APPROVED

Bridge Preparatory Charter School

Minutes

Executive Committee Meeting

Date and Time
Wednesday June 9, 2021 at 7:45 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

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 Jun 9, 2021 at 7:49 AM.

C. Approve March 24th Minutes

Laura Timoney made a motion to approve the minutes from Executive Committee Meeting on 03-24-21.
Rose Kerr seconded the motion.
The committee **VOTED** to approve the motion.

D.

Approve May 12th Minutes

Laura Timoney made a motion to approve the minutes from Executive Committee Meeting on 05-12-21.
Rose Kerr seconded the motion.
The committee **VOTED** to approve the motion.

E. Approve May 25th Minutes

Laura Timoney made a motion to approve the minutes from Executive Committee Meeting on 05-25-21.
Rose Kerr seconded the motion.
The committee **VOTED** to approve the motion.

F. Welcome from Chair

We have a lot to achieve including finalizing administrative salaries w/o the ED and timelines to accomplish end of year items.
Laura Timoney made a motion to go into Executive Session to discuss individual personnel and salaries.
Rose Kerr seconded the motion.
Motion made at 7:51am. Executive session ended at 8:23am with no action taken.
The committee **VOTED** to approve the motion.

II. Executive Committee

A. Finalize any remaining salary items

All salaries were finalized during executive session and will be shared with ED.

III. Committee Updates

A. Academic

There was a flood at the school and a ceiling collapsed after heavy rains during dismissal. Therefore, the academic committee meeting was abbreviated. The meeting concentrated on MAP assessments and significant progress made in all areas in all grades. F&P levels increased which will be shared with the board on the dashboard. edIT contract was reviewed with small increments up to 3% with no charges to set up Building A and all services are continued. edIT was very responsive during Covid and recommend contract be renewed. Chair also made sure all were familiar with timeline for ED's parental leave over the summer and will share summer duties with each administrator once the list is received from the ED.

B. Governance

The meeting focused on board succession planning, June elections and alignment of Board bylaws with the Parent Association bylaws. Next year's goal, as founding board

enters their 4th year, is to have a succession plan in place. We aligned the parent association by laws, with President serving a two-year term to the board's three-year term. It will be presented to the board for vote in June. Also, a slight change was made to committee chair for finance so that chair is not required to be the treasurer. At the June board meeting we will hold elections and there will be a resolution to add Geena Kuriakose to the board. We hope for two additional members for the Fall, when we will hold orientation. Attestations are up to date for this year for COI. New attestations to be completed in the next school year. David Frank stated there is a required NYSED financial disclosure form updated as of 4/21/21 which all board members need to complete and sign. ED/school will be responsible for this going forward with Board Secretary having oversight. Board will have a social gathering over the summer with M. Casale taking the lead with it being held at her club.

C. Finance

Budget items - insurance bill went from $43K to $59K as enrollment goes up with per student cost remaining flat. We are on our own with contagious disease based as is happening in the insurance market. We have $1 million in coverage for cyber attack ransom. We need to look at this area more deeply next year to ensure we understand fully the rigor of how we are protecting the data, privacy and electronic delivery of instruction. There was a request to increase ED authority to approve 10K in spending without board approval. The board can approve recurring bills for existing contracts monthly via a motion from ED and set up automated payments. Management team will attest that services have been rendered and that would not require board approval monthly for those bills over 5K. Auditors - our procedures manual has to match our procedures. They look retrospectively and this should be added to procedures manual and ED needs to dig into that with the auditors. The importance point here, reinforced by the Chair, was that ED must attest to the fact that services were rendered. We will wait until they have clarity on that.
ED wanted to change ED/DOO's authority for spending without approval from the board and It is not the appropriate time to look at that. An update for current fiscal year with transaction report was requested to see how many checks exceed this amount to see the need.
There was discussion about summer school and remediation with the CARES funding.

IV. Executive Director Update

A. ED Update

There was no ED update.

V. Other Business

A. ED Evaluation

ED Evaluation - we have a timeline and need to determine final steps. Raw data has been taken from surveys to share with Board first and then ED once we have consensus. The board will meet to finalize the evaluation. Then, the ED Evaluation and Support Committee will meet with the ED.
Laura Timoney made a motion to go into Executive Session to discuss a matter pertaining to evaluation.
George Winn seconded the motion.
The committee went into Executive Session at 8:46am and came out of executive session, with no action taken, and adjourned the meeting at 8:49am.
The committee **VOTED** to approve the motion.

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 8:49 AM.

Respectfully Submitted,
Laura Timoney