

Board Members Present

Henry A. Lambert, Chair
Mark David
Feona Huevo

Others Present

Robert Morales
Ariel Arnold
Joanne Hunt
Nora Balla
Pamptata Sanders
Anna Toma

The meeting was held in a public space at the school (Room 324) as well as via a ZOOM conference call on **January 24, 2023**.

Topic: BCS Board of Trustees Meeting
Time: January 24, 2023 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=dnQ0aXVJRTdpWGFhMk0raEFGbGFhGQ09>

The meeting was called to order at 6:03 pm. The minutes for the meeting held on December 20, 2022 were approved with a motion from Feona, seconded by Mark. All voting members (3) were in favor.

1. Enrollment Updates:

Current student enrollment: 165

- a. Enrollment season (January 2023 updates)
 - i. Partnership (Our Children the Leaders of Tomorrow, Inc.)
 1. Day Care visit on 1/11/23
 - a. Partnership flyer- BCS created and presented a flyer that highlights the continuum between the daycare and BCS. It discusses what we have in common as far as curriculum and programming.
 2. Upcoming/Past BCS Events for Potential New Families: Below are the events that we have scheduled for our new potential families. This is a way to engage our potential new families and get to know them as they get to know the school.
 - a. Slime Night (1/18/23)
 - b. Baba-O's Drum House (2/15/23)
 - c. Art Gala (3/15/23)
 - d. House Warming Party (4/19/23)

3. BCS In-person Tours: BCS hosts tours all day on Monday
 - a. Every Monday/Wednesday/Thursday as necessary
 - b. Tuesday and Friday by appointment
 - b. Feona asked how can the school board further support the school with enrollment. She mentioned that she currently works with high school students/Brooklyn College and that they may also be some way that they can support BCS. Feona requested a QR code that includes all of our enrollment material (flyers, events, the school application, the school website, etc.) in order to support the school as a board member. Ms. Hunt will get that to all board members before the next board meeting in February 2023.

1. School Programing

- a. Lavinia Group Curriculum Updates
 - i. Close Reading/Test Preparation: Reported by Mrs. Sanders- This is going to be a game-changer for the school (For administrators, teachers and students alike). The Test Prep Institute that is being utilized was developed by a former Success Academy administrator. The way in which they go about test prep is very analytical and requires deep thinking on both the teachers and students. It is hard work that required professional development for administrators and teachers. BCS had to adjust current schedules to accommodate the program. The Lavinia consultant made suggestions to our schedule in order to instruct test prep to fidelity. An example of how the program approaches test prep is that each group of students works on one passage at a time for the week. They are then given a mastery text to determine whether they have mastered the skills for the particular week. The teachers coach the students on how to understand each passage (the main idea) and each question. The skills taught can be applied to any type of passage. Reported by Ms. Toma: The idea is not to focus on a particular passage (because you will never see it again) but instead to focus on the process of attacking it. The most important connection that each student makes to a passage is finding and understanding the main idea. Once students understand the main idea of the whole passage, they can then attack the multiple choice questions by investing in each question and finding evidence in the text to support their choices or claims for the short responses. Test prep will occur 4 times per week for a total of 90 minutes for at least 7-8 weeks. The purpose is to have students work towards independence. Teachers work to see that the skills taught are transferrable to other passages.
 1. Feona asked the following question- Are they looking at our assessment data. How often do they do the assessments? The way in which we plan for the program is based on current assessment data. Initially our consultant looked at our 2021-22 NYS ELA test scores, fall i-Ready reading data and F & P

assessments to determine the initial needs of our students. An ELA pre-assessment was then completed by all students in order to further determine the test prep groups that students will participate in. Students are assessed weekly to determine mastery. Data is basically what will drive all of the decisions that BCS will make while implementing and continuing this program.

- ii. Math Story Problems: Reported by Mrs. Sanders- This is another Lavinia component that BCS will implement in grades K-2. This program teaches students how to work through math word problems. Students must show their understanding of the word problems, explain & illustrate their thought process and come up with an answer at the end of the process. Students in grades 3-5 have been utilizing this process in order to prepare them for the NYS Math test.

2. Financial Report

- a. Through November, the school has recognized \$1,763,209.31 in per pupil revenues. We are projecting to recognize \$3,304,105 in revenue by year end. This projection is based on an enrollment of 165 GENED students and 19 SPED students. Our SPED numbers have decreased as we have lost a few students due to their new mandates within their IEPs, general population has remained consistent since our last meeting. We are still awaiting our final Title allocations. We've received a \$48K grant from The Heckscher Foundation to cover 50% of the Lavinia Group contract. We have incurred \$1,888,925 in expenses through December 31st. Approximately \$123,000 of those expenses are related to the Summer Boost program and were covered by the \$134,400 grant we received. Additionally, about \$118,000 of those expenses were paid via the Board Designated Fund. The forecasted end of year surplus is \$2,100. As of 01/20/23, BCS has \$1,999,402.48 in the bank, \$1,102,587 in cash accounts, \$746,330 in investment accounts, and \$75,243 in the escrow account. The projected days of cash on hand to meet operating costs is currently at 122.
- b. Feona asked a question regarding our ESSR/ARP Funding- Ariel responded that we will list what we have spent so far. To date we have not expensed for any of these funds but will begin to recoup for the 2022-23 school year in the next few weeks.
- c. Ms. Ariel will also begin to look for additional grants that BCS may qualify for future revenue.

3. Staffing Considerations for 2022-23:

- a. Staffing Needs:
 - i. None at this time

4. Additional Board Items/Questions:

- a. None

5. Public Comment: None

6. **Date & Location of next meeting:** 545 Willoughby Avenue, Room: 304 and Zoom.
 - a. Upcoming Board Meeting Date(s): February 28, 2023 at 6:00 p.m.
7. **Adjournment:** A motion was made to adjourn the meeting by Feona and seconded by Mark. All voting members (3) were in favor. The meeting was officially adjourned at 6:40 p.m.