APPROVED

# Bridge Preparatory Charter School

# Minutes

## Executive Committee Meeting

**Date and Time**
Monday March 2, 2020 at 4:00 PM

**Location**
Conference Call Dial In: 1-605-472-5696. Pin: 402835#

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

**Committee Members Absent**
*None*

### I. Opening Items

#### A. Record Attendance

#### 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 Mar 2, 2020 at 4:09 PM.

#### C. Approve Minutes

Laura Timoney made a motion to approve the minutes from Executive Committee Meeting on 12-02-19.
Laurel Gyimesi seconded the motion.
The committee **VOTED** to approve the motion.

### II. Executive

#### A.

**Finalize School Consultant**

Steve sent proposal from March 1 to June 30 for 66 total hours to mentor leadership team. RK to ensure TC has on budget to reflect finalized agreement.

### B. Executive Director Goals/Review

RK sent a draft based on agreed upon goals from the Fall in the same format. These are truncated goals and original goals were sent to EC. This is a possible tool to rate the ED. There are a number of things that need to be shown/proven by looking at evidence like surveys. RK asked ED to come up with a binder to show quality vs. quantitative achievements to measure culture (like surveys, school involvement, etc.). This needs to be put together before we can rate. Teacher observation reviews and ratings. This document is presented as a framework but more is needed. So for Culture 1.1 we need to see PTA and surveys. 1.2 Shared accountability and high expectations - we have to see what they are observing in classrooms. We can't answer some of these questions - we need documentation. 1.4 - 7 Board Engagement we can answer but other than that proof needed in every category. We need to get binders, have a committee meeting, share with board proper and then meet with ED. We need to meet in person and can be a weekend. Time goal is to complete by end of March. 3/22 is the first meeting.

### C. Add 5th Executive Committee Member

Based on State law, we need to add an Exec Board member. LT to reach out to M. Casale to see if she is able to commit and report back. If not, approach F. Santarpia.

## III. Governance/Board Development

### A. Develop Protocol for Board Counsel

The agreement is signed and retainer is paid. She is counsel for the school which is run by the board. Proposed protocol for the procedures manual is: If there is an emergent situation ED may need to reach out directly to counsel. If there is a question, submit to EC and EC will decide on when necessary to outreach counsel. LW to draft to EC, then to board and then to ED.

Does the board need to vote on adopting/amending school policies? That needs to be determined, especially if there is liability or a cost. To be discussed on next EC call.

### B. Board Recruitment

Ed Burke has given leads. The time commitment is an issue for folks. Taking longer than anticipated. I will email the board again.

## IV. Finance

### A. Update

George is scheduling finance meeting.

## V. Academic

### A. Update

Meeting scheduled for Thursday March 5th and update to come Board Meeting.

## VI. Closing Items

### A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:03 PM.

Respectfully Submitted,
Laura Timoney