



# South Bronx Charter School for International Culture and the Arts

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

### Board Meeting Minutes

**Start Time:** 5:19 PM

#### Board Members in Attendance

Donald Mattson  
Priscilla Ocasio  
Dalia Peralta  
John Potapchuk  
Elvis Torres

#### Absent Board Members:

Carmen Santos

#### Non-Board Members

Evelyn Hey  
Mary Cordero  
Michael Logan

#### 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 October 2014 Board of Trustees Minutes

Motioned by; **John Potapchuk**, Seconded by: **Dalia Peralta**; all in favor: **unanimous**

Motion passed

#### II. Principal's Report- Evelyn Hey

##### Enrollment: 441

Enrollment has gone down by four students, three of which moved.

Attendance is 94%

- Had a meeting with the Parks Department and learned that the councilwoman will be refurbishing the park next door. The Parks Department is interested in my input. I asked to be part of the committee because I have many ideas for how that space should be utilized. Some of the improvements I'd ideally like to see a basketball court, flowers, and chess tables just to name some of my ideas. We use the park daily for dismissal. The park cannot be expanded, but they said that they would work with me on some of the ideas I have.

## Construction update

- Planting of the trees around the school is scheduled to take place on December 10<sup>th</sup>. As it turns out, the builder did some excavations in the areas where the trees will go and found out that there is enough soil and not as much bedrock as originally thought - so the trees will do well and survive.
- We are now an SFA school (School Food Authority) and have been accepted into the CEP program (Community Eligibility Provision). This program allows all of our students will eat for free. We do not have to do lunch forms for this program, however we do track lunch forms only for the purpose of Title I reporting. Title I money qualifies us for some of the programs we do such as Afterschool.

The school kitchen was inspected, and we did well. The chief has to answer to some of the findings, but overall the result was very favorable.

- We're finding that the warehouse workers in this neighborhood are infringing upon our parking area on this school block. They have recently started to park on our side. This Friday I sent out a letter to Deputy Inspector Johnson and cc'd the councilwoman. Prior to sending the letter I tried to handle this matter myself and spoke to the owner of the warehouse. The owner advised me to speak to those who were parking in our area myself. So I did, and it did not turn out well. It was after that that I decided to write and send that letter. Wednesday. I got a phone call from the inspector's office and I was told to make sure that all of the teachers and staff parked around the school had placards in their car windows. Following that call we noticed that there was a patrol car giving tickets to some of the double-parked cars in front of the warehouses.

Priscilla Ocasio motions to go into executive session, seconded by Donald Mattson, all in favor:

unanimous

Executive session start: 5:33 pm

Executive session end: 6:07 pm

Priscilla Ocasio motions to end executive session, seconded by Donald Mattson, all in favor:

unanimous

No action taken.

### III. Victory Education Partners Report – Mary Cordero

Enrollment	SES for SBCSICA Students for Title I	Special Groups
Enrollment 441	Enrollment 441	<b>Number of ELL's students:</b>
K-112	Free	Grades 1-5 = 83; K 40 = 123
1-108	Reduced	<b>Number of Title I Eligible Students: 80</b>
2-61	Paid	
3-65		
4-53	For Lunch CEP default- 100% FREE	<b>Number of Special Ed. Students: 25</b>
5-42		November Attendance: 94.7%

## 1. 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

## 2. Assessments

2014-2015 Assessment Schedule:

- NYSED ELA Grades 3-8: April 14-16
- NYSED MATH Grades 3-8: April 22-24
- NYSED Science 4<sup>th</sup> and 8<sup>th</sup> grade:
  - May 20-29<sup>th</sup> performance assessment
  - June 1-Written Assessment

## 3. Compliance:

- The second part "Progress Toward Goals" of the 2013-14 Annual Report -submitted
- NYCDOE Compliance:
  - October 31:** Student Handbook & Staff Handbook - submitted
  - November 1:** 2013-2014 Annual Independent Financial Audit, Staff Fingerprint Clearance Screen Shots, List of Fire Drills and any revisions to the charter – submitted
- Lunch Application for Title I compliance requirement – completed = 100 % submission
- Title I Charter school Enrollment form due November 21<sup>st</sup> (determines Title I final allocation) - submitted
- Title I Comparability submitted on November 14, 2014
- NYC Comptrollers Audit in progress

## 4. Governance

- NYC DOE outreach regarding # of board meetings per year  
DOE reach out to me and said there should be a meeting, even in the summer. Nothing needs to be voted on just yet. I am email the State Dept. to get so clarification.

Mary: DOE reached out to me last week saying that the board should be meeting every month even in the summer. I have a lengthy email going back to them to get some clarification, so I am recommending that the board not vote on this tonight until we get their response. I just wanted to make you aware that they did contact me from the NY State Ed Dept.

## 5. Victory Transfer of Archived SBCSICA documents and Information

- Board Level
- School Level

One of the initiatives that I have taken on in the last two weeks is that I have been working with the school's IT person in creating 2 folders on the school's server. The first folder will be for all of the school's documents, and the second folder will have all of the historical board documents. I want you to have your information and have access to it. I have started the process already so that if you ever get a federal audit, the information will be accessible to the board secretary and board chair. It will probably take me a couple of months because there is a lot of information. Once it is completed I will report back to you that it is complete.

Priscilla: And we will have access. And you will show us how?

Mary: Yes. Evelyn has access to everything and Noel the IT person has access to everything. Once it is complete the board will have access.

John: Some of these reports like progress toward goals, are they supposed to be on the website and is that being done?

Mary: This report was just submitted and it is in two parts, so yes the report in it's entirety should be on the website. Your website should have the Annual Report, the Audited statements and minutes from all of the board meetings.

Priscilla: The only item I have is with the Staff Handbook. Am I going to get a copy to review?

Mary: Yes, it is being revised because it hasn't been revised in a long time. There have been some changes in the law with regards to sick time in the city.

Priscilla: Went into effect April 1<sup>st</sup> 2014. Is that being applied here at the school?

Mary: Yes, it has to be applied

#### **IV. Victory Financial Reports – Paul Augello**

Paul is not here tonight, but his report is in the folder and he also emailed it. He asks that any of the board members have any questions or concerns feel free to email him.

John: What you have in your folder are the yearly audited financial statements for the year that ended June 30<sup>th</sup> 2014. That was issued before November 1<sup>st</sup>. Included in there are the audited statements. Just a couple of highlights there to show that last fiscal year total revenue was 5.7 million, the expenses were 4.2 million so there was an increase in the unrestricted net assets of about 1.5 million. At the end of the fiscal year unrestricted net assets owed about 4.5 million, 3 million of that was available cash.

The independent auditors conducted their audit in accordance with accepted accounting principles and in accordance with the government auditing standards. In their opinion, the finances were fairly presented. They did not find any internal weaknesses. They performed tests within the schools compliance with provisions of law, regulations, contracts, and grant agreements. Their tests disclose no instances of non-compliance. So it's a completely clean audit. That was one piece of what Paul submitted. The other piece was just the normal October financial statements. What you will see is that revenue was slightly below budget because of the difference in lower than anticipated enrollment. But also expenses are lower than budgeted. So for the four months the net income is about 400K which is 230K above the budget and what Paul has indicated is that over the next couple of weeks there will be some revisions to the budget and will be submitting first budgets amendment most likely submitted so that we can review most likely in January or February meeting, but all looks good.

Evelyn: At this point the monies from the lunch program has not come in. Right I have about 35K worth of expenditures that I can put towards the construction revenue and get the money back for the school. So when you really look at it we may even be around 200K the next budget.

John: Paul will look at the various line items and make some changes.

Evelyn: We have really tried; I really try to keep it under. I mean we are all working overtime. Doing bus duty, picking up kids because I have two people right now who are on leave. I have not replaced them but I have given additional work to my HR and Administrative assistant.

Priscilla Ocasio motions to go into executive session, Donald Mattson seconds, all in favor: unanimous.

Executive session start: 6:22 pm

Executive session end: 6:36 pm

Donald Mattson motions to end executive session, Elvis Torres seconds, all in favor: unanimous.  
No action taken.

## **VI. PTO Report-** Dalia Peralta

- PTO monthly meeting will be on Wednesday, November 26, 2014 at 9:00 AM and the Parent Book Club will be the same day at 9:30AM due to the Thanksgiving Recess.
- There is a book sale with Scholastic Incorporated going on currently. This type of sale enables parents to purchase books at a lower prices for their children.
- About 25 parents attended the PTO meeting.

Treasurer Report:

Expenditures:

Petty Cash: \$100.00

Expenditure: 0

Available- \$ 1826.00 (bank)

Priscilla: How is the fundraiser money being used?

Dalia – Trips for students who cannot afford.

Evelyn: Also, sometimes we purchase new uniforms for students that can't afford.

## **Old business:**

Dalia: We were supposed to be getting ID's.

Evelyn: We can make ID cards for board members to use upon entry.

John: Last month we voted for you to be able to negotiate with the bus company.

Evelyn: The busses currently have 2 routes, and they have been shuttling. It is working very well right now. We have also used it for a few field trips.

John: You contracted with the bus company through June?

Evelyn: Yes. They are DOE providers. We have their contract and we have their insurance, and Bob has reviewed the contract and approved it. We will not be using the busses in the summer but we will be serving meals through out the summer and that will create revenue.

Elvis Torres: I was on the school's website recently and I noticed that the school's address has not been updated.

Evelyn: We are in the middle of updating and redesigning our website. So right now we are just going to make the necessary changes but we are hoping to change the whole thing and redesign it for the new school.

Priscilla: Updating the school's address on the website is pretty urgent.

Evelyn: I will let the IT person know.

## **VIII. Adjournment:**

Motion: **Elvis Torres**; Second: **Dalia Peralta**; all in favor: **unanimous**

**Upcoming meeting:** Thursday, December 18, 2014

**Meeting End at 6:58 pm**

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

**11232014.1**

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

Motioned by: **John Potapchuk**; Seconded by: **Donald Mattson**; all in favor: **unanimous**

Motion passes