



# South Bronx Charter School for International Cultures and the Arts

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## Meeting of the Board of Trustees Thursday, September 22, 2016

### Board Meeting Minutes

**Start Time:** 5:22PM

**Board Members in Attendance:**

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

**Absent Board Members:**

Elvis Torres

**Non-Board Members:**

Evelyn Hey, Principal  
Delia Gonzalez  
Paul J. Augello  
Robert McLaughlin

### Minutes:

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

**I. Letter of Concern:**

Bob stated that the action plan is finished and said that the Board will send a copy to Sonya Hooks at the NYC Department of Education following final review and approval. The Board then discussed the draft action plan as well as the current draft of the Standard Operating Procedures Manual.

**Operations Report:**

The following items were clarified:

- Evelyn Hey (Principal) is the only person with credit card access. The credit cards are American Express and Chase.
- Evelyn Hey, Evelyn Ramirez and Deborah Vila Tricone must sign school checks.
- Bill payment procedures were reviewed. Invoices (bills) will have greater explanation and differentiation. Credit card bills must include original invoices.

- The Board requested that boost-Ed should perform certain audit procedures on a quarterly basis to review the School's compliance with the Operating Procedures Manual.
- Evelyn Ramirez inquired as to when her probation will be completed. Paul stated that he will review her performance in three months. The Board of Trustees will approve a salary increase.
- Priscilla Ocasio moved and John Potapchuk seconded that the action plan be accepted. The Board voted unanimously.

### **Principal's Report:**

- Evelyn Hey stated that the current enrollment is 451 and that each of the four kindergartens has 30 students.
- She also stated that she may add new students to grade 3 (students must know Spanish).
- She also mentioned that she and Paul Augello had a one-hour conference call with Standards and Poor's. Paul stated that the call was successful and it is likely that the rating agency would maintain the same rating on the School's bonds.
- Evelyn Hey presented the Board with a trend report of the School's ELA and Math test scores for the past four years as well as a report showing the school's ranking among all elementary schools in the District 7.
- Grant money (\$95,000) is to be reviewed based on 2015 enrollment.
- Parks' Department Initiative has been approved for the development of the park. On October 26<sup>th</sup>, there will be a community meeting for feedback. The park will have a 100% refurbishing.
- RACL—not yet available (Month of September hasn't ended).
- Comprehensive Report due 11/1.
- CASA Grant (\$25,000) was received for artist in residence program (2 musicians-each Monday), also a prima ballerina (Rosy O'Donnell's Dance School).
- Open teaching positions: one kindergarten teacher, possibly one grade 1 teacher, a dance teacher and two teaching assistants.

### **New Business:**

- Bob spoke about the **Code of Ethics** and the **Conflict of Interest**, which will be adopted at the next meeting.
- Paul stated that Priscilla will sign engagement letters for boost-Ed.
- A change in check signing is needed.
- Paul provided clarification for the 4 different bank accounts at Chase Bank.

At 8:44, **Donald Mattson** moved and **Carmen Santos** seconded that the Board go into Executive Session.

- Board voted, unanimously, to reinstate Carmen Santos to serve an additional five years on the Board of Trustees.

At 9:30PM, **John Potapchuk** moved and **Carmen Santos** seconded that the board meeting conclude.

Respectfully submitted,

Donald P. Mattson  
Recording Secretary (serving as)