



**Brooklyn Urban Garden Charter School**

**Board of Trustees Meeting**

**October 26, 2021**

**6:30pm - 8:00pm**

**Brooklyn Urban Garden Charter School, 500 19th Street, Brooklyn, NY**

<https://meet.google.com/iww-pkee-pye>

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**Members Present:** Jamal Deek, Adam Drucker, Felice Ekelman, Regina Fechter, Louis Green, Hallie Iannoli, Christine Kang, Jacqueline Piccolo, Cathy Boeckmann, Don Mabrey, Charles Hertzog

**Others present:** Wynette Caesar (BUGS Principal), Susan Tenner (BUGS Executive Director), Susan Bakst (BUGS Director of Marketing and Outreach)

**I. Welcome and Approval of the Minutes**

- A. The meeting was called to order at 6:36 pm
- B. Susan Tenner led a Mission Moment to honor Dirk Tillotson, BUGS friend, educator, and passionate advocate for educational equity. The board held a minute of silence in remembrance.
- C. Prior to approving the minutes, Susan Tenner confirmed that the Attachment to the September 2021 Board Minutes that was circulated included the formal resolution language of the BUGS board vote conducted in September around the Key Design Elements and organization chart. Susan Tenner further reiterated the circumstances and administrative nature of the material changes voted on in the September meeting minutes. She read/stated for the record that:

*In September 2021, the BUGS liaison from NYSED Charter School Office (CSO) notified the BUGS Executive Director and Board Co-Chair that changes to the BUGS organizational chart made with the knowledge and approval of NYSED CSO in the ten years since the school's founding now need to be submitted to the school's charter entity, the Board of Regents of the University of the State of New York NYSED, for approval as a material charter revision (the "Organizational Chart Request"), and*

*Also in September 2021, the BUGS liaison from NYSED CSO notified the BUGS Executive Director and Board Co-Chair that the Key Design Elements (KDEs) submitted in the BUGS Prospectus (Phase 2 of the BUGS initial charter application), and which have been used by*

*BUGS ever since the school's inception,<sup>1</sup> do not match the key design elements included by NYSED CSO in the September 2, 2011 Regents Item,<sup>2</sup> which served as the basis for the approval of the BUGS charter application by the Board of Regents, and that BUGS then needed to resolve this misalignment by submitting its KDEs to the Board of Regents for approval as a material charter revision (the "KDE Request").*

- D. Felice Eckelman made a motion to approve the September minutes with the attachment, Cathy Boeckmann seconded and all were in favor.

## II. Finance Committee

- A. Jamal Deek updated the board about a meeting with the auditor who confirmed we had a clean audit and the school's ratios and reserves are strong. BUGS personnel expenses are in line with the charter education industry and other of the auditor's clients.
- B. Jamal asked for the board to vote to approve that the **"Finance committee met and based on detailed discussion recommends that the board approve the financial statements."** Christine Kang made a motion to approve, Adam Drucker seconded, and all were in favor.

## III. Governance and Nominating Committee

Cathy Boeckmann updated the board about the following items:

- A. Governor Kathy Hochul signed legislation (S.50001/A.40001) which offers the option to allow virtual access to public meetings under New York State's Open Meetings Law. The committee is suggesting a mix of in-person and virtual board meetings. During the months when the board doesn't meet at BUGS, the committee is suggesting that members try to attend a school event.
- B. The meeting schedule proposed by the committee is to meet virtually in November and December and meet in person in January. The committee will revisit the schedule after January 15, 2022, which is the date when the new law is set to expire.
- C. The board was reminded that details about the renewal meeting with NYSED in November would be coming soon.

## IV. Executive Director Report

- A. Susan Tenner led a discussion of Giving Tuesday and End of Year Appeal with a call for support from board members and a review of tools and resources.
- B. The board discussed next steps in the renewal process including participation in the Public Hearing and planning for the NYSED-board session on governance and oversight.
- C. The Ed and Accountability Committee shared with the board the school's ongoing efforts to refine "The BUGS Way" -- including using data for targeting instruction and developing consistency in curriculum, instruction, evaluation and student assessments. The committee and leadership team is also looking to increase the turn-around and strengthen alignment with state curriculum and state standards to gather the data teachers need to achieve student outcomes.

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<sup>1</sup> 1) Inquiry-Based Study of the Science of Sustainability, 2) Extended Time for Learning, 3) A Positive and Inclusive School Climate, 4) A Professional Learning Community, 5) Authentic Assessments and Individualization, and 6) Use of Technology

<sup>2</sup> 1) Education for Sustainability, 2) Rigorous and engaging academic program, 3) Data-driven climate, 4) Focus on services for students with special needs, 5) Technology infusion

There was no Public Comment.

Don Mabrey made a motion to adjourn the meeting: Felice Eckelman seconded, and all approved.

The meeting ended at 8:16 pm.