

### **Board Members Present**

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

### **Others Present**

Joanne Hunt  
Ariel Arnold  
Anna Toma  
Nora Balla  
Robert Morales

Topic: BCS Board of Trustees Meeting  
Time: October 28, 2024 6:00 PM Eastern Time (US and Canada)  
Place: 545 Willoughby Avenue, Brooklyn, New York 11206

The meeting was called to order at 6:08 pm. The minutes for the meeting held on September 24, 2024 were approved with a motion from Tony, seconded by Henry. All voting members (3) were in favor.

### **School Programming Report**

#### **Intervention Tracker**

- Utilize this tracker to plan math and reading intervention instruction (link lesson resources, note skill being taught)
- Teachers also monitor progress of students for each intervention group to see if students are retaining instruction
- We put this in place in order to fill the learning gaps of our students who are below grade level (sometimes more than 1~2 grade levels below)

#### **Multi-Tier Supports (MTSS)**

- Teaching team and MTSS team discuss different students who need additional support in the classroom
- We identify target areas of concern and brainstorm/implement different intervention strategies (incentive charts, behavior plans, academic intervention groups, different intervention strategies)
- We note the frequency of the intervention as well as track when students received the intervention
- We put this in place in order to best meet the needs of our students.

#### **Attendance Improvement Plan**

- Teachers contact families daily. There are 6 attendance managers (school admin) who are responsible for contacting families weekly. To date, if a student has 5 unexcused absences, their family has been contacted.
- BCS is keeping a running record of all students who have at least 5 or more absences

with a space for recording comments from the parent/guardian conversations as of September 2024.

**Board Questions/Comments:** Regarding the intervention trackers, Henry wanted to know how having multiple targeted small groups operate within each classroom with only 2 teachers. Ms. Toma explained how the teachers break into 3-4 groups within a period in order to work in smaller groups to address specific needs. During these periods, either one or two groups work independently while the teachers work with the two other groups and then they switch or do the reverse during the next session/period depending on what each group is working on for the session. Feona wanted to know if students have the opportunity to practice at home the same way that they are learning in the small groups. Teachers send home parent informational packets at the beginning of each module to explain/assist families with the content and skills that are being taught. There are explanations on how to support the students with these specific concepts. While students have the opportunity to practice at home with work that reinforces what is completed in class, it is the hope that the students will utilize the strategies taught in class at home. Mark wanted to know how students get selected for MTSS. Teachers select students based on specific data points (iReady, Fountas & Pinnell Reading Levels, NYS Testing Data, spelling inventories, etc.) and classroom work and teacher observations. Teachers are then required to complete an initial report with the student areas of strength and needs for each student presented. Once a student is brought to MTSS, the team revisits the progress/regress of students every six weeks in order to discuss next steps. Diana wanted more of an explanation regarding the attendance tracker and what happens when attendance gets worse for a student. Ms. Hunt explained that when student absences become egregious, a home visit will occur coupled with a phone call from the Principal. If the pattern of excessive absences continues, the school will consider alerting the Administration of Children Services (ACS) as a last resort. Henry asked if we saw improvement in attendance from the previous school year due to the attendance tracker plan. BCS saw an increase in the perfect attendance percentage for the month of September of 2024 (51%) in comparison to the previous school year, September of 2023 (36%).

### **Renewal Updates**

- NYCDOE School Visit/Public Hearing/Board Member Interview (TBD)

### **Enrollment 2024 Update**

- Grade K: 40 (2 sections)
- Grade 1: 40 (2 sections)
- Grade 2: 34 (2 sections)
- Grade 3: 27 (1 section)
- Grade 4: 28 (1 section)
- Grade 5: 33 (2 sections)
  - **Total Students: 202**
  - **Current New Admits: 69**
  - New Admits: August 2024: 59, September 2024: 65
  - Temporary Housing Update: 40 students (20% of our student population)
  - Summit Afterschool Program
    - 91 students registered (83-84 average daily attendance)

**Board Questions/Comments:** Board members wanted to know what the school does specifically for our families in temporary housing. Ms. Hunt/Ms. Ariel responded that BCS has provided families with uniforms and school supplies. BCS has set up families with meals for the holidays where the school/faculty members have purchased grocery items for families in order to prepare holiday meals. BCS staff is responsible for a giving tree where faculty members provide holiday gifts for students in need anonymously.

## **Financial Report**

Audit Draft: The finance committee met with the auditors on Friday, October 25, 2024 to discuss the draft audit. The draft was circulated to all board members for your review in order to approve at today's board meeting. The major points of the audit were as follows:

- The auditors issued a clean, modified opinion for this audit.
- There were no material weaknesses found regarding the books and accounting systems.
- BCS spends approximately 78% of its finances on actual student programming which puts BCS in a good space. According to the auditors and best practices, it is recommended that school spending for programming fall between 70%-80%.
- BCS finished the school year with a deficit of approximately \$50K due to two adjustments that needed to be made and the addition of depreciation which was approximately \$86K, it was not included in the EOY projections.
- Liquidity needs to be at least 3 months and we have about 2 months due to enrollment being down (a trend that many schools are experiencing at this time- (according to their current experience with other schools). It was discussed that cash flow has been an issue this past school year due to lower enrollment.
- A deficiency was noted in our audit for fingerprint clearance of a newly hired employee. The individual was a minor (age 14), hired to work for the school's summer boost program. BCS was unaware that minors (ages 14-17) were required to be fingerprinted even if the individual obtained working papers through the NYS Department of Labor. Brooklyn Charter School issued a corrective action plan requiring that ALL employees regardless of age will be fingerprinted by the New York State Education Department prior to employment start date.

A motion to approve the 2023-24 Independent Fiscal School Audit was made by Diana and seconded by Henry. All voting members were in favor (3) and there were (0) opposed.

A motion to approve the 2023-24 Corrective Action plan affiliated with the 2023-24 Independent Fiscal School Audit was made by Diana and seconded by Henry. All voting members were in favor (3) and there were (0) opposed.

## **September 2024 Financial Report**

Through September 2024, the school has recognized \$1,125,390.75 in per pupil revenues. We are projecting to recognize \$4,389,036 in per pupil revenue by year end. The 3rd per pupil payment has been submitted based on an enrollment of 196.845 GENED students, 3 students in the 20-60% SPED range and 23.077 in the >60% category range. For the following invoice the enrollment numbers will increase slightly due to students who were enrolled after the invoice was submitted. In regards to federal funding, we have been allocated \$114,200 in Title's IA, IIA, and IVA. FS-10's have been submitted for the remaining balances of FY24 Title funds and ARP funds. We are also awaiting the first 20% of this year's Title allocations. We have incurred

\$755,324.85 in expenses through September 2024. We spend approximately \$350-\$360K a month on normal operating expenses. In regards to the board approved budget we have made some adjustments. We based the budget on 202 students in GENE and 3 students in the 20-60% category and 26 in the >60% category. We've also decreased a few salary budget lines and related benefits to reflect our actual staff enrollment and costs. As of October 28<sup>th</sup>, BCS currently has \$2,079,531.45 in our cash and investment accounts.

**Board Questions/Comments:** None

**Personnel Updates:**

- BCS hired a 5<sup>th</sup> grade Special Education Teacher (11/4/24) and is still looking for a 1st grade General Education Teacher
- 1<sup>st</sup> grade teacher took a short-term leave for Paid Family Leave (PFL) and is scheduled to return on 11/12/24.

**Board Comments/Concerns:** None

**Other Board Items:** None

**Public Comment:** None

**Date & Location of next meeting:** November 19, 2024 at 545 Willoughby Avenue, Brooklyn, New York 11206.

**Adjournment:** A motion was made to adjourn the meeting by Diana and seconded by Henry. All voting members (3) were in favor. The meeting was officially adjourned at 6:53 p.m.