

BOARD PROTOCOLS & SCHOOL POLICIES

WHEREAS, the Executive Committee of the Board of Trustees (“Executive Committee”) of Bridge Preparatory Charter School (“School”) deems it to be in the best interests of the School that the following action be taken by the Executive Committee:

NOW, THEREFORE, BE IT RESOLVED that, the undersigned, all being Members of the Executive Committee, hereby consent to, approve, and adopt the following:

PROTOCOLS FOR CONFERRING WITH LEGAL COUNSEL

The Board of Trustees of Bridge Preparatory Charter School has retained the Law Firm of Cohen Schneider Law PC, as legal counsel to represent the School in connection with general legal matters. Per the retainer agreement with Cohen Schneider Law PC, the scope of the agreement as to the engagement of counsel and its duty owed to the School relate to those matters in which the School requests the Firm’s involvement. The representation is billed on an hourly basis.

Accordingly, to allow an opportunity to make a determination as to whether advice of counsel is necessary on an issue and avoid unnecessary legal costs the following protocols are adopted for conferring with legal counsel:

1) All requests to confer with legal counsel, except as indicated in section “2” below must be presented, in writing, to the Executive Committee prior to any contact being made with counsel. The Executive Committee has the discretion to determine if the matter should be presented to legal counsel; or presented to the full Board of Trustees of Bridge Preparatory Charter School prior to presentation to counsel; or to determine that the proposed request to confer with legal counsel is unnecessary.

2) Notwithstanding the foregoing, should the Executive Director of the School be presented with an emergency situation that requires an immediate legal determination making it impracticable to contact the Executive Committee to determine if the matter should be presented to legal counsel, the Executive Director has the authority to directly contact legal counsel for advice on the emergency situation presented. The Executive Director will thereafter promptly advise the Executive Committee, in writing of the time incurred in consulting with counsel and the action taken.

ADOPTED this the 6th day of April 2020 by:

Rose Kerr, Laura Timoney, Laurel Gyimesi, George Winn, Maria Casale

Signed and dated by the Chair of the Board of Directors of Bridge Prep on this the 6th day of April 2020.

ATTEST:

Signature:

Name: Laura Timoney

Secretary of the Board

APPROVED:

Signature:

Name: Rose Kerr

Chair of the Board

BOARD PROTOCOLS & SCHOOL POLICIES

Protocols for Committees

WHEREAS, the Governance and Board Development Committee of the Board of Trustees (“Governance Committee”) of Bridge Preparatory Charter School (“School”) deems it to be in the best interests of the School that the following protocols be undertaken by the Standing Committees of Bridge Preparatory Charter School,

NOW, THEREFORE, BE IT RESOLVED that, the undersigned, all being Members of the Governance Committee, hereby consent to, approve, and recommend that the Standing Committees adopt the following protocols:

The Board of Trustees of Bridge Preparatory Charter School (“The Board”) has retained BoardOnTrack, as a vendor to manage the daily activities of the work of the Board of Trustees of the School and the Standing Committees of the School. BoardOnTrack has established modalities for the maintenance of school calendars, Board and Committee minutes, as well as other administrative functions of the Board and the Standing Committees of the Board. In order to comply with the New York State Open Meetings Laws, and to effectively manage the work of the Standing Committees, the Governance Committee recommends that the Chair of each Standing Committee:

1) Establish an annual calendar for the regular meeting of the Standing Committee it chairs and post the meeting dates on BoardONTrack;

2) Prepare and maintain, or cause to be prepared and maintained, the minutes of the Standing Committees and post the minutes on BoardONTrack for review by the Committee members within two weeks of the meeting date of the Standing Committee. Committee members will provide notice of any proposed changes to the minutes, in writing, at least 48 hours prior to the next scheduled meeting of the Standing Committee;

3) Adopt a methodology to communicate with the Executive Director of the School through a unified Email system established between the Executive Director and the Board.

ADOPTED this the 17th day of June 2020 by:

Rose Kerr, Laurel Gyimesi, Laura Timoney, George Winn, Maria Casale, Frank Santarpia and Amy Margolis.

Signed and dated by the Chair of the Board of Directors of Bridge Prep on this the 17th day of June 2020.

ATTEST:

Signature:

Name: Laura Timoney
Secretary of the Board

APPROVED:

Signature:

Name: Rose Kerr
Chair of the Board

BOARD PROTOCOLS & SCHOOL POLICIES

Protocols for Use of Board Email System

WHEREAS, the Governance and Board Development Committee of the Board of Trustees (“Governance Committee”) of Bridge Preparatory Charter School (“Bridge Prep”) deems it to be in the best interests of the School that the following protocols be undertaken by the Standing Committees of Bridge Preparatory Charter School,

NOW, THEREFORE, BE IT RESOLVED that, the undersigned, all being Members of the Governance Committee, hereby consent to, approve, and recommend that the Standing Committees adopt the following protocols for using the Bridge Prep Board email:

- 1) The Executive Director will provide all Board Members with notice of substantive information affecting Bridge Prep in a timely manner;
- 2) The Executive Director will check the Board email daily for emails sent on behalf of any of the Standing Committees or a Board Member on behalf of a Standing Committee;
- 3) The Executive Director will acknowledge receipt of any email sent on behalf of one of the Standing Committees in a timely manner unless a specific response time is requested in the email. The Executive Director will determine the appropriate person to respond to the email who will respond to the email in a timely manner, unless a specific response time is requested in the email. The Executive Director has the discretion to ask for additional time to respond to an email request sent on behalf of a Standing Committee or a Board Member on behalf of a Standing Committee;
- 4) All parties using the Board email must recognize at all times that the Board email is a public document used as a communication device by the Bridge Prep Board of Trustees and may be subject to a FOIL request. It is not a social media platform and all users of the Board email must act with appropriate discretion and professionalism.
- 5) All users of the Board email must have the following language appearing under the name of the Board Member making use of the email:

“The views and opinions included in this email belong to their author and do not necessarily mirror the views and opinions of Bridge Prep. Bridge Prep employees and Board Members are obliged not to make any defamatory statements, breach confidentiality as contained in the Bridge Prep Bylaws, or authorize infringement of any legal right. Therefore, Bridge Prep will not be liable for any such statements included in emails. In case of any damages or other liabilities arising from any breach of the foregoing stated policies, employees and/or Board Members are fully responsible for the content of their emails.”

ADOPTED this the 21st day of August 2020 by: Rose Kerr, Laurel Gyimesi, Laura Timoney, George Winn, Maria Casale, Frank Santaripa and Amy Margolis.

Signed and dated by the Chair of the Board of Directors of Bridge Prep on this the 21st day of August 2020.

ATTEST:

Signature:

Name: Laura Timoney

Secretary of the Board

APPROVED:

Signature:

Name: Rose Kerr

Chair of the Board

BOARD PROTOCOLS & SCHOOL POLICIES

SCHOOL POLICIES APPROVED BY BOARD OF TRUSTEES

WHEREAS, the Board of Trustees of Bridge Preparatory Charter School (“Bridge Prep”) deems it to be in the best interests of Bridge Prep that the following action be taken by the Board of Trustees of Bridge Prep pursuant to this Resolution:

NOW, THEREFORE, BE IT RESOLVED that, pursuant to applicable law, and the authorizing Charter, the undersigned, being a majority of the Members of Bridge Prep hereby consent to, approve, and adopt the following:

ALIGNMENT OF END OF SCHOOL DAY FOR 2021-2022 SCHOOL YEAR

The recommended alignment of the end of the school day for the 2021-2022 school year to be 3:15 p.m. daily.

ADOPTED this the 21st day of May 2021 by:

Rose Kerr, Laura Timoney, Laurel Gyimesi, George Winn, Maria Casale

Signed and dated by the Chair of the Board of Directors of Bridge Prep on this the 21st day of May 2021

ATTEST:

Signature:
Name: Laura Timoney
Secretary of the Board

APPROVED:

Signature:
Name: Rose Kerr
Chair of the Board

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**INCREASE IN SCHOOL’S YEAR 3 ENROLLMENT**

**WHEREAS**, the Board of Trustees of Bridge Preparatory Charter School (“Bridge Prep”) deems it to be in the best interests of Bridge Prep that the following action be taken by the Board of Trustees of Bridge Prep pursuant to this Resolution:

**NOW, THEREFORE, BE IT RESOLVED** that, pursuant to applicable law, and the authorizing Charter, the undersigned, being a majority of the Members of Bridge Prep hereby consent to, approve, and adopt the following:

An increase in the Bridge Preparatory Charter School’s year 3 enrollment from 190 to 205 students in the 2021-2022 school year.

**ADOPTED** this the 16<sup>th</sup> day of June 2021 by:

Rose Kerr, Laura Timoney, Laurel Gyimesi, George Winn, Maria Casale

Signed and dated by the Chair of the Board of Directors of Bridge Prep on this the 16th day of June 2021.

**ATTEST:**

Signature:  
Name: Laura Timoney  
Secretary of the Board

**APPROVED:**

Signature:  
Name: Rose Kerr  
Chair of the Board