



# South Bronx Charter School for International Cultures and the Arts

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## Meeting of the Board of Trustees Thursday, December 17, 2015

### Board Meeting Minutes

**Start Time:** 5:12 PM

#### **Board Members in Attendance:**

Priscilla Ocasio (Board Chairperson)  
Donald Mattson (serving as Recording Secretary)  
John Potapchuk  
Elvis Torres  
Carmen Santos

#### **Absent Board Members:**

Dalia Peralta

#### **Non-Board Members:**

Evelyn Hey Principal  
Paul Augello  
Robert McLaughlin

### **Minutes:**

**Welcome:** Priscilla welcomed the board members and attendees.

We will approve the October 2015 and November 2015 minutes at the next meeting.  
Robert McLaughlin mentioned that the minutes should not reflect an agenda for executive session(s).

**I. Director of Operations Report-** tabled.

#### **II. Principal's Report (Evelyn Hey)**

- Evelyn Hey reported that the register is 442 and attendance is 94%
- She also reported that the middle school application has been filed and that they public hearing for the middle school was held. Fifty parents attended and there were nine speakers (bilingual) and all were in favor of the addition of a middle school. The state will inform the school by the end of January.
- A club program is now in effect for grades 3,4 and 5. The clubs are drama, art, music, story chasers, salsa dancing and hip hop. The clubs meet everyday.
- Ms. Hey showed and explained the school website.
- An inventory has been established for all items in the school.
- Board minutes for the last 3-5 years will be on the website.

- At this point, there was discussion concerning the “sign in” process at the front desk (entrance) to the school.
- Ms. Hey mentioned that school attendance is tracked using **POWERSCHOOL** rather than **ATS (Automate the Schools)**, which is the standard New York City attendance process.

#### **Victory Financial Report**-Paul J. Augello (report attached)

- Base Per-Pupil revenue is slightly below target.
- Government subsidies are slightly higher than budgeted.
- The audit meeting will be held on Monday, December 21<sup>st</sup>.

#### **Open issues**

- A Personnel Manual requires board approval which is not present in manual. Ms. Hey mentioned that Victory supplied the manual and that board approval was not required. The manual is too generic and general and, working with Delia, must be re-developed.
- Priscilla Ocasio questioned the procedure for payment approval. It was clarified that Ms. Hey approves payments up to \$25,000.
- Priscilla Ocasio mentioned that a page was missing from the Principals’ Agreement for 2014-2015. She also mentioned that there is a need for storage space in the school.

#### **New Business**

- It was clarified that the Principal is in charge of hiring. Since the Board does not see credentials, it is unknown how many uncertified teachers are hired. Ms. Hey stated that there are currently 7 uncertified teachers, not 14 (as indicated in the provisional audit report).
- Priscilla Ocasio mentioned that the Board is to be informed concerning terminations. (Protected classes-female, minority, over 50 years of age and religion. )
- We will all be getting copies of the Board by-laws.
- Dalia Peralta will be leaving the Board since she has been on for five years. Charter boards must have a parent member.
- Robert McLaughlin recommends hiring an arbitrage rebate consultant to make report every five years (to determine if school generates excess income from bond proceeds—which may become payable to the IRS. This report is not due until 2018, but the sooner made, the better.

**John Potapchuck** moved and **Elvis Torres** seconded that the Board go into Executive session at 7:28PM.

There was no action during the Executive Session.

John Potapchuk moved and Elvis Torres seconded that Executive Session end at 9:25PM.

The Board meeting was adjourned at 9:26PM.