**Board Members Present**

Henry A. Lambert, Chair

Diana Lee

Mark David

Feona Huezo

**Others Present**

Joanne Hunt

Robert Morales

Ariel Arnold

Topic: BCS Board of Trustees Meeting  
Time: August 29, 2023 6:30 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 6:37 pm. The minutes for the meeting held on July 18, 2023 were approved with a motion from Diana. All voting members (5) were in favor.

**Reading and Adoption of minutes**: July 18, 2023

**Enrollment Updates**

1. Enrollment: (August 2023 updates)
   1. 2023-24 Enrollment Update
      1. 2023-24 Student retention (Currently 10 students not returning)
         1. Current enrollment by grade with paperwork and pending enrollment by grade based on acceptances:

Kindergarten: 26 (22 new students/4 holdovers)

10 acceptances pending paperwork

Grade 1: 27 (18 returning/1 holdovers/8 new students)

Grade 2: 18 (13 returning/5 new students) 4 acceptances pending paperwork

Grade 3: 27 (24 returning/3 new students) 6 acceptances pending paperwork

Grade 4: 35 (29 returning/6 new students) 2 applications pending

Grade 5: 30 (30 returning) 4 acceptances pending paperwork

Currently 163 on register with 26 pending paperwork

* + - * 1. Based on this information we will potentially have 189 students enrolled with 26 pending paperwork.
      1. Enrollment Strategies: As of August 30th, this is the number of applicants we have received based on each strategy:
         1. Family Referrals: 14
         2. BCS Outdoor Signage: 10
         3. Google Search Engine: 12
         4. Mailer: 3
         5. Flyer: 1
      2. Board Questions/Comments
         1. Diana asked for clarity on Eric Grannis’ role with enrollment and the after school program. Henry clarified that he has assisted us with our enrollment efforts and that we would like to eventually bring him on board as a consultant

1. **School Program for 2023-24:**
   1. Update on Flexible program (7 a.m. – 7 p.m.):
      1. Based on a survey sent out to all families, 76 students have replied with an interest in the program.
      2. Supper will be served at no cost to students or the school. BCS applied through the School Food Meal Program and was approved. Supper is slated to begin on 9/27/23. BCS will provide light snacks and beverages until supper begins on the 27th.
      3. The breakdown for the program as far as staffing:
         1. 1 Administrator
         2. 1 Program Coordinator
         3. 1 Program Aide
         4. 2 Specialists/Teachers per day
         5. 8 Counselors
            1. Anticipated Budget: $130,000 for personnel and approximately $5,000 for materials. Total: $135,000
      4. Activities: We are still building out the program
         1. BCS is currently offering: Homework help, Recreational Activities & STEAM activities (Science, Technology, Engineering, Art and Math) and Friday clubs.
         2. Board Questions/Comments
            1. Diana mentioned that the activities offered need to be more specialized if we want this to be an enrichment program versus an academic program (Karate, Chess, Music, etc.) The program will consider all of these activities as we build out the program. Diana requested that we send her information regarding what we are looking for regarding specialists in the event that she can assist us with potential specialists for the program.
         3. Extended Day Considerations:
            1. Capping the Program- BCS staff requested that we place a cap on the number of students who attend the program. The reason is that if we don’t place a cap on the program, it will not be sustainable financially or personnel wise. The members of the BCS board agreed that a cap should be set to ensure a quality program.
            2. There will be about 12 that the program will not operate. It will not operate on the days that the school has late evening events (Parent-Teacher Conferences, Curriculum Night as well as Friday’s before an extended holiday break. The program will operate for approximately 168 days out of 180 days.
   2. Summer Boost Updates:
      1. The Summer Boost program will receive the full funding of $163,000 because BCS was able to maintain 70% attendance with an average of 88 student on register.
      2. The program went over budget by approximately $32,000. The overage was due to transportation expenses and personnel needs based on the relocation of the program.
2. **Finance Report**
3. As of August 30th we have $1,846,076 of cash in the bank. Of that balance there is $1,170,276 in investment accounts, $600,447 in cash accounts, and $75,353 in the escrow account. We currently have 109 of days of on cash on hand which can cover 3 months of expenses.
   1. 2023-24 BCS School Budget
      1. The 2023-24 FTE per student is $18,340 and $19,049 for students receiving SPED services over 60%.
      2. The proposed budget represents a total enrollment of 204 students and includes the following:
         1. A 6% staff salary increase (3% in September and an additional 3% in January if we make our enrollment in November 2023);
         2. The overage of summer school expenses ($32,000). These expenses will be offset by ARP funds;
         3. The estimated cost of running the new extended day program through June 2024 with 100 students at a zero cost to families ($135,000)
         4. It does not include approximately $20,000 spent on marketing and advertisement via Eric Grannis (Flyers, Mailers, the increase in Google Ads)
         5. Budgeting at the 204 will net us a surplus of approximately $16,000.
         6. We are aiming to enroll upwards of 214 students if possible to give us a surplus of approximately $200,000.
4. **Additional Board Items**
   1. 2023-24 BCS School Safety Plan Adoption
      1. A motion was made by Diana to adopt the 2023-24 school safety plan and seconded by Feona. All voting members (4) voted in favor of the motion. The BCS 2023-24 School Safety Plan was approved by the BCS Board of Trustees.
5. **Public Comment: None**
6. **Date & Location of next meeting:** 545 Willoughby Avenue, Room: 304 and Zoom.
   1. Upcoming Board Meeting Date(s): September 26, 2023 at 6:00 p.m.
7. **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 7:16 p.m.