

**MINUTES OF THE MEETING  
OF THE BOARD OF TRUSTEES  
for the  
BEDFORD-STUYVESANT NEW  
BEGINNINGS CHARTER SCHOOL**

Meeting of August 19, 2014

**Members Present:** Joseph Sciame; Angel Charriez; Marlina Mondesir, Kevin Nesbitt; Cecelia Russo; Patricia Bramwell; Leticia Theodore-Green

**Members Absent:** Victor Rivera Jr. (excused)

**Also Present:** Nicholas Tishuk (Executive Director); Sabrina Del Sherpa (Lower School Director of Instruction “LSDOI”); Silbia Pagan (Middle School Director of Instruction “MSDOI”); Anthony Thomas (Director of Culture); Jennifer Byrd (Ass. Director-Family & Community Engagement) Vicky D’Anjou (Ass. Director-Knowledge and Development)

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Mr. Sciame started the meeting at 6:23, with a quorum present. Mr. Sciame thanked the committees and trustees **for** the tremendous work over the last couple of months. He also welcomed back Pat Bramwell, regarding absence due to her injury. The first agenda item addressed was the approval of the minutes from May 15, 2014 and the July 24, 2014 board meeting.

Upon a motion duly made by Ms. Russo and seconded by Mr, Charriez, the minutes of the May 15, 2014 meeting were adopted, with all necessary changes, by a vote of 7-0.

Upon a motion duly made by Ms. Russo and seconded by Mr. Charriez, the minutes of the July 24, 2014 meeting were adopted, with all necessary changes, by a vote of 7 - 0.

Upon a motion duly made by Mr. Charriez and seconded by Mr. Nesbitt, all the motions at the July 24<sup>th</sup> board meeting stand as being affirmed, by a vote of 7-0.

Mr. Tishuk began the Executive report by allowing members of the leadership team to talk about the work they completed during the past two weeks the school.

\*Ms. Pagan and Ms. Del Sherpa discussed the training themes for all teaching staff during the two weeks of training. The middle school had training regarding what our middle school should look like and the lower school has discussion regarding the systems in place that worked and what has changed. All teaching staff had training regarding the culture of the school, expectations and the new evaluations using the Kim Marshall tool. A new Teacher Alliance was created to help the new teachers during their transition, which is headed by Ms. Vargas, 4<sup>th</sup> grade teacher.

- A newsletter was created and distributed to create a bonding experience for the staff. The professional development sessions seemed to be encouraging. There was training for the new tracking portal, Open Academix, to guide teaching staff and expectation on its usage.
- Ms. Byrd followed Ms. Pagan and Ms. Del Sherpa, explaining how her training session brought both schools (**Lower/Upper**) together and addressed parent/family engagement. “The idea was to have a staff member feel that they have felt that all their concerns addressed,” stated Mr. Tishuk.
- Ms. D’Anjou gave an overview of the new website and the open academix program using a student of the school. The program showed the student’s schedule, their individual learning plan (if applicable), and the parent portal. The parent portal pulls data in real time and also shows homework based on the lesson plans on any given day. Ms. Russo asked, “Who is responsible for adding information into the system?” The answer given was that the SMT would work with teachers to ensure the date is entered. Ms. D’Anjou also addressed the board members email addresses. She will send the email address and password to each board member; she will assist anyone that needs additional assistance.
- Mr. Tishuk spoke about the change in culture that employees are adjusting to. The SMT team will work with the staff to hopefully avoid employees going into probationary period. Mr. Tishuk discussed the rechartering process for the school. Mr. Sciame and Mr. Tishuk had a call with NYCDOE and the school is on an expedited process for approval. NYCDOE has changed their rules, which allowed for an increase or decrease of 15% of attendance rate, now only allows for a decrease in attendance and not increase. DOE will be at the school on 9/23 & 9/24 to review the school. In accordance to our rechartering, NYCDOE will attend one board meeting (in September or October) and conduct a public hearing (date TBA). The board needs 100% participation during this time. Ms. Russo stated, “We all should make a commitment to what is needed for the school.” Mr. Tishuk will create a management system for the rechartering process to help notify the board of what is needed from them. All board members need to attend the board meeting attended by NYCDOE. Mr. Tishuk will confer with the board members in regards to what is needed and expected regarding the rechartering process. Mr. Tishuk will notify the board on what dates are chosen by the DOE for the events mentioned. Mr. Sciame commented to the SMT, “We trust you with the kids and the school. Our approach for upcoming years, we will ask you to be more accountable.”
- The executive director will provide financial records every three months, which will give

a realistic account of the school finances. All cuts were thoughtfully considered and nonessential employees were not hired. A question was asked if the school had the finances for potential substitute teachers, if needed. Mr. Tishuk responded, "We will try to avoid hiring substitute teachers to cover full time needed. We have setup the co-teaching structure so the associates to fill in. We will also restructure the schedule to cover and the SMT will cover when needed. Ms. Russo stated, "Just for the record, we have been told repeatedly that we will not have turnover and then have loss. We appreciate being proactive but we cannot have another year like last year."

- Ms. Russo also inquired about the average years of the teaching experience of the teaching staff. Mr. Tishuk stated he would find out that information but roughly 4-6 years.
- Ms. Russo asked about the reactions of staff in regards to promotions, and changes. Mr. Tishuk stated that the staff had a number of reactions. Some were positive and some were worrisome. Ms. D'Anjou stated that the older teaching staff didn't give the expected pushback ad the newer teaching staff were more questionable.
- Mr. Tishuk gave an overview of the Kim Marshall evaluation **tool**. The teaching staff has created their self-evaluations and preparing for their quarterly reviews. Ms. Russo asked who is doing the reviews. Mr. Tishuk explained that supervisor would conduct the reviews with him signing off on all reviews. The February & April evaluations will be used to decide if offer letters will be submit for new school year.
- The following SMT member is responsible for:
  - a. Ms. D'Anjou- Service Learning Coordinators
  - b. Ms. Byrd- Operations
  - c. Mr. Thomas- Academic Deans
  - d. Ms. Pagan- Middle School
  - e. Ms. Del Sherpa- Lower School
  - f. Mr. Tishuk- SMT
- The financial and operations committee discussed the citation from the Department of the Building for a fire suppression system and lack of public assembly posted. The Diocese does not have to do anything based on our lease. The Diocese will come Tuesday at 4pm to review the school. We will discuss the utilities issue with the Diocese. In regards to outstanding bills from J. Morales and Felipe, we will **not** submit any payment until we receive detailed invoices. We are in the process of paying down all our debt, ideally completing by December 2014. Mr. Charriez addressed the addition of Mr. Tishuk to the checking account.
- Upon a motion duly made by Mr. Charriez and seconded by Ms. Theodore-Greene, the following authorizers were ratified: Mr. Sciamé, Ms. Bramwell, Mr. Charriez and Mr. Tishuk, by a vote of 7 - 0.

- Upon a motion duly made by Mr. Charriez and seconded by Ms. Russo, the amount needed for 2 signatures has been increased from \$5,000 to \$10,000, by a vote of 7-0.
- Mr. Tishuk brought up the issue of the lack of ability to purchase needed supplies for the school due to the \$10,000 cap on the school debit card. The board did not feel comfortable with increasing the limit on the debit card. The suggestion of Mr. Tishuk getting a corporate card for the school was brought up.

Upon a motion duly made by Ms. Bramwell, seconded by Mr. Charriez, the board allows the Executive Director to apply for a corporate card with a limit of \$25,000.

- The development committee discussed the Congressman Cornegy coming to the school. Ms. Theodore-Greene stated that he is having surgery so the date of his visit will probably be in late September. The development committee will continue to work on this.
- Mr. Tishuk discussed what he was working on in regards to the “free space” solution NYC is working for charter opened before September 2014. Ms. Theodore-Green also discussed her meeting with Mr. Tishuk and Ms. Anjou regarding next steps for legislative support. She mentioned that she would work with the school to submit for funding in November for next year’s budget.
- The topic of the logo and the videos from the staff was discussed. Mr. Rivera sent in his questions to the videos, “Did the staff sign media releases?” Mr. Tishuk stated that all staff had signed a media release in their employee handbook. Mr. Rivera’s second question was the ability to copyright our new logo. Mr. Tishuk stated that the owner gave the school authorized rights for use.
- The education committee did not have any updates but plan to meet by conference before the next board meeting.
- The engagement committee did not have an update. Mr. Nesbitt stated that he allowed the school to work through their changes and prepare for the new school year. The group will meet and plan shortly.
- Upon a motion by Mr. Charriez, seconded by Ms. Russo, the Board voted 5-0 to recess the meeting at 9:00pm. The next meeting of the Board was to be on Tuesday, September 16, 2014 at 6pm.

Respectfully submitted,

Marlena Mondesir  
Acting Secretary for the Board