

### **Board Members Present**

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

### **Others Present**

Joanne Hunt  
Ariel Arnold  
Anna Toma

Topic: BCS Board of Trustees Meeting  
Time: December 17, 2024 6:00 PM Eastern Time (US and Canada)  
Place: 545 Willoughby Avenue, Brooklyn, New York 11206, Room 322

The meeting was called to order at 6:16 p.m.

The minutes for the meeting held on October 28, 2024 were approved with a motion from Feona, seconded by Henry. All voting members (3) were in favor.

The minutes for the meeting held on November 19, 2024 were approved with a motion from Henry, seconded by Feona. All voting members (3) were in favor.

### **Academic Programming Report- Ms. Toma**

- **2<sup>nd</sup> MTSS (Multi-Tier Support Systems) Cycle-** BCS is in its 2<sup>nd</sup> cycle of MTSS meetings. This is the check-in point for the students who were previously brought up in the initial MTSS meetings held in October and to also bring up additional students if necessary. During the course of these meetings, teachers gave examples of how some of the interventions were working and in the case where an intervention was not working, further suggestions were made to try in the next MTSS cycle. If it is found that the school has exhausted all potential intervention strategies for certain students and has developed enough information to support a special education initial referral, then the school will move in this route with consent from the parent/guardian.
- **Test Prep-** Test prep began two weeks ago for English Language Arts (ELA) - 4<sup>th</sup> and 5<sup>th</sup> graders practice on a digital platform since they are taking their exams on the computer. 3<sup>rd</sup> graders continue to take paper-based exams and will shift to technology based exams in 2026. ELA test prep will be conducted in smaller groups based on specific needs within each grade. Math test prep began on Monday, December 16<sup>th</sup>.
- **Formal Observations** of all classroom teachers began the week of November 18<sup>th</sup>. The Instructional Leadership Team is almost done completing initial formal observations for each teacher. Each academic lead teacher will be formally observed in ELA and/or Math or their content specialty which will include a pre/post observation conference as well as a formal observation report. Mini-observations continue to be conducted throughout the school year and teachers receive verbal feedback coupled with a summative email when these occur.

**Board Questions/Comments:** Henry asked if we are still getting parents the help that they need with understanding school curriculum as were during the pandemic. Ms. Toma responded that BCS hosted an in-person Curriculum Night for families in September which highlighted what

students would be learning throughout the course of the school year within each class and grade. Families also received resources and materials to assist their children with academic content. Families also have direct contact with teachers via our Parent App (Parent Square) where a parent can reach out to a teacher for direct support as necessary with any curricular or academic questions or concerns. Families who were unable to attend the in-person Curriculum event were emailed a copy of the Curriculum Night Slide Show as an additional resource. While we do not host the virtual quarterly parent curriculum workshops that we did during the pandemic, families have direct access to administrators and teachers if there is a need for any support. BCS also works with the PTA to address any parent questions or concerns. Henry also had a question about how grammar is taught currently in public schools. Ms. Toma explained that grammar, punctuation and usage are no longer taught in isolation but are still taught within the school's ELA curriculum. Henry basically wanted to know if the importance of punctuation and grammar are still addressed and expected when children write. The answer was "absolutely" as the assessment tools and rubrics incorporate those items into the scoring of student writing. While punctuation, grammar and usage are not taught in isolation, the expectation is that these skills are still taught within the respective ELA curriculum and these skills are still expected to be applied in student writing.

### **Attendance Improvement Plan- Ms. Hunt**

- Ms. Hunt reported out the comparative attendance from the previous school year:
  - **November**
    - BCS Perfect Attendance (October 2023): 26%
    - BCS Perfect Attendance (October 2024): 30%
    - October Overall Attendance (2023): 88.16%
    - October Overall Attendance (2024): 88.59%
  - BCS will be rolling out the lateness portion of our Attendance Improvement Plan in January 2025 instead of December 2024. The reason for the switch is because the Attendance Managers wanted to meet to discuss the best way to approach lateness coupled with the criteria for egregious lateness. We will have more information to share at the January Board meeting.
  - BCS will also begin tracking the % of students who are currently at 90% or above with attendance beginning with December 2024 data as another indicator/measure to determine the success of our current Attendance Improvement Plan process.
- **Board Questions/Comments:** None

### **Renewal Updates**

- NYCDOE School Visit
  - Ms. Hunt reported that she received an email from the new Lead (Richard Webster) from the Charter School Authorizing Team that the School Renewal Visit has been scheduled for Tuesday, January 21, 2025. Ms. Hunt alerted the school board that she will reach out to Mr. Webster to find out if the board meeting interview will be that day as well as a few board members would not be available. Ms. Hunt will email the school board members upon receipt of an email from Mr. Webster as to when the board interview and public hearing are scheduled to take place. At this time, those two items have not been addressed or discussed.

- **Board Questions/Comments: None**

### **Enrollment 2024 Update**

- Grade K: 41 (2 sections)
- Grade 1: 40 (2 sections)
- Grade 2: 33 (2 sections)
- Grade 3: 27 (1 section)
- Grade 4: 28 (1 section)
- Grade 5: 34 (2 sections)
  - **Total Students: 203 (205)**
  - **Lost 3 students (1 kindergartener, 2 Second graders)**
    - 2 siblings moved back to Florida (K & 2<sup>nd</sup> grade student)
    - 1 student left without any specific reason (2<sup>nd</sup> grader)
  - **Current New Admits: 73 (69)**
    - Admitted 1 new student (5<sup>th</sup> grade sibling)
  - **Total New Admits:** August 2024: 59, September 2024: 65, October: 73, November: 74
  - **Temporary Housing Update:** 40 students (20% of our student population)
  - Summit Afterschool Program
    - 92 students registered (83-84 average daily attendance)
      - There is currently a wait-list for the kindergarten and 1<sup>st</sup> grade group.

### **Board Questions/Comments:**

From the November Board Meeting follow-up: Diana asked the following questions *How many of our new families applied for after school?* 33 new families initially applied to the after school program upon completing school paperwork. *Why is there a wait-list at this time?* -There is a wait-list due to the lack of available spaces in the upper grade afterschool classes. There are currently 18 students on the afterschool waitlist. Five of these students are in grades K & 1 and 13 students are in grades 2-5. The reason that there is a larger waitlisted group in the older grades is because the breakdown of the afterschool groups are as follows: K- 18, 1-20, 2/3- 28, 4/5-26. BCS combined two grades (2/3) and (4/5) where the cap size for those classes are 25. BCS is already over the cap size in those two groups, hence the waitlist. While there is space in the Kindergarten and 1<sup>st</sup> grade after school groups, the students represented on the wait-list have siblings in the upper grades who are also wait-listed and their families are waiting so that all children can begin the program at the same time. The Afterschool Director reviews attendance and behavioral trends monthly to determine if students will be removed from the program in order to admit new students on the waiting lists due to space constraints.

### **Financial Report**

#### **December Financial Report**

Through November 2024, the school has recognized \$1,846,272 in per pupil revenues. We are projecting to recognize \$4,389,036 in per pupil revenue by year end. The 4<sup>th</sup> per pupil invoice was submitted at the close of November. It is still pending and the FTE numbers are 200 GENED students, 4.74 in the 20-60% SPED category, and 24 students in the >60% SPED category. With this submission we are expected to receive \$710,854 in per pupil revenue and

\$39,927 in IDEA funding. In regards to federal funding we have received the first 20% of this year's Title funding totaling \$22,839. We are also awaiting the final Title funding from the previous school year totaling \$22,793.

We have incurred \$1,589,981.32 in expenses through November 2024. November expenses were higher than previous months as we processed three payrolls in comparison to the normal two. We recently had to draw down on the smaller investment account as we await the incoming revenue previously mentioned. We transferred approximately \$141,000 to maintain a healthy cash flow. As of December 17<sup>th</sup>, we currently have \$1,457,309.69 in our cash and investment accounts.

**Board Questions/Comments:** Mark asked if we are still on budget since our enrollment has declined slightly from the beginning of the school year. Ms. Ariel created two budgets at the beginning of the school year; 1 budget representing 204 students and another budget representing 202 students. Since our current enrollment is 203, BCS is within its current budget.

**Personnel Updates:**

- BCS is still in search of a 1<sup>st</sup> grade general education teacher and has a potential candidate who is currently serving as a daily Assistant Teacher within the 1<sup>st</sup> grade class.

**Board Comments/Concerns:** None

**Other Board Items:** None

**Public Comment:** None

**Date & Location of next meeting:** January 30, 2025 at 545 Willougby Avenue, Brooklyn, New York 11206.

**Adjournment: Adjournment.** The meeting was officially adjourned at 6:56 p.m.