APPROVED

Bridge Preparatory Charter School

Minutes

Executive Committee Meeting (Special Timing)

Date and Time
Monday June 6, 2022 at 7:45 AM

Location

Join Zoom Meeting
https://us02web.zoom.us/j/82613152824?pwd=ZGF2Mk5lMjJwZnZDMVpvNFNWRjlxUT09

Meeting ID: 826 1315 2824
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Mark Harmon-Vaught is inviting you to a scheduled Zoom meeting.
Topic: BPCS Executive Committee Meeting
Time: This is a recurring meeting Meet anytime
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Committee Members Present
George Winn (remote), Laurel Gyimesi (remote), Maria Casale (remote), Mark Harmon-Vaught (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

Mark Harmon-Vaught called a meeting of the Executive Committee Committee of Bridge Preparatory Charter School to order on Monday Jun 6, 2022 at 7:46 AM.

C. Welcome from Chair

R. Kerr thanked everyone for agreeing to change today's scheduled meeting date; it's important we get everything in place for the upcoming full board meeting of June 15th.

D. Review Past Meeting Notes

Minutes do not exist for the *Executive Committee Meeting* of 05/10/2022 since quorum was not met on that date. Written notes containing what was discussed were recorded for informational purposes only. Those meeting notes were shared with the committee members.

II. Committee Updates

A. Academic Committee

R. Kerr stated that the *Academic Committee* will be meeting later this week, on June 8th; Jane McCord will be attending that meeting and we are happy that she will be joining us on the *Board of Trustees* and as a member of the *Academic Committee*. At the upcoming full board meeting on June 15th, the *Academic Committee,* E.D. and DTL will be presenting data from OG and F&P; the E.D. will update us on summer school, the school calendar, professional development plans, the pacing plan for student assessments and give a briefing on the June 7th NYSED mid-term visit occurring tomorrow as well as today's visit by *NYS Education Commissioner* Betty Rosa.

B. Finance Committee

G. Winn reported that the *Finance Committee* will meet on June 8th and aside from the budget, they expect to discuss the insurance contracts recommended by school management for the HR overlay in place of the TriNet employee health plans; our current HR partner, TriNet has told us to anticipate a 30% increase in health benefit costs; we look forward to hearing more about an alternative plan when the committee meets later on the 8th; the agenda for the *Finance Committee Meeting* is still being finalized due to a unexplained deletion of some of the agenda sections; the bulk of the *Finance Committee Meeting* will be regarding the budget, but we are also trying to get a compliance calendar established so the board can see what needs to be handled each month.

C. Board Development & Governance

L. Gyimesi reported that the *Board Development & Governance Committee* will be meeting tomorrow, June 7th and will discuss proposed changes to the bylaws which clarify board members' term limits and what is allowable after members' terms end; she will share the changes with the entire board for review prior to the full board meeting on June 15th; the committee is also working on the process of adding 5 new members to the board; we are awaiting the potential board members to be cleared by NYSED; they hopefully can be added onto the board by September.

D. ED Support & Evaluation

M. Harmon-Vaught stated that he has shared with the board an online link to choose the best date/time for a meeting this month to review the materials for the E.D. end-of-year evaluation. After the board has responded to the poll, a date will be chosen. The process needs to be completed by the end of June and can be used as a jumping off point for the school and E.D. goal settings for school year 2022-2023 and beyond.

III. New Business

A. Debrief NYSED Board Interview

R. Kerr led the following discussion regarding the *Board of Trustees* virtual interview with NYSED on June 2nd:

- R. Kerr - believes we ended the virtual interview on a good note; it was a successful focus group; it was enriching; NYSED was not intimidating; they were impressed with our structure; a lot of content was included. Two areas of our charter renewal application will need further development: content replenishment and some qualitative details as well, NYSED called for "factual correction" but she believes it calls for adding facts that we may not have considered before.
- G. Winn - thinks it went fine and that we will learn more as we go; one point involved was if our board could more closely reflect our student and parent population with an effort on our part to increase inclusion; he thinks we have done a good job in supporting our teachers and in prepping them for the content they need to be successful; we also gave teacher bonuses; he would have added more if there was more time allotted for the interview.
- R. Kerr - Would like to add more to the record when we receive the draft; we could have added more about bringing diversity to our board; Staten Island has been struggling for decades to get more diversity in all the schools; our trending and outreach to get more diversity should be emphasized; also one of the questions was more of a school-based topic regarding what we are doing to help teachers cope; she thinks we need to highlight what we are already doing that actually supports teachers as well as what we can do better.
- L. Gyimesi - she thinks the emphasis was more on what are we doing for the mental health of our teachers, as opposed to providing teachers with professional development - which she thinks is more of a school-based question anyway, but we should prepare to address that topic better than we did.
- M. Casale - although this was not brought up because it wasn't relevant, how are the teachers handling the children?; over 50% of our students receive counseling; we may need to put together a crisis support team, a therapeutic team to support our teachers so they can support the students.
- R. Kerr - that is an area we may need to include in the future for our teachers and students.
- M. Harmon-Vaught - concurs and although the other questions fell within the benchmarks of board evaluation in which we are strong, the area about teacher support is something the school can answer in a deeper way; it is a good indicator of what is being thought of outside of the benchmarks.
- L. Gyimesi - likes the idea of a crisis intervention team and noted that the word "safety" was brought up by NYSED, which surprised her.
- G. Winn - there are strong safety protocols being enforced in schools now, not only for visitors but for staff and students.

- M. Casale - we talk about related services, but maybe we can hire a team to give general support around trauma, crisis, safety and mental health of our students; we don't know how many students are getting crisis counseling.
- R. Kerr - we should be getting some feedback from the interview within 2-3 weeks. The feedback should indicate what needs to be further developed; where we need to do better, and where we are strong.
- M. Harmon-Vaught - any materials the interviewers requested have been sent to them and have been received.

B. June Board Meeting Plan

M. Harmon-Vaught reviewed the items for the agenda for the full board meeting on June 15th:

- Budget
- Elections of Board Officers
- Bylaws Amendments
- Debrief of NYSED Visit
- Data Presentation by School Staff/Academic Committee
- Scheduling Board Meetings for summer months and beyond

M. Casale said she will like to share at a later time some of the data she collected re: counseling services.

A discussion followed regarding the change in the *NYS Open Meetings Law* that will require board members to meet in-person in order to have quorum, and how that will affect committee meetings; some board members may be located at a distance from the meeting site at the school; the law changes take effect June 9th unless there is another extension by the governor. The June 15th meeting may need to have quorum in-person at the school or a public location. L. Gyimesi suggested that we discuss these changes at the August board meeting. R. Kerr added that it's important to know before the June meeting what the requirements will be. M. Casale suggested that the board members communicate more frequently to plan the logistics of who is able to attend in-person, and who cannot.

C. Preparation for June Board Budget Discussion

L. Gyimesi wants to make sure that the salary increase for the *Administrative Assistant* which was discussed and agreed upon at the last *Executive Committee Meeting* is included in the budget for 2022-2023; the salary and hour-cap increases will be effective July 1st as well as her additional position as *Parliamentarian*; the salary increase needs to be covered in the final budget and not forgotten or overlooked; G. Winn asked her to send a reminder email to L. Timoney and himself; they will make sure it is included in the final budget.

- R. Kerr asked the board members if there was anything about the budget that they wanted to discuss or any open items; are we ready to pass the budget as-is right now or is there anything else to talk about?
- G. Winn said that there are still some school employee salary items that need to be discussed, perhaps in closed *Executive Session* and there are some contracts still coming in; there are components to the budget that we still need to take up.
- R. Kerr agreed that there are 2 items in the budget that need further clarification: salary structure and the HR employee health benefits provider contract; will the *Finance Committee* be able to make recommendations to the full board on whether to approve the new HR health benefits contract or not at our meeting on June 15th?
- G. Winn responded that the *Finance Committee* will be discussing this on June 8th, but he is ready to recommend a change in employee health coverage from our current provider due to the increased cost; the new vendor's contract would be starting August 1st. We still have some time to find a new vendor, but we will be cancelling the contract of our current provider nonetheless. This should not impede approval of the final budget by the board on June 15th since the funds for a HR health benefits provider are already included within the budget. Regarding the salary structure, some discussion still needs to happen, but we will need to enter into closed session for that discussion.

IV. Proposed Executive Session

A. Proposed Executive Session

Mark Harmon-Vaught made a motion to enter into closed Executive Session at 8:20 AM to discuss the financial and employment history of particular persons.
Rose Kerr seconded the motion.
The committee **VOTED** unanimously to approve the motion.
Mark Harmon-Vaught made a motion to resume open public session at 8:55 AM.
Rose Kerr seconded the motion.
The committee **VOTED** unanimously to approve the motion.

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 8:55 AM.

Respectfully Submitted,
Kathy Baldassano