



BICS Board of Directors Meeting
May 24, 2021, 7:00am

MINUTES

CALL TO ORDER

The meeting was called to order at 7:05 am by President, Gary Boyer.

ATTENDANCE

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

Staff members present – Sofia Crittenden and Lee Shafran

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 April 19, 2021 meeting (O'Sullivan/Richardson). Motion carried.

CONSENT AGENDA

A motion was made to transfer the Teacher and Administrator contracts from the Action Agenda to the Consent Agenda (O'Sullivan/Richardson). Motion carried.

A motion was made to approve the teacher contracts (O'Sullivan/Richardson). Motion carried.

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

Balance Sheet:

1. Bank account balances are as shown.
2. Section of Property and Equipment includes the newly purchased and installed HVAC. The old HVAC had an undepreciated value of \$400 which we declared as a loss upon replacing the one asset with the other.
3. Bottom Memo of BBT Investment: Now that all paperwork is complete with Truist we are awaiting investment information so that a good amount of this balance to be invested.

Income Statement:

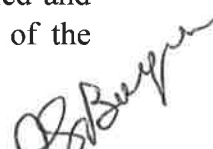
4. Line 1: Current month FEFP \$335,279, we received \$9,446 more than anticipated.
5. Line 6: GEER was discontinued but we transferred it to CARES act, submitted it for reimbursement which was received already.
6. Line 12: We have a new account, where you can see the receivables for the Capital Improvement Surtax. This month we have received January and February's deposits, a total of \$51,732.
7. Line 14: Total FEFP income for April \$398,329.
8. Line 17: We received Hardening Grant Funds of \$8,401 which will be spent in two orders. The first one for cameras will be placed in May.
9. Line 21: There have been internal expenses of \$2,000 which do not show here but they decrease the allocation. These funds are handled in the district and their cash flow is not possible to show.
10. Line 22: Title II expenses of \$1275 will be submitted for reimbursement in May.
11. Line 31: Net income from direct programs \$7499.
12. All across the board related to Wages and Payroll Related: As we had very positive variances at the beginning of the year related to payroll, we adjusted the budget. The adjustment creates the negative variances shown, but truly, our YTD amounts have positive variance, so the numbers look good all in all.
13. Line 39: We had 2 private grants this year, both should be closing in May.
14. Line 40: The current month expenses are related to the Garden project of Mr. Howard.
15. Lines 42-43, 49-50, 53-54, 62-63, 70-71, 84-85, look up at comment 12.
16. Lines 72, 73, 75 YTD. These accounts have the majority of their expenses related to CARES act. Copy machines have been running all the time because of e-learners, postage was high this year and our paper orders increased the Adm. Supplies expense.
17. Line 76: With accounting computer failing we made the decision to update our existing Sage50 accounting software instead of replacing it with another program. This was much cheaper than any other software pricing we could have gotten. We can reconsider of switching to another accounting software in a couple of years.
18. Lines 88-90. Fuel was more expensive than anticipated driving the numbers up, but since our buses are new they were low in maintenance, repairs and related expenses which balanced the increased fuel cost.
19. Line 92: Additional custodial wages have been submitted for reimbursement through CARES act, which means that the account will be offset upon the receipt of the funds.
20. Line 97: Telephone YTD expenses appear higher than expected. The reason for that is that in the past the E-Rate reimbursement would fall into this account to offset it. Upon research, I found out that E-Rate reimbursements should show in the income side of the financials, not in the expense side, this is why the account appears to be higher than usual. Nothing has changed with our phone service/ contract.
21. Line 98: Although we had a couple of high expense months, water bill appears to have balanced back to its regular amounts for the season.
22. Line 103: Includes \$3,547 of unbudgeted elevator repairs.
23. Line 114: Depreciation is adjusted to reflect retirement of old HVAC and installation of new HVAC for the gym.
24. Lines 115-117: Total Revenue for Sculptor was \$409,781 in April, and expenses were \$329,080, leading to a net operating income of 78,730. In that income the Surtax is included, so our actual income for the month excluding Surtax was \$26,998.
25. Lines 118-123: Before and Aftercare net income was \$10,010.
26. Lines 124-133: Net VPK income was \$5,732.
27. Line 132: Final orders are being placed in May to close the VPK CARES Grant received.

28. Line 137: Employment Enhancement does not reflect staff appreciation week because this year we used the points that our Credit Card purchases earned to purchase gift cards for staff.
29. Line 138: VPK Clubs raised \$470 for VPK Graduation celebrations.
30. Lines 149-152. Net BICS income was \$15,557, when added to Sculptor's we have a Total Revenue of \$437,873, Total Expenses of \$343,587 and a Net Operating Income of \$94,287.
31. Capital Outlay was a little lower this month at \$23,341 and accounting for Note and Bond Services we had a net income of \$78,231.
32. On the COVID Expense Report, we have a total of 89,319 Budgeted Expenses and a total of 27,774 of Unbudgeted expenses submitted for reimbursement. Furthermore, there is still an amount of \$8,526 unsubmitted to date with a remaining amount of \$1301 to be spent on COVID-19 related expenses. All reimbursement requests need to be submitted by June 10th.

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

ACTION AGENDA:

1. **Teacher/ Administration Contracts:** Moved to Consent Agenda
2. **Quest Bonus:** Principal Bernhard nominated three people for the Quest Bonus.
Teddi Brandon, for her tireless assistance throughout the year for lunch seating plans and student social distancing and testing.
Helen Rivera, in recognition to her performance as a PTO President and 5K Organizer all while working for the first year as a TA.
Sandy Curfman for her 5K Organization and overall performance.
A motion was made to equally divide the Quest Bonus to those three employees (Murphy/Flynn). Motion carried.
3. **Approval of Elevator Repair:** Mr. Shafran explained the condition of our elevator which was first installed in 1985. There are two things that need attention: First, repairs related to the door, and second, repairs needed to bring it in compliance with the modernization mandates of FL. Three companies came to see the elevator, but only two placed a bid for the repairs. The third company notified us that they belong in a union and that their bid would be higher than the bids we have already received to date. The first company who saw the elevator is Schindler, whom we have an inspection contract with. According to their tech, repairs need to be made to the door mechanism and then upgrades need to happen in order to bring it to the new FL code. Repairs include bumpers for the door and photo eyes from top to bottom to not allow the door shut if the space is not clear. Also, the diodes will be removed to make the elevator a safer unit. The second company that placed a bid, "Integrity" came higher because it added some replacements of parts that are considered more "cosmetic" than functional and have nothing to do with modernizing the elevator, just making it look nicer (ex. Replacement of elevator buttons, etc). Mr. Shafran's judgement is that Schindler addressed to fix exactly what needed for the door to function properly and bring the elevator to code and he recommended considering Schindler over Integrity. Mr. Richardson expressed his opinion that the Integrity proposal appears much more detailed and excessive. Mr. Boyer inquired whether the repairs will also fix the "bumpy" feeling of the elevator in the morning or the cage leveling to the door. Mr. Shafran explained



that the reason this happens is that the elevator is set with a hydraulic lift, which drains overnight. Every morning the hydraulics have to re-adjust, thus the “bumpy” experience. But, the elevator has been inspected numerous times and the parts work exactly as they should; there should be no concerns related.

Lastly, Mr. Shafran noted that repairs will take a whole week and that the parts need about 4-6 weeks upon agreement to arrive. He asked both repair companies if any further expenses are expected to incur past the offers placed. Mrs. Sullivan asked which budget year the expenses are relating to. Mr. Shafran said that the repair can be completed either at the end of June or beginning of July, as the elevator needs to be out of service for about a week.

A motion was made to contract the services of Schindler for the necessary repairs to the elevator and to bring it up to the modernization mandates (Richardson/O’Sullivan).

- 4. Amend PP-16 Bereavement Pay Policy:** Principal Bernhard explained that we are amending the bereavement policy to include the benefit for the loss of grandparents and grandparents-in-law. She said that we do offer the benefit to our employees but the outdated policy did not include it, so we are changing it to bring the policy to date.

A motion was made to approve this update (Richardson/Flynn). Motion carried.

INFORMATION AGENDA

No items were on the Information Agenda.

PRINCIPAL’S REPORT

Principal Bernhard mentioned that a meeting needs to be held the week of June 14th where the Board will discuss the school’s reopening plan. Brevard County School Board voted to drop mask requirement for the year 2021-2022, where masks will be optional for those students that choose to wear them. Also, the 2021-2022 Fiscal Year Budget will be discussed in the same meeting.

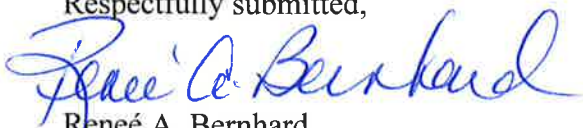
COMMITTEE REPORTS

Building Committee – No report provided

Teacher Representative – No report provided

There being no further business, meeting adjourned at 7:46 am.

Respectfully submitted,



Renee A. Bernhard

Principal