

### **Members Present**

Henry A. Lambert, Chair  
Diana Lee  
Feona Huevo  
Mark David

### **Others Present**

Pam Sanders  
Ariel Arnold  
Robert Morales  
Joanne Hunt

The meeting was held via a ZOOM conference call on January 19, 2021.

Topic: BCS Board of Trustees Meeting

Time: January 19, 2021 6:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/82291448351?pwd=dnQ0aXVJRTdpWGFhMk0raEFGbGFGQT09>

Meeting ID: 822 9144 8351

Password: bcs

One tap mobile

+16465588656,,82291448351#,,,,0#,,593914# US (New York)

Meeting ID: 822 9144 8351

Password: 593914

Find your local number: <https://us02web.zoom.us/j/kewCcJCVKx>

The meeting was called to order at 6:03 pm. The minutes for the meeting held on December 22, 2020 were approved with a motion from Mark, seconded by Diana with an addition regarding the Bridal Garden. All voting members (4) were in favor.

### **COVID Updates:**

3 potential cases were reported to the NYCDOE Situation Room by P.S. 23 within a two-day time frame. Below is a breakdown of the outcome.

- Results: 10-day building shut down; building reopens 1/25/21
- Initially a 24-hour building shut-down to investigate (1/14/21)
- P.S. 23: Confirmed all 3 cases to be unrelated: 1 adult and 2 students
- Two more confirmations sent over the weekend (Total of 5 unrelated confirmed cases at P.S. 23)
- BCS is fully remote from 1/14/21-1/22/21

### **School Hybrid/Remote Updates:**

- Current students opting for Full Remote Learning: 142
- Students Opting for In-Person: 68
- December 2020 attendance was 86%. November attendance was 89%. BCS believes that in-person attendance went down due to the mandatory testing that is required in order to be in-person as well as the increase of students who were out because they were sick or had symptoms of COVID but did not have the virus.
- Next opt-in date for in-person instruction: February 1<sup>st</sup> for physical return of March 1<sup>st</sup>.

### **Education Updates**

#### Virtual Tutoring Program: Updates

- Program begin date is now the week of 1/25/21 due to the unexpected building closure and the need to plan further.
- There are currently a total of 4 BCS teacher tutors.
- There are a total of 25 students being contacted to service within this 6-week cycle.
- BCS will continue to add students as more tutors sign up to work in the program.

#### Monthly Parent Workshop (Next workshop: February 2021)

- There was no parent workshop in January 2021 due to the mandated NYCDOE school shut down.
- Individual Grade Level Workshops pertaining to specific grade level content will happen in February 2021.
  - The focus of the next set of parent workshops will be to address the grade level standards that are presented within the ELA and Math curriculum to help parents understand how they can support their children with their daily work. The essential standards will be addressed for each grade in ELA and Math. BCS will be focusing on essential standards because this is what is necessary at this time due to remote learning. It is the intent of the school to ensure that teachers are focusing on these standards in order for students to be as best prepared for the next grade level. Parent resources will also be shared and sent to all families.
  - A concern was raised regarding the lack of parent participation from previous parent workshops. Diana suggested incentives such as a raffle and giveaways. BCS administration informed the board that the school advertised raffles and giveaways which increased parent participation for the 2<sup>nd</sup> workshop. There was a discussion among board members as to what can be done to increase attendance at parent workshops. Henry suggested in finding time to reach out to families personally and stress the importance of these workshops with a message through motivation. Diana suggested that we continue to hold raffles and giveaways. BCS will do both; communicate with families regarding the importance of these workshops as well as offer some fun with the raffles and giveaways to increase parent participation.

- Feona made a suggestion to record the sessions and archive them so that they can be made available to families who were unable to attend the workshops. Since teachers are utilizing the Zoom platform, a recording of the sessions is an option that the school will begin in order to set up a library of videos for our families.

### Staffing Updates

- 2020-21 staffing updates: None

### Financial Report: Ms. Ariel

- Budget vs. actuals ending period 12/30/20
  - There is a \$683,000 surplus through December 2020. There is currently 2 million in investment accounts and \$617K cash on hand. Ariel projected a surplus of approximately \$315K based on accruals for payroll, taxes and monthly spending. Ariel did stress that this is not a finite number and that the surplus could go up or down depending on our spending from now until June 2021.
  - Ms. Hunt verified that the Bridal Garden documents and files are secure. The school is taking care of the current storage costs for the unit which is housing these documents.

### Enrollment Update

- Target for 2020-21: 215 enrolled students
- Actual ATS
  - Grade K: **27**
  - Grade 1: **34**
  - Grade 2: **25**
  - Grade 3: **36**
  - Grade 4: **40**
  - Grade 5: **48**
  - Current Actual ATS enrollment/Budget: **210**

### Enrollment/Marketing Strategies

#### Middle School Research Update:

- The task of researching the many Middle Schools that our 5<sup>th</sup> graders have attended is taking longer than expected due to the vast number of Middle Schools that our children attend. The reason for this is that our students come from all over Brooklyn so they do not attend one or two particular schools in the neighborhood. There are several factors that must be taken into account when looking at what makes a good middle school.
- Factors to consider for selecting a good Middle School:
  - Academics (Test Scores)
  - Teacher Quality
  - Diversity
  - Club & Activities

- Health & Safety
- Overall NYC ranking
- What is important to our parents?
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- Potential websites that offer data points:
  - Niche.com
  - Schooldigger.com
  - Insideschools.org
- The current Middle School Articulation process has been delayed due to COVID. Parents receive updates as the school receives updates.
- A question came up regarding the Middle School Articulation process and the need for our students and parents to have some guidance. Ms. Hunt assured the board that our Upper School Dean and Manager of Student Services provide a personalized experience for each family. The Upper School Dean and Manager of Student Services meet with each parent/student to determine which schools would be best for their child based on interests, grades, location, etc. to ensure that our families are making informed decisions. Both staff members work with our families throughout the school year with this process.

The next BCS Board meeting is scheduled for Tuesday, January 23, 2021 at 6:00 p.m. via Zoom Conference due to the COVID-19 pandemic.

The meeting was adjourned at 6:31 pm. With a motion from Diana, seconded by Feona. All voting members (4) were in favor.