



South Bronx Charter School for International Cultures and the Arts

164 Bruckner Blvd, Bronx NY 10454 | 718.292.5737 | sbcsica.org | information@sbcsica.org **Meeting of the**

Board of Trustees
Thursday, September 17, 2015 - 4:30 p.m.

Board Meeting Minutes

Start Time: 5:05 PM

Board Members in Attendance

Donald Mattson
Priscilla Ocasio
John Potapchuk
Elvis Torres

Absent Board Members:

Carmen Santos
Dalia Peralta

Non-Board Members

Evelyn Hey
Stephanie Alves
Paul Augello
Robert McLaughlin

Minutes

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

Motion to approve the June 2015 Board of Trustees Minutes

Motioned by; **Priscilla Ocasio**, Seconded by; **John Potapchuk**, all in favor: **unanimous**

Motion passed

I. Operations Report- Stephanie Alves

- Bill payments procedure is in place and are now being paid and mailed through the school as of August.
- Per pupil billing projection was approved.
- We are still working on the audit and we are working on the requests.
 - Bob talks to the board about the remaining process of the audit and the documents remaining that needs to be completed.
- All of the state reporting has been submitted by Delia Gonzalez

Principal's Report- Evelyn Hey

Enrollment: 461

- The opening of the school year was very successful.
- We are still registering students to bring the enrollment up.
- Victory's contract – Mary Cordero is no longer with Victory. The Victory contract has been reduced by \$150K.
 - Priscilla asked who would be taking Mary's place and expresses concern about the board missing out on something important or assisting with compliance matters.
- Middle school application – needs to be submitted to the DOE by the first of November.
 - I also need to look for space. One option is an old MTA building on 139th Street. I am going to see the site tomorrow with the builder who built this building.
 - I will need to do a zoning analysis. It will need remediation.
 - My plan would be to incubate 6th graders at our current location for the 2016-2017.
- Setting up of the library is a tremendous undertaking. I met with different library vendors. I gave teachers a time slot where teachers can go in and order books.
- We had a conference call with the financiers – they asked about enrollment and speed bumps, this was the call for the 2014 audit. We basically spoke about the financials from 2014.
- The CO has not been signed off on. They are waiting for some papers from the electrician.

II. Victory Financial Reports – Paul Augello

- The June financials were sent to the board members, this is the year-end.
- We beat the projected budget and are in good standing.
- We came in \$92K under projected salaries.
- Summer school is fully funded by Title I.
- Paul reviews the financial report (Profit & Loss and balance sheet) in detail with the board.
- The food service is running very efficient and is practically paying for itself.
- Last page is the financial covenant – Paul reviews with board members.

Finance Committee Report – John Potapchuk

John and Paul met on Sunday for about two hours. During that meeting they went into great detail with regards to next year's budget. John informs the board members about the details discussed with Paul for the 2015-2016 school year. Members discuss the projected budget, utilities (fixed rate), and Victory loan payoff.

New Business – Priscilla

- Chancellor Fariña has invited board of trustees to a charter meeting. We get two tickets and I am asking Donald to accompany me as he has an education background.
- I have the resume of a person who is interested in becoming new board member.

Bob: There are two resolutions that get approved every year and need to be approved tonight. Bob passes out copies of the two policies for the board to review.

- Conflict of Interest policy
- Code of Ethics for 2015-2016

The SBCSICA Board of Trustees motions to adopt the Code of Ethics
Motion: **Donald Mattson**; Second; **Elvis Torres**; All in favor; **unanimous**
Motion passed
(See below for complete resolution)

The SBCSICA Board of Trustees motions to adopt Conflict of Interest
Motions: **Elvis Torres**; Second: **Donald Mattson**; All in favor: **unanimous**
Motion passed
(See below for complete resolution)

Old business:

Priscilla – Ten board meetings for the year will be fine.

I ask that the board committees meet after the board meetings and go forward with being active committees.

Bob- I would like to continue training every other month or third month. I don't think it is a necessary expenditure for every meeting unless the board feels that my services will be needed.

The board asked me to look into the real estate taxes and the liens that were in foreclosure. We will order a review and apply for the continuation of exemption. I would recommend that every September we file in the fifth year.

The city records still has the schools address as 90 Bruckner Blvd. – this is why you did not have any mail about the liens. The tax mail was going to the wrong address.

Evelyn requests executive session with the board members.

Motioned by: **Donald Mattson**

2nd by: **Elvis Torres**

Executive session start: 6:44 PM

End executive session: 7:42 PM

Motioned by: **Donald Mattson**

2nd by: **John Potapchuk**

Action taken

The Board of Trustees motions to approve a longevity increase, as such teachers, para-professionals and administrative staff will receive a one time only longevity bonus of one thousand dollars for tens years of tenure, and school aides will receive a one time only longevity bonus of \$ 500 for at ten years of service. The language for the longevity bonus is to be added to the personnel manual.

Motioned by: **Elvis Torres**

2nd by: **Donald Mattson**

Discussion: none

Votes for and against: all in favor

Motion passes: yes

VI. Adjournment:

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

Upcoming meeting: Thursday, October 22, 2015

Meeting End: 7:45pm

**THE SOUTH BRONX CHARTER SCHOOL FOR INTERNATIONAL CULTURES AND THE ARTS
BOARD OF TRUSTEE MEETING - VOTES
September17, 2015**

Resolution: Adoption of June 2015 Board of Trustee Meeting Minutes

The Board of Trustees motions to approve the June 18, 2015 Board meeting minutes.

Motioned by: **Donald Mattson**

2nd by: **Carmen Santos**

Discussion: none

Votes for and against: **all in favor**

Motion passes: yes

Resolution: SBCSICA Code of Ethics Policy

Resolved: The SBCSICA Board of Trustees motions to adopt the Code of Ethics

Motioned by: **Donald Mattson;**

2nd by; **Elvis Torres;**

Votes for and against: **all in favor**

Motion passes: yes

(See below for complete resolution)

Resolution: SBCSICA Conflict of Interest Policy

The SBCSICA Board of Trustees motions to adopt Conflict of Interest

Motioned by: **Elvis Torres;**

2nd by: **Donald Mattson;**

Votes for and against: **all in favor**

Motion passes: yes

(See below for complete resolution)

Resolution: The Board of Trustees motions to approve a longevity increase, as such teachers, para-professionals and administrative staff will receive a one time only longevity bonus of one thousand dollars for tens years of tenure, and school aides will receive a one time only longevity bonus of five hundred dollars at ten years of service. The language for the longevity bonus is to be added to the personnel manual.

Motioned by: **Elvis Torres**

2nd by: **Donald Mattson**

Discussion: none

Votes for and against: all in favor

Motion passes: yes