**Board Members Present**

Henry A. Lambert, Chair

Diana Lee

Mark David

Feona Huezo

Anthony Betaudier

**Others Present**

Joanne Hunt

Robert Morales

Ariel Arnold

Anna Toma

Topic: BCS Board of Trustees Meeting
Time: September 26, 2023 6:00 PM Eastern Time (US and Canada)

Place: 545 Willoughby Avenue, Room 322/Zoom

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

The meeting was called to order at 6:07 pm. The minutes for the meeting held on August 29, 2023 were approved with a motion from Diana, seconded by Mark. All voting members (5) were in favor.

Enrollment: (September 2023 updates)

* + 2023-24 Enrollment Update (Current numbers for each grade are presented below. The numbers in parentheses represents the new students to each grade)
		- Kindergarten: 36 (32)
		- Grade 1: 27 (9)
		- Grade 2: 22 (11)
		- Grade 3: 37 (11)
		- Grade 4: 40 (9)
		- Grade 5: 35 (5)
			* Total 197 (77)
		- Of the 165 students, we lost a total of 16 BCS students. 32 students graduated from the 5th grade giving us an 87% student retention rate. Below is a representation of where the 16 students went:
			* 9 students moved out of NYC
			* 1 moved to another borough
			* 6 are attending new schools in NYC
		- 15 students enrolled with paperwork but did not show up (31 from last year)
			* Kindergarten: 7
			* Grade 1: 2
			* Grade 2: 2
			* Grade 3: 2
			* Grade 4: 1
			* Grade 5: 1

Below are the enrollment strategies that we utilized in order to increase our enrollment. The number next to the strategy represents how many students we enrolled based on the strategy:

* + AP: 18 students
	+ Family Referral Plan: 15 students
	+ BCS Outdoor Signage: 13 students
	+ Google Search Engine: 12 students
	+ Siblings: 12 students
	+ Flyer: 3 students
	+ Mailer: 2 students
	+ Former Parent: 2 students
	+ Former Student: 2 students
	+ P.S. 23: 2 students
	+ Shelter Referral: 1 student

Board Questions/Comments

* Diana asked what happens if we don’t meet the 204 enrollment number required by the school’s charter. Joanne will have an answer for the next board meeting.
* Henry wanted to know how many other schools in Brooklyn are open from 7:00 a.m. – 7:00 p.m. Joanne will conduct the research and report out at the next board meeting.
* Henry mentioned that we are working on getting an article written about our extended day program in the NY Times and NY Post. Joanne has been in contact with the reporters from both newspapers and they are working together to determine the best timing for an article to go out about the program.

**School Programming**

* Update on Afterschool Program (7:00 a.m. - 7:00 p.m.)
	+ Current enrollment: 88 students
		- 7:00 - 8:00 a.m.: Approximate number of students: 20-25 (not including bus students)
		- 4:00-6:00 p.m.: 87 students enrolled (Average 75-80 students per day)
		- 6:00 - 6:45 p.m.: Approximate number of students: 10-15 students
	+ Supper will be served at no cost to the school beginning tomorrow, 9/27/23

**ELA/Math Curriculum Update**

* Unofficial release of NYS Test Scores- Ms. Hunt discussed the unofficial NYS ELA and Math test scores for the school. BCS grew 13% in ELA and 35% in Math based on last year’s scores.
* BCS Literacy/Math Curriculum: Ms. Toma gave a very detailed report about the school’s academic program. See attachment. The bottom line is that BCS has been teaching Literacy with a Phonics component for the last 6 years. Initially BCS utilized the TC model for teaching literacy until 2017 when it adopted the Great Minds Wit & Wisdom Curriculum. BCS has coupled this curriculum with Wilsons’ Fundations which is a phonics based program for grades K-3. BCS also adopted the Lavinia Group Close Reading Curriculum to assist 3rd-5th graders with analyzing text passages for deeper meaning in order to have a better sense of comprehension and answering specific types of questions (multiple choice/short responses/extended responses) when reading non-fiction, fiction and poetry texts. BCS consistently inventories its teaching resources to ensure that the materials presented support the needs of all learners.
* Feona asked if the Lavinia Curriculum was the one that we received a grant for last school year and if we will have to continue to pay for the curriculum once the grant is no longer available. Ms. Toma replied that we received another grant which covers half of the cost for the Lavinia consultant & curriculum. This school year, Ms. Toma is being trained to be the point person for the curriculum so that all we would need to purchase next year are the materials since a majority of the current cost is for the Lavinia In-house consultant.

**Financial Report**: Ms. Ariel

* As of September 20, 2023 we have $1.6 million of cash in the bank. Of that balance there is $1,180,000 in investment accounts, $408,000 in cash accounts, and $75,353 in the escrow account. We currently have 97of days of on cash on hand which can cover 3 months of expenses.
* 2023-24 BCS Budget Approval
	+ Ariel shared the original 2023-24 budget with the board from the September 2023 board meeting. A revised budget was created based on the personnel shifts that occurred since the previous board meeting.
		- Henry requested that the revised 2023-24 BCS school budget be circulated via email for board members to review in order to vote at the next board meeting.
		- Ariel also shared that we do a lot of spending on big ticket items relating to curriculum, technology, classroom supplies and teaching resources. The spending will become steadier since the major purchases necessary have been made in late August, September and early October.
		- Diana had a question about the Surplus/Deficit Line w/o fundraising which showed a negative number of $231,465. She wanted to know why this was appearing as a negative number. Ariel explained that the number reflects a deficit because all of the fundraising dollars have not been received to date. Ariel broke down all of the expected fundraising/donation receivables which are guaranteed funding to BCS at this time.
* Audit Update
	+ The audit is still in the process of being completed. The audit must be completed and uploaded into the NYS Charter School portal by November 1st.

**Personnel Updates**

* The Assistant Principal resigned as of September 1, 2023 for personal reasons. The administrative structure will shift slightly to include an Academic Director for Literacy and an Academic Director for Math. BCS will not be replacing the Assistant Principal position at this time.
* BCS is still interviewing candidates for the 2nd grade ICT and 4th Grade Gen Ed Teacher position and is looking to have teachers in place no later than the end of October.

**Additional Board Items: None**

**Public Comment: None**

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

* 1. Upcoming Board Meeting Date(s): October 26, 2023 at 6:00 p.m.

**Adjournment:** A motion was made to adjourn the meeting by Diana and seconded by Tony. All voting members (5) were in favor. The meeting was officially adjourned at 7:47 p.m.