

### **Board Members Present**

Henry A. Lambert, Chair  
Diana Lee  
Feona Chance-Huezo  
Natalia Sealey  
Anthony Betudier

### **Others Present**

Joanne Hunt  
Ariel Arnold  
Anna Toma  
Nora Balla

Topic: BCS Board of Trustees Meeting  
Time: September 22, 2025 6:00 PM Eastern Time (US and Canada)  
Place: Brooklyn Charter School

The meeting was called to order at 6:07 p.m.

**Board Minutes:** A motion to approve the minutes from the August 26, 2025 meeting was made by Henry and seconded by Tony. All voting members were in favor (5) with (0) opposed.

### **Academic Updates**

#### **Humanities Updates**

- Ms. Toma shared that the Humanities curriculum has not changed from the previous school year. Classroom teachers are currently utilizing Great Minds: Wit & Wisdom for Humanities and Foundations for Phonics instruction. Classroom teachers began the curriculum last week.
- Close reading begins the week of October 2<sup>nd</sup>
- Clubs: BCS will begin clubs for students on Wednesday with an A week and a B week schedule. BCS Clubhouse, also known as “The Hive,” is where every student finds their spark and lets their creativity shine. Examples of clubs are Musical Theater Club, Book club, Rhythm & Art Club, Team Building, etc. Below is a description of what instructional faculty participate in during student club time:
  - Clubs are a time where teachers are given 2 hours and 20 minutes of development and prep time
  - Some development sessions include: data analysis to create small group instruction, navigating different platforms, implementing small group instruction and what planning looks like, math/literacy planning for grade team
  - Other PD opportunities happening within the next few weeks: specially designed instruction
  - This time also promotes teacher collaboration in that teachers are in grade bands (K-2, 3-5) working together or in strategic groups

#### **Mathematics Updates: New Math Curriculum (Illustrative Math)**

- Ms. Balla shared that Illustrative math professional development occurred during the pre-service week and explained that the consultant spent two days with our teachers.

There was a general session for all classroom teachers and then a more intimate session for K-2 instructors and another for 3-5 instructors. Teachers got to explore the curriculum through a teacher's and student's perspective by doing the work for different activities throughout a lesson.

**Board Questions/Comments:** Henry asked, "How do you keep teachers up to par who may not be comfortable with the curriculum? Ms. Balla answered, that teachers have done small group work where there is continuous discussion regarding unit and lesson planning. The explanation of clubs was also discussed. Ms. Balla also explained that she is working with teachers individually by grade to assist with lesson-planning as well. Henry also asked, "If you are not comfortable with the way a teacher is instructing a math lesson, is there some sort of consequence and how do you deal with this? Ms. Balla answered that she is currently conducting teacher observations and if there are teachers who appear to be struggling, then a plan is put into play to offer support. Support can be in the form of one-on-one coaching, modeling lessons for the teacher and co-teaching with the teacher as necessary. Ms. Sealey asked, "How can parents support their children at home? Ms. Balla explained that teachers will be discussing the new math curriculum at the upcoming "Curriculum Night" on September 25<sup>th</sup>. Parents will also receive parent resource sheets developed by the curriculum during the school year.

**Organizational/Programming Updates**

2025-26 Enrollment/Retention Update as of 9/22/25.

The chart below represents then number of students that BCS expected based student return surveys and conversations with parents/guardians. BCS anticipated a total of 205 students at the beginning of the 2025-26 school year but unexpectedly lost a total of 19 students who were supposed to return to BCS but had to leave for various reasons beyond BCS' control.

Grade	Actual	Expected	Unexpected Discharges	No Shows
K	36	44	2	6
1	27	38	8	3
2	36	39	3	0
3	30	31	1	0
4	26	27	1	0
5	22	26	4	0
<b>Total</b>	<b>175</b>	<b>205</b>	<b>19</b>	<b>9</b>

Below is a breakdown as to the reasons why students did not return:

Moved out of state	5
Shelter Displacement	3
Holdover	2
Home School	3
Moved to the Bronx	4
New School	2
<b>Total</b>	<b>19</b>

The chart below represents the expected enrollment/retention numbers as of 9/3/25 for comparative purposes.

2025-26 Enrollment/Retention Expected as of 9/3/25

Grade	Returning	New Admits	Expected Enrollment
K	4	40	44
1	34	4	38
2	36	3	39
3	27	4	31
4	26	1	27
5	26	0	26
<b>Total</b>	<b>153</b>	<b>52</b>	<b>205</b>

The chart below represents the expected enrollment/retention numbers from the 2024-25 school year for comparative purposes. BCS did not experience the same level of attrition in the previous school year or years prior. Only 7 students unexpectedly left BCS at the beginning of last school year (2024-25) and this has been the typical pattern over the last 3-5 school years.

Grade	Actual	Expected	Unexpected Discharges	No Shows
K	39	41	0	2
1	37	40	2	0
2	33	34	1	0
3	25	26	0	0
4	27	28	0	0
5	35	34	4	0
<b>Total</b>	<b>196</b>	<b>203</b>	<b>7</b>	<b>2</b>

**In response to the uptick of attrition, BCS administration has come up with the following enrollment strategies:**

- Hyper Local Visibility
  - Update the BCS flyer and create a BCS Door Hanger that can be distributed around the school community & neighborhood via the BCS Street Team.
  - BCS Street Team- BCS will assemble a street team that will be responsible for canvassing the neighborhood and distributing door hangers and BCS flyers during the school day, evenings and on weekends.
    - The street team will also assemble on weekends (hospitals, shelters, laundromats, child-friendly spaces, etc.) will be visited.
- Rebranding of the School Website to reflect current programming and more information about our extended day program and free transportation.
- After School Spaces- Creating more spaces as needed for new enrollees in the after school program.
- Private Van Advertisement (Student Transportation) - having the private van(s) that transport our students wrapped with BCS advertisement for Brooklyn neighborhood visibility.
  - Calling families who have left due to distance- checking in with families who left due to the distance of the school to see if they qualify for our van service.

**Board Questions/Comments:** The BCS school board was concerned with the number of students that did not return for the 2025-26 school year unexpectedly and recognized that this is not a normal occurrence. It was noted that in previous school years, that the school has never lost more than 7-8 students at the beginning of a new school year. Board members offered strategies that we can explore to increase enrollment at this time. Board members suggested revisiting the shelters in the neighborhood, providing free transportation for new students who are currently on our private van routes and opening more spots in our after school program for new students in need. The school board will receive an updated enrollment report and fiscal plan at the October 30<sup>th</sup> board meeting.

**Financial Report: August 2025**

As of September 22nd, we currently have \$2,131,653 in our cash and investment accounts. We compiled a budget at 200FTE with 5FTE in the 20-60% SPED category and 26FTE in the >60% category. State funding is projected at \$4,543,953, federal funding is projected at \$154,081. We are projecting a small surplus at year end. We are in the works of creating a budget modification at 185 students to coincide with the school years' enrollment numbers. Title forms for FY25 final allocations were mailed out in order to receive the funding for the initial 20% of the FY26 allocation. Additionally, we received a tax deduction for the Q3-2020 pay period that relates to the ERC credit that we received at the end of June 2025.

The audit is taking place and is going smoothly so far as we are exchanging documents with the auditors as they request them. We will keep the board updated if anything changes.

A motion to approve the 2025-26 BCS school budget at 200 students was made by Henry and seconded by Diana. All voting members were in favor (3) and there were (0) opposed. The board is aware that if the school does not meet its enrollment target of 200 by October 31<sup>st</sup>, there will be a budget modification to reflect current enrollment numbers.

**Board Questions/Comments:** None

**Personnel Updates:**

- BCS has the following vacancies: 3<sup>rd</sup> Grade Gen Ed Teacher

**Board Comments/Concerns:** None

**Other School Business:** None

**Public Comment:** None

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

**Adjournment: Adjournment.** The meeting was officially adjourned at 6:42 p.m. with a motion from Henry, seconded by Diana. All voting members were in favor (5) with (0) opposed.