**Board Members Present**

Henry A. Lambert, Chair

Diana Lee

Feona Huezo

Mark David

**Others Present**

Robert Morales

Ariel Arnold

Joanne Hunt

Pamptata Sanders

Angel Perez

Nurije Balla

The meeting was held in a public space at the school (Room 304) as well as via a ZOOM conference call on **September 19, 2022**.

Topic: BCS Board of Trustees Meeting  
Time: September 19, 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  
  
Meeting ID: 822 9144 8351  
Password: 593914

The meeting was called to order at 6:02 pm. The minutes for the meeting held on August 23, 2022 were approved with a motion from Diana, seconded by Henry. All voting members (4) were in favor.

1. **Enrollment Updates/Recruitment Updates:** Ms. Hunt (More details provided in attached PowerPoint presentation).
   1. As of 9/7/22 (First day of school)
      1. 139 returning students (K-4)
      2. 55 new students enrolled with paperwork
      3. 191 total students for the 2022-23 school year
   2. As of 9/16/22 (First full week of school)
      1. 125 actually returned (K-4)
         1. 16 students did not return
      2. 40 of the 55 new admits actually showed up
         1. 14 kindergarten students did not show up even though they submitted paperwork and were admitted into BCS
         2. 1 student in a different grade did not show up even though they submitted paperwork and were admitted into BCS
      3. 165 actual total students for the 2022-23
   3. Current enrollment for 2022-23:
      1. K- 23 (35 projected)
      2. 1- 13 (20 projected)
      3. 2- 29 (35 projected)
      4. 3- 32 (38 projected)
      5. 4- 34 (38 projected)
      6. 5- 34 (38 projected)

Actual Total: 165

* 1. Aggressive enrollment campaign: Providing modes of transportation to interested families where there is currently no public school bus route.  There were several families that applied & accepted a seat at BCS but then declined once transportation was unable to be secured via yellow public school buses.   Examples of transportation modes: private van, MetroCard’s for adult(s), etc.   The revenue received for new students will significantly outweigh the amount we will pay for any transportation costs.
  2. Developing a relationship with neighboring transitional housing shelters for families in need.  There are several transitional living shelters within a 5 block radius of the school.  BCS will work with these shelters to potentially enroll and support students in need.  Mr. Angel and Ms. Shannon (School Social Worker) will visit these shelters to set-up meetings with the Directors to discuss getting our information to the families for potential immediate enrollment.
  3. Visual presence in the school lobby with a designated area for BCS information
  4. Aggressive community outreach (Zip code mailings, Daily News email blasts, distribution of Flyers, Door Hangers, Social Media posts, etc.)
  5. A board resolution will be further discussed and potentially approved at the October 25, 2022 board meeting to fund a student referral fee using funds from our private/board designated fund for the 2022-23 school year.

1. **School Programing**
   1. **Summer Boost NYC: Lavinia Group RISE Updates:**
      1. Final reporting for the Lavinia Group RISE summer program due 9/2/22
         1. BCS met attendance mandates to receive the full funding for the summer program
      2. Remaining funds to be recouped for the program: $67,200
      3. Funds will be released by 9/30/22
   2. **2022-23 Academic Program**
      1. NYS Test Scores have not been embargoed and have not been publicly released to date.
      2. In-house Reading and Math Assessments have begun in all grades (Fountas & Pinnell student reading levels, iReady diagnostics for Reading and Math and Spelling Inventories)
      3. Two in-house coaches (Literacy & Math) to assist with teacher development and student learning due to loss of learning connected to COVID.
         1. Consistent observations with feedback based on a working observation schedule
         2. 6-8 week coaching cycles to work with individual teachers
         3. Data trackers have been created to track the progress of each student in real time in order to make informed decisions about their learning.
   3. **Parent Involvement** 
      1. Meet the Teachers/Curriculum Night: Scheduled for Thursday, 9/29/22
         1. Zoom Event: There will be 2 sessions (5:15 p.m. and 6:15 p.m.)
         2. First PTA meeting is in the process of being organized and will occur in October 2022.
2. **NYCDOE Updates (Documents to be handed in by 10/3/22)**
   1. 2022-23 Board Approved Budget
   2. Quarter 4- Financial Report (April 1- June 30)
   3. School Safety Plan
   4. School Year Calendar
   5. School Organization Chart
   6. Certificate of Liability Insurance
   7. Escrow Agreement
   8. Board of Trustees Roster
   9. Access to Legal Counsel
   10. Current Board of Trustees By-Laws
   11. Family & Student Handbook/Employee Handbook
   12. Discipline Policy
   13. Student Discipline Compliance Checklist
   14. Special Education Compliance Checklist
   15. FOIL Policy
3. **Financial Report: Ms. Ariel**
   1. Financial report: There is 1 million in investment accounts and 780K in our cash operating account.
   2. 2021-22 Audit Updates: We are in the beginning stages of our end-of-year audit. It should take 2-3 weeks to finalize any findings. Currently there are no significant deficiencies, however a deficit is forecasted due the lack of enrollment in the 2021-22 school year.
   3. 2022-23 Budget Update
      1. The tentative per pupil amount for the 2022-23 school year is $17,626.
      2. Initial budget at 204 students and then a modified budget was prepared for 192 students.
   4. Question/concerns were raised by a few board members regarding enrollment: If our numbers stay where they are, where would be financially as a school? Based on the current enrollment (165), we could potentially be at a $460K deficit. It was stressed that we cannot lose this significant amount of money and that we need to find it by modifying the current budget to represent the number of students enrolled in the school.
4. **Staffing Considerations for 2022-23:**
   1. Staffing Needs:
      1. Part-time Special Education Teachers (1)- we can utilize in-house faculty at this time due to the current budget situation
5. **Additional Board Items/Questions:**
   1. None
6. **Public Comment: None**
7. **Date & Location of next meeting:** 545 Willoughby Avenue, Room: 304 and Zoom.
   1. Upcoming Board Meeting Date(s): October 25, 2022
8. **Adjournment:** A motion was made to adjourn the meeting by Feona and seconded by Diana. All voting members (4) were in favor. The meeting was officially adjourned at 6:37 p.m.