Bronx Global Learning Institute for Girls Charter School
The Shirley Rodriguez Remeneski School
Board of Trustees Meeting Minutes
Tuesday, May 17, 2016

Board Members Present: Alana Barran, Joe Carcagno, Silvia Pan, Victoria Rodriguez, and Nydia Sancho

Absent Board Members: Huey-Min Chuang (Excused), Tasha Smalls-Roman (Excused)

Non-Board Members Present: Mary Cordero, and Michael Drexler

Start time: 6:47 pm

- Welcome and Introductory Remarks by Alana
- Roll call by Victoria

Statement made by the Board in response to parent suggestions from April Board Meeting at 6:48pm:

" We heard your concerns and very much appreciate your feedback. We want you to know that the Board has decided to take the following steps in an effort to increase communication and build a stronger partnership with parents. The Board has created an Ad Hoc Committee to work on some of the recommendations presented regarding our technology infrastructure. Parents will receive a letter outlining how to become a member of the Ad Hoc Committee and we encourage all that are interested to please participate. The Board will also meet with the staff at the end of the school year as practiced in the past to collect their feedback. Lastly, we look forward to working with you and thank you in advance for your patience and time."

Academic Committee Report at 6:52pm

- Committee is currently reviewing staff proposal for next year.

Finance Committee Report at 6:53pm

- Committee will now meet with the Business Manager twice a month to review financials.
- Committee is currently reviewing finance proposal for next year.

Executive Director's Report at 6:54pm – Attached

- Victoria requested Guidance Counselor to provide report outlining strategy for student placements post BGLIG by next Board meeting. Mary will follow up.
- Mary is following Danielson Model for staff evaluations. Results to be presented to Academic Committee for review.

Business Manager's Report at 7:01pm: - Attached

PTO Report at 7:07pm – Presented by Vice Presented

- Remaining money in the budget by end of school year will be allocated evenly to each school grade.
- Board requested to see a report outlining budget allocations at next meeting.

Alana moves to enter Executive Session Re.: Personnel at 7:25pm. Victoria seconds. All approve. Motion passes.

Resolutions

2015-2016: ___ Approval of April, 2016 Board Meeting #1 - Minutes

The Board of Trustees motions to table the minutes of the Board Meeting for April, 2016.
Motioned by: AB
2nd by: VR
Discussions:
Votes for: ALL
Votes Against: None
Motion passes: Yes

2015-2016: ___ Approval of Removal of Names from BGLIG accounts- Minutes

The Board of Trustees motions to remove the names of James Stovall and Malika Mene from the bank accounts including but not limited to account ending in 3536 of BGLIG effective immediately.
Motioned by: AB
2nd by: VR
Discussions:
Votes for: ALL
Votes Against: None
Motion passes: Yes

2015-2016: _____ Approval of Postage Line Item in 2015-2016 Budget

The Board of Trustees motions to approve the increase of the Postage Line in the 2015-2016 to the annual sum of $3,648.00.
Motioned by: JC
2nd by: VR
Discussions:
Votes for: ALL
Votes Against: None
Motion passes: Yes

2015-2016: _____ Approval of Teacher Substitute Item in 2015-2016 Budget

The Board of Trustees motions to approve the increase of the Teacher Substitute Line in the 2015-2016 to the annual sum of $88,500.00.
Motioned by: NNS
2nd by: AB
Discussions:
Votes for: ALL
Votes Against: None
Motion passes: Yes

2015-2016: _____ Creating and opening of BGLIG School Fundraising and Trips Account

The Board of Trustees motions to approve at the Executive Director's Request, that bank account entitled BGLIG School Fundraising and Trips Account be created and opened for the use of BGLIG for deposit of fundraising by the staff and students of BGLIG, as well as, monies collected relating to trips or excursions by students, and to be

used for the purpose with which the monies were collected. Executive Director Mary Cordero and Business Manager Michael Drexler must jointly sign any checks being issued from this account utilizing the following protocol:

Checks being issued must have prior approval and checks must be signed by two authorized signers on the given account for the amounts:

$0 - $2000: Executive Director and Business Manager must approve all purchases

$2,000 – Over: Two Members of the Board of Trustees must approve the check being issued after approval by Executive director and Business Manager

Once all of the proper approvals required are secured, the Business Manager can issue a check to the vendor:

- Business Manager prepares the paperwork (purchase order, check request, reimbursement, etc..)
- Business Manager secures the required signatures (per guide above)
- Executive Director will review paperwork
- Business Manager will create the check
- Executive Director and Business Manager will sign the checks as provided for herein

Motioned by: SP

2nd by: JC

Discussions:

Votes for: ALL

Votes Against: None

Motion passes: Yes

2015-2016: _____ Adding Board members as a signer to the school's bank accounts ending in 3536.

The Board of Trustees motions to approve Nydia Novoa Sancho, Victoria Rodriguez, and Alana Barran from the Board of Trustees as a signer to the BGLIG bank accounts ending in 6935, 3536 and 7596. All checks issued related to bank accounts ending in 6935 and 7596 must be signed by two authorized signers for any given check after approval of 2/3 of the members of the Finance Committee.

Motioned by: SP

2nd by: VR

Discussions:

Votes for: ALL

Votes Against: None

Motion passes: Yes

2015-2016: _____ Adding the Executive Director and Business Manager as a signer to the school's checking account ending in 3536.

The Board of Trustees motions to approve Executive Director, Mary Cordero and Business Manager, Michael Drexler as signers to the BGLIG checking account ending in 3536.

Motioned by: SP

2nd by: JC

Discussions:

Votes for: ALL

Votes Against: None

Motion passes: Yes

2015-2016: _____ Protocol for issuing checks from the school's bank accounts ending in 3536.

The Board of Trustees motions to approve the following protocol/procedure for any check to be issued from the bank accounts ending in 3536 effective upon the prior resolutions of today for name change on the banking accounts becoming active.

Checks being issued must have prior approval and checks must be signed by two authorized signers on the given account for the amounts:

$0 - $2000: Executive Director and Business Manager must approve all purchases

$2,000 – Over: Two Members of the Board of Trustees must approve the check being issued after approval by Executive Director and Business Manager

Once all of the proper approvals required are secured, the Business Manager can issue a check to the vendor:

- Business Manager prepares the paperwork (purchase order, check request, reimbursement, etc..)
- Business Manager secures the required signatures (per guide above)
- Executive Director will review paperwork
- Business Manager will create the check
- Executive Director and Business Manager will sign the checks as provided for herein.

All purchases and checks issued must be for items within approved budget for the current year.

Motioned by: VR

2nd by: SP

Discussions:

Votes for: ALL

Votes Against: None

Motion passes: Yes

2015-2016: _____ Protocol for Payroll to Trinet from the school's bank accounts ending in 3536.

The Board of Trustees motions to approve the following protocol/procedure for any check or bank wire transfer to be issued from the bank accounts ending in 3536 effective upon the prior resolutions today for name change on the banking accounts becoming effective to Trinet for payment of Payroll:

1. Business Manager prepares the payroll for submission to TriNet.
2. Executive Director will review payroll with Business Manager for Executive Director's approval, Business Manager will submit to Trinet for processing once Executive Director approves the payroll.
3. TriNet processes the payroll and creates an invoice with the payroll amount.
4. The Executive Director receives the invoice via email, reviews and approves the payroll invoice.
5. Executive Director will review and approve the payroll invoice that was reviewed and approved by the Business Manager, then the Executive Director will process a wire transfer from BGLIG's Operating Account (3536) to TriNet's BGLIG payroll account with Bank of America in the amount of the approved invoice.

Motioned by: JC

2nd by: AB

Discussions:

Votes for: ALL

Votes Against: None

Motion passes: Yes

2015-2016: _____ Payment of Little Bird/VEP For Pass Through Reimbursable Expenses

The Board of Trustees motions to approve payment to Little Bird/Victory Education Partners in the sum of $122,926.91 as reimbursement for pass through expenses advanced on behalf of BGLIG for the school year 2015/2016.
Motioned by: VR
2nd by: SP
Discussions: None
Votes for: ALL
Votes Against: None
Motion passes: Yes

Alana moves to go back into Public Session at 8:49pm. Nydia seconds. All approve. Motion passes.

Joe moves to adjourn meeting at 9:00pm. Nydia seconds. All approve. Motion passes.