



South Bronx Charter School for International Cultures and the Arts

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Meeting of the Board of Trustees Thursday, October 23, 2014 - 4:30 p.m.

Board Meeting Minutes

Start Time: 5:19 PM

Board Members in Attendance

Priscilla Ocasio
Carmen Santos
Dalia Peralta
John Potapchuk
Elvis Torres

Absent Board Members: none

Donald Mattson

Non-Board Members

Evelyn Hey
Mary Cordero
Delia Gonzales
Robert McLaughlin

Minutes:

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

Motion to approve the September 2014 Board of Trustees Minutes

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

Motion passed

II. Principal's Report- Evelyn Hey

Enrollment: 445

John questions why enrollment went down to 445 from 470 reported at last meeting? Evelyn replied that some students have had a hardship, it has been a real issue for parents to bring students to school. Also a decrease in enrollment was because we identified students with special needs where we are not able to service. Currently, busses are provided for students who live within a 5 miles perimeter. Going forward, I think it would be a good idea if we had our own busses to attend to students outside of the 5-mile radius. Two busses, 88 students, \$500 a bus would be \$ 1000 a day if we charter our own busses. Consider even a shuttle bus from the location we came from. I am afraid once the weather gets cold parents may take

students out of our school. We currently have 36 students outside of the 5-mile radius that could benefit from these busses.

There are many benefits of contracting this company so that we could do what we want with these busses.

John asks how far was the former school location? Evelyn replies, six blocks from one site and six longer blocks from the other site. If I fill the busses up, we will be making a million dollars after paying for having the busses. If I get 88 students on the bus I will be making a million dollars. Paul states: we have budgeted 120K for transportation. In our next review of budget, we will have to up the budget on transportation. Evelyn adds, we can offer bussing to the waitlist students and we can increase enrollment.

The busses will serve picking up students outside of 5 miles, also as a one way (AM only shuttle), and for school field trips.

Carmen Santos requests to see the contract from the bus company. Evelyn presents the board with the certificate of insurance from the bus company.

Bob questions the notion that the shuttle is only a one way – AM only shuttle. Evelyn says, right now we have at least 250 students who ride the bus that is provided by the DOE 1-5 mile radius.

Students that will be picked up at 7:30 AM will need to be picked up by the parents in the afternoon. Also, now we are doing after school program, a music program, and art program. So students are in school until 6:00 PM.

Bob tells the board that they need a motion to give permission to Evelyn to negotiate with the bus company.

Carmen Santos motions to allow Evelyn Hey to negotiate the bus company contract on behalf of the board. Seconded by Elvis Torres, all in favor: unanimous

- One of my school aides is on disability, because she has asthma really bad. I am down to 2 school aides.
- I provide afterschool for first graders. My first grade teachers are all new this year. I have my master teachers doing the afterschool for first graders and I feel that they will do well. We got a Casa grant of instrumental music, which the kids love. I also have a ceramic tile art afterschool and the kids love that as well. The kids love the school and are really excited to have these types of enrichment programs

Construction update

- I am not sure if you realized when you came in that the school name sign has been added and it lights! The over hang is coming next week.
- Trees have been an issue all along. I think the best idea is to just go forward and planting of the trees so that we can get our CO. John – You have not planted trees because? It costs \$1,500 to plant each tree from the Parks Department. Once the trees die, I can ask permission to put cement, and put my potted plants. October planting time so if I don't plant now it will hold up the permanent CO. Right now we have a temporary CO. John asks, Do you want the trees? Evelyn replies, lets just do it, lets just plant the trees.
Priscilla Ocasio **motions** to agree to plant the trees around the school, **Seconded:** Dalia Peralta; **all in favor:** unanimous.
- Mary has diligently worked on our school's safety plan. We even have gotten 2 schools to partner up with in the event that there is an evacuation. We have conducted 6 fire drills and need 2 more fire drills this year.
- There is a new construction happening in the area. A pathway to Randall's Island is being constructed. I was invited to a community meeting regarding this development and how to beautify this area. The entrance will be three blocks away. While at the meeting, they showed a slide show, they flashed a picture of the school. In conversation I offered our space to host

the next meeting and wouldn't you know I received an email asking if they could use our facility and I allowed them to use our multipurpose area. They thanked me and I am excited about the collaboration. It is my foot in the door and in a relationship. I plan to attend because I think it would be good to have those connections.

Carmen states that she is aware of this new development and adds that they are going to open up a place to where they will teach tennis, conduct fire dept. and coast guard trainings.

III. Victory Education Partners Report – Mary Cordero

Enrollment	Special Groups
Student total:	Number of ELL's students:
Grade K - 116	Grades 1-5 = 83
Grade 1-107	K – approx. 40
Grade 2- 62	Number of Title I Eligible Students: 80
Grade 3- 65	Number of Special Ed. Students: 25
Grade 4- 53	
Grade 5 -42	
Total: 445	

Curriculum/Instruction

- Title I Program is in compliance with all federal and state mandates. Academic intervention services are being provided to identified students.

Assessments

2014-2015 Assessment Schedule:

- 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:

- Charter Goals - overview
- Created the draft SBCSICA Safety Plan
- Annual Comprehensive Report to authorizer due Sept 19, 2014
- The second part “Progress Toward Goals” of the 2013-14 Annual Report will be submitted by Victory on November 1. According to NYS law, the Annual Report must also be publicly posted on school websites.
- Submitted the following Compliance reports to NYC: Yearlong Calendar; 2014-2015 Organization Chart; Evidence of Escrow account; TCO; Board Meeting Calendar; & Trustee Roster
- Upcoming deadlines for NYCDOE:
 - October 31:** Student Handbook & Staff Handbook
 - November 1:** 2013-2014 Annual Independent Financial Audit, Staff Fingerprint Clearance Screen Shots, List of Fire Drills and any revisions to the charter

Governance

- Elvis Torres – approved by NYCDOE
- NYC DOE approval for Bylaws: # of meetings

Safety Plan: We have to have a safety committee. I have been in touch with the fire department and police department. The Fire Dept. was very cooperative.

We have been tweaking the plan. Frigg St Helen, the building manager is fireguard certified. It is also important to build relationships with the local emergency department to let us know who could be potential danger in the area.

P.S. 154 and P.S. 30 agree to let us use them as an evacuation zone. We have this draft document that we have to vote on tonight. Once it is voted on and approved, it needs to be submitted to the police dept. When you approve this you are approving the draft – DOE and police department need to review it. Without the police dept. approval, the DOE will not even look at it.

Carmen Santos would like to be on the safety committee. Evelyn said that she would have to come to the school because this is a school level meeting.

John Potapchuk **Motions** to approve the draft version of the Safety Plan, **Seconded:**Carmen Santos; **all in favor:** unanimous.

Annual Report: We had to write about our goals in the report. Kieth will be submitting the Annual Report progress toward goals on behalf of the school.

Board: Elvis Torres was approved from the DOE.

DOE has also approved the new bylaws. I have a new document that Priscilla has to sign. Title I has a report coming up: free and reduced lunch. The school qualifies for free meals. John Varas, the Executive chef has worked diligently on getting this program for the school.

Priscilla would like a copy of the Staff handbook – Evelyn says that when it is finished up she will get a copy. Evelyn said that she wants to make changes to the staff contracts and the way it reads.

IV. Victory Financial Reports – Paul Augello

This is our first “real” financials since over the summer, it’s pretty quiet.

Over the next few weeks we will be doing some re-budgeting and re-forecasting of revenue and tightening up staffing model. John: When you revise, is this something that the board reviews? Yes you review and it goes to the authorizer. We will also post to EMMA so that the bond holders can look at it. Even if our number doesn’t change as long as we can explain it to the bond holders. They were concerned about the enrollment. They had asked about it and now that it is coming into play, we will increase the bussing line item.

Even if we are having a small net loss we are still within the debt ratio. John asks if we do a yearly covenant. The school has made over 1 million dollars last year. John: you can spend it on the trees, right? Yes.

Robert: Construction cost as related to the building. At this point is Christian fully paid? Yes his last payment was when we got the TCO.

Balance sheet looks strong - 3.6 balance

Con Ed covered under construction. There should have been no Con Ed bill for the school from Feb.-Aug. at that point a Con Edison account for the school was started. For two months of construction there was a Con Edison balance of 28K. Signature was paying for Con Edison while under construction. We paid a security deposit of 19K when we first moved in.

An audit report was done from an independent auditor and there were no comments. Everything went well. Needs to get filed to authorizer by November first.

Evelyn said last years enrollment was 383 and we struggled. I was a little worried about my numbers. The fact that we have 445 is incredible. I was really nervous. So I really think we have done really well.

We got a grant of \$250K for technology. I signed the grant and it was sent via FEDEX. Once it is received, we will meet on the items that I want. I really want laptops for as many classes as I can.

VI. PTO Report- Dalia Peralta

Our PTO monthly meeting will be held on Thursday, October 30, 2014 at 9:00 AM and the Parent Book Club will be the same day at 9:30AM.

We are conducting a book sale through Scholastic Incorporated to help those parents to purchase books at a lower prices for their children.

Priscilla asked Dalia how many parents come to these meetings. Dalia replied, an average of 10-12 parents attend. Priscilla asked if parents have any issues. Evelyn said she circulated a petition for another crossing guard.

Evelyn said: I have come to realize that the Dept. of Transportation is real slow. There come and notate, and observe and nothing has been done yet. Speed bumps have been outlined but not installed.

Treasurer Report:

Expenditures:

Petty Cash: \$375.00

Purchase of movies: \$80.00 for 10 children movies

Uniform for a 1st grade student: \$50.00 (skirt and 2 blouses)

Purchase of underwear for Kindergarten students for Nurse Room: \$ 25.00

Snacks: \$ 20.00

Petty cash: \$100.00

Expenditure: \$395.00

Available- \$ 1826.00 (bank)

Petty Cash- \$ 100.00 (PTO Dues)

VII. New Business- Board committees

We need to vote for Treasurer, and Chairman of the Finance committee. We have John and Elvis, both with financial backgrounds. Paul will meet with these committees to review the finances of the school.

Dalia Peralta nominates **John Potapchuk** for Treasurer, seconded by **Carmen Santos**; all in favor: **unanimous**.

Bob: The committee should report quarterly Sept, Dec. and Mar. Carmen says, I don't mind helping out the committees since I don't work. I like to volunteer my time.

Priscilla: We need to set up Academic and Personnel committees as well as the board Secretary.

Personnel –Priscilla Ocasio, Elvis Torres, Dalia Peralta , and Carmen Santos

Secretary – Dalia Peralta

Finance- John Potapchuk, Elvis Torres, and Carmen Santos

Priscilla: Donald expressed interest in the Academic committee chair – Priscilla will confirm with Donald to see that he is still interested. Carmen Santos is interested as well.

Evelyn suggests that one committee meet before each board meeting.

November 20th meeting is confirmed to work for everyone.

Board members would like Access cards- Evelyn warns about security issues since they unlock all of the doors in the school.

VIII. Adjournment:

Motion: Elvis Torres; Second: John Potapchuk ; all in favor: unanimous

Upcoming meeting: Thursday, November 20, 2014

Meeting End at 7:05 PM

**South Bronx Charter School for International Cultures and the Arts
SBCSICA Resolutions for October 23, 2014**

10232014.1

The Board of Trustees motions to approve the September 2014 Board Meeting Minutes.
Motioned by: **John Potapchuk**; Seconded by: **Carmen Santos**; all in favor: **unanimous**
Motion passes

10232014.2

The Board of Trustees motions to agree to plant the trees around the school.
Motioned by: **Priscilla Ocassio**; Seconded by: **Dalia Peralta**; all in favor: **unanimous**
Motion passes

10232014.3

The Board of Trustees motions to approve the draft version of the Safety Plan and submission to the local police department for review.
Motioned by: **John Potapchuk**, Seconded: **Carmen Santos**; all in favor: **unanimous**.

10232014.4

The Board of Trustees nominates John Potapchuk as the Treasurer of the Board
Motioned by: **Dalia Peralta**, Seconded by **Carmen Santos** all in favor, **unanimous**.