APPROVED

# Bridge Preparatory Charter School

# Minutes

## Executive Committee Meeting

**Date and Time**
Monday May 6, 2019 at 4:00 PM

**Location**
Conference call - Tel #: 605.472.5696 Pin: 402835

**Committee Members Present**
George Winn (remote), Laura Timoney (remote), Laurel Gyimesi (remote), Louis Tobacco (remote), Rose Kerr (remote)

**Committee Members Absent**
*None*

### I. Opening Items

#### A. Record Attendance and Guests

#### B. Call the Meeting to Order

Laura Timoney called a meeting of the Executive Committee Committee of Bridge Preparatory Charter School to order on Monday May 6, 2019 at 4:04 PM.

#### C. Approve Minutes

Laurel Gyimesi made a motion to approve minutes from the Executive Committee Meeting on 03-04-19 Executive Committee Meeting on 03-04-19.
Louis Tobacco seconded the motion.
The committee **VOTED** unanimously to approve the motion.

### II. Executive Committee Items to Review

#### A.

**Policies**

Immunization - 3 students have no immunizations based on religious exemption. It is recommended by L. Gyimesi we adopt NYC DOE policy, follow all state and local regulations, parents must apply every year and all applications for exemption are reviewed by the school. We suggest having this reviewed by NYSED Attorney and the Charter Center.
FERPA - It was updated to include wording on court subpoenas and ACS.

### B. Meeting with BoostEd on 5/10/19 @ 4PM

BoostED - The agenda for the meeting on 5/23/19 will include scope of work and relationship, a review of this past year, getting and providing feedback, discussing what functions we want internal at the school, reporting and fee for services.
Budget Process - We should see draft of budget in near complete stage and provide time for BOT comment. In mid-May we should see a full draft budget and it needs to get to Board members in enough time for them to review and draw attention to key items for review. At the next Finance Committee meeting will will highlight key items. The original proposed timeline for the budget was modified to allow for more feedback from the BOT. When you get the final budget in late May, any changes will be highlighted for easy review.
Finance committee asked for a quote from CSBM and will discuss at Wednesday's meeting.

### C. Finalize Executive Director's Reflection Summary

A draft was sent out and this letter is a reflection of the meeting with the ED and the plan that came out as a result of that meeting. It is being sent to TC and will be signed by the board chair. From here, we will establish goals and revisit every trimester.

### D. Executive Director's Progress

NYS pre-opening guidelines and opening the school are the current focus. In August we will agree upon goals with ED in a formal process. The mentor is being redirected to focus on pure operations so the ED stays on track with deadlines being met and communications.

### E. Review Agenda for May Board Meeting

Standard agenda and add any items for vote

## III. Closing Items

### A. Adjourn Meeting

George Winn made a motion to adjourn the meeting.
Rose Kerr seconded the motion.

The committee **VOTED** unanimously to approve the motion.
There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:00 PM.

Respectfully Submitted,
Laura Timoney