APPROVED

Bridge Preparatory Charter School

Minutes

Board Meeting

Date and Time
Wednesday June 17, 2020 at 7:00 PM

Location
Join Zoom Meeting
https://us02web.zoom.us/j/266712142?pwd=WjdmZ1o1WmNOcTZneTdHTXYrbkZpUT09
Meeting ID: 266 712 142
Password: 522587
Dial by your location
+1 646 558 8656 US (New York)

Trustees Present
Frank Santarpia, George Winn, Laura Timoney, Laurel Gyimesi, Maria Casale, Rose Kerr

Trustees Absent
Amy Margolis, Azalia Volpe

Trustees who left before the meeting adjourned
Maria Casale

Guests Present
Alayna Quattrocchi, Arlin Guerrero, Francesca DiCanio, Rhadi Aziz, Rose Marie Illuzzi, Tim Castanza

I. Opening Items

A. Call the Meeting to Order

Laura Timoney called a meeting of the board of trustees of Bridge Preparatory Charter School to order on Wednesday Jun 17, 2020 at 7:01 PM.

B. Record Attendance and Guests

C. Approve May 20th Board Minutes

Laura Timoney made a motion to approve the minutes from Board Meeting on 05-20-20.
Frank Santarpia seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Approve June 4 Task Force Recommendation Minutes

Laura Timoney made a motion to approve the minutes from Task Force Recommendations on 06-04-20.
Rose Kerr seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Welcome

R. Kerr welcomed everyone and congratulated our new board member A. Volpe. We have a lot of year-end business to cover.

II. Annual Elections

A. Officer Elections

Laura Timoney made a motion to Nominate Rose Kerr for Chair.
Frank Santarpia seconded the motion.
No other nominations. Rose Kerr is Chair.
The board **VOTED** to approve the motion.
Rose Kerr made a motion to Nominate Laurel Wedinger for Vice Chair.
George Winn seconded the motion.
No other nominations. Laurel Wedinger is Vice Chair.
The board **VOTED** to approve the motion.
Laura Timoney made a motion to Nominate George Winn for Treasurer.
Laurel Gyimesi seconded the motion.
No other nominations. George Winn is Treasurer.
The board **VOTED** to approve the motion.
Laurel Gyimesi made a motion to Nominate Laura Timoney as Secretary.
George Winn seconded the motion.
No other nominations. Laura Timoney is Secretary.
The board **VOTED** to approve the motion.

B. Board Member Renewal - Frank Santarpia

George Winn made a motion to Renew Frank Santarpia as board member for another 3 year term.
Rose Kerr seconded the motion.
The board **VOTED** unanimously to approve the motion.

III. Board Development & Governance

A. Update on Board Protocol

Committee protocols were updated and recommend meeting protocols, an annual calendar and adopting a methodology to communicate with the Executive Director.

B. Finalized 2020-2021 Annual Board Calendar

The annual calendar included board meetings on the 3rd Wednesday of the month. The standing committees have formalized the time and days for all committees. One note is that the 8:30am time may need to change when we are no longer working remotely and/or due to ED's school schedule.

C. Conflict of Interest Attestation

Simple one page document attesting that each board member has no conflict of interest. If there is a conflict, it needs to be noted. Each board member will need to sign the document retrospectively for 19/20 SY and then prospectively for the new 20/21 SY. Once signed, please scan and email to L.Timoney and T. Castanza.

IV. Executive Committee

A. Staffing/Salary Proposal

All board members have weighed in on the Executive Director's salary plan and staffing proposal. After the Executive Director answered the board's questions, it was decided by the board to adopt the staffing plan but not the salary proposal. Notable items for staffing include bringing on a Director of Operations a year earlier and hiring an additional Social Worker. These changes will be reflected in the budget.

B. Executive Director Evaluation

The process has begun and will be completed by June 30th. The goals and evaluation forms have been sent to all board members and to the Executive Director should he want to provide documentation. The ED will have access to the school to recover information that might be needed. The task force will be disbanded once the Executive Director's evaluation is complete.

V. Finance Committee

A. FY 20-21 Budget Overview

G. Winn - there has been a good deal of time spent on the budget and the staffing plan. There is one item pending and that is the Executive Director's salary which will come following the evaluation process. Committees have been finalizing inputs in terms of contracts. There are fixed items in the budget and some numbers that are changing, and we need to determine what we are comfortable with for close of June. BoostEd is getting a 3% increase. There was a demand note for the Line of Credit payable by June 30th. T. Castanza will be looking for other lines of credit.
T. Castanza - budget is a fluid process. We need to execute on contracts, staff hiring and retention. There will be changes but this budget presents us with flexibility. Certain line items like insurance may change based on cost proposals from vendor. When we meet in July, the budget will reflect actual cash flow. One item to flag are minor payroll discrepancies found in LittleBird's payroll system which are being rectified.

VI. Votes

A. FY 20/22 Budget

George Winn made a motion to Approve the 2020/2021 Budget.
Frank Santarpia seconded the motion.
The ending cash balance will likely change due to surplus. There will be continual updates to the budget throughout the year with a newer version in July with closeout numbers.
The board **VOTED** unanimously to approve the motion.

B. Promissory Note

Laura Timoney made a motion to Approve repayment of $100k line of credit back to BoostEd.
George Winn seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Contracts

Laura Timoney made a motion to Approve the Sundog Contract for $73,500 plus materials.
Rose Kerr seconded the motion.
There is no loss of programming and more students. Being virtual is factored into the contract which encompasses the curriculum, teaching and professional development but not materials.
The board **VOTED** unanimously to approve the motion.
Laura Timoney made a motion to Approve the Center for Educational Funding Contract for $7,500.
George Winn seconded the motion.
This is for Title grants and is priced less than last year's contract.
The board **VOTED** unanimously to approve the motion.
Laura Timoney made a motion to Approve the BoostEd contract $77,250.

George Winn seconded the motion.
The scope is the same with a 3% increase.
The board **VOTED** unanimously to approve the motion.
Laura Timoney made a motion to Approve the Literacy for Life contract Package 1 for $161,000 plus materials.
Maria Casale seconded the motion.
We are voting on Package 1 which is more financially conservative.
The board **VOTED** unanimously to approve the motion.
Laura Timoney made a motion to Approve the Leader in Me Contract for $12,015.
Rose Kerr seconded the motion.
Cost includes school membership, professional development, parent training and materials. There are online components for families.
The board **VOTED** unanimously to approve the motion.

VII. Academic Committee

A. Remote Learning & Dashboard Overview

The dashboard was revamped for virtual learning. How will HMH crosswalk with OG and how to capture data to inform the board.? Data is based on assessments received to determine proficiency. Assessments during virtual learning posed challenges, and will be refined over the summer. We must get the correct tools to get informative data in a remote environment. This is a mandate and a priority. The general trend shows improvement.

VIII. Executive Director

A. Executive Director's Report

Thank you to the board for all you do to help the school. Best item to report is that students can't wait to return to school.

- Horizon Summer Programming - this will not happen this year due to loss of funding. There will be a full, in-person summer program next year which is free to families.
- The school team is working hard to wrap up this school year. They are the hardest working school team and are changing student's lives.
- ED wants to set time with the board in the next few weeks regarding the 20/21 SY after news from NYS.
- Surveys were sent to families and awaiting results. We will try to walk in lock step with NYC DOE.
- Hiring and staffing - all interviews completed and offers out for teachers. DTL's offer has been extended and that role will focus on teacher development and classroom data. Very excited about the DSI and DOO too. All very good on hiring and staffing front.

R. Kerr - told staff how much the board admires and appreciates their hard work. Thank you to all from the board.
Maria Casale left.

B. Monthly Financials

It was noted numbers were off in Title 1 funding, salaries and staff recruitment.
It appears line items are off by one line in format. T. Castanza to look in Excel.

IX. 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 8:18 PM.

Respectfully Submitted,
Laura Timoney

Next Board Meeting: July 15th @ 7pm