



BICS Board of Directors Meeting
January 24, 2022, 7:00am

MINUTES

CALL TO ORDER

The meeting was called to order at 7:00 am by Vice-President, Scott Gaenicke.

ATTENDANCE

The following members were in attendance: In person: Scott Gaenicke, Becky Schell (Teacher Representative), and Reneé Bernhard; Virtually: Theresa Murphy, Pat O’Sullivan, Jackie Flynn, and Steve Richardson.

Staff members present: In person: Sofia Crittenden, Sarah Riley, Lee Shafran, and Ron Howe.

ADOPTION OF MINUTES

Mrs. Bernhard stated that the minutes of the October 25th meeting would be approved at the February meeting.

ADOPTION OF THE AGENDA

A motion was made to adopt the agenda, as presented (O’Sullivan/Murphy). Motion carried.

ACTION AGENDA

Treasurer’s Report – Mrs. Crittenden presented the Treasurer’s Report, as follows:

Financial reports for the six months ending December 31st 2021.

Balance Sheet

In Assets, BICS, Accounts Receivable includes two very hefty bounced checks that we had in December.

Other Receivable line right below shows the VPK income not yet received.

In Liabilities, Sculptor, Deferred Revenue we can see the net that 5k has brought in YTD.

In the investment memo a column was added to show how low the actual interest is at maturity. A total investment of \$779,000 brought in only \$77 in profit and YTD we have an un-booked unrealized loss of \$190.

Handwritten signature: Ron Howe

Handwritten signature: Scott Gaenicke

In ESSER II expense report there are four different plans, and the report has been adjusted from last year to reflect that. You can see that for Academic Acceleration we spent \$42,744 leaving us with \$54,690 remaining to spend.

In the Lump Sum plan we spent \$126,368 in the 8 categories leaving us with \$219,522 remaining to spend.

In the Technology Assistance Plan we spent every penny of it purchasing laptops for the classrooms. In the Non-Enrollment Assistance Plan we spent \$19,387 on laptops for the classrooms as well, and there is a minimum of \$100 that might not end being used unless we have unaccounted students.

You can see below the unbudgeted expenses which will burden ESSER III plan which has not yet been approved.

I have not had the time to prepare a similar report for Surtax, but we have received \$400,843.93 and we have spent \$139,186.20.

Income Statement

Income

Line 1: FEFP was higher than expected, we received \$332,508 for the month of December and \$2,002,997.

Line 5: We received \$105,964 in CARES Reimbursements.

Line 14: Total of FEFP and Prop. Income is \$498,160.

Line 22: YTD column includes \$603 which is unclaimed yet due to Title II budget needing to be amended to include it, we are working on this so that we can submit for that.

Lines 28-29: Includes Marine Lab collections and expenses.

Expenses

All across the board the Payroll Related expenses are due to raises applied this year.

A new line has been added under instructional Software (line 37), due to breaking classroom equipment that needed to be replaced this year. This amount is to be transferred to Instructional Technology.

Line 62: We have hired the services of additional IT support to cover Server needs and Laptop setup for the new purchases we made for the classroom through CARES.

Line 64: You can see the amounts spent in CARES Laptop purchases for the classrooms.

Line 85: We have a high monthly PR related expense but it is under budget for YTD. As we lost a bus driver, Kim Fernandez has split her duties between driving and cleaning.

Line 115: Total Revenue in December for Sculptor was \$503,461 and \$2,381,032 YTD.

Line 116: Total Expenses in December for Sculptor was \$449,568 and \$2,092,444 YTD.

Line 117: Net operating Income for Sculptor in December was 53,893 and \$288,588 YTD. That amount includes unspent Surtax Funds.

Line 118: BAC had a higher revenue than expected YTD, especially in December which is a short month, \$2,210 more was collected.

Line 119: Due to staffing problems some coverage was taken over by Sculptor TAs. We are advertising on our website for open positions.

Line 124: VPK revenue in December is estimated to be \$13,447 and YTD \$80,131 has been received.

Line 125: VPK received the Phase 5 of CARES money of \$20,000 and for this year they have a carryover from last year of \$10,500.

Line 132: Includes a VPK bonus of \$700 through CARES to their employees.

Line 135: Includes cashing \$1500 in points from our Credit Card Rewards system to support employment enhancement, more specifically gift cards for staff for Christmas.

Line 149: BICS had an income of \$18,031 and \$53,093 YTD.

Line 152: Adding both schools together we have \$71,924 for the month of December and \$341,681 YTD.

Line 161: Adding Note Service/ Capital Outlay and Bond Expenses in December we have a net income of 58,288, or \$258,323 YTD including Surtax.

Adding depreciation and subtracting expenses we have a YTD net income of 231,378.

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

Revision of 2021-2022 Budget – Mrs. Crittenden presented the Budget revisions for 2021-2022:

Income

Line 1: FEFP Funding has increased to reflect current trends.

Line 4: Reflects Actual YTD Balance

Line 5: Based on current expenses it needs to be raised by \$83,480.

Line 9: Interest is very low so budget has been cut to reflect that.

Line 13: Budget has been raised to reflect current trends.

Line 16: Budget has been adjusted to actual numbers.

Lines 19-20: The grant was confirmed, thus added to the budget.

Lines 22-24: No news yet regarding IDEA funds which would regularly be included in the budget.

Expenses

All across the board raises and bonuses are reflected in Wages and Payroll Related.

Lines 43-46: Budget has been adjusted based on YTD expenses.

Lines 65-66: Lower sales are expected in Book Fair which affects both of these accounts due to changes in books that are available for the students.

Line 72: Reflects the addition of contracted services to provide IT support for all the new devices.

Line 74: Reflects Laptop purchases through CARES act.

Line 84: Adjusted to reflect increased prices.

Line 88: Adjusted to reflect actuals.

Line 91: Adjusted due to increased needs, we use Indeed to advertise open positions.

Line 96: Insurance prices have gone up, and budget is adjusted to increase the budget.

Line 98-99: Funds have been transferred from the one account to the other without burdening the transportation end line.

Lines 102-103: With Kim splitting her hours between bus driving and cleaning, we have adjusted the budget to include Lee until the end of the year, and to include an additional cleaning employee.

Payroll Related has been adjusted to reflect the change.

Lines 106-107: Expenses have been raised to reflect increase in prices.

Lines 113 and 120: Budget has been adjusted to reflect additional COVID related expenses.

Line 123: Adjusted to reflect the contract with TPD.

Line 125: The variance has been reallocated across the board, so there is no actual variance, just moved funds all over.

Line 128: Net operating Income expected (including surtax) is expected \$182,417.

Not much changes in BAC and VPK besides Payroll and Related.

Line 143: VPK has a carry forward of last year and received \$20,000 in CARES through Early Learning Coalition. All of these funds are to be spent, ideally, this year, and the budget has been adjusted to reflect that.

Line 160: BICS is expected to have a loss this year, due to the carryover and the fact that we are using all funds available to restructure BAC.

Line 163: Both schools net operating income is expected at \$153,136.

Including Note service, Bond expenses, Depreciation and Capital Assets the school is expected to almost break even with a minimum income of \$2,471.

A motion was made to approve the Budget revisions (O'Sullivan/Flynn). Motion carried.

Approval of teacher contract – A motion was made to approve the contract of Danielle Hustoles who will be teaching M/J Research (Richardson/Flynn). Motion carried.

Approval of out-of-field teachers – A motion was made to approve Kari Bollinger to teach Gifted and Tracy Henn to teach Drama (Murphy/Flynn). Both are currently out-of-field. Mrs. Henn has passed the Drama subject area exam, but needs to add the certification to her license; Mrs. Bollinger is taking the required courses to be endorsed in Gifted. Motion carried.

Selection of contractor to paint the exterior of the building – Three bids were presented for discussion: Stevens & Strain, Town & Country, & HIS Painting. Mr. Richardson asked for clarification regarding the bid from Stevens & Strain to ensure that we were comparing the same scope of services. He also stated that since the painters would be sealing the building, we would not need Titan Construction to seal the section of the building that was repaired earlier in the year. A motion was made that upon receipt of such clarification, the contract be awarded to Stevens & Strain (Richardson/O'Sullivan). Motion carried. The painting will be completed over Spring Break.

INFORMATION AGENDA

Mrs. Bernhard stated that the item listed on the Information Agenda was left on inadvertently. This item was covered in a previous meeting.

COMMITTEE REPORTS

Building Committee – Mr. Shafran reported that LED lights were going to be ordered for the gym. The lights are slimline, impact resistant, and would come on automatically (with the current lights, there is a delay). The intent was to order 16 lights at a cost of approximately \$2,500. The lights come with a 5-year warranty.

Teacher Representative – Mrs. Schell did not present a report.

There being no further business, meeting adjourned at 8:03am.

Respectfully submitted,



Renee Bernhard
Principal



