



Bronx Charter School for the Arts

Monthly Board Meeting

Date and Time

Tuesday June 8, 2021 at 6:30 PM EDT

Agenda

	Purpose	Presenter	Time
I. Mission Moment			
II. Opening Items			6:30 PM
A. Record Attendance			1 m
B. Call the Meeting to Order			
C. Approve the minutes for April 2021	Approve Minutes		1 m
D. Approve the minutes for May 2021	Approve Minutes		1 m
III. Nominating Committee			6:33 PM
A. Andrea Zayas	Discuss	Miriam Raccah	5 m
Miriam Raccah would like to present for nomination Andrea Zayas.			

	Purpose	Presenter	Time
IV. Executive Director Report			6:38 PM
A. Operations	FYI	Karlene Cowan	5 m
Teacher Certification Strategy			
V. Program Committee			6:43 PM
A. Proactively Addressing Student Learning	FYI		5 m
B. High School Placements	FYI		5 m
C. Program Meetings and Reporting Cadence	FYI		5 m
VI. Development			6:58 PM
A. Development Report	FYI	Jasmin Abbatiello	7 m
VII. Finance			7:05 PM
A. Budget FY 2021-22	FYI	Melanie Hok	15 m
B. Financial Disclosures	FYI	Miriam Raccah	3 m
Annual reporting of financial disclosure is due.			
C. FY20-21 Audit Engagement (NCheng LLC)	Discuss	Melanie Hok	5 m
VIII. Other Business			
IX. Closing Items			7:28 PM
A. Upcoming Events			
• June 8th - 6:30-8:30pm - Board Meeting w/REG			
• June 15th - 9am & 10:30am - Kindergarten Stepping Up Ceremony			
• June 17th - 10:00am- 8th Grade Graduation			
• June 17th - 6:30pm - A Perfect Pairing: Art & Wine			
B. Executive Session			10 m
C. Adjourn Meeting	Vote		

Coversheet

Approve the minutes for April 2021

Section: II. Opening Items
Item: C. Approve the minutes for April 2021
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Monthly Board Meeting on April 13, 2021



Bronx Charter School for the Arts

Minutes

Monthly Board Meeting

Date and Time

Tuesday April 13, 2021 at 6:30 PM

Trustees Present

Aisha Bell (remote), Arlene Bascom (remote), Charles Whites (remote), Denise Brecher (remote), Eric Osorio (remote), Katherine Trager (remote), Lori Biancamano (remote), Susan Geisenheimer (remote)

Trustees Absent

Ahmad Sheikh, Barbara H. Scott, Dan Vislocky

Guests Present

David Barnard (remote), Erica Jones (remote), Jasmin Abbatiello (remote), Jonea Thomas (remote), Karlene Cowan (remote), Melanie Hok (remote), Miriam Raccah (remote), Ryan McCabe (remote), Sara Villagio (remote)

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

Charles Whites called a meeting of the board of trustees of Bronx Charter School for the Arts to order on Tuesday Apr 13, 2021 at 6:34 PM.

C.

Approve Minutes

Susan Geisenheimer made a motion to approve the minutes from Monthly Board Meeting on 03-09-21.

Charles Whites seconded the motion.

The board **VOTED** unanimously to approve the motion.

II. Nominating

A. Annual Meeting

Lori Biancamano made a motion to extend the term for board members for additional 2 year terms.

Susan Geisenheimer seconded the motion.

Charles Whites Jr.

Arlene Bascom

Barbara H. Scott

Katherine Trager

Daniel Vislocky

The board **VOTED** unanimously to approve the motion.

Susan Geisenheimer made a motion to to remove Colin Mincy from board based on section 13 in the bylaws.

Aisha Bell seconded the motion.

The board **VOTED** unanimously to approve the motion.

III. Executive

A. SED Visit

Miriam Raccah summarized the SED visit with Laura Hill and advised we will receive a non-public memo.

B. Bellwether

David Barnard reviewed Strategic Plan proposal from Bellwether. Charles Whites Jr. was invited to participate in planning conversations.

C. Lottery

Karlene Cowan advised applications are down for SY 2021-2022, consistent across all of charter sector, but feels confident we have enough applications to fulfill enrollment goals.

IV. A Year in the Pandemic

A. Academics

Ryan McCabe reviewed academic progress and highlighted increased student attendance and engagement. Ryan M. also noted the need for additional staff and changing math curriculum in the 21-22 school year.

Jonea Thomas discussed the introduction of new curriculum and highlighted high numbers of participation during MAP testing. Jonea T. also noted the need for additional staff and adding more resources to the math curriculum.

B. Teaching & PD's

Both principals discussed the 5 areas of support the teaching staff has received since the onset of COVID, as well as the request for additional instructional staff.

1. Planning and Preparation
2. Social Emotional Development
3. Mission/Vision of Bronx Arts
4. Analyzing Student Academic Performance
5. Remote Instruction Tips and Tricks

C. Social Supports

Karlene Cowan reviewed the supports for students and their families throughout the past year since the onset of COVID-19.

V. Development

A. Development Report

Jasmin Abbatiello reviewed Development Report.

VI. Finance

A. February Financials

Melanie Hok reviewed Financial Report.

Arlene Bascom made a motion to approve resolutions to update bank signatories and close inactive bank accounts.

Lori Biancamano seconded the motion.

The board **VOTED** to approve the motion.

VII. Other Business

A. Executive Session

The board resolved that ESSER grant funds should be used to fund the new ventilation system .

VIII. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:15 PM.

Respectfully Submitted,
Katherine Trager

Documents used during the meeting

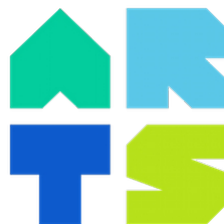
- Board Meeting Development Report_ 4.13.21.pdf
- BXCSA FY21 Financials - Feb 2021.xlsx
- BRONF1C- Insurance Summary & SOV.pdf
- Finance Resolution 2021.docx
- Finance resolution 2.pdf

Coversheet

Approve the minutes for May 2021

Section: II. Opening Items
Item: D. Approve the minutes for May 2021
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Monthly Board Meeting on May 11, 2021

APPROVED



Bronx Charter School for the Arts

Minutes

Monthly Board Meeting

Date and Time

Tuesday May 11, 2021 at 9:30 AM

Trustees Present

Ahmad Sheikh (remote), Arlene Bascom (remote), Barbara H. Scott (remote), Dan Vislocky (remote), Lori Biancamano (remote), Susan Geisenheimer (remote)

Trustees Absent

Aisha Bell, Charles Whites, Denise Brecher, Eric Osorio, Katherine Trager

Guests Present

David Barnard (remote), Erica Jones (remote), Miriam Raccach (remote), Sara Villagio (remote), ntolia@reimagineeducationgroup.com (remote), skreyling@reimagineeducationgroup.com (remote)

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

Barbara H. Scott called a meeting of the board of trustees of Bronx Charter School for the Arts to order on Tuesday May 11, 2021 at 9:34 AM.

II. Executive Director Report

A. Executive Director's Report

Miriam reminded all that this board meeting will be spent doing Equity work with REG. All information to be shared has been attached in a report and Trustees can reach out to staff if any follow up or questions are needed.

B. Reopening Plan

Report available in attached documents.

III. Development

A. Development Report

Report available in attached documents.

IV. Finance

A. February Financials

Report available in attached documents.

V. Other Business

A. REG

Namita Tolia and Sean Kreyling presented and discussed with board members steps towards equity work in the schools.

VI. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 11:00 AM.

Respectfully Submitted,
Barbara H. Scott

Coversheet

Andrea Zayas

Section:	III. Nominating Committee
Item:	A. Andrea Zayas
Purpose:	Discuss
Submitted by:	
Related Material:	Zayas 2020 Resume-5.pdf

ANDREA ZAYAS

29 Prospect Avenue, Boston, MA, 02131

andreazayas@gmail.com 646.319.4207

Objective: Public education leader seeks a position in which to apply 20+ years of progressive responsibility from teacher to CAO. Proven results solving systemic challenges in charter and traditional public settings to create effective educational processes for historically marginalized students.

EXPERIENCE

BOSTON PUBLIC SCHOOLS

Boston, MA

Chief Academic Officer

October 2019- present

- Provide executive leadership and day to day management of the Division of Academics, including the Offices of Academics and Professional Learning, Early Childhood, Special Education, English Learners, STEM Programming, Global Education, Excellence for All, SEL, and Expanded Learning (~750 people, ~100M annual budget)
- Serve on the Superintendent's Cabinet, leading policy decisions on MassCore, grading reform and curricular adoption impacting the district's 55,000 students.
- Lead strategy development and implementation of district-wide improvement efforts including:
 - Adoption and implementation of standards-aligned literacy curricula in lowest performing 34 schools
 - Revamp professional learning and coaching culture and strategy, through restructuring of academic supports at district office to focus on Tier 1 instruction as a matter of equity
- Lead district's academic response to COVID-19 pandemic related school closures:
 - Developed standards-aligned, culturally appropriate, multi-lingual materials for family/student use and professional learning for teachers
 - Engaged thousands of stakeholders to develop district-wide Remote Learning Plan
 - Negotiate revised agreements with labor partners

Deputy Chief Academic Officer

March 2019- October 2019

- Provide leadership in the strategic planning and implementation of the BPS Instructional Vision
- Supervise, support and coach staff of 23 coaches and researchers in the Office of Academics and Professional Learning and 27 curriculum developers and coaches in the Early Childhood Department.
- Refined strategy of Boston's Universal Pre-K mixed-delivery systems expansion with an equity lens, including development of a funding trust, policy to create a "Connector" between community based and BPS seats
- Identified the need for and garnered broad support for commitment to district-wide, high quality instructional materials (HQIM) leading to adoption of K-8 literacy curriculum in Spring 2020.
- Created STEM Initiatives Team, hired new Executive Director, secured multi year \$18M private investment

Academic Superintendent

July 2018- March 2019

- Lead a network of three K-5, three K-8 and three 6-8 open enrollment, traditional schools.
- Developed systems and strategies for efficient resource deployment to schools through network structure
- Coached, developed and evaluated 9 school leaders. Create arc of learning and implement monthly leader PD
- Collaborated with various department across central office to surface opportunities for alignment and cohesion
- Served as point for school-based conversations regarding large district-wide initiatives

NEW ORLEANS YOUTH ALLIANCE

New Orleans, LA

Founding Executive Director

August 2017- June 2018

- Led the start-up of a new, now thriving intermediary organization whose mission is to cultivate a system of fully-resourced and high-quality opportunities that lead to meaningful change in life outcomes for young people in New Orleans.
- Managed the Youth Program Quality Initiative, the organization's signature program which serves over 45 youth organizations and provides training that affects over 5000 New Orleans youth. Managed the day to day operations of the new organization including fundraising, fiscal sponsorship, hiring and partnerships.

UPSTREAM EDUCATION CONSULTING

New Orleans, LA

Founder + Chief Solutionist

2016– present

- Strategic advisor and executive coach focused on school and system turnaround, CMO growth, talent pipeline development, strategic planning, organizational management, diversity, equity & inclusion.
- Partial client list includes: Success Preparatory Academy (SPA), Bricolage Academy, Unbounded, Louisiana Association of Public Charter Schools, OPSB, New Beginnings Charter Schools
- Engagement highlights: Success Preparatory Academy earned 2016 LDOE Top Gains School status- **Raised School Performance Score by 23 points (56.9-80.3)**. Training participants consistently rate workshops as highly effective and impactful (95%+)

KIPP FOUNDATION

New Orleans, LA

National Director of Regional Leadership Development

2013 –2015

- Led the design, planning, and execution of Regional Leader Development cohort based leadership development program for over 50 senior executive leaders to gain skills and competencies required for their roles.
- Facilitated learning and managed planning of curriculum for hundreds of school and system leaders at regular conferences, such as KIPP School Summit, School and Regional Leader retreats.

NEW JERSEY DEPARTMENT OF EDUCATION

Camden, NJ

Regional State Turnaround Superintendent

2012 –2013

Managed and developed school leaders in two chronically failing K-8 schools, collaborate with district and the NJDOE leadership to develop a strategic school improvement plan to increase student achievement.

- Assisted principals in implementing standards-based curricula, assessments, and intervention systems
- Provided customized, weekly professional learning in instructional leadership, effective teaching, progress monitoring, improving teacher effectiveness and data driven instruction to school leaders.
- Designed and implemented sessions on key turnaround strategies including data driven instruction, culture of excellence, effective adult instruction, observation and feedback cycles, for district-wide professional development days for principals.

LA CIMA ELEMENTARY CHARTER SCHOOL

Brooklyn, NY

Founder & Executive Director

2011–2013

Founder & Principal

2007-2011

Developed concept, charter and business plan for start-up and served as founding principal and executive director through year 5 of an innovative, independent public charter school in Bedford-Stuyvesant, Brooklyn. Provided executive leadership and strategic direction of the mission and vision for serving 360 students, 50+ employees, \$5.4M budget. **Upon renewal year, outperformed district and/or state in all grades and subjects.**

- Environment Score: A. Attendance Rate 95%. Suspension Rate 0%. Parent Satisfaction 98%. Built and managed high-performing team with a deep leadership bench to deliver transformational outcomes for students
- Led community engagement and external relationship building; managed key stakeholders, including community and political leaders, parents, charter authorizers, and donors
- Created and executed fundraising strategy to secure revenue for school via individual donors, foundations, and corporations
- Recruited, managed, collaboratively developed strategic priorities for board of 7 members
-

NYC DEPARTMENT OF EDUCATION

New York, NY

Director of Charter School Accountability, Office of New Schools/Portfolio

2005 –2007

Built and implemented a comprehensive accountability system for all NYCDOE-authorized charter schools. Created academic accountability frameworks, rubrics for renewal decisions, and before renewal corrective actions driven by outcomes.

- Advised senior leadership on key policy issues including charter school integration, knowledge management, special education, English Learners, school accountability report cards
- Monitored all NYC DOE-authorized charter schools, including fiscal, academic, legal, and governance reviews
- Trained 31 schools on use of assessment, data, instructional and accountability systems
- Reviewed new charter proposals and conducted applicant interviews for new portfolio schools

BRONX CHARTER SCHOOL FOR THE ARTS

Bronx, NY

Founding Teacher

2003 - 2005

- Developed and implemented a standards-based instructional program for 200 K-4 students in an inclusive visual arts studio class. Created arts and core course integrated curriculum and assessments.

HARRIET TUBMAN CHARTER SCHOOL

Bronx, NY

Director of Achievement

2002 –2003

- Provided instructional leadership to teachers with focus on data driven instruction, differentiation, and effective planning. Led creation of data warehousing systems to facilitate analysis over time.

LEARNNOW, INC.

New York, NY

School Start-up Manager

1999 –2001

- Managed four successful school startups in partnership with community-based organizations in historically marginalized neighborhoods in Philadelphia, St. Paul/Minneapolis, and New York.

EDUCATION

XAVIER UNIVERSITY OF LOUISIANA

New Orleans, LA

Doctor of Education Candidate, Urban Education Leadership

Expected 2021

- Dissertation focus on English Learners, Equity and Education Reform

- Kappa Delta Pi International Education Honor Society

KIPP SCHOOL LEADERSHIP PROGRAM

Palo Alto, CA

Fisher Fellowship (Partner-Founder, Stanford University)

2007-2008

- Awarded competitive full-tuition scholarship by the NYC Center for Charter School Excellence

HARVARD UNIVERSITY GRADUATE SCHOOL OF EDUCATION

Cambridge, MA

Master in Education; Arts in Education & Administration, Planning & Social Policy

2001-2002

- Carnegie supported research on parent engagement in three Boston high schools (Prof. Pedro Noguera)

RUTGERS UNIVERSITY, DOUGLASS COLLEGE

New Brunswick, NJ

Bachelor of Arts in Visual Arts, minor in Art History

May 1998

AFFILIATIONS/COMMUNITY

- Influence 100 - Cohort 1 Fellow (September 2020-present)
- Anna B. Stearns Charitable Foundation, Board Member (April 2020 - present)
- Education Leaders of Color (EdLoc) - Policy Advisory Committee Member (2016-present)
- New Orleans Regional Leadership Institute (NORLI) (Fellow, 2017-2018)
- Nuestra Voz/Our Voice - Board Member (2016-2018)
- Partners for Developing Futures - Advisory Board Member (2008-2014)
- Forum for Democracy in Education - Ted Sizer Fellow (2011-2012)
- Hispanic Council for Reform in Educational Options - Charter Member, Board of Directors (2001-2008)

AWARDS

- July 2011. NAPCS (National Association of Public Charter Schools) and Partners for Developing Futures. *Award:* Charter School Diversity Champion.
- March 2011. Brooklyn Anti-Violence Coalition. *Award:* Woman of Courage in Education, Citations of Honor from District Attorney Charles Hynes, Senator Eric Adams, Assembly Member Hakeem Jeffries, Council Member Leticia James.

LANGUAGES

- Native Spanish

Coversheet

Program Meetings and Reporting Cadence

Section: V. Program Committee
Item: C. Program Meetings and Reporting Cadence
Purpose: FYI
Submitted by:
Related Material: Program Committee Slides_May.pdf

Public HS Acceptance for BAM Class of 2021

- 73% of students received one of their top 3 choices (43% got their first choice school)
- 33% of students received placement in a Screened/Audition school
- 28% of students were accepted into Arts High Schools
- 25% of applicants are going to Career and Technical High Schools
- Notable Schools Include: Frank Sinatra School of Music, Bard High School for Early College, Eleanor Roosevelt High School, Park East High School



BAM: Proactively Addressing Learning Loss

What have we already done?

- Expansion of Intellectual Preparation requirements asking teachers to specifically address skills that are lacking from prior grades
- Expansion to 2 teachers in all Math and ELA classes
- Additional Intervention Staff member to focus on students without IEPs
- ALL Students provided with additional 30 minutes of Math and 30 minutes of ELA daily
- Increased licenses for Lexia (an early literacy intervention program)
- Added emphasis on i-Ready and its use for all students

What other information/ decisions can inform our work?

- Spring MAP Results (Test is taken the week of May 24)
- Spring i-Ready results
- Summer engagement with i-Ready
- Demographic Information of Incoming Students



BAE: Proactively Addressing Learning Loss

What have we already done?

- Expansion of Intellectual Preparation requirements asking teachers to specifically address skills that are lacking from prior grades- planning for next year's ELA/Math Pacing and units
- ELA, Math, Special Populations Directors to streamline
- Additional Intervention Staff member to focus on students without IEPs
- RtI, SETSS Teachers alignment in PD and lessons
- Increased Use of small group instruction to expand from Guided Reading
- Roll out ELA/Math Programs in all grades this year 3-5

What other information/ decisions can inform our work?

- Spring MAP Results (Test is taken the week of May 24)
- Spring F&P
- Student Observations in SEL, Arts, and all other subjects
- Report Card Data
- Demographic Information of Incoming Students



Coversheet

Development Report

Section: VI. Development
Item: A. Development Report
Purpose: FYI
Submitted by:
Related Material: Board Meeting Development Report_ 6.8.21.pdf

To: Board of Trustees

From: Jasmin Abbatiello, Director of Development

Cc: Ahmad Sheikh, Development Chair

Date: June 8, 2021

Re: Development Update Report

Primary Focus:

- Conversion from Salesforce to Raiser's Edge (the entire project will take about 3 months).
- A Perfect Pairing: Art & Wine
- Achieving fundraising goals for FY21
- Projections, goals and objectives for FY22

The Development and Communications Committee met on June 3rd. Discussions were centered on the fundraising plan for FY22, and finalizing details for the virtual event. The next meeting will be held on Thursday, August 5th, from 1:00-2:00pm.

Revenue Update:

1. Board members have given/pledged gifts totaling \$102,583 toward the \$50,000 goal.
2. Estimated amount needed to raise prior to June 30th totals \$22,000.

A Perfect Pairing: Art & Wine Update:

1. The event will take place on June 17th, from 6:30-8pm, and consist of a class led wine tasting (approx. 50 minutes) and silent art auction (approx. 20 minutes). To date, we have received \$5,708.90 in contributions, raised \$1,000 through the silent art auction, and sold a total \$15,102.44 in tickets, bringing the grand total raised, \$21,811.34 (\$16,188.66 to go to reach our goal of \$38,000!)
2. Ticket sales to attend the event are now closed. We sold a total of 118 tickets, exceeding our goal of 100 tickets sold.

*Details are as follows:

- Teacher/Staff Ticket, \$30.21 = 13 Tickets Sold
- Young Professionals Ticket, \$35.21 = 17 Tickets Sold
- General Ticket, \$100.21 = 40 Tickets Sold
- Sponsor an Educator Ticket, \$100.21 = 16 Tickets Sold
- Silver Sponsor Package, \$500.21 = 5 Sponsor Packages Sold
- Gold Sponsor, \$2021 = 3 Sponsor Packages Sold

3. Bidding for the silent art auction opened on May 24th and will close on June 18th (you do not need to attend the event to participate in the silent auction). To access the platform, click here: <https://app.galabid.com/bronxartsauction/items>
4. To date, two pieces have been bid on ("Swirl" by Alexis Duque and "Chameleon 1492" by Scherezade Garcia), totaling \$1,000.
5. Nearly 100% of the Board purchased tickets to attend the event. Thank you for your support and for encouraging additional participation from family, friends and prospective donors! Please continue to promote the silent art auction through 6/18. Stay tuned for daily social media updates and various email blasts to come!

FY22 Fundraising Plan and Projections:

REVENUE

General Breakdown:

- **Board = \$50,000**
- **Individuals = \$140,000**
- **Grants/Foundations = \$100,000**
- **Events = \$160,000**
- **Grand Total = \$450,000**

Detailed Breakdown:

- **Board**
Total = \$50,000 (may increase/decrease based on pledges made in FY21 to meet the WFF goal)
- **Grants/Foundations**
Total = \$100,000 (may increase/decrease based on grants identified/awarded)
- **Direct Mail**
Solicitations (includes matching gift incentive and prospecting)

\$55,000 X 2

Total = \$110,000

- **Publications**

Annual Report (soft ask) \$15,000

Year in Review (soft ask) \$15,000

Total = \$30,000

- **Events**

Engagement (Fall/Winter) 10,000 X 2

Annual Benefit/Gala \$140,000 (Spring/EOY)

Total = \$160,000

Grand Total = \$450,000

EXPENSES

- **Direct Mail & Publications + Prospecting**

Solicitations X2

Publications X2

\$50,000

- **Events**

Engagement X 2

Annual Benefit/Gala

\$120,000

- **Raiser's Edge**

\$15,500 (quarterly payments of \$3,875)

- **Contingency**

\$10,000

Grand Total = \$195,500

Development Associate Position:

1. Due to budgetary constraints, we are delaying the hire of the Development Associate to the fall. A college student will intern during the summer months.

Coversheet

Budget FY 2021-22

Section: VII. Finance
Item: A. Budget FY 2021-22
Purpose: FYI
Submitted by:
Related Material: Finance Update for June 8, 2021 Board Meeting_060421 (1).pdf
20210604 Bronx Arts FY22 ESSER Budget_Proposed v3.xlsx
Capital Building Improvements Resolution 6.8.21.docx.pdf

Finance Update (for June 8, 2021 Board Meeting)

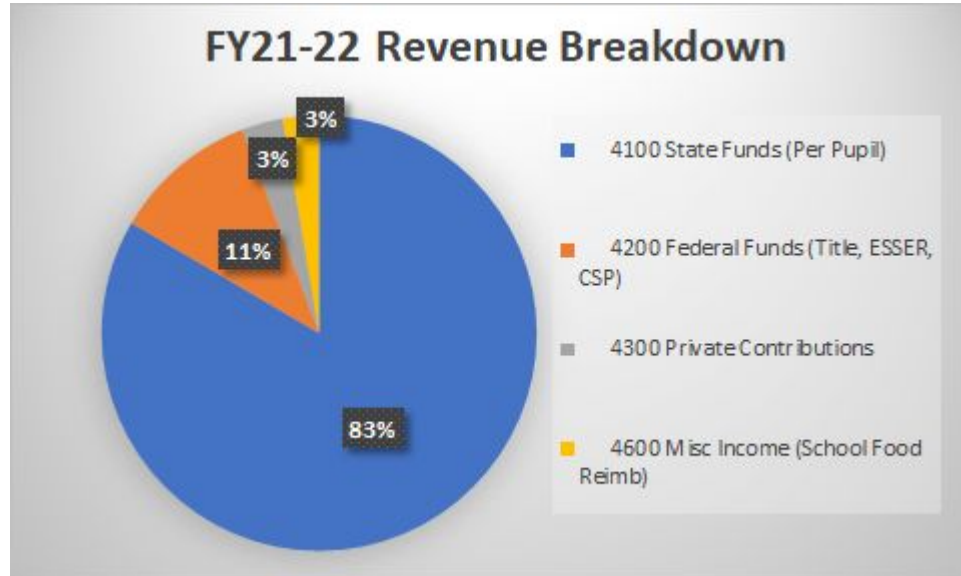
1. FY21-22 Budget Proposal
2. FY20-21 Audit Engagement

FY21-22 Budget Proposal

Highlights:

- **Revenue total of \$14.66M**
 - Per pupil rate increase - \$16,844 FY22 vs. \$16,123 FY21
 - No change in enrollment - 620 total
 - ESSER Funding - \$945k (ESSER I & II combined); ESSER III pending NYSED grant application release
 - Development goal - \$450k
- **Expense total of \$14.6M**
 - Learning loss and transition back to in-person learning
 - 2.5% standard COLA increase with built-in teacher certification salary increases
 - 2% inflation for majority of non-personnel costs, 10% increase on fringe benefits and business liability insurance
- **Net Income of approx \$59k**
- **Cash Impact - approx \$1.8M outlay**
 - 1.3M potential PPP loan repayment (forgiveness pending) due May 2022
 - \$150k CSGF loan due November 2021
 - \$698k Capital Expenditures (includes \$615k HVAC)
 - Less \$207k of building repair reserves to cover leasehold improvements

FY21-22 Budget Revenue Overview



Revenue	
Total 4100 State Funds	12,232,336
Total 4200 Federal Funds	1,585,191
Total 4300 Private Contributions	450,000
Total 4600 Misc Income	392,088
Total Revenue	\$ 14,659,615

- Main driver for state funds is student enrollment
- FY21-22 proposed budget assumes
 - **620 total** enrollment, increase of \$721 per pupil
 - No increase in special education revenue

Recap: Elem & Secondary School Emergency Relief Fund (ESSER)

ESSER I (Coronavirus Aid, Relief, and Economic Security (CARES) Act)

- Passed March 2020
- Period of Funds Eligibility: *March 13, 2020 to September 30, 2022*
- Allowable uses related to preventing, preparing for, and responding to Covid-19 (address learning loss, and preparing for school reopening).
- Bronx Art's allocation for ESSER I is \$259k.

ESSER II (Coronavirus Response and Relief Supplemental Appropriation (CRRSA) Act)

- Passed December 2020
- Period of Funds Eligibility: *March 13, 2020 to September 30, 2023*
- Allowable uses related to preventing, preparing for, and responding to Covid-19 (address learning loss, preparing for school reopening, and upgrading projects to improve air quality in school buildings)
- Bronx Art's allocation for ESSER II is \$1.2M.

ESSER III (American Rescue Plan (ARP) Act)

- Passed March 2021
- Period of Funds Eligibility: *March 13, 2020 to September 30, 2024*
- Allowable uses include cleaning supplies, technology, mental health services, summer/afterschool programs, building improvements.
- One notable restriction is that 20% of funds must be used to address learning loss (such as summer enrichment or extended school year programs).
- Bronx Art's allocation for ESSER III is \$2.7M.

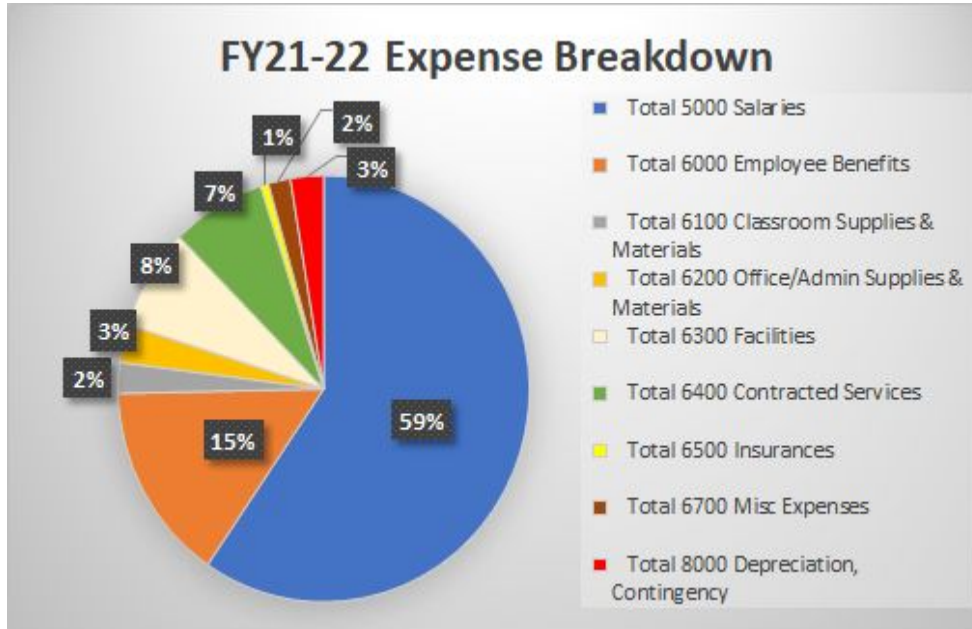
- FY21-22 Budget assumes a total of **\$945k of ESSER funding** (\$182k ESSER 1 and \$763k ESSER II)

ESSER Fund Uses for FY21-22

Total - \$945,371	Budget Expense Line	Description
\$247,300	Program Support Staff	RTI (Response to Intervention) Teachers and School Instructional Aides
\$115,000	Bonuses & Special Stipends	Department Chair, Summer Program Assessment & Planning, SETSS curriculum review, ELA Test Prep and Data Coordinator stipends
\$204,500	Extended Day Salaries	Summer academy, after school and Saturday tutoring program personnel costs
\$201,790	PPE	PPE supplies, external nurse for onsite rapid testing, and covid test kits
\$118,167	Curriculum & Assessment Development	Contracted services for Trauma specialist/mental health, or Data Specialist/CAO focused on analyzing learning loss data, and Curriculum PD (AF Navigator, McGraw Hill - Illustrative Math)
\$58,614	Contingency ESSER	Amended/unallocated available ESSER I funds (period ends Sept FY22)

- HVAC unit replacement expense (estimated @\$615k) reflected in FY22 capital budget, but does not assume ESSER revenue. However, it will be included in ESSER II budget grant application (due June 15) to NYSED for approval.

FY21-22 Budget Expense Overview



<i>Expenses</i>	
Total 5000 Salaries	\$ 8,697,156
Total 6000 Employee Benefits	2,202,750
Total 6100 Classroom Supplies & Materials	340,088
Total 6200 Office/Admin Supplies & Materials	421,090
Total 6300 Facilities	1,131,429
Total 6400 Contracted Services	1,081,304
Total 6500 Insurances	90,792
Total 6700 Misc Expenses	254,490
8000 Depreciation & Amortization Exp	162,567
Interest	13,958
Contingency ESSER	58,615
Contingency	146,596
Total Expenses	\$ 14,600,835

- Personnel costs reflect approx **75% of operating budget**:
 - Additional staff, stipends, and extended school day programs to address learning loss and transition back to in-person learning.
 - 2.5% COLA increase and built-in certification salary increases for 17 identified instructional staff with a 1 year path to certification.



Staff FTE - Addressing Learning Loss & Transition back to In-person Learning

<u>Staff FTE - Budget Category</u>	<u>FY20-21</u>	<u>FY21-22</u>	<u>Explanations</u>
Classroom Teachers	46	45	BAM restructuring; 1 Classroom Teacher move to Program Support below
Instructional Leadership	11	11	No change
Operations & Finance	16	18	Additional School Food/Lunch Aide and Ops Aide @ BAE (previously removed in FY21 due to remote learning)
Development	1	1	No change
Program Support	18	27	2 Add'l RTI Teachers (1 @ each campus), 2 Add'l SETSS (1 @ each campus), 4 School Instructional Aides @ BAE, and 1 reallocated position from classroom teachers (see above note)
Arts Specialists	8	8	No change
Total	100	110	



Wrap up and closing

- Questions?
- Resolution to approve proposed FY21-22 budget
- Resolution to approve NCheng LLC Audit FY20-21
Engagement letter

Notice

The following file is attached to this PDF. You will need to open this packet in an application that supports attachments to pdf files, e.g. [Adobe Reader](#):

20210604 Bronx Arts FY22 ESSER Budget_Proposed v3.xlsx



Board of Trustees

Resolution

Board Resolution to Approve

Whereas, the Board recognizes the need to approve Executive Director, Miriam Raccah be authorized to sign on behalf of the Corporation for approved costs associated with HVAC and other capital building improvements.

It is hereby resolved that the Executive Director, Miriam Raccah, be authorized to sign on behalf of the Corporation for approved costs associated with HVAC and other capital building improvements.

The Undersigned Katherine Trager, certifies that she is the duly elected Secretary of this Corporation and that the above is a true and correct copy of the resolution that was duly adopted at a meeting of the Board of Directors, which was held in accordance with the Bylaws of the Corporation.

6/8/2021

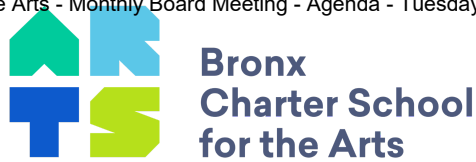
Barbara H. Scott
Chair

Katherine Trager
Secretary

Coversheet

Financial Disclosures

Section: VII. Finance
Item: B. Financial Disclosures
Purpose: FYI
Submitted by:
Related Material: financialinterest (1).docx.pdf



**Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member –
Board of Regents-Authorized Charter Schools**

Name: _____

Name of Charter School Education Corporation: **Bronx Charter School for the Arts**

1. List all positions held on the education corporation Board of Trustees (“Board”) (e.g. president, treasurer, parent representative).

2. Are you an employee of any school operated by the education corporation? **Yes**
 No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services (“CMO”), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes **No**

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please

note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

5. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write “None.”

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

Signature _____

Date _____

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

Business Telephone: _____

Business Address: _____

E-mail Address: _____

Home Telephone: _____

Home Address: _____

last revised 08/21/2018

Coversheet

FY20-21 Audit Engagement (NCheng LLC)

Section: VII. Finance
Item: C. FY20-21 Audit Engagement (NCheng LLC)
Purpose: Discuss
Submitted by:
Related Material: Bronx Charter School for the Arts - 6-30-21 engagement letter (1).pdf
Auditing Engagement Resolution 6.8.21.docx (1).pdf

NCheng LLP

accountants and advisors

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New York, NY 10005
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April 30, 2021

To the Board of Trustees of
Bronx Charter School for the Arts
1440 Story Avenue
Bronx, NY 10473

Dear Board of Trustees:

We are pleased to confirm our understanding of the services we are to provide for Bronx Charter School for the Arts (“BCSA”) for the year ended June 30, 2021.

We will audit the financial statements of the BCSA, which comprise the statement of financial position as of June 30, 2021, the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

Audit objective

The objective of our audit is the expression of an opinion about whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of your accounting records and other procedures we consider necessary to enable us to express such an opinion. We will issue a written report upon completion of our audit of BCSA’s financial statements. Our report will be addressed to Board of Directors of the BCSA. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add an emphasis-of-matter or other-matter paragraph. If our opinion is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or withdraw from this engagement.

Audit procedures

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from the BCSA’s attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Bronx Charter School for the Arts

April 30, 2021

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An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to BCSA or to acts by management or employees acting on behalf of BCSA.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that comes to our attention, unless clearly inconsequential. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our audit will include obtaining an understanding of BCSA and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to you and those charged with governance internal control related matters that are required to be communicated under professional standards.

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers. BCSA will be notified of the retention of a third-party service provider in writing. In addition, BCSA has

Bronx Charter School for the Arts

April 30, 2021

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the right to approve any such third-party provider prior to us engaging a third-party provider.

Other services

We will prepare BCSA's federal and state information returns for the year ended June 30, 2021 (Form 990 and Char 500) based on information provided by you. We will also assist in preparing the financial statements of BCSA in conformity with U.S. generally accepted accounting principles based on information provided by you.

We will perform the services in accordance with applicable professional standards, including the Statements on Standards for Tax Services issued by the American Institute of Certified Public Accountants. The other services are limited to the financial statement and tax services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities. We will advise management with regard to tax positions taken in the preparation of the tax return, but management must make all decisions with regard to those matters.

Management responsibilities

You are responsible for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles. You are also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including identification of all related parties and all related-party relationships and transactions, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the BCSA from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting BCSA involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting BCSA received in communications from employees, former employees, grantors, regulators, or others. In

Bronx Charter School for the Arts

April 30, 2021

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addition, you are responsible for identifying and ensuring BCSA complies with applicable laws and regulations.

You agree to assume all management responsibilities for the tax services, and financial statement preparation services; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Engagement administration, fees, and other

We understand that your employees will prepare all cash, accounts receivable, and other confirmations we request and will locate any documents selected by us for testing.

Miaoling Lin is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fees for these services will be \$21,000 and will be billed as follows:

Retainer due at signing of engagement letter and Start of fieldwork	<u>\$ 10,000</u>
Completion of fieldwork and Finalization of financial statements and tax returns	<u>11,000</u>
Total	<u>\$ 21,000</u>

The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit.

We appreciate the opportunity to be of service to BCSA and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,
NCheng LLP



APPROVED AND ACCEPTED:
Bronx Charter School for the Arts

Signature: _____

Name: _____

Title: _____

Date: _____





Board of Trustees

Resolution

Board Resolution to Approve NCheng LLC to Engage in Audit

Whereas, the board recognizes the need to vote and approve NCheng LLC to audit the financial statements of the Corporation.

AND

To vote and approve Executive Director, Miriam Raccah to authorize and sign on behalf of the Corporation.

It is hereby resolved that NCheng LLC engages in the audit of financial statements for fiscal year ending 6/3/2021 of the Corporation and Executive Director, Miriam Raccah be authorized to sign on behalf of the Corporation;

The Undersigned Katherine Trager, certifies that she is the duly elected Secretary of this Corporation and that the above is a true and correct copy of the resolution that was duly adopted at a meeting of the Board of Directors, which was held in accordance with the Bylaws of the Corporation.

6/8/2021

Barbara H. Scott
Chair

Katherine Trager
Secretary