



**Omigbade Escayg**  
*Head of School/Director*

**Mary Kate Boesch**  
*Assistant Principal*

**Linda Hatfield Ed. D.**  
*Assistant Principal*

## **BOARD OF TRUSTEES MEETING MINUTES**

November 6, 2014

### **Members Present**

Henry A. Lambert, Chair  
Tony Betaudier  
Michael A. Catlyn  
Diana J. Lee  
Omigbade Escayg  
(ex-officio non-voting)  
MihranKeoseian  
(ex-officio non-voting)

### **Member Absent**

DeShana Thomas  
(FAC-ex officio voting)

### **Others Present**

Linda Hatfield - Asst. Principal  
MaryKate Boesch - Asst. Principal  
Colathur Janardhanan  
Karen Cename

The meeting was held on November 6, 2014 at the School. The meeting was called to order at 5:30. The minutes for the meeting held on September 15, 2014 were reviewed and adopted with changes showing the meeting started at 5:30, not 6:30. Request was made that an explanation of the deficit in the budget discussed at that meeting be attached to those minutes.

### **Finance**

**It was reported that the deficit in the budget last reported at \$227,000 had been resolved and these minutes include an attachment to explain how it was resolved. The Head of School did a budget analysis that showed areas of potential savings that can be applied to the shortfall; this will be updated for the next meeting.**

However, Janardhanan reported that the IDEA reimbursement is now projected to be \$60,608 less than the amount budgeted for (\$166,234). See attachment re IDEA reimbursement. This will result in an increased deficit of \$60,000 for a total projected deficit before capital expenditures of \$160,000. The amount of reimbursement is being appealed.

There are currently 237 students. This may increase the deficit further since the budget is based on revenues for 240 students.

Omi reported that the amendment to the Charter to allow for 260 students was submitted. We are waiting for changes to architectural plans for work to accommodate the additional students. Michael said State law requires that if BCS spends money for work on its premises, it must also spend the same amount on the co-located public school. Michael will send Diana the law.

### **Education**

Mihran reported that each member of the leadership teams has developed its own 30/60/90 plan

to address deficiencies. Each plan has been approved by Omi and Mihran. Work is being done to align the curriculum both vertically and horizontally and to provide teacher development. The administrative team visits classrooms and reviews test scores to determine progress of students. Omi and Mihran conduct the assessments.

Karen reported on the Response to Intervention (“RTI”) and Special Education Program. In the RTI program teachers recommend students who need intervention which is carried out in the classroom. If there is no success, they are assessed for an Individualized Education Plan to meet their special needs. 32 students currently have IEPs. While there is extra reimbursement for students with IEPs, if not successful, the School’s test scores are ultimately affected.

Mary Kate reported on the teacher evaluation system in which each teacher will have three separate evaluations. One is going on now. Steps are to have a pre-evaluation meeting with the teacher, a 90-minute observation of each class and a post – observation report which is given to each teacher to get their reaction and set goals for improvement.

Omi reported that he is considering karate and music as after school programs and will present costs at the next meeting. Omi reported that Michael and Tony have visited individual tutoring programs (including Bedford Friends Tutorial) to assess whether an outside tutorial service should conduct the Saturday Academy. Discussion followed on whether our own teachers should run the Saturday Academy, Mihran and Omi to investigate pros and cons of each.

### **Legal**

Henry proposed adding Mark David to the Board. His resume is attached. It was voted that subject to Michael and Tony meeting him and agreeing, Mark would be asked to join the Board.

Henry stated that The Wedding Garden is projected to generate \$175,000 to \$200,000 in income for the School.

### **Report on Compliance**

Omi reported that the School has submitted its safety report, audited financial statements have been prepared internal controls, student handbook and employee handbook have been prepared and submitted. The next compliance deadlines are Jan. 6 and Feb. 2.

Based on a recent survey, 97% of parents reported satisfaction with the School. However, only 63% of teachers would recommend the School. Teachers need to be asked anonymously why they would not recommend the School.

The meeting was adjourned with December 10, 2014 set as the next meeting.

Respectfully submitted,  
Diana J. Lee, Secretary