



**BICS Board of Directors Meeting
February 28, 2022, 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, Scott Gaenicke, Becky Schell (Teacher Representative), and Reneé Bernhard; Virtually: Theresa Murphy, Pat O’Sullivan, and Steve Richardson.

Staff members present: In person: Lee Shafran, and Ron Howe. Virtually: Sofia Crittenden and Christine Quam.

ADOPTION OF AGENDA

A motion was made to adopt the agenda as presented (Gaenicke/O’Sulliva). Motion carried.

ADOPTION OF MINUTES

A motion was made to adopt the minutes of the January 24, 2022 and October 25, 2021 meetings (Gaenicke/Richardson). Motion carried.

ACTION AGENDA

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

Balance Sheet

Assets: nothing unusual to report

Liabilities: Deferred Revenue shows the 5k net. Most expenses & income happened in February & March.

DTF: BICS owes Sculptor 1821 which will be transferred from the one to the other in March to close the balance between the accounts.

Nothing else to report.

Income Statement

Sculptor

Line 1: FEFP came higher than expected so far.

Line 5: We have received 112,696 year to date through CARES.

Line 12: Capital Improvement

Line 14: Total income for January 339,561, and \$2,695,903 YTD.

Line 37 & below: Instructional Software this year is mostly paid through CARES but there is hardware purchased for the classroom that shows in the line below "Instructional Hardware" which is actually part of Technology. Those funds are kept "separated" until in use; that is why you see it, but other than that, the line will be gone before March as equipment begins to be used.

Line 39: Private grant expenses are reflected for the grant Mirtha Howard received at the beginning of the year.

Line 46: Mental Health comes more expensive than anticipated this year, but we are still under budget. We will discuss more of it at the revision.

Line 62: Instructional technology wages reflect IT contracted services to support the increased needs.

Lines 92-101: We had changes in staff, which also reflects changes to payroll related. We lost one custodian in January and we have another one splitting duties between bus driving and cleaning as well.

Line 108: Furniture appears over budget and that is because about \$45,000 of desks and chairs for several classrooms have been purchased through CARES act.

Line 115: Total Revenue for Sculptor in January was \$342,310 and \$2,739,270 YTD

Line 116: Total Expenses for Sculptor in January was \$383,820 (including many one-time purchases) and \$2,552,886 YTD.

Line 117: January for Sculptor comes with a loss of \$41,510 mainly due to unreimbursed CARES expenses, but YTD we have an income of \$186,384.

BICS

Lines 118 & 124: BAC and VPK had a higher revenue than anticipated which partially is because of the efforts of the BAC coordinator in collecting money timely.

Line 132: VPK has spent \$6,487 YTD for CARES supplies. Since we had \$10500 carry forward (received June 28th) and received another \$20000 this year, this is the reason why BICS will have higher expenses related to CARES.

Lines 149-152: Net Income of BICS is \$8,913, adding Sculptor's revenue and expenses we come with a net operating loss of \$32,597 for January but all in all an excess of \$248,394 which includes \$206,000 of Surtax, thus a net of a little over \$42300.

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

BUDGET REVISION

From last time we discussed the revision we had a couple more change recommendations for the budget, as our CPA requested to be released from the agreement and some staff changes became known to us.

Line 1: FEFP was adjusted to accommodate expenses.

Line 45: All our Odyssey of the Mind teams made it to the State, thus we propose a budget adjustment to \$3000 in order to reflect the increased expense needs.

Lines 72-73: More IT needs come up in order to update the existing infrastructure; thus, we propose an increase to the IT wages and PR Related budget to reflect the additional work hours.

Lines 80-21: Betty Hogue is planning to retire. In order to help with the transition, we will hire someone who will work with Betty full time beginning April. Betty will remain as a part time worker to assist with the transition past June as well.

Line 91: Due to lots of staffing issues, we are increasing our Advertising Help budget, in order to allow online staffing platform expenses (Indeed, Zip recruiter etc.), so that we can reach and filter people faster.

Lines 102-103: Kim Fernandes' time is split between the bus and cleaning; thus, Lee Shaffran's work has expanded until the end of the year. Also, we have a TA picking up some cleaning hours to help maintain the school clean while we hire someone for floor cleaning every afternoon. All of the above is reflected in these lines.

Lines 126-128: All of the above brings Sculptor with a net income of \$180,616. Having no changes in BICS proposed budget, we end with a net operating income (line 163) of \$151,336. Adding capital outlay, bond expenses, debt service we have net cash provided from operations (line 173) of \$184,036.

Some Capital expenditures we know of are the following with estimated costs:

AC Replacements – 100,000
Elevator Upgrades – 23,600
Wall Repairs – 52,550
Clinic Wall Partition – 4,538
A/C compressor replacement – 2,677

Line 181 : Adding the known expenses to the net the school almost breaks even with an excess of \$671.

For the time being we have to focus on technology to support additional connectivity and bandwidth issues but we know that we need to keep an eye on expenses constantly to not end with a loss.

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

Selection of contract for replacement of AC Units. – Mrs. Bernhard presented three bids for replacing the failing AC units. Discussion was held regarding the exclusions indicated in the bids. One bid, Britt's, did not include electrical. Mr. Howe stated that both EMCOR and Merritt Island Air did include electrical. Since the bids were close, Mrs. Bernhard expressed that working with the company who currently has our maintenance contract would be helpful. Mrs. O'Sullivan agreed that EMCOR has done a lot of work for the school and, overall, we have been satisfied.



A motion was made to select EMCOR to replace the three (3) AC Units (Gaenicke/Richardson).
Motion carried.

INFORMATION AGENDA

Mrs. Bernhard stated that we have hired two new teachers: April deLuis and Carson Hancock. Both are considered substitute teachers until they receive their Temporary Certificates. They will be taking their respective subject area exams shortly.

COMMITTEE REPORTS

Building Committee – Mr. Shafran reported that we had a situation in which the building was evacuated and the fire department was called. It was determined that the heating coils were covered in dust and, when the heater was turned on, generated smoke. The building was aired out and students re-entered within a half hour.

Mr. Shafran further reported that a new LED light was installed outside of the front office and LED lights were also installed in the gym.

We are getting bids to replace the cold table in the lunchroom. Gary and Steve requested a picture of the cold table so they could determine if they could get one for us.

Teacher Representative – Mrs. Schell reported that the teachers recently participated in iReady training. iReady is a progress monitoring program utilized by Sculptor this year. She stated that the teachers really like the smaller laptop cart.

Mrs. Schell also reported that the Leadership team has been meeting and has formed three (3) committees which will focus on: technology, playground, and student behavior.

There being no further business, the meeting was adjourned at 7:42am.

Respectfully submitted,

Reneé Bernhard
Principal