

### **Members Present**

Henry A. Lambert, Chair  
Michael A. Catlyn, Vice Chair  
Tony Betaudier  
Mark David  
Joanne Hunt (ex-officio non-voting)

### **Others Present**

Mihran Keoseian  
Colathur Janardhanan

The meeting was held on December 5<sup>th</sup>, 2016 at the home of Henry Lambert, Chairman of the Board. The meeting was called to order at 6pm. The minutes for the meeting held on November 1<sup>st</sup>, 2016 were approved.

### **Education**

The first set of interim assessments are underway. There have been improvements in math but the students are still behind where they need to be. The teachers have switched to the New York Engage Curriculum, which is a more direct approach to teaching the students that is expected to suit the school's students better than a constructivist approach. Teacher training for the new curriculum started before the school year began. Mary Kate has adopted this program as well and the teachers seem to prefer the New York Engage Curriculum.

There is an exit ticket every day to make sure that the students are grasping the lessons. In addition there are weekly assessments and mid and final module tests.

The teachers are collecting data on the students and this will be used to formulate the test prep, which will start in January. Data will also be used in the future to determine whether the school is using the most appropriate curriculum.

Teacher morale is much better with people leaving the school happy and looking forward to the coming workday. Many teachers are describing a completely different work environment.

### **Finance**

In order to ensure that the school has a minimum of 240 students, BCS is offering families a reward for recommending the school to other families. As part of this referral program the family recommending the school receives \$150 upfront and \$250 if the incoming student remains at the school past March. Fliers were distributed to the families informing them of this program and so far one additional student has enrolled via referral. There are currently 236 students enrolled in December, up from 236 students in November.

In other recruitment efforts, Joanne will work with Mark to engage a company that focuses on search engine optimization and the school's general online marketing efforts.

A detailed budget is still being developed. Last year a lot of funds were spent on books for the reading program and these books should be sufficient for the next few years. In previous years a lot of money was spent on events and on substitute teachers. This year the school is being much more efficient in how it uses substitutes. The after school programs used to end at 5pm and so buses were required to take the children home but now that the after school programs end at 6pm the parents are able to collect their children from the school. As a result the bus matrons are now a part-time, rather than full-time, position.

Henry recommends looking into what the DOE and other schools offer before deciding on contributions to 401 (k) plans. The question is whether to provide matching contributions with a ceiling or the same absolute percentage for everyone.

The budget will be presented at the January Board Meeting. In the future the school will start developing the budget in April so that is completed before the start of the school year.

#### Head of School Report

One teacher resigned as her father passed away and her mother is ill and so she could no longer work full time at the school. This means that the school needs to hire another English as Second Language teacher, as 15 students depend on this.

BCS applied and was accepted to the District-Charter Collaboration. This means that school will be working closely with the public school, with which shares a building. The two schools will work together and BCS will benefit from the public school's resources and experience regarding English as Second Language students.

New York State Education Department awarded the school with AYP, which recognizes Annual Yearly Progress in ELA, math, and science.

Mihran's consulting contract was presented to the board.

The next Board Meeting will be held at the Brooklyn Charter School on January 12<sup>th</sup> at 5:30pm. The following Board Meeting will be held at the Brooklyn Charter School on February 7<sup>th</sup> at 5:30pm

The meeting was adjourned at 7:00pm.