



# Bronx Charter School for the Arts

## Minutes

### Monthly Board Meeting

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#### Date and Time

Tuesday December 9, 2025 at 6:00 PM

#### Location

Zoom

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#### Trustees Present

Arlene Bascom (remote), Barbara H. Scott (remote), David Barnard (remote), Denise Brecher (remote), Eric Osorio (remote), Susan Geisenheimer (remote), Zahreen Ghaznavi (remote)

#### Trustees Absent

Charles Whites, Evette Stair- Radlein, Lori Biancamano

#### Ex Officio Members Present

Kathy Ortiz (remote)

#### Non Voting Members Present

Kathy Ortiz (remote)

#### Guests Present

Joseph Chiofalo (remote), Juan Pimentel (remote), Lydia Bremer (remote), Melanie Hok (remote), Patricia Rooney (remote)

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### I. Opening Items

#### A.

## **Record Attendance**

### **B. Call the Meeting to Order**

Barbara H. Scott called a meeting of the board of trustees of Bronx Charter School for the Arts to order on Tuesday Dec 9, 2025 at 6:04 PM.

### **C. Approve Minutes for October 14, 2025 Board Meeting**

Arlene Bascom made a motion to approve the minutes from Monthly Board Meeting on 10-14-25.

Denise Brecher seconded the motion.

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

### **D. Approved Minutes for November 11, 2025 Board Meeting**

Arlene Bascom made a motion to approve the minutes from Monthly Board Meeting on 11-11-25.

Denise Brecher seconded the motion.

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

## **II. Executive Director Report**

### **A. Update from HR**

Melanie Hok presented the updated School Employee Manual for Board consideration and approval. The revisions include updates to policies on tuition reimbursement, social media, lactation and reproductive health decisions, as well as revised language reflecting the transition to ExtensisHR. The updated manual was previously reviewed by the school's HR and employment counsel as well as by Evette Stair-Radlein and Zahreen Ghaznavi, with additional recommendations provided by the HR partner at ExtensisHR.

### **B. Vote**

Arlene Bascom made a motion to approve and adopt the Employee Manual presented on this date; FURTHER RESOLVED, that the Executive Director is authorized to implement the Employee Manual, distribute it to all employees, and make non-substantive administrative updates as needed; FURTHER RESOLVED, that any material amendments to the Employee Manual shall be brought to the Board of Trustees for review and approval.

David Barnard seconded the motion.

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

## **III. Upcoming Events**

### **A. Update**

Kathy Ortiz presented an overview of upcoming events and provided the scheduled dates for committee meetings. She also shared information regarding the December holiday break. The next Board meeting is scheduled for January 13th, 2026.

#### **IV. 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 6:18 PM.

Respectfully Submitted,  
Susan Geisenheimer