**Board Members Present**

Henry A. Lambert, Chair

Diana Lee

Feona Huezo

Mark David

**Others Present**

Pamptata Sanders

Robert Morales

Ariel Arnold

Joanne Hunt

The meeting was held in a public space at the school (Room 304) as well as via a ZOOM conference call on July 25, 2022.

Topic: BCS Board of Trustees Meeting  
Time: July 25, 2022 6:00 PM Eastern Time (US and Canada)

Place: ZOOM and 545 Willoughby Avenue, Room 304  
  
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 6:03 pm. The minutes for the meeting held on June 21, 2022 were approved with a motion from Diana, seconded by Feona. All voting members (4) were in favor.

**School Updates:**

**School Programing**

1. **Summer Boost NYC: Lavinia Group RISE Updates: Mrs. Sanders**
   1. Full-day summer program from July 5th- August 5th from 8:30 a.m.-5:00 p.m. (Monday-Friday)
   2. Enrollment:
      1. Budgeted for 80 students: We currently have 84 students enrolled.
      2. We are meeting the 70% daily attendance expectations.
         1. Currently we have an average about 70 students attending daily for the academic portion of the program.
      3. Total projected budget for the program: $135,350/Total anticipated grant from Bloomberg Philanthropies: $134,400
   3. Lavinia Curriculum:
      1. BCS will be looking to incorporate some of the Lavinia Curriculum into our current ELA and Math programs for the 2022-23 school year. Some examples are how writing is approached regarding short/extended responses that require text evidence as well as implementing math story problems into current math lessons.
   4. In order to receive the last portion of the grant award, there is an accountability portion that needs to be completed. An update will be provided once this information is submitted to the Lavinia Group.
2. **Questions/concerns from the board concerning programming**
   1. There was a question asking, “Do the scholars receive homework?” There is no homework assigned for the summer program.
   2. There was a question about whether we enrolled any scholars outside of BCS in the summer program. We actually had 3 students attend the program who are not current BCS students. One of these students had to be removed from the program after several warnings due to inappropriate and egregious behaviors in the overall program.
   3. There was a question about the academic program schedule. Scholars begin Reading/Writing (ELA) at 9:00 and work until 10:15 and then get a break. Scholars then move into Math from 10:30-12:00 p.m. The enrichment program begins after lunch which is at 12:45 p.m.
3. **School Safety and COVID cases since 6/21/22**
   1. Faculty: 0
   2. Students: 2 (One 1st and 4th grader-siblings)
   3. Rapid COVID Test distribution every Friday until the summer boost program is over on 8/5/22.
   4. The Summer Boost Program conducts weekly random testing (about 8-10 students per week)

**Financial Report: Ms. Ariel**

1. Financial report: There is 1.1 million in investment accounts and 1 million in our cash operating account. BCS had to have 60 days of cash-on-hand in the operating account in order for BCS to be in compliance with sound fiscal operations as required in our new renewal document.
2. Incentive stipend program distribution dates were finalized. Instead of making the incentive stipend payments to faculty in two separate payments, one payment will be processed for the first payroll in September. Ariel will reach out to auditors to determine how to code these payments appropriately.
3. Ariel and Joanne have a call with the David from the auditing firm to discuss the possibility of our school’s eligibility for the Employee Retention Credit (ERC) due to the pandemic. The school will give an update at the August 2022 board meeting.
4. The tentative per pupil amount for the 2022-23 school year is $17,626.
5. ESSER Total Grant: $285,213
   1. We have utilized approximately $185K as of 6/30/22 since March 2020.
      1. We have recouped more from this grant than the ARP grant since this was one of the earlier grants given due to the pandemic.
6. ARP Total Grant: 641,011
   1. We have utilized approximately 65% of this grant in the 2021-22 school year.
      1. $416,657 (this is what has been spent that needs to be recouped)
      2. $218,000 (this is what we have to spend until 9/2024)
7. Questions/Concerns from the board concerning enrollment
   1. A question was raised as to whether they have reduced the money for charter schools for the 2022-23 school year. The per-pupil allocation has increased for the 2022-23 school year.
   2. A question regarding how the recoupment process for federal funds was asked. There is a form called an FS-25 that must be completed by the school which shows proof of how the money was spent. A description of the expenses must be detailed coupled with evidence that the school purchased the goods. Upon receipt and review, it takes approximately 3-4 weeks to receive payment.

**Recruitment/Enrollment Updates: Ms. Hunt/Mr. Angel**

1. Enrollment Updates
   1. Kindergarten Recruitment Updates:
      1. Total accepting a seat into the school via lottery at this time: 34 new admits+ 3 holdovers based on age: **37** (Last year: **25** at the 6/25/21 Board Meeting)
   2. Projected enrollment for 2022-23:
      1. K- 35
      2. 1- 20
      3. 2- 35
      4. 3- 38
      5. 4- 38
      6. 5- 38
      7. Total: 204
2. **Staffing Considerations for 2022-23:**
   1. Projected Staffing:
      1. Kindergarten (2 classes): 2 General Education Teachers/1 SPED Teacher/1 Assistant Teacher
      2. First Grade (1 class): 1 General Education Teacher/1 SPED Teacher
      3. Second Grade (2 classes): 2 General Education Teachers/1 SPED Teacher/1 Assistant Teacher
      4. Third Grade (2 classes): 2 General Education Teachers/1 SPED Teacher/1 Assistant Teacher
      5. Fourth Grade (2 classes): 2 General Education Teachers/1 SPED Teacher/1 Assistant Teacher
      6. Fifth Grade (2 classes): 2 General Education Teachers/1 SPED Teacher/1 Assistant Teacher
      7. Specialty/Support Faculty: Music, Dance, Technology, School Social Worker, Upper School Dean, Lower School Dean, Part-time ENL Teacher, Part-time SPED Coordinator
      8. School Operations: Technology Director, Operations/HR Director, Finance Manager, Manager of Student Services, Program Coordinator, Bus Matrons (3), Recruitment Coordinator Consultant
      9. Instructional Administration: Literacy Coach, Math Coach, Assistant Principal, Principal
      10. Academic Intervention Services (AIS) Teacher if the budget allows
   2. We had to eliminate one teaching assistant position as two teachers on maternity leave will be returning for the 2022-23 school year.
   3. All teachers are currently returning for the 2022-23 school year.
   4. Current Vacancies:
      1. 4th grade Teacher
      2. Upper School Dean
      3. AIS Teacher (if the budget allows)
3. **Additional Board Items:** 
   1. Annual Report Financial Trustee Disclosure Forms- please submit as soon as possible. The annual report is due August 1, 2022.
   2. BCS completed and submitted the requested “Charter School Renewal Prospective” on 7/11/22 which was also sent the BCS board for review. Currently the document is under review by the NYCDOE.
      1. A question was raised as to why this needed to be completed. This document had not been revised since Omi Escayg was the Principal and much has changed since his departure in 2016. This document was not updated during the renewal process in 2017, hence the need to revise the document for the latest renewal.
4. **Public Comment: None**
5. **Date & Location of next meeting:** 545 Willoughby Avenue, Room: 304 and Zoom until September 12, 2022 (Open Meetings Law must now return back to in-person with Zoom as an extra option)
   1. Upcoming Board Meeting Dates: July 28, 2022
6. **Adjournment:** A motion was made to adjourn the meeting by Diana and seconded by Feona. All voting members (4) were in favor. The meeting was officially adjourned at 6:34 p.m.