

**Teaching Firms of America
Professional Preparatory Charter School
Board of Trustees - Monthly Board Meeting**

TFOA Professional Preparatory Charter School
616 Quincy St
Brooklyn, NY
February 11, 2013

Present at Meeting:

In person:

Manel Silva, Secretary
Tamecca Tillard
Shaka Phillips
Latoya Massey

Christina Grant

Via conference call:

Todd Dumas, Chair
Danielle Purfey, Vice Chair
Ayanna Wayner, Co-treasurer

Others:

Rafiq Kalam Id-Din, Managing Partner
Michelle Mathews, Pedagogy Partner
Damian Dunkley, Stakeholder Partner

Quorum was established.

Meeting Called to Order:

Manel Silva called the meeting to order at 7:00 p.m.
Minutes from prior meeting approved.

Reports:

- 1 School report
 - a Pedagogy Report
 - i Presented data from Q1 and preliminary Q2 data
 - ii Emphasized that the higher the grade level the more difficult it is for students to move through.
 - iii Interim Assessments are decided by grade level, and change each quarter to enable more intricate assessments. (IA's replaced Terra Novas) However, does not allow for the ability to compare assessments over time, only across the same grade level. Will be doing more work to normalize the assessments. End of year assessments are comprehensive.
 - iv Teachers also create their own assessments that are supposed to map to the rubrics. Those assessments then get compared to the IA, DRA, IMAPs, etc to ensure that their assessments are accurate and appropriate. Teachers get significant coaching to help with assessments.
 - v Looking into early assessment tools.
 - vi Discussed addressing consistency between teachers assessments eg for DRA.

- vii Teachers have been requesting professional development to address discrepancies between what they thought they were teaching and what data states.
 - b Stakeholder Report
 - i 1 school suspension per month. Many students not suspended eg if they have IEP's, teachers are considerate about educational or other challenge. Also pre-emptively creating plans for students who are beginning to show challenges, addressing it beforehand with parents, documenting extensively.
 - ii Bus suspensions reviewed.
 - iii Student attendance reviewed. Will break down by reason next time (eg medical vs other reason).
 - iv Reviewed Leadership Index.
 - c Managing Partner Report
 - i Reviewed Q2 balance sheet, as well as Balance vs Actual.

Announcements:

- 1 Next meeting March 11th at 6:30 pm.

Adjournment:

The meeting was adjourned at 8:50 pm.

Dr. Manel Silva
Secretary, TFOA Board of Trustees

Date of Approval