

### **Members Present**

Henry A. Lambert, Chair

Michael A. Catlyn, Vice Chair

Mark David

Joanne Hunt (ex-officio non-voting)

### **Others Present**

Pamptata Sanders

Mary Kate Boesch

Ariel Arnold

Robert Morales

The meeting was held on March 7<sup>th</sup>, 2019 at the Brooklyn Charter School. The meeting was called to order at 5:45pm. The minutes for the meeting held on January 7<sup>th</sup> and January 29<sup>th</sup>, 2019 were approved.

### **Enrollment & Admissions**

There are 206 students enrolled at BCS. The school lost a few students due to families moving out of the area. We still might enroll some additional students this school year and so this number could go back to 210 students.

At the next board meeting Joanne will give a report on the yield from the respective sources of applications. The highest yield comes from those applications that are submitted via the school's website. The lowest yield is from Mint (the NYC Charter School Application Portal). By the next Board Meeting we will have a report from Final Piece about the data from our website.

Henry asked what we can do to get more identification signage at the Willoughby entrance to the school. Joanne suggested having two flags flying over the entrance of the building – one for each school that has a presence in the building. Joanne will consider what will get the public school to agree to adding additional signage for BCS by the entrance.

Joanne should engage with Norah Lawlor about approaching local publications for articles or profiles on the school. These should highlight what differentiates BCS and the success of some of the programs we have introduced.

The Application Process closes on April 1<sup>st</sup>. The lottery is held on April 11<sup>th</sup> and on April 15<sup>th</sup> BCS will inform parents about their children's acceptance to BCS.

In order to ensure a high yield Mary Kate has proposed a program of 5 consecutive weekly 90 minute sessions for incoming kindergarten students. This would provide the children with an opportunity to see the school and sit in on some classes or dedicated programs. There would be an orientation first and then this program would start the following week. It is currently being referred to as the BEST Program (Brooklyn Charter School Entering Students Transition Program). During this program the incoming students will be given T-shirts with BCS logo on

them. Henry suggested also having an evening event, such as a dinner, for the parents of incoming students. This will help make them feel like part of the community and highlight why they should choose BCS for their children.

#### After School Programs

The Targeted Assistance Program, which is the after school tutoring program, is currently well attended by 40 students. The parents are loving this program and the teachers are noticing results. The Test Prep After School Program is also well attended, with 78 out of 124 students currently enrolled. The Summit after school program currently has 34 families enrolled.

#### Academic Report

The NYS ELA Test will be conducted on April 2<sup>nd</sup> and 3<sup>rd</sup>. The NYS Math Test will be conducted on May 1<sup>st</sup> and May 2<sup>nd</sup>.

#### Other School Business

Joanne will be running an in-house audit on the bus matron program, the school culture (specifically focusing on the 2 Deans responsible for this), the Tutoring Assistance Program, and Coding Program (Kodable).

The Upper School Dean will be out for a few weeks but coverage will be provided throughout this absence with current administrators.

#### Financial Business

The school is currently running a \$207,232 budget surplus. The school is not expected to have a surplus by the end of the year, as this number includes a projection of 240 students for the beginning of the year. However, the school will break even, as there are several areas of savings within the budget.

Ariel spoke with the assessors from the DOE and explained that we had sufficient materials and were not missing any materials or resources that we need. Joanne and the administration have assured the board that the school has all the academic resources that it requires and that, for example, Smart Boards, are not a necessity at this time as each classroom has mounted projectors that connect to teacher laptops which serve somewhat of the same purpose in connecting students to other resources. BCS will begin to look at grants in order to eventually get Smart Boards into the classrooms where projectors will need to be replaced in the future.

BCS participated in the New York City Charter Center's Compensation Survey (Compensation Comparability Survey) and is waiting for the results for discussion at the board level. The Compensation Survey Report will be reviewed to determine future salaries for administration, teachers and support faculty.

The most recent updated version of the Brooklyn Charter School Fiscal Policies and Procedures has been compiled with as of 1/29/19 and ratified as of 3/7/19, with the exception of one

amendment to be added and ratified at the next scheduled board meeting. The amendment is regarding the limits on checks written in aggregate within a specified period of time.

The next Board Meeting will be held at the Brooklyn Charter School at 5:45pm on April 9<sup>th</sup>, 2019.

The meeting was adjourned at 7pm.