



BICS Board of Directors Meeting  
January 25, 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, Reneé Bernhard and Becky Schell (Teacher Representative); Virtually: Theresa Murphy, Patricia O’Sullivan, Steve Richardson, Scott Gaenicke, and Jackie Flynn.

Staff members present – Sofia Crittenden and Lee Shafran (In-person)

Teachers present – Tracy Henn and Cheryl Vanatta (Virtual)

**ADOPTION OF THE AGENDA**

A motion was made to adopt the agenda (Gaenicke/Murphy). Motion carried.

**APPROVAL OF MINUTES**

A motion was made to approve the minutes of the December 18, 2020 and January 8, 2021 meetings (Gaenicke/O’Sullivan). Motion carried.

**ACTION AGENDA**

**1. TREASURER’S REPORT:**

***-Balance Sheet:***

Operating Accounts for Sculptor and BICS have a total of \$329,595. Total of current liabilities is \$239,286 and long-term liabilities are \$4,959,074 including the Bus note. School clubs have \$42,007.

We have one last BBT Investment, which has suffered a loss of about \$3,000 between last quarter and this quarter, and investments in general have unfavorable results at the time being. That last investment is due on 2/15/21 and after that date we need to look into investing or not depending on the market trends.

***-Income Statement:***

Line 1: FEFP Funding received is higher, year to date we have received \$55,527 more than anticipated.

Line 5: Cares Act funds were not received in December, but all in all we received \$86,895.

Line 8: Contributions were low, although higher than expected in December.

Line 9: Interest income is very low compared to previous years.

Lines 16-21: District emailed us about changes related to Title II. In the past the funds would be in their majority reimbursed to the schools; this year, they are trying to pay the funds internally. That means that the process is easier for the school and the cost of those expenses does not directly burden the school while awaiting reimbursement. At the same time, the cash flow these payments/transfers/reimbursements would create will also be gone.

Line 24: We had to spend \$1,806 more than allocated for purchase of Science Kits with Title IV funds.

Lines 25-27: There is minimum cash flow generated between school clubs' income and expense; the reason for that is mostly the lack of field trips.

The school has a net loss for direct programs of \$710.

Line 34 includes COVID expenses and this is why YTD we seem to have spent more than budgeted.

Lines 55 and 56: Teddi Brandon is brainstorming about planning a book fair, we already had an online book fair which was not very successful, so she is trying to figure out how to have the fair amid COVID.

Line 72: Unexpected increase in Copier usage due to e-learning, expenses have an upward trend.

Line 73: Reports (report cards) and other communication to e-learners is mailed out, which increases the postage expenses. The YTD amount appears as negative as we got reimbursement of about \$600 for last year's postage due to school closures. The best way to read this number is that we have overspent \$444 than expected year to date in postage.

Lines 75 and 77 include COVID expenses as well. All masks, thermometers and part of the gloves ordered are charged to the clinic as, once they are not a necessity, the supplies will be at the clinic. The rest of the gloves are charged to facilities for cleaning.

Lines 92-93: We can see the effects of hiring an additional custodian in this quarter with wages and payroll related.

Line 96: We had an expensive fix related to the fire alarm at the beginning of the year.

Line 98: Water bill appears much higher than expected. No idea if it is related to hand washing or rag washing due to COVID Needs to be monitored more closely.

Lines 100 and 103 include supplies purchased with COVID funds.

Line 111: The only thing pending the CPA expenses is form 990 which should be ready to submit soon.

Line 112: Dan made us aware about specific expenses that he has been paying from his own pocket the last 3 years. His reimbursement of these expenses will come out from this account.

Line 116: Sculptor's Net operating was \$305, we barely broke even in December.

Lines 117-122: BAC revenue although barely lower than anticipated has brought a profit of \$3,204. We have noticed later drop offs and earlier pickups which could be COVID related, but also the BAC Directors decided to not offer snacks at all this year, which will lead to about \$1000 of annual savings.

Lines 123-132: VPK has received payments as normal from Early Learning Coalition, they did not have to deal with closures to date and they have received a deposit of \$5,740 to cover COVID related expenses.

Lines 133-135: Other incomes are very low due to lack of field trips and the increased expenses of online payments.

Line 136: In December we purchased Christmas gift cards for everyone, but the payment with a credit card does not show in December, but in January.

Line 148: BICS had an income of \$274 in December but all in all they have had a \$48,622 profit year to date.

Seeing the school in whole, although net income in December was only \$579, we have a net YTD income of \$315,924.

Line 152: Capital outlay came higher than anticipated although every year it shrinks after January.

Line 154-155: There is barely any interest income (\$32 in Dec. & \$83 YTD) and interest expenses are exactly as anticipated.

Line 167: This table shows the CARES act spending and budget, unbudgeted amounts and non-submitted COVID related purchases. GEER which is the very first reimbursement we were requested to submit has not yet been paid, nor has it been received by the District. PPE, thermometers, faucets and other related "first expenses" were allocated to it, due to backorder of masks and gloves. If we do not receive GEER by the beginning of June, we might need to divert the amount to CARES instead, we have still \$33740 to spend on COVID related expenses.

## **2. REVISION OF THE 2020-2021 BUDGET**

### ***-Proposed Budget:***

Line 1: FEFP adjusted to the expected amount to be received based on what we have already received.

Line 4: Adjusted to actuals. Mirtha Howard applied for two grants and received a total of \$3,500 for her ESE class.

Line 5: Our final allocation ended being \$6,256 higher, proposed budget reflects that amount.

Line 6: Geer is still expected to be received by the district but as it was not included in the previous budget, it was added in this one.

Line 8: Amount decreased by \$2,500, as 5k run is scheduled for February, we hope for increased contributions then.

Line 9: Interest income is very low, so the budget was adjusted to reflect that loss of income.

Line 12: In order to be conservative amount was adjusted.

Lines 14-15 and 18-19 were adjusted to actuals. IDEA reimbursement is to be submitted before the end of January.

Title II funds have adjusted to reflect actuals although as mentioned above, the cashflow might not be there due to changes in the Title II Process.

Lines 29-31 were adjusted to account for lower income due to lack of field trips.

Lines 33, 35 and almost all **wages and payroll related** across the board: We received and disbursed part of the allocation related to the teacher's salaries increase.

Line 34: Substitutes wages were included in the instructional wages, now they are accounted for in a separate line and the budget is reflecting that sub allocation.

Line 49: Although event registration due to COVID is limited, the amount has been adjusted for this year to \$1,000 instead of \$1,800.

Line 42: School received and disbursed \$10,033 in teacher's lead money, budget adjusted to reflect actuals.

Lines 48-49: There is no net change between these accounts, the amount though has been split in order to reflect both accounts.

Lines 59-60 are correlated. Line 59 net book income becomes a donation to the library account. Although this amount cannot be brought to actuals, it is mutual understanding that the amount spent for the library must equal the amount brought in by the fair.

Lines 63-64: There is no net change between these accounts, the amount though has been split in order to reflect both accounts.

Line 69 and all across the board where there is an \* that means that the account includes COVID related expenses. In the case of line 69 though, the account is used not for software, but instead, for COVID purchases from the IT dept.

Line 72: Although the amount has not changed there is an increased cost of copy machine expenses from staples to maintenance due to e-learners.

Line 73: Postage amount adjusted to account for increased COVID related postage expenses.

Line 74: Amount adjusted to account for increased expenses due to COVID.

Line 75-76: New subscriptions increase the amount of admin expenses but also the need of a new accounting software is reflected here.

Line 77: Clinic is carrying the burden of PPE for the school. Masks and Gloves are purchased using this account so the adjustment reflects the PPE allocation according to the CARES Act plan.

Line 86-91: Bus insurance was cheaper than anticipated and there is no need of allocating funds for other bus/lease without field trips. The bus related expenses amount was increased by \$1,750 while the bus repairs & maintenance account was decreased by \$2,000.

Line 92 was adjusted to accommodate the salary of our new custodian and payroll related in line 93 reflects the same change too.

Line 94-95: Insurance amounts adjusted to actuals.

Lines 100,103 and 104 include COVID related purchases.

Line 109 was adjusted to reflect the necessary purchase of furniture to maintain social distancing in the cafeteria and the classrooms.

Sculptor appears to have a loss of \$13,452 with the above-mentioned adjustments.

Line 121: BICS Before/After Care directors decided to not offer snacks this year due to COVID restrictions so the amount was adjusted accordingly.

Line 124 and 131: VPK received CARES Act funds through Early Learning Coalition and the budget was adjusted to reflect those.

Both BAC and VPK have not been interrupted this year which is a blessing.

Line 134: Although the amount did not change, the fact is that the request for invoices from the parent instead of cash or check payment shrinks down the income collected by rounding up electronic payments.

Line 151 reflects a net operating income between sculptor and BICS in the amount of \$5,208.

Line 152: Capital Outlay has been higher than anticipated and the amount was adjusted to reflect that. Should we remain conservative in our spending school will end the year with a small carry-forward amount instead of a loss.

### **INFORMATION AGENDA**

#### 1. Amend Section III of By-laws – Composition of the Board

Mrs. Bernhard stated that this section of the By-laws needed to be updated in order to align with Board policies. The by-laws require 30 days' notice to the Board prior to making any change.

### **COMMITTEE REPORTS**

Building Committee – Mrs. Schell reported on behalf of Mr. Shafran. She stated that the broken AC unit would be repaired soon and a roof repair was being done today.

Teacher Representative – Mrs. Schell questioned her role of Teacher Representative and asked for clarification regarding notice of the agenda items to the teachers. Mr. Boyer stated that the agendas were posted on the front door and sent to teachers. Mrs. Bernhard clarified that the agendas are not sent out to teachers. They are posted on the front door prior to the meetings. Mrs. Schell suggested that agendas (with the link to the virtual meeting – if a meeting is being held virtually) be sent out to the teachers.

There being no further business, meeting adjourned at 7:55am.

Respectfully submitted,

Reneé A. Bernhard  
Principal