APPROVED

# Bridge Preparatory Charter School

# Minutes

## Executive Committee Meeting

**Date and Time**
Wednesday February 10, 2021 at 8:00 AM

**Location**
Dial in: (701) 802-5114
Passcode: 5094595#

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

**Committee Members Absent**
*None*

**Ex Officio Members Present**
Tim Castanza (remote)

### 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 Wednesday Feb 10, 2021 at 8:06 AM.

#### C. Approve Minutes

Laura Timoney made a motion to approve the minutes from Executive Committee Meeting on 01-13-21.
Rose Kerr seconded the motion.

The committee **VOTED** unanimously to approve the motion.

### D. Welcome from Chair

## II. Executive Committee

### A. Finalize Parental Leave Recommendations

ED to have policy finalized and included in board packet for vote at February board meeting. There is to be no debt incurred with employees related to continuity of benefits during leave.

### B. ED Support

Next trimester check in will be 3/4 @ 7:15pm. ED Evaluation Timeline:

- Mid-end of April, ED will complete self evaluation and upload supporting documents to BoardOnTrack.
- In May, board and direct reports complete their evaluations.
- June - ED evaluation finalized through BoardOnTrack and results shared with ED.

Timeline to be shared and confirmed with ED and inquire about his future leave and organizational plan in his absence.
The Board would like interim updates from ED between board meetings.

### C. Administrative Asst for Board

Kathy Baldassano will be a 1099 independent contractor paid at an hourly rate and is within the board's budget. She is a former school board admin assistant and very familiar with OML. Her role will focus on minutes and compliance for board and executive committee meetings, organizing the board handbook, and she will be trained in BoardOnTrack. The other committees will still run on their own. She will work through the board secretary and begin in February.

### D. Committee Reporting Protocol

All committee chairs are responsible for creating an agenda and keeping a record of what is discussed at the committee meeting. If there is quorum, formal minutes will be taken and voted on. A written report of all committees will be captured and posted in BoardOnTrack and reported at board meetings and recorded in the board minutes. If need be, committee chairs will send a written report to Kathy Baldassano. All meetings are subject to OML.

## III. Committee Reports

### A. Academic

ED finalizing academic analysis and still seeks board's needs. Instruction was given surrounding presentation of data, conclusions, implications and actions. Importantly noted was NYS renewal regarding academic progress.
A proposed staffing plan was shared with a few additions for SY 20/21. ED is actively looking for coaches in math and ELA.

### B. Finance

Reports requested from ED - annual transaction report, grants and payroll discrepancy. Awaiting safety drills at the school. This will be reviewed at next Finance committee meeting.

### C. Governance

The committee discussed the hiring of an administrative assistant and committee protocols.
Recruitment is a priority but overlaps with bylaws. The committee will review bylaws related to advisory members, volunteers, the vetting process, out of state members, etc.

## IV. Executive Director

### A. Check In & Updates

A chart of monthly priorities and sequential planning chart has been created and will be shared with the board, including links, which will filter into committees.
Enrollment and retention update will be provided in ED report.
All grades are in four days per week.  92% of 1st grade, 61% of 2nd grade and 71% of 3rd grade are in person 4 days on the newly created Lightening schedule. Attendance will be reported on next month.

### B. Teacher Survey

After November teacher survey the school is convening focus groups of admin, teachers and non-instructional staff the last week of February to help prioritize needs and learn more. Some operational issues surfaced and were addressed immediately. The school also paid to participate in the NYC Charter Center's annual compensation survey and data will be shared.

## V. 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 8:59 AM.

Respectfully Submitted,
Laura Timoney