APPROVED

Bridge Preparatory Charter School

Minutes

Executive Committee Meeting

Date and Time
Wednesday May 12, 2021 at 7:30 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

Guests Present
Kathy Baldassano (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 May 12, 2021 at 7:31 AM.

C. Approve Minutes 3/10/21

Laura Timoney made a motion to approve the minutes from Executive Committee Meeting on 03-10-21.
Rose Kerr seconded the motion.

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

D. Review Notes from 4/14/21 Executive Committee Meeting

Laura Timoney made a motion to approve the minutes from Executive Committee Meeting on 04-14-21.
Laurel Gyimesi seconded the motion.
The committee **VOTED** to approve the motion.
The record from Executive Committee Meeting of 04/14/21 are NOTES and NOT MINUTES since QUORUM WAS NOT MET at that meeting, since only 4 Board Members were present. No official actions were taken at the meeting and any discussion among the Board Members was informal and appear in the notes. No minutes were necessary or required.

E. Approve Minutes from 4/26/21

Laura Timoney made a motion to approve the minutes from Executive Committee Meeting on 04-26-21.
George Winn seconded the motion.
The committee **VOTED** to approve the motion.

F. Welcome from Chair

R. Kerr welcomed the remote attendees and thanked them for being here this morning. She reminded everyone that specific tasks need to be addressed at today's meeting and it's important that the board stay focused.

II. Executive Committee

A. Staff Salary

Staff salary increases and how they affect the school's budget was discussed.

Each committee member was encouraged to give their opinion so that the members can agree on a recommendation for a vote by the full Board of Trustees.

- Retention bonuses for returning staff could be taken from this year's budget and paid in the fall. A flat rate bonus of $1,500 could be offered to professional staff, with prorated amounts offered to staff that sign-on based on date they joined school. The money is available for the retention bonuses but we also need to look at salary increases because some of them are substantial. We can't decide on bonuses in isolation.
- Do we want to offer salary increases to align with UFT/DOE salary levels for professional staff? Do we need to align with the salaries being offered in the open market? We do need to know how far out of alignment the salaries are currently.
- Should professional staff salary increases be based on UFT/DOE market levels or performance based? Going with UFT/DOE salary scale eliminates uncertainty and

gives predictability to management leadership. UFT/DOE salary alignment can be beneficial as a customized salary scale can be very complicated. Many other charter schools align their salary payment to the UFT/DOE scale.

- Current faculty salaries for 14 staff total $928,336; the UFT/DOE scale salaries for those same employees totals $1,065,270. That's a difference of $136,934 or an average of 15% under UFT/DOE levels. A year later the amount would increase to $1,113,000.
- Salary increases could be rolled out over a 2-year period; the first year (fiscal year 2022) all professional staff could receive a maximum 10% salary increase; the following year (fiscal year 2023) we could increase salaries based on performance to be closer to the UFT/DOE levels. Staff would be offered support, incentives, and coaching to increase performance levels before the determination of salary increases. John Lee will be working closely on this. The measures and rubrics for the performance levels would need to be determined.
- Short term goal: what to do about salary increases next year and how that will impact the budget.
- Long term goal: need further committee meetings to work on a plan for the future
- The purpose of today's meeting was to make a recommendation to the full Board of Trustees about what is more beneficial and sustainable. Consensus was met regarding up to 10% salary increases for FY2022 and the following FY2023 offer salary increases based on performance. In addition, a retention bonus of $1,500 could be offered, to be paid in the fall 2021, with a prorated bonus amount to staff that was hired after January. A committee member asked to see the actual amounts on a spreadsheet before a final decision is made.
- This committee will meet again next week when we have the actual amounts involved in the salary increases, to discuss salary increases for the future and for the Executive Director and leadership team. At an upcoming meeting we will address the performance criteria for future salary increases.

III. 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 8:45 AM.

Respectfully Submitted,
Kathy Baldassano