



BICS Board of Directors Meeting
April 19, 2021, 7:00am

MINUTES

CALL TO ORDER

The meeting was called to order at 7:00 am by President, Gary Boyer.

ATTENDANCE

The following members were in attendance: In person: Gary Boyer and Reneé Bernhard; Virtually: Theresa Murphy, Patricia O'Sullivan, Jackie Flynn and Becky Schell (Teacher Representative).

Staff members present – Sofia Crittenden

ADOPTION OF THE AGENDA

A motion was made to adopt the agenda (Flynn/O'Sullivan). Motion carried.

APPROVAL OF MINUTES

A motion was made to approve the minutes of the February 22, 2021 meeting (O'Sullivan/Murphy). Motion carried.

ACTION AGENDA

TREASURER'S REPORT: The Treasurer's Report was presented by Sofia Crittenden:

Balance Sheet:

Community Educators Money Market has exceeded \$250,000 which makes the account non FDIC insured. That means that we need to consider splitting this account in two, where both of them will be under \$250,000 so that both will be insured.

PTO owes Sculptor \$100, but this balance will carry forward for a while, since volunteers are not allowed in the building and PTO has difficulties printing checks.

Deferred Revenue-5k income closed early this year, so income will be found in line 8 of the income statement.

BBT merged with Suntrust forming Truist Bank. The last BBT investment we had matured on 2/15/21 at \$220,000, bringing the total cash at BBT to \$1,251,105. As discussed before, that account also isn't FDIC insured. We had to do some paperwork with BBT in order to discuss investments and we are waiting to hear back from our representative regarding availability and interest margins. More information will be provided in the near future.

Income Statement:

Line 6: GEER Grant for PPE (\$7321) was repurposed. This means that all purchases related should be funneled to ESSER CARES Act funds. We had already planned for such an outcome and submitted the receipts for reimbursement in April.

Line 7: We received E-Rate funds of \$1995 this month. In total we have received \$1425 for 2020 and \$2565 for 2021 this year.

Line 8: reflects the income from 5k. This year we made \$7803 which is only \$1000 less than last year.

Line 9: Interest income of this month is \$298 and in YTD numbers there is \$4631 of interest earned with the closing of the last BBT CD.

Line 11: Commissions are low this month, but YTD they are higher than expected. Also, more commission funds were received in April.

Line 16: The grant was received in April.

Line 13: Total FEFP income was \$354,666.

Line 31: Instructional Wages appear high month-to-date but all in all are low year-to-date. This is because of the way we prepared the budget at the beginning of the year. Adjusting the budget to actuals will balance the variance by the end of the year.

Line 39: \$911 of expenses is related to Clash of Colors and Gardening project.

Line 47: There is a late billing trend related to Occupational Therapy but, as more children return to in-school learning, the amount of OT hours increases. E-Learners were given a choice to come to school for OT and some of them were not showing up for it. But, now that they are back in the building, the cost of OT increased.

Line 55: Net Profit of Book Fair is \$2,442.

Line 65: We stopped technology purchases through Cares Act in January. The favorable variance of \$5,052 will be transferred to a couple other accounts as we place orders to prepare for year and maybe next year's first couple of weeks after re-opening.

Line 96: After the Fire inspection, we had some additional installations that increased the monthly expenses to \$590.

Line 97: E-rate received in line 17 is offsetting this account, so the negative variance seen in YTD actuals of \$-2735 is actually a positive variance of \$1255.

Line 103: Includes some repairs, lawn care expenses which we did not have for a while, and field maintenance.

Line 111: the \$2500 reflected here is bond costs paid in March.

Lines 114-115: Total Revenue for Sculptor was \$355,440 and Total Expenses (as lowered to the minimum between January-March) was \$333,007.

Line 116: Net operating Income for Sculptor is \$22,433.

Lines 117-122: BAC revenue was \$11,396 which is high for the month. Adding the expenses to that we have a net profit of \$8,227.

Lines 126 & 131: Substitute teacher payroll expenses for VPK were \$432. The YTD amount of \$1331 is part of CARES Expenses, so it will be eventually transferred to line 131. That will bring the actual line 131 expenses to \$5,328, which means that VPK has only \$412 available through their CARES act funds. This amount needs to be fully spent by the end of the year.

Line 137: VPK Clubs have \$39 profit this month and a total of \$169 profit YTD. This amount will be used for children's graduation and the account is expected to zero out at the end of this year.

Lines 148-151: Net Income of BICS is \$6296 and, adding the revenue and expenses of both Sculptor and BICS, we have a School Net Operating Income of \$28,728. Sculptor expenses will increase as we order cleaning supplies and PPE for the remainder of the year through the summer.

No significant changes in lines 152-166. With adding depreciation and bond service, we have a net cash provided amount of \$394,779.

COVID expenses report:

From the total allocation of \$126,920, we have already spent YTD \$120,277. \$96,671 has already been reimbursed to us, which consists of \$89,319 budgeted and \$7,352 unbudgeted items. Also, there is an estimated \$23,606 not yet submitted to the county. That estimate does not include an additional order of paper (which has doubled its price since last purchase) but it includes the extra custodian's pay for the whole time she was with us. That gives us a remaining \$6,643 for purchases for the rest of the year.

A motion was made to approve the Treasurer's Report as presented by Sofia Crittenden (O'Sullivan/Flynn). Motion carried.

AUDIT ENGAGEMENT LETTER

Mrs. Bernhard stated that our auditing firm, Berman, Hopkins, Wright & LaHam, will be providing us with our annual audit engagement letter. This needs to be signed then provided to the District (BPS). The letter outlines the services that will be provided. We are in year 2 of our three-year engagement with this CPA firm. Mrs. Bernhard anticipated receiving the engagement letter today (4/19/2021).

A motion was made to approve Gary Boyer to sign the annual engagement letter for audit services to be provided by Berman, Hopkins, Wright & LaHam, CPAs (O'Sullivan/Murphy). Motion carried.

INNOVATIVE LEARNING ELIMINATION FOR 2021-2022

Mrs. Bernhard explained that Brevard Public Schools announced that "innovative learning" or "hybrid learning" in which teachers teach both face-to-face, as well as eLearners, at the same time would not be offered for the upcoming 2021-2022 school year. She requested that Sculptor make the same determination.

A motion was made to eliminate "innovative learning" or "hybrid learning," also known as "eLearning" for the 2021-2022 school year (O'Sullivan/Murphy). Motion carried.



UPDATE TO PP-12 – DRUG FREE WORKPLACE GENERAL POLICY

Mrs. Bernhard stated that the policy needed to be updated for two reasons: 1) the original policy indicated throughout that Brevard Public Schools was the employer. This was changed to reflect BICS as the employer; and 2) it was recommended by BPS to specifically mention that medical marijuana violates the Drug Free Workplace policy.

The reason for mentioning medical marijuana specifically is because while it is legal in the state of Florida, it is still considered an illegal drug on the federal level. Since federal law supersedes state law and federal law does not recognize the medicinal use of marijuana, allowing employees to use medical marijuana could cost the school/District federal funding.

Mrs. Bernhard further stated that the issue isn't just about federal funding. It is also about risk and liability. Schools have a special interest in ensuring the sobriety of educators and employees charged with student safety. While intoxication levels from alcohol can be obtained, there is no measure to determine this for marijuana use/consumption. If an employee were to use medical marijuana and then something happen, safety wise, to a student in their care, a lawsuit would likely occur.

A motion was made to approve the revised policy PP-12 Drug Free Workplace General Policy and the corresponding technical guide (Flynn/Murphy). Motion carried.

INFORMATION AGENDA

Mrs. Bernhard stated that all teachers would be asked back and that contracts would be provided for signature/approval at the May meeting. One teacher, Debbie Cardamone, will be retiring. Her position was filled internally with a current fifth grade teacher. Therefore, we do have an opening for a 5th grade math teacher. In addition, one 2nd grade teacher will be going on maternity leave. Mrs. Cardamone agreed to fill this short-term contract position.

PRINCIPAL'S REPORT

Mrs. Bernhard said that the 5K was a great success, providing a net profit of \$7,800.00. This is just \$1,000, approximately, less than the profit realized last year. Since we had 100 less participants this year, this profit amount is excellent.

She reminded any board members who have not completed the required board training to do so ASAP.

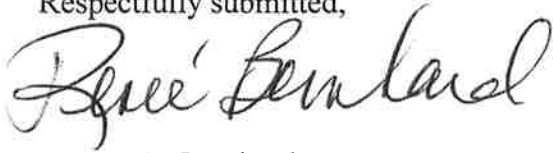
Mrs. Bernhard notified the Board that we have started receiving the funds generated from the sales surtax. The first check was approximately \$22,000 and was used to pay for the AC replacement completed in January of this year. We will receive these funds monthly for six years. Since we have so many facility needs, this funding is very welcome.

COMMITTEE REPORTS

No committee reports were provided.

There being no further business, meeting adjourned at 7:32am.

Respectfully submitted,



Renee A. Bernhard
Principal



