Bronx Global Learning Institute for Girls Charter School
The Shirley Rodriguez Remeneski School
Board of Trustees Meeting Minutes
Tuesday, March 29, 2016
Meeting 1

Board Members Present: Alana Barran, Joe Carcagno, Silvia Pan, Victoria Rodriguez, Tasha Smalls-Roman, and Nydia Sancho

Absent Board Members: Huey-Min Chuang (Excused)

Non-Board Members Present: Paul Augello, Mary Cordero, and Michael Drexler

Start time: 6:36 pm

- Welcome and Introductory Remarks by Alana
- Roll call by Victoria

Executive Director's Report at 6:37pm - Attached

Business Manager's Report at 6:50pm - Attached

PTO Report at 6:58ppm: - Attached

Victory Education Partner's Report at 7:05pm – Attached

Joe moves to adjourn meeting at 7:18pm. Nydia seconds. All approve. Motion passes.

Bronx Global Learning Institute for Girls Charter School, The Shirley Rodriguez-Remeneski School

Meeting of the Board of Trustees
February 23, 2016
Executive Director Report - Mary Ranero-Cordero

Budget & Finance	
Budget Status	On track ; Board resolution impacting budget updated ion 1/29/16
Budget	Adjustments pending: *Discontinuing Victory Education Partners: • Little Bird HR – effective December 31, 2015 *Addition of TriNet effective January 1, 2016 - 401K – February implementation
BGLIG Credit Card	BGLIG Processing the Credit Card payments in a timely manner

1. NYSED Assessments

• 2015-2016 Assessment dates:

a) NYSED ELA Grades 5-8: April 5-7

b) NYSED MATH Grades 3-8: April 13-15

• Planning & Preparing

1. Teaching & Learning
    a. Lesson Plans are aligned to CCSS and reflect rigorous instruction, differentiation and higher order thinking questioning; consistent principal feedback provided.
    b. Teacher Planning meetings with Principals and Literacy Coaches ongoing on WEEKLY BASIS
    c. Teachers submitting lesson Plans on a weekly basis for review
    d. Teaching Assistants development session with Literacy coach: focus Guided reading and literacy centers
    e. Formal Observation – round #1 completed by Mid January

2. Professional Development

Dual Language – Spanish support

- Observed instruction and gave feedback to the Spanish side classroom teachers and TA's
- Gave feedback on weekly Spanish side teachers' lesson plans
- Helped develop Spanish center materials, identified appropriate activities and resources
- Searched for appropriate Spanish materials for the MS Spanish teacher and ordered materials needed to support Spanish instruction

Literacy

<u>Curriculum</u>

- Reviewed yearlong maps and upcoming units*; met with teams K-5 & ELA MS to develop lesson plans:
- Planned differentiated centers to align with shared reading lessons
- Reviewed weekly K-5 lesson plans, giving feedback and making recommendations

Special Education

Elementary School

- Support Coordinator in maintaining CSE compliance for Elementary and Middle schools, maintaining data for accounting and for NYCDOE and State reports
- Meet with Counselor regarding IEP mandated counseling; training to develop IEPs and Goals on SESIS
- Observe student in classroom to discuss strategies with teachers and providers

4 . Mathematics Status

5. MS Afterschool/Saturday Academy Status

6. Payroll Verification Process

1. Business Manager prepares the payroll for submission to TriNet.
2. Executive Director will review payroll with Business Manager once approved, Michael will submit to Trinet for processing.
3. TriNet processes the payroll and creates an invoice with the payroll amount.
4. The Executive Director received the invoice via email, reviews and approves the payroll invoice.
5. Once TriNet receives the ED's approval, they will submit the payroll drawdown wire transfer to pay BGLIG staff.

7. Budget amendments – 1/29/15

8. Compliance/Governance:

a. Assessment Amendment and Executive Director Position -Pending NYCSED Approval
b. NYCDOE ACR REPORT -SUBMITTED February 1, 2016
c. NYC DOE Charter School Compliance Report - SUBMITTED February 1, 2016

9. 2015-2016 Student Recruitment and Lottery – updates

Applications submitted to the common application portal by 2/16/16 – NYC charter center

Grades	Number of application received		Grades	Number of application received
K	446		6	113
1	99		7	36
2	102		8	21
3	97			
4	88			
5	74			

Total	906			170

*Bronx Family Magazine – march - edition ad will post

* Open Houses

January 27, 2016	5:30 pm
February 10, 2016	5:30 pm
February 17, 2016	10:00 am
March 9, 2016	5:30 pm
March 22, 2016	5:30 pm

*Lottery Date: Monday, April 5, 2016 at 5:30 pm (application must be received by April 1, 2016 in order to be in the lottery)

*Apply : online at **www.bgligschool.org** (directs you to the common application or a paper copy)

10. BGLIG Workers Comp audit for the short-term policy period beginning 7/1/15 has been finalized and has resulted in a refund of $23,281. The refund check will be mailed to Victory from Mesirow (the broker). VICOTRY will please process accordingly to get the monies back to BGLIG.