**Board Members Present**

Henry A. Lambert, Chair

Mark David

Feona Huezo

Diana Lee

Anthony Betaudier

**Others Present**

Pamptata Sanders

Robert Morales

Joanne Hunt

Ariel Arnold

The meeting was held in a public space at the school (Room 304) as well as via a ZOOM conference call on February 16, 2022.

Topic: BCS Board of Trustees Meeting
Time: February 16, 2022 6:00 PM Eastern Time (US and Canada)

Place: ZOOM and 545 Willoughby Avenue

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/u/kewCcJCVKx>

The meeting was called to order at 6:04 pm. The minutes for the meeting held on January 19, 2022 were approved with a motion from Diana, seconded by Mark. All voting members (5) were in favor.

**School Updates:**

1. Strategic Enrollment Plan- Mr. Angel
	1. Mr. Angel confirmed his physical work schedule which is one day per week on Wednesdays in the building. The time stretches based on need. He spends approximately 20% of his work week on recruitment at BCS. Mr. Angel does make himself available to families 7 days a week and answers emails and application inquiries daily.
	2. Recruitment for 2021-22 was challenging due to the lack of access to physical buildings. Many of his visits to daycares and programs were via Zoom and phone calls.
	3. For 2022-23, Mr. Angel has been able to physical in buildings so the outreach has been very different.
	4. There will be 1 virtual open house at BCS in March.
	5. There will be at least 2 physical open houses at BCS in April.
	6. Busing to and from neighboring areas with bus matrons in Brooklyn has been a selling point for families.
	7. The application process has become more personal as Mr. Angel reaches out to each applicant with a “welcoming message” and information about the lottery process and important dates.
	8. Daily News advertising: BCS was featured in the Daily News Charter School Circular which ran on 2/25/22. An email blitz will follow with 70K emails sent to families in the zip codes that we service with children in the age range that we serve.
	9. BCS will participate in the Virtual Charter School Parent Fair on Sunday, March 6, 2022 from 1-5 p.m.
	10. Currently there is a pilot Save For College Initiative for all kindergarten families who entered in 2021. We are not sure if this will be offered for the incoming 2022 class.
	11. Henry posed a question on how the school chooses to spend its advertising budget on student recruitment. Henry would like a better understanding of how the money we are spending on recruitment translates to actual enrollment in the school.
	12. Another question that was posed was how many students have come from within the district versus outside of the district for the 2021-22 school year.
2. Renewal:
	1. Academic
		1. Data over the current renewal period is solid and shows more growth than expected especially with SWDs despite the challenges of COVID.
	2. Operational
		1. DOE must still review our discipline policy to ensure that it is compliant and current.
	3. Fiscal
		1. Cash-on-hand: the board will ensure that there is 60 days of cash-on-hand by the close of the school year.
		2. Audit Deficiency- Student Billing/Reconciliation- the school shared with the board its plan to ensure that this error does not occur again. The billing document will be reviewed by a final set of eyes to ensure that attendance matches billing and reconciliation documents.
		3. Enrollment: Ensuring at least 204 students each school year. Enrollment was significantly down this school year due to COVID. Many families moved out of the area causing enrollment to dip below the required amount of 204 students. BCS has implemented a grassroots enrollment campaign in order to increase and boost enrollment for the 2022-23 school year.
3. **School Programing**
	1. Summit Afterschool program began the week of October 4th
		1. 36 total students attend the program
	2. Grades 3-5 Gamers/Coding Afterschool program began on November 16th
		1. 18 total students attend the program (Tues/Thurs)
	3. The Tutoring Assistance Program (2nd cycle in effect)
		1. 35/47 total students currently being serviced
		2. 13 tutors are working in the program
	4. Saturday Test Prep Program: Cancelled due to low enrollment. We will incorporate test prep sessions for grades 3-5 for all students during the regular school day.
		1. NYS ELA Test: March 29-31
		2. NYS Math Test: April 26-28
4. **School Safety and COVID cases since 1/20/22**
	* 1. Faculty: 0
		2. Students: 1
	1. Random testing continues to occur weekly due to the uptick in COVID- we currently have a total of 140 permission slips from students- 78%
	2. Diana brought up the Principal who called every family stressing the importance of vaccination. The calls were effective and the school was able to set-up an in-school vaccination site. Diana proposed that we become a vaccination site and encouraged that we make this an action item.
5. **Financial Report: Ms. Ariel**
	1. Financial report: BCS currently has a surplus of 316K. There is 1.8 million in investment accounts and 383K in our operating account for a total of 2.2 million in the bank.
	2. There was a question on the floor as to how we spent the ARP funds from the government. Below are some of the current recoverable expenses which are subject to change before the end of the school year:
		1. Individual desk/chairs for classrooms: $22,000
		2. Tutoring Assistance Program: $24,750
		3. Summer School: $61,600
		4. 3 Assistant teachers: $135K
		5. Fundations Curriculum: $15,600
		6. Fundations Professional Development: $6000
		7. Great Minds Licenses: $3200
		8. iReady: $8000
		9. ARP application: $10,000
	3. Tax Form 990- the form was reviewed by the board prior to the meeting. A motion to approve the 990’s was made by Diana and seconded by Feona. All (5) voting members were in favor and (0) were opposed. The motion to approve was passed.
	4. Employee Incentive Plan Update: The plan is still to move forward with the incentive but the dates are changing due to budgetary constraints. The school will wait to be in a more fiscally responsible position before paying out the COVID incentive payments to eligible school faculty.
6. **Enrollment Updates**
	1. Total enrollment: **178** (179)
		1. K- 17
		2. 1- 29 (Lost 1 student who moved to PA, gained 1 student)
		3. 2- 30 (Lost 1 student who moved to Manhattan, gained 1 student)
		4. 3- 31
		5. 4- 36 (Lost 1 student who moved to PA)
		6. 5- 35
7. **Additional Board Items**
	1. Feona requested a more information regarding our data. Maybe a one-pager that gives a summary of our data from one year to the next where statistics are shared regarding general data as well as academic data.
	2. The purpose of such a document would be to review progress of the school yearly or even every six months.
	3. Data to be included would be:
		1. General data (Enrollment, SPED info, ELL info, School Diversity, Poverty data, testing data, attendance data, etc.)
8. **Public Comment**
9. **Date & Location of next meeting:** 545 Willoughby Avenue, Room: 304 and Zoom until further notice
	1. Tuesday, March 22, 2022
10. Adjournment: A motion was made to adjourn the meeting by Diana and seconded by Mark. All voting members (5) were in favor. The meeting was officially adjourned at 6:53 p.m.