

Wednesday, December 12<sup>th</sup>, 2018  
6:30 PM

147 Saint Nicholas Avenue

Board Meeting

**AGENDA**

- 1. Call to Order and Reminder to Sign Up for Public Comments**
- 2. Adoption of December 2018 Agenda**
- 3. Approval of November 2018 Minutes**
- 4. Leadership Update, including:**
  - **School culture, safety, classroom management, discipline, social-emotional learning and interventions update**
  - **Hebrew, Israel, and Harlem program elements update**
  - **Operations (including transportation and community access) update**
  - **Other program-related updates**
  - **School leadership plan**
  - **Staffing**
  - **Recruitment strategy**
- 5. PTO Report**
- 6. Public Comments**
- 7. Staff Comments**
- 8. Adjournment**



## **Board of Trustees Meeting**

November 14, 2018

6:30 PM

147 Saint Nicholas Avenue

New York, NY 10026

### **Minutes**

#### Trustees Present

Linda Aristondo
William Allen*
Sara Bloom
Vanessa Goldberg-Drossman
Scott Wickham

#### Also Present:

Meghan Barrios, Interim Head of School  
Mark Fink, Hebrew Public  
Shane Goldstein-Smith, Hebrew Public  
Jordan Grant, Hebrew Public  
Melanie Hinds, Assistant Head of School  
Shlomit Levy, Assistant Head of School  
Brian Murphy, Hebrew Public  
Mia Poppy, PTO Member  
Ursula Vericain, Director of Operations  
3 Harlem Hebrew Community Members

\* Denotes by video conference

## **1. Call to Order**

Linda Aristondo called the meeting to order at 6:38 pm and reminded everyone in attendance to sign up for public comments if they wished to speak.

## **2. Adoption of Agenda**

Sara Bloom made a motion to adopt the November 2018 Agenda. Vanessa Goldberg-Drossman seconded and the motion carried unanimously.

## **3. Approval of Minutes**

William Allen made a motion to approve the October 2018 Minutes. Sara Bloom seconded and the motion carried unanimously.

## **4. Leadership Update:**

The board was updated to the following:

- Love of Literacy Day took place on October 31<sup>st</sup>. Students were encouraged to come dressed as their favorite character from literature.
- Parent-Teacher Conferences are scheduled for November 15<sup>th</sup>. Online booking has been successful in helping with scheduling.
- The next coffee chat will take place with Assistant HOS, Melanie Hinds and will feature a discussion around instruction.
- November 21<sup>st</sup> will be the annual Fall @Harlem Hebrew Activity Day.
- Map testing will take place in early December with all students expected to participate.
- The Discipline Code was explained in detail to all those present. Highlights include:
  - a) No unsafe behavior is tolerated.
  - b) Anyone engaged in unsafe behavior is removed to a safe space which can include another location in the room, school or home, depending on the circumstances.
  - c) There is open communication with parents/guardians re any inappropriate behavior.
  - d) Teachers are being trained in classroom management.
  - e) Tiered interventions have been implemented with three tiers being used to triage depending on the needs/behaviors of the student(s).
  - f) Positive behavior is focused on; respect, responsibility and safety are emphasized.
  - g) Restorative practices are used to encourage improvement in behavior.
  - h) Regular check-ins with teachers help support classroom management and support staff in challenging areas.
  - i) 1:1 counseling is available for students with special needs.

- The introduction of the Center for Development and Talent has commenced with online services available for students in K-2 and online services as well as win-block instruction during the school day being implemented for the older grades.
- The school will be rolling out a clear policy on the usage of the school building by local community groups, by the end of the month.
- Bussing has improved with school staff regularly in communication with bus provider, OPT.
- 484 students are currently enrolled in the school.
- There are 2 staff vacancies; 1 for a 5<sup>th</sup> grade general education teacher which is currently staffed by a substitute from sister school HLA until a replacement can be found, as well a music teacher position which is being staffed by a substitute from substitute provider, ASA.
- Student attendance is at 94%, just one point below the target goal.
- There have been 27 withdrawals and 25 suspensions for this year to date. All the suspensions have been treated with restorative practices and constant communication with the students' parents and guardians are used to prevent reoccurrences.

## **5. PTO Report**

The board was briefed on the following items:

- The PTO encourages everyone to bring along someone they have just met or are getting to know to the next PTO meeting.
- On Saturday, November 17<sup>th</sup> from 530-730, Harlem Hebrew will host a cultural festival to celebrate the uniqueness and diversity of the student population.
- The PTO Family Feedback Committee is seeking feedback along with potential solutions from anyone who makes an inquiry or suggestion.
- Parents and guardians are asked to bring in clean gently used uniforms for a uniform swap where children in need will be gifted those uniforms,
- *Giving Tuesday* this year will feature the ribbon cutting of the new school building on Tuesday, November 27<sup>th</sup>. Additionally on that day will be the inception of the caregiver fund in honor of late board member, Celia Wickham.

## **6. Action Items**

- Decreasing the number of academic days to 180 from 185 beginning in the 2019-2020 school year

After a presentation by school leadership and discussion by the board members, Sara Bloom made a motion to decrease the number of days from 185 to 180 in the academic calendar beginning in the 2019-2020 school year, pending approval from the authorizer. Vanessa Goldberg-Drossman seconded and the motion carried unanimously with Scott

Wickham abstaining. In accordance with said motion, the board adopted the following resolution pending approval by the authorizer:

**HARLEM HEBREW LANGUAGE  
ACADEMY CHARTER SCHOOL**

**RESOLUTIONS OF THE  
BOARD OF TRUSTEES**

**CHANGE OF TOTAL NUMBER OF DAYS FOR THE SCHOOL YEAR**

**NOVEMBER 14, 2018**

The resolutions hereinafter set forth as the action of the Board of Trustees of HARLEM HEBREW LANGUAGE ACADEMY CHARTER SCHOOL (the "School") have been duly adopted at a meeting of the Board of Trustees of the School (the "Board") duly called and held for such purpose, and do hereby direct that these Resolutions be filed in the minute book of the School:

WHEREAS, Harlem Hebrew Language Academy Charter School (the "School") was granted a charter by the Department of Education of the University of the State of New York (the "Authorizer") on or about June 19, 2012, to operate pursuant to its charter application (the "Application") which was incorporated by reference into the Charter Agreement (the "Agreement") signed by and between the Authorizer and the School on or about July 16, 2012; and, was renewed for another term by and between the Authorizer and the School on or about January 23, 2018 to operate pursuant to its Renewal Charter Application ("Renewal Application") which was incorporated by reference into the Charter Renewal Agreement ("Renewal Agreement") signed by and between the Authorizer and the School on or about January 23, 2018:

WHEREAS, the Renewal Application and the Renewal Agreement state that the School will have 185 days of sessions;

WHEREAS, the Board has determined that the School should align its academic calendar with many of the schools with said Authorizer;

WHEREAS, after due consideration and planning the Board has determined that 180 days of sessions will be more than sufficient for instruction and, will increase the productivity of both the school staff and student body;

THEREFORE, the Board shall change the number of school days to 180 effective the school year 2019-2020 pending approval from the Authorizer;

Be it RESOLVED, that the new aforementioned total of school days per calendar year will be amended to this order in the School's Charter.

**7. Public Comments**

I Harlem Hebrew Community Member asked about the discipline code and efforts made to address any inappropriate behaviors.

I Harlem Hebrew Community Member asked about school culture and the staff's ideas to keep the students happy and productive.

**8. Staff Comments**

None.

**9. Adjournment**

Sara Bloom made a motion to adjourn. Scott Wickham seconded and the motion carried unanimously. The meeting was adjourned at 7:53 pm.

# HARLEM HEBREW DASHBOARD

DATA AS OF 11/30/2018

## ENROLLMENT

By grade	Students	Sections	Waitlist 18-19
K	55	3	8
1	45	2	3
2	73	3	1
3	74	3	7
4	99	4	4
5	79	3	0
6	43	2	0
7			
8			
<b>Total</b>	<b>468</b>	<b>20</b>	<b>23</b>

## STUDENT DEMOGRAPHICS

	HH		CSD 3
	Current	May 2018	Overall, 2017-18
Special Needs	22%	22%	17%
Eng. Lang. Lnrs.	8%	12%	5%
Econ. Disadv.	72%	59%	49%
Homeless	3%	2%	
Asian	1%	1%	8%
Black/Afr. Am.	39%	35%	22%
Hisp./Latino	40%	31%	32%
Multiracial/Other	1%	0%	6%
White	19%	33%	32%
% in CSD 3	30%	42%	-
% outside CSD 3	70%	58%	-

## STAFF COMPOSITION

Asian/ Asian-Am	3	4%
Black/Afr.Am.	14	20%
Hisp./Latino	7	10%
Multi/Other	7	10%
White	38	54%
Native Hawaiian/Pacific Islander	1	1%
No Response	0	0%
<b>Total</b>	<b>70</b>	<b>As of 10/31</b>

## SUSPENSIONS

	YTD
Number of Students given Out of School Suspensions	29
Total # of Days of Out of School Suspension	53.5
% of Student Population w/ at least 1 Suspension	6.2%

## ATTENDANCE

	YTD	Target
Whole School attendance rate	93%	95%
% of students who are absent more than 10% of the time		
All students	24%	
Special needs students	17%	
English Language Learners	18%	
Econ. Disadv.	16%	

## STAFF VACANCIES

Position	Context
Vacancy: Music	Candidates have been interviewed but no one had strong enough classroom management skills; still interviewing; 8 candidates in face to face stage
Vacancy: 5th SS/Science	Various candidates have been interviewed but not strong enough; now offering 2.5k bonus; 13 candidates in face to face stage

\*soon we will be able to provide more specific reports on # of candidates in each job's pipeline; we have now gone live in Greenhouse (applicant tracking system)

## FINANCIAL PERFORMANCE

10/31/2018 \$2,126,000			
Days cash on hand:	68	Target days of cash:	90
	Revenue	Expenses	Margin
Actual thru 10/31/2018	\$3,288,000	\$3,067,000	\$221,000
Projection (6/30/19)	\$11,560,000	\$11,525,000	\$35,000
Budget	\$10,957,000	\$10,707,000	\$250,000
Variance	-\$603,000	-\$818,000	
Projected margin:	0.3%	Target margin:	0% or higher

## BOARD OF TRUSTEES

	Mtg. Attendance	Quorum
July	66%	Yes
August	100%	Yes
September	66%	Yes
October	71%	Yes
November	71%	Yes
December		

ACADEMIC PERFORMANCE										
ANNUAL STATE TESTS										
School: English (ELA) distribution by Level						Comparative Results: % Proficient				
	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>Proficient (3+4)</u>		<u>ELA 17</u>	<u>ELA 18</u>	<u>Math 17</u>	<u>Math 18</u>
2016	33%	38%	27%	2%	29%	School	41%	38%	49%	43%
2017	26%	32%	28%	13%	41%	NYS	42%	45%	46%	45%
2018	30%	32%	23%	16%	39%	NYC	42%	47%	43%	43%

NWEA-MAP							
English				Math			
<u>Nat'l %ile</u>	<u>Fall 18</u>	<u>Winter 18-19</u>	<u>Spring 19</u>	<u>Fall 18</u>	<u>Winter 18-19</u>	<u>Spring 19</u>	
0-10	10%			13%			
11-20	8%			10%			
21-30	9%			17%			
31-40	11%			10%			
41-50	8%			7%			
51-60	12%			9%			
61-70	13%			8%			
71-80	8%			7%			
81-90	9%			9%			
91-100	13%			11%			
% at or above 50	54%			44%			

*\*Decile data is based on all students tested in a given term (not cohort data)*