



South Bronx Charter School for International Cultures and the Arts

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**Meeting of the Board of Trustees
Thursday, April 16, 2015 – 4:30 p.m.**

Board Meeting Minutes

Start Time: 5:03 PM

Board Members in Attendance

Donald Mattson
John Potapchuk
Priscilla Ocasio
Carmen Santos

Absent Board Members:

Dalia Peralta
Elvis Torres

Non-Board Members

Evelyn Hey
Stephanie Alves
Delia Gonzalez
Mary Cordero
Paul Augello
David Schneider – energy savings specialists from The BMC Group
Hector Montes – Intech 21

Minutes

Welcome - Priscilla welcomes the board members and attendees. Board members are asked to review the minutes from the March 2015 meeting.

Motion to approve the March 2015 Board of Trustees Minutes

Motioned by; **John Potpochuck**, Seconded by **Carmen Santos**; all in favor: **unanimous**

Motion passed

I. Principal's Report- Evelyn Hey

Construction

Evelyn: As you at every meeting we have been discussing the energy bills that that we are getting. I shared it with the Councilwoman and she advised me that she would bring in someone to look at and evaluate the building lighting. We have with us today Mr. Hector Montes form INTECH 21, and Mr. David Schneider from The BMC Group INC. They have done a cost analysis of what our savings could be per year and prepared an estimate for what the cost would be to replace the current lighting, to LED. LED lighting is a pretty sustainable product with many benefits. Everything is included in this cost analyst packet. This product is an energy savings

David Schneider will be presenting his energy saving proposal as compared to our current lighting and energy costs.

Discussion centered on understanding the proposal and it's cost effectiveness for changing the lighting throughout the school.

- Energy savings proposal is \$74,201.30
- The timeframe from beginning to end is about 3 weeks.

Evelyn: It was worth bringing these folks in to see how we can save. I have shared this with.

Evelyn; We still have about 85K of our construction money to use before we get out CO. I believe this is a smart way to spend that money. I shared this proposal to Christian Bastardi our project manager. After he read the analysis and estimate he referred me to another company. So because we need to reach a decision, I am not to sure how close we are to getting the CO because the parks department is going to but in the final paperwork, so I don't what to lose being able to spend the money. Perhaps some of you can come and meet me, unless you want to make this decision? I have asked Bob to create a resolution to either allow me to make the decision or if you want to make the decision. There will need to be a resolution for this since this is pretty costly

John: We could say that we will give Evelyn the authority to make a decision but if the amount is greater than 75K, she would have to check with the board.

Priscilla asks Evelyn how she will make the decision: Evelyn said that she would like to sit with the project manager and discuss it

Priscilla asks the board if you they are comfortable with letting Evelyn make this decision.

Priscilla said we should make a motion to give Evelyn permission to make the decision unless there are any objections. Mary reads the resolution as prepared by the Board counsel, Bob McLaughlin.

Donald Mattson motions, Seconded by **Carmen Santos**, all in favor **unanimous**

See full resolution below

School Business

Enrollment: 420

Attendance is 93%

- Our lottery has taken place on April 1st and so there were over one thousand applications enrollment for all grades. Since the 7th – today we have 73 students registered for Kindergarten. We are also selling uniforms at the same time.
- This week we have the state exams, and we had only one student opt out.
- This summer I am thinking of have a summer session where a group of teachers can create authentic instructional materials. We are trying to see what else we can do to better prepare our students.

II. Operations Report- Stephanie Alves

- Payments are up to date
- Billing is pending
- Registration is ongoing. We are still accepting applications and students are put on a waiting list. We are still getting calls from parents and they are coming in to fill out applications.
- Now that the weather is getting better we are going to finish up our bus drills and fire drills.

III. Victory Education Partners Report – Mary Cordero

Enrollment/Organization Matters - As per School – April 16, 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	
1-97	Number of Title I Eligible Students: 80
2-58	
3-64	Number of Special Ed. Students: 25
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.

Resolutions signature policy to vice chair in the absence of the board chair.

Carmen Santos, John Potapchuck all in

Motion: **Donald Mattson**; Second: **Carmen Santos**; all in favor: **unanimous**

Resolution FOIL policy

Donald, Priscilla all in favor

Motion: **Donald Mattson**; Second: **Priscilla Ocasio**; all in favor: **unanimous**

Resolution Family Educational Rights and Privacy Act (FERPA)

Motion: **Priscilla Ocasio**; Second: **Donald Mattson**; all in favor: **unanimous**

Resolution NY Open Meetings Law

John, Donald all in favor

Motion: **John Potapchuk**; Second: **Donald Mattson**; all in favor: **unanimous**

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 - amendment completed
- Working on SBCSICA 2014-2015 ACR Data Collection and School Self Evaluation Form

Governance:

- Vote on the following Board Policies: FOIL, FERPA, Open Meeting Act and Signature Policy

- Dignity Act Policy must be revised to be in compliance with SED. Mary will send it out so that they board can review and comment prior to next Board meeting.
- Review of School Policies to create an updated policy manual.

Projects:

- Continuation transfer of archived SBCSICA board documents into the Google Drive.
- Review of the Employee Manual
- Review the Fiscal Policy Handbook
- Code of Conduct

IV. 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.
- The school is doing very well from an operating standpoint.
- My budget model is showing at 425 billable students right now even though you have 420 students.
- Standard & Poor's is going to be doing their review and I have started to prepare with Evelyn and getting all of the information that they will need. Next week we will be having a call with them to go over all of that information.
- Discussion centered on understanding the budget amendment and bond covenant ratios.

New Business

Donald Mattson motions to go into Executive Session, Second: **Priscilla Ocasio**, all in favor: **unanimous**

Executive session start time: 7:07 pm

Carmen Santos motions to end Executive session, Motion to come into session Second: **Donald Mattson**, all in favor: **unanimous**

Executive session end time: 7:18pm

Action taken:

Resolution for Field Trips, Professional Development and Conferences (full resolution below)

V. Adjournment:

Motion: **Donald Mattson**; Second: **Carmen Santos**; all in favor: **unanimous**

Upcoming meeting: Thursday, May 21, 2015

Meeting End: 7:23 pm

**THE SOUTH BRONX CHARTER SCHOOL FOR INTERNATIONAL CULTURES AND THE ARTS
BOARD OF TRUSTEE MEETING - VOTES**

APRIL 16, 2015 -4:30 PM

RESOLUTION: MINUTES

The SBCSICA Board of Trustees motions to approve the March 19, 2015 Board meeting minutes.

Motioned by: John Potapchuk

2nd by: Carmen Santos

Discussion: none

Votes for and against: all in favor

Motion passes: yes

RESOLUTION: ENERGY SAVING LIGHTING

WHEREAS, the South Bronx Charter School for International Cultures and the Arts (the "Institution") operates a charter school pursuant to the NY State Education Law; and

WHEREAS, the Institution has determined to review options and bids to reduce electrical expenses at the building located at 164 Bruckner Boulevard, Bronx, NY ("School Premises") through the purchase of LED or similar energy saving lighting; and

WHEREAS, the Principal needs authorization to seek options and bids and to enter into a purchase contract.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE INSTITUTION AS FOLLOWS:

Section 1. Authority to Sign. The Principal of the Institution is hereby authorized to (a) request options and/or bids for the purchase and installation of LED or similar energy saving lighting at the School Premises; (b) to enter into any contracts for such equipment, cost not to exceed \$75,000; and (c) to execute any grant agreements available from the New York State Energy and Research Development Authority.

Section 2. Effective Date. This Resolution shall take effect immediately.

Motioned by: Donald Mattson

2nd by: Carmen Santos

Discussion: none

Votes for and against: all in favor

Motion passes: yes

RESOLUTION: SBCSICA SIGNATURE POLICY

The Board of Trustees motions to approve the SBCSICA Signature Policy to be aligned with the New York State Education Department's policy that requires the Chairperson of the Board of Trustees to sign documents as the Chief Administrator of the school. As recommended by NYSED, the Board authorizes the Vice Board Chair, Donald Mattson, to sign documents in the absence of the Board Chair with written approval from the Board Chair.

Motioned by: Carmen Santos

2nd by: John Potapchuk

Discussion: none
Votes for and against: all in favor
Motion passes: yes

RESOLUTION: FOIL POLICY

The SBCSICA Board of Trustees motions to approve the “FOIL Policy” highlighting the procedures for the public access to school records as required by NYSED.

Motioned by: Donald Mattson
2nd by: Carmen Santos
Discussion: none
Votes for and against: all in favor
Motion passes: yes

RESOLUTION: FERPA

The SBCSICA Board of Trustees motions to acknowledge approve and follow the federal Family Educational Rights and Privacy Act (FERPA) regulations and guidelines.

Motioned by: Priscilla Ocasio
2nd by: Donald Mattson
Discussion: none
Votes for and against: all in favor
Motion passes: yes

RESOLUTION: NEW YORK OPEN MEETINGS LAW

The SBCSICA Board of Trustees motions to acknowledge approve and follow the requirements of the New York Open Meetings Law.

Motioned by: John Potapchuk
2nd by: Pricilla Ocasio
Discussion: none
Votes for and against: all in favor
Motion passes: yes

RESOLUTION: FIELD TRIPS, PROFESSIONAL DEVELOPMENT AND CONFERENCES

The SBCSICA Board of Trustees motions to approve student field trips, teacher professional development trips and scheduled conferences for this school year with the understanding that they have an academic focus.

Motioned by: John Potapchuk
2nd by: Donald Mattson
Discussion: none
Votes for and against: all in favor
Motion passes: yes