

PENINSULA PREPARATORY ACADEMY CHARTER SCHOOL
611 Beach 19th Street
Far Rockaway, New York 1169
Phone 347-403-9231 Fax 718-327-2580
www.peninsulaprep.org

Karen Jones, Principal

Ligoria Berkeley-Cummins, Assistant Principal

PPA Board of Trustees Meeting December 14, 2014

Board Members:

PPA Staff

Absent

Betty Leon, Board Chair

Karen Jones, Principal

Patricia Woods

Doretha McFadden, Vice Chair

Ligoria Berkeley-Cummings, Assistant Principal

Sylvester Okonkwo Sylvester

Kevin Alexander, Treasurer

Jason Pierre

Jacqueline Burton Waal, Secretary

Angela Inforna, Literacy Coach

Call to Order – Meeting convened at 6:10 P. M.

Recitation of Mission Statement and Vision Statements and Goal # 5

Minutes - November 12th- read and approved.

It was motioned (Waal), seconded (McFadden) and unanimously carried to accept the minutes for November 12, 2014.

Board Chair's Report, Betty Leon – December 2014

- 1. SPED Coordinator** – Chair Leon asked Ms. Jones Principal to inform the Board of recent development(s) re: SPED Coordinator position.
- 2. Donation of 15 Desk Top Computers** – Chair Leon asked Ms. Jones to make arrangements to have the computers picked up and placed in PPA classrooms.
- 3.** Chair Leon concluded, and asked for a motion to accept her Report.

The motion was made (Waal), seconded (Burchette) and unanimously passed to accept the Chair's Report.

Principal's Report – Karen Jones, Principal – December 2014

Ms. Jones began by explaining the fact that it is crucial that every staff person who interfaces with the children understand the content and the expectations at the "ultimate" level. To this end, Ms. Inforna (Literacy Coach) and Ms. Cummins (Assistant Principal) support the Literacy and Math programs respectively. For further information see the MATH and LITERACY Reports.

Data and Student Progress – Ms. Jones reminded everyone about what she shared, with regard to the Academic Goals, at last month's Board Meeting that "Student data is used to drive instruction, and PPA's goal is to see a 3% monthly increase and a 15% - 18% (annual) increase in student progress/performance over the next 5 years."

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Math/Go Math Program

1. **Professional Development in Math** – Teachers have received two sessions thus far, and another PD is scheduled for December 1st
2. **Incentive - 85% for 85%** - Classes receive a PIZZA Party when at least 85% of the scholars receive 85% (and above) on their assessments. **The Bar goes up by 5%** after the class' first party. (See GO MATH Data Dashboard)
3. **Assistant Principal's Report – Ligorja Berkeley-Cummins** addressed the need to focus on ***instructional coherence*** and the steps the teachers are taking to insure that all PPA students will be able to:
 - a. **Understand interconnected Math Concepts** that transfer across grade levels in order to do Math computation and solve word problems.
 - b. **Attain, combine, and apply the Math Skills** to solve multi-step math problems.
 - c. **Video Taping Math Lessons/Instruction** – Teachers are using the videos to: give and receive feedback and support, re-play and re-teach and explain difficult concepts.
 - d. **Utilizing Projects-Based, Manipulatives, Songs, Rhymes, Charts, and Peer Tutoring** to learn and reinforce strategies to solve math problems.

SPED Program

1. PPA is endeavoring to meet Guidelines and Standards
2. **New SPED Coordinator** is working with administrators and staff *raise student Performance Rate* higher than the minimum requirement of 30%.

Literacy –

1. **Achieve 3000** has been fully implemented at PPA.
 - a. **Students are earning points and rewards** for completing reading and related activities at home.
 - b. **Parents shared their approval and enthusiasm** about the program.
 - c. **Grades 3-5** have been assessed.
2. **i-Ready** monitoring to be completed by December 23rd .
3. **ELA Data** will be available for the January 14th Academic & Board Meetings.
4. **Academic Dashboard** – Ms. Jones and the Board discussed the fact that the present dashboard needs to be revised/updated to include:
 - a. **Student Performance** in relation to the Charter Goals.
 - b. **Student Data** with regard to attendance, suspensions, etc.
5. **Literacy Coach's Report – Angela Inforna** – Ms. Inforna shared updates, incentives and "built-in" time blocks for the following initiatives:

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- a. **Achieve 3000**
 - b. **Superkids**
 - c. **Reading Assessments & Running Records**
 - d. **Data**
- 6. Academic Committee Meeting**
- a. Discussions/Updates from Team Members related to ELA and Math *next steps*.
 - b. Answer questions re: program implementation, assessments, PD, etc.

Leadership Team Reports

Ligoria Berkely-Cummins, Assistant Principal

Angela Inforna, Literacy Coach

Norman Fairley, Sped Coordinator

Anthony Paduano, Chief Technology Officer

Rachele Laurent, Director of Student Support/Parent Engagement

Sean Glasco, Director of Student and School Culture

Larnice Johnson, Parent Coordinator

Discussion - The Principal's Report concluded with a discussion about the initiatives PPA is implementing to support/improve instruction and student achievement.

Q. & A. What is the "Built-In" Safety Net for these students?

Provide more in the classroom support by:

1. Maximizing the utilization of the Teacher Associates to teach and reinforce skills.
2. Using the Guided Reading Groups to review, reteach, and reinforce reading skills.
3. Requiring teachers to pay more attention to the questions they ask to ensure that their questions are reflective of the NYS ELA EXAM tasks and that they "differentiate" instruction and follow-up activities.

Parental Support and Involvement through the:

1. **Achieve 3000** Literacy Program (Reading Passages and Activities children do at home).
2. **The FLIPPED CLASSROOM** – Beginning January 2015, PPA will initiate **Video Instruction at home**; where the child and parent can view the video together and
3. discuss steps, skills, and strategies taught (in the classroom downloaded on U-Tube)
4. **Parents may borrow Internet Access** - The NY Public Library will allow parents to *borrow* internet access via the students Library Card.

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- 5. Data Conversations with Parents** - Teachers are sharing the data with parents; thereby facilitating what parents can to *help their child at home*.
- 6. Weekly Phone Calls re Student Progress** - Teachers and parents discuss each child's progress (Progress Report) once/week.
- 7. Incentives Encourage Reading at Home** – Prizes to classes whose students return the most Reading Logs.
- 8. SCRIPTS SPELLING BEE** is coming soon!

It was motioned (Alexander), seconded (Waal) and unanimously passed to accept the Principal's Report.

Business Manager's Report – Jason Pierre, Director of Finance – December 2014

Mr. Pierre reviewed and explained the **Financial Summary** for the Period Ending October 31st:

Net and Projected Operating Surplus/Deficits

Net and Projected Surplus/Deficit (before and after Declaration)

Review of Per Pupil Revenue and Expenditures (YTD)

Total Cash Expenditures and Cash in the Bank for the Period Ending October 31st .

Mr. Pierre explained how his review of the current budget enabled him to make adjustments in order to pay for expenses (projected and actual) and keep the school financially viable.

It was motioned (McFadden), seconded (Burchette) and unanimously passed to accept the Business Manager's Report.

PTO Report – Michelle Burchette, PTO President – December 2014

Ms. Burchette's PTO Report included:

- 1. PTO Meeting Agenda for November 10, 2014**
- 2. Fundraiser Initiatives**
- 3. YMCA After School Program** – Larnice Johnson, Parent Coordinator
- 4. Scholar of the Month** – Rachele Laurent, School Counselor

The motion was made (Leon), seconded (Waal) and unanimously passed to accept the PTO President's Report.

It was motioned (Leon), seconded (Alexander) and unanimously passed to adjourn the meeting.

Adjournment – 8:00 PM

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ACADEMIC COMMITTEE REPORT – Jacqueline Burton-Waal, AC Chair – January 14, 2015

Academic Committee Dates for January 2015

AC Walk Through – January 14th - All Day and AC Meeting – January 14th – 3:00 PM

Attendance: Jacqueline Burton-Waal, AC Chair; Doretha McFadden, PPA Board Vice Chair; Patricia Woods; Betty Leon, PPA Board Chair; Karen Jones, Principal; Ligoria Berkeley Cummins, AP; Angela Inforna, Literacy Coach; Gabriella Cervoni, Data Specialist; Jessica Cook, Teacher; Jessica Thompson, AIS; Danielle Pedretti, AIS; Other _____

AGENDA See **Principal's Report** January 14, 2015

NOTES:

Goals/Updates - Leadership Team

Goals/Updates - PPA Staff

Goals/Updates – Assessments & Data

Goals/Updates – Professional Development

Q & A/Other:

