**Board Members Present**

Henry A. Lambert, Chair

Feona Huezo

Mark David

Anthony Betaudier

**Others Present**

Robert Morales

Ariel Arnold

Joanne Hunt

Pamptata Sanders

Anna Toma

Nora Balla

The meeting was held in a public space at the school (Room 324) as well as via a ZOOM conference call on **October 25, 2022**.

Topic: BCS Board of Trustees Meeting  
Time: October 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>

The meeting was called to order at 6:05 pm. The minutes for the meeting held on September 19, 2022 were approved with a motion from Diana, seconded by Feona. All voting members (5) were in favor.

1. **Enrollment Updates:**
   1. A board resolution was presented to potentially approve a student referral program.
      1. A motion was made to utilize the remaining funds from a Board Designated Fund created in the 2021-22 school year to fund a student referral program where if a parent or faculty member refers a student who remains in the school through June 2023 a referral fee of $1000 will be paid for that student referral. An initial $500 payment will be given after the first 30 days that the student is enrolled in the school and the remaining $500 will be paid in June 2023 as long as the student is still enrolled in the school at the close of the year. The motion was made by Henry and seconded by Feona. All five (5) board members voted in favor of the motion and the motion was carried and approved.
      2. Current enrollment is 166 students.
      3. Since the 9/19/22 board meeting, BCS enrolled a total of 8 students: 2 kindergarteners, one 1st grader, two 2nd graders, one 4th grader, two 5th graders).
      4. Since the 9/19/22 board meeting, BCS also lost a total of 7 students: 3 siblings (K, 2 and 4) to a school closer to home, 3 students (two 2nd graders and one 5th graders) who moved out of state and 1 student who went to a school that his brother currently attends.
2. **School Programing**
   1. **Summer Boost NYC: Lavinia Group RISE Updates:**
      1. Summer program at BCS was a great success:
         1. The Lavinia Program was developed by former Success Academy staff members.
         2. The students who attended the summer program grew 24% in ELA assessment growth and 14% in math assessment growth in 5 weeks. (There were 94 students enrolled in the summer program and approximately 80-84 students attended daily)
         3. Due to this growth the Lavinia group would like to partner with our school during the school year. The cost of the program would cost approximately $100K. BCS was offered a partial grant due to our growth over the summer to cover half of the program. The program would cover Close Reading and Math Story problems.
         4. There were questions from board members addressing the following:
            1. When would the grant begin and would it start right away. The grant would be given directly from a foundation and the program would start immediately upon the school’s commitment.
            2. Would the grant cover the entire amount? The grant would cover approximate half of the cost of the program.
         5. The board agreed to accept the terms of the Lavinia Grant and utilize the difference that the school would pay from the Board Designated Fund.
         6. Lavinia is requiring a significant amount of in-house data to determine student growth:
            1. iReady scores from the Summer 2022 program
            2. iReady scores from the Fall 2022
            3. Lavinia will not be utilizing NYS assessments to determine student growth as these assessments are not necessarily indicative of how students are performing currently in ELA and Math.
         7. The remaining funds for the summer program were released at the end of September 2022.
   2. Social & Emotional Well Being of Scholars
      1. Social and Emotional Learning (SEL): Students continue to receive weekly SEL activities. Our school social worker provides weekly lessons that classroom teachers provide during the week to ensure that our student population is supported as it relates to their social & emotional well-being.
      2. Mentoring Program Ms. Shannon our school social worker facilitates this program where school faculty volunteer to serve as mentors to some of our students who struggle academically, socially and emotionally. This program requires mentors to develop a relationship by checking in with mentees daily & weekly. Mentors take mentees out for lunch and participate in activities with mentees during the school year. Mentors are also responsible for having an outing with their mentee outside of the school building.
      3. Boys & Girls Club for 5th grade- this program will enhance reading levels and interest for our students but will also target relative issues and concerns that will positively benefit our youngsters in separate groups (boys & girls)
3. **Financial Report**
   1. Financial report: There is 1,045,000 in investment accounts and 1,030,000 in our cash operating account.
   2. 2021-22 Audit Updates:
      1. There were no significant deficiencies reported in the audit.
      2. The school ended with a deficit due to the following reasons:
         1. We initially budgeted for 180 students and reconciled at the end of the school year with 172 students (135k).
         2. The summer boost grant was a restricted grant and we booked the entire amount in the 2021-22 budget when we should have only booked approximately $70k.
         3. There were some expenses initially classified as fixed assets (iReady program and the Rediker system) that were reclassified by the auditors as regular expenses (11K).
         4. Depreciation ($62K) was included in our final audit number which contributed to the deficit.
         5. There was a motion made to approve the 2021-22 independent school audit by Henry and seconded by Mark. All five (5) board members voted in favor of the motion and the motion was carried and approved.
      3. In order to ensure that the school does not fall into a deficit in the 2022-23 school year the following will happen:
         1. More detailed minutes will be presented relating to finance activity being reported out;
         2. The finance committee (Henry and Mark) will review a more detailed finance report bi-monthly;
         3. BCS accountants will further review our current budget and review bi-monthly reports moving forward;
         4. Updates will be made to the budget in real time as enrollment and expenses fluctuate through the course of the school year.
   3. 2022-23 Budget Update
      1. Budget considerations in order to align the budget to the current enrollment numbers:
         1. Eliminate staff positions as the school cannot operate as if it still has a current enrollment of 192 students for a total savings of approximately $172K;
         2. Reduce the following lines for a total savings of approximately $47K:
            1. Staff Hospitality (11K)
            2. Student Hospitality (10K)
            3. PPE supplies (2500)
            4. Classroom Supplies (8000)
            5. Textbooks/Curriculum (3000)
            6. Substitute Line (5000)
            7. Decrease HRA by 8K based on an average of the last 2 years
         3. Increase revenue lines for a total of approximately $36K
            1. Interest income by 5000 based on an average of the last 2 years
            2. MISC (Summit Program by 5K and 10K for Fundraising)
            3. IDEA funding based on last year’s numbers: 30K from 14K
         4. There was a motion made to approve an amended budget for the 2022-23 school year to reflect the current enrollment of 165 by Henry and seconded by Feona. All five (5) board members voted in favor of the motion and the motion was carried and approved.
         5. There was a motion made to approve the remaining funds necessary to pay for the Lavinia Group Curriculum from the school’s endowment if necessary by Mark and seconded by Feona. All five (5) board members voted in favor of the motion and the motion was carried and approved.
4. **Staffing Considerations for 2022-23:**
   1. Staffing Needs:
      1. None at this time
5. **Additional Board Items/Questions:**
   1. The BCS School Safety Plan was discussed and made public. The school community will have the opportunity to review the plan and public comments will be accepted until 11/25/22.
6. **Public Comment: None**
7. **Date & Location of next meeting:** 545 Willoughby Avenue, Room: 304 and Zoom.
   1. Upcoming Board Meeting Date(s): November 30, 2022
8. Vote to move into Executive Session to discuss budget concerns and personnel matters. Henry made the motion and Mark seconded the motion. All 5 (five) board members were in favor and the motion carried.
9. **Adjournment:** A motion was made to adjourn the meeting by Feona and seconded by Henry. All voting members (5) were in favor. The meeting was officially adjourned at 6:46 p.m.