

Board Members Present

Henry A. Lambert, Chair
Diana Lee
Mark David
Feona Huezo
Tony Betaudier

Others Present

Joanne Hunt
Pamptata Sanders
Robert Morales
Ariel Arnold
Angel Perez

Topic: BCS Board of Trustees Meeting
Time: July 18, 2023 7:30 PM Eastern Time (US and Canada)
Place: 545 Willoughby Avenue, Room 324/Zoom

Join Zoom Meeting

<https://us02web.zoom.us/j/82291448351?pwd=dnQ0aXVJRTdpWGFhMk0raEFGbGFGQT09>

The meeting was called to order at 7:43 pm. The minutes for the meeting held on May 23, 2023 and June 5, 2023 were approved with a motion from Diana, seconded by Mark with the request from Diana that wording be changed in the June minutes regarding the ideas for the activities of the extended day program for 2023-24. All voting members (5) were in favor.

Reading and Adoption of minutes: May 23, 2023 and June 5, 2023

Enrollment Updates

1. Enrollment: (July 2023 updates)
 - a. 2023-24 Enrollment Update
 - i. 2023-24 Student retention
 1. 165 students enrolled for the 2022-23 school year
 - a. (32) 5th graders have graduated from BCS
 - b. (6) Students not returning at the moment (4 moving out of state, 2 going to new schools). (5) Students are not sure if they will be returning for the 2023-24 school year. This leaves us with a beginning number of 122 students for 2023-24.
 2. Current enrollment by grade with paperwork and pending enrollment by grade based on acceptances:
 - i. Kindergarten: 21 (17 new students/4 holdovers)

1. 26 acceptances pending paperwork
- ii. Grade 1: 23 (18 returning/2 holdovers/3 new students) 11 acceptances pending paperwork
- iii. Grade 2: 18 (13 returning/1 holdover/4 new students) 6 acceptances pending paperwork
- iv. Grade 3: 27 (24 returning/3 new students) 4 acceptances pending paperwork
- v. Grade 4: 33 (29 returning/4 new students) 0 applications pending
- vi. Grade 5: 30 (30 returning) 4 acceptances pending paperwork
- b. Based on this information we are currently at 152 students (We have enrolled 31 new students from the initial round of applications). We have 51 pending acceptances awaiting paperwork.

2. School Program for 2023-24:

- a. Flexible program will look as follows:
 - i. Drop-off of scholars would be as early as 7:00 a.m. Pick-up would be as late as 7:00 p.m.
 1. Core instruction would not be affected and would continue to be from 8:30 a.m. - 4:00 p.m.
 2. Enrichment activities will occur from 7:00-8:00 a.m. and then from 4:00-7:00 p.m. Some of the activities that will occur in the extended day program are homework help, art, physical education, board games and audio books.
- b. Advertisement/Marketing for the Extended Day program:
 - i. 10,000 New flyers were printed and a firm was hired to distribute the flyers during a specific time period in June/July 2023
 - ii. Over 5000 mailers went out through Vanguard to hit 5-6 postal zip codes within the school community
- c. Summer Boost Updates: Mrs. Sanders
 - i. The Summer Boost program is going well at Williamsburg Charter High School (WCHS). It has worked to the school's advantage to be located at another charter school site versus a NYC DOE shared space. WCHS is not charging us rent, however we are responsible to contribute to the cost of security, custodial staff and any personnel associated with food services. BCS made a \$2000 donation to the school for our utilization of the space.
 - ii. Families have been reassured that children are safe and they have NO contact with any of the high school students during the Summer Boost school day.

- iii. There are 3 weeks left for the program and one of the main expenses has been transportation since we are not located at our actual school building. We are currently utilizing 2 van companies for the summer program (4 vans in total)
- iv. Summer Boost began with 110 students on register. We currently have approximately 89 students participating in the program and in order to obtain 100% of the grant from Bloomberg Philanthropies, we must maintain 70% daily attendance of the 89 students which we currently are.
- v. Board questions/comments:
 - 1. Diana asked if the amount of the grant going to have to be subsidized by the school? Pam explained that we will need additional funding for transportation, staff salaries because there was a lot that needed to be done in order to prepare for the program in another location.
 - 2. Diana asked what is the estimated projection of the subsidized cost to the school. The amount reported was approximately \$20000.

3. Finance Report

- a. Through June, the school has recognized \$3,198,643.69. This end of year per pupil projection is based on our current enrollment of 165 GENED students and 17 SPED students. We have forecasted to receive \$468,335 in federal funding however, we've received \$503,715. We have incurred \$4,269,720 in expenses through June 30th. The forecasted end of year deficit is approximately \$215,000. This amount may increase or decrease based on remaining expenses left to enter in the system. All payroll accruals and accrued expenses have been entered and are recognized in the financials. BCS spends about \$330,000-\$375,000 a month on operating expenses. As of July 18th we have \$1,846,560.80 of cash in the bank. Of that balance there is \$1,199,249 in investment accounts, \$647,311 in cash accounts, and \$76,000 in the escrow account. We currently have 98 of days on cash on hand which can cover 3 months of expenses.
- a. Henry reiterated that we are not alone and that many public/charter schools are struggling to meet enrollment and discussed that one of the principle causes is that people have the left the city because it is no longer affordable as reported in several news outlets.

4. Additional Board Items

- a. 2023-24 BCS School Safety Plan Adoption
 - i. Joanne will resend the document for review by the board for adoption at the August 2023 board meeting.
- b. Disclosure of Financial Interest forms for the 2022-23 Annual Report

- i. Joanne will resend the form to board members to ensure completion by the annual report due date of 8/1/23.

5. Public Comment: None

6. Date & Location of next meeting: 545 Willoughby Avenue, Room: 304 and Zoom.

- a. Upcoming Board Meeting Date(s): August 30, 2023 at 6:00 p.m.
- 7. 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 8:14 p.m.