



South Bronx Charter School for International Cultures and the Arts

164 Bruckner Blvd, Bronx NY 10454 | 718.292.5737 | sbsica.org | information@sbsica.org

Meeting of the Board of Trustees Thursday, January 15, 2015 - 4:30 p.m.

Board Meeting Minutes

Start Time: 5:07 PM

Board Members in Attendance

Carmen Santos
Priscilla Ocasio
Donald Mattson
Dalia Peralta
Elvis Torres

Absent Board Members:

John Potapchuk

Non-Board Members

Evelyn Hey
Stephanie Alves
Mary Cordero
Paul Augello
Robert Mc Laughlin
Tom Johnson
Yu Ying Ng
Dennis Woo

Minutes

Welcome – Evelyn: Today we have with us three auditors from the city comptroller’s office. Tom Johnson: *audit supervisor*, Yu Ying Ng: *auditor*, and Dennis Woo: *auditor*.

Robert - As we spoke about at the last meeting, the city comptroller sent a letter back in October to conduct an audit. We met with them and since then we have received some correspondence and requests for some documents and files so we have provided them with a lot of information. They were here last week Thursday and took a brief tour of the building. They will formally start their audit this week. We had an introduction conference on Monday; I was on the phone while Paul, Stephanie, and Evelyn met with them here at the school. We went through some background questions on how the school operates and how the money works, and how aggregate students work. They followed that up with a couple of other document requests, they asked for documents that we submit on pupil count to department of education. Although this information is available online we are providing it to them as well as bank statements. There was also a question if we could provide them with read only permission to certain books and records and we’ve agreed to do that as well. So I think we are cooperating and hopefully things work well. There will be at least the two staff

auditors that will be taking over Stephanie's office for the duration of the audit. Unless the board has any questions, I believe this should be a standard city comptroller's audit.

Priscilla welcomes the board members and attendees. Board members are asked to review the minutes from the last meeting.

Motion to approve the December 2014 Board of Trustees Minutes

Motioned by; **Carmen Santos**; Seconded by: **Donald Mattson**; all in favor: **unanimous**

Motion passed

I. Director of Operations Report- Stephanie Alves

- All vendor accounts are up to date
- All construction vendors are up to date
- Per Pupil invoice for January has been approved
- Tomorrow we will have AED and CPR training at our school
 - 8 employees will be trained.

II. Principal's Report- Evelyn Hey

Enrollment: 430

Attendance is 92.3%

School Business

- Attendance is a little low.
- Professional development is on going. In February a team of 7 from our school will be going back to Boston to continue our training in TBL (Think Based Learning). We will be there for a week during winter recess.
- Once a month as you are already aware, we have professional development here at the school.
- The first series of letters are going out to parents to inform them that they have a child that has been identified as a possible holdover, "promotion in doubt". We recheck throughout the year and keep in constant communication with the parents/guardians about the status. This is especially the case with our first graders because that is where I feel children need to be retained.
- The letters for the lottery applications have already gone out. The drawing will be April 1st. We have two information sessions planned – one in February and the other in March.

III. Victory Education Partners Report – Mary Cordero

Enrollment/Organization Matters - As per School – January 15, 2015

Enrollment	Important Information
Enrollment: 430	Number of ELL's students:
K-102	Grades 1-5 = 83; K 40 = 123
1-107	Number of Title I Eligible Students: 80
2-61	
3-65	Number of Special Ed. Students: 25
4-53	
5-42	For Lunch CEP default- 100% FREE

Curriculum/Instruction

Title I Program is in compliance with all federal and state mandates. Academic intervention services are being provided to Title I Eligible students. Accountability documentation up to date Special Education is in compliance with State and Federal mandates.

Assessments

2014-2015 Assessment dates:
NYSED ELA Grades 3-8: April 14-16
NYSED MATH Grades 3-8: April 22-24
NYSED Science 4th and 8th grade:
May 20-29th performance assessment
June 1-Written Assessment

Compliance:

Consolidated Application
Title I, II & III- SED approved for preliminary allocations
Final Allocation will be published by NYSED in late January, early February

Governance

New Board Member Procedure

There are new guidelines for new board members from NYSED. Once the guidelines are out I will make the board aware of what they are.

Finally, I am still working on the transfer of archived board documents into the Google Drive.

IV. Victory Financial Reports – Paul Augello

The December report was emailed to everyone on Monday. We are six months into this fiscal year and we are running ahead of where our budget should be.

The revenue is below since the enrollment is below what was projected. The staffing model was accounted for, for the lower enrollment and the general spending levels across the board were curtailed to more than make up for the loss of revenue. We are about 290K ahead of ahead of where we should be at this point in the fiscal year.

We are starting the budget amendment process looking at the budget to forecast where we should be towards the end of this year. Our original projections were that we would be at break-even but we get down to it will probably be somewhere ahead of the game.

Construction is winding down but there are a few items that we will need to figure out how it should be spend from the capital standpoint.

Bob: Technically you have 3 years but would prefer that the monies to be spent in 18 months. On the balance sheet side of things at the end of December the school is sitting on 2.3 million of cash.

Receivable is the food service. We have billed it, but I think we received September. If automatically goes into account.

VI. PTO Report- Dalia Peralta

- Next PTO monthly meeting will be on Thursday, January 22, 2015, 9:00 AM and the Parent Book Club will be the same day at 9:30 AM.

- Picture retake day will be on January 20, 2015.
- We are having the Fundfactory Fund raising for the 5th grade classes.

Any new business, any old business

At the last meeting I discussed potential board trainings, maybe we can do 45 min of training. Priscilla asked if this would include the committees. So like tonight since it is a short meeting we could

Could we start in Feb. instead?

Move the Feb meeting to the 25th I will contact John to let him know

VIII. Adjournment:

Motion: **Carmen Santos**; Second: **Elvis Torres**; all in favor: **unanimous**

Upcoming meeting: Thursday, February 12, 2015 has been moved tentitvly to the 25th

Meeting End: 5:34 pm

South Bronx Charter School for International Cultures and the Arts SBCSICA Resolutions for January 15, 2015

01152015.1

The Board of Trustees motions to approve the December 2014 Board Meeting Minutes.

Motioned by; **Elvis Torres**, Seconded by: **Donald Mattson**; all in favor: **unanimous**

Motion passes