**Board Members Present**

Henry A. Lambert, Chair

Mark David

Feona Huezo

**Others Present**

Joanne Hunt

Ariel Arnold

Topic: BCS Board of Trustees Meeting  
Time: October 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 6:06 pm. The minutes for the meeting held on September 26, 2023 were approved with a motion from Mark, seconded by Feona. All voting members (3) were in favor.

**Enrollment Updates**

Enrollment: (October 2023 updates)

* + 2023-24 Enrollment Update
    - Kindergarten: 41 (37)- 5 Students enrolled since our September 2023 meeting
    - Grade 1: 27 (9)
    - Grade 2: 22 (11)
    - Grade 3: 38 (12)- 1 Student enrolled since our September 2023 meeting
    - Grade 4: 39 (9)- Lost 1 student (Moved to Florida)
    - Grade 5: 35 (5)
      * Total 202 (83)- Added 5 new students and lost 1 student

**Board Questions/Comments**

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. Joanne did not find any other public/charter schools in Brooklyn that operates a 7:00 a.m.- 7:00 p.m. program the same way that BCS is operating this school year.

**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.: Approximate number of students: 87
    - 6:00-7:00 p.m.: Approximate number of students: 15-20
  + We discussed incorporating the ideas shared at a meeting with Henry, Diana and Jane into the program. Once we review the current after school budget, we will look at hiring teacher specialists to offer specialty classes to our afterschool scholars based on interest and choice. Joanne will speak to Diana about this prior to the next board meeting.

**Board Questions/Comments**

Feona asked if we have an established PTA for this school year and how we can utilized the PTA in supporting our pre/after school program. BCS established a PTA Executive Board in June 2023 and the first meeting with them is scheduled for November 8, 2023.

**Financial Report**

* Final 2022-23 Audit Report
  + Audit Findings: BCS had a clean unmodified budget for the 2022-23 school year. There were no material findings or issues regarding compliance.
    - There was an operating deficit of $575,355 including gains/losses.
    - 76% of each dollar goes to program activities.
    - Grants- In 2022-23 BCS did not earn the revenue that was initially recognized in the 2022-23 school budget. BCS should have backed the revenue out of the budget prior to the close of the fiscal school year.
    - Bank reconciliations need to be completed on a more consistent basis to ensure that that all transactions are accurate/correct.
  + Actionable items based on Auditor recommendations that will be put in place:
    - By the 3rd Monday of each month, Ms. Ariel will prepare and send the most current monthly financials for the BCS finance committee to review (Mark and Henry) prior to each board meeting.
    - ARP Grant expenses will be identified now to ensure that the funds will be spent prior the close of the fiscal year (6/30/24).
      * There is currently $112, 606 that has been identified for the 2023-24 school budget of the remainder of the ARP Grant. The total remainder of the grant is $131,715. The identified expenses are:
        + Remainder of Lavinia Contract: $39286
        + New chairs/desks: $9380
        + iReady: $8900
        + Teacher Toolbox: $2040
        + Eureka Math Squared: $1800
        + Edulastic: $2000
        + % of Academic Director of Literacy salary: $25000
        + % of Academic Director of Math salary: $25000
    - SAX LLC will send Joanne a proposal for accounting support relating to strategic planning/budgeting and fundraising.
* 2023-24 BCS Amended budget
  + An amended budget reflecting 201 students has been prepared and reviewed for accuracy based on current programming and anticipated revenue.
    - Based on the additional revenue that had to be backed out of the 2022-23 school year budget, an additional $295,475 was added to the BCS 2023-24 school budget ($131715-ARP Grant and $163760-Summer Boost Grant). With the addition of this revenue, BCS will be in a potential surplus of approximately $240,000 with 201 students enrolled.
  + Summit after School program: A full budget review will be conducted to ensure the cost of the program is as accurate as possible since it is a new program in the school.
* October 2023 Cash Balances
  + As of October 26, 2023 we have $1.9 million of cash in the bank. Of that balance there is $1,126,898 in investment accounts, $720,730,000 in cash accounts, and $75,383 in the escrow account.
* **Board Questions/Comments**
* Henry requested a breakdown of the Before/After School budget as well as job descriptions for each position held within the program by the next board meeting.

**Personnel Updates**

* Hiring update:
  + 2 positions were filled in October 2023 (BCS is currently fully staffed)
    - 4th Grade Teacher: 10/18/23
    - 2nd grade ICT: 10/26/23

**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): November 26, 2023 at 6:00 p.m.

**Adjournment: 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 6:28 p.m.