

### **Members Present**

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

### **Others Present**

Pamptata Sanders  
Mary Kate Boesch  
Ariel Arnold  
Robert Morales

The meeting was held on April 9th, 2019 at the Brooklyn Charter School. The meeting was called to order at 5:30pm. The minutes for the meeting held on March 7<sup>th</sup>, 2019 were approved.

Joanne is going to investigate what technology or applications are acceptable for us to use for virtual meetings for those board meetings that we are unable to attend in person.

### **Enrollment & Admissions**

The school is holding at 206 students as of now.

Out of 327 applications from Mint, none enrolled in the school. Out of 95 applications via the school's website 57 students enrolled in the school. Applications via the website for the coming year are up significantly over last year. Last year 46 applications were received via the website for Kindergarten, this year we have received 96 applications. Grades 1 through 5 have received 91 applications via the website, compared to 49 last year. There was a total of 64 students accepted via the school's 2018-18 school lottery.

BCS will accept a large number in kindergarten, where there is the potential for more capacity, rather than across all the grades. This might result in even up to 3 kindergarten classes. In terms of the other grades, we will take in more students in 1<sup>st</sup> and 2<sup>nd</sup> grades as these currently have smaller classes.

The March report from Final Piece reflected a peak in traffic to the website in January, with a subsequent decline, followed by an increase again in March. A lot of the traffic to the website is new traffic and a lot of these are mobile users. Joanne emphasized that Matt from Final Piece has been very effective and that the work he is doing with the website and our web presence has led directly to an increase in applications.

### **Afterschool Update**

The Targeted Assistance Program, which is our tutoring program, has increased by 1 student to a total of 41 students. The Test Prep After School Program has increased by 1 student to a total of 79 students attending out of 124. The Summit program has 34 families enrolled and paying.

### Academic Report

Our 2 Deans have contributed to a more positive school culture.

The NY State ELA Tests were held on April 2<sup>nd</sup> and 3<sup>rd</sup>. A total of 4 students opted out, 2 from Grade 3 and 2 from Grade 5. The Math Tests will be held on May 1<sup>st</sup> and 2<sup>nd</sup>.

The last day of school will be June 21<sup>st</sup>, or June 24<sup>th</sup> if the school needs to make up the snow day.

Raymond will be coming to the school tomorrow to assess the Kodable program. He will also discuss what the next step should be for those students who have completed all the levels.

### Financial

The Form 990 for 2017 was presented and reviewed by the Board.

We have to assume that no more money will be coming from The Bridal Garden. The Bridal Garden had signed a lease but will be walking out on the lease as the business winds down. Henry received confirmation from a lawyer that there was no liability for the School as a result of this and the lawyer will write a letter stating this.

The school has a surplus of \$26,979.89. Ariel believes that we will continue to have a surplus as money is still to come in from the State, Title money, and contributions.

Ariel confirmed that all relevant insurance, including Board insurance, is in place and in effect as of the date of today's Board meeting.

Joanne assures the Board that the school has the resources it needs, including books, day-to-day materials, iPads, and computer stations, etc.

### Renewal Update

Joanne and Henry had discussions with the State regarding the status of the Renewal. Some concerns were expressed about the fiscal operations of the school during the renewal period specifically relating to school credit card usage by a board member. At their request, Joanne is drafting a summary/report of what occurred, what was done, and what is being done to address this concern to ensure that it will not happen again. The renewal decision has been pushed back in order for the NYC DOE and SUNY to review this information. It was noted that the money spent was not the City or State money but rather funds from private contributions. However, the NYCDOE still emphasized that this was money that would otherwise have been spent on the children.

As a result of this, we have instituted a more stringent fiscal policy which initially took effect in November 2018. Revisions were made to some of the policies in January and March of 2019. This includes: the nullification of school credit cards and the Chairman having to approve any

per diems in advance. The bank has also updated its paperwork as to how we can use our funds moving forward. Joanne can sign checks up to \$3,000 but can only write checks in aggregate up to \$10,000 to any single vendor within a 45-day period. Any payments and/or banking transactions over \$3000 must have two signatures. These have been added to the rules and regulations of the BCS Fiscal Policies & Procedures Manual.

The next Board Meeting will be held at the Brooklyn Charter School at 5:30pm on May 6<sup>th</sup>, 2019.

The meeting was adjourned at 6:30pm.