APPROVED

Bridge Preparatory Charter School

Minutes

Board Meeting

Date and Time
Wednesday September 15, 2021 at 7:00 PM

Location
Join Zoom Meeting (Fully Remote Board Meeting)
https://us02web.zoom.us/j/85362866716
Meeting ID: 853 6286 6716
One tap mobile +16465588656,,85362866716# US (New York)
Dial by your location 646 558 8656

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

Trustees Absent
Amy Margolis

Guests Present
Becky Peters (remote), Kathy Baldassano (remote), Mark Harmon-Vaught (remote), Rose Marie Illuzzi (remote), Tim Castanza (remote)

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

Laura Timoney called a meeting of the board of trustees of Bridge Preparatory Charter School to order on Wednesday Sep 15, 2021 at 7:02 PM.

C. Approve Minutes

Laura Timoney made a motion to approve the minutes from Board Meeting on 06-16-21.
Frank Santarpia seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Welcome

R. Kerr welcomed the board members and guest attendees; welcome back to Executive Director Tim Castanza after his leave over the summer; she thanked all board members for everything they do and said we have an exciting year ahead;
L. TImoney introduced Mark Harmon-Vaught, director of the *Office of the President at Wagner College*, former special assistant to the superintendent, project manager, and acting chief of staff at *KIPP NYC Public Schools*. M. Harmon-Vaught will be joining our board as a new member: He spoke briefly about his family's history in the education field, particularly his grandfather who was his mentor, a special education teacher and administrator; he believes all children have the right to learn and should have that opportunity; he is looking forward to working with our board members.
L. Timoney then introduced Becky Peters, a professor at *Fordham University Gabelli School of Business*, finance associate for *NYC Charter School of the Arts* and financial manager at *Charter School Business Management (CSBM)*; B. Peters said she is excited to be here, to learn about *Bridge Prep Charter School* and get to know the board; she wants to see if it is the right fit for her.

II. Committee Reports

A. Executive Committee

R. Kerr gave the following report on the *Executive Committee* meeting held on September 8th: Board's mission, building capacity and stamina were discussed; also set up co-chairs for the standing committees.

- **Executive Committee:** Rose Kerr, Chair; the *Executive Committee* is a steering committee that discusses topics to be presented to the full board at the regular monthly board meeting; *Executive Committee* members are *Board of Trustee* officers. BOT Chair Rose Kerr, BOT Vice-Chair Laurel Gyimesi, BOT Treasurer, George Winn, BOT Secretary Laura Timoney and BOT member Maria Casale.

Under the Executive Committee, two task force sub-committees will be formed: ***Executive Director Support & Evaluation Task Force,*** Laura Timoney, Chair *and* ***Reauthorization Task Force****,* Laurel Gyimesi, Chair

- **Finance Committee:** George Winn & Laura Timoney, Co-Chairs
- **Academic Committee**: Rose Kerr & Maria Casale, Co-Chairs
- **Governance Committee**: Laurel Gyimesi & Azalia Volpe, Co-Chairs

B.

Academic Committee

R. Kerr gave the following report:
Starting at the October *Academic Committee* meeting, there will be presiding co-chairs;
A committee meeting was held yesterday morning; our Executive Director will cover most of what we discussed at that meeting, i.e., highlights of the school opening, staffing needs, after-school enrichment program, mental health & SEL initiatives, OG benchmarking assessment; starting in October we will begin reviewing our academic Dashboard report at each board meeting.

The next *Academic Committee* meeting will be October 13th at 9:15 AM.
Future *Academic Committee* meetings will be the 2nd Wednesday of each month at 9:15 AM.

C. Finance Committee

G. Winn gave the following report:
Welcomed Laura Timoney as co-chair of this committee; the ongoing school financial audit will be discussed further at the October board meeting; anyone who wishes to serve on the *Finance Committee* should let G. Winn or L. Timoney know.

The next *Finance Committee* meeting will be October 11th at 4 PM.
Future *Finance Committee* meetings will be on the 2nd Monday of each month at 4 PM
(adjustments to meeting dates/times can be made for convenience of committee members)

D. Board Development & Governance

L. Gyimesi gave the following report:
Welcomed Azalia Volpe as new co-chair of this committee; we are working on training sessions for new board members and expect to meet on the 1st Thursday of each month at 9 AM, but would like to see if that date/time is good for the other committee members before final determination; expect to meet with co-chair, Azalia Volpe next week to set this year's goals for the committee.

The next *Governance Committee* meeting will *tentatively* be October 7th at 9 AM.
Future *Governance Committee* meetings will *tentatively* be on the 1st Thursday of each month at 9 AM. *(adjustments to meeting dates/times may be made for convenience of committee members)*

E. ED Support & Evaluation

L. Timoney gave the following report:
We received an email today from *NYS Education Department* approving Geena Kuriakose as a *Board of Trustees* member with full voting privileges.

She likes the idea of co-chairs and the methodology of spreading our institutional knowledge to new board members for purposes of succession; she encourages BOT members to join the *ED Support & Evaluation Committee* to help set the goals for the ED and to write the ED evaluation this school year.

III. Votes

A. Resolution to appoint Board Member

Laura Timoney made a motion to Approve Resolution #10 - Selecting Mark Harmon-Vaught as Member of Board of Trustees.
George Winn seconded the motion.
The following resolution was read aloud and followed by an individual voice-vote of board members:

WHEREAS, the Board of Trustees of Bridge Preparatory Charter School ("Bridge Prep") deems it to be in the best interests of Bridge Prep that the following action be taken by the Board of Trustees of Bridge Prep pursuant to this Resolution:

WHEREAS, The Bridge Preparatory Charter School Board of Trustees, having conducted a thorough criminal history record check via fingerprinting which is deemed acceptable by NYSED, and having discovered no State or Federal criminal history, or having provided information regarding such history to NYSED, if found, and having verified that any academic and/or professional credential or qualification presented by the proposed member is genuine, and having reviewed the application in its entirety, has voted to select **Mark Harmon-Vaught** as a member to its Board of Trustees, with a term expiring on June 2024 pending approval by NYSED. The resolution approving **Mark Harmon-Vaught** is adopted upon NYSED's approval.

NOW, THEREFORE, BE IT RESOLVED that, pursuant to applicable law, and the authorizing Charter, the undersigned, being a majority of the Members of Bridge Prep hereby consent to, approve, and adopt the aforesaid Resolution.

Roll Call:
A. Volpe Aye
R. Kerr Aye
M. Casale Aye
A. Margolis Absent
L. Timoney Aye
G. Winn Aye
L. Gyimesi Aye
F. Santarpia Aye
G. Kuriakose Aye

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

B. Health & Safety Policy

Laura Timoney made a motion to Approve the Bridge Prep Supplemental Health Policy Related to COVID-19 Vaccination and Testing.
Rose Kerr seconded the motion.
Executive Director Tim Castanza explained the Bridge Prep policies regarding COVID vaccination and testing pertaining to school staff; under new Department of Health regulations, all school staff must be fully vaccinated or receive their first vaccination by September 27th. Since the DOH regulations supersede all previous policies and school rules, school staff is no longer allowed to vaccinate OR test for COVID and now MUST be vaccinated. The complete *Bridge Prep Supplemental Health Policy* was shared with the board members before the vote regarding the changes to the policy. A brief discussion followed regarding the changes, the UFT agreement and Department of Health mandates. The wording of the resolution was determined to be sufficient at the current time.

Roll Call:
L. Timoney Aye
R. Kerr Aye
F. Santarpia Aye
L. Gyimesi Aye
M. Casale Aye
G. Winn Aye
G. Kuriakose Aye
A. Volpe Abstain
A. Margolis Absent

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

IV. Executive Director Update

A. ED's Report

T. Castanza welcomed back the board members and said it was good to see new faces on the board; he enjoyed his parental leave this summer but it is good to be back; we had a successful first day of school and have 65 new families joining us; we are now located in a split-site on the Petrides Campus, which requires adjustment and extra effort by staff and parents; the first few days of school are for students get comfortable - not much in academics covered yet. Our annual financial audit is being done by Schall & Ashenfarb and we expect the draft of their report to be sent to us within a week; we will review and share the audit report with the Finance Committee and for full board approval at the October meeting. We will finally receive our Start-Up Grant from the NYC Dept of Community & Youth Development (DYCD) soon; we will notify the Finance Committee of specific amounts once we receive them. Based on new guidelines we received related to

space, health and safety, we decided to change course and move our grade 4 students to the new space instead of Grades 1 and 2; furniture from the DOE is experiencing significant delays so we borrowed furniture from other schools for opening day; Fresh painting is nearly complete and Bridge Prep specific branding will happen next week; our new *Interim Acting Director of Teaching and Learning*, Cheryl Otterbeck began on September 1st; we expect to post the permanent job position next week. F. Ebanks vetted several different vendors to overhaul our website; we have identified a group that can design and maintain our website; after final review of the proposal it will be brought to the board for contract approval at the October meeting. Summer professional development was successful; the *Singapore Math* program offered by Shelly DuBose was very well received and will be offered again in January. The *After-School Academic Enrichment Program* in ELA/Math/Science will focus on recovery from remote learning and will start in mid-October for 1 hour on Mondays/Wednesdays/ Fridays. Social workers offer SEL class and they will focus on students' needs regarding the transition back to in-person learning.

B. Monthly Financials

Monthly financial records were viewed. L. Timoney offered to send a copy of the financial record to Becky Peters for her review.

V. School Update

A. Family Association Update

A. Volpe gave the following report:
The first *Family Association* meeting was held on September 13th and was well-attended; it was held remotely via Zoom and will continue to be done that way. October is *Dyslexia Awareness Month* and we will plan something for that event. Book vending machines will be in place by mid-October; each building will get a vending machine; *O'Neills Dine-In* will be held on October 29th to benefit the *Family Association*. Contacted City Councilmember Debi Rose's office regarding the traffic chaos on Renwick Ave and Little Clove Road at dismissal; a request will be put into NYPD for assistance with traffic control.

VI. Other Business

A. New Business

L. Timoney said that the *Board of Trustees* have all been assigned new email addresses which consist of their first initial and last name followed by @bridgeprepcharter.org
R. Illuzzi welcomed M. Harmon-Vaught to the *Board of Trustees* and recommends that he visit the school and speak to the families; she said it was exciting and wonderful to see the children back in school and hopes to see more of the board members; we are all really dedicated to our students and families and the happiness is obvious in our school.

G. Kuriakose attended professional development workshops over the summer and was very impressed; she is happy that this type of professional development is being done regularly to help teachers with curriculum planning, etc.
M. Casale is happy that the workshops were appreciated; and after devoting 30 years of her life to this, she is pleased to co-chair the *Academic Committee* with R. Kerr whom she thanked.

VII. 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 8:07 PM.

Respectfully Submitted,
Kathy Baldassano