



South Bronx Charter School for International Cultures and the Arts

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Meeting of the Board of Trustees Thursday, October 20, 2016

Board Meeting Minutes

Start Time: 5:38PM

Board Members in Attendance:

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

Absent Board Members:

Non-Board Members:

Evelyn Hey, Principal
Delia Gonzalez
Paul J. Augello
Jessica Torres (PA President)

Minutes:

Welcome: Priscilla welcomed the board members and attendees.

Initial discussion ensued to change the name of the The Financial Manual to “The Financial Operating Procedures Manual”.

John Potapchuk moved and **Elvis Torres** seconded that the minutes of the August 15, 2016 Board meeting be accepted as read. All voted unanimously (**Carmen Santos** abstained-due absence at the August meeting).

Carmen Santos moved and **John Potapchuk** seconded that the minutes of the September 22, 2016 board meeting be accepted as read. All voted unanimously (**Elvis Torres** abstained-due to absence at the September meeting).

Operations Report:

Paul J. Augello clarified that American Express and Chase are the only acceptable credit card invoices accepted for payment. Reports were also provided (attached) for:

- YTD Profit and Loss Budget vs. Actual,
- YTD Profit and Loss Variance Analysis Budget vs. Actual,
 - Balance Sheet Current vs. Prior Year,
 - Balance Sheet Analysis,
 - Statement of Cash Flows

Principals Report:

Evelyn Hey (Principal) announced that the current register is 417. There has been some register loss due to students with IEP's and dual language issues. Attendance for the month of September was 91%.

There are currently two teacher vacancies (grades K and 1: currently a grade K teacher was hired. Class registers for grade 3 are between 23 -24 students, for grade 4, 27 students, and for grade 5 between 27-29 students.

The Annual Report is due November 1st. When completed, the **Board** will receive copies.

The afterschool program will begin 10/31 (Tuesday, Wednesday, Thursday,)

The Dance Program will have a holiday Nutcracker Suite performance, date to be announced.

The playground development has been approved. Parents have been informed. Fourth grade students are involved in brainstorming activities for the development of the playground.

The Comptroller's letter is being sent on 10/23.

The updated Financial Operations Manual addresses payroll and changes Evelyn Ramirez' title to Director of Operations and Student Services.

A motion was made by **Donald Mattson** and seconded by **Priscilla Ocasio** to approve the Financial Operations Manual with corrections. The board voted to accept the motion unanimously.

BoostEd's Financial Report:

Paul Augello reported that the school is in good financial shape. The bonds are rated BB+. The school is in good shape to cover current enrollment decrease.

There was a discussion about school fund raising. It was recommended that the school establish a separate bank account for fund raising programs.

Old Business:

Delia Gonzalez reported that different companies would be looked at for providing benefits.

Priscilla Ocasio will meet with Delia.

The Little Bird Service Agreement was distributed to Board members. (draft)

The Board accepted the Conflict of Interest Resolution. **Elvis Torres** moved and **Donald Mattson** seconded. (Unanimous).

The Board accepted the Code of Ethics. **Carmen Santos** moved and **Elvis Torres** seconded (unanimous).

New Business:

The *prospective* new Parent Representative to the Board (Jessica Torres) was introduced. She is currently PA president. She works at the Parkchester Library.

At 7:44PM, **Carmen Santos** moved and **Donald Mattson** seconded that the Board go into Executive Session.

No action(s) were taken.

At 8:15PM, **John Potapchuk** moved and **Priscilla Ocasio** seconded that the Board meeting conclude.

Respectfully submitted:

Donald P. Mattson
Recording Secretary (serving as)