



## Meeting of the Board of Trustees Thursday, January 18, 2018

### Minutes

#### **Commencement Time:**

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

**Priscilla Ocasio (Board Chair)**

**Donald Mattson (Co-Chair)**

John Potapchuk

Elvis Torres

Elvira Barone

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

Carmen Santos (Medically Excused)

#### **None Board Members:**

Evelyn Hey, Principal

Delia Gonzalez (Director Human Resources)

Evelyn Ramirez (Director of Operations)

Paul Augello, BoostEd

Jessica Torres PTO

### **Minutes:**

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

- Minutes for November and December were reviewed and approved. Motion made by Elvis Torres, second Elvira Barone all in favor unanimous.
- Motioned was introduced to release Donald Mattson from recording the board's monthly minutes and to request Delia Gonzalez to take over effective immediately. Delia will be paid a per meeting fee to provide this service. Motion made by Elvis Torres, second John Potapchuk all in favor unanimous.

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

- Enrollment 417 – Attendance 92.4%
- Priscilla requested submission of a discharge and RACL report for review during each board meeting.
- Renewal – The school's charter has been renewed for the next 5 years and the extension for the 6,7, 8th middle school is awaiting official vote on/or about February 12 or 13, 2018.
- Authorizers stated there must be at least 23% of Students with Disabilities enrolled by the end of the 5 year charter.
- The lottery application will be updated to reflect advertisement for students with disabilities. The school will put forth its best effort in recruiting these students.

- Energy Costs – Ms. Hey presented proposed contracts and cost analyses from energy brokers who would supply the School with electric and natural gas at a reduced rate over a three year period. The Board tentatively approved the proposals subject to final review of the contracts and analyses. (Note: Subsequent to the meeting and after further review, the Board approved the contract with Direct Energy to supply electric to the School but did not approve the proposed contract with Infinite Energy to supply gas due to the forecasted downward correction in natural gas prices.)
- Ms. Hey reported on the recent hiring of teachers on the 3rd and 4th grades and new student teachers in the 1st grade. Ms. Hey is pleased to report that the School currently has a full complement of teachers.

### **III. PTO - Jessica Torres (report attached)**

- Summary of expenses were reviewed suggestion was made to clarify report for review.
- Children living in shelters and their needs were discussed. Title I-A provides funds for homeless students. Such as uniforms, supplies etc. When utilizing these funds mandated documentation must be kept for auditing and reporting purposes.
- Coat Drive will be held during the period of January 10, 2018 thru February 28, 2018.
- PTO will write letters to organizations for fundraising support.
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### **IV. Operation's Report - Evelyn Ramirez (report attached)**

- School Break in the Holidays for December contributed to a short bill list.
- Lottery will be held on April 4, 2018. Deadline to submit applications for the lottery will be on April 3, 2018. Applicants can also apply for the lottery thru the Common Charter Application on-line. We have received 300 on-line applications thus far.
- The school currently provides two buses contracted at \$500 each with Pioneer to pick up and drop off students that do not qualify for DOE bussing. We are in the process of exploring quotes for other bus companies at a better rate. Ms. Ramirez will investigate if collision and liability insurance is included in the contract rate.

### **V. Financial Report – Paul Augello (report attached)**

- School finances are sound no concerns.
- Financial in-house audits will be scheduled and conducted quarterly by Boost-Ed in collaboration with Evelyn Ramirez Director of Operations.

### **VI. Old Business:**

- Staff manual will be submitted to board for final review and approval.
- Littlebird contract was approved pending review; motion made by Donald Mattson, second John Potapchuk all unanimous.
- On January 24, 2018 an email (attached) sent by the chair Priscilla Ocasio stated that the Littlebird contract was approved by members of the board all in favor unanimous.

### **VII. New Business:**

- Timeline for the Principal's contract will be outlined to include all prerequisites necessary to qualify for goal driven incentives. This process is intended to allow for approval and submission of Principal's contract in a timely manner.

**Board Meeting adjourned: 7:33 pm**

