

### **Members Present**

Henry A. Lambert, Chair

Tony Betaudier

Diana J. Lee

Joanne Hunt (ex-officio non-voting)

### **Others Present**

Pamptata Sanders

Colathur Janardhanan

Robert Morales

The meeting was held on March 15<sup>th</sup> at the Brooklyn Charter School. The meeting was called to order at 5:51pm. The minutes for the meeting held on February 26<sup>th</sup>, 2018 were approved.

### **Website Update**

There is a continued increase in applications on the school's website, compared to this time last year. Overall this year there have been 90 applications compared to 6 from this time last year. Of these, 49 are for kindergarten, compared to 1 application from this time last year. There are 38 applications for grades 1-5 versus 5 applications from this time last year.

Through the NYC Charter Center Common On-line application, the school is in receipt of 173 kindergarten applications, 10 of which are from District 14 families. The school has also received 150 applications for grades 1-5 to date.

On Saturday, March 3<sup>rd</sup>, Mrs. Sanders and Ms. Hunt attended the NYC Charter School Student Recruitment Fair at Uncommon High School in Brooklyn. At this fair, the school met with several families and collected a total of 12 physical applications. Mr. Angel is in the process of making personal connections and setting up tours for these interested families.

Monday, April 9<sup>th</sup> is the lottery application deadline and Friday, April 13<sup>th</sup> is the public lottery. BCS will call all accepted families in kindergarten immediately the next week and then will begin to back fill grades 1-5 based on the waiting list.

### **After School Program**

There are currently 33 families enrolled in the After School Program up from 29 students. Average attendance is about 90% daily of enrolled students.

### **Academic Report**

The school will be visited by the NYC DOE for its Annual Comprehensive Review (ACR) on Wednesday, March 28, 2018 from 9 a.m. - 2 p.m. During this visit, classrooms will be observed, faculty will be interviewed and leadership will be interviewed as well. The goal of this visit is to look at instruction and how it translates to student learning. The board suggested that we look at the areas of concern from the last visit to gauge the areas in which we needed improvement in order to see what progress has been made since the last visit.

### Financial Report

The school has received a grant from the National Recreation Foundation for \$30,000. The school has also received Title I funds from 2016-17 in the amount of about \$77,000. The school received a total of \$425,465 for its February 2018 tuition reimbursement. Currently as of February 2018, the school is at a loss of about \$388,000 due to enrollment. The school currently has 196 students enrolled in grades K-5. The school has been limiting expenses due to the low enrollment. It was determined that the school would have a strong surplus of about \$250,000 if enrollment were at 240. The school has made a very strong push to increase the enrollment for the 2018-19 school year to ensure the school does not experience another year of loss. It was also suggested by the Board Chair that the Wedding Garden continue to make some type of good faith donation to the school as it continues to be affiliated with BCS.

### Trustee Business

The BCS Board of Trustees based on the recommendation of its auditors is in the process of updating the following policies before the close of the school year:

1. Document Retention Policy- last updated 12/14/16
2. Conflict of Interest Policy- last updated 1/11/15
3. Internal Controls Policy in the fiscal practices policy last updated 4/1/05
4. Investment Policy (referenced in financial practices policy- last updated 4/1/05- will contact Chase Bank to obtain our current policy.

Policies that need to be created are as follows:

1. Operating Reserve Policy- we will contact the Chase Bank to obtain our current policy.
2. Policy to Comply with OMB Uniform Guidance
3. Disaster Recovery- Compliance Check-list
4. Compensation Comparability Study

Ms. Hunt will be researching the policies that need to be created and Ms. Lee will review the current policies in place and both will bring any new information/findings to the attention of the board to the May 2018 board meeting.

At the May 2018 BCS Board Meeting, the board will elect board members for the Bridal Garden.

The next Board Meeting will be held at the school on May 7<sup>th</sup> at 5:45 pm.

The June Board Meeting is scheduled for June 12, 2018.

The meeting was adjourned at 6:40 p.m.