



South Bronx Charter School for International Cultures and the Arts

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**Meeting of the Board of Trustees
Thursday, March 19, 2015 - 4:30 p.m.**

Informational Board Meeting Minutes

Start Time: 4:48 PM

Board Members in Attendance

Donald Mattson
John Potapchuk
Priscilla Ocasio
Carmen Santos
Dalia Peralta
Elvis Torres

Absent Board Members:

Non-Board Members

Evelyn Hey
Stephanie Alves
Delia Gonzalez
Mary Cordero
Paul Augello
Deborah Vila-Tricomi

Minutes

Welcome - Priscilla welcomes the board members and attendees. Board members are asked to review the notes from the Board informational meeting held on February 12th 2015 and review the minutes from the January 2015 meeting.

Motion to approve the January 2015 Board of Trustees Minutes

Motioned by; **Carmen Santos**, Seconded by: **Elvis Torres**; all in favor: **unanimous**

Motion passed

I. Principal's Report- Evelyn Hey

Enrollment: 420

Attendance is 90.6%

Our lottery will take place on April 1st and so far we have received more than 900 applications.

School Business – Deborah Vila-Tricomi, Assistant Principal

- Evelyn: Deborah will present on how our school is preparing for the upcoming NYS exams.
- About three years ago when the Common Core state standards (CCSS) were introduced we looked at the wording of the standards, and we created a spreadsheet for the

teachers to use with their classes to track and record how they are covering the Common Core standards.

- 2013-2014 the state released a series of questions where we looked at the wording. Each question that the students receive relates to the Common Core standards. In our staff development and planning meetings we looked at the question stems that are used for fiction and informational texts and we asked ourselves how could we take those questions stems that reflect the CCSS and correlate them into our literacy and other content areas.
- We tried to find an authentic ways to incorporate those types of questions and standards into what we are doing daily in class. Instead of test prep we are finding ways through our curriculum and through the content areas. Here are some of the types of materials we are using:
 - Whole class novels.
 - Unison reading
 - Authentic journals that come in different age categories and are also comparable for the younger students.
 - Science articles

We are infusing authentic questions into our lessons and seeing how we can create authentic writing tasks with their class novels and even through Social Studies and Science.

- Deborah shows the board some of the novels and journal publications that the students are reading in class. Since we have a high percentage for English Language Learners. This works for these types of students as well. We also translate the questions in Spanish and we use the same article.
- Preparing students for the NYS exams is done in an authentic way and not just workbook practice.
- Children are being timed so that they don't take all day to respond and get practice working with a limited amount of time.
- Evelyn: Tomorrow we have a half-day professional development. Deborah and I feel that the K-1 teachers need to have a better understanding of authentic practice and infusion of the standards across the content areas. We are going to establish a panel of seasoned teachers to present so that everyone has an understanding starting from the lower grade on up.

Construction

- We should be receiving our certificate of occupancy in April or May.

II. Victory Education Partners Report – Mary Cordero

Enrollment/Organization Matters - As per School – March 19, 2015

Enrollment	Important Information
Enrollment: 420	Number of ELL's students: Grades K-21, 1=45, 2-21, 3=16, 4-7, 5=7 Total = 127 (+4)
K-104	Number of Title I Eligible Students: 80
1-97	
2-58	Number of Special Ed. Students: 25
3-64	
4-55	
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 is up to date.
- Elaine will be on maternity leave soon and has done an excellent job with coordination and record keeping of the Title I program.

Assessments

2014-2015 Assessment Dates:

- NYSED ELA Grades 3-8: April 14-16
- NYSED MATH Grades 3-8: April 22-24
- NYSED Science 4th:
 - May 20-29th Performance Assessment
 - June 1-Written Assessment
 - June 5th – 4th grade Science Assessment Scoring Consortium at Victory

Compliance:

Consolidated Application:

- Title I budget amendment for \$21,574
- Amendment will cover iPads and library books for at-risk students

Governance:

- Reviewing board policies to create and updated policy manual.
- Board Agendas and minutes must be posted on the school's website a monthly basis
- Working with Bob McLaughlin on the Board Training Series to begin March 19th
- Amendments to the charter need to be submitted by November 1, 2015

Projects:

- Still working on the transfer of archived board documents into the Google Drive.
- Review of the Employee Manual
- Review the Fiscal Policy Handbook
- Code of Conduct

III. Victory Financial Reports – Paul Augello

- An email of the financials was sent out to all of the board members this week - not much has changed.
- Operating expenses are running well under what was projected. Our cash position is maintaining, and very strong.
- We have \$300K sitting in the project account and we will refer to Bob on how to spend it down or use the money to pay down debt service on the bonds. Once you get the CO, the money has to be transferred over. We will need to tell the trustee what we plan to do with the money. Evelyn: We still owe money to the constructions company, the architect and Tri-Tech.
- Evelyn: We are currently having a cost analysis done regarding the lights. I am looking to lower the electricity costs on the building and am looking into the cost of changing all of the lights over to LED lights.

IV. PTO Report– Dalia Peralta

- Our next PTO monthly meeting will be on Thursday, March 26, 2015, 9:00 AM and the Parent Book Club will be immediately following at 9:30AM.
- We are having a fundraiser from Aspire Fund Raising.

New Business

- Bob – Update on the audit for the city Comptroller, the auditors have been here but not consistently. I have had a couple of conversations with the lead auditor. There is a meeting set up for next week on Wednesday the 25th with Victory, and Delia Gonzalez regarding payroll and HR from 12:30 – 3:00 here at the school.
- We did object to some things that were outside of the scope more about operations. We have not received a response yet. I will be attending the meeting here on the 25th. We will probably be the first school finished with the audit out of the schools being audited by the city
- There is a confidentiality agreement from the auditors I had planned on discussing this with you at last meeting but you did not have quorum. I have written a resolution for this agreement. While they can look at sensitive information as “work papers’ this agreement says that they will not use, and do not have the right to use said information in the audit report. If there is a violation then you can take them to court. (School’s counsel further discusses with the board members) The first page is the actual agreement and has already been signed by the city Comptroller. We need to get them our signed copy. They have been waiting since about early to mid- February. (See full resolution below)
- Motion; John Potapchuk second Donald Matson; all in favor unanimous
- The only other thing I would mention in connection with the audit is that they are going through the financial policy and internal control I already discussed with Evelyn, Mary and Paul is that the policy is out of date. I think the controls and processes are there but it has not been written. It was started about it is not finished.
- Bob: They will send you a draft audit. You have a full discretion to mark it up / respond. In my experience they typically take what you responded with and amend their report.
- Priscilla asked about the timeline and Bob replied: The timeline between the draft and the final – there is usually a month or two. The fieldwork will be done here in the next 3-4 weeks or June. I would not expect to see a draft until next year.

The board will be staying after adjournment to meet with Bob on the new New York not-for profit law.

Priscilla - Delia and I met today as the Personnel Committee. I will be sending out an email to the entire board find out how the committees are doing.

VIII. Adjournment:

Motion: Carmen Santos; Second: John Potapchuk; all in favor: unanimous

Upcoming meeting: Thursday, April 16, 2015

Meeting End: 6:03 pm