APPROVED

Bridge Preparatory Charter School

Minutes

Board Meeting

Date and Time
Wednesday October 21, 2020 at 7:00 PM

Location
Join Zoom Meeting
https://us02web.zoom.us/j/85362866716?pwd=SVFOUzNFdUN5ekhoVytsanFtWWkxZz09
Meeting ID: 853 6286 6716
Passcode: 152827
Dial by your location
646 558 8656
Meeting ID: 853 6286 6716
Passcode: 152827

Trustees Present
Azalia Volpe (remote), Frank Santarpia (remote), George Winn (remote), Laura Timoney (remote), Laurel Gyimesi (remote), Maria Casale (remote), Rose Kerr (remote)

Trustees Absent
Amy Margolis

Guests Present
Alayna Quattrocchi (remote), Francesca DiCanio (remote), Rose Marie Illuzzi (remote), Tim Castanza (remote)

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 Oct 21, 2020 at 7:02 PM.

B. Record Attendance and Guests

C. Approve Board Minutes

Laura Timoney made a motion to approve the minutes from Board Meeting on 09-16-20.
George Winn seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Welcome

We have various documents to look at tonight including protocols which will become part of a handbook. The school is open and thank you to the staff.

II. Executive Committee

A. Committee Update

Procedures for Executive Director support and evaluation process was formalized and communicated to the ED. This includes checkins and all board members are invited to be part of the subcommittee to support and evaluate the ED. The entire Board will be part of the final evaluation which will be done through BoardOnTrack.
The Executive Committee meets on the 2nd Wednesday of the month @ 8am.

III. Executive Director

A. Executive Director's Report

Thank you to the Bridge Prep staff for all the hard work. ED spent the first month focusing on classroom instruction and interacting with teachers while Fahron Ebanks focused on operations.
Little Bird was acquired by TriNet and asked us to sign an updated service agreement with the same terms and fees. No vote necessary.

B. School Update

Busing - Bus routes for new students are still not in place. A majority of students were able to get on existing routes but there are still 10 students with no bus route. We await a response from head of OPT. The Family Association and Family Coordinator are working on this too.
Extra Curricular activities - Bridge Prep secured participation in all CYO Leagues through the spring including track, basketball, cheerleading as well as Girl Scouts.
Sundog Arts - a family painting evening will take place in December after parent interest surveys.
Enrollment is solid. We received inquiries from out of state and out of country (Egypt) to see if they can participate in remote instruction. This speaks to the reach and the need for this type of school. Media, branding and word of mouth attribute to this reach.

C. Monthly Financials

This report is before the October billing. Revenue is over projection and will increase further with four additional students. Reconciliation was approved by the DOE.

IV. Academic Committee

A. Committee Update

The committee focused on teaching and learning in a remote environment. All tech, ops, and teaching training is continually being worked on. There is a working structure and plan for the responsibilities of the DTL. Future plans and NYSED response regarding the role are forthcoming.
The Dashboard will be presented in the November meeting. Three summative assessments (MAP, F&P and OG) and a schedule of all assessment dates will be provided to the board. F. DiCanio is the Assessment and Data Coordinator and will help aggregate and assess the data. MAP and OG will be reported on three times per year and F&P twice per year. Monthly reporting will include student enrollment, subgroup analysis, staff and student attendance, and Covid-19 health actions.
The Academic Committee meets on the 2nd Tuesday of the month @ 6pm.

V. Finance Committee

A. Committee Update

The primary business of the committee was the audit. It was a clean report, we will vote on it tonight and submit it to the State. We are focused on getting an updated budget come November which will kick off the budget process. This work will be driven by committees taking a closer look with the management team advising. The Finance committee will be linked to facilities in that we need to strategically consider the impacted commercial real estate market and capital issues. Finance also needs to looking at structure and benefits.

VI. Board Development & Governance

A. Committee Update

We continue to work on a Board handbook and will be posting documents in BOT.
Recruitment - we have a short term goal of getting a few committee members knowledgeable about operations or facilities management. We have two candidates now who have expressed interest in the board.
Governance meets the first Wednesday of the month @ 8am.

B. Email Protocols

Board email protocols were established along with a disclaimer. We continue to work on the procedural aspects of the Board email. This is a more formalized structure for board and ED communications.

VII. Votes

A. GAS Audit Year End 6/20/2020

Laura Timoney made a motion to approve the audit.
Frank Santarpia seconded the motion.
There are no glaring weaknesses and we are following standard accounting procedures.
The board **VOTED** unanimously to approve the motion.

B. Student Data Privacy Policy

Laura Timoney made a motion to approve Student Data Privacy Policy.
Rose Kerr seconded the motion.
Approved with changes:
Paragraph 4 - add "in accordance with FERPA" and delete the word complete.
Complaints may also be escalated to the Board of Trustees and then to NYSED.
The board **VOTED** unanimously to approve the motion.

VIII. Other Business

A. New Business/Other Business

The facilities task force will be established with the school and board working together. Members interested include Azalia Volpe, Rose Kerr, Frank Santarpia, Laurel Gyimesi and Tim Castanza. Anyone else interested can email board@bridgeprepcharter.org
Material changes to the Charter need to be to NYS by December 15th. NYSED sent inquiry regarding vacancy of DTL. ED will reach out to each committee regarding any potential material changes impacting them.
Congratulations to Tim Castanza and Ms. Q on their recent weddings. Best wishes to Ms. DiCanio on her upcoming wedding. getting married shortly.

IX. Public Comment

A. Public Comments

Ms. Q - thank you for the well wishes.

X. 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 8:03 PM.

Respectfully Submitted,
Laura Timoney

Next Board Meeting: November 18th @ 7pm