



# South Bronx Charter School for International Cultures and the Arts

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## Meeting of the Board of Trustees Thursday, November 17, 2016

### Board Meeting Minutes

**Start Time:** 5:46PM

**Board Members in Attendance:**

Priscilla Ocasio (Board Chairperson)  
Donald Mattson (Vice Chairman) --serving as Recording Secretary  
John Potapchuk  
Elvis Torres

**Absent Board Members:**

Carmen Santos (due to illness)

**Non-Board Members:**

Evelyn Hey, Principal  
Jessica Torres (PA President)  
Evelyn Ramirez (Director of Operations)

**Absent Non-Board Members:**

Delia Gonzalez

### Minutes:

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

**John Potapchuk** moved and **Elvis Torres** seconded that the minutes of the October 20, 2016 Board meeting be accepted as read. All voted unanimously.

### Operations Report:

**Evelyn Ramirez** presented the Operations Report. The Bill Payment List (October 21<sup>st</sup>-November 17<sup>th</sup>, 2016) was also presented. Select items (vendors) were reviewed and clarified.

## **Principals Report:**

**Evelyn Hey (Principal)** reported that the current enrollment of the school is 412. Attendance is 94.36%. Enrollment is still ongoing and parents of students on the waiting list are being contacted. A teacher is still needed for grade 3.

A teacher (currently on leave) will be returning in December. She will be registering her daughter in the SBSC upon her return. Ideas to expand student enrollment were discussed.

The **Quality School Report** was presented and discussed.

The Board approved **Ms. Hey** signing a document authorizing a change of attorney in connection with a legal matter involving the construction of the building.

## **BoostEd's Financial Report:**

BoostEd's Financial Report (Attached) was presented by **John Potapchuk** (due to the absence of Paul Augello). Select line items (8310 and 9510) were clarified. The following schedules were reviewed and discussed:

- 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.

## **Old Business:**

**Priscilla Ocasio** reported that she met with **Delia Gonzalez** earlier in the day (Personnel Committee). It was decided that the school would remain with Little Bird HR Inc. until June 2017. The Board, if needed, will provide assistance with teacher recruitment.

## **New Business:**

The PTO President, **Jessica Torres**, presented the President's Report that included the Treasurer's Report, the Coat Drive Report and the Book Drive Report (11/14-12/14). There was discussion concerning school uniform sales (and returns).

At 7:40PM, **Priscilla Ocasio** moved and **Donald Mattson** seconded that the Board go into Executive Session.

**John Potapchuk** moved and **Elvis Torres** seconded that **Evelyn Hey** receive a bonus of \$5000.00 for the 2015/2016 school year. This is for NYS Test results (ELA and Math) above the performance levels of District 7X—ELA (grades 3,4 and 5) and Mathematics (Grades 4 and 5) in accordance with the provisions in Ms. Hey's Employment Agreement. The Board voted unanimously on the motion.

At 9:40PM, **Donald Mattson** moved and **Elvis Torres** seconded that the meeting be closed.

Respectfully submitted:

Donald P. Mattson  
Recording Secretary (serving as)