Bronx Global Learning Institute for Girls Charter School
The Shirley Rodriguez Remeneski School
Board of Trustees Meeting Minutes
Tuesday, October18, 2016

Board Members Present: Alana Barran, Victoria Rodriguez, and Nydia Sancho

Absent Board Members: Joe Carcagno (Excused) and Silvia Pan (Excused)

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

Start time: 6:46 pm

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

Academic Committee Report at 6:47pm

- Report Tabled

Finance Committee Report at 6:48pm

- We are spending on budget and are in the green. Committee is in discussion about the framework and strategy for fundraising efforts.

Business Manager Report at 6:49pm - Attached

Executive Director Report at 6:52pm - Attached

Parent Teacher Organization Update at 7:06pm

- Elections will be held tomorrow. To date, 3 parents are running for PTO President.

Open Forum at 7:27pm

Alana moves to enter Executive Session at 7:53pm to discuss a personnel issue. Victoria seconds. All in favor. Motion passes.

Resolutions

Approval of Board Meeting Minutes

The Board of Trustees motions to approve the Minutes from the Board Meeting held on 9/20/16.
Motioned by: **NNS**
2nd by: **AB**
Discussions:
Votes for: **ALL** Votes Against: **None**
Motion passes: **Yes**

Approval of Staff Benefits Plan for the 2016-2017 school year

The Board of Trustees motions to approve the Benefits Plan for the 2016-2017 school year presented by the Executive Director issued by TriNet as Option1, which includes basic health benefits, dental, vision and life insurance.
Motioned by: **VR**
2nd by: **NNS**
Discussions:
Votes for: **ALL** Votes Against: **None**
Motion passes: **Yes**

Approval of Payment of Recurring Contractual Charges of $2,500 or less per installment

The Board of Trustees motions to approve the following protocol/procedure for payment of recurring charges to BGLIG of $2,500.00 or less per installment only for which BGLIG is under written contract executed by the Board of Trustees; Checks being issued must have prior written approval by the Executive Director and Business Manager. Checks must be signed by two authorized signers on the given account for the amounts:

$0 - $2500 - Executive Director and Business Manager must approve all purchases

Over $2,500 - 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. It is the responsibility of the Executive Director and Business manager to ascertain that a written contract exists for the payment being made and that it follows the protocol of BGLIG.

Motioned by: **VR**
2nd by: **NNS**
Discussions:
Votes for: **ALL** Votes Against: **None**
Motion passes: **Yes**

Victoria moves to exit Executive Session at 8:28pm. Alana seconds. All approve. Motion passes.

Victoria moves to adjourn meeting at 8:29pm. Nydia seconds. All approve. Motion passes.