

BRONX LIGHTHOUSE CHARTER SCHOOL ("BLCS") MINUTES OF A MEETING OF THE BOARD OF TRUSTEES  
HELD ON THURSDAY, JULY 16<sup>th</sup> 2015 AT 6:30 PM AT BRONX LIGHTHOUSE CHARTER SCHOOL, 1005  
INTERVALE AVENUE, BRONX, NY 10459

*Regular Meeting*

**Participation**

Participants in attendance:

- Ms. Evelyn De Gonzalez (Parent Board Member)
- Ms. Vilma Caba (Parent Board Member)
- Ms. Tonya Anderson (Parent Board Member)
- Mr. Hagos Ammanuel Mahreteab (Chair)
- Ms. Stephanie Brown (Treasurer)
- Ms. Karla B Magana Figueroa (Secretary)
- Mr. Javier Lopez-Molina (Board Member)
- Ms. Alix Duggins (CPA Principal)
- Mr. Kevin Golden (DTL K-12)
- Various instructors, staff, parents, and members of the community

The following Trustees were in attendance:

- Ms. Evelyn De Gonzalez (Parent Board Member)
- Ms. Vilma Caba (Parent Board Member)
- Ms. Tonya Anderson (Parent Board Member)
- Mr. Hagos Ammanuel Mahreteab (Chair)
- Ms. Stephanie Brown (Treasurer)
- Ms. Karla B Magana Figueroa (Secretary)
- Mr. Javier Lopez-Molina (Board Member)

The following Trustees were absent:

- Mr. Christian Lopez (Excused)
- Mr. David Tukey (Excused)
- Ms. Rebecca Wollensack (Excused)

With a quorum being established, the general meeting was called to order at 6:47pm by Mr. Ammanuel Mahreteab.

**Order of Business**

- 1) Ms. Anderson motioned to approve the June 18<sup>th</sup> 2015 board meeting minutes. Ms. DeGonzalez seconded the motion, which was unanimously approved.

- 2) Ms. Anderson motioned to approve the amended July 7<sup>th</sup> 2015 board meeting minutes. Ms. Caba seconded the motion, which was unanimously approved.
- 3) Open comments started at 7:00pm. Various members of the community expressed concern over the current vacancy of the Lower Academy Principal position. **The board communicated that parents would hear communication about the Lower Academy Principal position by the end of next week (ending 7/24/2015).**

At 8:10pm, Mr. Ammanuel Mahreteab motioned to take a 5-minute break.

At 8:27pm, the General Session was restarted.

- 4) Ms. Duggins delivered the Principal's Report.
  - a. This year, around 40 students are being retained, which is in-line with historical data. Looking to next year, there are a total of 4 instructors who will be uncertified entering the 2015-2016 school year.
  - b. Ms. *Sylvia*, Family and Community Partnerships Coordinator, presented the creation of a Family Plan. The Family Plan is targeted at engaging families in the CPA through activities such as workshops.
  - c. In terms of the Scholar and Family Handbook, most updates are cosmetic. A noteworthy change to the handbook is the change around the cell phone policy. The new policy is: first time a cell phone is discovered – it gets taken away for the rest of the school day; the second time – it gets taken away for 2 weeks; the third time—it gets taken away for the rest of the quarter. After lengthy discussion, Mr. Ammanuel Mahreteab motioned to approve the 2015-16 Scholar and Family Handbook. Ms. Brown seconded the motion, which was unanimously approved.
  - d. In terms of the Personnel Handbook, there are a couple of points in question. The main point is that there is a discrepancy between the allocated vacation time by BLCS/LHA and what staff is seeing in ADP. The discrepancy with ADP needs to be resolved. The Personnel Handbook proposal will be brought by Ms. Duggins to the next board meeting.
- 5) Ms. Brown delivered the Finance Report.
  - a. There was a finance call on July 14<sup>th</sup>, 2015. In terms of the budget, there are no significant variances noted.
  - b. Ms. Brown moved to formalize the creation of the Finance Subcommittee, with Ms. Brown, Mr. Lopez, Mr. Ammanuel Mahreteab, and Ms. Magana Figueroa as members. Mr. Lopez-Molina moved to second, was unanimously approved.
  - c. Ms. Brown moved to approve the Audit Engagement Letter. Mr. Ammanuel Mahreteab seconded the motion, which was unanimously approved.
  - d. Ms. Brown moves to approve capital expenditures for water fountain and locker reparations (not including science lab renovations) totaling about ~\$100k. Mr. Ammanuel Mahreteab seconded the motion, which was unanimously approved.
- 6) Mr. Ammanuel Mahreteab moved to table the CSSS Report. Ms. DeGonzalez seconded the motion, which was unanimously approved.

- 7) Ms. DeGonzalez moved to table the Corrective Action Plan (CAP) until the next meeting. Mr. Ammanuel Mahreteab seconded the motion, which was unanimously approved.

At 9:29pm, the General Session was closed.

At 9:34pm, the Executive Session was started. A roll call of the Board members and guests present was taken.

Board members:

- Ms. Evelyn De Gonzalez (Parent Board Member)
- Ms. Vilma Caba (Parent Board Member)
- Ms. Tonya Anderson (Parent Board Member)
- Mr. Hagos Ammanuel Mahreteab (Chair)
- Ms. Stephanie Brown (Treasurer)
- Ms. Karla B Magana Figueroa (Secretary)
- Mr. Javier Lopez-Molina (Board Member)

Guests:

- Jess Conway
- Stacy Winitt
- Alex Duggins (CPA Principal)

At 10:07pm, a break was taken from the Executive Session.

At 10:34pm, the Executive Session resumed.

At 12:52am, Mr. Hagos Ammanuel Mahreteab motions to exit the Executive Session. Ms. DeGonzalez seconds the motion, which was unanimously approved. A roll call was taken.

- Ms. Evelyn De Gonzalez (Secretary)
- Ms. Vilma Caba (Parent Board Member)
- Mr. Hagos Ammanuel Mahreteab (Board Chair)
- Ms. Stephanie Brown (Treasurer)
- Ms. Karla B Magana Figueroa (Secretary)
- Mr. Javier Lopez-Molina (Board Member)

**Key Action Items:**

- 1) Board to send formal communication to parents and community regarding the Lower Academy Principal Position
- 2) Maria Dorsey to provide an update about progress of uncertified instructors
- 3) Kickboard site parent portal situation to be investigated
- 4) True up between BLCS/LHA vacation policy and information on ADP to be investigated

- 5) Ms. Duggins to provide update on Personnel Handbook (including confirmation of latest version) at next board meeting
- 6) Board to send communication to Ms. Conway regarding her inquiry into joining the board