

Application: Bridge Preparatory Charter School

Timothy Castanza - timothy.castanza@gmail.com
2020-2021 Annual Report

Entry 1 School Info and Cover Page

Completed Jul 30 2021

Instructions

Required of ALL Charter Schools

Each Annual Report begins with a completed School Information and Cover Page. The information is collected in a survey format within Annual Report portal. When entering information in the portal, some of the following items may not appear, depending on your authorizer and/or your responses to related items.

Entry 1 School Information and Cover Page

(New schools that were not open for instruction for the 2020-2021 school year are not required to complete or submit an annual report this year).

Please be advised that you will need to complete this cover page (including signatures) before all of the other tasks assigned to you by your school's authorizer are visible on your task page. While completing this cover page task, please ensure that you select the correct authorizer **(as of June 30, 2021)** or you may not be assigned the correct tasks.

BASIC INFORMATION

a. SCHOOL NAME

(Select name from the drop down menu)

BRIDGE PREPARATORY CHARTER SCHOOL 353100861144

a1. Popular School Name

Bridge Prep

b. CHARTER AUTHORIZER (As of June 30th, 2021)

Please select the correct authorizer as of June 30, 2021 or you may not be assigned the correct tasks.

BOARD OF REGENTS

c. DISTRICT / CSD OF LOCATION

CSD #31 - STATEN ISLAND

d. DATE OF INITIAL CHARTER

6/2018

e. DATE FIRST OPENED FOR INSTRUCTION

9/2019

f. APPROVED SCHOOL MISSION (Regents, NYCDOE, and Buffalo BOE authorized schools only)

MISSION STATEMENT

The mission of Bridge Preparatory Charter School (BPCS) is to provide all students, especially those struggling with literacy acquisition, with an innovative, student-centered learning environment that challenges them with academic rigor, builds their resiliency and fosters their academic progress and social and emotional growth. Our goal is to graduate students who are confident and creative learners prepared for secondary school and beyond.

g. KEY DESIGN ELEMENTS (Regents, NYCDOE, and Buffalo BOE authorized schools only)

KEY DESIGN ELEMENTS (Briefly describe each Key Design Elements (KDE) as presented in the schools approved charter. KDEs are those general aspects of the school that are innovative or unique to the school's mission and goals, are core to the school's overall design, and are critical to its success.

KDE 1

A Multisensory, Cross-Curricular Instructional Design: The research is clear that explicit and structured language instruction is valuable for all students⁵, especially students with language-based learning disabilities (LBLDs) such as dyslexia and for ELLs. A foundational component of our curricular design is the use of the highly structured Orton-Gillingham approach (OG) to teaching literacy. OG is widely known as a multisensory approach proven to work with all students, especially those who struggle to read and write. Our curriculum will allow students to use their learning strengths and deliberately utilize sensory modalities including sight, sound, movement and touch to connect language to words; moreover, multisensory instruction based on the OG approach will be interwoven across all subjects. Multisensory education provides students with more ways to connect to what they are learning. As writing competency is closely aligned with reading, we will also utilize the results-proven, research-based writing program, The Writing Revolution (TWR) to

transform their thoughts into effective, high-quality writing using clear, linguistically complex sentences and paragraphs.

KDE 2

A Balanced Approach to Interdisciplinary Literacy: Our approach to literacy using enhanced and individualized instruction through OG and TWR, will be aligned to the NGLS and grounded in the Core Knowledge (CK) Sequence for ELA, science, social studies as well as Singapore Math. The consistent reinforcement of these skills by teachers in all subject areas will assure that students learn to think and write with greater precision and confidence, no matter the content. This level of programming will be embedded into the daily curriculum, across all content and disciplines. Our curriculum will capture elements of curricula and approaches used in highly successful schools with similar student populations

During the school day, students will be engaged in thematic Creative Learning Extensions (CLEs) which are meaningful extensions of the regular curriculum designed to promote students' imaginative and inspirational growth. Some CLEs include themed activities and projects in visual, performing, and graphic arts, STEM, athletics, dance and structured play.

KDE 3

A Student-Centered School Structure: A key component of our work is to develop students as self-advocates by supporting them in identifying the lifelong strategies needed to maximize their strengths and achieve success. Through a combination of our multisensory instructional approach, which allows students to use their individual strengths to make connections to instruction, and our supportive school culture we will build confidence, grow self-esteem and inspire our students. Our collaborative co-teaching model allows for rigorous and continual assessments, benchmarking, ability-based grouping and low student to teacher ratios all designed to meet the needs at all student levels.

	<p>Our purposely-planned student schedule and longer than average school day provides students with sufficient time to engage in meaningful learning extensions and rigorous content, via a cadre of programming that supports the development of the whole child such as: a dedicated class period for Social Emotional Learning (SEL), set aside time for academic skills enrichment, Executive Functioning and organizational sequencing.</p>
KDE 4	<p>A Supportive Network for Families: Families are a student’s first teachers and strongest advocates. In order to make decisions for, and with their student, they must be well informed and involved. At BPCS, we believe a key factor in maintaining a culture of achievement is based on a true partnership and trusting relationship with our families, which will result in increased achievement for our students. We aim to incorporate the school-home connection intentionally in our structure and strategically dedicate a seat on the Board of Trustees (BOT) for a BPCS parent who will provide families with active voice in the decision-making body of the school.</p>
KDE 5	<p>Extensive, Supportive Staff Development: Teachers and staff are critical to achieving a culture of achievement at BPCS. Our Center for Staff Development is designed to provide staff with an extensive and balanced approach to professional development and an OG practicum, structured to increase their knowledge and skills in teaching literacy acquisition, leading to their ability to pursue a preliminary certification credential in OG.</p>
KDE 6	<p>Connections to the Larger Community: We have been in contact with several community and citywide organizations to develop partnerships which will supplement our school design and will further our mission. Additionally, we will partner with several colleges and universities to develop a student-teacher pipeline program.</p> <p>been working with various stakeholders (including BPCS’s founder and proposed ED) to support</p>

students with LBLDs in public schools. Using developed relationships within the district and charter school communities, we will form individual school-to-school partnerships for the sharing of best practices and professional development with schools in CSD 31 and across NYC.

KDE 7

(No response)

KDE 8

(No response)

KDE 9

(No response)

KDE 10

(No response)

Need additional space for variables

No

h. SCHOOL WEB ADDRESS (URL)

bridgeprepcharter.org

i. TOTAL MAX APPROVED ENROLLMENT FOR THE 2020-2021 SCHOOL YEAR (exclude Pre-K program enrollment)

138

j. TOTAL STUDENT ENROLLMENT ON JUNE 30, 2021 (exclude Pre-K program enrollment)

155

k. GRADES SERVED IN SCHOOL YEAR 2020-2021 (exclude Pre-K program students)

Check all that apply

Grades Served	1, 2, 3
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l1. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?

No

FACILITIES INFORMATION

m. FACILITIES

Will the school maintain or operate multiple sites in 2021-2022?

No, just one site.

School Site 1 (Primary)

m1. SCHOOL SITES

Please provide information on Site 1 for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1	715 Ocean Terrace, Building E, Staten Island, NY 10301	718-274-3437	NYC CSD 31	1-4	No

m1a. Please provide the contact information for Site 1.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Timothy Castanza	718-274-3437		tim@bridgeprepcharter.org
Operational Leader	Fahron Ebanks	718-274-3437		fahron@bridgeprepcharter.org
Compliance Contact	Fahron Ebanks	718-274-3437		fahron@bridgeprepcharter.org
Complaint Contact	Timothy Castanza	718-274-3437		tim@bridgeprepcharter.org
DASA Coordinator	Arlin Guerrero	718-274-3437		arlin@bridgeprepcharter.org
Phone Contact for After Hours Emergencies	Timothy Castanza	718-274-3437		tim@bridgeprepcharter.org

m1b. Is site 1 in public (co-located) space or in private space?

Co-located Space

m1c. Please list the terms of your current co-location.

	Date school will leave current co-location	Is school working with NYCDOE to expand into current space?	If so, list year expansion will occur.	Is school working with NYCDOE to move to separate space?	If so, list the proposed space and year planned for move	School at Full Capacity at Site
Site 1	September 2023	Yes	2021	No		No

IF LOCATED IN PRIVATE SPACE IN NYC OR IN DISTRICTS OUTSIDE NYC

m1d. Upload a current Certificate of Occupancy (COO) and the annual Fire Inspection Report for school site 1 if located in private space in NYC or located outside of NYC .

Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2021.

Site 1 Certificate of Occupancy (COO)

Site 1 Fire Inspection Report

CHARTER REVISIONS DURING THE 2020-2021 SCHOOL YEAR

n1. Were there any revisions to the school’s charter during the 2020-2021 school year? (Please include approved or pending material and non-material charter revisions).

Yes

n2. Summary of Charter Revisions

	Category (Select Best Description)	Specific Revision (150 word limit)	Date Approved by BOT (if applicable)	Date Approved by Authorizer (if applicable)
1	Change in admissions/enrollment policy	Updates to application, policy to clarify waitlist and grade specific application directions		January 21, 2021
2	Change in schedule/calendar	Alignment of end of school day	May 12, 2021	
3	Other	Increase Y3 total enrollment	June 17, 2021	Pending
4				
5				

More revisions to add?

No

o. Has your school's Board of Trustees approved a budget for the 2020-2021 FY?

Yes

ATTESTATIONS

p. Individual Primarily Responsible for Submitting the Annual Report.

Name	Timothy Castanza
Position	Executive Director
Phone/Extension	646-331-4561
Email	tim@bridgeprepcharter.org

p. Our signatures (Executive Director/School Leader/Head of School and Board President) below attest that our school has reviewed, understands and will comply with the employee clearance and fingerprint requirements as outlined in Entry 10 and found in the [NYSED CSO Fingerprint Clearance Oct 2019 Memo](#). Click **YES** to agree.

Responses Selected:

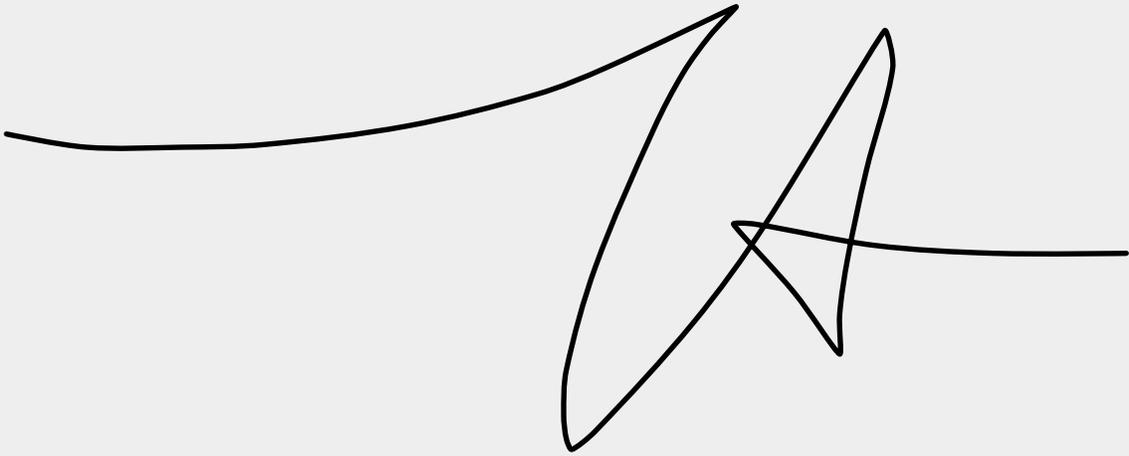
Yes

q. Our signatures (Executive Director/School Leader/Head of School and Board President) below attest that all of the information contained herein is truthful and accurate and that this charter school is in compliance with all aspects of its charter, and with all pertinent Federal, State, and local laws, regulations, and rules. We understand that if any information in any part of this report is found to have been deliberately misrepresented, that will constitute grounds for the revocation of our charter. Click **YES** to agree and then use the mouse on your PC or the stylus on your mobile device to sign your name).

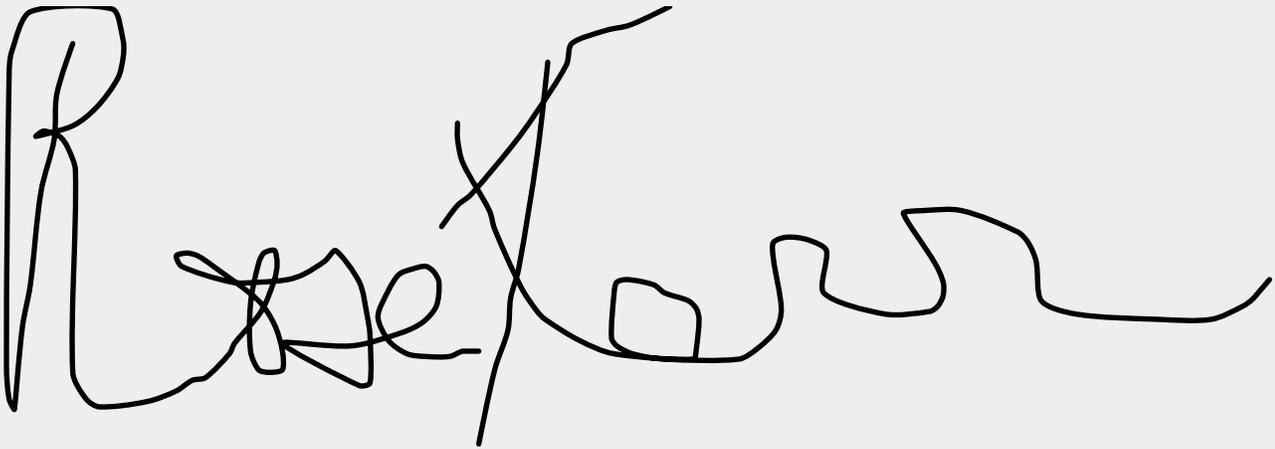
Responses Selected:

Yes

Signature, Head of Charter School

A stylized, handwritten signature in black ink on a light gray background. The signature consists of a long horizontal line on the left that curves upwards and then into a large, looped shape that resembles a capital letter 'A' or 'H'.

Signature, President of the Board of Trustees

A complex, handwritten signature in black ink on a light gray background. It features a large, vertical capital letter 'R' on the left, followed by several overlapping loops and a long, horizontal, wavy line extending to the right.

Date

Jul 30 2021

Thank you.



Entry 3 Progress Toward Goals

Instructions

Regents, NYCDOE, and Buffalo BOE-authorized charter schools

For the 2020-2021 school year, any academic or organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”. **Deadline is November 1, 2021.**

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

Entry 3 Progress Toward Goals

PROGRESS TOWARD CHARTER GOALS

Board of Regents-authorized and NYCDOE-authorized charter schools only.

Complete the tables provided. List each goal and measure as contained in the school’s currently approved charter, and indicate whether the school has met or not met the goal. Please provide information for all goals no later than November 2, 2021.

1. ACADEMIC STUDENT PERFORMANCE GOALS

For the 2020-2021 school year, any academic goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”.

2020-2021 Progress Toward Attainment of Academic Goals

	Academic Student	Measure Used to	Goal - Met, Not	If not met,
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	Performance Goal	Evaluate Progress Toward Attainment of Goal	Met or Unable to Assess	describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Academic Goal 1	75% of all students will increase their score on MAP Growth Reading and math assessments, from one trimester to the next.	NWEA Map Assessment	Unable to Assess	<p>N/A due to changes in testing, surveying and other related practices as a result of closure/ lack of in consistent person instruction.</p> <p>While assessments were administered each trimester, the methods of administration of the assessments(virtual vs in-person) renders the data unreliable.</p>
Academic Goal 2	Each year, 75% of students in non-NYS testing grades, who have been enrolled at BPCS for at least two years, will be proficient on their final MAP Primary Grade (MPG) Reading and math	NWEA Map Assessment	Unable to Assess	<p>N/A due to changes in testing, surveying and other related practices as a result of closure/ lack of in consistent person instruction.</p> <p>While assessments were administered each trimester, the methods of administration of</p>

	assessment.			the assessments(virtual vs in-person) renders the data unreliable.
Academic Goal 3	Each year, 75% of students, who have been enrolled at BPCS for at least two years, will be proficient on their final MAP Reading and math assessment.	NWEA Map Assessment	Unable to Assess	N/A due to changes in testing, surveying and other related practices as a result of closure/ lack of in consistent person instruction. While assessments were administered each trimester, the methods of administration of the assessments(virtual vs in-person) renders the data unreliable.
Academic Goal 4	Each Year, 85% of students, in each grade, will perform at proficiency on their Summative Science Investigation Portfolio, according to a differentiated, school-created rubric, aligned to NYS Next Generation Science Standards.	School Created Rubric	Unable to Assess	N/A due to closure/ lack of consistent in person instruction impacting the ability to assess portfolios in alignment with the school's rubric/established expectations.
	Each Year, 85% of students, in each grade, will perform			N/A due to closure/ lack of consistent in person

Academic Goal 5	at proficiency on their Summative Social Studies Portfolio, according to a differentiated, school-created rubric, aligned to NYS Social Studies Framework.	School Created Rubric	Unable to Assess	instruction impacting the ability to assess portfolios in alignment with the school's rubric/established expectations.
Academic Goal 6	Criteria as described in Benchmark 1 of Charter Performance Framework	NYS Grade 3 ELA Assessment	Unable to Assess	N/A given NYSED rules on test data not counting for this school year.
Academic Goal 7	Criteria as described in Benchmark 1 of Charter Performance Framework	NYS Grade 3 Math Assessment	Unable to Assess	N/A given NYSED rules on test data not counting for this school year.
Academic Goal 8				
Academic Goal 9				
Academic Goal 10				

2. Do have more academic goals to add?

No

4. ORGANIZATION GOALS

For the 2020-2021 school year, any organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”.

2020-2021 Progress Toward Attainment of Organization Goals

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Org Goal 1	The BOT will perform an annual self-evaluation, as well as annual reviews of overall school structures, policies, by-laws and the ED to determine efficiency and areas for growth.	Board on Track; and BOT meetings	Met	
Org Goal 2	BPCS will have an established, well-functioning organizational structure with clearly delineated roles for staff, administrators, and BOT members, as well as systems and protocols that allow for the successful implementation, evaluation, and improvement of our academic program and operations.	Staff survey, team meeting agendas, school developed operational structures/systems	Met	
	BPCS will comply	consultations with		

Org Goal 3	with the provisions of our charter and all applicable laws and regulation.	school based counsel, BOT and NYSED	Met	
Org Goal 4	Each year, BPCS will see a decrease in the number of student disciplinary referrals and/or a decrease in the severity of incidents and suspensions from the year prior.	School based behavior reporting, logs; tracking through SchoolRunner (SIS)	Partially Met	Due to inconsistency of in person attendance, data/information related to behavior and disciplinary referrals is difficult to capture and compare.
Org Goal 5	Each year, BPCS will have a 95% average daily student attendance rate.	Schoolrunner (SIS)	Unable to Assess	N/A due to closures/ lack of in consistent person instruction and impact of COVID 19 pandemic on families in the school.
Org Goal 6	Each year, BPCS will have a 90% completion rate on our annual family survey and will show annual increases in the family attendance rate at school-sponsored events.	Family surveys; School sponsored events	Unable to Assess	Due to COVID 19 pandemic, family focused surveys were more frequent in nature than one singular annual survey; Limited school based events due to COVID Pandemic
Org Goal 7	Each year, 85% of families that responded to our annual family survey will indicate their satisfaction	Family surveys; family feedback and check in data	Unable to Assess	Due to COVID 19 pandemic, family focused surveys were more frequent in nature than one singular annual survey. Feedback received

	with BPCS's school program			on surveys and check ins with families scored high.
Org Goal 8	Each year, BPCS will retain 90% of administrative, instructional and operational staff members who received positive end of year evaluations, in order to provide continuity in success for all of our students	EOY evaluations; staff retention process	Met	
Org Goal 9	BPCS will demonstrate continued and expanded partnerships with organizations in the community for the enrichment of our students	Organizational partners and new relationship management from ED; new BOT members; virtual events	Met	
Org Goal 10	BPCS will join and maintain membership and partnerships within specific professional and mission-aligned groups.	Organizational partners and new relationship management from ED; new BOT members; virtual events	Met	
Org Goal 11	Each year, BPCS will enroll and maintain cohorts of students equal to our projections	Enrollment data; lottery; retention data throughout the year	Met	
				School exceeded Regents targets for

Org Goal 12	Each year, BPCS will meet our prescribed enrollment and retention targets, established by the Board of Regents	Enrollment data; lottery; retention data throughout the year	Partially Met	SWD and FRL; school was slightly below target for ELL. School continues to look for ways to serve and recruit ELL students.
Org Goal 13				
Org Goal 14				
Org Goal 15				
Org Goal 16				
Org Goal 17				
Org Goal 18				
Org Goal 19				
Org Goal 20				

5. Do have more organizational goals to add?

No

6. FINANCIAL GOALS

2020-2021 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	If not met, describe efforts the school will take to meet goal.
Financial Goal 1	Each year, BPCS will have a balanced budget and meet the requirements of our annual financial audit. BPCS will operate in a fiscally sound manner with realistic budgets pursuant to a long-range financial plan, appropriate internal controls and procedures, and in accordance with state law and generally accepted accounting practices	NYSED budget templates, financial consultants, NYSED approved Audit firm	Met	
Financial Goal 2				
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				

7. Do have more financial goals to add?

No

Thank you.

Entry 4 - Audited Financial Statements

Completed Oct 25 2021

Required of ALL Charter Schools

ALL SUNY-authorized charter schools must upload the financial statements in .pdf format into the SUNY Epicenter system no later than **November 1, 2021**. SUNY CSI will forward to NYSED CSO.

ALL Regents, NYCDOE, and Buffalo BOE authorized charter schools must upload final, audited financial statements to the [Annual Report Portal](#) no later than **November 1, 2021**. Upload the independent auditor's report, any advisory and/or management letter, and the internal controls report as one submission, combined into a .PDF file, ensuring that security features such as password protection are turned off.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

[BPCS 2021](#)

Filename: BPCS 2021.pdf Size: 2.4 MB

Entry 4b - Audited Financial Report Template (BOR/NYC/BOE)

Completed Dec 20 2021

[Instructions - Regents-Authorized Charter Schools ONLY](#)

Regents-authorized schools must download and complete the Excel spreadsheet entitled "Audited Financial Report Template" from the online portal or the website at [2020-2021 Charter School Annual Report webpage](#). Upload the completed file in Excel format. **Due November 1, 2021.**

Education Corporations with more than one school should complete the Excel spreadsheet for the Education Corporation as a whole, not for the individual schools. Please submit the same Excel spreadsheet for each of the schools.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

[Bridge Preparatory CS_BEDS-353100861144_2020-21](#)

Filename: Bridge Preparatory CS BEDS 353100 xDsUbRf.xlsx Size: 75.2 kB

Entry 4c - Additional Financial Documents

Completed Oct 25 2021

Instructions - Regents, NYCDOE and Buffalo BOE authorized schools must upload financial documents in this section **by November 1, 2021**. The items listed below should be uploaded, with an explanation if not applicable or available. For example, a "federal Single Audit was not required because the school did not expend federal funds of more than the \$750,000 Threshold."

1. Advisory and/or Management letter

2. Federal Single Audit
3. CSP Agreed-Upon Procedure Report
4. Evidence of Required Escrow Account for each school^[1]
5. Corrective Action Plan for Audit Findings and Management Letter Recommendations

[1] Note: For BOR schools chartered or renewed after the 2017-2018 school year, the escrow account per school is \$100,000.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

[Bridge Prep Annual Report Question 4c 2021](#)

Filename: Bridge Prep Annual Report Question 4c 2021.pdf Size: 74.4 kB

[479 Jul21](#)

Filename: 479 Jul21.pdf Size: 1.0 MB

Entry 4d - Financial Services Contact Information

Completed Oct 25 2021

Instructions: Please enter the contact information for school staff, firms or other entities providing financial services to the education corporation **by November 1, 2021.**

Form for "Financial Services Contact Information"

1. School Based Fiscal Contact Information

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone
	Tim Castanza	[REDACTED]	[REDACTED]

2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
	Joe Albano	[REDACTED]	[REDACTED]	17

3. If applicable, please provide contact information for the school's outsourced financial services firm.

	Firm Name	Contact Person	Mailing Address	Email	Phone	Years With Firm
	BoostEd Finance	Josh Moreau	P.O. Box 70 Plainview, NY, 11703	[REDACTED]	[REDACTED]	15

Entry 5 - Fiscal Year 2021-2022 Budget

Completed Jul 30 2021

Instructions - Regents, NYCDOE, and Buffalo BOE authorized charter schools should upload a copy of the school's FY21 Budget using the 2021-2022 [Projected Annual Budget template](#) in the portal or from the Annual Report website **by November 1, 2021**.

The assumptions column should be completed for all revenue and expense items unless the item is self-explanatory. Where applicable, reference the page number or section in the application narrative that indicates the assumption being made. For instance, student enrollment would reference the applicable page number in Section I, C of the application narrative.

Instructions - SUNY authorized charter schools should download the [2021-2022 Budget and Quarterly Report Template](#) on the SUNY website or Epicenter and upload the completed template into the portal **by November 1, 2021**.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

[BPCS Final2021-2022ARBudgetTemplate \(6](#)

Filename: BPCS Final2021 2022ARBudgetTemplat U6fMNUG.xlsx Size: 37.8 kB

Entry 6 - Board of Trustees Disclosure of Financial Interest Form

Completed Jul 30 2021

Required of ALL Charter Schools by August 2

Each member of the charter school's Board of Trustees who served on a charter school education corporation governing one or more charter schools for any period during the 2020-2021 school year must complete a signed:

- Regents, NYCDOE, and Buffalo BOE Authorized Schools: [Disclosure of Financial Interest Form](#)
- SUNY- Authorized Charter Schools: [SUNY Trustee Financial Disclosure Form](#)

All completed forms must be collected and uploaded in .PDF format for each individual member. **If a trustee is not able or available to complete the form by the deadline, the education corporation is responsible for doing so on behalf of the trustee.** (Forms completed from past years will not be accepted).

Trustees serving on an education corporation that governs more than one school are not required to complete a separate disclosure for each school governed by the **education** corporation. In the Disclosure of Financial Interest Form, trustees must disclose information relevant to any of the schools served by the governing education corporation. Note: Docusign is accepted.

[**NYSED Financial Disclosure Kuriakose 2021**](#)

Filename: NYSED Financial Disclosure Kuriakose 2021.pdf **Size:** 133.4 kB

[**NYSED Casale 2021**](#)

Filename: NYSED Casale 2021.pdf **Size:** 1.2 MB

[**NYSED Winn 2021**](#)

Filename: NYSED Winn 2021.pdf **Size:** 1.2 MB

[**NYSED R Kerr 2021**](#)

Filename: NYSED R Kerr 2021.pdf **Size:** 971.3 kB

[**NYSED Gyimesi 2021**](#)

Filename: NYSED Gyimesi 2021.pdf **Size:** 1.1 MB

[**NYSED Financial Disclosure Form Timoney 2021**](#)

Filename: NYSED Financial Disclosure Form Tim YU1foOQ.pdf **Size:** 487.8 kB

[**FinancialDisclosure2021 Santarpia**](#)

Filename: FinancialDisclosure2021 Santarpia.pdf **Size:** 78.7 kB

[**NYSED Santarpia signature 2021**](#)

Filename: NYSED Santarpia signature 2021.pdf **Size:** 378.3 kB

[**FinancialDisclosure2021**](#)

Filename: FinancialDisclosure2021.pdf **Size:** 229.1 kB

[**NYSED Volpe Disclosure 2021**](#)

Filename: NYSED Volpe Disclosure 2021.pdf **Size:** 1.7 MB

Entry 7 BOT Membership Table

Completed Jul 30 2021

Instructions

Required of All charter schools

ALL charter schools or education corporations governing multiple schools must complete the Board of

Trustees Membership Table within the online portal. Please be sure to include and identify parents who are members of the Board of Trustees and indicate whether parents are voting or non-voting members.

Entry 7 BOT Table

1. SUNY-AUTHORIZED charter schools are required to provide information for VOTING Trustees only.
2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools are required to provide information for all --VOTING and NON-VOTING-- trustees.

1. 2020-2021 Board Member Information (Enter info for each BOT member)

	Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2020-2021
1	Rose Kerr		Chair	Executive, Academic, Finance	Yes	1	07/01/2021	06/30/2024	12
2	Laurel Wedinger-Gyimesi		Vice Chair	Executive, Governance	Yes	1	07/01/2021	06/30/2024	12
3	George Winn		Treasurer	Finance, Executive	Yes	1	07/01/2021	06/30/2024	12
4	Laura Timoney		Secretary	Executive, Governance	Yes	1	07/01/2019	06/30/2022	12

5	Maria Casale		Trustee/Member	Academic, Executive	Yes	1	07/01/2019	06/30/2022	11
6	Azalia Volpe		Trustee/Member	Finance; governance	Yes	1	07/01/2020	06/30/2022	10
7	Amy Margolis		Trustee/Member	Academic	Yes	1	07/01/2019	06/30/2022	6
8	Frank Santarpi a		Trustee/Member	Finance	Yes	1	07/01/2020	06/30/2023	10
9									

1a. Are there more than 9 members of the Board of Trustees?

No

2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

1. SUNY-AUTHORIZED charter schools provide response relative to VOTING Trustees only.
2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools provide a response relative to all trustees.

a. Total Number of BOT Members on June 30, 2021	8
b.Total Number of Members Added During 2020-2021	1
c. Total Number of Members who Departed during 2020-2021	0
d.Total Number of members, as set in Bylaws, Resolution or Minutes	9

3. Number of Board meetings held during 2020-2021

13

4. Number of Board meetings scheduled for 2021-2022

12

Thank you.

Entry 8 Board Meeting Minutes

Completed Jul 30 2021

Instructions - Required of Regents, NYCDOE, and Buffalo BOE Authorized Schools ONLY

Schools must upload a complete set of monthly board meeting minutes (July 2020-June 2021), which should match the number of meetings held during the 2020-2021 school year, as indicated in the above table. The minutes provided must be the final version approved by the school's Board of Trustees and may be uploaded individually or as one single combined file. Board meeting minutes must be submitted by August 2, 2021.

[2020_07_22_board_meeting_minutes](#)

Filename: 2020_07_22_board_meeting_minutes.pdf **Size:** 152.1 kB

[2020_11_18_board_meeting_minutes-2](#)

Filename: 2020_11_18_board_meeting_minutes_2.pdf **Size:** 162.3 kB

[2020_08_19_board_meeting_minutes](#)

Filename: 2020_08_19_board_meeting_minutes.pdf **Size:** 156.9 kB

[2020_12_16_board_meeting_minutes-2](#)

Filename: 2020_12_16_board_meeting_minutes_2.pdf **Size:** 119.4 kB

[2020_10_21_board_meeting_minutes](#)

Filename: 2020_10_21_board_meeting_minutes.pdf **Size:** 133.8 kB

[2020_09_16_board_meeting_minutes](#)

Filename: 2020_09_16_board_meeting_minutes.pdf **Size:** 134.0 kB

[2021_01_20_board_meeting_minutes](#)

Filename: 2021_01_20_board_meeting_minutes.pdf **Size:** 126.0 kB

[2021_02_23_board_meeting_minutes](#)

Filename: 2021_02_23_board_meeting_minutes.pdf **Size:** 196.6 kB

[2021_04_21_board_meeting_minutes](#)

Filename: 2021_04_21_board_meeting_minutes.pdf **Size:** 192.4 kB

[2021_02_24_board_meeting_minutes-2](#)

Filename: 2021_02_24_board_meeting_minutes_2.pdf **Size:** 202.4 kB

[2021_03_17_board_meeting_minutes](#)

Filename: 2021_03_17_board_meeting_minutes.pdf **Size:** 206.5 kB

[2021_05_12_board_meeting_minutes-2](#)

Filename: 2021_05_12_board_meeting_minutes_2.pdf **Size:** 205.5 kB

[2021_06_16_DRAFT_board_meeting_minutes](#)

Filename: 2021_06_16_DRAFT_board_meeting_minutes.pdf **Size:** 247.8 kB

Entry 9 Enrollment & Retention

Completed Jul 30 2021

Instructions for submitting Enrollment and Retention Efforts

ALL charter schools must complete this section. Describe the good faith efforts the charter school has made in 2020-2021 toward meeting targets to attract and retain the enrollment of Students with Disabilities (SWDs), English Language Learners (ELLs), and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2021-2022.

Entry 9 Enrollment and Retention of Special Populations

Instructions for Reporting Enrollment and Retention Strategies

Describe the efforts the charter school has made in 2020-2021 toward meeting targets to attract and retain enrollment of students with disabilities, English language learners, and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2021-2022.

Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2020-2021	Describe Recruitment Plans in 2021-2022
Economically Disadvantaged	Due to COVID, our in person recruitment was limited this year, and as such we did not have as many opportunities to engage in person, however our Economically Disadvantaged student recruitment did not suffer. We had various recruitment events virtually and sent mailings to targeted families in the community and attended virtual community meetings where applicable.	Our overall percentage of students classified as Economically Disadvantaged(65%) is slightly above the district average. We will continue to engage with organizations in the community identified in our charter and through our community engagement to identify ways to continue to recruit and attract Economically Disadvantaged students.

English Language Learners	Due to COVID, our in person recruitment was limited this year, and as such we did not have as many opportunities to engage in person. We had various recruitment events virtually and sent mailings to targeted families in the community, spoke to district principals and attended virtual community meetings where applicable.	We continue to work towards building connections with various organizations in the community that would bring us directly to ELL families and students, including speaking with current principals about ELL students who may be a good fit for Bridge Prep.
Students with Disabilities	Due to COVID, our in person recruitment was limited this year, and as such we did not have as many opportunities to engage in person, however, our reputation in the community as a school designed to meet the needs of diverse learners supported our massive demand for SWDs. We continue to partner with community organizations related to diverse learners to get our mission and vision front facing to those families and students.	Our overall percentage of SWDs (64%) exceeds the district average, given our instructional model and mission. We will continue to engage with organizations in the community identified in our charter and through our community engagement to identify ways to continue to recruit and attract Students with disabilities.

Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2020-2021	Describe Retention Plans in 2021-2022
	Student Retention is an ongoing process at Bridge Prep, and begins in our First Trimester. Our Student Support Team completed targeted outreach calls to families as part of our major focus on student retention and we are pleased to report that the families we spoke to are excited to return for next year and we expect a student retention figure this year of ~97-98%, which is	

Economically Disadvantaged

something we are extremely proud of given the difficulty of this past year.

Based on retention and new student enrollment numbers for 2021-2022, we are currently meeting our planned total enrollment in accordance with our growth plan. This past year, we requested and received approval for a slight increase in our 2020- 2021 total authorized enrollment, to account for the demand we had last year and throughout the current year. This additional enrollment was met, and the school continues to receive demand for additional seats. Families and members of the community have begun expressing interest in the school expanding to middle school grades.

Moreover, the Dean of Specialized Instruction (DSI) has designed systems to collect student data that tracks progress and drives the goal setting process. This data is used by the Student Support Team in biweekly meetings to pinpoint appropriate services and supports for unique student needs. These academic trends and their instructional implications are reported to the leadership team and are utilized to provide feedback and support to maximize student progress through modeling instructional best practices and sharing professional development resources to teaching staff. Partnering with external agencies

Our commitment to Social Emotional Learning remained foundational, and was more important than ever. Success with this focus is evident by the impact on school culture and individual student development. Despite the COVID-19 pandemic, we saw decreased student behavioral incidents and reports and more involvement from students and teachers in The Leader in Me programming, which we use to reinforce effective collaborative and cooperative strategies to foster prosocial behaviors and interpersonal skills for students. We are now well on our way to integrating the 7 Habits into our whole school culture and upon completion of our 3rd year with the program next year, will be considered for designation as a Lighthouse School based on our successful implementation. Based on the impact of this past year's academic experience for students in schools across the country, as evidenced by various forms of student data, our team identified the need for a targeted academic enrichment program after school next year, to target learning loss recovery and assure that we are supporting student progression in the standards and success in Benchmark 1. We are aware that this past year's impact on student achievement has impacted students across our community and as such, demand for seats in our school continues to remain strong(see question below on Enrollment

	<p>(CSE and related service agencies) to ensure compliant implementation of all individual education plans, as well as establishing positive relationships and partnerships with community based organizations across Staten Island, has resulted in Bridge Prep establishing strong relationships that will continue to foster student progress, opportunity and achievement.</p>	<p>and Retention).</p>
	<p>Student Retention is an ongoing process at Bridge Prep, and begins in our First Trimester. Our Student Support Team completed targeted outreach calls to families as part of our major focus on student retention and we are pleased to report that the families we spoke to are excited to return for next year and we expect a student retention figure this year of ~97-98%, which is something we are extremely proud of given the difficulty of this past year.</p> <p>Based on retention and new student enrollment numbers for 2021-2022, we are currently meeting our planned total enrollment in accordance with our growth plan. This past year, we requested and received approval for a slight increase in our 2020- 2021 total authorized enrollment, to account for the demand we had last year and throughout the current year. This additional enrollment was met, and the school continues to receive demand for additional seats. Families and members of</p>	<p>Our Student Support Team provides push-in and pull-out social emotional instruction to further provide targeted intervention. Our school social workers provide students with behavioral intervention and support, in addition to, outreach to families dealing with grief, relocation, trauma, and other familial affairs that impact student learning.</p> <p>Our commitment to Social Emotional Learning remained foundational, and was more important than ever. Success with this focus is evident by the impact on school culture and individual student development. Despite the COVID-19 pandemic, we saw decreased student behavioral incidents and reports and more involvement from students and teachers in The</p>

English Language Learners

the community have begun expressing interest in the school expanding to middle school grades.

Moreover, the Dean of Specialized Instruction (DSI) has designed systems to collect student data that tracks progress and drives the goal setting process. This data is used by the Student Support Team in biweekly meetings to pinpoint appropriate services and supports for unique student needs. These academic trends and their instructional implications are reported to the leadership team and are utilized to provide feedback and support to maximize student progress through modeling instructional best practices and sharing professional development resources to teaching staff. Partnering with external agencies (CSE and related service agencies) to ensure compliant implementation of all individual education plans, as well as establishing positive relationships and partnerships with community based organizations across Staten Island, has resulted in Bridge Prep establishing strong relationships that will continue to foster student progress, opportunity and achievement.

Leader in Me programming, which we use to reinforce effective collaborative and cooperative strategies to foster prosocial behaviors and interpersonal skills for students. We are now well on our way to integrating the 7 Habits into our whole school culture and upon completion of our 3rd year with the program next year, will be considered for designation as a Lighthouse School based on our successful implementation. Based on the impact of this past year's academic experience for students in schools across the country, as evidenced by various forms of student data, our team identified the need for a targeted academic enrichment program after school next year, to target learning loss recovery and assure that we are supporting student progression in the standards and success in Benchmark 1. We are aware that this past year's impact on student achievement has impacted students across our community and as such, demand for seats in our school continues to remain strong(see question below on Enrollment and Retention).

Student Retention is an ongoing process at Bridge Prep, and begins in our First Trimester. Our Student Support Team completed

targeted outreach calls to families as part of our major focus on student retention and we are pleased to report that the families we spoke to are excited to return for next year and we expect a student retention figure this year of ~97-98%, which is something we are extremely proud of given the difficulty of this past year.

Based on retention and new student enrollment numbers for 2021-2022, we are currently meeting our planned total enrollment in accordance with our growth plan. This past year, we requested and received approval for a slight increase in our 2020- 2021 total authorized enrollment, to account for the demand we had last year and throughout the current year. This additional enrollment was met, and the school continues to receive demand for additional seats. Families and members of the community have begun expressing interest in the school expanding to middle school grades.

Every choice we make, in and outside of the classroom, is intended to support the above mentioned student populations. This is especially important as we grow and continue to serve a significantly higher percentage of students with disabilities than our district, city and state. A Bridge Prep classroom is rooted in multi-sensory, research-based instructional strategies designed to target the needs of students with disabilities, English language learners, and economically disadvantaged students. Our collaborative teaching model provides small group instruction that targets individual students' needs and differentiation and scaffolding to bolster students' skills, with two teachers in every classroom. Implementation of PAX and TLIM, programming and curricula provide restorative and inclusive school culture systems and norms that engage students in the learning process.

Moreover, our sources of data point very specifically to the needs and areas of learning loss for our students as we plan for next school year. In addition to the time used by teachers during the daily Skill Enrichment Period, we are prioritizing the launch of a new After School targeted academic enrichment, as an intervention to support our students who remain behind. We are also exploring the possibility of additional Saturday programming each trimester. Our

Students with Disabilities

Every choice we make, in and outside of the classroom, is intended to support the above mentioned student populations. Moreover, the Dean of Specialized Instruction (DSI) has designed systems to collect student data that tracks progress and drives the goal setting process. This data is used by the Student Support Team in biweekly meetings to pinpoint appropriate services and

supports for unique student needs. These academic trends and their instructional implications are reported to the leadership team and are utilized to provide feedback and support to maximize student progress through modeling instructional best practices and sharing professional development resources to teaching staff. Partnering with external agencies (CSE and related service agencies) to ensure compliant implementation of all individual education plans, as well as establishing positive relationships and partnerships with community based organizations across Staten Island, has resulted in Bridge Prep establishing strong relationships that will continue to foster student progress, opportunity and achievement.

team is also hiring additional staff, including our recently hired new Director of Teaching and Learning, and are searching for an instructional coach to support our teachers in driving our student progress in mathematics and a Dean of Culture, Diversity and Inclusion, to support teachers in the establishment of inclusive and responsive classrooms and systems to support student behavior in the classroom. We look forward to working ith NYSED to understand the rollout and implications of the Local Assessment Initiative and how we can refine our already existing local assessment process to our charter goals.

Entry 10 - Teacher and Administrator Attrition

Completed Jul 30 2021

Form for "Entry 10 - Teacher and Administrator Attrition" Revised to Employee Fingerprint Requirements Attestation

A. TEACH System - Employee Clearance

Charter schools must ensure that all prospective employees^[1] receive clearance through [the NYSED Office of School Personnel Review and Accountability](#) (OSPRA) prior to employment. **This includes paraprofessionals and other school personnel that are provided or assigned by the district of location, or related/contracted service providers.** After an employee has been cleared, schools are required to maintain proof of such clearance in the file of each employee. For the safety of all students, charter schools must take immediate steps to terminate the employment of individuals who have been denied clearance. Once the employees have been terminated, the school must terminate the request for clearance in the TEACH system.

In the Annual Report, charter schools are asked to confirm that all employees have been cleared through the NYSED TEACH system; and, if denied clearance, confirm that the individual or employee has been removed from the TEACH system, and is not employed by the school.

^[1] Employees that must be cleared include, but are not limited to, teachers, administrative staff, janitors, security personnel and cafeteria workers, and other staff who are present when children are in the school building. **This includes paraprofessionals and other school personnel that are provided or assigned by the district of location, as well as related/contracted service providers.** See NYSED memorandum dated October 1, 2019 at <http://www.p12.nysed.gov/psc/aboutcharterschools/lawsandregs/EmployeeFingerprintOct19.pdf> or visit the NYSED website at: <http://www.highered.nysed.gov/tsei/ospra/fingerprintingcharts.html> for more information regarding who must be fingerprinted. Also see, 8 NYCRR §87.2.

B. Emergency Conditional Clearances

Charter schools are **strongly discouraged** from using the emergency conditional clearance provisions for prospective employees. This is because the school must simultaneously request clearance through NYSED TEACH, and the school's emergency conditional clearance of the employee terminates automatically once the school receives notification from NYSED regarding the clearance request. Status notification is provided for all prospective employees through the NYSED TEACH portal within 48 hours after the clearance request is submitted. Therefore, at most, a school's emergency conditional clearance will be valid for only 48 hours after approval by the board.

Schools are not permitted to renew or in any way re-establish a prospective employee's emergency conditional clearance after status notification is sent by NYSED through the TEACH portal.

Schools are asked to attest that they have reviewed and understand these requirements. More information can be found in the memo at

<http://www.p12.nysed.gov/psc/aboutcharterschools/lawsandregs/EmployeeFingerprintOct19.pdf>.

Attestation

Responses Selected:

I hereby attest that the school has reviewed, understands, and will comply with these requirements.

Entry 11 Percent of Uncertified Teachers

Completed Jul 30 2021

Instructions

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education.

Enter the relevant full-time equivalent (FTE) count of teachers in each column. For example, a school with 20 full-time teachers and 5 half-time teachers would have an FTE count of 22.5.

Entry 11 Uncertified Teachers

School Name:

Instructions for Reporting Percent of Uncertified Teachers

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education. Enter the relevant full-time equivalent (FTE) count of teachers in each column. For example, a school with 20 full-time teachers and 5 half-time teachers would have an FTE count of 22.5.

If more than one line applies to a teacher, please include in only one FTE uncertified category. Please do not include paraprofessionals, such as teacher aides.

CATEGORY A. 30% OR 5 UNCERTIFIED TEACHERS WHICHEVER IS LESS

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2021)	1
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)	0
Total Category A: 5 or 30% whichever is less	1.0

CATEGORY B. PLUS FIVE UNCERTIFIED TEACHERS IN MATHEMATICS, SCIENCE, COMPUTER SCIENCE, TECHNOLOGY OR CAREER AND TECHNICAL EDUCATION.

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2021)	0
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)	0
Total Category B: not to exceed 5	0.0

CATEGORY C: PLUS 5 ADDITIONAL UNCERTIFIED TEACHERS

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2021)	0
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)	0
Total Category C: not to exceed 5	0.0

CATEGORY D: TOTAL FTE COUNT OF UNCATEGORIZED, UNCERTIFIED TEACHERS

(Include teachers who do not fit in one of these categories or if did fit would exceed the numerical limits for that category)

	FTE Count
Total Category D	3

CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

	FTE Count
Total Category E	13

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	17



Thank you.

Entry 12 Organization Chart

Completed Jul 30 2021

[Instructions](#)

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

Upload the 2020-2021 **Organization Chart**. The organization chart should include position titles and reporting relationships. Employee names should not appear on the chart

[3 - BPCS Organizational Chart](#)

Filename: 3 BPCS Organizational Chart.pdf Size: 29.2 kB

Entry 13 School Calendar

Completed Sep 15 2021

[Instructions for submitting School Calendar](#)

Required of ALL Charter Schools

Given these uncertain and changing times, charter schools may or may not have a school calendar ready to upload by the submission deadline this year of August 2, 2021. If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 2nd submission. Charter schools will be able to upload an updated school calendar into the portal at any time but no later than **September 15, 2021**.

School calendars must meet the [minimum instructional requirements](#) as required of other public schools *"... unless the school's charter requires more instructional time than is required under the regulations."*

Board of Regents-authorized charter schools are required to submit school calendars that clearly indicate the start and end date of the instructional year AND the number of instructional hours and/or instructional days for each month.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

[SY2122 BPCS School Calendar \(rev](#)

Filename: SY2122 BPCS School Calendar rev. 09.15.21.pdf Size: 96.3 kB

Entry 14 Links to Critical Documents on School Website

Completed Jul 30 2021

Instructions

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the link from the school's website for each of the items:

1. Most recently filed Annual Report (i.e., 2019-2020 Annual Report);
2. Most recent board meeting notice, documents to be discussed at the meeting (if any), and webcast of Board meetings (if held virtually per Governor's Executive Order);
3. Link to New York State School Report Card;
4. Lottery Notice announcing date of lottery;
5. Authorizer-approved DASA Policy;
6. District-wide safety plan and Authorizer-approved Discipline Policy (as per August 29, 2019 [Emergency Response Plan Memo](#));
7. Authorizer-approved FOIL Policy; and
8. Subject matter list of FOIL records.
9. Link to School Reopening Plan

Form for Entry 14 Links to Critical Documents on School Website

School Name: **Bridge Preparatory Charter School**

Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item 5: Authorizer-approved DASA policy

By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the link from the school's website for each of the items:

	Link to Documents
1. Most Recent Annual Report (i.e., 2019-20)	https://bridgeprepcharter.org/reporting-documents/
2. Most recent board meeting notice, documents to be discussed at the meeting (if any)	https://bridgeprepcharter.org/board-of-trustees/
2a. Webcast of Board Meetings (per Governor's Executive Order)	https://bridgeprepcharter.org/board-of-trustees/
3. Link to NYS School Report Card	https://bridgeprepcharter.org/reporting-documents/
4. Lottery Notice announcing date of lottery	https://bridgeprepcharter.org/admissions/
5. Authorizer-approved DASA Policy (For Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY);	https://bridgeprepcharter.org/reporting-documents/
6. District-wide Safety Plan	https://bridgeprepcharter.org/reporting-documents/
6a. Authorizer-Approved Discipline Policy (as per August 29, 2019 Emergency Response Plan Memo)	https://bridgeprepcharter.org/reporting-documents/
7. Authorizer-Approved FOIL Policy	https://bridgeprepcharter.org/reporting-documents/
8. Subject matter list of FOIL records	https://bridgeprepcharter.org/reporting-documents/

Thank you.



**BRIDGE PREPARATORY
CHARTER SCHOOL**

**Audited Financial Statements In Accordance
With Government Auditing Standards**

June 30, 2021

BRIDGE PREPARATORY CHARTER SCHOOL

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Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	13 - 14
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Independent Auditor's Report

To the Board of Trustees of
Bridge Preparatory Charter School

Report on the Financial Statements

We have audited the accompanying financial statements of Bridge Preparatory Charter School (the "School"), which comprise the statement of financial position as of June 30, 2021, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

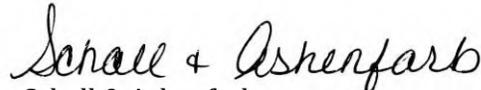
In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Bridge Preparatory Charter School as of June 30, 2021, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Report on Summarized Comparative Information

We have previously audited the School's 2020 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated October 14, 2020. In our opinion, the summarized comparative information presented herein and for the period from inception through June 30, 2020 is consistent, in all material respects, with the audited financial statements from which it has been derived.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated October 4, 2021 on our consideration of the School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the School's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control over financial reporting and compliance.


Schall & Ashenfarb
Certified Public Accountants, LLC

October 4, 2021

BRIDGE PREPARATORY CHARTER SCHOOL
STATEMENT OF FINANCIAL POSITION
AT JUNE 30, 2021
(With comparative totals as of June 30, 2020)

	<u>6/30/21</u>	<u>6/30/20</u>
Assets		
Cash and cash equivalents	\$2,307,106	\$708,961
Government grant receivable - per pupil funding (Note 3)	0	11,133
Government grants receivable - other	38,214	249,050
Prepaid expenses and other assets	80,387	0
Restricted cash (Note 4)	60,243	20,113
Fixed assets, net (Note 5)	204,138	148,510
	<hr/>	<hr/>
Total assets	<u>\$2,690,088</u>	<u>\$1,137,767</u>
Liabilities and Net Assets		
Liabilities:		
Accounts payable and accrued expenses	\$280,229	\$272,087
Government grant advance - per pupil funding (Note 3)	119,108	0
Paycheck Protection Program loan (Note 6)	0	136,000
	<hr/>	<hr/>
Total liabilities	<u>399,337</u>	<u>408,087</u>
	<hr/>	<hr/>
Net assets - without donor restrictions	<u>2,290,751</u>	<u>729,680</u>
	<hr/>	<hr/>
Total liabilities and net assets	<u>\$2,690,088</u>	<u>\$1,137,767</u>

The attached notes and auditor's report are an integral part of these financial statements.

**BRIDGE PREPARATORY CHARTER SCHOOL
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2021**

(With comparative totals for the period from inception through June 30, 2020)

	<u>6/30/21</u>	<u>6/30/20</u>
Without donor restrictions:		
Public support and revenue:		
Public school district revenue: (Note 3)		
Resident student enrollment	\$2,386,204	\$1,369,326
Students with special education services	1,582,925	777,488
Subtotal public school district revenue	<u>3,969,129</u>	<u>2,146,814</u>
Government grant - Paycheck		
Protection Program (Note 6)	136,000	0
Other government grants	105,831	882,677
Contributions	5,000	345,000
Other income	3,352	3,369
Total public support and revenue	<u>4,219,312</u>	<u>3,377,860</u>
Expenses:		
Program services:		
Regular education	809,909	782,584
Special education	1,424,695	1,259,212
Total program services	<u>2,234,604</u>	<u>2,041,796</u>
Supporting services:		
Management and general	423,637	606,384
Total expenses	<u>2,658,241</u>	<u>2,648,180</u>
Change in net assets	1,561,071	729,680
Net assets - beginning of year	<u>729,680</u>	<u>0</u>
Net assets - ending of year	<u><u>\$2,290,751</u></u>	<u><u>\$729,680</u></u>

The attached notes and auditor's report are an integral part of these financial statements.

**BRIDGE PREPARATORY CHARTER SCHOOL
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2021**

(With comparative totals for the period from inception through June 30, 2020)

	Program Services			Supporting Services	Total Expenses 6/30/21	Total Expenses 6/30/20
	Regular Education	Special Education	Total Program Services	Management and General		
Salaries	\$557,544	\$948,056	\$1,505,600	\$174,086	\$1,679,686	\$1,492,296
Payroll taxes and benefits	115,461	196,332	311,793	36,051	347,844	278,620
Total personnel costs	673,005	1,144,388	1,817,393	210,137	2,027,530	1,770,916
Professional fees			0	144,642	144,642	226,899
Professional development	55,716	94,808	150,524	17,349	167,873	180,907
Student and staff recruitment	373	634	1,007	23,626	24,633	59,583
Curriculum and classroom expenses	17,063	76,191	93,254		93,254	227,279
Supplies and materials	14,051	23,892	37,943	4,387	42,330	42,125
Office expenses	7,496	12,746	20,242	2,340	22,582	22,456
Insurance	9,307	15,826	25,133	2,906	28,039	25,885
IT and communications	9,068	15,420	24,488	2,831	27,319	42,165
Non-capitalized equipment and furnishings	2,077	3,532	5,609	648	6,257	11,963
Other expenses	613	1,311	1,924	1,885	3,809	4,690
Bad debt			0	6,285	6,285	0
Depreciation	21,140	35,947	57,087	6,601	63,688	33,312
Total other than personnel costs	136,904	280,307	417,211	213,500	630,711	877,264
Total expenses	\$809,909	\$1,424,695	\$2,234,604	\$423,637	\$2,658,241	\$2,648,180

The attached notes and auditor's report are an integral part of these financial statements.

**BRIDGE PREPARATORY CHARTER SCHOOL
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED JUNE 30, 2021**

(With comparative totals for the period from inception through June 30, 2020)

	<u>6/30/21</u>	<u>6/30/20</u>
Cash flows from operating activities:		
Change in net assets	\$1,561,071	\$729,680
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation	63,688	33,312
Changes in assets and liabilities:		
Government grant receivable/(advance) - per pupil funding	130,241	(11,133)
Government grants receivable - other	210,836	(249,050)
Prepaid expense and other assets	(80,387)	0
Accounts payable and accrued expenses	8,142	272,087
Paycheck Protection Program loan	(136,000)	136,000
Total adjustments	<u>196,520</u>	<u>181,216</u>
Net cash provided by operating activities	<u>1,757,591</u>	<u>910,896</u>
Cash flows from investing activities:		
Purchases of furniture and fixtures	<u>(119,316)</u>	<u>(181,822)</u>
Net cash used for investing activities	<u>(119,316)</u>	<u>(181,822)</u>
Net increase in cash, cash equivalents, and restricted cash	1,638,275	729,074
Cash, cash equivalents, and restricted cash - beginning of year	<u>729,074</u>	<u>0</u>
Cash, cash equivalents, and restricted cash - ending of year	<u><u>\$2,367,349</u></u>	<u><u>\$729,074</u></u>
Cash, cash equivalents, and restricted cash:		
Cash and cash equivalents	\$2,307,106	\$708,961
Restricted cash	<u>60,243</u>	<u>20,113</u>
	<u><u>2,367,349</u></u>	<u><u>729,074</u></u>

No taxes or interest were paid.

The attached notes and auditor's report are an integral part of these financial statements.

BRIDGE PREPARATORY CHARTER SCHOOL
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2021

Note 1 - Organization and Nature of Activities

Bridge Preparatory Charter School (the “School”), located in Staten Island, New York, is a not-for-profit education corporation chartered by the Board of Regents of the State of New York, for and on behalf of the State Education Department. In August 2019, the School was granted a provisional charter for a term up to and including June 2024. The School is specifically designed to meet the needs of students struggling with literacy, specifically those students with dyslexia or other language-based learning needs. The School ensures that students gain the skills and confidence to meet their full academic potential and the School’s innovative and rigorous student-centered environment develops students to be confident, creative, life-long learners. The School completed the 2020-2021 fiscal year with an average enrollment of approximately 150 students. The School is a publicly funded, privately managed school, which is independent of the New York City Department of Education (“NYCDOE”).

The School has been notified by the Internal Revenue Service that it is exempt from Federal income taxes under Section 501(c)(3) of the Internal Revenue Code. Accordingly, no provision for income taxes has been reflected in the accompanying financial statements. They have not been designated as a private foundation.

Note 2 - Significant Accounting Policies

a. Basis of Accounting

The financial statements have been prepared using the accrual basis of accounting, which is the process of recognizing revenue and expenses when earned or incurred rather than received or paid.

b. Basis of Presentation

Net assets are classified based upon the existence or absence of donor-imposed restrictions as follows:

- *Net Assets Without Donor Restrictions* – represents those resources for which there are no restrictions by donors as to their use.
- *Net Assets With Donor Restrictions* – represents those resources, the uses of which have been restricted by donors to specific purposes or the passage of time and/or must remain intact, in perpetuity. The release from restrictions results from the satisfaction of the restricted purposes specified by the donor. The School did not have any net assets with donor restrictions on June 30, 2021.

c. Revenue Recognition

The School follows the requirements of the Financial Accounting Standards Board’s (“FASB”) Accounting Standards Update (“ASU”) No. 2018-08 (“Topic 605”) for recording contributions. Contributions are recognized at the earlier of when cash is received or at the time a pledge becomes unconditional in nature.

Contributions are recorded in the net asset classes referred to above depending on the existence and/or nature of any donor-imposed restriction. When a restriction expires, that is, when a stipulated time restriction ends, or purpose restriction is accomplished, net assets with donor restrictions are reclassified to net assets without donor restrictions. If donor restricted contributions are satisfied in the same period they were received, they are classified as without donor restrictions.

The School's public-school district revenue and other government grants are primarily conditional, non-exchange transactions and fall under Topic 605. Revenue from these transactions is recognized when performance related outcomes are achieved and other conditions under the agreements are met.

The School records grants as revenue in the period they become unconditional. Unconditional promises to give that are expected to be collected within one year are recorded at net realizable value. Long-term pledges are recorded at fair value using an interest-free discount rate, when deemed material. Conditional promises to give are recognized when the conditions on which they depend are substantially met.

Contributions and grants that are due within one year are recorded at net realizable value. Long-term pledges are recorded at fair value, using risk-adjusted present value techniques. Pledges are reviewed for collectability. Based on knowledge of specific funders and factoring in historical experience, no allowance for doubtful accounts exists as of June 30, 2021. Write-offs will be made directly to operations in the period the receivable is deemed to be uncollected.

d. Cash and Cash Equivalents

The School considers all liquid investments purchased with a maturity of three months or less to be cash and cash equivalents. Restricted cash has been classified separately.

The School follows ASU 2016-18, *Statement of Cash Flows (Topic 230): Restricted Cash*. This requires that restricted cash and cash equivalents be included as components of total cash and cash equivalents as presented on the statement of cash flows.

e. Concentration of Credit

Financial instruments which potentially subject the School to concentration of credit risk consist of checking accounts, which have been placed with a financial institution that management deems to be creditworthy. From time-to-time, cash balances may be in excess of insurance levels. At year-end, there was a significant uninsured balance; however, the School has not experienced any losses due to bank failure.

f. Capitalization Policy

Computer hardware and furniture and equipment are capitalized at cost or at the fair value at the date of gift, if donated. The School capitalizes fixed assets in excess of \$1,000 that have a useful life of more than one year. Depreciation was computed using the straight-line method over the estimated useful life of each asset, which generally is between 3 and 7 years.

g. Donated Services

Donated services are recognized in circumstances where those services create or enhance non-financial assets or require specialized skills, are provided by individuals possessing those skills, and would typically need to be purchased if not provided in-kind.

Board members and other individuals volunteer their time and perform a variety of tasks that assist the School. These services do not meet the criteria outlined above and have not been recorded in the financial statements.

h. Functional Allocation of Expenses

The costs of providing various programs and other activities have been summarized on a functional basis in the financial statements. Accordingly, certain costs have been allocated among the programs and supporting services benefited. Management and general expenses include those expenses that are not directly identifiable with any other specific function but provide for the overall support and direction of the School.

Salaries were allocated using time and effort as the basis. The following costs were allocated using the salary allocation as the basis:

- Payroll taxes and benefits
- Professional development
- Supplies and materials
- Office expenses
- Insurance
- IT and communications
- Non-capitalized equipment and furnishings
- Depreciation

Certain program expenses have been allocated between Regular Education and Special Education based on student FTE rates. All other expenses have been charged directly to the applicable program or supporting services.

i. Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

j. Contingencies

Government contracts are subject to audit by the grantor. Management does not believe that any audits, if they were to occur, would result in material disallowed costs, and has not established any reserves. Any disallowed costs would be recorded in the period notified.

k. Accounting for Uncertainty in Income Taxes

The School does not believe its financial statements include any material, uncertain tax positions. Tax filings for periods ending June 30, 2019, the School's initial filing, and later are subject to examination by applicable taxing authorities.

l. Summarized Comparative Financial Information

The financial statements include certain prior year summarized comparative information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with the School's financial statements for the period from inception through June 30, 2020 from which the summarized information was derived.

m. New Accounting Pronouncement

FASB issued ASU No. 2020-07, *Presentation and Disclosures by Not-for-Profit Entities for Contributed Nonfinancial Assets*, which becomes effective for the June 30, 2022 year with early adoption permitted. This ASU focuses on improving transparency in the reporting of contributed nonfinancial assets and requires a separate line-item presentation on the statement of activities and additional disclosures.

The School is in the process of evaluating the impact this standard will have on future financial statements.

Note 3 - Government Grants (Advance)/Receivable – Per Pupil Funding

Activity related to the contract with the NYCDOE can be summarized as follows:

	<u>6/30/21</u>	<u>6/30/20</u>
Beginning receivable	\$11,133	\$0
Funding based on allowable FTEs	3,969,129	2,146,814
Advances received	(4,093,085)	(2,135,681)
Written off	<u>(6,285)</u>	<u>0</u>
Ending (advance payable)/receivable	<u>(\$119,108)</u>	<u>\$11,133</u>

Note 4 - Restricted Cash

An escrow account has been established to meet the requirement of the Board of Regents of the State of New York. The purpose of this account is to ensure sufficient funds are available for an orderly dissolution or transition process in the event of termination of the charter or school closure.

Note 5 - Fixed Assets

Fixed assets consist of the following:

	<u>6/30/21</u>	<u>6/30/20</u>
Furniture and fixtures	\$301,138	\$181,822
Less: accumulated depreciation	<u>(97,000)</u>	<u>(33,312)</u>
Total fixed assets, net	<u>\$204,138</u>	<u>\$148,510</u>

Note 6 - Paycheck Protection Program Loan

During the year ended June 30, 2020, the School obtained a loan from the Small Business Administration (“SBA”) through the Paycheck Protection Program. Terms of the loan indicated that if certain conditions are met, which include maintaining average work forces during periods subsequent to receipt of the loan funds that are not less than pre-determined historical periods, that the loan, or a portion thereof, will be forgiven.

The School accounts for the PPP loan in accordance with Topic 605 as a conditional contribution. During the year ended June 30, 2021, the School met all conditions for forgiveness, and recognized the loan as revenue. In addition, the School was notified that full forgiveness was approved by the SBA.

Note 7 - Significant Concentrations

The School and New York City Department of Education (“NYCDOE”) signed an agreement, which permits the school to operate the charter. Approximately 94% and 64% of the School’s total public support and revenue was received from NYCDOE during 2021 and 2020, respectively. If NYCDOE were to discontinue funding, it would have a severe economic impact on the School’s ability to operate.

Note 8 - Donated Space

The School is located in a NYCDOE facility and utilizes approximately 10,000 square feet at no charge. The School was unable to determine a value for this service.

Note 9 - Defined Contribution Plan

The School maintains a tax deferred 403(b) retirement plan. All employees are eligible to participate by designating a percentage of their salaries, subject to regulatory limits, to be contributed to the plan on a pre-tax basis. The School matches employee contributions to the plan on a discretionary basis and these contributions are immediately vested in full. The amount of estimated matching payments of \$27,000 and \$15,000 have been included in payroll taxes and employee benefits in the accompanying financial statements for the periods ended June 30, 2021 and 2020, respectively

Note 10 - Availability and Liquidity

The School’s financial assets available to meet cash needs for general expenditures within one year are \$2,345,320, which consist of cash and cash equivalents of \$2,307,106 and grants receivable due within one year of \$38,214 at June 30, 2021. There are no external or internal limits imposed on these balances. As part of its liquidity management, the School operates its programs within a board approved budget and relies on grants and contributions to fund its operations and program activities.

Note 11 - Subsequent Events

Management has evaluated the impact of all subsequent events through October 4, 2021, which is the date that the financial statements were available to be issued. No events have occurred subsequent to the statement of financial position date, through our evaluation date, that would require adjustment to or disclosure in the financial statements.

Note 12 - Other Matters

On January 30, 2020, the World Health Organization declared the coronavirus outbreak a "Public Health Emergency of International Concern" and on March 10, 2020, declared it to be a pandemic. Actions taken around the world to help mitigate the spread of the coronavirus include restrictions on travel, quarantines in certain areas, and forced closures for certain types of public places and businesses. The coronavirus and actions taken to mitigate it have had and are expected to continue to have an impact on the economies and financial markets of many countries, including the geographical area in which the School operates. As of the date of the financial statements, many of the travel restrictions and stay at home orders have been lifted, however, supply chains remain impacted. Management continues to monitor the outbreak, however, as of the date of these financial statements, the potential impact cannot be quantified.

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

Independent Auditor's Report

To the Board of Trustees of
Bridge Preparatory Charter School

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Bridge Preparatory Charter School (the "School"), which comprise the statement of financial position as of June 30, 2021, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated October 4, 2021.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the School's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, we do not express an opinion on the effectiveness of the School's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

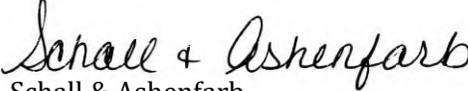
Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the School's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.


Schall & Ashenfarb
Certified Public Accountants, LLC

October 4, 2021

**BRIDGE PREPARATORY CHARTER SCHOOL
SCHEDULE OF FINDINGS AND RESPONSES
JUNE 30, 2021**

Current Year:

None

Prior Year:

None - There were no findings in the prior year.

Communication with Those Charged with Governance

To the Board of Trustees of
Bridge Preparatory Charter School

We have audited the financial statements of Bridge Preparatory Charter School (the "School") for the year ended June 30, 2021 and have issued our report thereon dated October 4, 2021. Professional standards require that we provide you with the following information related to our audit.

Our Responsibility under Generally Accepted Auditing Standards

As stated in our engagement letter dated June 30, 2021, our responsibility, as described by professional standards, is to plan and perform our audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement and are fairly presented in accordance with generally accepted accounting principles. Because of the concept of reasonable assurance and because we did not perform a detailed examination of all transactions, there is a risk that material errors, fraud, or other illegal acts may exist and not be detected by us. Our audit of the financial statements does not relieve you or management of your responsibilities.

Planned Scope of Audit

We performed our audit according to the plan previously communicated to you in our engagement letter.

Significant Accounting Policies

Management has the responsibility for selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. No new accounting policies were adopted during the period under audit and the application of existing policies was not changed during the year.

Last year, the School received a loan from SBA in the amount of \$136,000 through the Payroll Protection Program ("PPP"). As the covered period of the funds occurred and all conditions had been met during fiscal 2021, this was recognized as revenue during this year.

We noted no other transactions entered into by the School during the period that were both significant and unusual, and of which, under professional standards, we are required to inform you, or transactions for which there is a lack of authoritative guidance or consensus.

Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected.

The most sensitive estimates used in preparing the financial statements were as follows:

- The allocation of expenses into program, management and fundraising categories and to determine use of government grant funds
- Estimate for collectability of receivables
- Fixed asset depreciation methods and useful lives

We evaluated the key factors and assumptions used to develop the above estimate in determining that it was reasonable in relation to the financial statements taken as a whole. The disclosures in the financial statements are neutral, consistent and clear.

Significant Audit Adjustments

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. For purposes of this letter, professional standards define a significant audit adjustment as a proposed correction of the financial statements that, in our judgment, may not have been detected except through our auditing procedures. There were no adjustments of this kind.

There are no known adjustments posed to management that have not been recorded.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of the audit.

Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Issues Discussed Prior to Retention of Independent Auditors

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management prior to retention as the auditors. There were no specific matters of this nature discussed prior to our retention.

Difficulties Encountered in Performing the Audit

There were no significant difficulties encountered in performing the audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter.

Industry Updates

We would like to update you on important matters in the not-for-profit sector, including new accounting standards, priorities at the IRS and the Office of Management and Budget. To summarize:

Auditing Updates

The impact of COVID-19 has been felt all throughout the world. The World Health Organization declared a novel coronavirus (COVID-19) outbreak a Public Health Emergency of International Concern. Many donors, suppliers, vendors, customers have been adversely impacted by quarantines, facility closures and travel and logistic restrictions connected with the outbreak.

Those organizations that have been able to provide programming remotely are a step ahead of those who are struggling to adapt to the on-line world. Various stimulus programs, most notably, Paycheck Protection Program Funds, PPP, have been made available to charitable organizations in need. Rules governing how to convert these loans into non-payable grants has been everchanging. One thing is for certain is that the financial statements will look different.

As a result, the way we perform audits has changed. Audits have moved into a remote environment. One thing that has not changed, however is that entities need to maintain systems of internal control and auditors will be gaining an understanding so they can assess the risk of material misstatements and design their tests. In that sense, in some ways the audit will be the same (objectives have not changed), but the steps needed to get there will be different. There will be a stronger review of the impact that COVID-19 has on the ability of an entity to remain a going concern. Wide fluctuations in stock markets and other securities brought about angst from the public and high volatility of prices. Reviewing these areas takes on an increased emphasis during the current year's audit.

On a more technical note, SAS No. 134 through 140 are deferred for one year and are now applicable for periods ending on or after December 15, 2021.

Accounting Updates

Proposed Accounting Standards Update - Gifts in Kind

On February 10, The Financial Accounting Standards Board ("FASB") issued a proposed Accounting Standards Update ("ASU"), Not-for-Profit Entities (Topic 958): Presentation and Disclosures by Not-for-Profit Entities for Contributed Nonfinancial Assets. The ASU is intended to improve transparency and consistency of the Gifts-in-Kind ("GIK") reporting. The new standard will require the following changes in the presentation of the Gifts-in-Kind:

- Separate line item presentation on Statement of Activities.
- Desegregation of the amount contributed in the footnotes.

- Disclose whether nonfinancial GIKs were sold or utilized and description of the program/activities in which those assets were used.
- Disclose NFP's policy (if any) for monetizing rather than utilizing contributed nonfinancial assets.
- Disclose a description of any donor restrictions associated with the contributed nonfinancial assets.
- Disclose how fair value was arrived at, provide a description of the valuation techniques and inputs used to arrive at a fair value measure for GIKs.

The final standard is expected in fall 2020 and will be effective for NFPs for annual reporting periods beginning after June 15, 2021, and interim periods within fiscal years beginning after June 15, 2022, with early adoption permitted.

Accounting Standards Update 2020-05

On June 3, 2020 the FASB issued ASU 2020-05 that provides for a one-year deferral for the following:

- Revenue recognition (Topic 606)
- Effective CY 2020, FY 2021(non-public)
- Leases (Topic 842)
- Effective CY 2022 and FY 2023 (non-public)

FASB New Accounting Standard – Accounting Standards Update No. 2014-09

The FASB issued ASU No. 2014-09, *Revenue from Contracts with Customers*. Entities with a calendar 2019 year-end and all other entities thereafter can elect to adopt this standard. A one-year deferral to years beginning after December 15, 2019 (ASU No. 2020-05) has been granted.

This standard eliminates the majority of industry specific regulations and focuses more on a principles-based model for exchange transactions. Many nonprofits currently have transactions of this type, such as tuition, membership dues, licenses and royalties. It is important to note that contributions are not subject to this standard.

The five-step revenue model highlights the identification of performance obligations of the contract, determining the price and allocating that price to the performance obligation so that revenue is recognized as each performance obligation is satisfied. For nonprofit organizations that do not have public debt, this standard is applicable for calendar 2019 entities or those with a fiscal year that ends during 2020.

FASB New Accounting Standard – Accounting Standards Update No. 2018-08

FASB issued ASU No. 2018-08, *Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made*. The ASU provides guidance on whether a receipt from a third-party resource provider falls under the contributions standard or whether it is an exchange transaction.

When a resource provider does not receive commensurate value, they are required to follow the contribution guidance. This standard, for the first time, provides information about how to make this evaluation. The ASU also provides a framework for determining whether a contribution is conditional or unconditional and for distinguishing a donor-imposed condition from a donor-imposed restriction. This is important because it impacts when revenue will be recognized.

Specifically, the ASU explains how a not-for-profit entity determines whether a resource provider is participating in an exchange transaction. Basically, the not-for-profit should evaluate whether the resource provider is receiving value in return for the resources transferred based on the following criteria:

- A resource provider (including a private foundation, a government agency, or other) is not synonymous with the general public. The indirect benefit received by the public as a result of the assets transferred is not equivalent to commensurate value received by the resource provider.
- Execution of a resource provider's mission or the positive sentiment from acting as a donor would not constitute commensurate value received by a resource provider for purposes of determining whether a transfer of assets is a contribution or an exchange.

This evaluation will have the biggest impact on government grants for those entities that have such transactions. Under this new guidance, most government grants will likely be evaluated as a contribution rather than an exchange transaction. However, the revenue recognition may not change in many cases as the contribution is likely to be considered conditional, which has the same recognition principles as does an exchange transaction.

The factors to determine whether a contribution is conditional is based on whether the agreement includes a barrier that must be overcome **and** either a right of return of assets transferred or a right of release of a promisor's obligation to transfer assets. A probability assessment about whether the recipient is likely to meet a stipulation is not a factor when determining whether the agreement contains a barrier. In addition, a contribution containing stipulations that are not clearly unconditional shall be presumed to be conditional.

The ASU modifies the simultaneous release option, currently in GAAP, which allows a not-for-profit organization to recognize a restricted contribution directly in net assets without donor restrictions if the restriction is met in the same period that the revenue is recognized. This option may now be elected for all restricted contributions that were initially classified as conditional without having to elect it for all other restricted contributions and investment returns.

A not-for-profit entity that has not issued, or is not a conduit bond obligor for, securities that are traded, listed, or quoted on an exchange or an over-the-counter market would apply the new standard to annual reporting periods beginning after December 15, 2018 (a calendar year organization will apply for their December 31, 2019 financial statements and a fiscal year entity will apply during their fiscal year that ends in 2020).

Early adoption is permitted.

The ASU should be applied on a modified prospective basis where there is no cumulative effect adjustment to opening net assets and no restatement of prior period results.

FASB New Accounting Standard – Accounting Standards Update No. 2016-02

On February 25, 2016, the FASB issued an ASU No. 2016-02, *Leases*. Under this standard, all leases, including operating leases, with terms of more than twelve months will be required to be reflected as assets and liabilities on the statement of financial position. The asset will be for the rights to use the property, equipment or space and the liability will be for the total obligations created by that lease.

For most not-for-profit entities, this ASU will be effective for periods beginning after December 15, 2019, which for practical purposes will be years ending December 31, 2020 and fiscal year entities that end in 2021. During the time before implementation is required, it is important for you to determine how this change will impact your organization. Important financial ratios and measures will change, and that is especially relevant to organizations that have loans with debt covenants.

Accounting Standards Update No. 2019-10 issued

The Financial Accounting Standards Board (FASB) issued Accounting Standards Update (ASU) No. 2019-10 that delays the effective dates for the following new standards:

- Leases (ASU No. 2016-02)
- Credit losses (ASU No. 2016-13)
- Hedging (ASU No. 2017-12)

The ASU extends the effective dates of the three standards as they relate to not-for-profit entities as follows:

- **Leases:** The effective date for not-for-profit bond obligors (direct and conduit) would remain unchanged at years beginning after December 15, 2018. The effective date for all other not-for-profit entities would be years beginning after December 15, 2020, an additional extension of one year.
- **Credit losses:** The new effective date for all not-for-profit entities would be years beginning after December 15, 2022, an additional extension of two years.
- **Hedging:** The new effective date for all not-for-profit entities would be years beginning after December 15, 2020, an additional extension of one year.

Early-adoption options for the standards will remain unchanged.

IRS Updates

Repeal of UBIT on Transportation Fringe Benefits.

On December 20, 2019, the Taxpayer Certainty and Disaster Tax Relief Act of 2019 was signed into law. Included in the bill was a repeal of Section 512(a)(7) of the Tax Cuts and Jobs Act, which had imposed unrelated business income taxes on nonprofit organizations that provided certain transportation fringe benefits. Organizations will no longer be required to pay taxes in connection with such benefits. Additionally, the repeal was retroactive meaning organizations can obtain refunds for any amounts paid. The IRS has indicated that refunds are to be claimed by filing an amended 990-T.

Private Foundations – Change in Excise Tax Rates

Another change impacting the non-profit sector as a result of this bill, beginning in calendar year 2020, private foundations will now be imposed a flat tax rate of 1.39% on net investment income. This replaces the previous system which subjected private foundations to either a 1% or 2% excise tax, depending on the organization's level of qualified charitable contributions.

IRS Reform

On July 1, 2019, the Taxpayer First Act was signed into law, which provided for a comprehensive reform of the IRS. In broad terms the bill provides for an independent appeal process for taxpayers and aims to update information technology at the IRS. Specifically related to the non-profit sector, the legislation requires all tax-exempt organizations to electronically file form 990. Prior to the law, only non-profits with assets greater than \$10 million and those that file more than 250 returns were required to file electronically. The e-file requirement will go into effect for tax years ended July 31, 2020 and later.

NYS Updates to Solicitation Disclosure

On December 21, 2018, Governor Cuomo signed NYS Assembly Bill A2688B, which relates to solicitation used by or on behalf of any charitable organization. The bill, which was effective as of March 21, 2019, requires that any solicitation shall include a statement that upon request, a person may obtain from the organization or from the charity's registry on the attorney general's website, a copy of the last financial report filed by the organization with the attorney general. Additionally, all solicitations used by or on behalf of the organization must identify the website and telephone number of the NYS Office of the Attorney General where an individual can receive information on charitable organizations.

Government Auditing Updates

Changes to 2020 Compliance Supplement

On August 17, 2020, the Office of Management and Budget (OMB) released the final 2020 OMB *Compliance Supplement* (the Supplement). An addendum is expected later in fall 2020 that addresses specific matters pertaining to COVID-19. The 2020 Supplement supersedes the 2019 Supplement and is effective for audits of fiscal years beginning after June 30, 2019, e.g., years ending on June 30, 2020 and December 31, 2020.

Some of the more significant changes are as follows:

- Part 3.1 was removed. As you may recall this was related to federal awards made prior to December 26, 2014.
- Part 2, Matrix of Compliance Requirements has changes, which are highlighted in yellow, with corrections highlighted in blue.
- Updates were made to the clusters in Part 5 (Although the addendum will include new COVID-19 programs and changes to existing programs due to COVID-19 funding, the addendum will not add new clusters of programs nor will it revise existing clusters.)
- Provides information on COVID-19 in Appendix VII.
- Minor changes to Part 7, Guidance for Auditing Programs Not Included in This Compliance Supplement.

A few things that had been discussed as possible changing but were left consistent with past years is as follows:

- Maintains the six-requirement mandate
- No changes to Part 6, Internal Control

Changes to Uniform Guidance

In August 2020, OMB issued revisions to the Uniform Guidance (“UG”) (2 CFR Part 200).

Changes to the procurement standards

- Procurement types have been grouped into three categories:
 - Informal (micro-purchase, small purchase)
 - Formal (sealed bids, proposals)
 - Non-competitive (sole source)

The UG has been aligned with recently enacted federal laws to raise:

- The micro-purchase threshold has increased from \$3,500 to \$10,000
- The simplified acquisition threshold has increased from \$150,000 to \$250,000

Nonfederal entities are authorized to request a micro-purchase threshold higher than the \$10,000 based on certain conditions.

Expansion of the de minimis indirect cost rate (200.414)

Previously to claim the de minimis indirect cost rate, an entity could not have previously had a federal indirect rate. With the change, if the entity does not have a current federal indirect cost rate, then they are eligible for the de minimis rate.

Timing of the single audit quality project

The date for the requirement for a government wide single audit quality project that must be performed once every six years has been changed to years beginning with audits submitted in 2021. The UG originally provided for the study of single audit quality to begin with audits submitted in 2018.

Independence Issues

Schall & Ashenfarb, CPA’s, LLC is not aware of any relationships that our firm, or any employees thereof, has with the School or any of its board trustees that, in our professional judgment may impair our independence.

This information is intended solely for the use of the Board of Trustees and management of Bridge Preparatory Charter School and should not be used for any other purpose.


Schall & Ashenfarb
Certified Public Accountants, LLC

October 4, 2021

EXHIBIT 1



IRA L. SCHALL, CPA
DAVID C. ASHENFARB, CPA
MICHAEL L. SCHALL, CPA

June 30, 2021

Mr. Timothy Castanza
Founder & Executive Director
And Those Charged with Governance
Bridge Preparatory Charter School
Staten Island, New York

Via e mail

Dear Mr. Castanza:

We are pleased to confirm our understanding of the services we are to provide for Bridge Preparatory Charter School for the year ended June 30, 2021.

We will audit the statement of financial position of Bridge Preparatory Charter School as of June 30, 2021, and the related statements of activities, functional expenses, and cash flows for the year then ended and the notes to the financial statements.

Audit Objectives

The objective of our audit is the expression of an opinion about whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit will be conducted in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of your accounting records and other procedures we consider necessary to enable us to express such an opinion. If our opinion on the financial statements is other than unmodified, we will discuss the reasons with management in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or to issue a report as a result of this engagement and may withdraw.

We will also provide a report (which does not include an opinion) on internal control related to the financial statements and compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and compliance will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance and (2) the report is also an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also include

EXHIBIT 1

a statement that the report is intended solely for the information and use of the audit committee, management, and specific legislative or regulatory bodies and is not intended to be and should not be used by anyone other than these specified parties. If during our audit we become aware that the entity is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Management Responsibilities

Management is responsible for (1) designing, implementing, establishing, and maintaining internal controls, including monitoring ongoing activities and for helping to ensure that appropriate goals and objectives are met; (2) following laws and regulations; and (3) ensuring that management is reliable and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contract, and grant agreements. **Management is responsible** for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. Generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements. **A partner will present the results of our audit to your audit committee or your board of directors (in person or by teleconference).**

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. **Management is also responsible** for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the organization from whom we determine it necessary to obtain audit evidence.

Management's responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

Management is responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the organization involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. **Those responsibilities include** informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Organization received in communications from employees, former employees, grantors, regulators, or others. In addition, **management is responsible** for identifying and ensuring that applicable laws, regulations, contracts, agreements, and grants are complied with, and for taking timely and appropriate steps to remedy fraud, noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. **Management is also responsible** for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or

EXHIBIT 1

other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other engagements or studies. **Management is also responsible for providing a written statement on the entity's letter head that describes** management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

If you use a financial consultant to review your books, prepare journal entries or prepare financial statements we will request certain representation from them as well. **Because of the importance of management's representations to an effective audit, failure of management or their financial consultants to provide representations to us in the form of a representation letter will cause our auditors opinion to be a "disclaimer" for a scope limitation.**

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because an audit is designed to provide reasonable, but not absolute, assurance and because **we will not perform a detailed examination of all transactions**, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform you of any material errors and any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors' is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected funding sources, creditors, and financial institutions. We will also request written representations from the attorneys as part of the engagement, if attorneys have been consulted on any matters that may impact the financial statements. Those attorneys may send you bill for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from management about the financial statements and related matters, compliance with laws, resolutions, contracts, and grant agreements, and other responsibilities required by generally accepted auditing standards.

EXHIBIT 1

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We are always available to meet with you and other executives at various times throughout the year to discuss current business, operational, accounting, and auditing matters affecting your Organization. Whenever you feel such meetings are desirable, please let us know. We are also prepared to provide services to assist you in any of these areas. We will also be pleased, at your request, to attend your board of directors' meetings. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities, or that might otherwise impair our independence.

You agree to assume all management responsibilities relating to the tax services, financial statements, related notes, and any other non-audit services we provide. You will be required to acknowledge in the management representation letter the tax services provided and our assistance with the preparation of the financial statements and related notes and that you have evaluated the adequacy of our services and have reviewed and approved the results of the services, the financial statements, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to assume all management responsibilities for the tax services, financial statement preparation services, and any other non-audit services we provide; you agree to oversee the non-audit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

See sections below about preparation of financial statements and annual tax returns.

EXHIBIT 1

Assistance in Preparing Financial Statements

As noted above, we will also assist in preparing the financial statements of the Organization in conformity with U.S. generally accepted accounting principles based on information provided by you. We will not perform management functions or make management decisions on behalf of your Organization. However, we will provide advice and recommendations to assist management of the Organization in performing its functions and fulfilling its responsibilities.

Taxes

As part of our engagement, we will also prepare the federal information return (Form 990) in accordance with applicable professional standards, including the Statements on Standards for Tax Services issued by the American Institute of Certified Public Accountants. In order to prepare complete and accurate returns, we will require you to provide certain information about board governance policies, which may also include, but not be limited to, providing salary amounts for employees greater than \$100,000, contractors for professional services in excess of the same amount, names, addresses, and dollar amounts of large contributors in excess of certain calculated amounts and other matters that are not generally covered during the audit. If the information is not provided to us timely, you will not hold us responsible for any penalties incurred for incomplete information.

We will send you a draft of the form 990 for your review. We expect that you will get back to us within a reasonable time frame with any questions, or edits. Once we answer your questions and receive any edits that may be required, we will ask you to send back IRS form 8879, which gives us the authority to file your federal taxes electronically. Unfortunately, due to the time it takes to create draft documents in an encrypted file that we can send to you, **we will only provide one draft of the taxes**, and will incorporate all edits into the final document. If additional drafts are requested, **you will incur a charge of \$250 for each additional draft**. If we do not receive edits back from you or the authorization to file the taxes by receiving the signed form 8879, or you prefer not to file electronically, we will send you hard copies to file. We will also send you electronic copies only for your records unless we receive a specific request for hard copies.

Audit Administration and Other

We understand that your employees and/or consultants will prepare all cash, accounts receivable, and other confirmations we request and will locate any documents selected by us for testing and they will be uploaded by you to our secure portal. Certain financial institutions may charge us for this, and the cost will be passed on to you. We will send a template in Word format for use with confirmation requests.

David Ashenfarb is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign it. Please contact us to discuss a date that we can begin the audit and outline a plan for delivery of draft and final documents to you. Our audit engagement ends on delivery of financial reports; however, we are still available for routine conversations without charge until either party has officially terminated the relationship. Any follow-up services that might be required will be considered a new engagement.

We will provide copies of our reports to you; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing

EXHIBIT 1

privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Schall & Ashenfarb, CPAs, LLC and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to your funding source or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Schall & Ashenfarb's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the Government Regulator. The Regulator may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Government Regulator. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

E-mail Communication

In connection with this engagement, we may communicate with you or others via e-mail. As e-mails can be intercepted, disclosed, used, and/or otherwise communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed, we cannot ensure that e-mails from us will be properly delivered and read only by the addressee. Therefore, we disclaim and waive any liability for interception or unintentional disclosure of e-mail transmissions, or for the unauthorized use or failed delivery of e-mails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage arising from the use of e-mail, including any punitive, consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure of confidential information.

Posting of Audit Report and Financial Statements on Your Web Site

You agree that, if you plan to post an electronic version of the financial statements and audit report on your Web site, you will ensure that there are no differences in content between the electronic version of the financial statements and audit report on your Web site and the signed version of the financial statements and audit reports provided to management by us. You also agree to indemnify us from any and all claims that may arise from any differences between the electronic and signed copies.

Fee and Deliverables of Documents

Our fee will be \$13,500. Additional fees will be for out-of-pocket costs for confirmations and additional drafts of tax filings or financial statements as referred to above. A payment is required upon the signing of this letter in the amount of \$5,000. After the initial retainer has been billed, we will send progress billings based upon an estimate of the work completed to date.

At the completion of field work we will provide you with a comprehensive audit presentation that includes an executive summary, required communication with those charged with governance, the

EXHIBIT 1

financial statements with related footnotes, a management letter, or other recommendations, if applicable, and industry updates. As this will be the document we expect to review with those charged with governance, we will review with management to determine if there is additional information you wish to provide and make edits if necessary. Any additional drafts, thereafter, will incur a cost of \$250 per draft.

At the completion of the audit, we will provide electronic versions of the audited financial statements, management letter (if applicable) and communications with those charged with governance. **The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. You will be responsible for all fees for time spent to date of when you are notified of the unexpected circumstance.** Invoices that are unpaid 30 days past the invoice date are deemed delinquent and we reserve the right to charge interest at 1% per month (not to exceed the maximum amount permitted by law.) In the event any collection action is required to collect unpaid balances due to us, you agree to reimburse us for all our costs of collection, including without limitation attorney's fees.

If we terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

We understand that the School may receive CSP funding, and the grantor may require a separate "agreed upon procedures report". The terms of this engagement do not include additional services required to prepare a separate agreed upon procedures report. A separate agreement outlining the scope of work and related fees is being presented simultaneous to this agreement.

Independence

Professional and certain regulatory standards require us to be independent, in both fact and appearance, with respect to your Organization in the performance of our services. Any discussions that you have with personnel of our Firm regarding employment could pose a threat to our independence. Therefore, we request that you inform us prior to any such discussions so that we can implement appropriate safeguards to maintain our independence.

For us to remain independent, professional standards require us to maintain certain respective roles and relationships with you with respect to the non-attest services described above. Prior to performing such services in conjunction with our audit, management must acknowledge its acceptance of certain responsibilities.

We will not perform management functions or make management decisions on behalf of your Organization. However, we will provide advice and recommendations to assist management of the Organization in performing its functions and fulfilling its responsibilities.

We, in our professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as making management decisions or performing management functions. The Organization must make all decisions related to our recommendations. By signing this Agreement, you acknowledge your acceptance of these responsibilities.

EXHIBIT 1

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2020 peer review report accompanies this letter.

We have attached a brief questionnaire that will help us plan the timing of the engagement to ensure you receive documents in your desired time frame. Please take a moment to fill that out.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy, and return it to us along with the questionnaire referred to above.

Very truly yours,

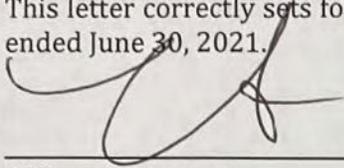


Schall & Ashenfarb
Certified Public Accountants, LLC

EXHIBIT 1

RESPONSE:

This letter correctly sets forth the understanding of Bridge Preparatory Charter School for the year ended June 30, 2021.



Officer signature

Executive Director

Title

July 1, 2021

Date

EXHIBIT 1



Report on the Firm's System of Quality Control

January 29, 2020

To the Members of Schall & Ashenfarb Certified Public Accountants, LLC
and the Peer Review Committee of the Pennsylvania Institute of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Schall & Ashenfarb Certified Public Accountants, LLC, (the firm) in effect for the year ended August 31, 2019. Our peer review was conducted in accordance with Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under Government Auditing Standards, including a compliance audit under the Single Audit Act.

Opinion

In our opinion the system of quality control for the accounting and auditing practice of Schall & Ashenfarb Certified Public Accountants, LLC in effect for the year ended August 31, 2019, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of pass; pass with deficiency (ies) or fail, Schall & Ashenfarb Certified Public Accountants, LLC has received a rating of pass.

A handwritten signature in cursive script that reads "Lutz, Selig & Zeronda L.L.P." is written in black ink on a light-colored background.

EXHIBIT 2



“Connecting Students to Literacy”

Timothy Castanza, Executive Director

October 4, 2021

Schall & Ashenfarb, CPA's, LLC

307 Fifth Avenue, 15 Floor

New York, NY 10016

This representation letter is provided in connection with your audit of the financial statements of the Bridge Preparatory Charter School which comprise the statements of financial position as of June 30, 2021, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, for the purpose of expressing an opinion as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of October 4, 2021, the following representations made to you during your audit.

Financial Statements

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated June 30, 2021, including our responsibility for the preparation and fair presentation of the financial statements, in accordance with US GAAP.
2. The financial statements referred to above are fairly presented in conformity with U.S. GAAP.
3. We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud. We acknowledge that the financial statements are free from material misstatement, whether due to fraud or error.
4. We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
5. Significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable. This specifically includes the methodology for the statement of functional expenses.

715 Ocean Terrace-Building E—Staten Island, New York 10301

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EXHIBIT 2



“Connecting Students to Literacy”

Timothy Castanza, Executive Director

6. There have been no related party relationships or transactions that are required to be accounted for or disclosed in accordance with the requirements of U.S. GAAP.
7. All events subsequent to the date of the financial statements and for which U.S. GAAP requires adjustment or disclosure have been adjusted or disclosed.
8. There were no uncorrected misstatements that are material, both individually and in the aggregate, to the financial statements as a whole
9. There were no known actual or possible litigation, claims, and assessments required to be accounted for and disclosed in accordance with U.S. GAAP.
10. Material concentrations have been appropriately disclosed in accordance with U.S. GAAP.
11. There were no guarantees, either written or oral, under which the organization is contingently liable, that are required to be recorded or disclosed in accordance with U.S. GAAP.

Non Attest Services

In regard to the non-attest services provided by you, we have:

1. Assumed all management responsibilities.
2. Designated an individual with suitable skill, knowledge, or experience to oversee the services.
3. Evaluated the adequacy and results of the services performed.
4. Accepted responsibility for the results of the services.

As part of your audit, you prepared the draft financial statements and related notes. We have designated an individual with suitable skill, knowledge, or experience to oversee your services and

responsibility for those financial statements and related notes.

Information Provided

1. We have provided you with:
 - a) Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters.
 - b) Additional information that you have requested from us for the purpose of the audit.

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EXHIBIT 2



“Connecting Students to Literacy”

Timothy Castanza, Executive Director

- c) Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
 - d) Minutes of the meetings of the governing board or summaries of actions of recent meetings for which minutes have not yet been prepared.
2. Any documents that we provided electronically were exact copies of the underlying physical document.
3. All material transactions have been recorded in the accounting records and are reflected in the financial statements.
4. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
5. We have no knowledge of any fraud or suspected fraud that affects the organization and involves:
 - a) Management,
 - b) Employees who have significant roles in internal control, or
 - c) Others where the fraud could have a material effect on the financial statements.
6. We have no knowledge of any allegations of fraud or suspected fraud affecting the organization’s financial statements communicated by employees, former employees, grantors, regulators, or others.
7. We have no knowledge of any instances of noncompliance or suspected noncompliance with laws and regulations whose effects should be considered when preparing financial statements.
8. We are not aware of any pending or threatening litigation, claims, or assessments or unasserted claims or assessments that are required to be accrued or disclosed in the financial statements in accordance with U.S. GAAP, and we have not consulted a lawyer concerning litigation, claims, or assessments.
9. We have disclosed to you the identity of the organization’s related parties and all the related party relationships and transactions of which we are aware.
10. The organization has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
11. We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us; and we have identified and disclosed to you all laws, and material effect on the determination of financial statement amounts or other financial data significant to the audit objectives.

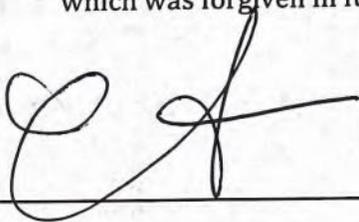
715 Ocean Terrace-Building E—Staten Island, New York 10301

718.274.3437

“Connecting Students to Literacy”

Timothy Castanza, Executive Director

12. We have evaluated subsequent events through the report date including events related to the coronavirus disease 2019 (COVID-19) pandemic. We have concluded that there are no adjustments needed to the financial statements. The estimated potential future impact cannot be determined.
13. We have no plans or intentions to discontinue the operations of any program or discontinue any significant services or activities.
14. Bridge Preparatory Charter School is an exempt organization under Section 501(c)(3) of the Internal Revenue Code. Any activities of which we are aware that would jeopardize the organization’s tax-exempt status, and all activities subject to tax on unrelated business income or excise or other tax, have been disclosed to you and appropriately reported. All required filings with tax authorities are up-to-date.
15. There have been no instances that have occurred, or are likely to have occurred, of fraud and noncompliance with provisions of laws and regulations that we believe have a material effect on the financial statements or other financial data significant to the audit objectives, and any other instances that warrant the attention of those charged with governance
16. There have been no instances that have occurred, or are likely to have occurred, of noncompliance with provision of contracts and grant agreements that we believe have a material effect on the determination of financial statement amounts or other financial data significant to the audit objectives.
17. There have been no instances that have occurred, or are likely to have occurred, of abuse that could be quantitatively or qualitatively material to the financial statements or other financial data significant to the audit objectives.
18. Bridge Preparatory Charter School received a Paycheck Protection Program loan (PPP loan) which was forgiven in full during the year ended June 30, 2021.



Timothy Castanza
Executive Director



“Connecting Students to Literacy”

Timothy Costanza, Executive Director

A handwritten signature in black ink, appearing to read "J Moreau", is written over a horizontal line.

Josh Moreau

Financial Consultant

Observations and Recommendations

To Management of
Bridge Preparatory Charter School (the "School")

As a result of the audit for the year ended June 30, 2021, we want to provide you with an update on a recommendation we made in the prior year to help strengthen internal controls:

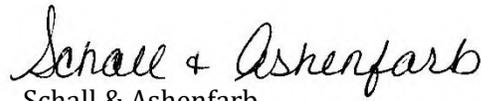
Debit Card Usage

In the prior year, we noted there were purchases made using a debit card. These purchases are instantly transferred out of the School's bank account and the person charging the expense is essentially simultaneously authorizing the payments at the same time they are disbursed. We recommended that credit cards be used rather than debit cards as it restricts the timing of the disbursement until after it has had a chance to be reviewed by another within the School.

Management has linked the debit card to a separate checking account, which enables the accounting team to control the funds available for debit card purchases at any given time. We recommended to establish a policy for how much should be held in this checking account.

Follow-up as of June 31, 2021: The School continued to use the debit card during the year, and we continue to make our recommendation.

This report is intended solely for the information and use of the audit and finance committee, the board of directors and management and others within the organization and is not intended to be and should not be used by anyone other than these specified parties.


Schall & Ashenfarb
Certified Public Accountants, LLC

October 4, 2021



Entry 4c- Additional Financial Documents

- 1- **Uploaded:** The Management Letter was included as part of the Audited Financial Statement submission.
- 2- **N/A:** A Federal Single Audit was not required because the school did not expend funds of more than the \$750,000 Threshold
- 3- **N/A:** The school does not have a CSP Agreed-Upon procedure report for this school year
- 4- **Uploaded**
- 5- **N/A-** The school did not have any corrective action Plan as a result of the findings in the Audit and Management Letter



SIGNATURE BANK
 565 Fifth Avenue, 12th Floor
 New York, NY 10017

Statement Period
 From July 01, 2021
 To July 31, 2021
 Page 1 of 2

PRIVATE CLIENT GROUP 181
 565 FIFTH AVENUE
 NEW YORK, NY 10017

BRIDGE PREPARATORY CHARTER SCHOOL 8-181
 ESCROW DISSOLUTION ACCOUNT
 715 OCEAN TER
 STATEN ISLAND NY 10301

See Back for Important Information

Primary Account: [REDACTED] 0

IMPORTANT MESSAGE ABOUT IDENTITY THEFT! SIGNATURE BANK WILL NEVER ASK YOU TO PROVIDE PERSONAL OR BUSINESS ACCOUNT INFORMATION THROUGH E-MAIL. IF YOU RECEIVE ANY E-MAIL OR OTHER INQUIRY THAT APPEARS TO COME FROM SIGNATURE, DO NOT RESPOND TO IT OR CLICK ON ANY LINKS INCLUDED IN THE E-MAIL. INSTEAD, CALL US TOLL-FREE AT 1-866-SIGLINE OR CONTACT YOUR ACCOUNT OFFICER. FOR MORE INFORMATION ON IDENTITY THEFT, VISIT OUR WEBSITE AT WWW.SIGNATURENY.COM. CLICK ON "ABOUT US", "PRIVACY & SECURITY", "IDENTITY THEFT" FOR MORE INFORMATION ON SAFEGUARDING YOUR IDENTITY AND PERSONAL INFORMATION.

Signature Relationship Summary	Opening Bal.	Closing Bal.
BANK DEPOSIT ACCOUNTS		
[REDACTED] MONOGRAM INSURED MMA	40,242.50	60,255.29
RELATIONSHIP TOTAL		60,255.29



SIGNATURE BANK

Statement Period
From July 01, 2021
To July 31, 2021
Page 2 of 2

PRIVATE CLIENT GROUP 181
565 FIFTH AVENUE
NEW YORK, NY 10017

BRIDGE PREPARATORY CHARTER SCHOOL 8-181
ESCROW DISSOLUTION ACCOUNT
715 OCEAN TER
STATEN ISLAND NY 10301

See Back for Important Information

Primary Account: [REDACTED] 0

MONOGRAM INSURED MMA [REDACTED]

Summary

Previous Balance as of July 01, 2021 40,242.50
2 Credits 20,012.79
Ending Balance as of July 31, 2021 60,255.29

Deposits and Other Credits

Jul 01 ONLINE TRANSFER CREDIT 20,000.00
ONLINE XFR FROM: [REDACTED]
Jul 30 Interest Paid 12.79

Daily Balances

Jun 30 40,242.50 Jul 30 60,255.29
Jul 01 60,242.50

===== Interest Summary =====
* Year-To-Date Interest 62.64 *
* Interest Paid This Period 12.79 Annual Percentage Yield Earned 0.25 % *
* Avg. Balance this Period 60,242.50 Days in Period 31 *
=====

<p style="text-align: center;">Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member</p>
--

Name: Geena Kuriakose

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation): Bridge Prep Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).
2. Are you an employee of any school operated by the education corporation?
 Yes **No**

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?
NO
If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school? **NO**

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school? **NO**

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services (“CMO”), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes **No**

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
	<i>NONE</i>		

8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or

employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "None."

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
		<i>NONE</i>		

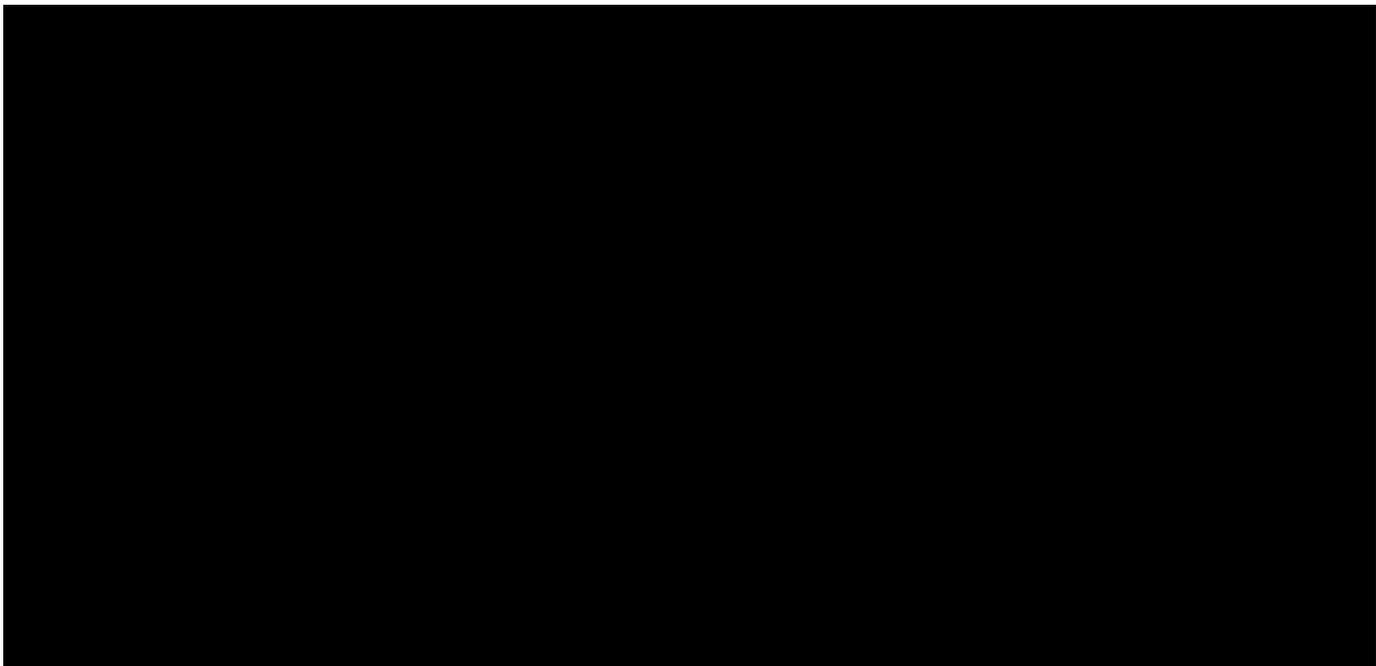
Open at Hi

4/23/21

Signature

Date

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.



Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name:

Maria Casale

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

Bridge Prep Charter

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Executive Board Member
Academic Advisory Board member

2. Are you an employee of any school operated by the education corporation?

Yes No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

NO

3. Are you related, by blood or marriage, to any person employed by the school?

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

NO

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

NO

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

NO

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

NO

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

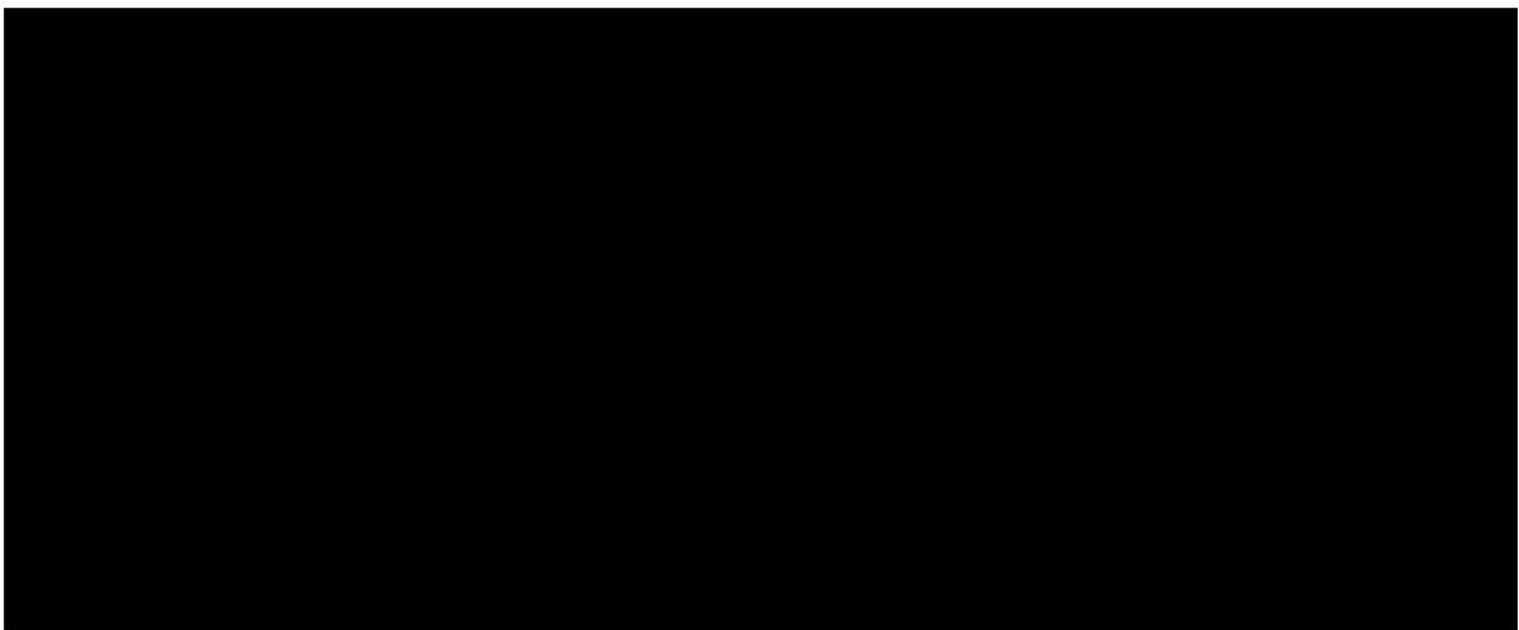
7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

NONE

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
<i>Please write "None" if applicable. Do not leave this space blank.</i>			

5

100



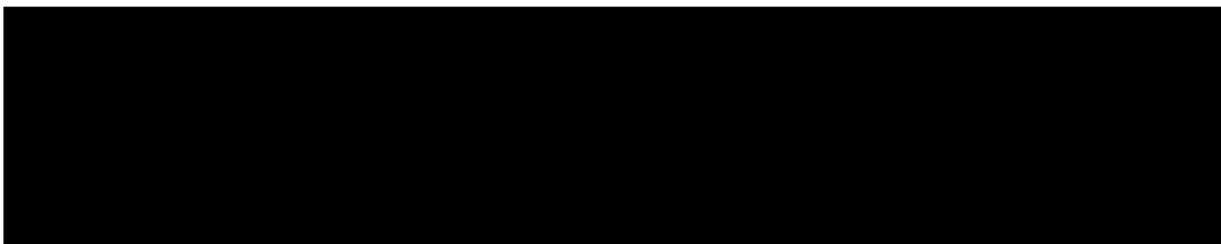
100

8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "**None.**"

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
<i>Please write "None" if applicable. Do not leave this space blank.</i>				
	NO			


 Signature _____ Date 7/21/21

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.



**Disclosure of Financial Interest by a Current or Proposed Board of Trustees
Member**

Name:

George Winn

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

Bridge Preparatory Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Treasurer

2. Are you an employee of any school operated by the education corporation?

Yes No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?

no
If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

no
If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

no

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes No

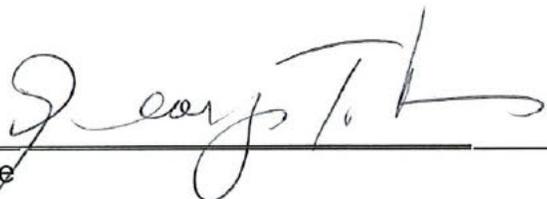
If Yes, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
<p><i>Please write "None" if applicable. Do not leave this space blank.</i></p> <p><i>None</i>   </p>			

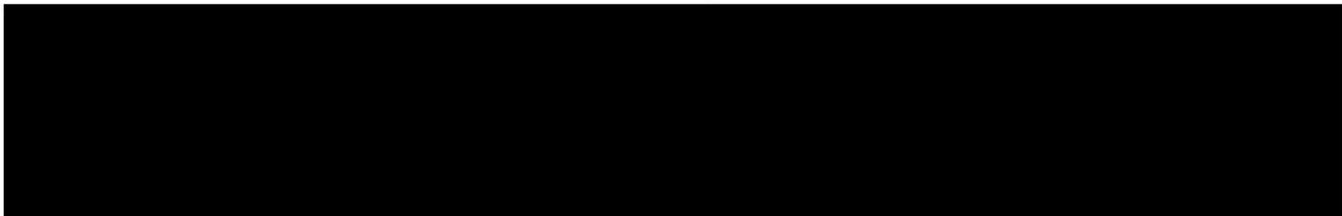
8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "None."

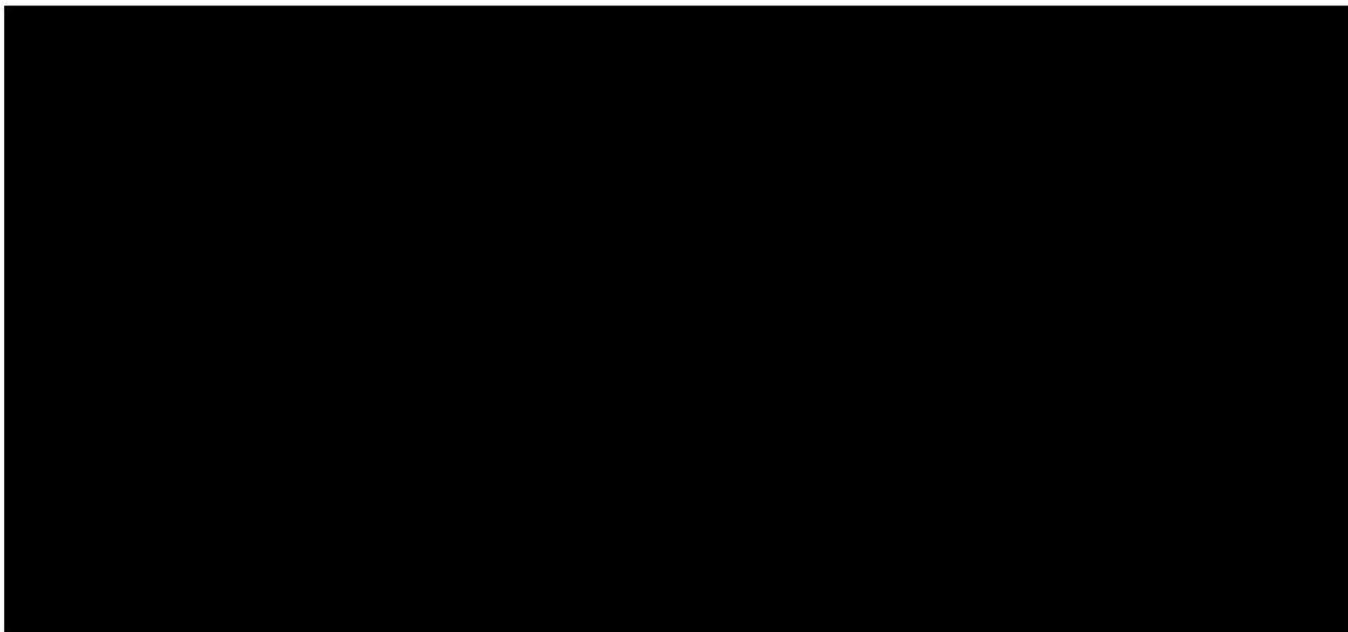
Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest


7.22.2021

 Signature Date

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.





**Disclosure of Financial Interest by a Current or Proposed Board of Trustees
Member**

Name:

Rose Kerr

Name of Charter School Education Corporation (the Charter School Name,
if the charter school is the only school operated by the education
corporation):

Bridge Preparatory Charter School

1. List all positions held on the education corporation Board of Trustees ("Board")
(e.g. president, treasurer, parent representative).

BOT - Chair

2. Are you an employee of any school operated by the education corporation?
 Yes No

If **Yes**, for each school, please provide a description of the position(s) you
hold, your responsibilities, your salary and your start date.

N/A

3. Are you related, by blood or marriage, to any person employed by the school? **NO**

If **Yes**, please describe the nature of your relationship and how this person
could benefit from your participation.

N/A

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any
student currently enrolled in the school? **NO**

If **Yes**, please describe the nature of your relationship and how this person
could benefit from your participation.

N/A

5. Are you related, by blood or marriage, to any person that could otherwise
benefit from your participation as a board member of this school? **NO**

If **Yes**, please describe the nature of your relationship and how this person
could benefit from your participation.

N/A

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

___ Yes No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

N/A

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
		N/A	

8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "**None**."

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
		N/A		

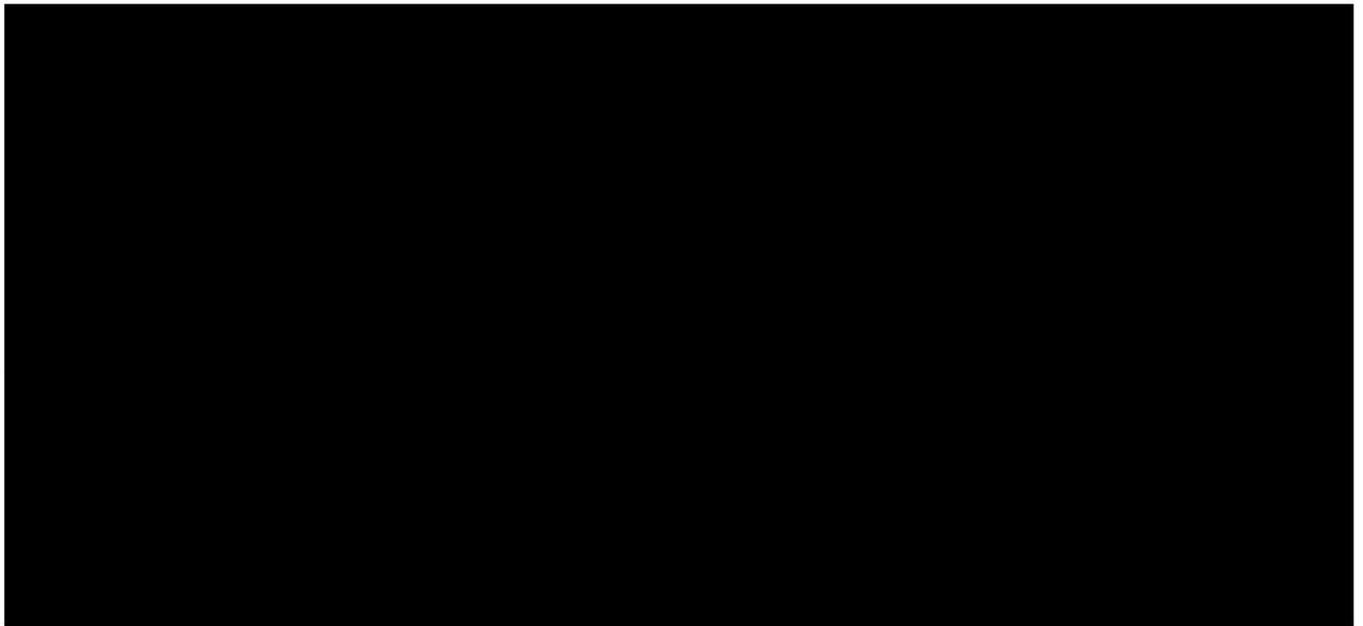
Rocken

 Signature

 7/24/21

 Date

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.



Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name:

Laurel Wedinger - Gyimesi

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

Bridge Prep Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Vice-Chair / Board

2. Are you an employee of any school operated by the education corporation?
 Yes No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school? **NO**

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school? **NO**

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school? **NO**

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes No

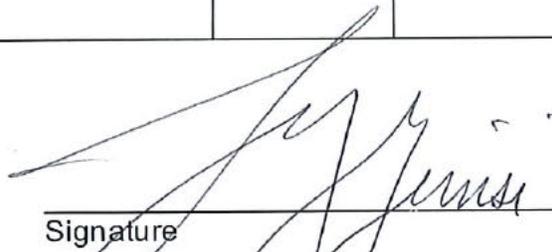
If Yes, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
<p><i>Please write "None" if applicable. Do not leave this space blank.</i></p> <p><i>None</i></p>			

8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "None."

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
<p><i>Please write "None" if applicable. Do not leave this space blank.</i></p> <p>None</p>				


7/22/21
 Signature _____ Date _____

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.





Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name: **Laura Timoney**

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation): **Bridge Preparatory Charter School**

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Secretary

2. Are you an employee of any school operated by the education corporation?
 Yes **No**

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?
No

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school? **No**

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school? **No**

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling

interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes **No**

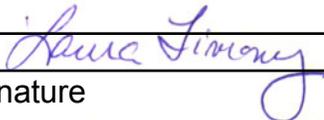
If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
NONE	NONE	NONE	NONE

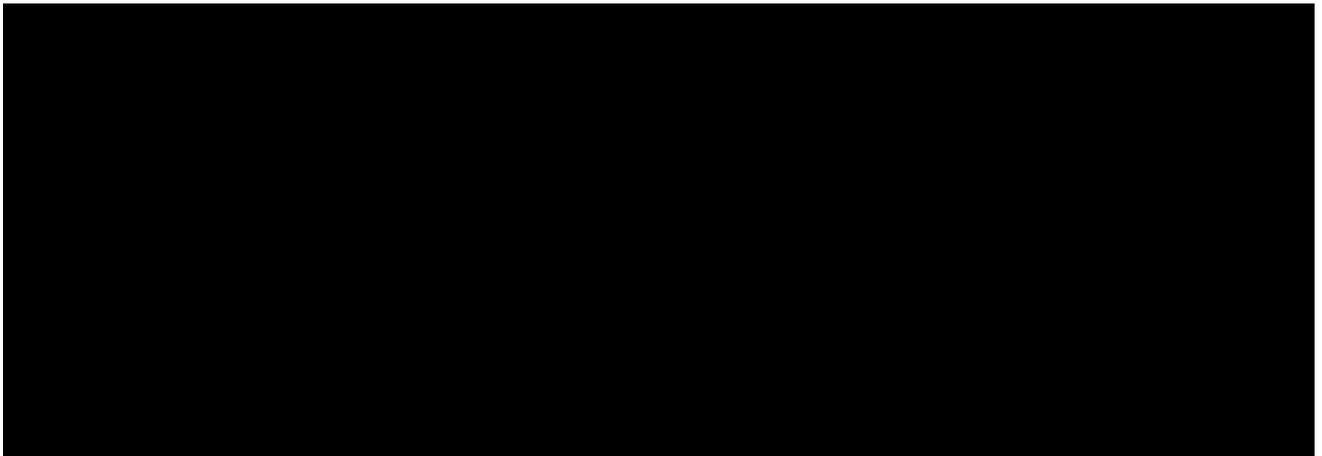
8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "**None**."

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
NONE	NONE	NONE	NONE	NONE


7/15/2021

Signature Date

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.



**Disclosure of Financial Interest by a Current or Proposed Board of Trustees
Member**

Name:

Frank Santarpia

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

Bridge Preparatory Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Member

2. Are you an employee of any school operated by the education corporation?
 Yes **No**

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

No

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

No

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

No

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services (“CMO”), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes **No**

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
NONE	NONE	NONE	

8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write “None.”

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

Signature

Date

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8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "None."

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

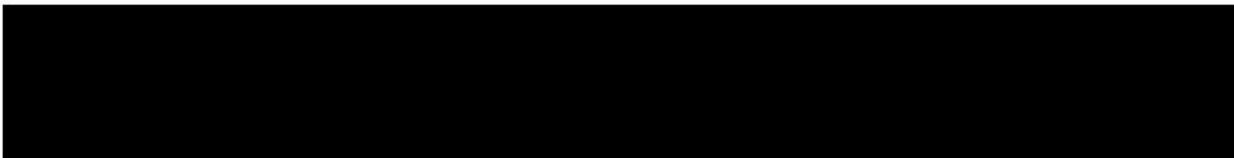
[Handwritten Signature]

7/22/21

Signature

Date

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.



Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name:
Amy Margolis

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Board member

2. Are you an employee of any school operated by the education corporation?
 Yes **No**

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

NO

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

NO

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

NO

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services (“CMO”), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
<i>NONE</i>			

8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write “None.”

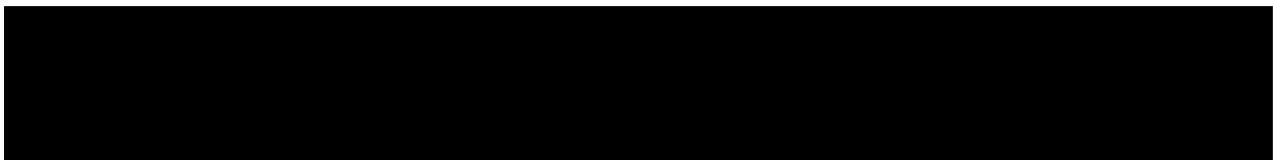
Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
<i>NONE</i>				

Erin Margolis

Signature

Date

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.





Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name:

Azalia Vape

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

Bridge Preparatory Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Parent representative

2. Are you an employee of any school operated by the education corporation? Yes No

If Yes, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

N/A

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

Yes

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

Violetta S. Vape, is my daughter - currently enrolled in 4th grade. Allows me to continue to be her advocate.

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

N/A

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes No

If Yes, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

None

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
<i>Please write "None" if applicable. Do not leave this space blank.</i>			



APPROVED



Bridge Preparatory Charter School

Minutes

Board Meeting

Date and Time

Wednesday July 22, 2020 at 7:00 PM

Location

Laura Timoney is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

[https://us02web.zoom.us/j/85362866716?](https://us02web.zoom.us/j/85362866716?pwd=SVFOUzNFdUN5ekhoVytsanFtWWkxZz09)

[pwd=SVFOUzNFdUN5ekhoVytsanFtWWkxZz09](https://us02web.zoom.us/j/85362866716?pwd=SVFOUzNFdUN5ekhoVytsanFtWWkxZz09)

Meeting ID: 853 6286 6716

Password: 152827

Dial by your location: 646 558 8656 US (New York)

Password: 152827

Trustees Present

A. Margolis (remote), A. Volpe (remote), F. Santarpia (remote), G. Winn (remote), L. Gyimesi (remote), L. Timoney (remote), M. Casale (remote), R. Kerr (remote)

Trustees Absent

None

Trustees who arrived after the meeting opened

A. Margolis

Guests Present

Alayna Quattrocchi, Francesca DiCanio, R. Illuzzi (remote), T. Castanza (remote)

I. Opening Items

A. Call the Meeting to Order

L. Timoney called a meeting of the board of trustees of Bridge Preparatory Charter School to order on Wednesday Jul 22, 2020 at 7:01 PM.

B. Record Attendance and Guests

A. Margolis arrived.

C. Approve Board Minutes

L. Timoney made a motion to approve the minutes from Board Meeting on 06-17-20.

A. Volpe seconded the motion.

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

D. Approve ED Evaluation Minutes

L. Timoney made a motion to approve the minutes from Executive Director Evaluation on 06-26-20.

R. Kerr seconded the motion.

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

E. Welcome

R. Kerr welcomed all.

II. Board Development & Governance

A. Conflict of Interest Attestation

A Conflict of Interest attestation and NYSED financial disclosure form were provided to all board members. The COI needs to be completed retrospectively for the 19/20 SY and prospectively for the 20/21 SY. Please submit all 3 completed forms to L. Timoney and copy T. Castanza.

B. Trustee Job Description

A trustee job description was shared with the board. A. Volpe suggested adding wording regarding social media and views of a board member are their own opinion and are not representative of the board. It was also stated that a non-disclosure clause will be added. The finalized job description will be shared with the board to sign.

C. Committee Update

The Committee determined that both the COI and NYSED Financial Disclosure form were necessary to be completed.

III. Executive Committee

A. Committee Update

The work of the Task Force has been finalized with the evaluation, salary proposal and staffing plan.

IV. Finance Committee

A. Committee Update

Met on 7/15 and discussed the budget refresh. T. Castanza and BoostEd continue to update and will have for next board meeting. The budget was uploaded to the State by 6/30/2020. Insurance costs were higher but there were savings in other areas. The PPP loan is being converted to a grant for forgiveness. Line of Credit is needed for liquidity and the demand note of \$100k was paid. Register of contracts anticipated to be shared with committees and review process between 3rd quarter 2020 - 1st quarter of 2021. Payroll variance is being resolved. Audit and tax schedule will be shared when happening. Audit is required by the State retrospectively.

V. Academic Committee

A. Overview of Opening Plan

Opening plan is underway. The new DTL Joelle & T. Castanza are working with their team meeting NYSED requirements included in the opening plan/structure.

B. Dashboard Update

The emphasis is on opening school safely and getting instruction moving. Opening assessments will be discussed after the school is open. There are no assurances regarding state testing yet. MAP will be used.

VI. Executive Director

A. Executive Director's Report

Second billing will happen by next Friday July 31 and is based on projections. Signature Bank opened the portal and required documents have been submitted for loan forgiveness. NYSED is giving LEA's funding from CARES Act based on number of students the district serves. The expected allocation is \$13,076 and application will be submitted. Payroll discrepancy is resolved in HR files.

B. Re-Opening Plan

Instruction and support services continued even after school was closed in March. The return to school plan will be submitted to NYSED and decision will be made on 8/6/2020. We have leeway from the State and can update the plan up to the opening of school. NYSED has several pillars which can be found here: <http://www.nysed.gov/common/nysed/files/programs/reopening-schools/nys-p12-school-reopening-guidance.pdf> We must abide by NYC DOE rules about social distancing and access to the building. Mandated by LEA and DOH to submit plan by 7/31/2020 and NYSED guidance was given last week.

We will have blended learning that is safe, socially distant in-person instruction and robust virtual instruction. There will be three student cohorts:

1. Bold: In person Tuesday/Wednesday
2. Bright: In person Thursday/Friday
3. Unique: all virtual

Mondays will be virtual for all to assure deep cleaning. New OG concepts will be taught on Monday.

Swivl technology will be used for remote instruction.

<https://www.swivl.com/classroom-setup/>

There will be 5 hours of live teaching of core subjects including two hours of math, one guided reading, one ELA and one live OG. Social studies will be an online model, Science and CTL will be done in person twice a week, and there will be virtual field trips.

T. Castanza will share the final schedule with the board.

Health & Safety: capacity is 60 square feet/student, masks are required, temperature screening, isolation room/safety room.

Facilities: It will cost \$150K for construction and ED has requested renderings of space redesign. There will be two large spaces in the front of the building with sliding glass doors. Special materials were ordered for ventilation. The construction may not be completed by start of school. Virtual Family orientation is on 9/8/2020 and the first day of school is 9/9/2020 and will be virtual. After consulting with the school's legal counsel on live streaming, policies will be updated in the handbook.

C. Monthly Financials

Distributed but not reviewed.

D. FY 20-21 Budget Overview

Submitted to State by 6/30/2020

VII. Public Comment

A. Public Comment section

A. Quattrocchi modeled the clear fabric mask they have been testing for instruction.

VIII. 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,
L. Timoney

Motion made by L. Timoney and seconded by G. Winn

Next Board Meeting: August 19th @ 7pm

APPROVED



Bridge Preparatory Charter School

Minutes

Board Meeting

Date and Time

Wednesday November 18, 2020 at 7:00 PM

Location

Join Zoom Meeting

[https://us02web.zoom.us/j/85362866716?](https://us02web.zoom.us/j/85362866716?pwd=SVFOUzNFdUN5ekhoVytsanFtWWkxZz09)

[pwd=SVFOUzNFdUN5ekhoVytsanFtWWkxZz09](https://us02web.zoom.us/j/85362866716?pwd=SVFOUzNFdUN5ekhoVytsanFtWWkxZz09)

Meeting ID: 853 6286 6716

Passcode: 152827

Dial by your location

646 558 8656

Meeting ID: 853 6286 6716

Passcode: 152827

Trustees Present

A. Margolis (remote), A. Volpe (remote), F. Santarpia (remote), G. Winn (remote), L. Gyimesi (remote), L. Timoney (remote), M. Casale (remote), R. Kerr (remote)

Trustees Absent

None

Trustees who arrived after the meeting opened

M. Casale

Guests Present

Francesca DiCanio (remote), R. Illuzzi (remote), R. Majmudar Aziz (remote), S. Cucchia (remote), T. Castanza (remote)

I. Opening Items

A. Call the Meeting to Order

L. Timoney called a meeting of the board of trustees of Bridge Preparatory Charter School to order on Wednesday Nov 18, 2020 at 7:05 PM.

B. Record Attendance and Guests

M. Casale arrived.

C. Approve Board Minutes

L. Timoney made a motion to approve the minutes from Board Meeting on 10-21-20.

R. Kerr seconded the motion.

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

D. Welcome

R. Kerr welcomed all as we try to figure this school year out with so much uncertainty

II. Executive Committee

A. Committee Update

Two subcommittees were formed at the executive committee. They are the Executive Director Support Committee chaired by L. Timoney. This subcommittee is not an evaluatory committee but the intent is to support the ED. The evaluation comes at the end of the year and includes the entire board. The first meeting will be held on Nov 16th @ 7pm and all are welcome to attend.

The second subcommittee formed is the Facilities Task Force to be chaired by T. Castanza. This committee will look at additional space at Petrides and other sites off the Petrides campus as well. The ED's past experience with the NYC DOE in space planning will be an asset.

The ED joined the recent executive committee meeting. The goal is to work more collaboratively together and his participation will become part of the committee's meeting structure.

Standing committees all gave reports.

III. Executive Director

A. Executive Director's Report

ED took his reporting time to give an update on the status of Covid related closings in schools. The Mayor announced all schools are closed until further notice. The Petrides campus was due to be closed until December 1st due to Covid cases at the Petrides school. Bridge Prep does not have any active cases and thanks to everyone for the hard work in keeping everyone safe. There are daily calls with DOB, DOH and DOE to keep Bridge Prep open and scenarios that would allow for that. Bridge Prep has been closed but not due to cases in our school but on the campus in other buildings. If NYC Public schools are closed, Bridge Prep will be closed. The re-entry plan is being figured out by the Mayor's office working with NYS. Bridge Prep will have school food operating if families need food. Families can also go to the closest school for food. The school building is open to the staff, school safety is stationed at the front door, and the admin team will do a sweep of the building before the holiday. Two other charter schools in private space on Staten Island will be all virtual until January.

Can Bridge Prep be considered a separate building and not fall under Petride's school closures?

Bridge's main site is Building E and has its own building code. Based on that we should not be calculated with cases in Building B. We have two classrooms in the Building B - they would need to go virtual if Petride's school had cases. We are looking at moving one classroom to the Building E. If we make that change, this would happen in January. The ED is lobbying and making the case to be considered separate and should know when we have a back to school date. There is a stand alone D75 building on the campus and they can stay open. It was noted Principal Buckheit has been a good partner to Bridge Prep.

R.Kerr stated the focus is to get students into the school building as much as possible for their emotional health and well being. They need to be with their peers and be safe.

The ED stated he would never put staff and students in harms way, there is no chance of cross contamination and will maximize the amount of time in school.

F. Santarpia - suggested a letter in writing to the chair and perhaps approaching the Borough President. This will be taken up at the facilities task force meeting in December.

B. Admissions & Enrollment

Nothing was discussed.

C. Monthly Financials

Nothing was discussed.

IV. Academic Committee

A. Committee Update

The academic committee focused on reopening, remote and blended status, special ed, compliance, busing, and family communications. Not every student has been to school on a regular basis, but we have been in contact with every family. The dashboard was formalized and populated by the ED and staff.

B. Dashboard

The student enrollment is broken down by demographics and student subgroup analysis. Title 1 information is forthcoming.

Monthly Attendance - taking a close look at this and going behind the numbers by grade and individually to find out issues. Trend - when in person, they are attending, participating. When virtual - see an attendance dip. We are working with families to see if it is technology or other issues.

Health reporting - new addition to the dashboard and includes calls to the Situation Room, the reason, the action and the timeframe.

Academic Data - Ms. DiCanio did a lot of work on OG data and breaking it down.

We are aggregating the data to understand what it means. Assessments were done based on grade level and broken down by special ed and general ed. The data shows that a high number of students are well below grade level in decoding. This foundational data is critical and paints a realistic picture of who are students are.

Returning students were assessed from last year to this year. 100% of students made growth. NYSED is interested in seeing proficiency. Our charter speaks about growth metrics and we can break this down to specific skills. We can show what skill level they made growth in. They still may not be on grade level but with fidelity they will make growth.

Special Ed service data is forthcoming after upcoming IEP meetings. Map Data and then F&P reading level data will be in future dashboards.

V. Finance Committee

A. Committee Update

The Finance Committee meetings will be held on the Monday preceding the board meeting. We discussed Covid testing numbers and whether to do this in school or use outside testing. If we had to do it over 10 weeks and pay for it to keep our population safe.

B. Updated Budget

The ED shared this budget is post 10/31 BEDS day numbers - the surplus is higher than approved budget due to additional students. The surplus is strong and gives us flexibility. Each budget line has been maintained which also allows us to accommodate changes to virtual learning and adjust technology or professional development as needed. Additional funding from CARES Act is anticipated after resubmission. The status of the budget is good and no revenue dips are expected.

The ending cash balance is what we look at for long-term planning. Any surplus goes into cash balance and being conservative has paid off.

VI. Board Development & Governance

A. Committee Update

We are working on a handbook for new Trustees and having a repository for all documents including by-laws, job descriptions, protocols, committee descriptions, etc.

Recruitment - short and long terms plans. Short term is to seek participation on committees and then join the board. Grass roots strategies to recruit and focused on areas including IT support, business operations, and property management. Remote meetings are still allowed under Open Meetings Law and supports attendance and is effective for public access too.

Governance is committed to fidelity to the charter, time savings, efficiency and has a very active committee.

The Chair recognized the Herculean efforts to teach and create a dashboard at the school level and the top notch work of the Governance committee in formalizing and documenting board procedures. The hard work is appreciated.

The ED also acknowledged the Executive and Governance committees for inclusion on the EC committee and Governance for accessibility to documents to help school operations.

B. Email Procedures

Board Gmail account - this will be included in the handbook on BoardOnTrack.

The board email is used to communicate with the ED, for assignment of work and to create a repository in case of FOIL requests. A disclaimer was created in the email body and the board member signs the email. To access, simply log into board@bridgeprepcharter.org with the confidential password. The password will be changed on an ongoing basis.

VII. Other Business

A. New Business/Other Business

RK - are students 100% technology equipped if we have to go full remote? Yes. When doing attendance we are also doing technology checks. We are getting to them written materials like work books.

ED - as we approach Thanksgiving, we appreciate all the work at the board level and at the school level. We want the board to be involved at the school level in the coming months. More to follow.

VIII. Public Comment

A. Public Comments

Happy Thanksgiving to all!

IX. 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 8:02 PM.

Respectfully Submitted,
L. Timoney

Next Board Meeting: December 16th @ 7pm

APPROVED



Bridge Preparatory Charter School

Minutes

Board Meeting

Date and Time

Wednesday August 19, 2020 at 7:00 PM

Location

Laura Timoney is inviting you to a scheduled Zoom meeting.
Topic: Bridge Prep Board Meeting

Join Zoom Meeting

[https://us02web.zoom.us/j/85362866716?](https://us02web.zoom.us/j/85362866716?pwd=SVFOUzNFdUN5ekhoVytsanFtWWkxZz09)
pwd=SVFOUzNFdUN5ekhoVytsanFtWWkxZz09
Meeting ID: 853 6286 6716
Passcode: 152827

Dial by your location

+1 646 558 8656 US (New York)
Meeting ID: 853 6286 6716
Passcode: 152827

Trustees Present

A. Margolis, A. Volpe, F. Santarpia, G. Winn, L. Gyimesi, L. Timoney, M. Casale, R. Kerr

Trustees Absent

None

Guests Present

A. Quattrocchi, F. Ebanks, R. Illuzzi, R. Majmudar Aziz, S. Cucchia, T. Castanza

I. Opening Items**A. Call the Meeting to Order**

L. Timoney called a meeting of the board of trustees of Bridge Preparatory Charter School to order on Wednesday Aug 19, 2020 at 7:05 PM.

B. Record Attendance and Guests**C. Approve Board Minutes**

L. Timoney made a motion to approve the minutes from Board Meeting on 07-22-20.

A. Volpe seconded the motion.

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

D. Welcome

Welcome and looking forward to a safe opening of the school.

II. Executive Committee

A. Committee Update

A CEO support and evaluation committee is being formed to establish goals, evaluate, and self evaluate the CEO/ED. The goals will be shared with the ED and the entire board for relevant input. The support and evaluation committee will drive the process and schedule trimester reviews. The executive committee members will form this committee and any board member is welcome to join. All board members will take part in the actual ED evaluation.

III. Executive Director

A. Executive Director's Report

With sadness the passing of Principal Maria Munoz of PS 20 was shared.

Bridge Prep's annual report was submitted to NYSED.

Standard financial documents were submitted to Schall & Ashenfarb for NYSED's annual audit.

A schedule for the audit will be provided to the Finance Committee and the audit will be approved by the Board at the October meeting and submitted to NYSED by Nov 1st.

Title I, IIA, IV grants were filed and the Cares Funding application was submitted for \$13,075.

The contract register is being compiled and will be shared with the Board by the September Board meeting with actual PDF contracts.

25% of students (Unique) will be fully remote and 75% will be in blended learning (Bold & Bright).

B. School Opening Plan

Opening plan was submitted to NYSED & DOH on 7/31/2020 and approved.

Family focus groups and staff meetings were held to gather input and feedback.

The most updated version of the opening plan is located on the school's website.

First day of school is September 9th and will be virtual. In-person instruction will begin no earlier than September 22nd based on construction, transportation and ensuring building is safe and ready to open.

School facilities and the custodian inspected the HVAC and fans. A work order was put in for one fan. One windowless classroom was taken offline and can be used only by staff.

A campus governance meeting was held with Petrides to ensure health and safety in operations.

ED to find out if Bridge Prep students are eligible for the Mayor's Learning Bridges childcare program.

C. Employee Handbook

The format of the handbook has been changed by LittleBird HR to include lettered exhibits. The board will be voting on changes to the main section, Exhibit A and Exhibit B. Exhibit C will be reviewed by the academic committee and voted on at the September board meeting.

D. Monthly Financials

The school is owed a small amount of money from the DOE for Special Education reconciliation.

IV. Academic Committee

A. Committee Update

There have been two meetings held regarding the back to school framework for the academic year. The school design can go totally remote at any moment. Next academic meeting will cover the dashboard and determining what data can be shared with the Board.

V. Finance Committee

A. Committee Update

Contract Register - will drive committee process with renewal and auto renewal dates. The finance committee will work with admin staff for re-bidding or renewal driving toward the budget process by June. It is important that each committee can weigh in on contracts as we move through the year.

Audit and Tax schedule - will show deliverables to authorizer and when taxes are due. Finance committee will work with management team to walk the board through the process.

PPP Loan - bank has given approval for forgiveness and waiting on SBA.

Line of Credit - paid off existing line to BoostED at the end of June. Administration is looking into a new line of credit.

VI. Board Development & Governance

A. Trustee Job Description

The trustee job description is completed and can be shared with potential and current board members. We are working on committee descriptions now.

B. Committee Update

The committee is working on protocols for structured email communications with the ED, amending the Code of Ethics and adding a Social media clause, and committee goals are being drafted.

VII. Votes

A. 2020-2021 Employee Handbook

R. Kerr made a motion to approve the main section of the handbook plus Exhibit B and Exhibit A with the exception of Paid Childcare Leave and Paid Parental Leave language to remain "as is" for now.

G. Winn seconded the motion.

Outstanding issues to be addressed:

Paid Parental Leave going from 6 weeks to 8 weeks and primary and non-primary caregiver leave time.

Need to better understand: financial exposure, disability law and parity.

Can the 10 month staff opt into being paid 10 months vs 12 months?

Remove reference to students as "scholars" from handbook. The board **VOTED** to approve the motion.

Roll Call

F. Santarpia Absent

Roll Call

L. Gyimesi Aye
A. Margolis Aye
R. Kerr Aye
L. Timoney Aye
M. Casale Aye
A. Volpe Aye
G. Winn Aye

VIII. Other Business

A. New Business/Other Business

Rose Kerr acknowledged Fahron Ebanks as the Director of Operations and thanked her.

IX. Public Comment

A. Public Comment section

Rosemarie Illuzzi shared her heartfelt appreciation and the importance of Bridge Prep's culture. The Bridge Prep team and the family association are the heart of the school and truly make families feel welcome and at home. Thanks was also given to the board and the team for making Bridge Prep the school she always wanted for children.

Steve Cucchia discussed his work with the school's leadership team through some very trying times. He praised the team's professional manner and comprehensive approach to identifying problems and finding solutions. He noted they work well together as a team in all areas whether it be instructional, operations, with the parent organization, the academic plan, safety and health, facilities or finance.

Azalia Volpe shared some parents have been asking about the number of students coming to school and are a bit nervous. To ensure she is conveying the proper message to parents, she asked for clarity with student numbers. Currently the school has 152 students enrolled. With 25% on full remote learning, there are approximately 65 students at school across all three grades with two classes in 1st grade and three classes in both 2nd and 3rd grades.

Alayna Quattrocchi shared everyone is excited to come back. Teachers miss the kids and can't wait to get back in the building.

X. 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 8:29 PM.

Respectfully Submitted,
L. Timoney

Next Board Meeting: September 16th @ 7pm

APPROVED



Bridge Preparatory Charter School

Minutes

Board Meeting

Date and Time

Wednesday December 16, 2020 at 7:00 PM

Location

Join Zoom Meeting

[https://us02web.zoom.us/j/85362866716?](https://us02web.zoom.us/j/85362866716?pwd=SVFOUzNFdUN5ekhoVytsanFtWWkxZz09)

pwd=SVFOUzNFdUN5ekhoVytsanFtWWkxZz09

Meeting ID: 853 6286 6716

Passcode: 152827

Dial by your location

646 558 8656

Meeting ID: 853 6286 6716

Passcode: 152827

Trustees Present

A. Margolis (remote), G. Winn (remote), L. Gyimesi (remote), L. Timoney (remote), R. Kerr (remote)

Trustees Absent

A. Volpe, F. Santarpia, M. Casale

Trustees who arrived after the meeting opened

A. Margolis

Guests Present

Francesca DiCanio, R. Illuzzi (remote), T. Castanza (remote)

I. Opening Items

A. Call the Meeting to Order

L. Timoney called a meeting of the board of trustees of Bridge Preparatory Charter School to order on Wednesday Dec 16, 2020 at 7:06 PM.

B. Record Attendance and Guests

A. Margolis arrived.

C. Approve Board Minutes

L. Timoney made a motion to approve the minutes from Board Meeting on 11-18-20.

L. Gyimesi seconded the motion.

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

D. Welcome

Thank you to all who support the school during the ups and downs of COVID.

II. Executive Committee

A. Committee Update

We are finalizing paid parental leave. The ED now comes to the Executive Committee meeting and the ED Support Committee is in process and has an established timeline for the ED's annual review and trimester check-ins. All committees shared reports including the facilities committee.

III. Executive Director

A. Executive Director's Report

The new DSI started on 11/30/2020. An overview was given on current student IEPs and testing accommodations. A COVID operations report was shared. TriNet extension is being considered.

B. Admissions & Enrollment

An admissions and lottery update was given and SchoolMint will be used again. A website redesign will be complete in January.

C. Facilities Update

The Facilities Committee had one meeting and will meet again in January.

D. Monthly Financials

Monthly financials were included in the board packet.

IV. Academic Committee

A. Committee Update

An academic overview was given and a staff survey was conducted and feedback on that will be given at January 2021 board meeting.

B. Dashboard

Highlights of the dashboard were shared including attendance, related services, assessments and testing accommodations.

V. Finance Committee

A. Committee Update

Finance Committee is reviewing grant compliance and investments and the TriNet extension. The committee is awaiting two items from the ED: a transaction report to look at procedural effectiveness and a staffing plan.

VI. Board Development & Governance

A. Committee Update

A handbook is being created to house key documents, including a board mission statement, and protocols are being tightened. Recruitment is underway to expand board expertise where there are any potential gaps and a recommendation was put forth to hire hourly administrative support for the board.

VII. Votes

A. TriNet Extension

L. Timoney made a motion to Enter into TriNet agreement.

G. Winn seconded the motion.

After much review, there is no negative impact and gives us additional time to test them and conduct our due diligence. The board **VOTED** unanimously to approve the motion.

VIII. 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 8:15 PM.

Respectfully Submitted,

L. Timoney

Committee meetings for 2021 were shared and happy holidays and thank you to all!

Next Board Meeting: January 20th @ 7pm

APPROVED



Bridge Preparatory Charter School

Minutes

Board Meeting

Date and Time

Wednesday October 21, 2020 at 7:00 PM

Location

Join Zoom Meeting

[https://us02web.zoom.us/j/85362866716?](https://us02web.zoom.us/j/85362866716?pwd=SVFOUzNFdUN5ekhoVytsanFtWWkxZz09)

[pwd=SVFOUzNFdUN5ekhoVytsanFtWWkxZz09](https://us02web.zoom.us/j/85362866716?pwd=SVFOUzNFdUN5ekhoVytsanFtWWkxZz09)

Meeting ID: 853 6286 6716

Passcode: 152827

Dial by your location

646 558 8656

Meeting ID: 853 6286 6716

Passcode: 152827

Trustees Present

A. Volpe (remote), F. Santarpia (remote), G. Winn (remote), L. Gyimesi (remote), L. Timoney (remote), M. Casale (remote), R. Kerr (remote)

Trustees Absent

A. Margolis

Guests Present

A. Quattrocchi (remote), Francesca DiCanio (remote), R. Illuzzi (remote), T. Castanza (remote)

I. Opening Items

A. Call the Meeting to Order

L. Timoney called a meeting of the board of trustees of Bridge Preparatory Charter School to order on Wednesday Oct 21, 2020 at 7:02 PM.

B. Record Attendance and Guests

C. Approve Board Minutes

L. Timoney made a motion to approve the minutes from Board Meeting on 09-16-20.

G. Winn seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Welcome

We have various documents to look at tonight including protocols which will become part of a handbook. The school is open and thank you to the staff.

II. Executive Committee

A. Committee Update

Procedures for Executive Director support and evaluation process was formalized and communicated to the ED. This includes checkins and all board members are invited to be part of the subcommittee to support and evaluate the ED. The entire Board will be part of the final evaluation which will be done through BoardOnTrack.

The Executive Committee meets on the 2nd Wednesday of the month @ 8am.

III. Executive Director

A. Executive Director's Report

Thank you to the Bridge Prep staff for all the hard work. ED spent the first month focusing on classroom instruction and interacting with teachers while Fahron Ebanks focused on operations.

Little Bird was acquired by TriNet and asked us to sign an updated service agreement with the same terms and fees. No vote necessary.

B. School Update

Busing - Bus routes for new students are still not in place. A majority of students were able to get on existing routes but there are still 10 students with no bus route.

We await a response from head of OPT. The Family Association and Family Coordinator are working on this too.

Extra Curricular activities - Bridge Prep secured participation in all CYO Leagues through the spring including track, basketball, cheerleading as well as Girl Scouts. Sundog Arts - a family painting evening will take place in December after parent interest surveys.

Enrollment is solid. We received inquiries from out of state and out of country (Egypt) to see if they can participate in remote instruction. This speaks to the reach and the need for this type of school. Media, branding and word of mouth attribute to this reach.

C. Monthly Financials

This report is before the October billing. Revenue is over projection and will increase further with four additional students. Reconciliation was approved by the DOE.

IV. Academic Committee

A. Committee Update

The committee focused on teaching and learning in a remote environment. All tech, ops, and teaching training is continually being worked on. There is a working structure and plan for the responsibilities of the DTL. Future plans and NYSED response regarding the role are forthcoming.

The Dashboard will be presented in the November meeting. Three summative assessments (MAP, F&P and OG) and a schedule of all assessment dates will be

provided to the board. F. DiCanio is the Assessment and Data Coordinator and will help aggregate and assess the data. MAP and OG will be reported on three times per year and F&P twice per year. Monthly reporting will include student enrollment, subgroup analysis, staff and student attendance, and Covid-19 health actions.

The Academic Committee meets on the 2nd Tuesday of the month @ 6pm.

V. Finance Committee

A. Committee Update

The primary business of the committee was the audit. It was a clean report, we will vote on it tonight and submit it to the State. We are focused on getting an updated budget come November which will kick off the budget process. This work will be driven by committees taking a closer look with the management team advising. The Finance committee will be linked to facilities in that we need to strategically consider the impacted commercial real estate market and capital issues. Finance also needs to looking at structure and benefits.

VI. Board Development & Governance

A. Committee Update

We continue to work on a Board handbook and will be posting documents in BOT. Recruitment - we have a short term goal of getting a few committee members knowledgeable about operations or facilities management. We have two candidates now who have expressed interest in the board. Governance meets the first Wednesday of the month @ 8am.

B. Email Protocols

Board email protocols were established along with a disclaimer. We continue to work on the procedural aspects of the Board email. This is a more formalized structure for board and ED communications.

VII. Votes

A. GAS Audit Year End 6/20/2020

L. Timoney made a motion to approve the audit.

F. Santarpia seconded the motion.

There are no glaring weaknesses and we are following standard accounting procedures. The board **VOTED** unanimously to approve the motion.

B. Student Data Privacy Policy

L. Timoney made a motion to approve Student Data Privacy Policy.

R. Kerr seconded the motion.

Approved with changes:

Paragraph 4 - add "in accordance with FERPA" and delete the word complete.

Complaints may also be escalated to the Board of Trustees and then to NYSED.

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

VIII. Other Business

A. New Business/Other Business

The facilities task force will be established with the school and board working together. Members interested include Azalia Volpe, Rose Kerr, Frank Santarpia,

Laurel Gyimesi and Tim Castanza. Anyone else interested can email board@bridgeprepcharter.org
Material changes to the Charter need to be to NYS by December 15th. NYSED sent inquiry regarding vacancy of DTL. ED will reach out to each committee regarding any potential material changes impacting them.
Congratulations to Tim Castanza and Ms. Q on their recent weddings. Best wishes to Ms. DiCanio on her upcoming wedding. getting married shortly.

IX. Public Comment

A. Public Comments

Ms. Q - thank you for the well wishes.

X. 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 8:03 PM.

Respectfully Submitted,
L. Timoney

Next Board Meeting: November 18th @ 7pm

APPROVED



Bridge Preparatory Charter School

Minutes

Board Meeting

Date and Time

Wednesday September 16, 2020 at 7:00 PM

Location

Join Zoom Meeting

[https://us02web.zoom.us/j/85362866716?](https://us02web.zoom.us/j/85362866716?pwd=SVFOUzNFdUN5ekhoVytsanFtWWkxZz09)

[pwd=SVFOUzNFdUN5ekhoVytsanFtWWkxZz09](https://us02web.zoom.us/j/85362866716?pwd=SVFOUzNFdUN5ekhoVytsanFtWWkxZz09)

Meeting ID: 853 6286 6716

Passcode: 152827

Dial by your location

646 558 8656

Meeting ID: 853 6286 6716

Passcode: 152827

Trustees Present

A. Volpe, F. Santarpia, G. Winn, L. Gyimesi, L. Timoney, M. Casale, R. Kerr

Trustees Absent

A. Margolis

Guests Present

A. Quattrocchi, Francesca DiCanio, R. Illuzzi, R. Majmudar Aziz, T. Castanza

I. Opening Items

A. Call the Meeting to Order

L. Timoney called a meeting of the board of trustees of Bridge Preparatory Charter School to order on Wednesday Sep 16, 2020 at 7:03 PM.

B. Record Attendance and Guests

C. Approve Board Minutes

L. Timoney made a motion to approve the minutes from Board Meeting on 08-19-20.

R. Kerr seconded the motion.

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

D. Welcome

R. Kerr welcomed all and is grateful the school is open during these challenging times. While there is anticipation and trepidation, we have faith in the school, teachers, administration and the board.

II. Executive Committee

A. Committee Update

The Committee discussed the protocols surrounding the set up the the ED support and evaluation committee, which is composed of the Exec Committee and open to all board members. Protocols are being set up including documents, timelines, ED check-ins, etc.

All Committee (Finance, Executive, Governance, Academic) meetings are being rescheduled due to work schedule changes. Times will be shared when finalized.

III. Executive Director

A. Executive Director's Report

Operational responses to COVID:

The school is working with multiple agencies including the Situation Room which will provide guidance if needed. The school will be doing an operations walk through prior to students in the building. There will be a COVID report card accessible to the public which is updated daily.

Facilities:

Families have expressed concern about Bridge Prep not being open due to DOE COVID closings or Union issues being on a DOE campus. There is a need to form a facilities task force.

B. School Opening Plan

School started remotely and in-person starts next week. All school construction will be done by first day of in-person school on Sept 22nd.

The school is prepared to go fully remote at any time and will provide 5 days of live instruction.

Technology issues - families are running into issues and the school is providing support. The strategy is to get students back into a routine prior to using SWIVL. Four students have not logged in as of today, of those, two are awaiting technology.

40% of students are fully remote and 60% are blended learning.

Busing - the school is working with OPT to match students to bus stops.

C. Monthly Financials

There were no questions regarding monthly financials.

IV. Academic Committee

A. Committee Update

Baseline assessments - to determine learning loss, what learning recovery is needed, and instructional interventions. OG assessments have been completed. F&P is being conducted. The literacy and reading-based assessments may be done again in the Fall.

The Director of Teaching and Learning resigned unexpectedly. An interim plan was put in place with the instructional coach stepping in to support teachers with coaching and instructional planning. Teachers are being supported, and we are

fully ready to open. The Assessment Coordinator will be doing assessments and the Director of Specialized Instruction will work with our OG partner. This resignation has accelerated our internal capacity process. The DTL job will be posted and the job description is being worked on now to enhance responsibilities and importantly include math.

V. Finance Committee

A. Committee Update

The audit is underway and will be submitted to the State by 11/1/2020. When the draft audit report is ready, the Finance committee will meet. The board will approve the draft audit at the October board meeting after it is vetted by the Finance committee. This is a standard audit required by NYS and includes items like payroll and student census documentation. The school is in good hands working with our experienced partners.

PPP Loan - submitted and awaiting SBA approval.

Budget Refresh - targeted for October

Line of Credit - ED working on

Contract Register - In Google Docs and available for review. Reach out to the Finance committee on formatting. This register will be used to drive committee work, budget prep and contract approvals.

VI. Board Development & Governance

A. Committee Update

Protocols for email communication with ED and Board including disclaimer on email.

BoardOnTrack Contract Renewal - we negotiated annual contract for \$10,500 and had budgeted \$12K.

B. Code of Ethics

Code of Ethics is amended to be in alignment with board job description regarding confidentiality clause. There is also a social media clause added regarding board members and their opinions are not representative of the school.

C. Committee Job Description

Committee description was created and is being used this to launch the committee's annual goals. One goal is to create a handbook for new members with all necessary documentation (bylaws, code of ethics, etc.) and be uploaded to BoardOnTrack to guide and orient new members.

A secondary goal is long and short term recruitment.

VII. Votes

A. Family Handbook

Added the word "unexcused" to total number of student absences (10), keep positive behavioral expectation wording, add page numbers on bottom, and correct non-substantive typos.

L. Timoney made a motion to approve the student handbook with noted changes.

G. Winn seconded the motion.

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

B. Code of Ethics

L. Timoney made a motion to approve the Code of Ethics.

A. Volpe seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. BoardOnTrack Contract

L. Timoney made a motion to approve the BoardOnTrack Annual Contract.
F. Santarpia seconded the motion.
Acceleration Package for \$10,500 beginning on 10/14/2020 The board **VOTED** unanimously to approve the motion.

VIII. Public Comment

A. Public Comment section - Overview of Procedures

B. Public Comments

Members of the Board thanked the staff for getting the school open, appreciates them and are here for them. Thanks was given to Tim Castanza for all he has done and gratitude was expressed for choosing Bridge Prep and not a DOE school. It was also noted it is not an easy undertaking to move a school location.

IX. 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 8:01 PM.

Respectfully Submitted,
L. Timoney

Next Board Meeting: October 21st @ 7pm

APPROVED



Bridge Preparatory Charter School

Minutes

Board Meeting

Date and Time

Wednesday January 20, 2021 at 7:00 PM

Location

Join Zoom Meeting

[https://us02web.zoom.us/j/85362866716?](https://us02web.zoom.us/j/85362866716?pwd=SVFOUzNFdUN5ekhoVytsanFtWWkxZz09)

[pwd=SVFOUzNFdUN5ekhoVytsanFtWWkxZz09](https://us02web.zoom.us/j/85362866716?pwd=SVFOUzNFdUN5ekhoVytsanFtWWkxZz09)

Meeting ID: 853 6286 6716

Passcode: 152827

Dial by your location

646 558 8656

Meeting ID: 853 6286 6716

Passcode: 152827

Trustees Present

F. Santarpia (remote), G. Winn (remote), L. Gyimesi (remote), L. Timoney (remote), M. Casale (remote), R. Kerr (remote)

Trustees Absent

A. Margolis, A. Volpe

Guests Present

K. Baldassano (remote), R. Illuzzi (remote), T. Castanza (remote), Tom Barlotta (remote)

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

L. Timoney called a meeting of the board of trustees of Bridge Preparatory Charter School to order on Wednesday Jan 20, 2021 at 7:03 PM.

C. Approve Minutes

L. Timoney made a motion to approve the minutes from Board Meeting on 12-16-20.

R. Kerr seconded the motion.

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

D. Welcome

Welcome 2021 and a New Year.

II. Committee Reports

A. Executive Committee

The committee function and members were described. The committee is finalizing the parental leave policy, ED support and evaluation process. All committees reported out and ED spoke about school restructuring for in-person learning.

B. Finance Committee

The committee requested the ED advise as to the timing of delivery of the payroll variance report, the investments report, the annual transaction report and the grants management and compliance report. The committee also asked when the ED would be able to deliver an updated budget for the current fiscal year for the board. These reports help us fulfill the governance role with NYS administration. We will be commencing the upcoming budget process through reverse engineering. Items for renewal, like contracts, come to us through committee or automatic renewal. We will also be looking at the staffing plan, including current year, which will be presented, vetted and approved as necessary.

C. Board Development & Governance

The committee continues to work on board development, outreach and recruitment, and has a 60 day goal of developing interest.

Through committee consensus, we recommend retaining an administrative assistant to help with committee work and minutes. The funds are allocated in the budget and this would be a time saving measure and help the board tremendously.

D. Academic Committee

The committee discussed the school schedule changes, the new DSI and RTI process, attendance, special education mandates, and hiring academic content-based coaches especially in math and additionally in reading. The academic dashboard and this month's F&P assessment and all assessments (MAP and O&G) including aggregating, disaggregating, implications and actions. There will be a special board meeting to present this critical academic data to inform the board on Feb 23rd @ 7pm.

E. Facilities Subcommittee

There are no concerns about a DOE plan being approved to expand space but it has been delayed due to Covid vaccine sitings. Formal public engagement anticipated for the end of January/February for an April PEP vote. DOE proposal will be for next year and through end of the charter term. The facilities subcommittee will plan a meeting in the next 10 days. NOTE: The Governor's budget is proposing to remove facilities funding portion, i.e. rental assistance for charter schools.

III. Executive Director Update

A. ED's Report

Guided reading program being implemented in February after professional development for teachers.

In-person instruction will be moving to 4 days per week for blended learners with the same space requirements. It will be rolled out from 1/19-2/9 beginning with 1st grade, then 3rd, then 2nd grade.

Bridge Prep's building will be treated separately in Covid case reporting for closures from Petrides.

Admissions process changed slightly due to Covid and clarifying language added to application regarding grade applied for, using the school's promotion policy in determining grade if needed. A task force meeting will be held on 1/21 @10:30am. Admissions will close on 4/1/2021 and a lottery will take place on 4/5/2021.

B. Teacher Survey Results and Recommendations

A survey was conducted in November and responses analyzed and categorized by culture, organizational structure, comp & benefits, and academic operations. Minor changes implemented regarding academics with lesson planning, guided reading, etc. ED will come to committees directly with more detailed feedback to find possible solutions.

C. Monthly Financials

Transaction report from 7/1/2020-12/31/2020 shows money spent and priorities.

Q. Are investment opportunities being explored based on cash surplus? A budget refresh will be provided to finance committee with expenses through year end.

IV. Votes

A. Handbook Exhibit C

L. Timoney made a motion to approve Exhibit C of the Handbook.

R. Kerr seconded the motion.

This is for internal staff use. Must be proofed for format errors and hyperlinks, language changes should reflect actual practice (ie two day to four day in-person learning).

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

V. Other Business

A. New Business

Special Board meeting on 2/23 @ 7pm for academic analysis.

The month of February marks 100 days of school and there are celebrations planned. ED will reach out to board for involvement.

World Read Aloud Day - will be virtual and may include outside guest readers.

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 8:00 PM.

Respectfully Submitted,

L. Timoney

APPROVED



Bridge Preparatory Charter School

Minutes

Special Board Meeting to Analyze Academic Data

Date and Time

Tuesday February 23, 2021 at 7:00 PM

Location

Zoom Meeting

<https://us02web.zoom.us/j/81119585366>

Meeting ID: 811 1958 5366

Trustees Present

A. Margolis (remote), A. Volpe (remote), F. Santarpia (remote), G. Winn (remote), L. Gyimesi (remote), L. Timoney (remote), M. Casale (remote), R. Kerr (remote)

Trustees Absent

None

Trustees who arrived after the meeting opened

M. Casale

Guests Present

Francesca DiCanio (remote), Geena Kuriakose (remote), K. Baldassano (remote), T. Castanza (remote)

I. Opening Items**A. Record Attendance****B. Call the Meeting to Order**

L. Timoney called a meeting of the board of trustees of Bridge Preparatory Charter School to order on Tuesday Feb 23, 2021 at 7:02 PM.

M. Casale arrived at 7:07 PM.

C. Welcome

R. Kerr welcomed the attendees and Geena Kuriakose, who is thinking of joining the Board. The goal of tonight's meeting is to have an oversight of how our students are doing; to look at the data and understand where the children are

academically; what are the implications and what is needed regarding staff support and procedural changes, etc.
Meeting was tendered to T. Castanza for his presentation of the academic data.

II. Academic

A. Academic Analysis

T. Castanza began by mentioning what would *not* be covered in tonight's presentation: qualitative data; feedback from parents and students; attendance data; formative classroom data that teachers use to assess students, i.e. verbal recognition, exit ticket, informal student evaluations. He then offered a PowerPoint report to the Board covering the following topics:

Academic Assessments:

- **Orton-Gillingham** –Designed to help struggling readers by teaching the connections between letters & sounds; focused on decoding; student reading readiness skills emphasizing letter identifications; phonological awareness; auditory sound-to-letter identification; rules to help decode words & syllable patterns; sight words; spelling.
- **NWEA Measure of Academic Progress (MAP)** (*performed 3 times a year using scales that span grade levels*) – Determines what a student knows & is ready to learn next; designed to measure student achievement in the moment & growth over time.
- **Fountas and Pinnell (F&P)** - provides teachers with precise tools & texts to observe & quantify specific reading behaviors, then interpret & use that data to plan instruction & monitor student progress. Enables teachers to determine students' instructional & independent reading levels based on a gradient associated with school grade.

What the Data Tells Us:

- **OG:** Formal/informal assessments, observations & progress monitoring indicate that across all grade levels, most students have shown amazing active growth in OG decoding skills. 1st grade students decoding skills at-or-above grade level have increased from 0% to 12% at mid-year; 2nd grade students decoding skills on grade level increased from 9% to 37% with several students above grade level at mid-year; 3rd grade students decoding skills at grade level increased from 4% to 29% at mid-year. A “focus group” has been created for the 31% of 3rd grade students who are still decoding multiple levels behind. Data is tracked for individual students for targeted interventions.
- **NWEA MAP:** Data represents students' overall achievements in both math & reading compared to students within the same grade level in all 50 states. Our 1st graders fall between grade-level & 1 year below grade-level; 2nd graders have a higher than expected level for both reading & math; many 3rd graders are on the cusp of grade-level with almost half indicating 1 term behind. Student profiles are given to each teacher showing the specific standards which need to be focused on for each group.
- **F&P:** Students are given combination of fiction & non-fiction books; are asked questions to gauge understanding & to verbalize their thoughts; texts are classified by word count, number of different or high-frequency words, sentence complexity, illustration support, etc. 1st graders: 12% at-or-above grade level, 36% are 1 year below, 52% are 2 or more years below; 2nd graders: 10% at-or-above grade level, 31% are 1 year below, 59% are 2 or

more years below; 3rd graders: 23% at-or-above grade level, 31% are 1 year below, 46% are 2 or more years below.

- Crossover analysis from OG data and F&P data indicates that students in all grades are showing clear improvements in decoding skills due to OG; students remain below grade level in reading due to F&P data measuring reading comprehension & fluency but not exclusively measuring decoding like OG data. OG succeeds & our students' decoding is improving, but is that enough to move them to the next level of fluency? NYS exams will involve questions that require student reading & comprehension - are OG interventions sufficient to allow our students to be proficient on the NYS exams?

NYSED Renewal & Review:

(No testing has occurred yet; awaiting state guidance for 2021 testing)

The *NYS Education Department (NYSED) Charter Performance Framework*, Benchmark 1 (Student Performance) will determine if our school has met or exceeded progress in achievement goals based on NYS ELA & Math exams for grades 3-8 & Science exam for grade 4. The measurements are based on:

- *Similar Schools Comparison* on ELA & Math Performance – However we are not similar to many other schools in NY State with the same grades, populations, disabilities & English Language Learners (ELL).
- *Proficiency Percentage* in ELA & Math – School level, grade level & subgroup level. At minimum we are required to meet the district-wide average for District 31.
- *Percentage Trending Towards Proficiency* – Proficiency maintenance or improvement of all students compared to previous year's test scores. Minimum requirement is 75% of students to maintain or increase proficiency. Schools can track students' growth by percentage who progressed from level 1 to levels 2/3/4; moved from level 2 to levels 3/4; remained at level 3; moved from level 3 to 4; remained at level 4.

NYS Charter School Goals:

- Reading/ELA & Math: 75% of students should increase MAP Growth Reading & Math assessments from one trimester to the next; 75% of students who have been enrolled in our school for at least 2 years must be proficient on their final MAP Reading & Math assessments.
- Science/Social Studies/Curriculum/Supports for Diverse Learners – *Not discussed in detail at this meeting due to time constrictions, but are included in the PowerPoint.*
- Student Attendance – Each year, a 95% average daily attendance, a very high goal.
- Student Behavior – Each year a decrease in disciplinary referrals, suspensions and severity of incidents from prior year.
- Family Involvement – Each year a 90% completion rate of annual family surveys & increases in family attendance at school events.
- Staff Retention (*very important*) - Each year retain at least 90% of staff who have positive end-of-year evaluations.
- Family Satisfaction – Each year 85% of families indicating satisfaction with our school program in their annual family survey.

Recommendations & Interventions:

- Increase of in-person student attendance
- Attendance team/student support team

- Academic reset sessions with staff; skill enrichment period for teachers; guidance & support for inclusion of formative assessments in daily practice; increased planning & prep time in teachers' schedules
- Implementation & launch of Guided Reading Program
- Focus on staff retention, which is critical for our instructional model
- Board of Trustees feedback is critical for school year 2021-2022
- Return of OG programming to level-based grouping
- Targeted planning for daily Skill Enrichment Period
- Improve academic organizational efficiency/reporting/accountability
- Hire *Instructional Coaches* for ELA & Math to support teachers practices, data management & lesson planning; coaches will emphasize, coach & review Guided Reading Program with teachers
- Retain OG consultant
- Restructure daily school schedule to prioritize core content & planning to avoid teacher & student burnout
- Launch 2 new non-mandatory intervention programs for targeted students: *Lightning Saturday Academy* (2x per month, 3 hours per session) and *After-School Academic Enrichment* (3x per week, 1 hour per session).

B. Q&A

Question & answer session followed comprising the following:

Q: Who are the people being hired as Instructional Coaches?

A: No one has been hired yet; the Board of Trustees will have input on these decisions; we will not be dialing back on OG programming but we would like someone in ELA to incorporate OG methods. Our teachers have been with us for 2 years and we need to build capacity.

Q: We would like to see more activities built-in that are fun for these students, not only academic after-school activities. Academics should not be the sole focus; parents need choices in after-school programs.

A: We will offer fun choices for after-school activities such as clubs, Saturday programs & after-school programs in areas other than academics. The academic activity options are for students that need additional help or students whose parents feel they could benefit from additional academic support. We get feedback from families regarding the need for academic intervention.

Q: Is staff at the point where they can give feedback regarding what they need?

A: Our school day runs well without cramming too much into each day; we ask for feedback from parents and staff on ways to make the school day run most efficiently. We don't have an Academic Administrator at this time.

T. Castanza asked R. Kerr if she had anything she wished to add to tonight's report, as chair of the Board's Academic Committee.

R. Kerr offered the following:

- Master teachers must have an Orton-Gillingham foundation; that is non-negotiable. Pedagogical masters will instruct new teachers on how to become master teachers themselves.
- Everyone world-wide is trying to set up additional supports for help with Covid deficits.
- Regarding *Response to Intervention* (RTI) process – each individual child's needs are being addressed. We are also homing in on Guided Reading.
- Looking forward to seeing our 2nd Math assessment data; we have no NYS test results to use as a baseline for progress from previous year.

Additional comments by meeting attendees:

OG needs to be in place, but some parents feel that math is not being addressed enough. Families are so happy that in-person school has reopened. All agreed we only have “good problems”.

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 8:20 PM.

Respectfully Submitted,
K. Baldassano

APPROVED



Bridge Preparatory Charter School

Minutes

Board Meeting

Date and Time

Wednesday April 21, 2021 at 7:00 PM

Location

Join Zoom Meeting

[https://us02web.zoom.us/j/85362866716?](https://us02web.zoom.us/j/85362866716?pwd=SVFOUzNFdUN5ekhoVytsanFtWWkxZz09)

[pwd=SVFOUzNFdUN5ekhoVytsanFtWWkxZz09](https://us02web.zoom.us/j/85362866716?pwd=SVFOUzNFdUN5ekhoVytsanFtWWkxZz09)

Meeting ID: 853 6286 6716

Passcode: 152827

Dial by your location

646 558 8656

Meeting ID: 853 6286 6716

Passcode: 152827

Trustees Present

A. Volpe (remote), F. Santarpia (remote), G. Winn (remote), L. Gyimesi (remote), L. Timoney (remote), M. Casale (remote), R. Kerr (remote)

Trustees Absent

A. Margolis

Guests Present

C. Baez (remote), F. Ebanks (remote), G. Kuriakose (remote), J. Lee (remote), K. Baldassano (remote), R. Illuzzi (remote), S. Cucchia (remote), T. Castanza (remote)

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

L. Timoney called a meeting of the board of trustees of Bridge Preparatory Charter School to order on Wednesday Apr 21, 2021 at 7:05 PM.

C. Approve Minutes

L. Timoney made a motion to approve the minutes from Board Meeting on 03-17-21.

G. Winn seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Welcome

R. Kerr welcomed all attendees.

II. Executive Director Update

A. Introduction of new Director of Teaching & Learning

T. Castanza introduced John Lee, the new *Director of Teaching & Learning* (DTL), who started on April 19th. He asked J. Lee to say a few words.

J. Lee discussed the following:

- Proud to be a part of the Bridge Prep family; happy to be here and thanked T. Castanza, F. Ebanks and C. Baez;
- F. Ebanks is covering while T. Castanza is out on leave due to the birth of his baby;
- Tomorrow is *Earth Day*.

B. ED's Report

T. Castanza discussed the following:

- He thanked L. Timoney for her assistance in the hiring of the new DTL and is looking forward to finding ways to have the school's leadership team attend Board of Trustee's meetings.
- We are still working on hiring an Instructional Math Coach and filling teaching positions for our extended grades; we are going through teacher resumes at this time; the hiring process will launch the week of April 26th;
- The position of Dean of Diversity, Equity & Inclusion for next year will be posted by April 26th;
- The student admission lottery held on April 5th went very smoothly; we are nearly full in 1st, 3rd and 4th grades and have a waiting list for all grades with great interest in 1st grade seats; we are still waiting to hear from some families;
- Many families want to visit the school building so we will arrange a virtual tour for them;
- Tomorrow is the 1st day of NYS ELA testing for 3rd grade students; approximately 50% of our 3rd graders opted out of the testing; NYS Math exam will be given on May 6th; thanked all those who helped with testing preparation and accommodations;
- Kim Santiago, our NYSED liaison will be coming here for a check-in visit on May 14th; the 1st part will be classroom visits; the 2nd part will include talking with school staff, teachers and school leadership team members; NYSED has not asked for any data, but we will share our assessment data since we are ahead with the data NYSED wants; the visit should last about 2 hours and
- The virtual *Joint Public Hearing* for space expansion was held April 19th at 6pm; 62 people were in attendance; there was a lot of community support for our expansion; many family members spoke about what our school means to their children; the Panel on Educational Policy will vote on our proposed expansion on April 28th.
- Spoke to Interim Acting Superintendent for District 31, Dr. Wilson was very impressed with the support shown for our school at the Joint Public

Hearing; also discussed Bridge Prep partnering with other Staten Island schools.

- *Eye to Eye* is a national nonprofit organization promoting social-emotional growth in students with learning and attention issues; *Eye to Eye* partners with schools to deliver an after-school mentoring program and we hope to obtain professional development: training for our teachers.

C. Monthly Financials

T. Castanza discussed the following:

- The second draft of next year's budget was discussed with the *Finance Committee*; staff salaries have been modified; the amount of individual per pupil revenue has been increased and updated;
- The school's tax returns must be approved by the Board of Trustees before May 15th, but the next regularly scheduled board meeting is May 19th, and that will be too late; so we need to figure out how to get the tax returns approved by the board in time;
- Under the NYS Budget passed in Albany, charter schools will receive the full charter school tuition amount of of \$16, 845 per student, a 4.5% increase over this year's per student amount; in addition, charter schools in NYC will receive substantial federal funding to spend for the next 2-3 years;
- An annual review of the school's contracts has begun and recommendations about renewals will be shared with the board.

III. Committee Reports

A. Executive Committee

R. Kerr stated that the following topics were discussed at the *Executive Committee Meeting* on April 14th:

- Ed leave update
- Update on hiring of DTL
- NYSED testing of 3rd grade students
- Joint Public Hearing
- Student Admissions/Lottery
- NYSED Check-in School Visit

The next *Executive Committee Meeting* will be April 26th at 7:30pm ; next month's *Executive Committee Meeting* will be May 12th at 8am.

B. Finance Committee

G. Winn stated that the following topics were discussed at the *Finance Committee Meeting* on April 19th:

- Updated school budget will be shared with Board of Trustees in May; we are in a good place with our finances and the surplice;
- The annual review of school contracts is being done now; Orton-Gillingham will remain at the same rate; we have the opportunity to collaborate with other schools who are also doing OG training this year; we may be able to join with them.
- Tax Filing for FY 2020 - 2021 - deadline is May 15th and we need Board of Trustee approval of the tax returns before that deadline;
- Salary Plan for FY 2021 - 2022
- Budget Draft II FY 2021 - 2022
- Finance Committee job description for handbook
- Insurance coverage for 2021-2022

- Financial policies and procedures - proposed updates
- Fire and emergency drills log data
- Payroll Variance Report/ Transaction Report/Investments Report
- Contract renewals
- Budget planning calendar
- Committee goals

The next *Finance Committee Meeting* will be May 3rd at 4pm.

C. Board Development & Governance

L. Gyimesi stated that the following topics were discussed at the *Governance Committee Meeting* on April 7th:

- Status of potential new board members - update status regarding potential new BOT members and on-boarding those potential members; more new members possible before the end of the year.
- Finalization of Handbook - reviewed proposed Handbook, still being edited and finalized; it can be approved by the board at the May or June meeting;
- Review of draft of bylaws - Annual review of the bylaws; discussed aligning the Charter, the BOT bylaws and the Family Association bylaws; discussion will continue as to any anomalies, ambiguities or issues with the draft bylaws that require updating.

The next *Governance Committee Meeting* will be May 5th at 8am.

D. Academic Committee

R. Kerr stated that the following was discussed at the *Academic Committee Meeting* on April 20th:

- Welcomed 3 new members to the *Academic Committee*: John Lee, Geena Kuriakose and Diane Hesterhagen;
- Alignment of school schedule for fall 2021 - impact: learning loss recovery, NYSED compliance/not a material change
- Introduction of new DTL - John Lee
- A redesign of the data dashboard is needed to make it more informative and dynamic; some ways to modify the dashboard were explored;
- NYSED visit preparation
- Status of report on compliance and RTI levels in our school;
- Summer learning plans - *NYC Summer Rising* program is a free summer program for any student in grades K–8; DoE will join with the *NYC Youth and Community Development Department* to offer an all-in-one academic and recreational program this summer, 5 days per week from 8am-6pm; it is an activity-based summer program available to all students;
- Joint Public Hearing Report
- Site update - PEP meeting April 28th
- Standardized testing update April 22nd
- Status of Math Coach hire.

The next *Academic Committee Meeting* will be May 11th at 6pm.

E. Facilities Subcommittee

IV. School Update

A. Family Association Update

A. Volpe discussed the following:

- There is a moratorium on *Family Association* officers' elections this year, will be held next year;
- O'Neals Dine Out Fundraiser will be held on May 17th;
- Plant Sale will be held during the week of May 10th-May 14th;
- The end of year Family Gathering Celebration will be on June 5th; Board of Trustee members will be invited.

V. Other Business

A. New Business

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 8:05 PM.

Respectfully Submitted,
K. Baldassano

APPROVED



Bridge Preparatory Charter School

Minutes

Board Meeting

Date and Time

Wednesday February 24, 2021 at 7:00 PM

Location

Join Zoom Meeting

[https://us02web.zoom.us/j/85362866716?](https://us02web.zoom.us/j/85362866716?pwd=SVFOUzNFdUN5ekhoVytsanFtWWkxZz09)

[pwd=SVFOUzNFdUN5ekhoVytsanFtWWkxZz09](https://us02web.zoom.us/j/85362866716?pwd=SVFOUzNFdUN5ekhoVytsanFtWWkxZz09)

Meeting ID: 853 6286 6716

Passcode: 152827

Dial by your location

646 558 8656

Meeting ID: 853 6286 6716

Passcode: 152827

Trustees Present

A. Margolis (remote), A. Volpe (remote), F. Santarpia (remote), G. Winn (remote), L. Gyimesi (remote), L. Timoney (remote), M. Casale (remote), R. Kerr (remote)

Trustees Absent

None

Trustees who arrived after the meeting opened

A. Margolis

Guests Present

Diane Hesterhagen (remote), Francesca DiCanio (remote), Geena Kuriakose (remote), K. Baldassano (remote), R. Illuzzi (remote), T. Castanza (remote)

I. Opening Items

A. Record Attendance

A. Margolis arrived at 7:11 PM.

B. Call the Meeting to Order

L. Timoney called a meeting of the board of trustees of Bridge Preparatory Charter School to order on Wednesday Feb 24, 2021 at 7:02 PM.

C. Approve Minutes

L. Timoney made a motion to approve the minutes from Board Meeting on 01-20-21.

A. Volpe seconded the motion.

G. Winn had previously requested changes to the first two sentences in the January 20, 2021 minutes; the changes were made and are now contained in the corrected minutes, which are being approved by this motion.

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

D. Welcome

R. Kerr welcomed the meeting attendees and was especially pleased to welcome Diane Hesterhagen, Principal of the *Father Vincent Capodanno Catholic Academy* to this meeting.

II. Committee Reports

A. Executive Committee

Executive Committee Meeting held on February 10, 2021 at 8am

Committee Chair R. Kerr reported that the following was discussed:

Parental Leave Policy was deliberated and can now be finalized; recommendations have been presented to the board and will be voted on for approval at tonight's Board Meeting; continuation of employee benefits during parental leave needs to be worked out; **Executive Director Support** - aiming for a meeting with T. Castanza during the first week of March; further details will be forthcoming; **Executive Director Evaluation** - T. Castanza completes his part of the evaluation in April, he shares that with the Board in May; school staff fills out their section of ED evaluation and all results are given to the Board; the Board then meets with ED to discuss the evaluation results; **Special Board Meeting to Analyze Academic Data** - T. Castanza presented the data; board members agreed they don't need to see the raw data, just what it reflects about students and the school; **Administrative Assistant Asset** – Kathy Baldassano is joining us as administrative assistant to the board; this will mean less organizational tasks for the board to deal with; she will concentrate on monthly *Board Meetings* and *Executive Committee Meetings*; the other committee meetings will continue to run independently; L. Timoney will oversee the minutes. **Committee Reporting Protocol** – regarding capturing information at committee meetings and the requirement for minutes under the *Open Meetings Law*; a written record of topics covered by each committee should be made and then reported by the committee chair at the next regular full board meeting; discussion followed regarding recording minutes for all committee meetings so that there is a written record of all committee meetings.

An *Executive Director Support & Evaluation Committee Meeting* will be held on March 4th at 7:15pm and the next *Executive Committee Meeting* will be held on March 10th at 8am.

B. Finance Committee

Finance Committee Meeting held on February 22, 2021 at 12pm.

Committee Chair G. Winn reported that the following was discussed:

Staffing Plan Update; Budget Planning Calendar – annual transaction reports covering payroll, grants; etc.; a draft of the July 1st new fiscal year budget can be reviewed by the Board in March; **Contract Renewals; Fire and Emergency Drills**

Log – attempting to obtain these reports; **Capital Planning; Facility Siting Update; COVID Update; Committee Goals; Fundraising; Payroll Variance Report** – proper controls must be in place; continuing to work on this; **Transaction Report; Investments Report** - must view investments and report on an annual basis; **Grants Management and Compliance Report** – *Walton Family Foundation Grant* has been reviewed; a report was requested.

The next *Finance Committee Meeting* will be March 15th at 12pm; future committee meeting dates through the end of FYE are April 19th, May 17th and June 14th.

C. Board Development & Governance

Board Development and Governance Committee held February 3, 2021 at 8am

Committee Chair L. Gyimesi reported that the following was discussed:

Board Recruitment Update - reviewed Google document; potential new board members; **Handbook for New Board Members** should be posted in March; **Hiring Administrative Assistant** - Details of employment; parameters and costs; the committee is awaiting Kathy Baldassano's decision on our offer; **Annual Review of Bylaws** - draft of the bylaws by the next meeting; to be completed by June; **Open Meetings Law & Minutes of Committee Meetings** - discussion on the *Open Meetings Law* and the obligation to take minutes of committee meetings; L. Timoney shared guidance she received regarding meetings wherein there is a quorum of committee members present do require minutes, and the advised guidance is that committee reports be a succinct recordation of what was discussed.

The next *Board Development and Governance Committee Meeting* will be on March 3rd at 8am.

D. Academic Committee

Academic Committee Meeting held on February 9, 2021 at 6pm.

Committee Chair R. Kerr reported that the following was discussed:

Teacher and Parent Surveys and Results; Addition of **Guided Reading** to Curriculum; **Implementation of Response to Intervention (RTI)**; **Special Education Mandates and Compliance**; **January 2021 Data Dashboard** - no assessment data for January on the Dashboard; the last assessment data was charted in December 2020; **Staffing Plan** proposed and discussed with ED; staff changes and staffing needs for next school year; ELA and Math coaches; new position of Master Teachers, diversity and equity inclusion, etc.; other new staff positions to be discussed at the next *Executive Committee Meeting*; **School day Structure** for 4-day in-person student attendance; ED created a **Planning Chart** for the rest of this school year with deadlines for each necessary task; **Special Board Meeting to Analyze Academic Data** on February 23rd to "deep-dive" into academic data thus far this year; will need further discussion regarding key 2nd math assessment for the year; **NYSED Review** needs to see continuance data; it will be good for NYSED to see our Board Member handbook and bylaws.

The next *Academic Committee Meeting* will be on March 9th at 6pm.

E. Facilities Subcommittee

The **Facilities Subcommittee** met on February 11, 2021.

Executive Director T. Castanza gave the following report:

We anticipate public release soon of a formal proposal to extend our temporary co-location at Petrides for another 2 years with an expansion into additional space in Building A. We are confident a public proposal will be released by March 1st for a vote by the *Panel on Educational Policy* on April 24th. Exec. Director Castanza walked through the proposed space with DoE representatives on February 22nd. He will share all information regarding this topic with the board's Facilities Subcommittee upon receipt of final proposal language from DoE.

III. Executive Director Update

A. ED's Report

Executive Director T. Castanza gave the following report:

School Operations – All grades are now able to attend in-person classes 4-days per week; **Planning Chart (Jan-Jun)** - month-by-month tasks that need to be completed on target for next school year; shared with board members in a Google document via the BOT email account; **Admissions** – unable to do in-person student recruitment events this year; letters sent to every elementary school on Staten Island, mass mailing next week to all grade-eligible students; a virtual “open house” event for families may be held after April 1st; 34 applications received; half of applicants so far qualify for the sibling preference policy, the dyslexia preference, or both; a section on enrollment and retention will be in the ED report each month; **Staff Handbook** – entire handbook is shared but only the Parental Leave Policy section needs approval by BOT tonight; **Targeted 3 Groups Survey** – a staff survey to prioritize the needs of 3 focus groups of administrators, teachers and non-instructional staff using targeted questions based on the November teacher survey results; **Dashboard and Academic Data Reporting** - focus is on what the data measures, what it tells us, what actions are needed based on the data, and how the data points relate to the NYSED goals for charter renewal. **100th Day of School** was commemorated with a week-long celebration; testimonials of accomplishments families see in their children will be shared with NYSED officials; **Standardized Testing** – a request to waive standardized testing for grades 3-8 this year was denied by NYSED, awaiting further information; tests may need to be postponed to the fall; assessments are valuable but we do not want to cause anxiety for students. **Governor Cuomo Executive Order 202.95** requires teachers to report to their school district if they have received a COVID vaccination; every school and school district must report to the NYS Department of Health the number of completed vaccinations and the number and percentage of teachers of in-person classes; NYS has not yet determined the method for these reports; we are awaiting further guidance.

HAPPENING IN MARCH

Admissions – there will be an admission lottery for grade 4 and probably for grade 3 due to the low number of available seats in those grades; we are receiving a higher number of grade 1 applications than expected. **Women's History Month and Read Across America** - we invited female VIP guests to read aloud to students on March 2nd: a newspaper editor, a physician, an award-winning poet, executive directors, writers, actors, an attorney, and an EMT/first responder are among the invitees. **Annual Dyslexia Awareness Day** is March 4th; T. Castanza will sit on the committee; The **School Store** is now open and can be reached via the school website; All **School Trips** to be offered as virtual live performances.

B. Monthly Financials

T. Castanza offered that the current **Financial Data** is contained in the Board's *Finance Committee's report*; he can offer more information if the Board wants specifics.

IV. Votes

A. Paid Parental Leave

T. Castanza thanked the board's *Executive Committee* members for help with the Staff Handbook; their input on the *Paid Parental Leave* policy reflects that the board considered the staff and faculty, who will appreciate this very much.

L. Timoney reminded the board that tonight's vote is only on the *Paid Parental Leave* section contained on pages 35-38 of the handbook; it is not a vote on the entire handbook.

L. Timoney made a motion to approve the Paid Parental Leave policy as described on pages 35-38 in the Staff Handbook.

L. Gyimesi seconded the motion.

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

V. Closing Items

A. Adjourn Meeting

R. Kerr thanked everyone who attended tonight's board meeting; so much more is covered at committee meetings than could be discussed tonight.

A. Volpe said that the Family Association webpage now has a link to the school's virtual store.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:55 PM.

Respectfully Submitted,

K. Baldassano

APPROVED



Bridge Preparatory Charter School

Minutes

Board Meeting

Date and Time

Wednesday March 17, 2021 at 7:00 PM

Location

Join Zoom Meeting

[https://us02web.zoom.us/j/85362866716?](https://us02web.zoom.us/j/85362866716?pwd=SVFOUzNFdUN5ekhoVytsanFtWWkxZz09)

[pwd=SVFOUzNFdUN5ekhoVytsanFtWWkxZz09](https://us02web.zoom.us/j/85362866716?pwd=SVFOUzNFdUN5ekhoVytsanFtWWkxZz09)

Meeting ID: 853 6286 6716

Passcode: 152827

Dial by your location

646 558 8656

Meeting ID: 853 6286 6716

Passcode: 152827

Trustees Present

A. Volpe (remote), G. Winn (remote), L. Timoney (remote), M. Casale (remote), R. Kerr (remote)

Trustees Absent

A. Margolis, F. Santarpia, L. Gyimesi

Guests Present

Francesca DiCanio (remote), Geena Kuriakose (remote), K. Baldassano (remote), R. Illuzzi (remote), S. Cucchia (remote), T. Castanza (remote)

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

L. Timoney called a meeting of the board of trustees of Bridge Preparatory Charter School to order on Wednesday Mar 17, 2021 at 7:00 PM.

C. Approve Minutes

L. Timoney made a motion to approve the minutes from Board Meeting on 02-24-21.

A. Volpe seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Approve Minutes from Special Board Meeting on Academics

L. Timoney made a motion to approve the minutes from Special Board Meeting to Analyze Academic Data on 02-23-21.

R. Kerr seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Welcome

R. Kerr welcomed all present and wished everyone a Happy St. Patrick's Day. There are many plans and actions that need to be in place between now and June; offered thanks to the members of the committees for their efforts and also to T. Castanza and his team for their work meeting deadlines.

L. Timoney stated that we don't have a timekeeper for tonight's meeting; A. Volpe volunteered to act as timekeeper tonight.

II. Committee Reports

A. Executive Committee

The *Executive Committee* met on March 10th at 8am and R. Kerr gave the following report:

On March 10th there was a briefing by T. Castanza with an update on the *Teacher Survey*. There was a lengthy discussion regarding the *Executive Director Support & Transition Plan*, which takes a lot of time; we updated attendees regarding the standing committee.

There will be another Executive Committee Meeting on March 24th at 4pm; next month's Executive Committee Meeting will be April 14th at 8am.

B. Finance Committee

The *Finance Committee* met on March 15th at 4pm.

G. Winn gave the following report:

Josh Moreau from *BoostEd* and Fahron Ebanks were guests at the last *Finance Committee Meeting*; J. Moreau spoke about a "benchmarking document" and our financial methods score; what does NYS want to see; we are in good shape but wonder what it would look like if we had facilities costs built-in. We reviewed a first draft of the proposed school budget; looking at educational programmatic hires; expect to have the budget available for review by various committees soon and to the full board at the April general meeting; will obtain deadlines from ED for various points to getting the budget finalized by the end of the FY on June 30th. We reviewed 2 reports on safety drills. We are working on making our payroll process tight and managing any variances; trying to build-in controls and reviews so there are no surprises going forward. TriNet is the company that helps us with HR and payroll management for staff and allows us to economize purchasing benefits/insurance on a group basis; our insurance lines will renew at the end of FY; our insurance broker needs the renewal applications by early April; our broker will walk us through the required coverage; board members are welcome to listen-in to that call; will work with management to fine-tune an analysis of our finances before the April general board meeting. We are not eligible for the *Second Round PPP Loan Program* because we did not experience a quarter-over-quarter decline in revenue.

The next Finance Committee Meeting will be April 14th at 4pm.

C. Board Development & Governance

The *Board Development & Governance Committee* met on March 3rd at 8am.

Committee Chair L. Gyimesi is not in attendance tonight;

L. Timoney gave the following report on her behalf:

There was an update on recruitment efforts for new board members, the application process has formally begun; orientation for new board members being put in place so that the process will be smooth; still working on the *Board of Trustees Handbook*; update on review and changes to the *Board of Trustees Bylaws* was discussed; expect to have the bylaws ready before the June general meeting; our bylaws need to be aligned with the *Family Association Bylaws*.
The next Board Development & Governance Committee Meeting will be April 7th at 8am.

D. Academic Committee

The *Academic Committee* met on March 9, 2021 at 6pm.

R. Kerr gave the following report:

A review of the deep-dive into academic data on February 23rd was discussed; an additional and different deep-dive will be done sometime in April; February Dashboard included general data and OG data comparison from beginning of year and mid-year indicating progress of students; our students also show progress in ELA and math. We are looking to reconfigure the Dashboard format to be more well-defined with a structure that will show the real picture to NYSED; the lack of information from standardized testing should emphasize other data that will work in our favor;

we have the help of a data-source person to work with staff to get this ready for our NYSED review; thank you to F. DiCanio for her efforts. We looked at the *Organizational Chart* and the *Staffing Plan* and emphasized the need to hire a *Director of Teaching & Learning* as soon as possible. We had a discussion with committee members regarding the change in the alignment of school day - we will have a recommendation soon for the ED and board.

The next Academic Committee Meeting will be April 13th at 6pm.

E. Facilities Subcommittee

T. Castanza gave the following report:

We have been working for months on an extension of our co-location at Petrides; it is a difficult and complicated process; space acquisition has many factors, including financial costs; we are co-located for 2 years and asked DoE to consider extending our time as well as our allocated space due to the increase in our student population. A letter went out to all families on this; DoE has now officially proposed extending our temporary co-location for a period of an additional 2 years and increasing our instructional capacity by allocating additional space at Petrides for us. The proposal will be presented to the *Panel on Educational Policy (PEP)* for a vote on April 28th at 6pm; prior to the PEP meeting there will be a virtual public meeting for community feedback on April 19th at 6pm; members of our school community can show support by offering statements at that meeting; the *Family Association* is getting parent volunteers to show support at this virtual meeting. DoE will allocate space for us in Building A; some construction and renovation will be needed on the main floor of Building A; it will include an enclosed courtyard for students and staff and provide us with access to the Borough President's Hall of Science for our students. After the PEP meeting, the board members will be kept in the loop regarding the renovations.

III. Executive Director Update

A. ED's Report

A written *Executive Director's Report* was submitted to board members and much of what is contained therein was already covered tonight in the board's committee

reports; regarding budget and academics, most points were already presented by the committee chairs.

- Regarding insurance as discussed in the finance report, there will be a shared call tomorrow with Fahron and Rusty to walk through documents and new offerings; we can then present that information to the *Finance Committee*.
- Participated with R. Kerr in a virtual town hall meeting with David Frank, *Executive Director of NYS Charter School Office* focusing on academic data and student assessments; NYSED requested the *US Department of Education* to issue a waiver for ELA and Math exams for 3rd-8th graders; still awaiting a response to the waiver request but we received a memo telling us to be prepared if the waiver is denied. It is encouraging that the NYSED *Local Assessment Initiative* seems to be moving away from measuring schools' success on pure "proficiency" and more towards "growth"; our school already emphasizes growth in our assessments and data; we feel that we are in a good place with this; it will be announced in April or May and is state-wide; this is a separate program from the NYSED charter review that is done in in May. They will look not just quantitative data but will focus on the whole school picture and qualitative data such as social/emotional outcomes, school culture, staff involvement, parent involvement, etc.
- Student admissions are accelerating; applications are up 35% in one week; we now have 90 applications for 50 available seats. There will be a lottery for 1st grade, 3rd grade and 4th grade; the lottery to be held on April 5th at 5pm. We may also need a lottery for 2nd grade. Applicants for 3rd and 4th grade are our target audience; 25% of 1st grade applicants are siblings; 100% of applications are students in District 31.
- Some upcoming projects: *Little Free Library/Community Garden* will be tended by our students; *Earth Day-Neighborhood Forest* gives free trees for any family who applies; *Bookworm Vending Machine* filled with with books to incentivize reading - students receive tokens for the machine as reward for positive classroom behavior.
- We were contacted by UAU regarding after-school programs and will have an update about this next month.
- Focus Group Responses - thanked the staff that participated in the focus groups; a copy of the responses was given to the board to review to see how they align with recommendations.

B. Monthly Financials

IV. Other Business

A. New Business

A. Volpe offered the following update on the *Family Association*:

At the last *Family Association* meeting a resolution was passed regarding the officers' election; this year is considered our inaugural year, which exempts the association from holding elections; therefore A. Volpe will stay in place as president through June 2022; we are in talks about changing the association's bylaws to allow the president to serve a 2-year term and all other officers serve a 1-year term - there appears to be general agreement; our pro-bono tax attorney is willing to to advise us on how to correctly meet the 501(c)3 tax exempt requirements and will represent us to obtain our tax-exempt designation; the reason that we are able to get such wonderful pro-bono assistance is because our school and T. Castanza are so well-regarded - our greatest resource is our human resource; parents appreciate the leadership of our school. ED spoke at

association's meeting about the planned building expansion; parents very much support the expansion; families also approve of the adjustment of the school day from 8:15am to 3:15pm; parents would like to see after-school programs offered, a sports program or physical activity; children are online too much due to COVID restrictions; currently looking into a grant for an after-school STEM program.

M. Casale - Would like to see a qualitative assessment or an inventory sent home to parents asking them what type of after-school programs they would like to see offered; we could then determine how many are interested in a physical activity program or an academic program so we can customize.

A. Volpe offered to get that information through the Family Association by the next regular board meeting.

T. Castanza - This is something the school has already done with a parents' survey which can be built out a little more with an after-school section via Google.

R. Kerr - UAU and other community based organizations offer a myriad of options; they break it up into segments and a single CBO can offer a number of these activities.

A. Volpe - Agreed that one vendor can offer many different types of activities or clubs, and parents can choose which activities/how many activities in which to enroll their children.

T. Castanza - We have no shortage of organizations that want to be involved with our school, i.e., CYO, UAU, chess club, etc. and we have the ability to offer a wide variety of programs.

Board members agreed to take up this topic again when they have more information.

R. Illuzzi - Families call to say they have relatives or friends who are now applying for admission; the 100-day responses are testaments to the hard work of everyone at the school, the leadership, teachers, school aides, and parents of our incredible *Family Association* - it is a privilege to see how much our school is loved; she thanked everyone for their time as volunteers.

T. Castanza - The parents' 100-day responses have not yet been given to the board but will be merged with staff's responses and shared with board members soon.

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 8:11 PM.

Respectfully Submitted,
K. Baldassano

APPROVED



Bridge Preparatory Charter School

Minutes

Board Meeting

Date and Time

Wednesday May 12, 2021 at 7:00 PM

Location

Join Zoom Meeting

[https://us02web.zoom.us/j/85362866716?](https://us02web.zoom.us/j/85362866716?pwd=SVFOUzNFdUN5ekhoVytsanFtWWkxZz09)

[pwd=SVFOUzNFdUN5ekhoVytsanFtWWkxZz09](https://us02web.zoom.us/j/85362866716?pwd=SVFOUzNFdUN5ekhoVytsanFtWWkxZz09)

Meeting ID: 853 6286 6716

Passcode: 152827

Dial by your location

646 558 8656

Meeting ID: 853 6286 6716

Passcode: 152827

Trustees Present

G. Winn (remote), L. Gyimesi (remote), L. Timoney (remote), M. Casale (remote), R. Kerr (remote)

Trustees Absent

A. Margolis, A. Volpe, F. Santarpia

Guests Present

F. Ebanks (remote), G. Kuriakose (remote), J. Lee (remote), K. Baldassano (remote), R. Illuzzi (remote), S. Cucchia (remote), T. Castanza (remote)

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

L. Timoney called a meeting of the board of trustees of Bridge Preparatory Charter School to order on Wednesday May 12, 2021 at 7:06 PM.

C. Approve Minutes

L. Timoney made a motion to approve the minutes from Board Meeting on 04-21-21.

L. Gyimesi seconded the motion.

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

D. Welcome

R. Kerr welcomed the remote attendees and discussed that May is a very interesting time of the school year; it is the most hectic time other than the beginning of school in the fall; we can mold, recreate and re-envision our school for the next school year and affect change to see it grow. A special thank you to the all of our committees, especially the *Executive Committee* members for their countless hours spent in moving forward the end-of-year plans and future plans; at the school level, a special thank you to our Executive Director, his entire team, the teaching staff and the whole school for working so hard to make sure things are done right, it is fully appreciated by everyone and the Board thanks you.

II. Executive Director Update

A. ED's Report

T. Castanza discussed the following:

- Thanked the Board for their hard work and acknowledged their efforts in meeting multiple times each week; he wants the school team to know that the board members are working for us and with us and doing good work;
- *Staff Appreciation Week* was last week and we were reminded that there are 30 days of school left in this school year;
- Now that the PEP has approved our space expansion and planning proposal, we will begin planning with the DOE on the scope of the construction. We anticipate that construction will begin by the first week of July. We will meet next week with DOE Space Planning and Facilities to discuss design options, furniture needs and other logistical construction issues. Our operations staff will be working to identify operational planning needs related to the new site, inclusive of school safety, arrival/dismissal, lunch and school health.
- Kim Santiago (NYSED) will conduct an annual virtual check-in visit at Bridge Prep on Friday, May 14th; this visit is not evaluative and is meant to be a check-in for the school and to discuss the school year's successes as well as for NYSED to visit classrooms. The agenda for the visit is as follows: 9:00am-10:30am - virtual classroom visits and Debriefs (2nd Grade OG, 3rd Grade Math, and 3rd Grade ELA); 10:45am-11:45am - NYSED meeting with BPCS Leadership Team; we will let the Board know how it goes.
- Thanks to the leadership of F. Ebanks, our first NYS Math Exam was a success and about 50% of our 3rd graders took the exam on May 6th. We look forward to seeing the data from the assessment.
- This year's NYS *Dyslexia Awareness Day* (usually held in Albany) was held on May 6th and was a great success; I was able to highlight the Bridge Prep journey as the key focus of my breakout session; the session was attended by about 120 advocates, parents, elected officials and government agencies from across NYS, and the event and our message was widely shared on social media, providing the school with incredible outreach.
- The monthly Dashboard was shared with the Board members; a new format for the Dashboard is coming; in June we will have a number of assessments to report to the board.

B. Monthly Financials

T. Castanza discussed the following:

- Additional funding is coming from the Federal government related to COVID; our total grant will be \$367,168; we need some guidance and clarification from the Charter Center and NYS on the usage and limitation of those funds and whether they need to be spent during the current school year or can be carried over into multiple school years; we expect to get some clarity by the end of May or in June;
- We continue to monitor the current year's budget; our surplus is significantly higher than projected at this time, \$1,167,473. The breakdown is as follows: 61%- additional revenue (student enrollment, PPP loan forgiveness, COVID-19 grants, additional Federal funding for SPED); 22.2%- direct expenses savings (various line items); 17.1%- salaries and benefit savings resulting from the period without a DTL and benefits costs being lower than projected. Spending will continue to occur over the remainder of the year, which will bring the surplus down, however these savings will provide the school with financial flexibility, as well as fund various projects and initiatives by the school.

III. Committee Reports

A. Executive Committee

R. Kerr discussed the following:

The main thrust of the *Executive Committee* Meetings has been the Executive Director evaluation, the review of the budget and the staff salary structure. Those are the key subjects the *Executive Committee* has been working on.

The next *Executive Committee Meeting* will be on June 9th at 7:45am.

B. Finance Committee

G. Winn discussed the following:

- The BoostEd contract is being approved year-on-year with no material change; the compensation rate is being held at the prior year rate. The *Finance Committee* is presenting this contract extension tonight to be approved by the Board for the next fiscal year.
- The school's tax return is due on May 15th; we are presenting this tax return to the Board tonight for approval so it can be filed.
- The school's budget surplus was discussed at the *Finance Committee* meeting;
- The biggest topic now is the teaching/faculty compensation proposal which has been discussed in several meetings with both the *Finance Committee* and the *Executive Committee*. We hope to have a recommendation to the full Board by the next board meeting.
- The committee descriptions are now contained in the *Board Handbook* which is available for review online.
- The PowerSchool contract will be considered tonight, but we need to understand how our school's data is handled and managed, particularly if that agreement should ever terminate. (*T. Castanza offered this clarification: on the bottom of page 1 of the contract with PowerSchool there is a link that contains further details on how our school's data is handled upon termination and the ED said he is comfortable that this issue is addressed.*)
- F. Ebanks seems to be the key person regarding staff/faculty compensation and we need to decide how we will support her and how her coverage is bolstered by someone in the organization.

The next *Finance Committee Meeting* will be on June 7th at 4pm.

C. Board Development & Governance

L. Gyimesi discussed the following:

- Working with A. Volpe to finalize the bylaws to be in conjunction with the *Family Association* bylaws, regarding the time of service and aligning the time limit for the president of the *Family Association*, which is different than most PTA term limits; we are continuing to work on that and hope to have something finalized by the June board meeting.
- Also continuing to work on getting new board members, which takes a long time; if anyone knows of someone who might be interested in serving on our board, L. Gyimesi would be happy to meet with them. (*L. Timoney added that we have some good candidates for new board members who have experience with charter schools, financial experience, and someone who owns several businesses; in a year our board may look very different.*)
- We discussed holding an orientation for new board members sometime in July; they could learn about our various committees, and where their talents lie; we are still discussing hosting an orientation or retreat.

The next *Board Development & Governance Meeting* will be on June 2nd at 8am.

D. Academic Committee

R. Kerr discussed the following:

The proposed prototype for the Dashboard was shared with the Board; it was worked on by the *Academic Committee* but is still a work-in-progress; the new design is more dynamic for school staff, Board members and NYSED. The goal is that this new format will show progress, month to month, as well as year to year. There are multiple layers to this new dashboard.

The categories of the new Dashboard were reviewed by J. Lee as follows:

- The Dashboard is designed with 6 categories that are measurements tracked by NYSED: *All Students; Female Students; Male Students; Students with IEP; Economically Disadvantaged Students; Race/Ethnicity;* and we added a 7th category of *Staten Island Resident Students*. Each grade will show data for students in these categories for each grade;
- In addition, there is information on literacy under Orton-Gillingham; MAP math-specific grade-wide and school-wide data; growth goals; and annual growth of returning cohorts. All of this information will indicate how we meet the metrics of our charter and how students grow year to year.

The Board members agreed that the new Dashboard looks wonderful.

R. Kerr then mentioned that during the *Academic Committee* meeting 3 contracts were discussed: Ann Edwards, our Orton-Gillingham vendor, the PowerSchool contract and the SunDog contract. The committee recommends to the Board that these contracts be approved.

The next *Academic Committee Meeting* will be on June 8th at 6pm.

E. ED Support & Evaluation

L. Timoney discussed the following:

By now all of the board members and school staff should have received the Executive Director Evaluation Survey; it needs to be returned to the board by

Friday; an email was sent today asking if anyone needs additional time to please let her know;

The process is as follows: when the surveys come back, Board on Track compiles the results into a report, the Board then meets to discuss the results and then it goes to the *ED Support & Evaluation Committee* who shares the results with the Executive Director. We are on schedule and everything will be finished by June 30th.

IV. School Update

A. Family Association Update

As A. Volpe was absent tonight, R. Illuzzi offered the following information:

- The *Family Association* is working hard; they held a plant sale yesterday that was very successful with many parent volunteers; many parents are signing up for Field Day; every child went home with a marigold, even if they didn't have any money to purchase a plant.
- They are holding an O'Neill's Dine-Out Fundraiser on May 17th;
- They brought in breakfast for the staff during *Staff Appreciation Week*;
- The *Family Association* obtained a donation from Amazon for 900 boxes of potato chips valued at \$9,000; they are sharing this donation with Petrides School, and gave every teacher boxes of chips to share with any student that doesn't bring snacks from home; special thanks to members of our Family Association for helping to organize this donation.

V. Votes

A. 990 Tax Returns

L. Timoney made a motion to approve the Bridge Preparatory Charter School 2019 Form 990 Federal Income Tax Return.

G. Winn seconded the motion.

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

B. Resolution on School Alignment

L. Timoney made a motion to approve the Board resolution for the alignment of the end of school day of the 2021-2022 school year to be at 3:15pm daily.

G. Winn seconded the motion.

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

C. Sundog Contract

L. Timoney made a motion to approve the contract agreement between Bridge Preparatory Charter School and SunDog Theatre.

R. Kerr seconded the motion.

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

D. PowerSchool

L. Timoney made a motion to approve the contract agreement between Bridge Preparatory Charter School and PowerSchool Group LLC.

R. Kerr seconded the motion.

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

E. BoostED

L. Timoney made a motion to approve the extension of the contract agreement between Bridge Preparatory Charter School and BoostEd.

R. Kerr seconded the motion.

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

F. Edwards Orton Gillingham

L. Timoney made a motion to approve the contract agreement/professional development proposal between Bridge Preparatory Charter School and Ann Edwards, ATF/AOGPE (Literacy for Life, Inc.).

R. Kerr seconded the motion.

The board **VOTED** unanimously 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 7:59 PM.

Respectfully Submitted,
K. Baldassano



Bridge Preparatory Charter School

Minutes

Board Meeting

Date and Time

Wednesday June 16, 2021 at 7:00 PM

Location

Join Zoom Meeting

<https://us02web.zoom.us/j/85362866716>

Meeting ID: 853 6286 6716

Dial in: (646) 558 8656

Trustees Present

A. Volpe (remote), F. Santarpia (remote), G. Winn (remote), L. Gyimesi (remote), L. Timoney (remote), R. Kerr (remote)

Trustees Absent

A. Margolis, M. Casale

Guests Present

F. Ebanks (remote), Francesca DiCanio (remote), G. Kuriakose (remote), J. Lee (remote), K. Baldassano (remote), R. Illuzzi (remote), T. Castanza (remote)

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

L. Timoney called a meeting of the board of trustees of Bridge Preparatory Charter School to order on Wednesday Jun 16, 2021 at 7:07 PM.

C. Approve Minutes

L. Timoney made a motion to approve the minutes from Board Meeting on 05-12-21.

L. Gyimesi seconded the motion.

Azalia Volpe abstained from voting to approve the minutes as she was not present at the May 12, 2021 Board Meeting. The board **VOTED** to approve the motion.

D. Welcome

R. Kerr welcomed the attendees; this is an exciting time of year - the end of school with resulting mixed emotions. We have a busy agenda tonight: board members' appointments, board officers' elections, approval of a new board member, as well as several board resolutions needing votes. Thank you to everyone for volunteering their time.

II. Elections

A. Board Member Appointments

L. Timoney stated that board member appointments being considered tonight are for current board members whose terms are expiring at the end of this month:

- Laurel Gyimesi
- Rose Kerr
- George Winn

L. Timoney asked each individually if they would be willing to serve another 3-year term as a Board of Trustee member; each responded that they will do so.

L. Timoney made a motion to approve the appointments of Laurel Gyimesi, Rose Kerr and George Winn to 3-year terms as Board of Trustee members of Bridge Preparatory Charter School.

F. Santarpia seconded the motion.

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

L. Timoney stated that the Board of Trustees is happy to welcome a new board member:

- Geena Kuriakose

Ms. Kuriakose has been attending board and committee meetings and has completed all the necessary paperwork, passed the background check, and everything is in order to welcome her to our board via a vote at tonight's meeting.

L. Timoney made a motion to approve Geena Kuriakose as member of the Board of Trustees of Bridge Preparatory Charter School for a term of 3 years.

G. Winn seconded the motion.

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

Roll Call

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

B. Officer Elections (Executive Board)

A. Volpe volunteered to act as *Chair pro tem* and began tonight's officers' elections by opening up nominations for Board Chair:

- L. Gyimesi nominated Rose Kerr for Chair. There were no other nominations for that position. *As there are no other nominees and there*

being no objection, the Board approves Rose Kerr as Chair by unanimous consent

- L. Timoney nominated Laurel Gyimesi for Vice Chair. There were no other nominations. *As there are no other nominees and there being no objection, the Board approves Laurel Gyimesi as Vice Chair by unanimous consent.*
- L. Gyimesi nominated George Winn for Treasurer. There were no other nominations. *As there are no other nominees and there being no objection, the Board approves George Winn as Treasurer by unanimous consent.*
- R. Kerr nominated Laura Timoney as Secretary. There were no other nominations. *As there are no other nominees and there being no objection, the Board approves Laura Timoney as Secretary by unanimous consent.*

R. Kerr believes that the Board of Trustees has really matured this year; this is due to the hard work of all of our committees, but especially the *Development & Governance Committee* who created a process for our board's maturation by utilizing Board on Track; they took a very professional path in moving our board forward; although young, we are now a significant board; looking forward to our progress and our strategic talks this summer regarding the next 5-year plan.

III. Committee Reports

A. Executive Committee

R. Kerr said the following was discussed at the *Executive Committee Meeting*: End-of-year procedures; the other committees that have met; concentrations on developing and approving our budget, working with school staff, the *ED Evaluation and Support Committee*, and many other end-of-year projects were discussed.

B. Academic Committee

R. Kerr stated that the following topics were discussed at an abbreviated *Academic Committee Meeting*: there were flooding issues in our school building and damage to a ceiling causing some students to remain in remote learning mode however the school staff made it work.

She then gave the floor to T. Castanza to discuss the newly configured Dashboard:

He thanked his staff for their work on the Dashboard as well as the results shown; the board viewed the most recent Dashboard data; there is growth evidenced in each grade, in each subgroup in both Math and ELA as a result of the school staff's hard work; he thanked F. DiCanio for her assistance all year in aggregating the Dashboard data, as well as assuring that our assessments are done with fidelity and that our teachers are supported with inputting their data. The end of year (EOY) NWEA MAP Assessment data on the Dashboard will be submitted to NYSED for our *Local Assessment Initiative*, which will serve as a baseline for next year's data submission to determine our student's progress and proficiency. Fountas & Pinnell (F&P) data is also shown on our Dashboard showing significant growth; this is our first year using F&P data for assessment; we also saw significant growth in ELA and Math in every grade level and every subgroup; 1st grade ELA data indicates at EOY that 72% are reading at-or-above grade level, up from 48% at the beginning of year (BOY). This is due to in-person learning and the hard work of our classroom teachers. The growth in Math, particularly among the students with disabilities is very encouraging; when we started our school and wrote the academic goals, we would have not believed the proficiency levels we see today.

R. Kerr added that these are digital reports that are truly reflective of our student's Math abilities and this end-of-year data is trusted by NYSED; there is much to be

celebrated. On behalf of the Board of Trustees she thanked the Executive Director, his team and the school staff for these very good numbers.

C. Finance Committee

G. Winn stated that the following was discussed at the *Finance Committee Meeting*:

The focus was the budget working in tandem with the *Executive Committee* and will be presented to the Board of Trustees tonight; it took a lot of time and effort; he thanked the administrative team, the Executive Director and the members of the *Executive Committee* that worked on the budget. In July we will begin looking at issues for next year, the organizational controls, how some decisions and investments are made; how to define and measure progress; strategy will need to be discussed. There is more federal money coming to the school from the Cares Act, about \$367,000 to be used over a 3-year period. He welcomes any board member who wishes to join the *Finance Committee*. He also thanked A. Volpe for accepting his donation of 6 boxes of books.

D. Board Development & Governance

L. Gyimesi stated that the following was discussed by the *Board Development & Governance Committee*:

We are focusing on succession planning as we all have term limits; we just had board appointments and elections and we are working on building the board; she invites anyone who is interested in joining the Board or the *Development and Governance Committee* to let her know; we hope by the fall we will have a more full board, as there are several prospective applicants we will continue to work with during the summer. We also did our annual review of the bylaws and had to make two minor changes: the Family Association bylaws were not in alignment with the Board of Trustee bylaws and regarding a board officer serving as a committee chair; those changes will be presented to the board tonight. The annual conflict of interest reporting is up to date and is not due again until next year; our board handbook is also available for new members to review online. The new member orientation will be held in the fall as a social gathering for dinner.

T. Castanza added that any bylaws changes that are non-material to our charter should be submitted to the NYSED portal. L. Gyimesi said she would review that later with the ED.

L. Timoney stated that the NYSED financial conflict of interest form was recently changed and our board members will need to complete it again; she will email the new form to each board member. A draft of next year's board meeting calendar was included in tonight's meeting packet of documents.

E. ED Support & Evaluation

L. Timoney stated that we are trying very hard get the *ED Support & Evaluation Committee* to complete the evaluation before the ED departs on Parental Leave on July 6th; there have been some difficulties scheduling meetings and to confirm quorum for each meeting; in the meantime, the budget being reviewed and approved tonight has the ED salary at the same level as previously; any increases the board wishes to make would be retroactive to July 1st, the beginning of the fiscal year. This process is being done via Board on Track for the first time this year.

IV. Votes

A. By-Laws

L. Gyimesi made a motion to approve the changes to the Board of Trustees Bylaws under ARTICLE III C(3) and 5(b) [formerly 4(b)] as indicated below.

L. Timoney seconded the motion.

The bylaws changes are as follows:

ARTICLE III: BOARD OF TRUSTEES

Section C(3) to be added in its entirety:

3. *Term of Service of Family Association President on BOT.*

The President of the Bridge Prep Family Association, upon election as President becomes a non-voting member of the BOT, and upon application and approval by the Charter authorizer the Bridge Prep Family Association member becomes a full voting member of the BOT. The term of service for the Bridge Prep Family Association member is aligned with the term of service as President of the Family Association.

5(b) [formerly 4(b)]. Term of Office to be changed as follows:

Add the text in *italics*:

Following the expiration of these designated terms, *except for the Bridge Prep Family Association member*, the term of each Trustee shall continue for three (3) years.

The term of service for the Family Association member shall be two (2) years, which aligns with the term of service as President of the Bridge Prep Family Association as stated in the bylaws of the Bridge Prep Family Association. Should the person elected President of the Family Association cease to perform that role, the term of service on the BOT will also cease. The board **VOTED** unanimously to approve the motion.

L. Gyimesi made a motion to approve the changes to the Board of Trustees Bylaws under ARTICLE VI C(2) and ARTICLE VII A 4(g) as indicated below.

R. Kerr seconded the motion.

Bylaws changes are as follows:

ARTICLE VI: ACTION BY THE BOARD

Section C(2) Committees

Add the text in *italics*:

2. Standing Committees. The Board shall have four standing Committees: an Executive Committee (chaired by the Chair of the Board and consisting of the officers of the board plus a fifth member approved by the board), The Finance Committee (*the Treasurer is an ex-officio member of the Finance Committee*), The Academic Committee and The Board Development and Governance Committee. Additional Committee members shall be appointed by the Chair of the Committee, subject to the approval of the Board.

ARTICLE VII: OFFICERS

A. Officers; Section 4(g) Treasurer

Remove the crossed out text and add the text in *italics*:

~~g) chair the Finance Committee~~ *be an ex-officio member of the Finance Committee*; The board **VOTED** unanimously to approve the motion.

B. Budget

L. Timoney made a motion to approve the Bridge Preparatory Charter School budget for fiscal year 2021-2022 as presented to the Board.

A. Volpe seconded the motion.

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

C. Insurance Renewal Contracts

L. Timoney made a motion to approve the insurance contracts for Bridge Preparatory Charter School as presented.

G. Winn seconded the motion.

A listing of the following contracts and costs were presented to the Board:

General Liability; Employee Benefit Liability; Hired & Non-Owned Auto; Sexual Abuse/Molestation Coverage, Educators Legal Liability; Excess Liability; Property

Coverage; Workers Compensation; Crime Coverage; Student Accident Coverage; Security Risk Management; Cyber Coverage; ERISA Coverage. The board **VOTED** unanimously to approve the motion.

D. edIT Contract Renewal

L. Timoney made a motion to approve an extension of the contract between edIT Support Technology Services and Bridge Preparatory Charter School, as presented to the Board.

R. Kerr seconded the motion.

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

E. Increase Year 3 Enrollment

L. Timoney made a motion to approve an increase in the Bridge Preparatory Charter School Year-3 enrollment from 190 to 205 students for the 2021-2022 school year.

A. Volpe seconded the motion.

The following resolution was presented to the Board for approval:

BE IT RESOLVED, that the Board of Trustees of Bridge Preparatory Charter School approves the increase in the school's Year-3 enrollment from 190 to 205 students in the 2021-2022 school year. The board **VOTED** unanimously to approve the motion.

V. Executive Director Update

A. ED's Report

T. Castanza gave the following update:

- NYSED Annual Report: 15 sections of information must be submitted to a designated NYSED portal relating to various elements of the school, such as Academics, Financials/Financial Disclosures, BOT and Staff Information; the report is submitted in 2 parts, with Part 1 due on August 2 and Part 2 due on November 21.
- Our FY2022 budget was approved by the Board of Trustees tonight; we plan to review the budget again in October and make any additional revisions that are needed.
- Additional federal funding is being provided via the state as part of the newly approved federal relief acts. Bridge Prep's total allocation of these funds is \$367,168, which are to be used over a 3-year period.
- 2021-2022 School Calendar is being shared with the board tonight; student orientation for all students will be held on September 1st and 2nd; end-of-year family meetings will be held on June 17th for students entering 3rd & 4th grade and June 21st for students entering 1st & 2nd grade.
- Staff hiring will continue throughout the remainder of June, and we expect to have full staff hired by the end of the school year; all new staff positions for the upcoming school year have been run through various committees and are included in the budget approved by the board tonight.
- Parental Leave: I will be out on Parental Leave from July 6th through August 24th. Fahron Ebanks, Director of Operations, will be in charge of the all school operations and will serve as main point of contact; team members will be supported and checked-in with this summer.

On behalf of the Board of Trustees, R. Kerr acknowledged the hard work of the ED, his team and school staff and wished T. Castanza a much needed rest and relaxation during his time off. The Board of Trustees has no reservations about Fahron Ebanks being in charge while ED is away.

B. Monthly Financials

VI. School Update

A. Family Association Update

A. Volpe gave the following update:

On June 5th the Family Association hosted a "Welcome to New Families" event at Willowbrook Park, it was a wonderful turnout and we were happy that school staff members also attended. We were excited to meet new families but it was a long day at the park.

Our last Family Association Meeting was held last week.

Drive-In Movie Night will be June 23rd.

The Family Association reminded parents that the EBT (Electronic Benefit Transfer) payments (to make up for missed school meals during the pandemic) will be released sometime in July.

R. Kerr added that she enjoyed seeing a recent school newsletter and all of the activities that take place, some with the Family Association and some with the staff; she recommends that everyone read the monthly newsletter.

VII. Other Business

A. New Business

Fahron Ebanks had a question for the board regarding who she could speak with if she has follow-up questions regarding the ED salary - she needs the information to process the continuation letter that all staff need to sign to confirm that they intend to continue to work at Bridge Prep for the upcoming year; she will need to complete one of these letters for the ED by June 30th and the letter needs to contain his salary amount for the upcoming year - since the board has not yet determined if there will be a salary increase for the ED, who can she speak to on the Board to get the updated ED salary information? L. Timoney responded that she could contact Laurel Gyimesi or herself.

F. Ebanks said that A. Volpe was too reticent in speaking about the Family Association event at Willowbrook Park; it was very well attended, there must have been over 100 people there; it was a wonderful event and enjoyed by all.

T. Castanza added that the Family Association will be hosting a Drive-In Movie Night at Juicy Lucy on June 23rd; the movie is "The Sandlot". A. Volpe responded that she appreciates all the support shown to the Family Association.

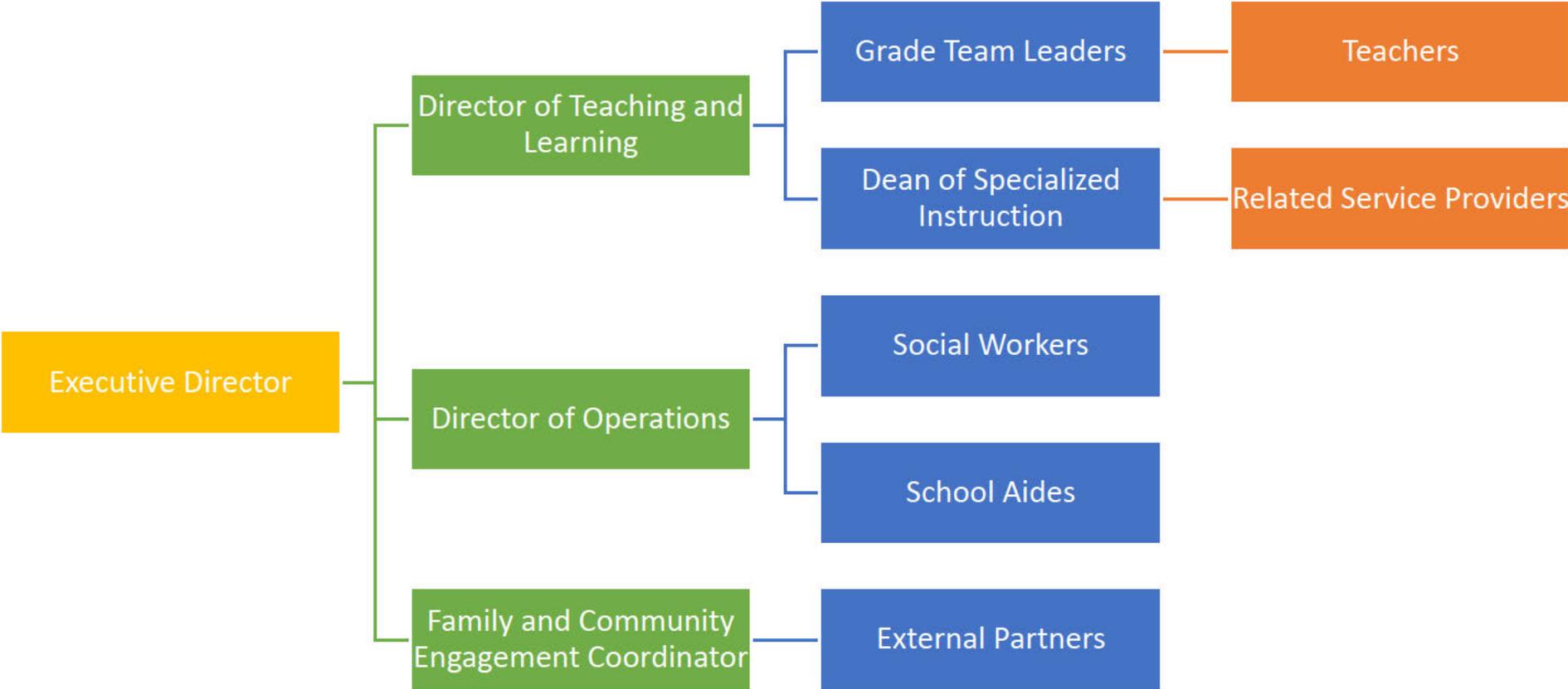
L. Gyimesi said that we really love to hear about the kids; anything that tells us the kids are happy, makes us happy; it's sometimes easy to get preoccupied with the details of operating the school but it's nice to hear about enjoyable things involving the children. L. Timoney agreed and said that's why we all got involved in this, to help these kids.

VIII. 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 8:35 PM.

Respectfully Submitted,
K. Baldassano





“Connecting Students to Literacy”

2021-2022 School Year Calendar

September - 15 days

9 - First Day of School (Half Day for Students)
10 - Half Day for Students
16 - Yom Kippur (School Closed)

October - 20 days

11 - Columbus Day (School Closed)

November - 19 days

2 - Election Day (No Students - Staff Only)
6 - Connect Saturday
11 - Veterans Day (School Closed)
25-26 - Thanksgiving Break (School Closed)

December - 17 days

10 - First Trimester Ends
24-31 - Holiday Break (School Closed)

January - 20 days

3 - School Resumes
17 - MLK Jr. Day (School Closed)

February - 15 days

1 - Lunar New Year (School Closed)
5 - Connect Saturday
21-25 - Winter Break (School Closed)
28 - School Resumes

March - 22 days

18 - Superintendent's Day (No Students - Staff Only)
25 - Second Trimester Ends
29-31 - ELA State Testing Window

April - 16 days

15 - Good Friday (School Closed)
18-22 - Spring Break (School Closed)
25 - School Resumes
26-28 - Math State Testing Window
30 - Connect Saturday

May - 20 days

3 - Eid-al-Fitr (School Closed)
30 - Memorial Day (School Closed)

June - 18 days

18 - Connect Saturday - BPCS Day
20 - Juneteenth Observed (School Closed)
24 - Third Trimester Ends
24 - Last Day of School (Half Day for Students)

Total school days: 182