



South Bronx Charter School for International Cultures and the Arts

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Meeting of the Board of Trustees Thursday, August 15, 2016

Board Meeting Minutes

Start Time: 5:22PM

Board Members in Attendance:

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

Absent Board Members:

Carmen Santos

Non-Board Members:

Evelyn Hey, Principal
Delia Gonzalez

Minutes:

Welcome: Priscilla welcomed the board members and attendees.

I. Response to Authorizer Sonia Hook's Letter of Concern:

The Board reviewed the Notice of Concern from Sonia Hooks of the Department of Education regarding the audit report issued by the City Comptroller's Office in February 2016. Ms. Hooks requested that the school submit an action plan that describes the steps being taken to address the audit findings and future plans to oversee the School's fiscal affairs. In this regard, the following items were discussed in reference to the Letter of Concern from Sonia Hooks.

The following items were discussed in reference to the Letter of Concern from Sonia Hooks:

1. Internal Control Weakness - The Financial Manual (Standard of Operating Procedures) will address all issues noted as internal control weakness.
2. Credit Cards- **All credit card receipts will be reviewed prior to payment.**
3. All school assets (supplies) have been inventoried and records will be maintained.
4. Parent Metrocard distribution records will be supported by parent signature (receipt) with applicable dates and Metrocard numbers filed (online). Cards cannot be picked up by anyone other than the person it is signed out for.

5. The principal, Ms. Evelyn Hey was not overpaid for the period noted in the audit report.
6. boost-Ed has corrected the issue of IRS penalties and interest. The money has been refunded to the school.
7. The school currently has 4 uncertified teachers, which does not exceed the number allowed.

Ms. Hey noted that boost-Ed will conduct an audit at the school during the next week. The Board agreed that, although the school responded to each audit recommendation in the addendum to the City’s audit report, a draft of an action plan would be prepared for the Boards review and approval. The Board expects that the approved action plan will be submitted to Sonia Hooks in September.

II. Principals Report (report attached)

- Ms. Hey stated that the possible enrollment for 9/16 is 507. Based on current projections, kindergarten enrollment registers are at 43 per class. The school will be paid for 468 total students.
- Ms. Hey stated that the librarian is being trained and that the library should be opening in October. Initially, only upper grade classes will be introduced to the library.
- Ms. Hey proudly mentioned that The SBCS outperformed the District (7) City and State in both ELA and mathematics based on the results of the New York State exams (Spring 2016). The percentage of students who achieved Ls 3 and 4 on the New York State exams in both 2015 and 2016 were as follows:

English Language Arts

	<u>2015</u>	<u>2016</u>
Grade 3	26%	47%
Grade 4:	35%	56%
Grade 5:	11%	61%

Mathematics

	<u>2015</u>	<u>2016</u>
Grade 3:	19%	15%
Grade 4:	30%	57%
Grade 5:	12%	57%

The SBCS was the second highest in District 7 on the ELA

- Delia Gonzalez reported on the Health Benefit program that will be launched by Little Bird in November.

The following dates for SBCS Board meetings (Thursdays) were established for 2016/2017.

9/22, 10/20, 11/17, 12/13 (Tuesday), (2017) 1/19, 2/16, 3/16, 4/20, 5/18, 6/15

At 6:38PM, **John Potapchuk** moved and **Elvis Torres** seconded that the board meeting conclude.

Respectfully submitted:

Donald P. Mattson
Recording Secretary (serving as)