

# Teaneck Community Charter School Board of Trustees

## Minutes from Meeting: May 13, 2019

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Meeting called to order: 7:04pm

Open Public Meetings Act notice read by Shelley Eleby.

### Attendance

#### Board Members Present

Kimberley Capers

Shelley Eleby

Julie Elliott

Julie Mitchell

Misha Simmonds

Renee Karibi-Whyte

Yvette Skaff (ex-officio)

Jeff Parson

#### Board Members Absent

Themba Johnson

#### Administrators Present

Ralph Gallo

Thomas Jazwinski

Administrators Absent

Sonia Torres (on 5-6 Frost Valley trip)

Also Present:

Ms. Abbie, Ms. Z; Mr. Keitel, Mr. T

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- **Swearing in of new Board Member: Xiomara Hadnot**
- **Approval of Minutes from April 8, 2019**  
Moved by Simmonds, seconded by Capers.  
Voice vote; motion carried (one abstention).

### ***DIRECTOR'S REPORT***

- Received temporary certificate of occupancy for new classroom.
- Enrollment update - currently at full enrollment of 323 - one 8th grade spot available
- NJSLA - 3 to 5th graders have completed. 7-8s started testing today; smooth administration on all fronts (technology, training, security, etc.). Will be doing makeups over the next two weeks. Science testing for 5th and 8th grade is scheduled for May 22 and 23.
- Personnel updates

- 1-2 Teacher hired - Renique Christolias is moving from Special Ed, where we now have a vacancy that has been posted on a new teacher posting service that streamlines the application process, making it easier to review candidates. Several applicants; will start interviewing later this month and will invite Board members for 2nd interviews. Goal is to hire as soon as possible.
- Other vacancy is Special Ed Supervisor; still accepting applications. Role was shared with all Bergen County superintendents as there have been cutbacks. Promising outlook for getting a quality candidate for this position which ideally will start July 1.
- SEPAC meeting was hosted last week; 12 parents, 5-6 teachers, Ralph and Sonia were there. Goal was to have open dialogue on what department should look like going forward, get understanding of desired personnel and programs, and to stress the value of two way communication and to open those lines of communication --within the department, with all TCCS teachers, with parents, etc. Parents felt heard as a result of this meeting.
- End of year activities: Closed May 24, 27, 28 (to give back the snow days).
- 7-8 trips are June 3-7 (Philadelphia and DC, respectively); 5-6s are currently in Frost Valley (and there is a chance of snow out there tomorrow!!)
- Mini-courses will be held June 10 to 21 are in development (upper school); Field day is June 13
- Author's Day for K is June 3
- Art Show is May 21

### **OLD BUSINESS**

- FTCCS Construction Update - New 1-2 classroom was completed in reasonable time frame. Contractor has shown they are able to stick to a schedule! Class will be held in room on Thursday.
- Full completion of classrooms will be mid-summer, which will allow us to move in by September.
- Gym and attendant construction has kicked into high gear over the last few weeks.
- Next construction meeting with Teaneck Zoning Board and Planning board is May 31; topic is to switch out stairs (demolish old after building new in new location). Goal is to have in place, along with new classrooms, for September.
- There are a few design changes needed in terms of pads etc. based on where bracing will go to avoid kids climbing on them, etc. -- the type of think you can't account for before you see it.

### **NEW BUSINESS**

- **Presentation of Staff Survey**
  - Staff Evaluation - new process we broke out by administration level
  - Perception of the board - improvement for more board presence and more face to face communications with the board
  - School Overall - improved areas staff collaboration, student achievement, positive culture, two areas of improvement special education and consistent enforcement discipline

- Personal Experience of Teachers - efficacy of PD to improve instruction, value of staff meetings, and evaluations areas of improvement support and planning time across great levels
- Timing of constructive feedback - staff received constructive feedback at varying intervals
  - 94% have had 1 formal observations ( Tenured are required to have 1)
  - Informal observations are helpful 50% had and additional 3 or more informal observations
  - Feedback from groups include special services, principal, lead - 44% received feedback same day - includes like an informal observation report and it can also be verbal
- Key takeaways (see slides for full presentation)
  - Positive growth - leadership team, improved communication, school leadership
  - Areas for growth/focus - discipline and special education
- **Presentation of Parent Survey**
  - Parents generally satisfied -- high ratings (see slides)
  - Frequency of communication was strong
  - Quality of teachers, opportunities to be involved, education child has received all rated at 3.6 out of 4; other categories similarly strong at 3.5.
  - Open ended questions re successes: better communication; improved curriculum; teacher quality, parent engagement; other.
  - Open ended communication re areas of focus: desire for more rigor; trips/activities (tended to be specific desired activities); intervention for special ed, tutoring, struggling students; various other comments -- for full list see presentation
  - Clear overlap areas in instruction, discipline, and special education.
- Elections: 3 open positions; we invited candidates to come to tonight's board meeting. Packets will be available
- Committee Updates -
  - Finance met before meeting; discussion was about large check to friends relating to room construction; review of February report and personnel considerations relating to finance.
  - Governance - discussed surveys, evaluations, election
  - Curriculum committee met - Discussion of scheduling for next year relating to possible changes.

## **PRESENTATION OF THE RESOLUTIONS**

Public Comment - General: none

Public Comments - Resolutions: Background provided on pending resolutions.

*Resolutions:*

1905-01- Budget Summary

- Moved by Elliott; seconded by Simmonds. Roll call vote; resolution carries.

1905-02- SBA Financial Report (Feb 2019)

- Moved by Elliott; seconded by Parsons. Roll call vote; resolution carries.

1905-03- Personnel Appointment (Interim Supervisor of Special Services)

- Moved by Mitchell; seconded by Simmonds. Roll call vote; resolution carries.

1905-04- Personnel Appointment (Interim Case Manager)

- Moved by Capers; seconded by Karibi-Whyte. Roll call vote; resolution carries.

1905-05 -Personnel Appointment (Instructional Aide)

- Moved by Capers; seconded by Mitchell. Roll call vote; resolution carries.

1905-06 - Personnel Appointment (ESY 2019)

- Moved by Capers; seconded by Karibi-Whyte. Question relating to administration needed (no; Ralph or Sonia will serve that role) and total number of days for program (state requires minimum of 20 days -- they will address to ensure compliance.) Roll call vote; resolution carries.

1905-07 - Field Trip Approval

- Moved by Simmonds; seconded by Mitchell. Roll call vote; resolution carries.

1905-08- Teacher Appointments (2019-2020)

- Moved by Parsons; seconded by Elliott. Roll call vote; resolution carries.

1905- 09- Teacher Appointments (2019-2020)

- Moved by Parsons; seconded by Capers. Roll call vote; resolution carries.

1905-10 - Teacher Appointments (2019-2020)

- Moved by Karibi-Whyte; seconded by Capers. Roll call vote; resolution carries.

1905-11 - Teacher Appointments (2019-2020)

- Moved by Mitchell; seconded by Parsons. Roll call vote; resolution carries.

1905-12- Instructional Aide Appointments (2019 - 2020)

- Moved by Simmonds; seconded by Capers. Roll call vote; resolution carries.

1905-13 - Child Study Team Appointments(2019-2020)

- Moved by Simmonds; seconded by Mitchell. Roll call vote; resolution carries.

1905-14 Support Staff Appointments (2019-2020)

- Moved by Capers; seconded by Simmonds. Roll call vote; resolution carries.

1905-15 Administrator Appointments

- Moved by Karibi-Whyte; seconded by Capers. Roll call vote; resolution carries.

***Meeting Adjourned at 8:19pm***