that Joseph Carcagno has been approved to serve on the BGLIG Board. Letter is attached

2. Roll Call by Nydia Sancho, Vice Chair

3. **Audit Report and Tax Return- 12/13SY by Luis Rivera**
   BGLIG's 2012-2013 Financial Audit was clean and in compliance.
   There are no negative findings.

4. **Elementary School Principal Report BY Celia Domenech**
   - Victory Assessments in ELA have been administered. Math Assessments will be administered Wednesday and Thursday.
   - D.A.R.E – This program is intended to assist our students to make appropriate decisions and safe, responsible choices.
   - Our staff continues to procure donations via the *"Donors Choose"* website. Recently, we have received additional instruments. As our girls progress musically they require higher quality instruments. Please find recent article regarding research that links music with stronger reading and language proficiency.
   - The first annual Northeast Charter Schools Network conference will be held this Friday & Saturday, October 18 & 19 at the Westin New York.
   - Status of Librarian

5. **Business Managers Meeting BY Luis Febus - Attached**

6. **Middle School Principal by Marcia Gonzalez**
   - Calendar change: Middle school is changing the Parent Conference date from April 2 & 3 to April 9 and 10, 2014 because the first date is the same as the NYSED ELA assessment.
   - The BGLIG Middle School is working on the following topics for Professional Development: Questioning Techniques, Accountable Talk, Lesson Wrap-up; Second Language Strategies & increasing use of Second Language.
   - Special event: 6th grade String Orchestra and Parent Work shop on Common Core State Standards – Oct. 23, 2013 and Bullying on Nov. 17.

7. **Approval of September Board Meeting Minute by Alana Barran, Board Chair**
   The Board of Trustees motions to approve the September 2013 Board meeting minutes;
   Motioned by: Alana Barran; 2nd by: Huey-Min Chuang; all in favor: Unanimous; Motion Passed.

8. Academic Committee Report by Nydia Sancho, Vice Chair
   a. BGLIG Academic Committee will be meeting on November 1st to begin discussions on revising the following Job Descriptions: Elementary Principal, Middle School Principal, Business Manager and Assistant Principal

9. Finance Committee report by Huey Min Chuang, Trustee
   a. Discussed the fiscal policy for the use of the credit card and its reimbursement. Receipts must be submitted in a timely manner in order to process the payment with the required back up. If he credit card backup continues to be received late and the bill continues to be paid late and incurring late fees, the use of credit cards will be terminated.
   b. Now that the Audit is complete BGLIG will soon be filing taxes. This will require Board members to review prior to submission.
   c. Discussed enrollment issue in the Middle school. The number of enrolled students is low, so the MS must actively work to increase enrollment.

10. Victory Education Partners Report by Josh Moreau
    a. Review of Monthly financial report emailed to Board of Trustees.

    b. Josh presented Operations Report submitted by Brooke Fontaine

- **Enrollment Billing** – BF submitted BGLIG's October per-pupil invoice with a general education FTE of 341.975 and one student in the 20-60% Special Education category.
- **Procurement:** NYSTL/ FAMIS BGLIG was allocated $26,943 in NYSTL funding and has until April to purchase library, textbook and software materials. This year materials can be switched between categories, with the exception of the library allocation that cannot be moved.
- **Student Services** Lunch Applications/Title I Reporting Free and Reduced Lunch Eligibility data for Final Title I Allocations will be due 11/15/13. Continue following up on any missing lunch forms to have 100% processed by that deadline.
- **Compliance** Reporting The 2013-14 BEDS Day was 10/2/13, and the BEDS teacher forms will be due to NYSED 10/25/13. The deadline for the full report is still TBD since the portal application is not yet available. The remainder of the 2012-13 Annual Report (Progress Towards Goals) will be submitted by Victory by 11/1/13, and will then need to be posted on BGLIG's website along with the audit report. The Annual Report is almost complete, and Alex is working with Celia on the pending missing science & Spanish scores and the narrative. A number of items are due to NYCDOE on 10/18/13. I have assisted Luis with some ideas for the Operational Policies & Procedures document, which is the only item

    c. Josh presents the Victory Report submitted by Mary Cordero who is unable to attend because she is in the hospital.

- Enrollment/Organization Matters as per BGLIG Operations Report – October 4, 2013
  Elementary School-Enrollment
  Grade K - 52
  Grade 1-56
  Grade 2- 48
  Grade 3- 54
  Grade 4- 43
  Grade 5 -44
  Number of Special Ed. Students: 27
  Number of ELL's students: 51
  September Student Attendance: 94.7%
  September Teacher Attendance: 94%

  Middle School -Enrollment
  Grade 6 - 45
  Number of Special Ed. Students: 7
  Number of ELL's students: 4
  September Student Attendance: 97%
  September Teacher Attendance: 98%

- Curriculum/Instruction

Victory Staff Develop – 2013-2014 Academic Year

Jessica Willm, Math & Science Support – 3 days per month during school year
Lauren Benjamin, ELA Support– 3 days per month during school year
Luisa Costa, Dual Language Support– 3 days per month during school year
Irene Abrams, SPED Support– 2 days per month during school year

ELA – Lauren Benjamin - Victory Education Partners consultant

Elementary

- Curriculum issues (photocopying of "binders", mentor texts not being ordered on time)
- Lessons/units that teachers have begun using for themes
- Working on addressing qualities of good teaching (putting the work of the students back to the students).
- Working on Curriculum maps and unit planning
- Coaching Teachers

Middle School

- Lessons/units that teachers have begun using for themes
- Working on addressing qualities of good teaching (putting the work of the students back to the students).
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Dual Language - Victory Education Partners consultant Luisa Lillian Costa, PhD:
Elementary and Middle School

- Continue to support the development of Spanish literacy across the grades on the Spanish-side classrooms. We are looking closely at the themes for this year and are developing lessons.
- The process of reassigning appropriate materials already in the classrooms (K-6) continues. Those topics for which we cannot find any books will have to be addressed and orders placed. I have been bringing in big books and curriculum units developed at Bank Street for some of the themes. This includes the materials for advisory in the 6th grade.
- Supported the scaffolding of curriculum instruction with various teaching methods that enhance oral language development, a key component in the Common Core State Standards as well as a greater focus on academic language development that begins in the early grades with social language.
- Facilitated the use of technology by tapping resources in the internet for Spanish materials as well as the availability of Rosetta Stone in the network. Jeff is working on making this happen and be available for the teachers to set up in their classrooms soon.

Jessica Willm – Victory Education Partners – Curriculum & Instruction Specialist
Elementary School

- Model/Demo Teaching with Grades 2 - 5
- Co-planning with Grades 2 - 5
- Data Support for Grades 2 - 5
- Curriculum Support for Go Math with Grades 2 – 5

Middle School

- Model/Demo Teaching with Grades 6
- Co-planning with Grades 6
- Data Support for Grades 6
- Curriculum Support in math and science for Grade 6 (creating objective sequences, aligning curriculum programs to instructional practices, etc.)

Special Education - Victory Education Partners consultant – Irene Abrams
Elementary School:

- Orientation: introduction to systems and processes, including SESIS, SEASWEB. IVR and SEDCAR
- Child Find - review all incoming student records for previous services
- 504 - introduce the legislation, forms & identify previous students. Set up to renew for 2013-14
- PPC: Ms. Davis & Ms.Carlo, Ms. Andersen

- Annual Review training on IEP writing and posting on SESIS.

Middle School:

- Orientation for newly hired Special Ed SETSS Provider, Ms. Papoulis
- PPC: Ms. Gonzales, Ms Papoulis
- SEASWEB&SESIS follow-up & troubleshooting

- Assessments
  - Interim Assessment Professional Development – ELA was completed last week; open ended responses corrected; results pending scanning
  - Math Assessment will be administered this week

11. PTO Report by Marcela Carvajal, PTO President & Trustee - attached

The Board of Trustees motions to adjourn the meeting at 8:30pm.
Motioned by: Alana Barran 2nd by: Nydia Sancho
All in favor: Unanimous
Motion Passed.