

Board Members Present

Henry A. Lambert, Chair
Diana Lee
Tony Betaudier
Feona Chance-Huezo
Mark David (Zoom)

Others Present

Joanne Hunt
Ariel Arnold
Anna Toma
Nora Balla

Topic: BCS Board of Trustees Meeting
Time: January 29, 2024 6:00 PM Eastern Time (US and Canada)
Place: 545 Willoughby Avenue, Room 328/Zoom

The meeting was called to order at 6:06 pm. The minutes for the meeting held on December 18, 2023 were approved with a motion from Tony, seconded by Diana. All voting members (4) were in favor.

Enrollment Updates (January 2024)

- Kindergarten: 39
- Grade 1: 27 (We will eventually be losing a 1st grader due to a change in SPED services)
- Grade 2: 21 (Lost 1 student who was displaced in the shelter system)
- Grade 3: 38
- Grade 4: 39
- Grade 5: 35
 - Total: **199**
 - We have 2 pending kindergarten applications

Enrollment season 2024 updates:

Applications received as of 1/28/24: 57

- There was a correction that needed to be addressed from what was reported during the December 2023 board meeting. While we received a total of 39 applications as of that meeting, there were some applications that were duplicates and a few that were not eligible for kindergarten in 2024-25 as the students were too young.

The correct total of applications through 1/28/24 is listed below:

Kindergarten: 36

Grade 1: 10

Grade 2: 5

Grade 3: 1

Grade 4: 1

Grade 5: 4

Total: 57 applications

Marketing & Advertisement plan

- School Tours: Continue to occur weekly for new families
- Google Ads: BCS will increase the dollar amount of google ads in March 2024
- Advertisements (Mailers/Flyers, etc.)
 - Daily News/Caribbean Times- BCS will place an ad in the Daily News Charter School Spotlight in February 2024 and will run 2 ads in the Caribbean Times in February/March 2024.
- Mr. Angel is working on “Why BCS,” to get an understanding as to why families chose BCS over other schools for the 2023-24 school year. A survey has gone out to all new families and Mr. Angel has been reaching out to these families as well via the phone to gather this data. BCS plans to have a report out to the board by the February 2024 board meeting.
- New Parent Events:
 - January 24, 2024: Drumming with Baba-O- We had approximately 4 potential new families attend this event.
 - February 28, 2024: Black History Showcase- Current and new families have been invited to this event which will highlight local organizations that BCS works with as well as some of our very own students who will be performing for this showcase.

Board Questions/Comments

Henry requested that Angel be in-person for board meetings moving forward when he is responsible for reporting out anything regarding enrollment. Henry also wanted a breakdown of the marketing and advertising that was done for the 2023-24 enrollment season in order to determine what worked best and what we should continue to implement for the 2024-25 school year enrollment season.

School Programming

Update on Afterschool Program (7:00 a.m. - 7:00 p.m.)

Current enrollment: BCS is holding steady with 90 students.

7:00 – 7:30 a.m.: Approximate number of students: 15-20 (not including bus students)

4:00-6:00 p.m.: Approximate number of students: 79-82

6:00-7:00 p.m.: Approximate number of students: 5-12

Current Programming:

- Current Teaching Specialists: Music, Technology, Art, Team Sports

Parent Engagement

- December 13: Parent Engagement Event (Movie Night: Home Alone 2) - We had approximately 140 parents/students/staff attend the event.
- January 31: Wildin' Out: Just Kidding (Game Show Night for families)- BCS will reenact a television game show for families and students consisting of BCS trivia and other fun activities.

Board Questions/Comments

Diana asked if we had a functioning Parent-Teacher Association. Joanne explained that there is an established Executive PTA board with two Co-Presidents and a treasurer. The issue is getting everyone together to begin doing the work. Joanne has had two Executive Board Zoom meetings and only one of the parents has been able to attend both. Joanne is going to attempt to get these members together on the weekend since weekdays have been difficult.

Education Report

NYS Computer based testing for grade 5 Update:

5th graders completed a Computer-Based Testing Simulation for each subject during the week of 1/22/24:

- 1/24/24: English Language Arts
- 1/25/24: Mathematics
- 1/26/24: Science

The CBT simulations were all successful. The internet was working appropriately. The internet speed was acceptable. Students were able to login without issue. Available tools worked appropriately (ruler, highlighter, protractor, notes, etc.) Students were able to answer the questions rendered and the test was able to be submitted upon completion via the Review Screen.

Literacy Concerns & Future Planning

The Academic Deans (Ms. Toma and Ms. Balla) presented a very thorough breakdown of the current ELA and Math data based on several data points that BCS collects (See attached presentation: Closing the Achievement Gap). A prescribed concrete plan for students who are severely below grade level in literacy & math was presented regarding the current state of BCS

students. One concern that was brought to the board was the difficulty in securing a speech pathologist for the school. While we do not have the numbers to hire a full-time speech pathologist, the NYC DOE has been working with us to help us contract a part-time provider. Families have been given vouchers by the NYCDOE to obtain the services outside of school while we look to secure an in-house provider.

ACR Reporting: Suspension Updates

There has been an uptick in suspensions this school year. We have a total of 17 suspensions so far. The majority occurring in kindergarten with a total of 11 suspensions between 3 students. The break down for the other grades are as follows:

Grade 1: 0

Grade 2: 3 (2 returning students)

Grade 3: 1 (1 returning students)

Grade 4: 1 (1 new student)

Grade 5; 1 (1 new student)

14/17 suspensions are from new students to BCS

3/17 suspensions are from returning BCS students

Board Questions/Comments

Henry was very impressed with the Academic Dean presentation, the data points presented and the action plan in place to assist with the learning loss and deficit of the new students that have been admitted to the school this year. There was a question about hiring an in-house speech pathologist since it has been difficult to secure one from an outside agency. The board recognizes that the new students have had to acclimate to the BCS school culture and is hopeful that the new students will turn it around as the school year continues.

Financial Report

- December 2023 Financial Report
 - Through December 2023, the school has recognized \$1,898,726.84 in per pupil revenues. We are projecting to recognize \$4,116,360 in per pupil revenue by year end. The 5th per pupil payment has been submitted based on an enrollment of 199 GENED students, 8.254 students in the 20-60% SPED range and 19.998 in the >60% category range. Funds are expected to come in by March 1st in the amount of \$738,730.61. In regards to federal funding we have expensed and received all of our ESSER II funds which was in the amount of \$285,213. We have about \$120,000 of ARP funding remaining to tag expenses through the end of the grant term of September 30, 2024.
 - We have incurred \$2,007,517.56 in expenses through December 31st. Being that

we have not met our projected enrollment number of 215 FTE, we will not be giving staff the additional 3% salary increase. With this change the personnel budget lines have been amended for the remainder of the school year. This decrease in expenses has yielded a larger projected surplus of \$172,000.

- Employee Retention Credit (ERC)
 - BCS submitted paperwork to the Internal Revenue Service via Alliant Group to potentially be credited funds related to the pandemic based on student programming lost due during the pandemic. The deadline to submit this information was 1/31/24 and BCS is currently awaiting more information regarding the paperwork submitted.
- E-Rate funding to upgrade BCS internet network
 - Due to Computer Based Testing (CBT), BCS will need to upgrade its current internet network. While the network is operating securely with one grade testing, adding another grade in 2024-25 and then another grade in 2025-26, BCS will need to upgrade its network to ensure a smooth testing situation.
 - The Technology Manager (Mr. Cesar) has completed the necessary research regarding E-rate and has secured a service agreement between BCS and E-Rate Advantage LLC., in order to begin the project in the summer of 2024.
 - Diana made a motion that the E-rate Consulting Agreement from E-Rate Advantage LLC., be approved in order to begin the internet upgrade in the summer of 2024 and Henry seconded the motion. The motion passed unanimously by all voting members (4).
- BCS Fundraising Update:
 - BCS families sold a total of a little over \$10000 in popcorn sales, yielding BCS a net profit of approximately \$5000. BCS will conduct another fundraiser in the spring of 2024 with the goal of raising another \$10000.

Board Questions/Comments

The board was encouraged with the estimated surplus for the end of the year.

Personnel Updates:

Review of BCS Consultant Agreement- The draft of the agreement was circulated to all board members for review prior to today's board meeting.

Board Questions/Comments

Mark brought up one item in the contract that seemed to limit the consultant to only enrollment and wanted to make sure that this was the intent of the agreement. It was clarified from Henry that the consultant would assist in general areas and that we were "not" limiting the assistance from the consultant. The term "not" was added into one of the lines to clarify

this. Tony asked specifically whether the consultant was helpful and whether we needed this consultant for another school year. Tony asked if the consultant has he brought value to the organization? Joanne felt that the consultant did bring value in assisting the school with its advertising & marketing plan for 2023-24, created flyers/mailers for distribution, assisted with the some of the summer school programming and most importantly introduced the idea of an extended morning and afternoon program. His assistance which was done pro-bono for the 2023-24 school year helped BCS enroll a total of 84 new students.

- Diana made a motion to approve the Consultant agreement and Feona seconded the motion. The motion passed unanimously by all voting members (4).

Additional Board Items:

NYS Open Meetings Law was reinstated as of August 2023. In-person meetings were required with the exception of Zoom attendance in extenuating circumstances and advanced public notice. BCS was not in compliance with having an in-person quorum for the August 2023, September 2023, October 2023, November 2023 and December 2023 board meetings. Due to this, there were items that needed to be ratified due to not having a physical quorum at the above stated board meetings:

- **July 2023 Board minutes:** Henry made a motion to approve the July 2023 board minutes and Mark seconded the motion. The motion passed unanimously by all voting members (4).
- **August 2023 Board minutes:** Henry made a motion to approve the August 2023 board minutes and Mark seconded the motion. The motion passed unanimously by all voting members (4).
- **September 2023 Board minutes:** Henry made a motion to approve the September 2023 board minutes and Mark seconded the motion. The motion passed unanimously by all voting members (4).
- **October 2023 Board minutes:** Henry made a motion to approve the October 2023 board minutes and Mark seconded the motion. The motion passed unanimously by all voting members (4).
- **November 2023:** Henry made a motion to approve the November 2023 board minutes and Mark seconded the motion. The motion passed unanimously by all voting members (4).
- **December 2023:** Henry made a motion to approve the December 2023 board minutes and Mark seconded the motion. The motion passed unanimously by all voting members (4).
- **2023-24 BCS School Safety Plan:** Feona made a motion to approve the 2023-24 BCS School Safety Plan and Tony seconded the motion. The motion passed unanimously by all voting members (4).
- **2023-24 School Budget:** Tony made a motion to approve the 2023-24 BCS School Budget and Feona seconded the motion. The motion passed unanimously by all

voting members (4).

- **2023-24 Amended School Budget:** Diana made a motion to approve the 2023-24 BCS Amended School Budget and Tony seconded the motion. The motion passed unanimously by all voting members (4).
- **2022-23 Audited Financials:** Tony made a motion to approve the 2022-23 Audited Financials and Diana seconded the motion. The motion passed unanimously by all voting members (4).

Public Comment: None

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

- a. Upcoming Board Meeting Date(s): February 26, 2023 at 6:00 p.m.

Adjournment: 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 7:05 p.m.