

Application: Bridge Preparatory Charter School

2021-2022 Annual Report

Summary

ID: 0000000162

Status: Annual Report Submission

Last submitted: Nov 1 2022 02:02 PM (EDT)

Labels: Board of Regents

Entry 1 School Info and Cover Page

Completed Aug 1 2022

Instructions

Required of ALL Charter Schools

Each Annual Report begins with completed School Information and Cover page. The information is collected in 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 2021-2022 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, 2022)** 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 800000090253

a1. Popular School Name

Bridge Prep

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

Please select the correct authorizer as of June 30, 2022 or you may not be assigned the correct tasks.

BOARD OF REGENTS

d. DISTRICT / CSD OF LOCATION

CSD #31 - STATEN ISLAND

e. DATE OF INITIAL CHARTER

6/2018

f. DATE FIRST OPENED FOR INSTRUCTION

9/2019

c. School Unionized

Is your charter school unionized?

No

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 languagebased 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
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	<p>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.</p>
KDE 2	<p>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 KDE 2 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.</p>
KDE 3	<p>"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</p>

	<p>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> <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</p>

	further our mission. Additionally, we will partner with several colleges and universities to develop a student-teacher pipeline program. We have been working with various stakeholders (including BPCS's founder and proposed ED) to support 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)

(No response)

i. Total Approved Charter Enrollment for 2021-2022 School Year (**exclude Pre-K program enrollment**)

190

j. Total Enrollment on June 30, 2022 (exclude Pre-K program enrollment)

187

k. Grades Served during the 2021-2022 School Year (exclude Pre-K program students)

Check all that apply

Grades Served

1, 2, 3, 4

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 2022-2023?

No, just one site.

BRIDGE PREPARATORY CHARTER SCHOOL 800000090253

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 32	1-5	No

m1a. Please provide the contact information for Site 1.

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Timothy Castanza	Executive Director	718-274-3437	646-331-4561	tim@bridgeprepcharter.org
Operational Leader	Fahron Ebanks	Director of Operations	718-274-3437	201-906-5424	fahron@bridgeprepcharter.org
Compliance Contact	Fahron Ebanks	Director of Operations	718-274-3437	201-906-5424	fahron@bridgeprepcharter.org
Complaint Contact	Timothy Castanza	Executive Director	718-274-3437	646-331-4561	tim@bridgeprepcharter.org
DA A Coordinator	T ffany Policastro	Teacher	718-274-3437		tpolicastro@bridgeprepcharter.org
Phone Contact for After Hours Emergencies	Timothy Castanza	Executive Director	718-274-3437	646-331-4561	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 expands on 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		Yes		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.

- **Fire inspection certificates must be updated annually. For the upcoming school year 2022-2023, the fire inspection certificate must be dated after July 1, 2021.**
- **If the fire inspection certificate is dated after the August 1, 2022 submission of the Annual Report, please submit the new certificate with the Annual Report entries due on November 1, 2022.**

Site 1 Certificate of Occupancy (COO)

Site 1 Fire Inspection Report

CHARTER REVISIONS DURING THE 2021-2022 SCHOOL YEAR

n1. Were there any revisions to the school's charter during the 2021-2022 school year? (Please include approved or pending material and non-material charter revisions).

No

o. Has your school's Board of Trustee's approved a budget for the 2021-2022 FY?

Yes

ATTESTATIONS

p. Individual Primarily Responsible for Submitting the Annual Report. (To write type in a phone number with an extension, please use this format: 123-456-7890-3. The dash and number 3 at the end of the phone number refers to the individual's phone extension. Do not type in the work extension or the abbreviation for it just the dash and the extension number after the phone number).

Name	Jen Pasek
Position	Consultant
Phone/Extension	518-542-9810
Email	jen@pasekconsulting.com

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 handwritten signature in black ink on a light gray background. The signature is stylized, starting with a horizontal line on the left, followed by a large, elongated loop that curves upwards and then downwards. A second, smaller loop is positioned to the right of the first, and a long, slightly wavy horizontal line extends to the right, ending in a small hook.

Signature, President of the Board of Trustees

A handwritten signature in black ink on a light gray background. The signature is complex and fluid, beginning with a large, overlapping loop on the left. It then moves to the right with several sharp, angular peaks and valleys, ending with a small, pointed flourish.

Date

(No response)

Thank you.



Entry 3 Progress Toward Goals

Instructions

Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters no later than **November 1, 2022**.

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

Regents, NYCDOE, and Buffalo BOE-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, 2022.

BRIDGE PREPARATORY CHARTER SCHOOL 800000090253

1. ACADEMIC STUDENT PERFORMANCE GOALS

Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters no later than **November 1, 2022**.

2021-2022 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	If not met, describe efforts the school will take to meet goal. If
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				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.	School EOY Map Data	Met	
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 assessment.	School EOY Map Data - Grade 2 EOY ELA 62% proficient EOY math- 50% proficient	Not Met	<p>While aggregating data, we realized that this goal only shows data for students in grade 2 with the way that it is currently worded (non-testing grades for 2 years, only means Grade 2). In order to effectively capture non NYS testing grade students, we will need to amend the way the goal is written to allow for 1st grade testing data as well.</p> <p>We are working with MAP to understand how they classify students as proficient, as they focus on RTI score and if students meet their</p>

				individual growth goal. To that end, we are working with a new consultant to support in data aggregation and instructional practices.
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.	<p>School EOY Map Data</p> <p>Grade 2 ELA- 62% Grade 2 Math-50%</p> <p>Grade 3 ELA- 80% Grade 3 Math-43%</p> <p>Grade 4 ELA- 30% Grade 4 Math-30%</p>	Not Met	We are working with MAP to understand how they classify students as proficient, as they focus on RTI score and if students meet their individual growth goal. To that end, we are working with a new consultant to support in data aggregation and instructional practices. We also began a new math curriculum which is more students to meet the needs of our students.
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	School Created Rubric/ Student portfolios	Met	

	rubric, aligned to NYS Next Generation Science Standards.			
Academic Goal 5	Each Year, 85% of students, in each grade, will perform at proficiency on their Summative Social Studies Portfolio, according to a differentiated, school-created rubric, aligned to NYS Social Studies Framework.	School Created Rubric/ Student portfolios	Met	
Academic Goal 6	Criteria as described in Benchmark 1 of Charter Performance Framework: NYS ELA Test Scores vs District and NYS	<p>NYS ELA Assessment BPCS</p> <p>3) 26%</p> <p>4) 8%</p> <p>3-4) 16%</p> <p>CSD 31</p> <p>3) 57%</p> <p>4) 49%</p> <p>3-4) 53%</p> <p>NYS</p> <p>3) 46%</p> <p>4) 42%</p> <p>3-4) 44%</p>	Not Met	
Academic Goal 7	Criteria as described in Benchmark 1 of Charter Performance Framework: NYS Math Test Scores	<p>NYS Math Assessment BPCS</p> <p>3) 5%</p> <p>4) 14%</p> <p>3-4) 10%</p> <p>CSD 31</p> <p>3) 53%</p> <p>4) 46%</p> <p>3-4) 50%</p> <p>NYS</p>	Not Met	

	vs District and NYS	3) 48% 4) 43% 3-4) 45% ""		
Academic Goal 8				
Academic Goal 9				
Academic Goal 10				

2. Do have more academic goals to add?

No

4. ORGANIZATION GOALS

For the 2021-2022 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”.

2021-2022 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,	Board on Track;	Met	

	<p>policies, by-laws and the ED to determine efficiency and areas for growth.</p>	<p>and BOT meetings</p>		
Org Goal 2	<p>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.</p>	<p>Staff survey, team meeting agendas, school developed operational structures/systems</p>	Met	
Org Goal 3	<p>BPCS will comply with the provisions of our charter and all applicable laws and regulation.</p>	<p>" Consultations with school based counsel, BOT and NYSED "</p>	Met	
Org Goal 4	<p>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.</p>	<p>School based behavior reporting, logs; tracking through SchoolRunner (SIS)</p>	Met	

Org Goal 5	Each year, BPCS will have a 95% average daily student attendance rate.	Schoolrunner (SIS)	Not Met	Our schoolwide attendance rate was lower than the 95% partially due to lingering effects of the COVID-19 pandemic as it relates to student absences and family issues forcing students to stay home. We also experienced issues with student transportation. We are working on schoolwide strategies and initiatives to increase both schoolwide and individual student attendance
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 Attendance and participation at schoolwide events; participation in school surveys	Partially Met	Last year, we did several surveys throughout the year with families instead of one annual survey in an attempt to obtain feedback from families more frequently during the year.
Org Goal 7	Each year, 85% of families that responded to our annual family survey will indicate their satisfaction with BPCS's school program.	Family surveys; family feedback and check in data	Partially Met	

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	
		Enrollment data; lottery; retention data throughout the year BPCS enrolled 70% ED compared to the local CSD 31's		We are working on strategies to recruit ELL

Org Goal 12	Each year, BPCS will meet our prescribed enrollment and retention targets, established by the Board of Regents	61%. BPCS enrolled 65% SWD compared to 26% at CSD 31. BPCS enrolled 1% ELL compared to their 12%. BPCS retained eligible students from 2020-21 to 2021-22 as follows: ED: 85% SWD: 91% ELL: 100%	Met	students and understand that there are difficulties when it comes to recruiting ELL students given that we do not have Kindergarten, which is the natural entry point for most ELLS
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

2021-2022 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 Approved audit; Final EOY budget for FY	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 3 Accountability Plan Progress Reports

Incomplete Hidden from applicant

Instructions

SUNY-Authorized Charter Schools ONLY- Complete Template and Upload to Epicenter

SUNY-authorized charter schools must download an Accountability Plan Progress Report template at [Accountability Plan Progress Report](#). After completing, SUNY-authorized charter schools must upload the document into the SUNY Epicenter system by **September 15, 2022**. SUNY CSI will forward to NYSED CSO.

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

Entry 4 - Audited Financial Statements

Completed Nov 1 2022

Required of ALL Charter Schools

ALL SUNY-authorized charter schools must upload the financial statements and related documents in PDF format into the SUNY Epicenter system no later than **November 1, 2022**. SUNY CSI will forward to NYSED CSO. **SUNY-authorized charter schools** are asked to ensure that security features such as password protection are turned off.

ALL Regents, NYCDOE, and Buffalo BOE-authorized charter schools must upload final, audited financial statements to the [Annual Report ortal](#) no later than **November 1, 2022**. Upload the independent auditor's report, any advisory and/or management letter, and the internal controls report as one submission, combined into PDF file, ensuring that security features such as password protections are removed from all school uploaded documents.

PLEASE NOTE: This task appears as visible and optional task in the online portal until August 1 2022 but will be identified as a required task thereafter and due on November 1, 2022. This is a required task, and it is marked optional for administrative purposes only.

BPCS 2022 Audit

Filename: BPCS 2022 Audit.pdf **Size:** 4.4 MB

Entry 4a - Audited Financial Report Template (SUNY)

Incomplete Hidden from applicant

Instructions - SUNY-Authorized Charter Schools ONLY

SUNY-authorized schools must download the Excel spreadsheet entitled "Audited Financial Report Template" at <http://www.newyorkcharters.org/fiscal/>. After completing, schools must upload the document into the SUNY Epicenter system no later than **November 1, 2022**. SUNY CSI will forward to NYSED CSO.

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

only.

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

Completed Nov 1 2022

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 [2021-2022 Annual Reports](#) webpage. Upload the completed file in Excel format and submit by **November 1, 2022**.

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.

BPCS_FY22 Audited Financial Report Template

Filename: BPCS FY22 Audited Financial Repor LCtqwz1.xlsx **Size:** 360.3 kB

Entry 4c - Additional Financial Documents

Completed Nov 1 2022

Instructions - Regents, NYCDOE and Buffalo BOE authorized schools must upload financial documents and submit by **November 1, 2022**. The items listed below should be uploaded, with an explanation if not applicable or available. For example, “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.

Escrow BPCS 479 Jun22 Redacted

Filename: Escrow BPCS 479 Jun22 Redacted.pdf **Size:** 1.0 MB

Entry 4d - Financial Services Contact Information

Completed Oct 25 2022

Regents, NYCDOE, and Buffalo BOE authorized schools should enter financial contact information directly into the form within the portal by **November 1, 2022**.

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	tim@bridgeprepcharter.org	646-331-4561

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			18

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			16

Entry 5 - Fiscal Year 2022-2023 Budget

Completed Nov 1 2022

SUNY-authorized charter schools should download the [2022-23 Budget and Quarterly Report Template and the 2022-23 Budget Narrative Questionnaire](#) from the SUNY website and upload the completed template into Epicenter. SUNY CSI will forward to NYSED CSO. **Due November 1, 2022.**

Regents, NYCDOE, and Buffalo BOE authorized charter schools should upload copy of the school's FY22 Budget using the [2022-2023 Budget Template](#) in the portal or from the Annual Report website. **Due November 1, 2022.**

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.

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

BPCS Final2022-2023ARBudgetTemplate (6

Filename: BPCS Final2022 2023ARBudgetTempla 5wEqIzQ.xlsx **Size:** 142.7 kB

Entry 6 - Board of Trustees Disclosure of Financial Interest Form

Completed Aug 1 2022

Due on August 1, 2022, 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 2021-2022 school year must complete and sign a [Trustee Disclosure of Financial Interest Form](#). Acceptable signature formats include:

- Digitally certified PDF signature (i.e., DocuSign)
- Manual signature (1. download to print, 2. manually sign, 3. scan signed document to PDF, and 4. upload into portal)

All completed forms must be collected and uploaded in .PDF format for each individual member. **The education corporation is responsible for completing the form for trustees who left the board during the reporting year.**

Forms completed from past years will not be accepted. **Only the latest version of the form** (updated in April, 2022) is acceptable.).

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.

Amy Margolis BPCS

Filename: Amy Margolis BPCS.pdf **Size:** 524.1 kB

Geena Kuriakose BPCS

Filename: Geena Kuriakose BPCS.pdf **Size:** 525.6 kB

Mark Harmon Vaught BPCS

Filename: Mark Harmon Vaught BPCS.pdf **Size:** 525.9 kB

Laurel Wedinger-Gyimesi BPCS

Filename: Laurel Wedinger Gyimesi BPCS.pdf **Size:** 526.8 kB

George Winn BPCS

Filename: George Winn BPCS.pdf **Size:** 523.7 kB

[Rose Kerr BPCS](#)

Filename: Rose Kerr BPCS.pdf **Size:** 523.3 kB

[AVolpe on Behalf BPCS](#)

Filename: AVolpe on Behalf BPCS.pdf **Size:** 527.2 kB

[Frank S on Behalf BPCS](#)

Filename: Frank on Behalf BPCS.pdf **Size:** 479.1 kB

[Maria Casale BPCS](#)

Filename: Maria Casale BPCS.pdf **Size:** 525.1 kB

Entry 7 BOT Membership Table

Completed Aug 1 2022

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.

BRIDGE PREPARATORY CHARTER SCHOOL 800000090253

Authorizer:

Who is the authorizer of your charter school?

Board of Regents

1. 2021-2022 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 2021-2022
1	Laurel Wedinger-Gyimesi		Chair	Executive, Board Development and Governance	Yes	2	7/1/2021	6/30/2024	10
2	Maria Casale		Trustee/Member	Academic	Yes	3	7/1/2022	6/30/2025	8
3	Mark Harmon Vaught		Vice Chair	Governance	Yes	1	11/1/2021	6/30/2024	9
4	Rose Kerr		Trustee/Member	Executive; Academic; Finance	Yes	1	7/1/2021	6/30/2024	10
5	Geena Kuriakose		Secretary	ED Support and Evaluation	Yes	1	7/1/2021	6/30/2024	10
				Board Development					

6	Azalia Volpe		Trustee/Member	ment and Governance, Finance	Yes	1	7/1/2020	6/30/2023	8
7	George Winn		Treasurer	Executive, Finance, Board Development & Governance	Yes	2	7/1/2021	6/30/2024	10
8	Laura Timoney		Trustee/Member	Finance; ED Support and Evaluation	Yes	1	7/1/2019	6/30/2022	9
9	Amy Margolis		Trustee/Member		Yes	1	7/1/2019	10/20/2021	5 or less

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

Yes

1b. Board Member Information

	Trustee Name	Trustee Email Address	Pos t on on the Board	Commit tee Affiliatio ns	Vot ng 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 Meeting s Attende d During 2021- 2022
10	Frank Santarpia		Trustee/ Member	Finance, Board Develop ment and Governance	Yes	1	7/1/2020	3/1/2022	5 or less
11									
12									
13									
14									
15									

1c. Are there more than 15 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, 2022	7
b.Total Number of Members Added During 2021-2022	2
c. Total Number of Members who Departed during 2021-2022	3
d.Total Number of members, as set in Bylaws, Resolution or Minutes	9

3. Number of Board meetings held during 2021-2022

10

4. Number of Board meetings scheduled for 2022-2023

12

Total number of Voting Members on June 30, 2022:

7

Total number of Voting Members added during the 2021-2022 school year:

2

Total number of Voting Members who departed during the 2021-2022 school year:

3

Total Maximum Number of Voting members in 2021-2022, as set by the board in bylaws, resolution, or minutes:

9

Total number of Non-Voting Members on June 30, 2022:

0

Total number of Non-Voting Members added during the 2021-2022 school year:

0

Total number of Non-Voting Members who departed during the 2021-2022 school year:

0

Total Maximum Number of Non-Voting members in 2021-2022, as set by the board in bylaws, resolution or minutes:

N/A

Board members attending 8 or fewer meetings during 2021-2022

4

Thank you.

Entry 8 Board Meeting Minutes

Completed Aug 1 2022

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

Schools must upload a complete set of monthly board meeting minutes (July 2021-June 2022), which should match the number of meetings held during the 2021-2022 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 1, 2022**.

Bridge Prep 2021-22 meeting minutes

Filename: Bridge Prep 2021 22 meeting minutes.pdf **Size:** 970.0 kB

Entry 9 Enrollment & Retention

Completed Aug 1 2022

Instructions for submitting Enrollment and Retention Efforts

Required of ALL Charter Schools

Describe the good faith efforts the charter school has made in 2021-2022 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 2022-2023.

Entry 9 Enrollment and Retention of Special Populations

Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2021-2022	Describe Recruitment Plans in 2022-2023
	We had various recruitment events virtually, in person and	

Economically Disadvantaged	<p>sent mailings to targeted families in the community and attended virtual community meetings where applicable. 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.</p>	<p>In 2021-2022, our percentage of ED students was 70% and our district was 61%.</p> <p>Going forward, we will continue current practices.</p>
English Language Learners	<p>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.</p>	<p>In 2021-2022, our percentage of ELLs was 1% and our district was 12%.</p> <p>Going forward, we will continue current practices.</p>
Students with Disabilities	<p>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 exceeds the district average, given our instructional model and mission.</p>	<p>In 2021-2022, our percentage of SWD was 65% and our district was 26%.</p> <p>Going forward, we will continue current practices.</p>

Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2021-2022	Describe Retention Plans in 2022-2023
	<p>Student Retention is an ongoing process at Bridge Prep, and begins in our First Trimester. Our Student Support Team completes 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. We expect a student retention figure this year of {~97-98%}, which is something we are extremely proud of given the difficulty of the recent years.</p> <p>Based on retention and new student enrollment numbers for 2022-2023, we are currently meeting our planned total enrollment in accordance with our growth plan. There is ongoing demand for sets at Bridge Prep. Families and members of the community have begun expressing interest in the school expanding to middle school grades.</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</p>	

<p>Economically Disadvantaged</p>	<p>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.</p> <p>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</p> <p>Our commitment to Social Emotional Learning remained foundational. 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 more involvement from students and teachers in The Leader in Me programming. We use this to reinforce effective collaborative and cooperative</p>	<p>Our retention rate for ED students was 85% between 2020-21 and 2021-22. Going forward, we will continue current practices.</p>
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	<p>strategies to foster prosocial behaviors and interpersonal skills for students. We are integrating the 7 Habits into our whole school culture and upon completion, will be considered for designation as a Lighthouse School based on our successful implementation.</p> <p>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 to target learning loss recovery and assure that we are supporting student progression in the standards and success in Benchmark 1.</p> <p>question below on Enrollment</p>	
English Language Learners	<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>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</p>	<p>Although our number of eligible returning ELLs was very low, 100% returned between 2020-21 and 2021-22. Going forward, we will continue current practices.</p>

	<p>Prep establishing strong relationships that will continue to foster student progress, opportunity and achievement.</p>	
Students with Disabilities	<p>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.</p> <p>Implementation of PAX and TLIM, programming and curricula provide restorative and inclusive school culture systems and norms that engage students in the learning process.</p> <p>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</p>	<p>Our retention rate for SWD was 91% between 2020-21 and 2021-22.</p> <p>Going forward, we will continue current practices.</p>

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 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 with 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 Aug 1 2022

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 who 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 who 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.nysed.gov/common/nysed/files/programs/charter-schools/employee_fingerprint_oct19.pdf or visit the NYSED website at: <http://www.highered.nysed.gov/tsei/ospa/fingerprintingcharts.html> for more information regarding who must be fingerprinted. Also see, 8 NYCRR §87.2.

B. Emergency Conditional Clearances

Emergency Conditional Clearances

Charter schools are **strongly discouraged** from using the emergency conditional clearance provisions for prospective employees. This is because the school must 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 [NYSED CSO Employee Clearance and Fingerprint Memo 10-2019](#).

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 Aug 1 2022

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, 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, 2022)	5
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2022)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2022)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2022)	
Total Category A: 5 or 30% whichever is less	5.0

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

	FTE Count
i. Mathematics	
ii. Science	
iii. Computer Science	
. Technology	
. Career and Technical Education	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, 2022)	1
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2022)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2022)	
. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2022)	
Total Category C: not to exceed 5	1.0

TOTAL FTE COUNT OF UNCERTIFIED TEACHERS (Sum of Categories A, B AND C)

(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	6

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	1

CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

	FTE Count
Total Category E	23

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	30

Thank you.



Entry 12 Organization Chart

Completed Aug 1 2022

Instructions

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

Upload the 2021-2022 **Organization Chart**. The organization chart should include position titles and reporting relationships. Employee names should **not** appear on the chart.

202021 BPCS Org Chart

Filename: 202021 BPCS Org Chart.pdf **Size:** 59.0 kB

Entry 13 School Calendar

Completed Sep 7 2022

Instructions for submitting School Calendar

Required of ALL Charter Schools

If the charter school has tentative calendar based on available information and guidance at the time, please submit with the August 1, 2022 submission. Charter schools must upload final school calendar into the portal and may do so at any time but no later than **September 15, 2022**.

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 also 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. See an example of calendar showing the requested information. Schools are encouraged to use calendar template and ensure there is monthly tally of instructional days.

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

SY2223 BPCS School Calendar (UPDATED) (1)

Filename: SY2223 BPCS School Calendar UPDATED 1.pdf **Size:** 97.5 kB

Entry 14 Links to Critical Documents on School Website

Completed Aug 1 2022

Instructions

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

1. Current Annual Report (i.e., 2021-2022 Annual Report);[\[1\]](#)
2. Board meeting notices, agendas and documents;
3. New York State School Report Card;
4. Authorizer-approved DASA policy and NYSED-Approved School Discipline policy **(For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)**;

5. District-wide safety plan, not building level safety plan (as per the September 2021 [Emergency Response Plan Memo](#);
6. Authorizer-approved FOIL policy; and
7. Subject matter list of FOIL records. (Example: See [NYSED Subject Matter List](#))

[1] Each charter school is required to make the Annual Report publicly available by August 1 and to post on their respective charter school website. Each school should post an updated and complete version to include accountability data and financial statements that are not or may not be available until after the August deadline (i.e., Repost when financials have been submitted in November.)

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 4: Authorizer-approved DASA policy and NYSED-Approved School Discipline 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. Current Annual Report (i.e., 2021-2022 Annual Report)	https://www.bridgeprepcharter.org/community-resources/nysed-reporting
2. Board meeting notices, agendas and documents	https://www.bridgeprepcharter.org/about/board-of-trustees
3. New York State School Report Card	https://www.bridgeprepcharter.org/community-resources/nysed-reporting
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	https://www.bridgeprepcharter.org/community-resources
5. District-wide safety plan, not a building level safety plan (as per the September 2021 Emergency Response Plan Memo	https://www.bridgeprepcharter.org/community-resources/nysed-reporting
6. Authorizer-approved FOIL Policy	https://www.bridgeprepcharter.org/community-resources/nysed-reporting
7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)	https://www.bridgeprepcharter.org/community-resources/nysed-reporting

Thank you.



Entry 15 Staff Roster

Completed Aug 1 2022

INSTRUCTIONS

Required of Regents and NYCDOE-authorized Charter Schools ONLY

Please click on the MS Excel [Faculty/Staff Roster Template](#) and provide the following information for **ANY and ALL** instructional and non-instructional employees.

Use of the 2021-2022 Annual Report Faculty/Staff roster template is required. Each of the data elements, with the exception of the Notes, are required, and use of the drop-down options, when provided, is also required. Reminders: Please use the notes section provided to add any additional information as deemed necessary. Failure to adhere to the guidelines and validations in the Staff Roster Template will result in resubmission of fully corrected roster.

Please note the roster should include all staff employed any point from July 1, 2021 to June 30, 2022, including those employed on June 30th.

[BPCS faculty-staff-roster-template-2022-v2](#)

Filename: BPCS faculty staff roster templat m94qYf4.xlsx **Size:** 70.8 kB

Optional Additional Documents to Upload (BOR)

Incomplete



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

BRIDGE PREPARATORY CHARTER SCHOOL

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

June 30, 2022

307 Fifth Avenue, 15th Floor
New York, New York 10016
Tel: (212) 268-2800
www.schallandashenfARB.com

BRIDGE PREPARATORY CHARTER SCHOOL

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Independent Auditors' Report

To the Board of Trustees of
Bridge Preparatory Charter School

Report on the Audit of the Financial Statements

Opinion

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, 2022, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the School as of June 30, 2022, and the changes in net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the School and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for 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.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the School's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users on the basis of these financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit 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 School's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the School's ability to continue as a going concern for a reasonable period of time.

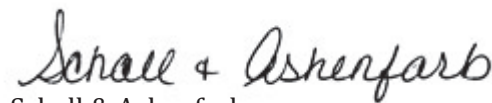
We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Report on Summarized Comparative Information

We have previously audited the School's 2021 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated October 4, 2021. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2021, 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 6, 2022, 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 solely 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.

A handwritten signature in black ink that reads "Schall & Ashenfarb". The signature is written in a cursive, flowing style.

Schall & Ashenfarb
Certified Public Accountants, LLC

October 6, 2022

BRIDGE PREPARATORY CHARTER SCHOOL
STATEMENT OF FINANCIAL POSITION
AT JUNE 30, 2022
(With comparative totals at June 30, 2021)

	<u>6/30/22</u>	<u>6/30/21</u>
Assets		
Cash and cash equivalents	\$4,063,147	\$2,307,106
Government grant receivable - per pupil funding (Note 3)	76,612	0
Government grants receivable - other	135,598	38,214
Prepaid expenses and other assets	0	80,387
Restricted cash (Note 4)	75,420	60,243
Fixed assets, net (Note 5)	<u>157,171</u>	<u>204,138</u>
Total assets	<u><u>\$4,507,948</u></u>	<u><u>\$2,690,088</u></u>
Liabilities and Net Assets		
Liabilities:		
Accounts payable and accrued expenses	\$356,978	\$280,229
Government grant advance - per pupil funding (Note 3)	0	119,108
Total liabilities	<u>356,978</u>	<u>399,337</u>
Net assets - without donor restrictions	<u>4,150,970</u>	<u>2,290,751</u>
Total liabilities and net assets	<u><u>\$4,507,948</u></u>	<u><u>\$2,690,088</u></u>

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

BRIDGE PREPARATORY CHARTER SCHOOL
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2022
(With comparative totals for the year ended June 30, 2021)

	<u>6/30/22</u>	<u>6/30/21*</u>
Without donor restrictions:		
Public support and revenue:		
Public school district revenue: (Note 3)		
Resident student enrollment	\$3,263,390	\$2,386,204
Students with special education services	<u>2,062,822</u>	<u>1,582,925</u>
Subtotal public school district revenue	5,326,212	3,969,129
Government grant - Paycheck		
Protection Program (Note 6)	0	136,000
Other government grants	298,023	105,831
Contributions	32,347	5,000
In-kind contribution (Note 2g)	450,000	450,000
Other income	<u>13,801</u>	<u>3,352</u>
Total public support and revenue	<u>6,120,383</u>	<u>4,669,312</u>
Expenses:		
Program services:		
Regular education	1,311,223	959,279
Special education	<u>2,186,818</u>	<u>1,678,686</u>
Total program services	3,498,041	2,637,965
Supporting services - management and general	<u>762,123</u>	<u>470,276</u>
Total expenses	<u>4,260,164</u>	<u>3,108,241</u>
Change in net assets	1,860,219	1,561,071
Net assets - beginning of year	<u>2,290,751</u>	<u>729,680</u>
Net assets - end of year	<u><u>\$4,150,970</u></u>	<u><u>\$2,290,751</u></u>

* Restated - See Note 2g

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

BRIDGE PREPARATORY CHARTER SCHOOL
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2022
(With comparative totals for the year ended June 30, 2021)

	Program Services			Supporting Services		
	Regular Education	Special Education	Total Program Services	Management and General	Total Expenses 6/30/22	Total Expenses 6/30/21*
Salaries	\$797,632	\$1,274,946	\$2,072,578	\$347,353	\$2,419,931	\$1,679,686
Payroll taxes and benefits	159,614	255,129	414,743	69,509	484,252	347,844
Total personnel costs	957,246	1,530,075	2,487,321	416,862	2,904,183	2,027,530
Professional fees			0	193,597	193,597	144,642
Professional development	65,637	105,317	170,954	28,049	199,003	167,873
Student and staff recruitment	458	732	1,190	7,490	8,680	24,633
Curriculum and classroom expenses	34,662	145,345	180,007		180,007	93,254
Supplies and materials	4,086	6,531	10,617	1,779	12,396	42,330
Office expenses	42,084	67,267	109,351	18,326	127,677	22,582
Insurance	14,963	23,917	38,880	6,516	45,396	28,039
IT and communications	8,094	12,937	21,031	3,524	24,555	27,319
In-kind occupancy and facility costs (Note 2g)	148,324	237,083	385,407	64,593	450,000	450,000
Non-capitalized equipment and furnishings	248	395	643	108	751	6,257
Other expenses	1,836	3,537	5,373	6,653	12,026	3,809
Bad debt			0		0	6,285
Depreciation	33,585	53,682	87,267	14,626	101,893	63,688
Total other than personnel costs	353,977	656,743	1,010,720	345,261	1,355,981	1,080,711
Total expenses	\$1,311,223	\$2,186,818	\$3,498,041	\$762,123	\$4,260,164	\$3,108,241

* Restated - See Note 2g

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

BRIDGE PREPARATORY CHARTER SCHOOL
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED JUNE 30, 2022
(With comparative totals for the year ended June 30, 2021)

	<u>6/30/22</u>	<u>6/30/21</u>
Cash flows from operating activities:		
Change in net assets	\$1,860,219	\$1,561,071
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation	101,893	63,688
Changes in assets and liabilities:		
Government grant receivable/advance - per pupil funding	(195,720)	130,241
Government grants receivable - other	(97,384)	210,836
Prepaid expense and other assets	80,387	(80,387)
Accounts payable and accrued expenses	76,749	8,142
Paycheck Protection Program loan	0	(136,000)
Total adjustments	<u>(34,075)</u>	<u>196,520</u>
Net cash provided by operating activities	<u>1,826,144</u>	<u>1,757,591</u>
Cash flows from investing activities:		
Purchases of furniture and fixtures	<u>(54,926)</u>	<u>(119,316)</u>
Net cash used for investing activities	<u>(54,926)</u>	<u>(119,316)</u>
Net increase in cash, cash equivalents and restricted cash	1,771,218	1,638,275
Cash, cash equivalents and restricted cash - beginning of year	<u>2,367,349</u>	<u>729,074</u>
Cash, cash equivalents and restricted cash - end of year	<u><u>\$4,138,567</u></u>	<u><u>\$2,367,349</u></u>
Cash, cash equivalents and restricted cash:		
Cash and cash equivalents	\$4,063,147	\$2,307,106
Restricted cash	<u>75,420</u>	<u>60,243</u>
	<u><u>\$4,138,567</u></u>	<u><u>\$2,367,349</u></u>

No taxes or interest were paid.

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

BRIDGE PREPARATORY CHARTER SCHOOL
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022

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 2021-2022 fiscal year with an average enrollment of approximately 190 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 the following programs:

- Regular Education – Instruction provided to all students.
- Special Education – Instruction that is specially designed to meet the unique needs of students with disabilities.

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

The School reports information regarding their financial position and activities according to the following classes of net assets:

- *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 for a specific purpose or the passage of time. There were no net assets with donor restrictions at June 30, 2022 or June 30, 2021.

c. Revenue Recognition

The School follows the requirements of the Financial Accounting Standards Board's ("FASB") Accounting Standards Codification ("ASC") 968-605 for recording contributions, which 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.

Contributions may be subject to conditions which are defined as both a barrier to entitlement and a right of return or release from obligations and are recognized as income once conditions have been substantially met. Conditional pledges that have not been recognized amounted to \$220,000 at June 30, 2022. The pledges are conditional upon achieving certain performance goals and incurring qualifying expenditures.

The School's public-school district revenue and other government grants are primarily conditional, non-exchange transactions, and fall under FASB ASC 958-605. Revenue from these transactions is recognized based on rates established by the School's funding sources and when performance related outcomes are achieved, or qualifying expenditures are incurred, as well as other conditions under the agreements are met.

Contributions and grants expected to be received within one year are recorded at net realizable value. Long-term pledges are recorded at fair value using a risk adjusted discounted rate. Pledges are reviewed for collectability. Based on knowledge of specific donors and factoring in historical experience, no allowance for doubtful accounts exists as of June 30, 2022 or June 30, 2021. Write-offs will be made directly to operations in the period the receivable is deemed to be uncollectable. Conditional contributions are recognized as income when the conditions have been substantially met.

d. Cash and Cash Equivalents

Checking and money market accounts with local banks and highly liquid debt instruments purchased with a maturity of three months or less are considered to be cash and cash equivalents for purposes of the accompanying statement of cash flows. Cash maintained in escrow per requirements of the NYCDOE are treated as restricted cash.

e. Concentration of Credit Risk

Financial instruments which potentially subject the School to a concentration of credit risk consist of checking and money market accounts which have been placed with financial institutions 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. Contributed Space

The School's operations are located in a facility provided by the NYCDOE at no charge. The School utilizes approximately 10,000 square feet and recognizes in-kind contribution revenue and a corresponding expense in an amount approximating the estimated fair value at the time of the donation. Fair value is estimated using the average price per square foot of rental listings in the School's service area. The total amount recognized for donated facilities is approximately \$450,000 for both years ended June 30, 2022 and June 30, 2021.

In-kind contributions on the statement of activities and in-kind occupancy and facility costs on the statement of functional expenses for the year ended June 30, 2021 were restated to reflect this amount.

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
- In-kind occupancy and facility costs
- 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. Advertising Costs

The cost of advertising is expensed as incurred.

j. Use of Estimates

The preparation of financial statements in accordance with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Actual results could differ from those estimates.

k. 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.

l. Accounting for Uncertainty of Income Taxes

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

m. 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 year-ended June 30, 2021 from which the summarized information was derived.

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

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

	<u>6/30/22</u>	<u>6/30/21</u>
Beginning (advance payable)/receivable	(\$119,108)	\$11,133
Funding based on allowable FTEs	5,326,212	3,969,129
Advances received	(5,130,492)	(4,093,085)
Written off	<u>0</u>	<u>(6,285)</u>
Ending receivable/(advance payable)	<u>\$76,612</u>	<u>(\$119,108)</u>

Note 4 - Restricted Cash

An escrow account has been established to meet the requirement of the NYCDOE. 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>6/30/22</u>	<u>6/30/21</u>
Furniture and fixtures	\$356,064	\$301,138
Less: accumulated depreciation	<u>(198,893)</u>	<u>(97,000)</u>
Total fixed assets, net	<u>\$157,171</u>	<u>\$204,138</u>

Note 6 - Paycheck Protection Program Loan

During the year ended June 30, 2020, the School obtained a loan from the Small Business Administration through the Paycheck Protection Program. Terms of the loan indicated that if certain conditions were met, which included maintaining average work forces during periods subsequent to receipt of the loan funds that were not less than pre-determined historical periods, that the loan, or a portion thereof, would be forgiven. The conditions for forgiveness on this loan were met during the year ended June 30, 2021, and the full amount was forgiven and recognized as revenue during fiscal year 2021.

Note 7 - Significant Concentrations

The School and the NYCDOE signed an agreement, which permits the school to operate the charter. Approximately 88% and 86% of the School's total public support and revenue was received from the NYCDOE in 2022 and 2021. If the NYCDOE were to discontinue funding, it would have a severe economic impact on the School's ability to operate.

Note 8 - 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 \$42,000 and \$27,000 have been included in payroll taxes and employee benefits in the accompanying financial statements for the periods ended June 30, 2022 and 2021, respectively.

Note 9 - Availability and Liquidity

The School's financial assets available to meet cash needs for general expenditures within one year are \$4,275,357, which consist of cash and cash equivalents of \$4,063,147 and government grants receivable due within one year of \$212,210 at June 30, 2022. 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 10 - Subsequent Events

Subsequent events have been evaluated through October 6, 2022, the date the financial statements were available to be issued. There were no material events that have occurred that require adjustment to or disclosure to the financial statements.

Note 11 - 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 these 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.

**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 AUDITORS' 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, 2022, 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 6, 2022.

Report on 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.

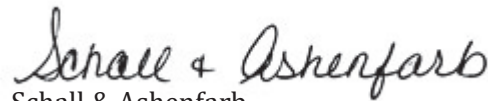
Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the School's financial statements are free from 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 6, 2022

**BRIDGE PREPARATORY CHARTER SCHOOL
SCHEDULE OF FINDINGS AND RESPONSES
JUNE 30, 2022**

Current Year:

None

Prior Year:

None – There were no findings in the prior year.

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

Observations and Recommendations

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

As a result of the audit for the year ended June 30, 2022, we want to provide you with an update on a recommendation we made during prior audits:

Debit Card Usage

During past audits, 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.

Follow-up as of June 30, 2022: *Management informed us that they were able to switch to a credit card after year-end. We will revisit this issue during next year's audit.*

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
Schall & Ashenfarb
Certified Public Accountants, LLC

October 6, 2022

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, 2022 and have issued our report thereon dated October 6, 2022. 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 21, 2022, 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.

The School's operations are located in a facility provided by NYC DOE at no charge. The fair value of the in-kind rent received related to this space was valued at \$400,000 for both years ended June 30, 2022 and June 30, 2021. This value was not determined in past years, so in-kind contributions on the statement of activities and in-kind occupancy and facility costs on the statement of functional expenses for the year ended June 30, 2021 were restated to reflect this amount.

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
- Fair value of in-kind contribution
- 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:

Accounting and Auditing Updates

FASB New Accounting Standard – Accounting Standards Update No. 2020-07

In September 2020, the Financial Accounting Standards Board (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. 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.
- The footnotes will disclose:
 - Desegregation of the amount contributed.
 - Whether nonfinancial GIKs were sold or utilized and description of the program/activities in which those assets were used.
 - NFP's policy (if any) for monetizing rather than utilizing contributed nonfinancial assets.
 - A description of any donor restrictions associated with the contributed nonfinancial assets.
 - 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.

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 present value of the total obligations created by that lease.

ASU No. 2020-05 delayed the required adoption date of this new standard (ASU No. 2016-02 and related ASUs) until fiscal years beginning on or after December 15, 2021, which for practical purposes will be years ending December 31, 2022, or June 30, 2023. 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.

Auditing Standards Changes

During 2019 and 2020, the Auditing Standards Board (ASB) issued new Statements on Auditing Standards (SASs) Nos. 134-140. As amended by SAS No. 141, Amendment to the Effective Dates of SAS Nos. 134–140, the new standards are effective for audits of financial statements for fiscal years ending on or after December 15, 2021 (calendar year-end 2021 and fiscal year-end 2022 financial statements).

These standards impact several aspects of an audit. Some of the most significant changes are:

- **SAS 134**
 - Addresses changes to the auditor's report. The auditor's report will start with the opinion followed by basis of opinion. Users of the audited financial statements will benefit from added visibility of the opinion as it will be at the front of the report. In addition, the new report has enhanced descriptions of the responsibilities of management and auditors.
 - Introduces Key Audit Matters (KAM) reporting. The presentation of KAM is not required, however, NFPs may engage their auditors to perform additional procedures and report on KAM. KAM might include areas of higher risk of material misstatement, areas of the financial statements that involve significant judgment or significant events or transactions occurring during the current year audit.
- **SAS 135**
 - Enhances audit quality by heightening the auditor's focus on related party transactions and significant unusual transactions. Communications to those charged with governance will include required significant unusual transactions and related party communication.
- **SAS 137**
 - Addresses auditor's responsibilities relating to an NFPs annual report providing for performance, documentation, and reporting requirements. The auditor's main responsibility under this standard is to consider whether a material inconsistency exists between the information reported in an annual report and the audited financial statements and to remain alert for indications that a material misstatement of fact exists.

IRS Updates

CHAR500

The new threshold for submitting financial statements with the annual filing (CHAR500) is effective starting with fiscal years **beginning** on or after July 1, 2021, as follows:

- Organizations with total revenues greater than \$1 million will be required to submit audited financial statements with the CHAR500 filing.
- Organizations with total revenues between \$250,000 and \$1 million will be required to submit a review report with the CHAR500 filing.

Schedule B No Longer Required with CHAR 500

The New York Attorney General's Charities Bureau has suspended its collection of IRS Form 990 Schedule B while it reviews any amendments that may be necessary to its policies, procedures, and forms in order to comply with the U.S. Supreme Court's decision in *Americans for Prosperity Foundation v. Bonta* (594 U.S. __, 2021). Annual filings will no longer require disclosure information that identifies donors. Any notices that charities have received regarding a deficiency due to missing or incomplete Schedule Bs are no longer operative as to such deficiency, and annual filings will no longer be considered deficient in such regard.

2020 Form 990-T

The Form 990-T has been revised for tax year 2020 to allow for e-filing in calendar year 2021 (reporting on tax year 2020), as required by the Taxpayer First Act. Revisions are also being made to improve its utility for reporting unrelated business taxable income consistent with the 'silo' rules of Section 512(a)(6) as put in place by the Tax Cuts and Jobs Act. The 2020 Form 990-T separates the tax computation (which will be on Form 990-T) from reporting of separate unrelated trades or businesses, which will be on as many Schedules A (Form 990-T) as the organization needs.

Additionally, the Treasury Department and the IRS issued final regulations under IRC Section 512(a)(6), which requires an exempt organization subject to the unrelated business income tax that has more than one unrelated trade or business to calculate unrelated business taxable income, separately with respect to each such trade or business. The final regulations provide guidance on how an exempt organization subject to the UBIT determines if it has more than one unrelated trade or business, and if so, how it calculates UBIT.

Tax Exempt & Government Entities FY 2021 Program Letter

The IRS TE/GE Entities Division released its program letter which details the main priorities of the division for the upcoming fiscal year. One of the key issues within the division continues to be the review of worker classification to ensure organizations are not reducing their tax burden by incorrectly treating workers as independent contractors instead of employees. Worker misclassification results in employers underreporting and underpaying Federal Insurance Contributions Act (FICA) and Federal Income taxes and may also result in incorrect exclusion from employer retirement plans.

Consolidated Appropriations Act: Charitable Giving Impact

Signed into law on December 27, 2020, the legislation extended through 2021, several areas of the CARES Act that relate to charitable giving including: the increased deduction limitation related to certain types of donations of food inventory, above-the-line charitable contribution deductions for non-itemizers and the increased deduction limitations for cash contributions.

Government Auditing Updates

2021 Compliance Supplement

In August 2021, the Office of Management and Budget (OMB) released the *2021 OMB Compliance Supplement*. This Supplement is effective for audits of fiscal years beginning after June 30, 2020, e.g., fiscal years ending on June 30, 2021, and later.

Some of the most significant highlights are:

- **Overview**
 - The Compliance Supplement is the primary document for the programs that are subject to the Uniform Guidance (UG).
 - OMB will be releasing two Addenda to the 2021 Supplement later in 2021, primarily to address new programs established by the American Rescue Plan.
 - A 6-month audit submission extension has been provided by OMB to all entities for fiscal years through June 30, 2021.
 - Entities with a fiscal year-end of December 31, 2020 - the single audits were due on September 30, 2021 and are now extended to March 31, 2022.
 - Entities with a fiscal year-end of June 30, 2021 - the single audits were due on March 31, 2022 and are now extended to September 30, 2022.
- **Part 2, Matrix of Compliance Requirements**
 - Changes to the compliance requirements are identified in bold and yellow highlighting.
- **Part 3, Compliance Requirements**
 - Updated to reflect the August 2020 revisions to the Uniform Guidance.
 - Incorporates into the Reporting section a new reporting requirement relating to recipient reporting under the Federal Funding Accountability and Transparency Act (FFATA), along with guidance on when auditors must test FFATA.
 - Clarifies key requirements for the Provider Relief Fund program, including the amount and timing of expenditures and lost revenues to be reported on the SEFA and what the auditor is required to test.
- **Part 4, Agency Program Requirements**
 - There are several program additions and deletions as well as many programs with significant changes.

- Identifies several programs as higher-risk programs, including the Education Stabilization Fund, the Coronavirus Relief Fund and the Provider Relief Fund and Medicaid Cluster.
- Identified new American Rescue Plan (ARP) programs as high risk.
- ***Part 5, Clusters***
 - The Student Financial Assistance cluster has numerous compliance requirement changes.
 - Note that Appendix VII states that there will be no other clusters formed by the ARP nor will any ARP numbers be added to existing clusters.
- ***Appendix V***
 - Provides an overview of the changes made from the 2020 Supplement.
- ***Appendix VII***
 - Provides additional guidance on COVID-19 funding.
 - Provides an indication of the programs that may be included in the Addenda.

Reminder of the Changes to Uniform Guidance

In August 2020, OMB issued revisions to the Uniform Guidance (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 in their entire life history. With the change, if the entity does not have a **current** federal indirect cost rate, then they are now eligible for the de minimis rate.

Shuttered Venue Operators Grant

Shuttered Venue Operators Grant (SVOG) is subject to Single Audit under UG. Under the terms of the SVOG, recipients are not required to repay the funding so long as funds are used for eligible expenses. Not-for-profit entities should account for government grants in accordance with the contributions model in the FASB Accounting Standards Codification (ASC) subsection 958-605, *Not-for-Profit Entities – Revenue Recognition*. Because entitlement to the payments is conditioned upon having incurred eligible expenses (a barrier) and because noncompliance with the terms of the grant is grounds for recoupment by the SBA (right of return), the payments are considered conditional contributions under ASC 958-605. Thus, contribution revenue would be recognized only to the extent that eligible expenses have been incurred.

The Organization will need to evaluate their individual facts and circumstances to determine the extent to which conditions have been substantially met at a given reporting date.

Legislative/Regulatory Updates

Accounting considerations for Paycheck Protection Program

The Paycheck Protection Program (PPP) was established by the Coronavirus Aid, Relief, and Economic Security (CARES) Act to provide funds for businesses to keep their workers on the payroll. The funds were provided in the form of low-interest loans that are guaranteed by the Small Business Administration (SBA). Terms of the loan indicate that if certain conditions are met, which include maintaining average work forces during periods subsequent to receipt of the loan funds that are greater than pre-determined historical periods, that the loan, or a portion thereof, would be forgiven. Portions that are not forgiven will be payable over a five-year period, with a ten-month deferral of payments and interest will accrue at 1%.

Given the unique nature of these loans, questions have arisen as to how a borrower should account for the loan in accordance with US Generally Accepted Accounting Principles (GAAP). There are two existing models that a NFP entity may choose from.

The loan can be accounted for as a financial liability in accordance with ASC 470, Debt, and interest, if material, should be accrued. Following the guidance in ASC 470, a borrower would recognize the entire loan amount as a liability. A loan is removed as a liability at the time payment is made or the loan gets forgiven.

Many NFP's view this loan as a grant that is expected to be forgiven. NFP's can account for the PPP loan in accordance with ASC 958-605 as a conditional contribution, whereby revenue is not recognized until the conditions are substantially met or explicitly waived. Under this model, the proceeds from a PPP loan would initially be recognized as a refundable advance, a liability, until the conditions for forgiveness are substantially met. The borrower needs to identify what the conditions are, which include satisfying the requirement to maintain levels of workforce and incur allowable expenses, and in some cases the submission of the application or forgiveness. Under this recognition model, NFPs should carefully track costs that are eligible for forgiveness, and understand that costs funded by other grants, contracts and contributions may not be allowable for forgiveness under the concept of double dipping. Therefore, NFPs should keep internal records of which costs are being applied to PPP forgiveness, government grants and private grants (preferably in the accounting system) to reduce the risk that the same costs are not charged to other funding sources.

Employee Retention Tax Credit (ERTC):

- **General overview:**
 - Available to all employers, but there are certain tests that need to be met and different calculations for the credit based on FTE in 2019.
 - There are also two different versions of the credit for each year it is offered – 2020 and 2021.
- **Eligibility** – To qualify for ERTC, employers must experience **either of the following**:
 - Employer must experience gross receipts reductions of $\geq 50\%$ of the comparable quarter in 2019 and gross receipts reductions of $\geq 20\%$ of the comparable quarter in 2020.
 - Full or partial suspension of business by the government due to COVID-19.
- **Gross receipts defined:**
 - Solely for purposes of determining eligibility for the Employee Retention Credit, gross receipts for a tax-exempt employer include gross receipts from all operations, not only from activities that constitute unrelated trades or businesses. For example, gross receipts for this purpose include amounts received by the organization from total sales (net of returns and allowances) and all amounts received for services, whether or not those sales or services are substantially related to the organization's exercise or performance of the exempt purpose or function constituting the basis for its exemption. Gross receipts also include the organization's investment income, including from dividends, rents, and royalties, as well as the gross amount received as contributions, gifts, grants, and similar amounts, and the gross amount received as dues or assessments from members or affiliated organizations.
 - PPP loan forgiveness is not considered part of gross income.
- **Suspension:**
 - What are not considered suspensions?
 - Ability to resume similar activity by telecommuting
 - A reduction of demand for products or services
 - Voluntary suspensions
 - Partial suspension is defined as closure of the workplace that causes the employer to suspend business operations for certain purposes, but not others:
 - Every case is unique
 - Examples of partial suspension: A physical therapy facility is shut down due to government order. Prior to the shutdown, none of the employees provided services via telework and all services were rendered at the workplace. Due to the shutdown, the facility moved to an online format to serve clients remotely, but employees are unable to access specific equipment or tools and not all clients can be served remotely. Due to these factors, this is considered a partial suspension since access to the equipment is essential to the employer's operations and the business operations could not continue in a comparable manner.

- **Credit calculation:**
 - 2020 version: 50% of qualifying wages up to \$10k per employee for the period of 03/13/20 to 12/31/20.
 - 2021 version: 70% of qualifying wages up to \$10k per employee per quarter.
- **How do you receive the credit?**
 - Claim the credit on Form 941 or 941-X (if amending a previously filed return for the credit).
 - Request an advance of the credit by filing Form 7200, but there is administrative work needed in reconciling the advance against the credit.
- **Interaction with PPP:**
 - Initially, PPP and ERTC were mutually exclusive when introduced by the CARES Act.
 - With the enactment of the Consolidated Appropriation Act (CAA), the initial restrictions for PPP and ERTC were removed, so employers could qualify for both programs.
 - There is no double benefit on the same eligible expenses, so it becomes an optimization effort

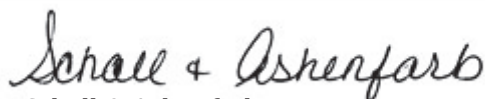
COVID-19 EIDL

US Small Business Administration (SBA) offers working capital low-interest fixed rate loan to help overcome the effects of the pandemic. The loan is intended to help with making regular payments for operating expenses, including payroll, rent/mortgage, utilities, and other ordinary business expenses, and to pay business debt. The loan should be repaid over 30-year period with the interest at 2.75%. Payments are deferred for the first 2 years (during which interest will accrue), and payments of principal and interest are made over the remaining 28 years. To apply visit www.sba.gov.

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 6, 2022



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

June 21, 2022

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, 2022.

We will audit the statement of financial position of Bridge Preparatory Charter School as of June 30, 2022, 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

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

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 included in the flat rate charges built into your fee. 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

In addition, Management is responsible for the information included in the annual report and agrees: 1) to provide written acknowledgment regarding which document or documents comprise the annual report and the entity's planned manner and timing of the issuance of such documents prior to the start of the audit 2) to provide the final version of all documents comprising the annual report, including other information, prior to the date of the auditor's report so that required audit procedures can be completed prior to the issuance of the auditor's report. If obtaining the final version of these documents is not possible prior to the date of the auditor's report, that the documents will be provided as soon as practicable, and the Organization will be prohibited from issuing the annual report prior to providing them to the auditor. 3) to provide a reconciliation between amounts within the other information and the financial statements.

Posting of Audit Report and Financial Statements on Your Web Site

With regard to publishing the financial statements on your website, you understand that websites are a means of distributing information and therefore, we are not required to read the information contained in those sites or to consider the consistency of other information on the website with the original document. 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.

We will provide copies of our reports to the Organization; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

Fee and Deliverables of Documents

Our fee will be \$16,650 (\$16,500 plus a flat rate of **\$150** for confirmations processed during the audit. *No additional fees will be billed for confirmation processing*). 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 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**

EXHIBIT 1

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

RESPONSE:

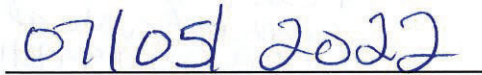
This letter correctly sets forth the understanding of Bridge Preparatory Charter School for the year ended June 30, 2022.



Officer signature



Title



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 black ink that reads "Lutz, Selig & Zeronda L.L.P." in a cursive script.



"Connecting Students to Literacy"

Timothy Castanza, Executive Director

October 6, 2022

Schall & Ashenfarb, CPA's, LLC

307 Fifth Avenue, 15th 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, 2022, 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 6, 2022, 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 21, 2022, 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 relevant to the preparation and fair presentation of financial statements that 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.



“Connecting Students to Literacy”

Timothy Castanza, Executive Director

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.
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. There are no events subsequent to the date of the financial statements which require adjustment to or disclosure in the financial statements to be in accordance with the requirements of U.S. GAAP.
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. There was one material concentration, related to New York City Department of Education funding, which has 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 have assumed all management responsibilities. We have reviewed, approved, and accepted 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.

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

718.274.3437



"Connecting Students to Literacy"

Timothy Castanza, Executive Director

- b) Additional information that you have requested from us for the purpose of the audit.
 - 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.
 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, regulations and provisions of contracts and grant agreements that we believe have a direct and material effect on the determination of financial statement amounts or other financial data significant to the audit objectives.



"Connecting Students to Literacy"

Timothy Castanza, Executive Director

12. 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.
13. 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
14. 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.
15. 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.
16. 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.
17. We have no plans or intentions to discontinue the operations of any program or discontinue any significant services or activities.
18. Management doesn't intend to prepare and issue the other information included in the annual report as defined by AU-C 720. The standard defines other information as a document, or combination of documents, typically prepared on an annual basis by management or those charged with governance in accordance with law, regulation, or custom, the purpose of which is to provide owners (or similar stakeholders) with information on the entity's operations and the entity's financial results and financial position as set out in the financial statements.

A handwritten signature in blue ink, appearing to be "TC", is written over a horizontal line.

Timothy Castanza

Executive Director

715 Ocean Terrace-Building E—Staten Island, New York 10301
718.274.3437



"Connecting Students to Literacy"

Timothy Castanza, Executive Director

A handwritten signature in blue ink, appearing to read "F. Ebanks", is written over a horizontal line.

Fahron Ebanks

Director of Operations

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

Josh Moreau

Financial Consultant

Briage Preparatory Charter School **PROJECTED BUDGET FOR 2022-2023** **July 1, 2022 to June 30, 2023**

Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 156. This will populate the data in

Total Revenue	4,156,591	2,853,076	-	-
Total Expenses	1,829,585	2,804,641	-	10,332
Net Income	2,327,006	48,435	-	(10,332)
Actual Student Enrollment	91	139	-	-
Total Paid Student Enrollment	91	139	-	-

REVENUE **REVENUES FROM STATE SOURCES**

CY Per Pupil Rate

\$17,626.00

NYCDOE	4,056,444	-	-	-
School District 2 (Enter Name)	-	-	-	-
School District 3 (Enter Name)	-	-	-	-
School District 4 (Enter Name)	-	-	-	-
School District 5 (Enter Name)	-	-	-	-
	4,056,444	-	-	-

Special Education Revenue
 Grants
 Stimulus
 Other
 Other State Revenue

	-	2,570,228	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	4,056,444	2,570,228	-	-

TOTAL REVENUE FROM STATE SOURCES

REVENUE FROM FEDERAL FUNDING

IDEA Special Needs
 Title I
 Title Funding - Other
 School Food Service (Free Lunch)
 Grants
 Charter School Program (CSP) Planning & Implementation
 Other
 Other Federal Revenue

	-	129,875	-	-
	17,011	25,983	-	-
	8,113	12,393	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	42,794	65,366	-	-
	67,918	233,617	-	-

TOTAL REVENUE FROM FEDERAL SOURCES

LOCAL and OTHER REVENUE

Contributions and Donations, Fundraising
 Erate Reimbursement
 Interest Income, Earnings on Investments,
 NYC-DYCD (Department of Youth and Community Development)

	31,830	48,620	-	-
	-	-	-	-
	400	610	-	-
	-	-	-	-

Food Service (Income from meals)	-	-	-	-
Text Book	-	-	-	-
Other Local Revenue	-	-	-	-
TOTAL REVENUE FROM LOCAL and OTHER SOURCES	32,230	49,230	-	-
TOTAL REVENUE	4,156,591	2,853,076	-	-

EXPENSES

ADMINISTRATIVE STAFF PERSONNEL COSTS

Executive Management	No. of Positions	53,413	81,587	-	7,500
Instructional Management	-	-	-	-	-
Deans, Directors & Coordinators	3.00	115,784	176,856	-	-
CFO / Director of Finance	-	-	-	-	-
Operation / Business Manager	1.00	-	-	-	-
Administrative Staff	-	-	-	-	-
TOTAL ADMINISTRATIVE STAFF	5	169,197	258,443	-	7,500

INSTRUCTIONAL PERSONNEL COSTS

Teachers - Regular	29.00	779,159	1,190,145	-	-
Teachers - SPED	-	-	-	-	-
Substitute Teachers	-	-	-	-	-
Teaching Assistants	-	-	-	-	-
Specialty Teachers	1.00	25,923	39,597	-	-
Aides	-	-	-	-	-
Therapists & Counselors	3.00	84,717	129,403	-	-
Other	-	55,328	84,512	-	-
TOTAL INSTRUCTIONAL	33	945,128	1,443,656	-	-

NON-INSTRUCTIONAL PERSONNEL COSTS

Nurse	-	-	-	-	-
Librarian	-	-	-	-	-
Custodian	-	-	-	-	-
Security	-	-	-	-	-
Other	6.00	-	-	-	-
TOTAL NON-INSTRUCTIONAL	6	-	-	-	-
SUBTOTAL PERSONNEL SERVICE COSTS	44	1,114,324	1,702,100	-	7,500

PAYROLL TAXES AND BENEFITS

Payroll Taxes	100,289	153,189	-	675
Fringe / Employee Benefits	116,616	178,128	-	785
Retirement / Pension	22,287	34,042	-	150
TOTAL PAYROLL TAXES AND BENEFITS	239,192	365,359	-	1,610

TOTAL PERSONNEL SERVICE COSTS

	1,353,516	2,067,459	-	9,110
--	------------------	------------------	----------	--------------

CONTRACTED SERVICES

Accounting / Audit	-	-	-	-
--------------------	---	---	---	---

Legal	-	-	-	-
Management Company Fee	-	-	-	-
Nurse Services	-	-	-	-
Food Service / School Lunch	-	-	-	-
Payroll Services	3,536	5,401	-	24
Special Ed Services	-	10,000	-	-
Titlement Services (i.e. Title I)	14,243	21,757	-	-
Other Purchased / Professional / Consulting	124,860	190,720	-	-
TOTAL CONTRACTED SERVICES	142,639	227,878	-	24

SCHOOL OPERATIONS

Board Expenses	-	-	-	-
Classroom / Teaching Supplies & Materials	22,255	33,995	-	-
Special Ed Supplies & Materials	-	-	-	-
Textbooks / Workbooks	31,652	48,348	-	-
Supplies & Materials other	-	-	-	-
Equipment / Furniture	-	-	-	-
Telephone	-	-	-	-
Technology	16,222	24,778	-	-
Student Testing & Assessment	8,704	13,296	-	-
Field Trips	3,957	6,043	-	-
Transportation (student)	-	-	-	-
Student Services - other	15,826	24,174	-	-
Office Expense	28,091	42,909	-	-
Staff Development	155,937	238,189	-	1,050
Staff Recruitment	5,341	8,159	-	-
Student Recruitment / Marketing	15,826	24,174	-	-
School Meals / Lunch	4,352	6,648	-	-
Travel (Staff)	3,165	4,835	-	-
Fundraising	-	-	-	-
Other	-	-	-	-
TOTAL SCHOOL OPERATIONS	311,329	475,547	-	1,050

FACILITY OPERATION & MAINTENANCE

Insurance	22,100	33,757	-	149
Janitorial	-	-	-	-
Building and Land Rent / Lease	-	-	-	-
Repairs & Maintenance	-	-	-	-
Equipment / Furniture	-	-	-	-
Security	-	-	-	-
Utilities	-	-	-	-
TOTAL FACILITY OPERATION & MAINTENANCE	22,100	33,757	-	149

DEPRECIATION & AMORTIZATION

DISSOLUTION ESCROW & RESERVES / CONTINGENCY

TOTAL EXPENSES	1,829,585	2,804,641	-	10,332
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NET INCOME

2,327,006	48,435	-	(10,332)
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ENROLLMENT - *School Districts Are Linked To Above Entries*

NYCDOE

School District 2 (Enter Name)

School District 3 (Enter Name)

School District 4 (Enter Name)

School District 5 (Enter Name)

TOTAL ENROLLMENT

REGULAR EDUCATION	SPECIAL EDUCATION	TOTAL ENROLLED
91	139	230
		-
		-
		-
		-
91	139	230

REVENUE PER PUPIL

45,677	20,526	-
--------	--------	---

EXPENSES PER PUPIL

20,105	20,177	-
--------	--------	---

Assumptions		
DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable		
n row 10.		
MANAGEMENT &	TOTAL	
-	7,009,667	
733,980	5,378,538	
(733,980)	1,631,129	
	-	
	230	
SERVICES		
MANAGEMENT &	TOTAL	
GENERAL		
-	4,056,444	
-	-	
-	-	
-	-	
-	-	
-	-	
-	4,056,444	
-	2,570,228	
-	-	
-	-	
-	-	
-	6,626,672	
-	129,875	
-	42,994	
-	20,506	
-	-	
-	-	
-	-	
-	-	
-	108,160	
-	301,535	
-	80,450	
-	-	
-	1,010	
-	-	

-	-	
-	-	
-	-	
-	81,460	
-	7,009,667	
List exact titles and staff FTE"s (Full time equivalent)		
7,500	150,000	
-	-	
-	292,640	
-	-	
130,600	130,600	
-	-	
138,100	573,240	
-	1,969,304	
-	-	
-	-	
-	-	
-	65,520	
-	-	
-	214,120	
-	139,840	
-	2,388,784	
-	-	
-	-	
-	-	
-	-	
189,360	189,360	
189,360	189,360	
327,460	3,151,384	
29,471	283,625	
34,269	329,799	
6,549	63,028	
70,290	676,452	
397,750	3,827,836	
94,600	94,600	

20,000	20,000	
-	-	
-	-	
-	-	
-	-	
1,039	10,000	
-	10,000	
-	36,000	
-	315,580	
115,639	486,180	
25,000	25,000	
-	56,250	
-	-	
-	80,000	
-	-	
-	-	
-	-	
-	-	
-	41,000	
-	22,000	
-	10,000	
-	-	
-	40,000	
-	71,000	
45,824	441,000	
1,500	15,000	
-	40,000	
-	11,000	
-	8,000	
-	-	
6,000	6,000	
78,324	866,250	
6,494	62,500	
5,000	5,000	
-	-	
15,000	15,000	
13,000	13,000	
-	-	
-	-	
39,494	95,500	
102,772	102,772	
-	-	placed under Cash Flow Adjustment in the renewal application.
733,980	5,378,538	

[illegible]



Annual Financial Statement Audit Report

School Name:	Bridge Prep Charter School
Date (Report is due Nov. 1):	November 1, 2022
Primary District of Location (If NYC select NYC DOE):	New York City Department of Education
If located in NYC DOE select CSD:	NYCSD #31
School Fiscal Contact Name:	Josh Moreau, boostEd Finance
School Fiscal Contact Email:	
School Fiscal Contact Phone:	
School Audit Firm Name:	Schall & Ashenfarb, CPA's, LLC
School Audit Contact Name:	Joe Albano
School Audit Contact Email:	
School Audit Contact Phone:	
Audit Period:	2021-22
Prior Year:	2020-21

The following items are required to be included:

- 1.) The independent auditor's report on financial statements and notes.
- 2.) Excel template file containing the Financial Position, Statement of Activities, Cash Flow and Functional Expenses worksheets.
- 3.) Reports on internal controls over financial reporting and on compliance.

The additional items listed below should be included if applicable. Please explain the reason(s) if the items are not included. Examples might include: a written management letter was not issued; the school did not expend federal funds in excess of the Single Audit Threshold of \$750,000; the management letter response will be submitted by the following date (should be no later than 30 days from the submission of the report); etc.

Item	If not included, state the reason(s) below (if not applicable fill in N/A):
Management Letter	N/A
Management Letter Response	N/A
Form 990	On Extension
Federal Single Audit (A-133)	N/A
Corrective Action Plan	N/A

FILL IN GRAY CELLS
Bridge Prep Charter School
Statement of Financial Position
as of June 30

	2022	2021
<u>CURRENT ASSETS</u>		
Cash and cash equivalents	\$ 4,063,147	\$ 2,307,106
Grants and contracts receivable	212,210	38,214
Accounts receivables	-	-
Prepaid Expenses	-	80,387
Contributions and other receivables	-	-
Other current assets	-	-
TOTAL CURRENT ASSETS	4,275,357	2,425,707
<u>NON-CURRENT ASSETS</u>		
Property, Building and Equipment, net	\$ 157,171	\$ 204,138
Restricted Cash	75,420	60,243
Security Deposits	-	-
Other Non-Current Assets	-	-
TOTAL NON-CURRENT ASSETS	232,591	264,381
TOTAL ASSETS	4,507,948	2,690,088
<u>CURRENT LIABILITIES</u>		
Accounts payable and accrued expenses	\$ 356,978	\$ 280,229
Accrued payroll, payroll taxes and benefits	-	-
Current Portion of Loan Payable	-	-
Due to Related Parties	-	-
Refundable Advances	-	-
Deferred Revenue	-	119,108
Other Current Liabilities	-	-
TOTAL CURRENT LIABILITIES	356,978	399,337
<u>LONG-TERM LIABILITIES</u>		
Loan Payable; Due in More than One Year	\$ -	\$ -
Deferred Rent	-	-
Due to Related Party	-	-
Other Long-Term Liabilities	-	-
TOTAL LONG-TERM LIABILITIES	-	-
TOTAL LIABILITIES	356,978	399,337
<u>NET ASSETS</u>		
Unrestricted	\$ 4,150,970	\$ 2,290,751
Temporarily restricted	-	-
Permanently restricted	-	-
TOTAL NET ASSETS	4,150,970	2,290,751
TOTAL LIABILITIES AND NET ASSETS	4,507,948	2,690,088

EXIT IN GRAY CELLS
Bridge Prep Charter School
Statement of Activities
as of June 30

	2022			2021
	Unrestricted	Temporarily Restricted	Total	Total
OPERATING REVENUE				
State and Local Per Pupil Revenue - Reg. Ed	\$ 3,263,390	\$ -	\$ 3,263,390	\$ 2,386,204
State and Local Per Pupil Revenue - SPED	2,062,822	-	2,062,822	1,582,925
State and Local Per Pupil Facilities Revenue	-	-	-	-
Federal Grants	298,023	-	298,023	105,831
State and City Grants	-	-	-	-
Other Operating Income	-	-	-	-
Food Service/Child Nutrition Program	-	-	-	-
TOTAL OPERATING REVENUE	5,624,235	-	5,624,235	4,074,960
EXPENSES				
Program Services				
Regular Education	\$ 1,311,223	\$ -	\$ 1,311,223	\$ 809,909
Special Education	2,186,818	-	2,186,818	1,424,695
Other Programs	-	-	-	-
Total Program Services	3,498,041	-	3,498,041	2,234,604
Management and general	762,123	-	762,123	423,637
Fundraising	-	-	-	-
TOTAL EXPENSES	4,260,164	-	4,260,164	2,658,241
SURPLUS / (DEFICIT) FROM OPERATIONS	1,364,071	-	1,364,071	1,416,719
SUPPORT AND OTHER REVENUE				
Interest and Other Income	\$ -	\$ -	\$ -	\$ -
Contributions and Grants	32,347	-	32,347	5,000
Fundraising Support	-	-	-	-
Investments	-	-	-	-
Donated Services	-	-	-	-
Other Support and Revenue	463,801	-	463,801	139,352
TOTAL SUPPORT AND OTHER REVENUE	496,148	-	496,148	144,352
Net Assets Released from Restrictions / Loss on Disposal of Assets	\$ -	\$ -	\$ -	\$ -
CHANGE IN NET ASSETS	1,860,219	-	1,860,219	1,561,071
NET ASSETS - BEGINNING OF YEAR	\$ 2,290,751	\$ -	\$ 2,290,751	\$ 729,680
PRIOR YEAR/PERIOD ADJUSTMENTS	-	-	-	-
NET ASSETS - END OF YEAR	\$ 4 150 970	\$ -	\$ 4 150 970	\$ 2 290 751

CK - Should be zero - -

FILL IN GRAY CELLS
Bridge Prep Charter School
Statement of Cash Flows

as of June 30

	2022	2021
CASH FLOWS - OPERATING ACTIVITIES		
Increase (decrease) in net assets	\$ 1,860,219	\$ 1,561,071
Revenues from School Districts	-	-
Accounts Receivable	-	-
Due from School Districts	-	-
Depreciation	101,893	63,688
Grants Receivable	(212,717)	260,690
Due from NYS	-	-
Grant revenues	-	-
Prepaid Expenses	76,749	8,142
Accounts Payable	-	-
Accrued Expenses	-	-
Accrued Liabilities	-	-
Contributions and fund-raising activities	-	-
Miscellaneous sources	-	-
Deferred Revenue	-	-
Interest payments	-	-
Restricted Cash	-	-
Security Deposit	-	-
NET CASH PROVIDED FROM OPERATING ACTIVITIES	\$ 1,826,144	\$ 1,893,591
CASH FLOWS - INVESTING ACTIVITIES	\$	\$
Purchase of equipment	(54,926)	(119,316)
Other	-	-
NET CASH PROVIDED FROM INVESTING ACTIVITIES	\$ (54,926)	\$ (119,316)
CASH FLOWS - FINANCING ACTIVITIES	\$	\$
Principal payments on long-term debt	-	-
Other	-	(136 000)
NET CASH PROVIDED FROM FINANCING ACTIVITIES	\$ -	\$ (136 000)
NET (DECREASE) INCREASE IN CASH AND CASH EQUIVALENTS	\$ 1,771,218	\$ 1,638,275
Cash at beginning of year	2 367 349	729 074
CASH AND CASH EQUIVALENTS AT END OF YEAR	\$ 4 138 567	\$ 2 367 349

ELI IN GRAV FELS
Bridge Prep Charter School
Statement of Functional Expenses
as of June 30

	No. of Positions	2022										2021	
		Program Services					Supporting Services						
		Regular	Special	Other Education	Total		Fundraising	Management and	Total	Total			
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$		
Personnel Services Costs													
Administrative Staff Personnel	5.00	201,041	125,651	-	326,692	-	-	175,911	175,911	502,603	404,816		
Instructional Personnel	25.00	596,591	1,149,295	-	1,745,886	-	-	-	-	1,745,886	1,242,470		
Non-Instructional Personnel	6.00	-	-	-	-	-	-	171,442	171,442	171,442	32,400		
Total Salaries and Staff	36.00	797,632	1,274,946	-	2,072,578	-	-	347,353	347,353	2,419,931	1,679,686		
Fringe Benefits & Payroll Taxes		144,663	231,284	-	375,947	-	-	66,177	66,177	442,124	320,844		
Retirement		14,951	23,845	-	38,796	-	-	3,332	3,332	42,128	27,000		
Management Company Fees		-	-	-	-	-	-	-	-	-	-		
Legal Service		-	-	-	-	-	-	-	-	-	-		
Accounting / Audit Services		-	-	-	-	-	-	-	-	-	-		
Other Purchased / Professional /		-	-	-	-	-	-	193,597	193,597	193,597	144,642		
Building and Land Rent / Lease		148,324	237,083	-	385,407	-	-	64,593	64,593	450,000	-		
Repairs & Maintenance		-	-	-	-	-	-	-	-	-	-		
Insurance		14,963	23,917	-	38,880	-	-	6,516	6,516	45,396	28,039		
Utilities		-	-	-	-	-	-	-	-	-	-		
Supplies / Materials		38,748	151,876	-	190,624	-	-	1,779	1,779	192,403	135,584		
Equipment / Furnishings		248	395	-	643	-	-	108	108	751	6,257		
Staff Development		65,637	105,317	-	170,954	-	-	28,049	28,049	199,003	167,873		
Marketing / Recruitment		458	732	-	1,190	-	-	7,490	7,490	8,680	24,633		
Technology		8,094	12,937	-	21,031	-	-	3,524	3,524	24,555	27,319		
Food Service		-	-	-	-	-	-	-	-	-	-		
Student Services		-	-	-	-	-	-	-	-	-	-		
Office Expense		42,084	67,267	-	109,351	-	-	18,326	18,326	127,677	22,582		
Depreciation		33,585	53,682	-	87,267	-	-	14,626	14,626	101,893	63,688		
OTHER		1,836	3,537	-	5,373	-	-	6,653	6,653	12,026	10,094		
Total Expenses		\$ 1,311,223	\$ 2,186,818	\$ -	\$ 3,498,041	\$ -	\$ -	\$ 762,123	\$ 762,123	\$ 4,260,164	\$ 2,658,241		



Bridge Preparatory Charter School

Minutes

Board Meeting

Date and Time

Wednesday September 15, 2021 at 7:00 PM

Location

Join Zoom Meeting (Fully Remote Board Meeting)

<https://us02web.zoom.us/j/85362866716>

Meeting ID: 853 6286 6716

One tap mobile +16465588656,,85362866716# US (New York)

Dial by your location 646 558 8656

Trustees Present

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

Trustees Absent

A. Margolis

Guests Present

Becky Peters (remote), K. Baldassano (remote), M. Harmon-Vaught (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 Sep 15, 2021 at 7:02 PM.

C. Approve Minutes

L. Timoney made a motion to approve the minutes from Board Meeting on 06-16-21.

F. Santarpia seconded the motion.

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

D.

Welcome

R. Kerr welcomed the board members and guest attendees; welcome back to Executive Director Tim Castanza after his leave over the summer; she thanked all board members for everything they do and said we have an exciting year ahead;

L. Timoney introduced Mark Harmon-Vaught, director of the *Office of the President at Wagner College*, former special assistant to the superintendent, project manager, and acting chief of staff at *KIPP NYC Public Schools*. M. Harmon-Vaught will be joining our board as a new member: He spoke briefly about his family's history in the education field, particularly his grandfather who was his mentor, a special education teacher and administrator; he believes all children have the right to learn and should have that opportunity; he is looking forward to working with our board members.

L. Timoney then introduced Becky Peters, a professor at *Fordham University Gabelli School of Business*, finance associate for *NYC Charter School of the Arts* and financial manager at *Charter School Business Management (CSBM)*; B. Peters said she is excited to be here, to learn about *Bridge Prep Charter School* and get to know the board; she wants to see if it is the right fit for her.

II. Committee Reports

A. Executive Committee

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

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

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

***Reauthorization Task Force**, Laurel Gyimesi, Chair*

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

B. Academic Committee

R. Kerr gave the following report:

Starting at the October *Academic Committee* meeting, there will be presiding co-chairs;

A committee meeting was held yesterday morning; our Executive Director will cover most of what we discussed at that meeting, i.e., highlights of the school opening, staffing needs, after-school enrichment program, mental health & SEL initiatives, OG benchmarking assessment; starting in October we will begin reviewing our academic Dashboard report at each board meeting.

The next Academic Committee meeting will be October 13th at 9:15 AM.

Future *Academic Committee* meetings will be the 2nd Wednesday of each month at 9:15 AM.

C. Finance Committee

G. Winn gave the following report:

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

The next *Finance Committee* meeting will be October 11th at 4 PM.

Future *Finance Committee* meetings will be on the 2nd Monday of each month at 4 PM

(adjustments to meeting dates/times can be made for convenience of committee members)

D. Board Development & Governance

L. Gyimesi gave the following report:

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

The next *Governance Committee* meeting will tentatively be October 7th at 9 AM.

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

E. ED Support & Evaluation

L. Timoney gave the following report:

We received an email today from *NYS Education Department* approving Geena Kuriakose as a *Board of Trustees* member with full voting privileges.

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

III. Votes

A. Resolution to appoint Board Member

L. Timoney made a motion to Approve Resolution #10 - Selecting Mark Harmon-Vaught as Member of Board of Trustees.

G. Winn seconded the motion.

The following resolution was read aloud and followed by an individual voice-vote of board members:

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

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

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

Roll Call:

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

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

B. Health & Safety Policy

L. Timoney made a motion to Approve the Bridge Prep Supplemental Health Policy Related to COVID-19 Vaccination and Testing.

R. Kerr seconded the motion.

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

Roll Call:

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

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

IV. Executive Director Update

A. ED's Report

T. Castanza welcomed back the board members and said it was good to see new faces on the board; he enjoyed his parental leave this summer but it is good to be back; we had a successful first day of school and have 65 new families joining us; we are now located in a split-site on the Petrides Campus, which requires adjustment and extra effort by staff and parents; the first few days of school are for students get comfortable - not much in academics covered yet. Our annual financial audit is being done by Schall & Ashenfarb and we expect the draft of their report to be sent to us within a week; we will review and share the audit report with the Finance Committee and for full board approval at the October meeting. We will finally receive our Start-Up Grant from the NYC Dept of Community & Youth Development (DYCD) soon; we will notify the Finance Committee of specific amounts once we receive them. Based on new guidelines we received related to space, health and safety, we decided to change course and move our grade 4 students to the new space instead of Grades 1 and 2; furniture from the DOE is experiencing significant delays so we borrowed furniture from other schools for opening day; Fresh painting is nearly complete and Bridge Prep specific branding will happen next week; our new *Interim Acting Director of Teaching and Learning*, Cheryl Otterbeck began on September 1st; we expect to post the permanent job position next week. F. Ebanks vetted several different vendors to overhaul our website; we have identified a group that can design and maintain our website; after final review of the proposal it will be brought to the board for contract approval at the October meeting. Summer professional development was successful; the *Singapore Math* program offered by Shelly DuBose was very well received and will be offered again in January. The *After-School Academic Enrichment Program* in ELA/Math/Science will focus on recovery from remote learning and will start in mid-October for 1 hour on Mondays/Wednesdays/Fridays. Social workers offer SEL class and they will focus on students' needs regarding the transition back to in-person learning.

B. Monthly Financials

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

V. School Update

A. Family Association Update

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

VI. Other Business

A. New Business

L. Timoney said that the *Board of Trustees* have all been assigned new email addresses which consist of their first initial and last name followed by @bridgeprepcharter.org

R. Illuzzi welcomed M. Harmon-Vaught to the *Board of Trustees* and recommends that he visit the school and speak to the families; she said it was exciting and wonderful to see the children back in school and hopes to see more of the board members; we are all really dedicated to our students and families and the happiness is obvious in our school.

G. Kuriakose attended professional development workshops over the summer and was very impressed; she is happy that this type of professional development is being done regularly to help teachers with curriculum planning, etc.

M. Casale is happy that the workshops were appreciated; and after devoting 30 years of her life to this, she is pleased to co-chair the *Academic Committee* with R. Kerr whom she thanked.

VII. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:07 PM.

Respectfully Submitted,
K. Baldassano



Bridge Preparatory Charter School

Minutes

Board Meeting

Date and Time

Wednesday October 20, 2021 at 7:00 PM

Location

Join Zoom Meeting

<https://us02web.zoom.us/j/85362866716>

Meeting ID: 853 6286 6716

One tap mobile +16465588656,,85362866716# US (New York)

Dial by your location 646 558 8656

Trustees Present

A. Volpe (remote), G. Kuriakose (remote), G. Winn (remote), L. Gyimesi (remote), L. Timoney (remote), M. Harmon-Vaught (remote), R. Kerr (remote)

Trustees Absent

F. Santarpia

Guests Present

C. Otterbeck (remote), Eric Shuffler (remote), K. Baldassano (remote), M. Casale (remote), T. Castanza (remote)

I. Opening Items

A. Record Attendance

NOTE: As defined in §102(1) of the *NYS Open Meetings Law* under the language of the law and judicial precedent, a member of a public body may not vote by phone. There are only two ways in which the members of a public body may cast votes or validly conduct a meeting: in person or via videoconferencing. Any other means of conducting a meeting or voting, i.e., by telephone, by mail, or by e-mail, would be inconsistent with the law.

Board Member Maria Casale was present via telephone/audio link-up and not video conferencing; therefore she is unable to vote on any board action at tonight's meeting.

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 Oct 20, 2021 at 7:00 PM.

C. Approve Minutes

L. Timoney made a motion to approve the minutes from Board Meeting on 09-15-21.

M. Harmon-Vaught seconded the motion.

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

D. Welcome

R. Kerr welcomed everyone and offered congratulations to Mark Harmon Vaught as the newest board member;

Amy Margolis resigned her position on the board due to the pandemic and family responsibilities and we thank her for being part of our board's founding; we could not have accomplished so much without her expertise; she hopes to contribute in the future on an advisory basis.

R. Kerr welcomed Eric Shuffler, a driving force in innovations for our community; Mr. Shuffler spoke briefly to say that he is one of the owners of the entity bringing a new minor league baseball team back to Staten Island; he is partnered with John Catsimatidis and others; they hope to turn the Staten Island stadium into a year-round entertainment center for use by the community; Mr. Schuffler lives on the upper West side of Manhattan, was a PTA president and helped start a neighborhood school; he has a 14-year-old dyslexic son and wants to help other families to access some of the educational benefits that his son received. R. Kerr thanked him and said that she hopes he will be involved with our school, our board and our community.

II. Committee Reports

A. Executive Committee

R. Kerr reported that the *Executive Committee* met on October 12th and the following topics were discussed: the committee co-chair structure and meeting schedules - the meeting schedules are available online; a welcome package for new board members was discussed; a possible retreat planned; a structured approach to recruiting new board members; ED support and evaluation; reaching mutual goals with the ED to hopefully grow as an organization.

The next *Executive Committee Meeting* will be November 2nd at 7:45 am.

B. Academic Committee

R. Kerr & M. Casale reported that the *Academic Committee* met on October 13th and discussed the following topics: a school staffing profile; the impact of the COVID mandate; the hiring status for the *Director of Teaching & Learning* (DTL) - a still vacant position - and changing the hiring profile to invite DTL candidates to spend a day visiting our school; an update on the Building A expansion; the after-school COVID related recovery program; status of IEP mandated services and how these were impacted by staff vacancies; the citywide impact of COVID on school busing; a dashboard presentation was given, including baseline OG data. Executive Director T. Castanza was invited to speak about the dashboard presentation given at the last *Academic Committee* meeting.

T. Castanza reviewed each page of the October dashboard with the board and focused on 2 sections: special education data and baseline Orton Gillingham assessment data; the OG data represents the average score (per grade) on each metric of the assessment; the growth of this data will be monitored between now

and January; the November dashboard will include F&P assessments; MAP (ELA & math) assessments; attendance data for the first 2 months and school demographic data.

The next *Academic Committee Meeting* will be November 10th at 9:15 am.

C. Finance Committee

G. Winn & L. Timoney reported that the *Finance Committee* met on October 4th and the following topics were discussed: we met with Schall & Ashenfarb who completed our school's audit which was clean; the audit report will need to be approved by the board before submission to NYSED; how approvals are made on recurring bills; a possible idea is an omnibus method of approving payments of recurring amounts specified in contracts - we may need to adjust the language of our financial procedures to allow this; we received some good advice from Schall & Ashenfarb about setting up a line of credit for the school; we are looking at our budgeting schedule for the coming year; also looking at the compliance calendar. The next *Finance Committee Meeting* will be on November 8th at 4:00 pm.

D. Board Development & Governance

L. Gyimesi & A. Volpe reported that the *Governance Committee* met on October 7th and the following topics were discussed: an orientation and welcome packet for new board members; our goals for the year; a board retreat with guest speakers, possibly in November; working on a task force on renewal of charter - looking into retaining a company to help us focus on strategic planning and renewing our charter - they will offer a presentation to the *Executive Committee* and will then give a presentation to the full board of trustees; a structured approach to board member recruitment; possibly bring guest speakers to some board meetings; would like to have some clarification on the Open Meetings Law especially if we return to in-person attendance at meetings - when are minutes necessary or not; maybe invite someone from the *NYC Charter Center* to come and speak to us regarding how other charter schools are handling some of the current issues of lack of staffing and support services, vaccination mandates, busing problems, etc. A. Volpe added that she spoke to Daniela at the *NYC Charter Center* and she will be happy to help us; an outreach to any other charter schools that specialize in dyslexia to see what they are doing.

The next *Governance Committee Meeting* will be November 4th at 8:00 am.

E. ED Support & Evaluation

L. Timoney reported that the *ED Support & Evaluation Task Force* is working on goals and expect to have a meeting very soon with more information.

F. Hiring Committee

T. Castanza reported that resumes for candidates for the Director of Teaching & Learning (DTL) position have been received and candidates were screened and we are near completion of the screening process; expect to have 3 final candidates presented to the Hiring Committee within a week; he expects there to be a decision or much progress by next month's meeting.

III. Votes

A. Motion to Amend 6/16/21 Minutes previously adopted

L. Timoney made a motion to to amend the minutes of the Board Meeting of June 16, 2021 to include the full and complete wording of Resolution #9 selecting Geena Kuriakose as a member of the Board of Trustees.

L. Gyimesi seconded the motion.

L. Timoney explained that NYSED requires that the full and complete wording of a board resolution selecting a new board member must appear in the body of the minutes of the meeting when the resolution vote was held. Because the previously approved minutes of June 16, 2021 reflect the actual vote on Resolution #9 selecting Geena Kuriakose to the Board of Trustees but did not contain the full and complete wording of the actual resolution, we must vote now to amend the minutes of June 16, 2021 to add and include the necessary wording.

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

B. Motion to approve updated Board Chart

L. Timoney made a motion to approve the Bridge Prep Charter School Board Member Chart as presented at tonight's meeting, with corrections to the email addresses listed for A. Volpe and G. Kuriakose.

G. Kuriakose seconded the motion.

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

C. Vote to Approve Audit

L. Timoney made a motion to approve the Bridge Prep Charter School Audit Report as prepared by Schall & Ashenfarb and presented to the Board of Trustees at tonight's meeting.

A. Volpe seconded the motion.

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

D. Vote to Approve BoardOnTrack Contract

L. Timoney made a motion to approve the Board-On-Track Renewal Membership Agreement for 2021-2022 as indicated by the agreement document presented to the Board of Trustees at tonight's meeting.

R. Kerr seconded the motion.

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

E. Vote to Approve Website Contract

L. Timoney made a motion to approve the Finals Creative and Deployment Services Package (contract) with a launch goal of January 31, 2022 as presented to the Board of Trustees at tonight's meeting.

A. Volpe seconded the motion.

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

IV. Executive Director Update

A. ED's Report

Executive Director T. Castanza gave the following report: this has been a tumultuous 8 weeks due to vaccine mandates, bus service disruptions, staff vacancies and other COVID-related issues; staff and teachers are working very hard and students and families are happy; current staff vacancies are 2 classroom teachers and 1 SETSS teacher - candidates are being reviewed; a social worker has been hired; the allocations of the ARP Grant of \$254,000 are being discussed for this school year; October is *Dyslexia Awareness Month* and our school is hosting a November screening of the film "Confetti" as part of the "1,000 Community Screening" movement - the film is the story of a parent learning to navigate the complexities of raising a child with dyslexia. More information can be found at <https://www.confettifilm.com/>.

B.

Monthly Financials

Monthly financial data was viewed by board members. There was no questions or discussion.

V. School Update

A. Family Association Update

A. Volpe gave the following report: the *Family Association Meeting* was held on October 4th; a "*Trunk or Treat*" event will be on October 24th from 10am-1pm in the parking lot near Building C at Petrides; there will be breakfast, pumpkin decorating, balloons, costumes, contests, raffles, Sundog Theater and trick or treating; Two book vending machines are now operational in our school sites - coins and tokens earned by students can be used to purchase a book - students are excited about the vending machines.

The next *Family Association Meeting* will be November 8th at 7pm.

VI. Other Business

A. New Business

T. Castanza stated that the school's annual report will be finalized in November and the board will be notified before submission.

L. Timoney reminded everyone that the next *Board of Trustees Meeting* will be November 17th at 7pm.

VII. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:09 PM.

Respectfully Submitted,
K. Baldassano



Bridge Preparatory Charter School

Minutes

Board Meeting

Date and Time

Wednesday November 17, 2021 at 7:00 PM

Location

Join Zoom Meeting

<https://us02web.zoom.us/j/85362866716>

Meeting ID: 853 6286 6716

One tap mobile +16465588656,,85362866716# US (New York)

Dial by your location 646 558 8656

Trustees Present

F. Santarpia (remote), G. Kuriakose (remote), G. Winn (remote), L. Gyimesi (remote), L. Timoney (remote), M. Harmon-Vaught (remote), R. Kerr (remote)

Trustees Absent

A. Volpe, M. Casale

Guests Present

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 Wednesday Nov 17, 2021 at 7:00 PM.

C. Approve Minutes

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

F. Santarpia seconded the motion.

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

D. Welcome from the Chair

R. Kerr welcomed all participants and wished everyone a very Happy Thanksgiving, which can be shared with family and friends this year, unlike last year's holiday during the pandemic.

II. Committee Reports

A. Academic

R. Kerr gave the following report:

Tonight we will present the updated monthly dashboard.

At the *Academic Committee Meeting* on 11/10/21 we learned that all classroom vacancies are filled; a SETSS teacher still has not been hired but internal staff has thankfully filled that void; CSE is not fulfilling their responsibilities in this area to provide services that are in our students' IEPs; there is also a severe backlog in OT services and RSAs were given to seek services in the community, but special needs parents cannot find available providers for services; PT is coming along, but we require the services of another social worker because our students with IEP counseling are being offered only remote counseling, and parents are declining those services as not being right for their child; the burden is coming back to the school and our counselors have to do crisis counseling, behavior counseling, etc.; we had a learning loss due to COVID in the last year and afterschool programs have begun to address that deficit; since September some bus routes and bus stops were not being assigned for some students, but with the assistance of school staff and the Borough President most of the busing problem has been resolved. T. Castanza added that there are still 10 students needing to be assigned to bus routes and 4 students needing IEP bus approval.

R. Kerr then gave the floor to the Executive Director to review the dashboard data:

T. Castanza reviewed the MAP data in Reading and Math at BOY (Beginning of Year):

- Grade 1 Math: 50% at/above level; 40% 1 level below; same data for Reading
- Grade 2 Math: 31% at/above level; 43% 1 level below; Reading: 29% at/above level; 44% 1 level below
- Grade 3 Math: 25% at/above level; 38% 1 level below; Reading: 48% at/above level; 22% 1 level below
- Grade 4 Math: 12% at/above level; 27% 1 level below; Reading: 22% at/above level, 18% 1 level below

R. Kerr added that students scoring level 2 can be brought to level 3 with academic intervention or RTI to bring their scores up; when hired, the DTL can help with this.

T. Castanza said this data is also used to group students for the afterschool programs to place focus on the students' weak areas. We can also differentiate students that are new to our school when we watch academic growth patterns. Today is only day 2 of the afterschool program; there will be a spring afterschool program (in February) and we can refer additional students to that program who need extra help.

There is a lot of debate about Fountas & Pinnell (F&P) data and how helpful and meaningful it is; F&P data is helpful when we write IEPs; F&P data is not a measurable goal for our charter; we previously recorded F&P data only at the BOY and EOY (End of Year), but we will now have F&P data for MOY (Middle of Year) as well.

- Grade 1 F&P: 29% at/above level; 57% 1 level below
- Grade 2 F&P: 21% at/above level; 45% 1 level below
- Grade 3 F&P: 4% at/above level; 48% 1 level below

- Grade 4 F&P: 8% at/above level; 63% 1 level below

The last page of the dashboard is data on demographics: Total enrollment: 199 students; 37% General Education; 63% Special Education; 97% Staten Island Residents; 3% Non-Residents. There is also breakdown by gender, by ethnicity, and data on daily attendance by grade level.

The next *Academic Committee Meeting* will be December 8th at 9:15 AM.

B. Executive

L. Gyimesi gave the following report: At the *Executive Committee Meeting* on 11/04/21 we had a presentation from Dan Pasek and Nora Clancy about Pasek Consulting LLC, a company which supports charter schools with renewal applications, authorizer reporting, charter changes, and board development. Most of the meeting was taken up with the presentation and the Q&A session that followed; we will vote tonight on a contract with Pasek Consulting to provide consulting for every stage of our charter renewal; there were some brief committee reports covered at the Executive Committee Meeting as well, details of those reports can be found in the minutes of the meeting.

R. Kerr thanked L. Gyimesi for organizing the *Strategy Meeting* held on 11/11/21 at the Petrides Science Center; it was very informative and well attended by members in person as well as remotely.

The next *Executive Committee Meeting* will be on December 14th at 7:45 AM.

C. Finance

G. Winn thanked L. Gyimesi for the *Strategy Meeting* and thanked the board for honoring his late father with contributions to *Doctors Without Borders*.

At the last *Finance Committee Meeting* held on 11/15/21, we clarified some of the bill paying processes and streamlining payment methods; in particular (based on previous bills and contracts) we discussed increasing the spending authority of the Executive Director from \$5,000 to \$7,500 without requiring a second signature; this will be brought forward for approval at the next board meeting; a *Financial Policies & Procedures Manual* is being reviewed by the Executive Director; we also discussed a compliance calendar - a draft is being worked on by the school now; it will be a tool to see the upcoming deadlines; we talked about the budget and beginning the budget cycle at least 2 months earlier; some of our contracts renew automatically when they expire and we want committees to look ahead at contracts coming up for renewal to make recommendations on the contracts in a timely way; starting now we need to address what is coming next year; a line of credit needs to be available - the Executive Director will recommend some ideas in December.

T. Castanza added that a compliance calendar/tracker will be very helpful to meet our deadlines; a *Boards of Cooperative Educational Services* (BOCES) calendar is given to us in advance so we know what our reporting deadlines are.

A *Department of Youth & Community Development* (DYCD) grant is being worked on now, \$54,396 will be sent in 2 payments and will be applied towards professional development.

The next *Finance Committee Meeting* will be December 13th at 4:30 PM.

D. Hiring Committee

T. Castanza reported that the *Hiring Committee* has been working on hiring a *Director of Teaching & Learning* (DLT) for several weeks due to vetting candidates we felt strongly about; we made an offer to a candidate and expect to have their answer within 48 hours. Looking at what our school needs from our academic team, we found 2 really strong academic leaders to hire; we are excited to have a

leadership team with specialized instruction as a focus. In the next couple of weeks we will discuss this in greater detail. We are still looking to hire a SETSS teacher. We hired a fantastic social worker a month ago (Ms. Polacastro) who is very dynamic, with a focus on student negative behavior and the responses and causes of negative behavior; she has jumped right in with ideas about our behavior & discipline code to make it responsive to our students' needs. We want to hire an additional social worker to support this behavioral component and work with our academic team.

E. ED Support & Evaluation

L. Timoney reported that she will set up a trimester check-in meeting for ED Support & Evaluation for sometime in December on a date to be determined. We are working with Board on Track regarding the evaluation and everything is moving forward.

F. Board Development and Governance

L. Gyimesi thanked board members for coming together at the *Strategy Meeting* held on 11/11/21; it was very productive with energy and give & take which was great; we were able to focus on a vision for our school both for now and the future; we talked about what we want to accomplish, our plans and goals, and bringing on a consulting firm to assist with our charter renewal. The last *Board Development & Governance Meeting* on 11/04/21 was concerned with planning that *Strategy Meeting* and setting its agenda.

She thanked Administrative Assistant K. Baldassano for creating an orientation packet for board members, which is now posted online in Board on Track.

The next *Board Development & Governance Meeting* will be on December 2nd at 8 AM.

III. Votes

A. Pasek Consulting

A copy of the *Pasek Consulting LLC* contract was reviewed by the board. The contract is a 2.5 year agreement with a cost of \$24,000 per year or \$6,000 per quarter; they will assist with complete charter renewal submission (due August 2023), manage all charter changes for implementation; assist with governance activities including ongoing strategic planning for current and future charter term, regular monthly check-ins with board renewal task force and board self-evaluation/assessment if requested. This contract can be cancelled by either party within 30 days of billable quarter.

The presentation they gave at the last Executive Committee Meeting was very informative. This company limits their management to only 25 schools at any time.

L. Gyimesi made a motion to retain Pasek Consulting LLC to assist us with our charter renewal and approve the presented 2.5 year contract effective January 1, 2022.

M. Harmon-Vaught seconded the motion.

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

IV. Executive Director Report

A. ED Report

T. Castanza gave the following report: Our annual report has been submitted; Title 1, 2 and 4 grants have been submitted; we submitted additional documentation needed for our *Coronavirus Aid, Relief, and Economic Security (CARES) Act*

funding; compliance calendar/tracker is being worked on; website vendor is working with F. Ebanks and will be rolled out in December/January; the *Strategy Meeting* was wonderful and it was great to have the board members in the building; would like to have board members visit the school while in session; in December we are doing "Coffee with Castanza" at the school and would love to schedule it when board members visit.

B. Monthly Financials

V. School Update

A. Parent Association

In the absence of A. Volpe at tonight's meeting, T. Castanza said that the Family Association *Trunk or Treat* event was wonderful and well received. Families of upper grade students have been talking about middle school and there was a family meeting last Monday about transition to middle school. A. Volpe can update us on the outcome of that meeting when she is again present.

VI. Other Business

A. New Business

L. Gyimesi stated that we need an update of our school's *Code of Conduct & Complaint Policy*; it needs to be tightened up and be vetted by our attorney, Susan Briggs to be compliant under the law. There are some things in the existing policy that are imperfect as there have been changes since it was created. Susan Briggs expects that the review of the entire policy and bringing it into compliance will take between 6-9 hours of work; regardless of the cost, this needs to be done. There are particular areas of concern regarding IEP students and we need to be compliant with ADA law, NYS law, etc. The *Executive Committee* members were aware that we were addressing this and the Executive Director will be approving payment for the attorney's services and working with her on this. The board members will be given the updated policy for approval at December's board meeting.

G. Winn asked if people noted that in October, the JCC of Staten Island honored Rose Kerr for her many years of work benefiting children; under her leadership as founding principal of the *Staten Island School of Civic Leadership*, the school reached acclaim as the top-rated public school in New York City. He offered his congratulations to R. Kerr, who thanked him and said that it was a great honor because the JCC does so much for many schools on Staten Island.

VII. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:09 PM.

Respectfully Submitted,
K. Baldassano



Bridge Preparatory Charter School

Minutes

Board Meeting

Date and Time

Wednesday December 15, 2021 at 7:00 PM

Location

Join Zoom Meeting

<https://us02web.zoom.us/j/85362866716>

Meeting ID: 853 6286 6716

One tap mobile +16465588656,,85362866716# US (New York)

Dial by your location 646 558 8656

Trustees Present

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

Trustees Absent

None

Guests Present

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 Dec 15, 2021 at 7:03 PM.

C. Approve Minutes

L. Timoney made a motion to approve the minutes from Board Meeting on 11-17-21.

F. Santarpia seconded the motion.

The motion was approved with 1 abstention: A. Volpe.

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

Roll Call

L. Gyimesi	Aye
A. Volpe	Abstain
M. Harmon-Vaught	Aye
M. Casale	Aye
R. Kerr	Aye
G. Kuriakose	Aye
G. Winn	Aye
F. Santarpia	Aye
L. Timoney	Aye

D. Welcome from the Chair

R. Kerr welcomed the attendees and thanked everyone for their dedication to the school, students and board. She reminded everyone to review the meeting packets that are distributed before each board meeting; this month's packet contains a comprehensive overview of the authorization timelines; she thanked the Executive Director and his staff for putting together the timeline. Also, she emphasized reading the executive director's report each month, it is an informative overview which can help the board to keep our meetings moving forward. She wishes everyone a very happy holiday season and new year; remember our children during this time; there are many children who have real pain and sadness during this season.

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R. Kerr added that as we end this year, we want to thank outgoing Borough President James Oddo for his support of our school and the many things he has done for Bridge Prep; BP Oddo and his team were involved in supporting our school even before our charter was written; he often speaks of Bridge Prep fondly; he is responsible for helping to site our school at Petrides and supported our expansion; for the record, we just want to say that we could not have done it without him; thank you, James Oddo.

F. Santarpia stated that without Jimmy Oddo there would be no Bridge Prep school; he financed us and he fought for us every step of the way.

T. Castanza added that he knows the Borough President is humble and does not want to draw attention to his good deeds, but he is our school's champion; we want to honor him at the school soon and show our thanks with a small token of our appreciation; he is welcome to visit at any time and we are looking forward to hosting him and celebrating the work he has done for Bridge Prep.

## **II. Committee Reports**

### **A. Executive**

R. Kerr said that she does not think it necessary to cover the individual committee reports from the last *Executive Board Meeting*, since that information will be offered by each committee chair at tonight's meeting; instead she would like to move forward with tonight's report by the *ED Support & Evaluation Task Force*. The next Executive Committee Meeting will be January 11th at 7:45 AM.

### **B. ED Support & Evaluation**

L. Timoney gave the following report on the *ED Support & Evaluation Meeting* held on December 8th to check-in with the Executive Director; they discussed key areas of focus for the ED this year and the paradigm shift of the ED taking the reins and driving the agenda for board meetings. We plan on having the official goals to the ED by next month; we will also be meeting next month with *Board on Track* to review the formal annual evaluation for the Spring. We will check-in with

the ED again in March to support him, see what he might need and keep the dialogue going.

R. Kerr thanked L. Timoney and M. Harmon-Vaught for agreeing to work on this task force and to coordinate with *Board on Track*.

M. Harmon-Vaught has agreed to co-chair this task force; he said he was excited to be engaged in this area; he added that one of the topics discussed last week was making sure that the ED reports given at board meetings are substantive and useful for ED, his team and the board; we may see some changes in the reports to make sure that they are most effective for what the board is trying to accomplish.

L. Timoney added that we discussed interim reports from ED regarding what is happening at the school.

M. Harmon-Vaught said there are 3 kinds of information that the board needs from the ED:

1. How are we doing towards our goals (operational or budgetary) and what steps are being taken to meet those marks?
2. What are the key issues or situations the board needs to know as fiduciaries in order to respond effectively?
3. What is the good news about the school? (programs, events, things to celebrate); the good news we can share.

#### **C. Board Development and Governance**

L. Gyimesi reported that the following was discussed at the *Board Development & Governance Committee Meeting* of 12/02/21: a debriefing from the special board strategy meeting held in November and finalized goals reached at that meeting; creating a more structured approach to board development and lock down the fundamentals; create a "job description" that we can post online to reach out to more people and broaden our search; we'd like to make this an annual process and do a self-evaluation of the board's needs each year; Pasek Consultants will be coming on board in January and will be doing a monthly check-in with us; they will provide us with timelines, tips/hints regarding our charter renewal, so we can focus on academics; looking forward to working with the consultants; we also need to get all policies and manuals reviewed, updated and vetted by our legal advisor. The next *Board Development & Governance Committee Meeting* will be January 13th at 8:00 AM.

#### **D. Finance**

G. Winn reported the following was discussed at the *Finance Committee Meeting* on 12/13/21: there are some things important to our planning of the budget cycle; as we look at the overall operation of the school from a compliance standpoint; the budget cycles begins in January for June 30th; ED and staff are developing a "compliance planner" containing a timeline on tracking deliverables; the *Financial Policies & Procedures Manual* was reviewed and is more effective than we thought it was.

Regarding double signatures needed for purchases over \$5,000, the board already approves contractual expenses over \$5,000; the board can pre-approve those outlays in the beginning of the year for recurring expenditures, which then would not require an additional approval signature when repeated during that year; we discussed checks & balances regarding monthly expenses.

L. Timoney spoke about the "*Check Request*" form being revised to show whether something is a contractual expense or non-contractual expense, indicating the approval budgetary amount for the expense, and what we've paid year-to-date, so that the person signing off on the expenditure will know more about the situation regarding the check request. These kinds of checks and balances will put tighter

controls in place. The ED will share the 3-5 year outlook also discussed at the meeting.

The next *Finance Committee Meeting* will be January 10th at 4:30 PM.

#### **E. Academic**

R. Kerr & M. Casale gave the following report: the highlights of the *Academic Committee Meeting* of 12/08/21 are contained in the Executive Director's Report; review the ED report for more information on what was covered; we are looking forward to working with the new *Director of Teaching & Learning* (DTL) Christine Volpe, especially regarding data, meaningful use of data, significance of data and how to intervene using what data tells us; also what does data tell us regarding readiness for re-authorization by NYSED; this May we will have a NYSED mid-level visit and report.

M. Casale added that we really want the data to be about what goes on throughout the academic school day; data collecting will go on simultaneously with teaching and be concise so that it can be a natural extension of the learning day; collecting data can be a daunting task.

The next *Academic Committee Meeting* will be January 12th at 9:15 AM.

### **III. Executive Director Report**

#### **A. ED Report**

T. Castanza will cover some of the bigger items in his report during monthly board meetings, but asks the board to read the entire report for specifics; we had a terrific *ED Support & Evaluation Committee Meeting* last week; we are moving forward and working well together; especially found the 3 points mentioned by board member M. Harmon-Vaught very helpful.

- Goals: our actual goals are some we set for ourselves as well as assessment goals set by Regents; since we have no state assessment data right now, other academic goals are critical; our school will also be measured on non-academic goals; how we are progressing on each of those goals, what needs to change or adapt; NYSED will help us know what to adapt when they visit in May; we are also looking forward to working with Pasek Consultants on these goals.
- Need to know: we had a different week than usual due to the effect of social media and how that impacts school safety; outside issues can affect us; pleased in how the school team reacted appropriately to a concern. Schools must complete 12 safety drills each year: 8 evacuation drills and 4 lock-down drills; we have completed 8 of those drills as required by 12/31; we are handling these things well.
- Good news: We know that this time of year can be difficult for children; we have a situation concerning the death of a parent of one of our students; our school team and social workers immediately responded to the family to offer help; our social workers stepped up; we are also participating this year with the local branch of the American Cancer Society to adopt the family of a pediatric cancer patient; our staff is contributing to purchase holiday gifts for the children of the family.

Met today with R. Illuzzi to discuss where we are going, our external partnerships; our admissions launch; how we are doing outreach in the community; what types of events do we need to hold; looking forward to working with our new DTL, Christine Volpe, who will start working officially on January 3rd; Ms. Volpe will attend the OG refresh training in January led by Jill Edwards; Ms. Otterbeck will take on the role of *Director of Specialized Instruction*.



Attended *Finance Committee Meeting* with board member G. Winn to discuss where we are now and where we are going with our 3-5 year financial plan; this is also part of the charter renewal process; have been working with Josh Moreau of boostED Finance, our financial partner, and would like to have a special board of trustees meeting in January to review our financial strategies for now and in the future; we need to find out where we are before we make any decisions on our annual budget due June 30th; want to involve the board members fully in the planning of financial decisions. Further information to follow.

#### **B. Monthly Financials**

T. Castanza said the 3-5 year budget plan is our long-term finances; the monthly financials are the snapshot of where we are in a given month; we are looking at the format of monthly financial report; Josh Moreau and ED will be working on giving a clearer overview narrative and will revamp the first page of the monthly financial report; the report shows budget vs. actuals where we expect to be in a particular month and where we actually are; we have more of a surplus in November; we can use these savings for more professional development; to offer training to teachers before the NYSED visit in May; board of trustee members are invited to attend the training where they can learn about how data affects our goals. Looking forward to 2022.

### **IV. School Update**

#### **A. Parent Association**

A. Volpe met with the *NYS Charter Parent Council* on 12/06/21; spoke to *National Parents Union* and will meet monthly with both groups to discuss advocacy and how to organize charter school parents here and in Albany; the families of our school are donating money so we can purchase gifts and breakfast on 12/20/21 as a *Holiday Breakfast* event for the teachers at our school.

R. Illuzzi added that next week is *School Spirit Week*; Tuesday, 12/21/21 is Pajama Day at school and also "*PD with a Twist*", a painting party for staff - board members are invited to attend.

T. Castanza said that Parent/Teacher Conferences and report cards are being offered this week; teachers need a break and appreciate what the *Parent Association* does.

### **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 8:06 PM.

Respectfully Submitted,  
K. Baldassano





## Bridge Preparatory Charter School

### Minutes

#### Board Meeting

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##### Date and Time

Wednesday January 19, 2022 at 7:00 PM

##### Location

Join Zoom Meeting

<https://us02web.zoom.us/j/85362866716>

Meeting ID: 853 6286 6716

One tap mobile +16465588656,,85362866716# US (New York)

Dial by your location 646 558 8656

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##### Trustees Present

F. Santarpia (remote), G. Kuriakose (remote), G. Winn (remote), L. Gyimesi (remote), L. Timoney (remote), M. Harmon-Vaught (remote), R. Kerr (remote)

##### Trustees Absent

A. Volpe

##### Guests Present

C. Volpe (remote), Francesca DiCanio (remote), K. Baldassano (remote), M. Casale (remote), R. Illuzzi (remote), T. Castanza (remote)

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#### 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 19, 2022 at 7:03 PM.

##### C. Approve Minutes

L. Timoney made a motion to approve the minutes from Board Meeting on 12-15-21.

G. Kuriakose seconded the motion.

**Motion passed with 7 votes in favor, 0 against and 0 abstentions.** Board member Maria Casale was present via audio only and not video conference,

therefore she was unable to vote. Board member A. Volpe was absent for this vote.

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

#### **D. Welcome from the Chair**

R. Kerr welcomed all attendees and wished everyone a Happy New Year; thank you again to all who give of their time for Bridge Prep. COVID is still a big challenge for our school and families - we need to push on, although it's still very prevalent; day by day things are happening very quickly; thank you to the school staff for keeping it together; we want to avoid having to return to remote learning; we want to keep our children learning on-site.

### **II. Committee Reports**

#### **A. Executive Committee**

R. Kerr reported that the *Executive Committee Meeting* was held on January 11th; it was still early in the new year and the chairs of our various committees had not yet held their monthly meetings; what was discussed in that *Executive Committee* meeting will be covered tonight in the reports given by board members chairing those committees.

#### **B. Finance Committee**

G. Winn gave the following report: the *Finance Committee Meeting* was held today, January 19th; a presentation was given by *Executive Director* T. Castanza on the 5-year budget plan; it's preliminary but has an interesting format contained on one spreadsheet page; it looks at future growth and student population levels which are reimbursed to us by NYS per student; it contains information on potential surplus and governance budget; as we move into reauthorization, we will submit this budget plan to NYSED; we looked at our financial policy and procedures, contracts and compliance; followed-up regarding our audit and liquidity. Our audit was clean; we will probably vote on the budget in May instead of June this year.

T. Castanza added that we are putting things together that are multi-use documents, a concise financial overview that we can use as a working document - for example to see how a major purchase will affect us not only in the current year, but also in a future year. The budgeting calendar will impact all of us and all committees will have a role, i.e., with contracts. February's *Finance Committee Meeting* will cover a proposed fundraising plan with T. Castanza and R. Illuzzi.

#### **C. Board Development and Governance**

L. Gyimesi gave the following report: the *Board Development & Governance Committee Meeting* was held on January 13th; we are establishing a structured approach to board development; we will need to do a board evaluation - the evaluation questionnaire will be emailed to board members - please complete and return it before the next *Governance Committee* meeting on February 3rd; we are developing a job description and application to go out to potential board members; we want to encourage interest in our board of trustees; we need to decide what kind of board we want to develop; the *Charter Renewal Task Force* will have components on fundraising and public relations; Pasek Consulting will begin working with the task force and wants to give a presentation to our board on a date to be determined.

#### **D. Academic Committee**

R. Kerr gave the following report: the *Academic Committee Meeting* was held today, January 19th; Our new *Director of Teaching & Learning (DTL)* Christine Volpe was given 2 weeks to get acclimated; OG training had to be postponed due to COVID; slowly but surely a strong academic team is being formed with C. Otterbeck and C. Volpe; we need to build on the structures already in place and enhance those structures. E.D. will give more information on the academic structures in his report tonight.

#### E. ED Support & Evaluation

L. Timoney reported that the *E.D. Support & Evaluation Task Force* met last month and has reached out to Board on Track for the next steps in the process and are waiting for them to get back to us.

### III. Votes

#### A. NYSED Resolution on Enrollment

L. Timoney made a motion to Approve a Revision of Year 3 Enrollment Figures. M. Harmon-Vaught 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 an increase in the school's Year-3 enrollment from 190 to 195 students in the 2021-2022 school year.

**Motion passed with 7 votes in favor, 0 against and 0 abstentions.** Board member Maria Casale was present via audio only and not video conference, therefore she was unable to vote. Board member A. Volpe was absent for this vote.

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

#### Roll Call

|                  |        |
|------------------|--------|
| G. Kuriakose     | Aye    |
| L. Timoney       | Aye    |
| F. Santarpia     | Aye    |
| R. Kerr          | Aye    |
| M. Harmon-Vaught | Aye    |
| A. Volpe         | Absent |
| G. Winn          | Aye    |
| L. Gyimesi       | Aye    |

### IV. Executive Director Report

#### A. ED Report

T. Castanza gave the following update: Despite the challenges we had with COVID, we are excited to have a full school leadership team and academic leadership team; our new *Director of Teaching & Learning (DTL)* Christine Volpe started working at the school in the beginning of January and is exceeding all expectations; we are excited to have her as a partner on this journey. T. Castanza then introduced DTL C. Volpe to the board.

C. Volpe said she is happy to be part of Bridge Prep and is extremely impressed with the day-to-day operations of the school; the systems that are in place - from busing to lunch to communicating with staff and families - are all working like a well-oiled machine; the school culture is warm and welcoming; it is apparent that the students and staff love each other; a curriculum team and data assessment

team are now in place; Francesco DiCanio has been very instrumental in supporting the DTL with the data; at the next board meeting, the DTL will present middle of year OG assessment and middle of year F&P assessment to the board. T. Castanza added that the DTL has done even more in her 2 weeks here; we have been talking about our charter renewal; all of our academic goals affect our renewal; how we are meeting our charter goals; getting ready for the state assessments and making sure that necessary accommodations for all students are in place for the March testing.

R. Kerr added that regarding our IEP and testing accommodations, we've made strides in the last month, CSE is providing all mandated services, except SETSS, which we are doing at the school level; although they are not the best options, RSAs are also being given and we are in compliance. In addition, if the testing accommodations are not in place by January, then they may not be in time for the March testing. At today's *Academic Committee Meeting* we discussed the school working on the metrics for the merit salary increases for staff; formal evaluations are taking place; the DTL is working on those evaluations with T. Castanza and C. Otterbeck; the metrics of the *Danielson Framework* for teaching evaluation will be used to establish the tiered merit formula; more specifics will be given to the board next month.

M. Casale thanked DTL for taking on the state assessment goals and asked her to make sure that the students' 504 testing accommodations are being put in place; sometimes students are not getting those 504 accommodations because parents don't know to ask for them. C. Otterbeck is working on getting the proper accommodations in place for all students.

L. Gyimesi added that filling in the testing answer bubbles can be a critical issue for dyslexic children because the fill-ins don't seem to line up properly for someone with dyslexia.

T. Castanza said students are offered RSAs but families don't always want them; we are trying to get more services offered in-school; RSAs for counseling are now available in-school. We want to work on this more in the future. The school leadership team met with Pasek Consulting this week to discuss what we want to get from our charter renewal; we are looking forward to working with Pasek; they will support us in the process but they need more information from us for a productive partnership with us; looking forward to the board meeting with Pasek.

R. Kerr asked if Pasek knows that our school is special and can't be compared with other charter schools; NYSED can't be focused only on assessments. T. Castanza replied that Pasek is on the same wavelength as we are.

Updates on community engagement, fundraising and outreach can be found in the printed E.D. Report given to the board members. There is a crop of newly elected city and local officials whom we will be inviting to the school in early February or early March; we want to engage with them and apply for some of the available discretionary funding. NYS Governor Hochul released her first proposed budget, there was no raise of the charter school cap; the per student allocation for charters has been increased 4.7%; NYS budget will be voted on in April. Our school's budget will be presented to the board over the next couple of months; NYSED wants to know how we are engaging with families, so we will send out a survey to families in February and again at the end of the school year; our admissions process has launched, our application format remains unchanged; we anticipate that we will have an admissions lottery this year, which will be held virtually on April 6th; a new strategy is to outreach by mail to individual schools in our district; we have gotten 26 admission referrals from other schools; we want schools that don't know us to learn about us; data indicates that we are starting to see more of our targeted students applying for admission; we are working with our legal counsel on modifications and adaptations to our *Discipline Policy*, *Code of Conduct* and *Complaint Policy*; NYSED wants community engagement related to the revision; our engagement includes feedback provided by our leadership team and student support team internally, a review by members of the board of trustees

and feedback from families via an upcoming *Family Association Meeting*; board members will receive a final draft version of the entire policy before the February board meeting.

## **B. Monthly Financials**

T. Castanza reviewed the monthly financial report with the board; under *Direct Education Expenses* it seems as if we are not spending as much as we projected we would spend; this is targeted spending; now that C. Volpe is putting systems into place, such as professional development, spending on this line will increase in the next few weeks. These figures are approximately a month behind so this financial report is for the month of December.

## **V. School Update**

### **A. Parent Association**

In the absence of A. Volpe, R. Illuzzi gave the following update:

On January 29th, Bridge Prep will be partnering with Barnes and Noble to host our “*Love of Literacy*” event at Barnes and Noble for families, students and community members; 5% off all purchases made that day will be donated to Bridge Prep. *World Read Aloud Day* is coming up; we will give each child in the school the book “*Aaron Slater, Illustrator*” by Andrea Beaty. Board members will be invited to school events via email by R. Illuzzi.

L. Timoney remarked that it’s nice to hear good news.

## **VI. Other Business**

### **A. Governor Extends Legislation Allowing Virtual Public Meetings**

L. Timoney said that NYS Governor Kathy Hochul signed legislation on January 14th extending virtual access to public meetings under New York State's *Open Meetings Law*, which allows New Yorkers to virtually participate in local government meetings during the COVID-19 pandemic. The law allows local governments to conduct meetings and hearings over online platforms like Zoom removing a requirement to hold those events in person. The new law will allow online-only meetings for as long as the state's COVID disaster emergency lasts. This allows us to continue to meet remotely for board meetings.

## **VII. Closing Items**

### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:01 PM.

Respectfully Submitted,  
K. Baldassano





## Bridge Preparatory Charter School

### Minutes

#### Board Meeting

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##### Date and Time

Wednesday February 16, 2022 at 7:00 PM

##### Location

Join Zoom Meeting

<https://us02web.zoom.us/j/85362866716>

Meeting ID: 853 6286 6716

One tap mobile +16465588656,,85362866716# US (New York)

Dial by your location 646 558 8656

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##### Trustees Present

A. Volpe (remote), F. Santarpia (remote), G. Kuriakose (remote), G. Winn (remote), L. Gyimesi (remote), L. Timoney (remote), M. Harmon-Vaught (remote), R. Kerr (remote)

##### Trustees Absent

None

##### Guests Present

C. Volpe (remote), F. Ebanks (remote), Francesca DiCanio (remote), K. Baldassano (remote), M. Casale (remote), R. Illuzzi (remote), T. Castanza (remote)

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#### 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 Feb 16, 2022 at 7:00 PM.

##### C. Approve Minutes

L. Timoney made a motion to approve the minutes from Board Meeting on 01-19-22.

R. Kerr seconded the motion.

A. Volpe abstains from vote.

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

#### **Roll Call**

|                  |         |
|------------------|---------|
| G. Winn          | Aye     |
| L. Timoney       | Aye     |
| L. Gyimesi       | Aye     |
| F. Santarpia     | Aye     |
| M. Harmon-Vaught | Aye     |
| A. Volpe         | Abstain |
| R. Kerr          | Aye     |
| G. Kuriakose     | Aye     |

#### **D. Welcome from the Chair**

R. Kerr welcomed the attendees and thanked everyone for their efforts on behalf of our students; she wishes everyone a restful week off to enjoy and refresh. With mixed emotions, we thank L. Timoney for her service, everyone knows what she's meant to this board; as a valuable and efficient Secretary to the Board, she was always there helping us to become a professional board; she is a founder of our school and for the record, we want to thank her; the board members agreed. She then gave the floor to L. Timoney.

L. Timoney thanked the board and said that it's been wonderful; she has some challenges in her personal life and needs to take a step back and has resigned her position as Board Secretary effective February 9th; she will continue to be a board member and will serve on committees; she offered to help out in any way she can with the transfer of this position to the new Secretary, who will take her place on the Executive Committee.

### **II. Votes**

#### **A. Election for Secretary**

R. Kerr opened up the process for election of a new Board Secretary for the remainder of the term being vacated by L. Timoney.

R. Kerr asked for any nominations for the position of Secretary to the Board of Trustees.

L. Gyimesi nominated M. Harmon-Vaught for the position; this was 2nd by G. Winn.

R. Kerr asked M. Harmon-Vaught if he accepts the nomination and he responded that he is honored to accept.

R. Kerr asked if there were any other nominations; there were none.

A vote was then called to elect M. Harmon-Vaught to the position of Secretary to the Board of Trustees.

R. Kerr made a motion to elect M. Harmon-Vaught to the position of Secretary to the Board of Trustees for the remainder of the term of the previous Secretary.

G. Winn seconded the motion.

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

### **III. Committee Reports**

#### **A. Executive Committee**

R. Kerr stated that an *Executive Committee* update would be redundant since each committee chair will report tonight on their committees and recap what was discussed at the last *Executive Committee Meeting* on 02/08/22; therefore we should move on to those reports.

The next *Executive Committee Meeting* will be on March 8th at 7:45 AM.

#### **B.**



### **Finance Committee**

G. Winn welcomed M. Harmon-Vaught to his new position and thanked L. Timoney for her service; he then gave the following report of the *Finance Committee Meeting* held on 02/14/22: the committee was given an update by E.D. on the budget; E.D. met with Josh of BoostEd, our financial management vendor; they plan to deliver a 1st draft of the budget to our committee on March 9th; they will focus first on staff-related expenses and head-counting, then move onto non-staff related expenses, such as curriculum and programming. If you look at the financials for January, you will see a \$98,000 variance tied to pupil revenue; which is due to a variance in pupil head-count which should not persist. We are also looking at risk management and cost of insurance; the partner we use is Gallagher and most of the risk has to do with our data protection; we will talk about this further in March or April when we will look at pricing of coverage. Fundraising is being done at the school.

R. Illuzzi was invited to speak about school fundraising since she gave a fundraising update at the last committee meeting: In January, we raised \$2,040; February we will be getting funds from our Amazon Smile partnership, but the amount is still unknown; in March we will hold the Barnes & Noble fundraising event; we have been asking for donations for our school's vending machines; and we have set up our Facebook tools to reach out to our community.

The next *Finance Committee Meeting* will be March 14th at 4:30 PM.

### **C. Board Development and Governance**

L. Gyimesi gave the following update from the *Board Development and Governance Meeting* held on 02/03/22: We continue to work on our structured development plan for the board; we are revising our trustee job description; we will start posting on some websites; if anyone wants to recommend someone to serve on our board, please let me know. We are also still awaiting the board evaluation results from 4 board members; we will be meeting again in early March and would like to discuss the results of the evaluations; Pasek Consulting would like to meet with our board again remotely sometime in March to discuss what we can expect from the charter renewal process; at this point we are about 18 months away from our renewal. We will set up a date for that meeting in the next few weeks. A question was raised on whether that meeting with Pasek Consulting could be considered a regular board meeting and it was determined that as long as the public is invited and the board has quorum for the meeting, it can be considered to be a regular board meeting.

The next *Board Development and Governance Meeting* will be on March 3rd at 8:00 AM.

### **D. ED Support & Evaluation**

L. Timoney said that we are waiting to hear back from Board on Track regarding the Executive Director's Evaluation that they are creating for us. We should be hearing from them within a few weeks.  
M. Harmon-Vaught said that he will follow up with them.

### **E. Academic Committee**

R. Kerr gave the following report on the *Academic Committee Meeting* held on 02/09/22:

E.D. is on vacation, and DTL C. Volpe has been giving us academic updates in his absence; we covered a lot of content at our last committee meeting; she then gave the floor to C. Volpe:

C. Volpe then reviewed the F&P data for literacy fluency and comprehension from the Dashboard; she compared the beginning of the year (BOY) data to the middle of the year (MOY) data; the percentage of students that experienced growth from BOY to MOY: 1st grade - 43%; 2nd grade - 31%; 3rd grade - 63%; 4th grade - 68%; she then reviewed the OG data for each grade; there is a disconnect in agreement between the F&P data and the OG data; moving forward we will make sure all teachers are trained in administering assessments; we have created a data assessment team; we will identify and prioritize OG skill pattern assessments for consistency; we are creating scheduling for next year to align F&P to OG; we are starting after-school Session 2 in February with smaller groups and we will group students by their skill level, not their grade; we will also set up groups for ELA & Math as well. NYS ELA exams will be on March 29th & 30th; Math exams will be on April 26th & 27th. We are preparing students for these tests and making sure that students who need accommodations will have them. We have been provided an additional OT and counselor to provide in-person IEP services to students.

R. Kerr and E.D. met with David Frank, *Executive Director of NYSED Charter School Office* to discuss what has recently been in the news about DoE plans to open the first public school for dyslexic students since we already exist in that category and we seem to have been overlooked by the Mayor and Schools Chancellor; D. Frank was very supportive of the path we are continuing in working with the community. The District 31 Superintendent and Deputy Superintendent met with us to find a middle school solution for our 5th graders; this has not been established in any borough, so we are forming a task force with District 31 to create a model solution for this.

The next *Academic Committee Meeting* will be March 9th at 9:15 AM.

#### IV. Executive Director Report

##### A. ED Report

In the absence of T. Castanza, F. Ebanks gave the following *Executive Director* update:

- We launched our “*Show the Love*” initiative, celebrating our success in different ways. NY1 came to visit our school last week and wrote an article on our “Show the Love” campaign, the S.I. Advance newspaper will be visiting us for a similar feature on February 14th.
- We are starting *Community Calls* when members of our Leadership Team and Student Support Team will check in with a family of our school;
- We participated in a successful *Dine Out for Bridge Prep* event sponsored by our Family Association;
- We celebrated *World Read Aloud Day* by providing all students in the school with a copy of this year’s school-wide book, Aaron Slater, Illustrator by Andrea Beaty;
- We launched the *Bucket Filler Challenge*, where classes are using Carol McCloud’s book “Have You Filled a Bucket Today? A Guide to Daily Happiness for Kids” to help students understand how rewarding it is to express kindness, appreciation and love by “filling buckets.” Each class chooses a bucket filler of the month who will be celebrated across the school;

- We are marking our *100th Day of School* on February 11th, we celebrate the amazing growth of our students and dedication of our staff. This year's event will feature many "Fun-dred Days" activities for students
- Our *Love of Literacy* event in partnership with Barnes and Noble will be held on March 5th
- We have been working on revising our *Discipline/Code of Conduct Policy* to be legally compliant and a copy of the final draft of the policy has been shared with the members of the board; it will need to be voted on at next month's board meeting; all board members are invited to make suggestions on the policy via email to the E.D. before the March board meeting;
- Our school's updated website is now live and has many new features including our monthly newsletter, *The Bolt*, along with the *Bridge Builder Spotlight* of 3 members of our school community; also a donations feature allowing people to make direct donations to our school online;
- We are applying for city funding from our NYC Councilmembers for a *Literacy Lab* for our students;
- Admissions update: at this time we have 67 applications for 49 available seats; we are sending letters to the local elementary schools inviting admission applications; we are sending out a direct mailing the week of February 21st; we will launch a virtual information session on our website; we will post a printed advertisement in *S.I. Parent Magazine* in mid-March; our admissions lottery will be on April 6th at 5 PM.

## **B. Monthly Financials**

## **V. School Update**

### **A. Parent Association**

A. Volpe gave the following *Parent Association* update:

There will be an ice skating event in February; we will sell flowers in April and hold a fun event in May; there will be a 4th grade parent meeting on March 10th.

## **VI. Other Business**

### **A. Citywide Council for Charter Schools**

A. Volpe said that she reached out to the DoE office of *Family and Community Engagement* (FACE) and spoke to Dr. Melendez - asking why charter school parents can't participate in a city-wide parent council; having conversations with DoE about the necessity of allowing parents of charter schools to join such a council; our charter schools are impacted by DoE schools, but not ruled by them, and we believe charter school parents should have a voice.

## **VII. Closing Items**

### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:04 PM.

Respectfully Submitted,  
K. Baldassano

APPROVED



## Bridge Preparatory Charter School

### Minutes

#### Board Meeting

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##### Date and Time

Wednesday March 16, 2022 at 7:00 PM

##### Location

Join Zoom Meeting

<https://us02web.zoom.us/j/85726236693?pwd=SmVOZ0xlajVIZjdSZnIGOVd4MDQxdz09>

Meeting ID: 857 2623 6693

Passcode: nvgu2S

One tap mobile

+16465588656,,85726236693#,,,800860# US (New York)

+13126266799,,85726236693#,,,800860# US (Chicago)

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##### Trustees Present

A. Volpe (remote), G. Kuriakose (remote), G. Winn (remote), L. Gyimesi (remote), L. Timoney (remote), M. Harmon-Vaught (remote), R. Kerr (remote)

##### Trustees Absent

M. Casale

##### Guests Present

C. Volpe (remote), F. Ebanks (remote), K. Baldassano (remote), R. Illuzzi (remote), T. Castanza (remote)

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#### I. Opening Items

##### A. Record Attendance

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

M. Harmon-Vaught called a meeting of the board of trustees of Bridge Preparatory Charter School to order on Wednesday Mar 16, 2022 at 7:06 PM.

##### C. Approve Minutes

M. Harmon-Vaught made a motion to approve the minutes from Board Meeting on 02-16-22.

G. Kuriakose seconded the motion.

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

#### **D. Welcome from the Chair**

R. Kerr welcomed all attendees and wished everyone a Happy St. Patrick's Day tomorrow. She stated that Frank Santarpia has resigned from the Board of Trustees due to returning to on-site work full time; he said remaining on the board would be challenging and he will be sad to leave such a wonderful group of people; R. Kerr thanked him for his service to the board and said he was an enormous help establishing our school site due to his liaison with the Borough President's Office; he was especially helpful in getting our school up and running when we didn't know if we would be given public DOE space or have to locate in a private space.

### **II. Committee Reports**

#### **A. Executive Committee**

R. Kerr said that much of the *Executive Committee* discussion will be covered by the committee chairs at tonight's meeting so she will not go into detail, but she is looking forward to this Saturday's presentation by Pasek Consulting and also anticipating the E.D. Support & Evaluation Committee update.

The next *Executive Committee Meeting* will be April 12th at 7:45 AM.

#### **B. Finance Committee**

G. Winn reported that the *Finance Committee* met on March 14th and the following was discussed:

- The school's annual tax return was completed and a draft was attached to tonight's agenda for review by the Board of Trustees; over the next few weeks, he welcomes questions and comments on the tax documents from the board;
- E.D. is looking into the possibility of using a credit card instead of a debit card for incidental school spending; F. Ebanks is looking into the feasibility of this for a non-profit organization; E.D. is also looking into the appropriateness of using a debit card and getting clarity on the use and replenishment of funds of a debit card.
- Our audit was clean and completed without any exceptions.
- The first draft of the budget was reviewed and items discussed were program-related and staffing expenses; there are place-holders in the budget due to possible merit-pay salary increases but we do not have details on that yet; further information on the budget will be discussed at our April *Finance Committee Meeting* and full board meeting. We want to share the budget information as early as possible for board approval; final budget will be voted on at the May board meeting.
- A brief discussion on the BoostEd contract; there is a automatic renewal term for the contract and there has been no significant changes, so the contract renewal is ready to go. T. Castanza stated that he would like to see the major contracts approved and in place before the final budget is brought to the board for a vote, so the budget can be as accurate as possible.
- L. Timoney added that R. Illuzzi has amassed over \$5,000 in fundraising; T. Castanza said that they worked with BoostEd to establish a process to

make sure that all donations are tagged properly and deposited into the appropriate accounts. This will make all future audits smoother.

The next *Finance Committee Meeting* will be April 11th at 4:30 PM.

### C. Board Development and Governance

L. Gyimesi reported that the *Board Development & Governance Committee* met on March 3rd and the following was discussed:

- The *Board of Trustees Evaluation Survey* results are now in and have been shared with the board; this will be discussed in further detail later tonight;
- The Board Member Job Description is completed and will be posted online after approval;
- Pasek Consulting will be giving a virtual presentation on charter renewal this Saturday, March 19th at 8:30 AM, followed by a meeting of the *Board Task Force on Charter Renewal*. Pasek Consulting would like each board member to introduce himself/herself and speak briefly about their tasks.

The next *Board Development & Governance Committee Meeting* will be April 7th at 8 AM.

### D. ED Support & Evaluation

L. Timoney gave the following update:

- The *E.D. Support & Evaluation Committee* will meet again with T. Castanza in April - when a date is established, the board will be notified.
- Board on Track is finalizing the E.D. evaluation template and it should be posted online by March 28th.

### E. Academic Committee

R. Kerr reported that the *Academic Committee* met on March 9th and the following was discussed:

- The *Measures of Academic Progress (MAP)* data report was focused on: the interpretation and implications of the data; once we know what the data is telling us, what are the implications for instruction; what steps has the school taken from these data points; what are the trends and plans for next year;
- We discussed planning for SETSS, academic intervention, curricula changes in Math; there is a direct focus on what the data tells us and what the teachers tell us.

She then gave the floor to T. Castanza and C. Volpe:

- T. Castanza said that the academic data is driving decisions for every leadership team member, which is how it should be; the data is telling us not only about our students academic progress but also the needs of our teachers; where we need to refine staffing and the need to engage our families; we have to do a better job of talking to our families about academic data; we will be sharing individual MAP data with parents; there will be training for teachers in MAP data later this week. MAP data is a good predictor of state assessments because it is nationally-normed and standards-based.



- C. Volpe is looking forward to the MAP professional development being given this Friday, devoted to how administrators and teachers can apply reports. She then reviewed the MAP ELA and Math data with the board members. She looked at the data to see what was happening with Orton-Gillingham (OG) instruction; she found that teachers are not getting enough time to finish or get past the OG drills, so there will be an increase in the OG instruction time from 45 minutes to 1 hour and an additional support person will be added to take students most at risk and give them more intense OG instruction.
- T. Castanza then reviewed and compared the data from Beginning of Year (BOY) and Middle of Year (MOY) for each grade in **READING**: 1st grade: 34% showed growth; 2nd grade: 45% showed growth; 3rd grade: 76% showed growth; 4th grade: 61% showed growth. These results are on-target for the upcoming charter review. G. Winn asked where our school sits in relation to other schools taking similar tests. T. Castanza said we don't know because individual DOE district schools do not share their MAP data.
- C. Volpe then reviewed the data from Beginning of Year (BOY) and Middle of Year (MOY) for each grade in **MATH**: 1st grade: 45% showed growth; 2nd grade: 46% showed growth; 3rd grade: 82% showed growth; 4th grade: 75% showed growth. We currently use a high-level Math program and the flow doesn't align to priority standards, so we will be working on curriculum mapping to meet priority standards first; she is also looking into a new Math program, the *enVision Math Program* has more visuals and might be better suited to our students.

R. Kerr said that students come into our school significantly below level academically, so continuous significant progress is important. C. Volpe added that COVID also caused students to lose a lot of instruction time. R. Kerr responded that data/teachers/students/parents are all important cogs in the wheel of academic improvement.

The next *Academic Committee Meeting* will be April 13th at 9:15 AM.

### III. Executive Director Report

#### A. ED Report

T. Castanza gave the following update:

- Chancellor David Banks is scheduled to visit Bridge Prep on April 1st from 10 AM-11 AM. He is expected to bring members of his team, as well as several elected officials; *Board of Regents Member* Dr. Christine Cea and David Frank from NYSED will also be here. Board of Trustee members will receive invitations to the Chancellor's visit after DOE submits further details to E.D. The Chancellor and guests will visit 2 classrooms: 1st grade and 3rd grade, followed by a parent roundtable discussion.
- We are working on a process for transitioning our 5th grade students into District 31 middle schools with District 31 Superintendent, Dr. Marion Wilson and her team. Deirdre DeAngelis is also on this Middle School Task Force. We have a meeting and presentation on Monday night with 5th grade parents to discuss this and to get their feedback.
- At this time we have 116 applications for admission for 49 available seats; the upper grades have very few available seats; the admission lottery will be held virtually on April 6th at 5 PM.

#### B.



### Monthly Financials

T. Castanza reported that first draft of the budget is complete and was shared with the *Finance Committee* to be presented to the full board. We are planning now for the upcoming school year regarding space and facilities, capital improvement and specific orders needed. We will give further details to the board in April; we are also looking into purchasing technology, curriculum and additional furniture and want to have upcoming expenses in place by the end of May in time for the June 30th budget deadline.

## IV. Votes

### A. Adoption of Revised Code of Conduct

After discussion by the Board of Trustees, it was decided by mutual consent to table the adoption of the *Revised Code of Conduct* until board members could review the latest version of the Code.

This item will be brought up again at the next Board Meeting on April 13th.

### B. Adoption of Revised Complaint Policy

After discussion by the Board of Trustees, it was decided by mutual consent to table the adoption of the *Revised Complaint Policy* until board members could review the latest version of the Policy.

This item will be brought up again at the next Board Meeting on April 13th.

### C. Revision to Trustee Job Description for Public Posting

L. Gyimesi made a motion to Approve the revision to the Trustee Job Description.

G. Winn seconded the motion.

L. Gyimesi introduced a copy of the updated Trustee Job Description which will be posted online and used for recruiting purposes. After review of the document, a vote to approve was taken.

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

### D. Approval of FY22 Tax Return

G. Winn submitted a draft copy of the Bridge Prep tax return IRS Form 990 for 2020 to be reviewed by the board. It can be voted and approved by the board at an upcoming board meeting in April or May. The fiscal year closes on June 30th.

## V. Other Business

### A. Outcomes from the FY21-22 Board Assessment

L. Gyimesi shared the *Board Assessment Survey* results with the board; the results show an overall score of 3 or Intermediate rating; board members asked for more training in areas of finance and academics. Further details on the survey results can be covered at the task force meeting after the Pasek Consulting presentation on Saturday, April 19th. That meeting will be open to the public and recorded on Zoom; Pasek Consulting will hold their presentation first, and then we will move into our task force meeting afterwards. Further information is on the meeting agenda sent to board members.

A. Volpe said that the *Family Association Report* was omitted from the agenda and she will be brief since it is so late:

The *Family Association* will be delivering food to the *Calvary Assembly of God Food Pantry* on Saturday.

## **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 8:24 PM.

Respectfully Submitted,  
K. Baldassano



## Bridge Preparatory Charter School

### Minutes

#### Board Meeting

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**Date and Time**

Wednesday April 13, 2022 at 7:00 PM

**Location**

Join Zoom Meeting

<https://us02web.zoom.us/j/85726236693?pwd=SmVOZ0xlaWVIZjdSZnlGOVd4MDQxdz09>

Meeting ID: 857 2623 6693

Passcode: nvgu2S

One tap mobile

+16465588656,,85726236693#,,,,\*800860# US (New York)

+13126266799,,85726236693#,,,,\*800860# US (Chicago)

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**Trustees Present**

A. Volpe (remote), G. Kuriakose (remote), G. Winn (remote), L. Gyimesi (remote), L. Timoney (remote), M. Casale (remote), M. Harmon-Vaught (remote), R. Kerr (remote)

**Trustees Absent**

*None*

**Guests Present**

Amanda Wolkowitz (remote), Amber Zick (remote), B. Peters (remote), Bara Zahavi (remote), Brooke Lopez (remote), C. Volpe (remote), Daisy Figueroa (remote), Diane Spicer (remote), Ellen Rabin (remote), F. Ebanks (remote), Heather Thomassen (remote), Heba Nassef Gore (remote), Joshua Sussman (remote), K. Baldassano (remote), Karen Smith (remote), Marcia Santiago (remote), R. Illuzzi (remote), T. Castanza (remote), Tracy Meloni (remote)

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

M. Harmon-Vaught called a meeting of the board of trustees of Bridge Preparatory Charter School to order on Wednesday Apr 13, 2022 at 7:00 PM.

**C.**

### **Approve Minutes**

M. Harmon-Vaught made a motion to approve the minutes from Board Meeting on 03-16-22.

A. Volpe seconded the motion.

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

### **D. Welcome from the Chair**

Welcomed everyone and said she is grateful that the person who caused such a tragic incident in Brooklyn was apprehended; it makes us thankful for the safety of our families and our health.

She welcomed the Ellen Rabin, a parent attendee to the meeting.

L. Gyimesi added that a potential new board member may also be attending tonight's meeting.

## **II. New Business**

### **A. Outcomes from the FY21-22 Board Assessment**

L. Gyimesi shared a document showing the results of the Board Self-Evaluation results and now wishes to go into further details; responses had to be stated in absolutes or by "I don't Know" which could have resulted in lowering scores in certain areas.

Basic Level 1 areas requiring significant improvement include: Board Meetings; Board Composition; Board Recruitment; Finance; Fundraising; Academic Oversight/Comparative Data; and Succession Planning. We need to grow our board; we have 8 board members and would like 11 members; we would like more involvement by E.D. in board recruitment; financial audits have never been a problem but the board needs more education on financial matters and academics. We are just beginning to get a strategy in place for fundraising; do we want to bring in people to help with fundraising? Succession planning is also needed. In other areas we did better: board meeting content; open meetings compliance; accountability; financial compliance; and support of the E.D.; we rated excellent in board structure and academic oversight. What are our board's plans and goals for the future? We have dedicated committees and are trying to move forward and improve in all areas. We need to decide what role we want to play in fundraising.

## **III. Executive Director Report**

### **A. ED Report**

T. Castanza said he is encouraged by what he heard and he wants to focus on what's ahead; his printed E.D. April report was shared with the board; NYS ELA exams were on March 29th & 30th and kids did a fantastic job; the entire staff met afterward and were proud of the students pushing through and handling the test well; we also discussed what didn't go well so that we are better prepared for the NYS Math exams on April 26th & 27th; Science tests will be June 1st & 26th. We had a very successful visit by Chancellor Banks, Regent Cea, David Frank of NYSED Charter School Office, and a large group of other people on April 1st and we are pleased with how we showcased our school; we want to focus on the future, meeting our commitments to the state and forming new partnerships. We are now in the middle of budget season and our updated budget/version 2 was discussed in the *Finance Committee Meeting*; the full board will be given the final draft for a vote in May; we have targeted allocations based on student outcomes,

training of staff, and professional consultants, which will be put into a highlighted narrative for the board to review.

Renewal of our charter to be discussed in May after the NYSED Mid-Term virtual visit, we are confident that we will do well; the visit has been pushed back to the end of May but we don't have a confirmed date yet.

Our admission lottery was successful and we made offers for open seats; our retention formula adds to the number of open seats; we have a faster acceptance rate this year than ever before; 70% of the acceptances are for dyslexic students in our target population; Waitlist is 68 students at this time. Registration is next. He thanked his team for their hard work during this month.

## **B. Monthly Financials**

T. Castanza reported that his team looked at the existing budget and upcoming budget and specific lines where we have not hit our target spending; we have additional funding available in professional learning, curriculum and materials; our Writing Revolution writing program will use funds for professional learning; and additional expenses exist for MAP professional development just held.

An end-of-year analysis will be done of what funds were used, what fund not used can be moved into another area. This will all be presented to the board for approval before end of fiscal year on June 30th.

## **IV. Votes**

### **A. Adoption of Revised Code of Conduct**

M. Harmon-Vaught made a motion to Approve Resolution #12: Revisions to School's Discipline Policy and Code of Conduct.

R. Kerr seconded the motion.

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

**BE IT RESOLVED**, that the Board of Trustees of Bridge Preparatory Charter School approves the revisions made to the school's Discipline Policy and Code of Conduct to be implemented immediately.

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

### **B. Adoption of Revised Complaint Policy**

M. Harmon-Vaught made a motion to Approve Resolution #13: Revisions to School's Complaint Policy and Procedure.

G. Kuriakose seconded the motion.

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

**BE IT RESOLVED**, that the Board of Trustees of Bridge Preparatory Charter School approves the revisions made to the school's Complaint Policy and Procedure to be implemented immediately.

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

### **C. Approval of Form 990 Tax Return**

G. Winn made a motion to Approve the School's 2020 Tax Return (Form 990) for Filing and Submission.

L. Timoney seconded the motion.

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

## **V. Public Comment**

### **A. Public Speakers**

The following parents of 4th grade Bridge Prep students spoke individually about how their children are thriving at the school, how much better their children are reading and socializing, how much better their children are doing at Bridge Prep vs. the other schools they previously attended, how amazing the experience of learning has become for their children and how much they appreciate the staff, teachers and administrators of the school.

The parents also spoke about their fears for their dyslexic children attending a regular DoE middle school for 6th grade and that they are afraid that their children will regress. The parents all made the same request of the Board of Trustees: to support expansion of Bridge Prep to middle school with 6th, 7th and 8th grade classes so that their children can continue to attend Bridge Prep throughout middle school grades.

#### **SPEAKERS:**

Ellen Rabin  
Heather Thomassen  
Diane Spicer  
Amber Zick  
Karen Smith  
Amanda Wolowitz  
Joshua Sussman  
Bara Zahavi

M. Harmon-Vaught thanked them for attending this virtual board meeting and speaking with us.

R. Kerr thanked everyone for reminding us of who we care about and thought of when we founded Bridge Prep; we know what the school means to you. Some of our board members are founders of the school, and working along with former Borough President Jim Oddo, it took many hours and a lot of hard work to get our school established.

## **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 7:58 PM.

Respectfully Submitted,  
K. Baldassano





## Bridge Preparatory Charter School

### Minutes

#### Board Meeting

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**Date and Time**

Wednesday May 18, 2022 at 7:00 PM

**Location**

Join Zoom Meeting

<https://us02web.zoom.us/j/85726236693?pwd=SmVOZ0xlaWVIZjdSZnIGOVd4MDQxdz09>

Meeting ID: 857 2623 6693

Passcode: nvgu2S

One tap mobile

+16465588656,,85726236693#,,,,\*800860# US (New York)

+13126266799,,85726236693#,,,,\*800860# US (Chicago)

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**Trustees Present**

A. Volpe (remote), G. Winn (remote), L. Gyimesi (remote), L. Timoney (remote), M. Casale (remote), M. Harmon-Vaught (remote), R. Kerr (remote)

**Trustees Absent**

*None*

**Guests Present**

Amanda Wolkowitz (remote), Amber Zick (remote), C. Volpe (remote), Dana (Surname not given) (remote), Denise Robb-Narcisse (remote), Diana Gershon (remote), Diane Spencer (remote), Donna LaCicero (remote), E. Shuffler (remote), Ellen Overbye Rabin (remote), F. Ebanks (remote), Frances Chiarello (remote), Francesca DiCanio (remote), G. Franza (remote), G. Kuriakose (remote), Gina (Surname not given) (remote), Heather Thomassen (remote), Heba Nassef Gore (remote), J. McCord (remote), Josette (Surname not given) (remote), Joshua Sussman (remote), K. Baldassano (remote), Karen Smith (remote), Kimberly Santiago (remote), King Abdullah (remote), Maria Santiago (remote), Meg DeCristoforo (remote), Nancy (Surname not given) (remote), Nicole Lebovic (remote), R. Illuzzi (remote), T. Castanza (remote), Thomas (Surname not given) (remote), Tracy Meloni (remote), Victoria Jorgensen (remote), Zack Tun (remote)

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**I. Opening Items****A. Record Attendance****B.**



### **Call the Meeting to Order**

M. Harmon-Vaught called a meeting of the board of trustees of Bridge Preparatory Charter School to order on Wednesday May 18, 2022 at 7:02 PM.

### **C. Approve Minutes from April Regular Board Meeting**

L. Timoney made a motion to approve the minutes from Board Meeting on 04-13-22.

R. Kerr seconded the motion.

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

### **D. Approve Minutes from April Special Board Meeting**

M. Harmon-Vaught made a motion to approve the minutes from Special Board Meeting on 04-13-22.

R. Kerr seconded the motion.

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

### **E. Welcome from the Chair**

R. Kerr welcomed all the many remote attendee-guests; also a warm welcome to our NYSED *Charter School Office Liaison*, Kimberly Santiago who is with us tonight, we are pleased that she can be here and spend some time seeing how we conduct our business. A special welcome to our potential board member candidates, who will be introduced tonight by the *Governance Committee*.

Welcome to the parents who are here as well. We have much to do in May and June, so let's continue on with our meeting.

## **II. Committee Reports**

### **A. Finance Committee**

G. Winn reported that the *Finance Committee* met on May 10th; it was a quick meeting focused around the school budget; we had an update from the school leadership team on the 3rd draft of the budget, which is near completion. We expect to vote on the budget at our June board meeting. He was pleased to see that our executive team was able to respond quickly to the issues that they've seen on how we structure benefits, particularly the health care plan; a large part of what we do is supporting our human capital; the *Finance Committee* will look at some of the insurance contracts that we are supporting in our final budget and will make recommendations on them at our next meeting. Things are moving along and the E.D. can give further details in his update.

### **B. Board Development and Governance**

L. Gyimesi reported that the *Board Development & Governance Committee* met on May 5th and discussed the change in the Open Meetings Law; she attended a meeting at the NY Charter School Center to become aware of the changes and how we need to comply; there will be a *Board Development Meeting* in June to go into details. Briefly, the former OML still applies and video-conferencing is allowed, however a quorum of members must be present in-person at a location where the public can attend and the video-conferencing member must claim "extraordinary circumstances" for not appearing there in-person. This can be done on a meeting-by-meeting basis, as long as proper notice is given. We will need to adopt a resolution allowing this to happen; further details and explanations will be covered in our upcoming committee meeting.

She then introduced the potential board member candidate/guests at tonight's meeting and asked that they briefly speak;

- **Heba Nassef Gore**, an attorney, a former ADA in the trial division in Philadelphia, dealing with violence and sexual assault of minors; she has a significant background in compliance and regulations as the Professional Standards Accreditation Manager at NYU; she was at NYU for 7 years and now works as a consultant for colleges and universities.
- **Jane McCord**, Principal at PS 52, Staten Island for the last 21 years; prior to that she worked in other positions for the DoE and was an adjunct professor at NYU teaching post-graduate coursework on literacy for students with difficulty in learning to read; she hopes that her expertise and her good intentions will serve our community; she looks forward to working with the board.
- **Eric Shuffler**, perhaps best known here as the President of the Staten Island Ferry Hawks minor league baseball team, but he has a storied career as a strategic consultant, has long been involved in community affairs and we welcome his ability to help guide Bridge Prep. He currently has COVID and will speak to the board for a few minutes from home. \*\*Mr. Shuffler did appear later in the meeting and speak briefly; he said he was a past PTA President at both his children's schools and helped found a school on the Upper West Side with Jessica Jenkins; public schools matter to him, he said serving on this board is important because his 15 year old son is dyslexic. He knows how his son struggled in PS 199 and after changing to the *Windward School for Children with Dyslexia* his son learned coping skills and the school was able to help him thrive; his family now lives on Staten Island and he wants to be involved in a school like Bridge Prep to help make a difference.
- **Azalia Volpe**, has been serving on our Board of Trustees as the *Parent Association* representative as President of the Association; however her term of president will be ending and her position on our board will also end. She is now seeking a new seat on the board. She is the parent of 2 children, her daughter started at Bridge Prep in 2nd grade and everyone knows her commitment to Bridge Prep and its mission, specifically the children. She says she's a Mom by choice, a lawyer by training and an advocate because she had no other choice. She would welcome the opportunity to continue serving on the Board of Trustees. She sincerely believes in the mission of Bridge Prep and its continuation.

L. Gyimesi thanked them for their interest in joining our board and we look forward to going ahead with the recruitment process.

### C. ED Support & Evaluation

L. Timoney gave the following update:

The evaluation surveys were completed by board members, school staff and the E.D. and have been collected and compiled; the results will be shared with the board after tonight's meeting. We will schedule a meeting sometime next week to go over the results and see how the evaluation looks; then we'll share the results with the E.D. and meet with him to discuss the evaluation and the goals for the new school year. We expect to have the evaluation process completed by our June deadline.

### D. Academic Committee

R. Kerr reported that the *Academic Committee* met on May 11th and reviewed the academically related contracts that are up for renewal tonight, *Sundog Theatre*

and *Edwards Orton-Gillingham/Literacy Live*; the Academic Committee recommends that the board approve those contract renewals.

T. Castanza and DTL Christine Volpe presented recent MAP data to the committee, which reviewed it for implication for instruction, for progress and for areas needing to be revisited for restructure. Importantly, it was Map data that came out of a recent broad-scale teacher professional development MAP program on how to use the data effectively day-to-day, which is key. E.D. and DTL will speak further on this tonight and she defers much of the academic update to their report.

### III. Executive Director Report

#### A. ED Report

T. Castanza gave the following update:

- Welcome to our students' families who are virtually present at tonight's meeting;
- Today *Lightning Field Day* was held at school; so proud of the school's Family Association, who raised over \$9,000 in the last few weeks through donations and a "Fun Run"; he thanks them for leading the way in our fundraising efforts.
- Welcome to the potential new board members, looking forward to introducing them to our school community;
- Happy to see Kimberly Santiago, our partner from NYSED here tonight.
- *NYS Education Commissioner Betty Rosa and Board of Regents Member Christine Cea* will visit Bridge Prep on Monday June 6th; and agenda is being finalized and further information will follow.
- Our NYSED Mid-term Visit will be held virtually on Tuesday June 7, led by Kim Santiago, our NYSED CSO Liaison joined by Shenita Johnson, who will serve as the consultant for the visit; we will highlight our key design elements in everyday practices; a portion of the visit will include a meeting with students' families. NYSED will also virtually meet the *Board of Trustees* on June 2nd from 12pm-1pm;
- We are still finalizing the end-of-year budget and will present that to the board in June.
- We co-sponsored *Dyslexia Awareness Day* in Albany on May 12th; NYC Mayor Adams and Chancellor Banks announced changes in the DoE approach to supporting dyslexic students; this is wonderful news and highlights how important our work is; more students across NYC will get the chance to thrive like our Bridge Prep students with access to specialized instruction.
- Contract extensions to be voted on at tonight's meeting: Sundog Theatre (Academic), BoostEd Finance (Financial), Edwards Orton-Gillingham (Academic).
- Student Registration is in full swing; we held a few in-person registration days and aim to have all students registered by the end of June.
- Thanked F. Ebanks for working with him on space planning; we continue to evaluate our space needs for the upcoming school year working with our DoE partners on our shared campus; met with NYC DOE *Office of Space Planning and Campus Governance* on May 13th to discuss space allocations and changes, as well as the updated policies around Campus Governance; we will establish a *Shared Space Committee* starting in September, comprised of school administrators, teachers and parents;
- We created a draft school calendar for the 2022-2023 school year but are awaiting the NYC DOE calendar to be released in mid-June.

- We've begun to identify students that may benefit from our summer school programs; we applied for the \$75,000 Bloomberg Philanthropies' new Summer Boost NYC program and are waiting to hear back; if we receive the funds, we can double the number of students in the summer program and increase the amount of days (50 students for 24 days) from July 5th-August 5th from 8am-1pm.
- Further updates can be read in the E.D. update report submitted to the board.

At this point, he gave the floor to Christine Volpe, the *Director of Teaching & Learning* to discuss academic data:

Professional development was held to show teachers and staff how to use MAP data; not only to look at the data but also how to take meaning from the data; how teachers can use the data everyday in their classrooms.

C. Volpe reviewed the MAP Growth Data and shared the chart with the board; the data indicates that all grades have shown improvement, with grades 3 & 4 exceeding national grade level norms; we are looking forward to seeing the results of this year's ELA & MATH tests.

R. Kerr emphasized that the 3rd and 4th grade students have been at Bridge Prep the longest and have gotten OG lessons all along; it shows how our curriculum is working; she wants to congratulate the students and families.

## B. FY23 Budget Discussion

T. Castanza reviewed the budget process and the budget narrative. Budget was discussed at the last *Finance Committee Meeting* and many board members were there; received good feedback from the board on the budget narrative.

### Fiscal Year 2023 (FY23) Budget Narrative highlights:

The priority areas to allocate funding and assure organizational success include **#Organizational retention and staff continuity** critical for the success of students and staff;

**#Staff support & professional learning** in areas of strength & those with opportunities for growth;

**#Increased staff headcount** to accommodate the final phase in of our currently approved grade span;

**#New, responsive benefit offerings** to support staff financially, as well as make them feel valued, such as reducing health benefit costs and student loan reimbursements;

**#Enhancement of the student experience** through funding for additional programming, events, materials, trips and extracurricular programming;

**#Organizational advancement**, through new targeted partnerships, an early launch of the student recruitment process.

The budget was developed conservatively in its approach to revenue, while being robust as it relates to expenses. Revenue in the budget is primarily driven by Per Pupil funding based on allocations from NYS. Student enrollment projections in the budget account for 230 students. After accounting for all projected expenses and with a conservative approach to projecting revenue, this budget will provide the organization with a significant and strong Operational (Net) Surplus of \$1,822,683 and an ending Cash Balance (Reserve) of \$5,872,588.

The budget shows us in a strong financial position, able to accommodate the need for additional expenses, needs and strategic planning choices. We could expect additional revenue in the form of up to 12 additional students, which the school is able to serve and has enrolled to date. This additional revenue will result in an increase to the school's Operating (Net) Surplus.

## C.

### Monthly Financials

T. Castanza reviewed the monthly financials with the board, looking at the June amounts, and actual vs projected expenses; some amounts can be rolled over to the next budget as cash reserves.

## IV. Votes

### A. FY23 BoostEd Contract Extension

G. Winn made a motion to approve the extension of the BoostEd contract for 1 year, from July 1, 2022 to June 30, 2023 under the same conditions as previously agreed upon.

L. Timoney seconded the motion.

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

### B. Sundog Theatre Arts Program Agreement

M. Harmon-Vaught made a motion to approve the Sundog Theatre agreement to provide the arts discipline of drumming during school hours in the form of 13 total classes/week in a residency to continue for 34 weeks.

A. Volpe seconded the motion.

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

### C. Literacy for Life Proposal FY23

M. Harmon-Vaught made a motion to approve the Literacy for Life/Edwards Orton-Gillingham training and coaching program (Option 1) ongoing during 2022-2023.

R. Kerr seconded the motion.

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

## V. Family Association Update

### A. Family Association Update

A. Volpe gave the following *Family Association* update:

The "*Fun Run*" was able to raise \$9,119 and we are very proud of the accomplishment as we were only hoping to reach \$4,500.

On June 12th the 2nd *Annual Family Fun Day* will be held at the *Carousel For All Children* in Willowbrook Park from 12pm to 6pm. The carousel has been reserved for our students' families to enjoy. Of course, board members are also invited.

She then yielded her speaking time to the people waiting to speak during public comments.

## VI. Public Comment

### A. Public Comment

The following parents of Bridge Prep students spoke to the board about their wish that the school grades be extended to 6th grade and middle school so that their children can continue to thrive at Bridge Prep. They feel very strongly about this and don't trust that the DoE will support their children. They are afraid that their children will fall behind and lose self-esteem if they attend a DoE district middle school.

- Diane Spicer, 4th grade parent

- Heather Thomassen, 4th grade parent
- Azalia Volpe, speaking as a parent of 2 students
- Karen Smith, 4th grade parent
- Joshua Sussman, 4th grade parent
- Donna LaCicero, 4th grade parent
- Amanda Wolkowitz, 4th grade parent

R. Kerr thanked all the families who spoke so candidly. We hear you. The Executive Director and Board of Trustees is planning a parent/family meeting in the very near future to hear more details of your concerns and questions and to listen to your pleas. Those of us who are parents - or not parents - do feel you. The E.D. will lead the meeting and will discuss the possibilities, how authorization works, the potential for grade expansion, NYSED policies and timelines for such things. We want to bring you up to speed and let you know further that we do care. Thank you for acknowledging the hard work that the school does every day and the fact that your children are happy and prospering makes it all worth while. We will see you very soon. Thank you.

T. Castanza responded that we are working on setting up a date in early June for the parent meeting. To all the parents on this video-conference, you know that your kids are our kids, and I have made the promise to you that we will not let them go anywhere without a plan; whatever that plan looks like, I promise you that there will be ample time to make the process personalized. You have met the board, you know our staff, you know our team, we're there every day; I see some of our teachers on this video-conference who see your kids every day and care about every one of them. We are getting your emails and hearing your concerns; I give you my word that this process will be everything that we can make it be to assure their continued success. We are very proud of their success and we want that to continue.

R. Kerr added that our understanding will continue; we will meet very shortly so that you know you are supported with more than just head-nodding on a Zoom call; we want you to feel really supported and we get what you're saying; it's all about love of children. We are there for you and will hear from you in person very soon.

M. Harmon-Vaught thanked the parents; anyone to whom you entrust your children has a duty and it's wonderful to hear how much your children are thriving at Bridge Prep; it's a wonderful place. As a non-founding board member, he is so pleased to join this community where we have parents who are engaged, board members who are engaged, a school staff who are so invested in everything for our Bridge Prep kids.

## **VII. Closing Items**

### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:24 PM.

Respectfully Submitted,  
K. Baldassano



DRAFT



## Bridge Preparatory Charter School

### Minutes

#### Board Meeting

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##### Date and Time

Wednesday June 15, 2022 at 7:00 PM

##### Location

Bridge Preparatory Charter School  
715 Ocean Terrace  
Building A - Atrium (Main Floor)

##### Zoom Video

<https://us02web.zoom.us/j/85726236693?pwd=SmVOZ0xlaWVIZjdSZnIGOVd4MDQxdz09>

Meeting ID: 857 2623 6693

Passcode: nvgu2S

One tap mobile

+16465588656,,85726236693#,,,,\*800860# US (New York)

+13126266799,,85726236693#,,,,\*800860# US (Chicago)

##### Additional Locations to Join by Video Conference

- 2742 Hilltop Loop, Apopka, FL 32712
- 11 Oakridge Pl, Eastchester, NY 10709

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##### Trustees Present

A. Volpe (remote), G. Kuriakose (remote), G. Winn (remote), L. Gyimesi, L. Timoney, M. Casale (remote), M. Harmon-Vaught, R. Kerr

##### Trustees Absent

None

##### Guests Present

Amanda Wolkowitz (remote), C. Volpe (remote), F. Ebanks, Francesca DiCanio (remote), Heba Nassef Gore (remote), K. Baldassano (remote), R. Illuzzi (remote), T. Castanza

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#### I. Opening Items

##### A. Record Attendance

##### B.



### Call the Meeting to Order

M. Harmon-Vaught called a meeting of the board of trustees of Bridge Preparatory Charter School to order on Wednesday Jun 15, 2022 at 7:03 PM.

### C. Approve Minutes from May Board Meeting

M. Harmon-Vaught made a motion to approve the minutes from Board Meeting on 05-18-22.

L. Timoney seconded the motion.

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

### D. Welcome from the Chair

R. Kerr welcomed the attendees to the last board meeting of this school year; she asks for some additional time to speak a little later in this meeting; but now let's move on.

## II. Committee Reports

### A. Academic Committee

R. Kerr stated that she will defer her Academic Committee report to E.D. T. Castanza and DTL C. Volpe to present student data and other academic items.

T. Castanza reported that C. Volpe will cover end-of-year data, but first he wishes to speak about some recent academic achievements:

- **NYS Assessments** - we have completed our first round of state assessments: ELA, Math and Science, which has a hands-on component; our 4th grade team did a wonderful job prepping the students for that Science exam;
- **Summer School** - we received funding from the Bloomberg Philanthropies' new Summer Boost NYC program to cover our newly expanded summer school for 50 students over 24 days (from July 5-August 5); he thanked C. Volpe for her assistance in applying for the funding.
- **End-of-Year Data** - we've completed aggregating the end-of-year MAP data, and will hopefully receive the NYS assessment data in time to be compared and reviewed at the August board meeting. We are starting see how data points sync and intersect with each other and tell us the same results.
- **Professional Learning** - we are creating a calendar of professional learning opportunities for teaching staff this summer; starting August 22; the plan includes staff-wide training in *The Writing Revolution*, *PowerSchool*, our new math program, *Envisions Math*, a supplementary math program known as *Multisensory Math*, *The Leader in Me School Culture Program* and a *Conflict Management and Resolution Workshop*; he will be presenting school policy and vision for the upcoming school year; the 5-day OG training is being held in September.

R. Kerr asked if C. Volpe would speak about the F&P (Fountas & Pinnell) data and what it represents. C. Volpe reviewed the MAP data:

- **Fountas & Pinnell data** measures fluency and comprehension of reading. She added that we've seen a lot of growth this year in OG (Orton-Gillingham) data and F&P (Fountas & Pinnell) data; all grades showed growth in the groups reading at or above grade level; she then reviewed the

data for each grade level comparing the beginning-of-year (BOY), middle-of-year (MOY) and end-of-year (EOY) data; she referred to a printed chart of the MAP data for board members to review during this meeting.

- **Highlight of OG data:** we see mastery and growth in most skills in all grades; 90% of 1st graders have reached benchmarks for sight words and that's huge; 4th graders mastered 13 out of 15 skills during this year; we know that the OG skills are being applied into their reading and comprehension.

R. Kerr added that there were 2 successful visits to Bridge Prep this month; one on June 6th from NYS Education Commissioner Betty Rosa and Board of Regents member Dr. Christine Cea, everyone pitched in and the visit went well; The other was the NYSED mid-term visit on June 7th. It was a big week for our school. E.D. will give more details during his report later in this meeting.

## B. Finance Committee

G. Winn reported that we have a finalized budget to be approved by the board tonight; it took a lot of work; he thanked F. Ebanks and everyone who helped; he then gave the floor to the E.D. to review the budget highlights.

T. Castanza also thanked everyone who was involved in establishing the school's budget, which was gone through line-by-line at a previous meeting; he submitted an updated budget narrative to the board highlighting the following points:

- The budget is conservative with revenue, while being robust with expenses for both now and the future.
- Revenue is driven by per pupil funding from NYS along with Special Education Funding from both the state and federal government, as well as grants.
- This budget will provide the school with a strong operational (Net) surplus of \$1,631,130 and an ending cash balance (Reserve) of \$5,779,278.
- The budget shows us in a strong financial position.

### Highlighted Expenses Included in Budget:

- **Organizational retention and staff continuity** - Each full- time employee returning for the upcoming school year will receive a \$1,500 re-sign stipend, paid out in two \$750 increments (September and April). Funding was allocated based on feedback from staff on specific additional benefit offerings, such as a new less-costly HR services provider that would give savings for both the individual employee and the school; the budget also has funding of \$50,000 allocated for *"Additional Fringe Benefits"* such as increased defined contribution cost towards health benefits or support for student loan repayment & academic advancement expense, a program that would provide each employee with a set monthly amount to support the payment of either a student loan (self or parent pay) or qualified academic expense.
- **Staff Support & Professional Learning** - With the exception of staff salaries, staff support and professional learning accounts for the majority of budgetary funding
- **Increased Staff Headcount** - Funding for salaries of new staff members to help complete the phase-in of 5th grade; all vacancies at this time are for new hires & are labeled TBD in the budget.
- **Enhancement of the Student Experience** - Funding has been allocated to improve the experience for our students, such as field trips, student activities, athletics, after-school programming, new classroom furniture,

technology and equipment. Increased funding for student recruitment and retention.

- **Cost of memberships, Dues & Miscellaneous Expenses** - Our participation in/with organizations/partners that will support our growth and expand our footprint in the community.
- **Grant Writing/Support** - Funding includes both Pasek (support with Renewal) and Bill Brinkman, who supports the writing of our Title grants.
- **Professional Consultants** - Funding of \$180,000 has been allocated to account for additional support with charter renewal and expansion planning
- **Board of Trustee Expenses** - Funding has been included to account for Board on Track, the BOT Administrative Assistant and additional BOT expenses throughout the fiscal year.

A board vote on the budget at tonight's meeting allows the *Finance Committee* to give approval to the E.D. salary which will be determined after completion of the E.D. evaluation later this month.

The date of the next *Finance Committee Meeting* is TBD.

### C. Board Development and Governance

L. Gyimesi thanked the *Board Development and Governance Committee* members; we have started the process of welcoming 4 new Board of Trustee members and 2 additional candidates may be joining the board later this year. Annual review of the Board of Trustee bylaws was done and small bylaw changes regarding term limits will be brought before the board for a vote tonight.

### D. ED Support and Evaluation

M. Harmon-Vaught stated that the E.D. Evaluation Committee will meet again this month to finalize the evaluation at a date which is convenient for the board members.

L. Timoney added that Board on Track, that has been working with the board on the E.D. evaluation has sent a \$100 Amazon gift card as a thank you; the board is donating the gift card to the school.

## III. New Business

### A. Summer 2022 Board & Committee Meetings

A general discussion was held regarding whether the Board of Trustees will hold board meetings in July and August; the general feeling seems to be leaning towards no July board meeting, with the next board meeting in August. This year the board has already held more than the minimum of twelve (12) public meetings as required in the board's bylaws, so summer meetings may not be necessary.

A. Volpe said she was concerned about not holding a meeting in July because summer school will be held at the school for the first time and it's important to have a check-in to see how summer school is going.

R. Kerr responded that the *Academic Committee* will be on-site and continue to meet with DTL C. Volpe this summer regarding summer school and to prepare for the upcoming fall curriculum.

G. Winn asked if we need to make a decision immediately on whether to have a July meeting or can we wait to see what might come up?

Since there is so much still to cover at tonight's meeting, the board agreed to table this discussion until later in the meeting and to get on with the business of elections and approvals of various items on the agenda.

### B.

**Statement by R. Kerr, Chair of Board of Trustees**

R. Kerr said that when Bridge Prep was started, she was chosen as Chair of the Board due to her on-site, in-school administrative experience as a retired school principal. Now that the school has moved on and developed she feels it is time to plan for succession for the sake of the children; she said she will not seek to be Chair, but she will remain on the board as a trustee and she will remain as co-chair of the *Academic Committee* with board member Maria Casale. She's looking forward to the new people coming onto the board; she wants to say thank you to the board; it has meant a lot to her; the board members and school staff are extraordinary and she wants to say thank you to her colleagues on the board and to the school leadership and the parents and students of the school.

**C. Election of Chair of Board of Trustees**

**R. Kerr nominated L. Gyimesi as Chair of the Board of Trustees.**

There were no other nominations.

L. Gyimesi accepted the nomination.

M. Harmon-Vaught called for a vote on this nomination:

**RESULTS OF VOTE: 8 YES; 0 NO; 0 ABSTENTIONS**

**L. Gyimesi is unanimously elected Chair of the Board of Trustees**

**D. Election of Vice-Chair of Board of Trustees**

*M. Harmon-Vaught stepped aside and R. Kerr took the floor as Chair for this nomination and vote.*

**L. Gyimesi nominated M. Harmon-Vaught as Vice-Chair of the Board of Trustees.**

There were no other nominations.

M. Harmon-Vaught accepted the nomination.

*R. Kerr called for a vote on this nomination:*

**RESULTS OF VOTE: 8 YES; 0 NO; 0 ABSTENTIONS**

**M. Harmon-Vaught is unanimously elected Vice-Chair of the Board of Trustees**

**E. Election of Secretary of Board of Trustees**

**M. Harmon-Vaught nominated G. Kuriakose as Secretary of the Board of Trustees.**

There were no other nominations.

G. Kuriakose accepted the nomination.

*M. Harmon-Vaught called for a vote on this nomination:*

**RESULTS OF VOTE: 8 YES; 0 NO; 0 ABSTENTIONS**

**G. Kuriakose is unanimously elected Secretary of the Board of Trustees**

**F. Election of Treasurer of Board of Trustees**

**L. Gyimesi nominated G. Winn as Treasurer of the Board of Trustees.**

There were no other nominations.

G. Winn accepted the nomination.

*M. Harmon-Vaught called for a vote on this nomination:*

**RESULTS OF VOTE: 8 YES; 0 NO; 0 ABSTENTIONS**

**G. Winn is unanimously elected Treasurer of the Board of Trustees**

**G. Re-Election of Board Member Maria Casale to a Second 3-Year Term**

As per ARTICLE III, C (4)(b) of the Bridge Prep Board of Trustees Bylaws, Maria Casale's first 3-year term of office as a Trustee is now expiring.

L. Gyimesi nominated Maria Casale to a second 3-year term as a Trustee effective immediately.

*M. Harmon-Vaught called for a vote on this nomination:*

**RESULTS OF VOTE: 8 YES; 0 NO; 0 ABSTENTIONS**

**Maria Casale is hereby unanimously elected to her second 3-year term as a member of the Board of Trustees.**

**H. Election of A. Volpe to Fill the Board of Trustee Vacancy Created by the Resignation of F. Santarpia**

L. Gyimesi nominated A. Volpe to fill the vacancy created by the resignation of F. Santarpia.

A. Volpe accepted the nomination.

*NOTE: A. Volpe was previously a member of the Board of Trustees in her position as President of the Family Association; her position with the Family Association ceases effective June 2022. As per ARTICLE III, C (4)(b) et seq. of the Bridge Prep Board of Trustees Bylaws, she is now eligible to serve as an elected Trustee on the Board.*

*M. Harmon-Vaught called for a vote on this nomination:*

**RESULTS OF VOTE: 8 YES; 0 NO; 0 ABSTENTIONS**

**A. Volpe is hereby unanimously elected to be a member of the Board of Trustees.**

**IV. Executive Director Report**

**A. ED Report**

T. Castanza thanked the Board of Trustee members for their work throughout the year; this year we can highlight what we've accomplished over the last 3 years.

- We were visited by NYS Education Commissioner Betty Rosa and Regent Dr. Christine Cea on June 2nd including classroom visits and interactions with students and staff; it was a successful visit; Commissioner Rosa knows a lot about our school. Some of her recommendations included an emphasis on early childhood education and literacy (Pre-K and Kindergarten); the identification of a higher education partner to develop a student teacher residency and to support areas such as research-based practices and content specific training (she specifically highlighted Manhattanville College, which is a NYSED partner university); our possible status as a Professional Learning Support School, for grades 2-3, which would come with funding - we are seeking clarity on this and will provide more details later.

- NYSED remotely visited our school on June 7th; we had prepared for their visit by looking at our charter so we could highlight our key developments throughout the school building; we have not yet gotten feedback from NYSED on that visit and we don't know when it will be forthcoming. They had a lot of academic questions for us; NYSED met with parents and we believe the visit went well. R. Kerr added that the purpose of the visit was to give us feedback to prepare for our charter renewal request; to tell us what they want to see for our charter reauthorization.
- A special thank you to R. Kerr for her work as Chair of the Board; he is grateful for her guidance and he said he learned a lot from her.

## **B. Monthly Financials**

## **V. Votes**

### **A. FY23 Budget**

L. Timoney made a motion to approve the FY 2023 budget for Bridge Prep Charter School as presented to the Board of Trustees.

A. Volpe seconded the motion.

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

#### **Roll Call**

|                  |     |
|------------------|-----|
| M. Casale        | Aye |
| L. Timoney       | Aye |
| G. Winn          | Aye |
| M. Harmon-Vaught | Aye |
| A. Volpe         | Aye |
| L. Gyimesi       | Aye |
| G. Kuriakose     | Aye |
| R. Kerr          | Aye |

### **B. Insurance Renewal**

M. Harmon-Vaught made a motion to approve the Summary of Insurance Coverage for 2022-2023 as presented to the Board of Trustees.

A. Volpe seconded the motion.

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

### **C. HR Services Contract**

M. Harmon-Vaught made a motion to approve the ExtensisHR Client Service Agreement effective July 2022 as presented to the Board of Trustees.

G. Winn seconded the motion.

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

### **D. School Technology Services Contract**

M. Harmon-Vaught made a motion to approve the Tech Support Services Agreement from edIT Support Technology Services effective 07/01/22 as presented to the Board of Trustees.

L. Timoney seconded the motion.

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

### **E. Proposed Amendment to Bylaws**

L. Gyimesi made a motion to approve the amendments to the Board of Trustees Bylaws, ARTICLE III, C (4)(b) et seq. as presented to the Board.

R. Kerr seconded the motion.

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

## VI. Family Association Update

### A. Family Association Update

A. Volpe said this is her last board meeting as President of the Family Association and she thanked the board members for having her; she will continue on the board now as an elected Board Trustee; the Family Association held a *Family Fun Day* on Sunday, June 12th in Willowbrook Park and in spite of the rain, people showed up and had a wonderful time; NYS Charter Parent Council has recognized her as a Parent of the Year.

She introduced Amanda Wolkowitz, the new President of the Family Association; A. Wolkowitz spoke briefly about her children who attend Bridge Prep and how much she appreciates the school and its staff; she said there are many Family Association events being planned for next year and she is looking forward to working with the board members.

R. Kerr reminded everyone that earlier tonight, the discussion and decision about whether to hold a Board of Trustees Meeting in the month of July was tabled; she asked if there is consensus now on this topic and if board members are willing to eliminate the July meeting; based on the board's positive response, and there being no objection from any member, the board agreed by general consent that the July full board meeting will not be held. She added that any committee that wishes to meet in July may certainly do so.

T. Castanza said he would send the board members a July E.D. update to keep everyone in the loop.

L. Gyimesi said that the term of founding board member L. Timoney is ending and she has chosen not to run for a seat to remain on the board. She thanked L. Timoney for her vision in forming Bridge Prep, her commitment to the parents of Staten Island and their children; the many tasks she has performed to make Bridge Prep a success; her leadership, her passion and compassion will be sorely missed.

T. Castanza then spoke about how Bridge Prep would not exist if it weren't for the efforts of L. Timoney; much of what we've accomplished could not have happened without her; he said she truly is a "bridge builder" on behalf of the school, he thanked her for everything she's done for Bridge Prep and he presented her with a bridge model.

L. Gyimesi then thanked R. Kerr for her depth of knowledge and vision and is thankful that she is staying on the board; for her efforts in leading the board and her attention that helped make Bridge Prep what it is today; luckily she has agreed to stay on the board as we try to move forward without her at the helm.

M. Harmon-Vaught said he wanted to echo the gratitude for L. Timoney; she and R. Kerr were the first people he spoke to before he even moved to Staten Island; he is grateful for her example, her partnership and the vision that she brought which is why we are all here. She will still be reachable at the Borough President's Office but needs to spend time at home.

## VII. Closing Items

### A.



**Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:17 PM.

Respectfully Submitted,  
K. Baldassano

|                                                                            |
|----------------------------------------------------------------------------|
| <b>Disclosure of Financial Interest by a Current<br/>or Former Trustee</b> |
|----------------------------------------------------------------------------|

**Trustee Name:**

Amy Margolis

---

**Name of Charter School Education Corporation:**

Bridge Preparatory Charter School

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Trustee

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ Yes ☒ No

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

5. 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.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with 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 months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **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 |
|---------|--------------------------------------------|------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
|         |                                            |                                                                                                      |                                                                                    |

7. 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) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or 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, check **None**.

☒ **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 |
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Bridge Preparatory Charter School

- Amy Margolis

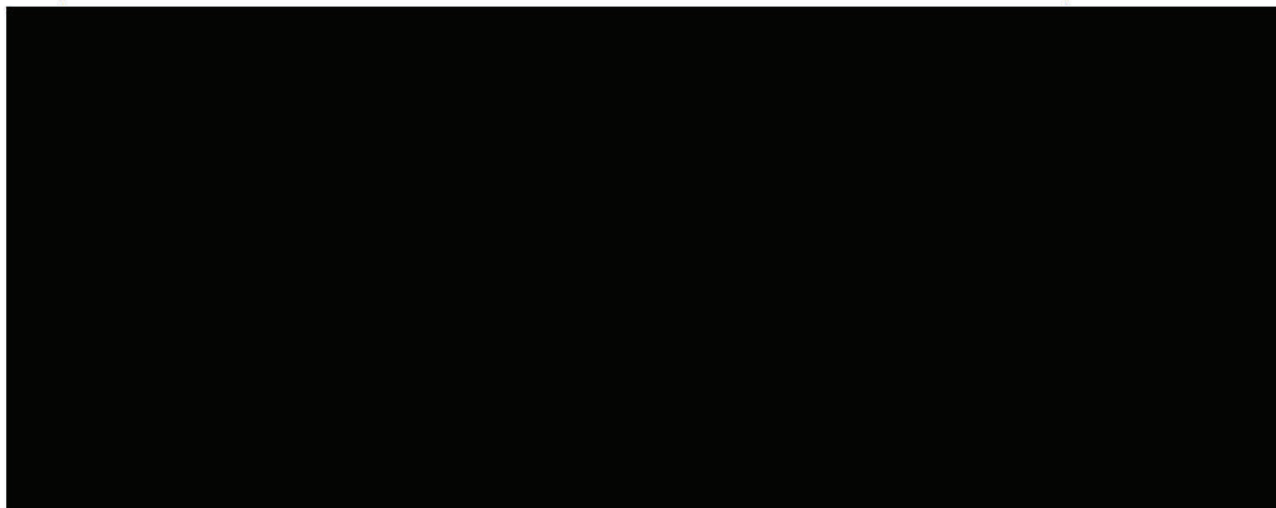
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**Business Telephone:**

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**Business Address:**

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DocuSigned by:  
*amy margolis*  
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7/26/2022

**Signature**

**Date**

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*last revised 04/2022*

|                                                                            |
|----------------------------------------------------------------------------|
| <b>Disclosure of Financial Interest by a Current<br/>or Former Trustee</b> |
|----------------------------------------------------------------------------|

**Trustee Name:**

Azalia Volpe

---

**Name of Charter School Education Corporation:**

Bridge Preparatory Charter School

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Parent Representative

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☒ Yes ☐ No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

My daughter is a student.



4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ Yes ☒ No

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

5. 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.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with 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 months prior to such service. If there has been no such interest or transaction, check **None**.

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☒ **None**

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**Business Telephone:**

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**Business Address:**

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Completed on Behalf of

8/1/2022

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**Signature**

**Date**

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|                                                                            |
|----------------------------------------------------------------------------|
| <b>Disclosure of Financial Interest by a Current<br/>or Former Trustee</b> |
|----------------------------------------------------------------------------|

**Trustee Name:**

Azalia Volpe

---

**Name of Charter School Education Corporation:**

Bridge Preparatory Charter School

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Parent Representative

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ Yes ☐ No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ Yes ☐ No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

My daughter is a student.



4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ Yes ☐ No

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

5. 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.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with 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 months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **None**

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☒ **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 |
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**Business Telephone:**

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8/1/2022

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**Signature**

**Date**

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*last revised 04/2022*

|                                                                            |
|----------------------------------------------------------------------------|
| <b>Disclosure of Financial Interest by a Current<br/>or Former Trustee</b> |
|----------------------------------------------------------------------------|

**Trustee Name:**

Geena Kuriakose

---

**Name of Charter School Education Corporation:**

Bridge Preparatory Charter School

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Secretary

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ Yes ☒ No

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

5. 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.



6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with 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 months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **None**

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☒ **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 |
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Bridge Preparatory Charter School

- Geena Kuriakose

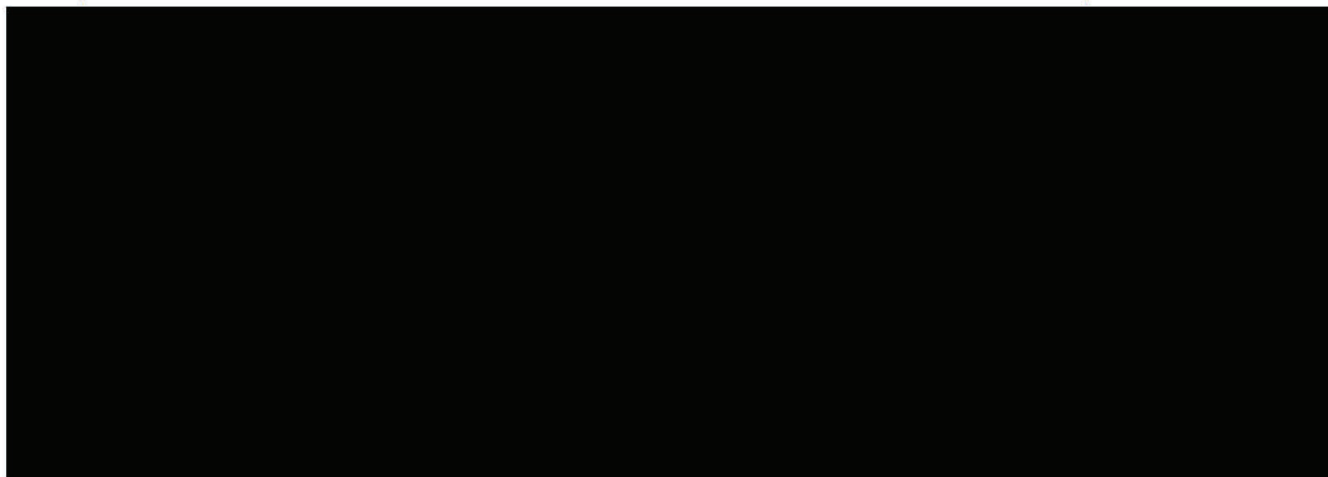
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7/14/2022

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|                                                                            |
|----------------------------------------------------------------------------|
| <b>Disclosure of Financial Interest by a Current<br/>or Former Trustee</b> |
|----------------------------------------------------------------------------|

**Trustee Name:**

George Winn

---

**Name of Charter School Education Corporation:**

Bridge Preparatory Charter School

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Treasurer, Finance Committee Chair

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ Yes ☒ No

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

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☐ Yes ☒ No

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

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with 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 months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **None**

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7. 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) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or 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, check **None**.

☒ **None**

| <b>Organization conducting business with the school(s)</b> | <b>Nature of business conducted</b> | <b>Approximate value of the business conducted</b> | <b>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</b> | <b>Steps taken to avoid conflict of interest</b> |
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Bridge Preparatory Charter School

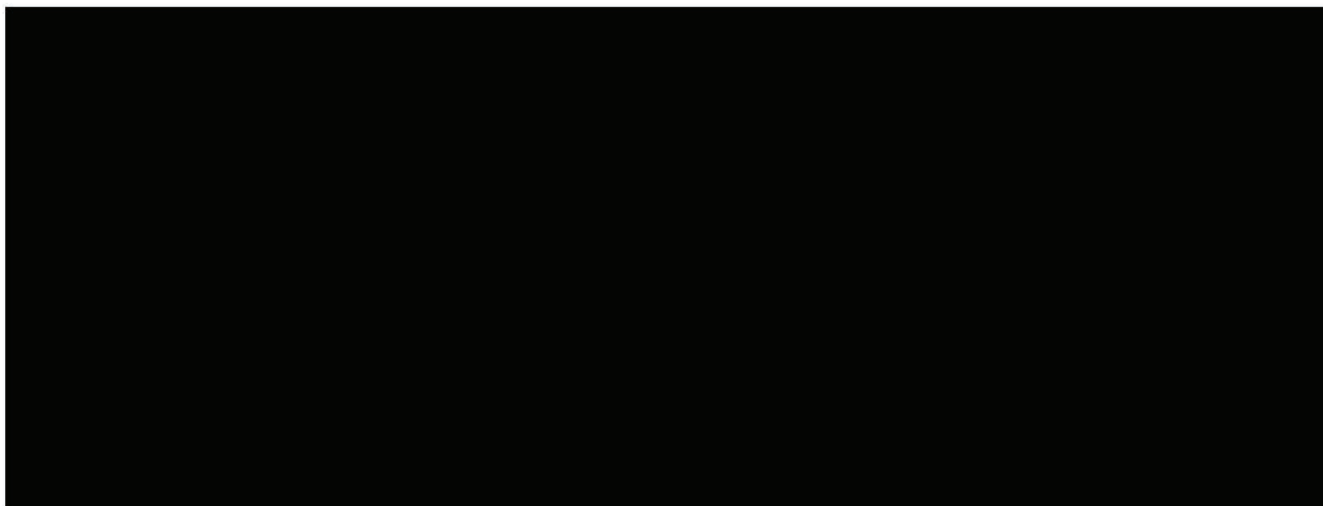
- George Winn

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**Business Telephone:**

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**Business Address:**



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*George Winn*  
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7/15/2022

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**Signature**

**Date**

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|                                                                            |
|----------------------------------------------------------------------------|
| <b>Disclosure of Financial Interest by a Current<br/>or Former Trustee</b> |
|----------------------------------------------------------------------------|

**Trustee Name:**

Laurel Wedinger-Gyimesi

---

**Name of Charter School Education Corporation:**

Bridge Preparatory Charter School

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Chair

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ Yes ☒ No

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

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☐ Yes ☒ No

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

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☒ **None**

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☒ **None**

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Bridge Preparatory Charter School

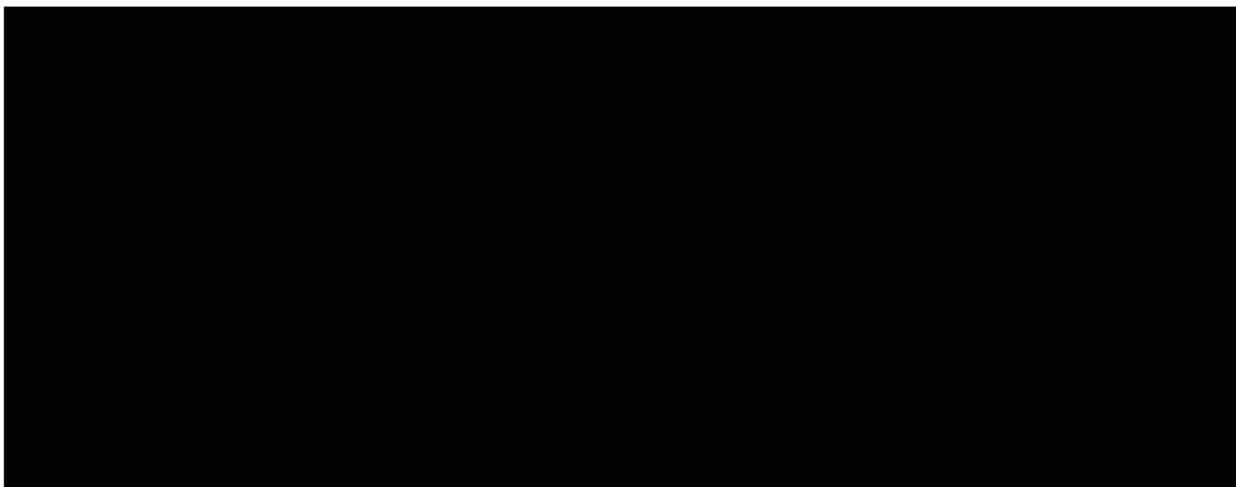
- Laurel Wedinger-Gyimesi

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**Business Telephone:**

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**Business Address:**



DocuSigned by:  
*Laurel Wedinger-Gyimesi*  
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7/18/2022

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**Signature**

**Date**

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*last revised 04/2022*

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|----------------------------------------------------------------------------|
| <b>Disclosure of Financial Interest by a Current<br/>or Former Trustee</b> |
|----------------------------------------------------------------------------|

**Trustee Name:**

Maria Casale

---

**Name of Charter School Education Corporation:**

Bridge Preparatory Charter School

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Trustee

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.



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☐ Yes ☒ No

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

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☐ Yes ☒ No

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

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with 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 months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **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 |
|---------|--------------------------------------------|------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
|         |                                            |                                                                                                      |                                                                                    |

7. 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) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or 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, check **None**.

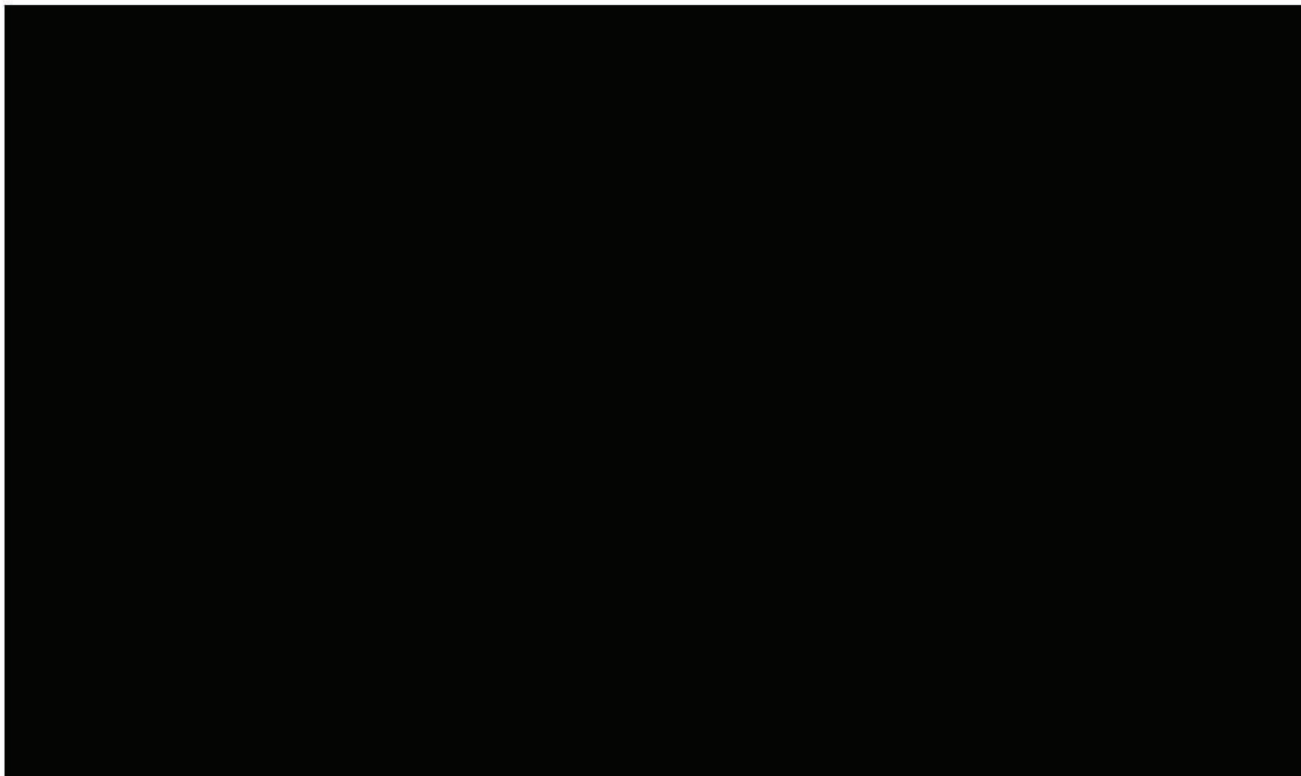
☒ **None**

| 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 |
|-----------------------------------------------------|------------------------------|---------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|
|                                                     |                              |                                             |                                                                                                                                                                           |                                           |

Bridge Preparatory Charter School

- Maria Casale

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DocuSigned by:  
*Maria Casale*  
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8/1/2022

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**Signature**

**Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

*last revised 04/2022*



|                                                                            |
|----------------------------------------------------------------------------|
| <b>Disclosure of Financial Interest by a Current<br/>or Former Trustee</b> |
|----------------------------------------------------------------------------|

**Trustee Name:**

Mark Harmon Vaught

---

**Name of Charter School Education Corporation:**

Bridge Preparatory Charter School

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Vice Chair

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ Yes ☒ No

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

5. 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.



6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with 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 months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **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 |
|---------|--------------------------------------------|------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
|         |                                            |                                                                                                      |                                                                                    |

7. 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) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or 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, check **None**.

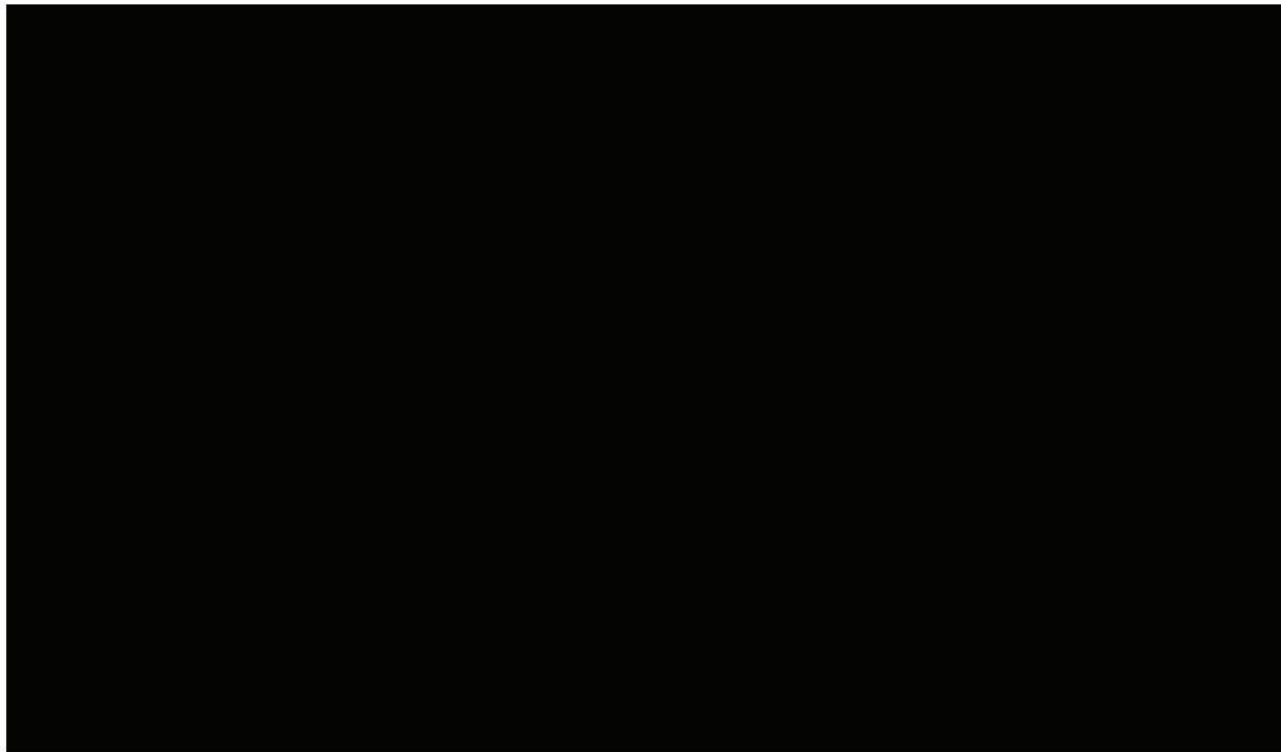
☒ **None**

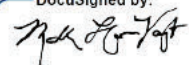
| Organization conducting business with the school(s) | Nature of business conducted | Approximate value of the business conducted | Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest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

Bridge Preparatory Charter School

- Mark Harmon Vaught

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DocuSigned by:  
  
C2ED2B0C1D394DA...

7/15/2022

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**Signature**

**Date**

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*last revised 04/2022*

|                                                                            |
|----------------------------------------------------------------------------|
| <b>Disclosure of Financial Interest by a Current<br/>or Former Trustee</b> |
|----------------------------------------------------------------------------|

**Trustee Name:**

Rose Kerr

---

**Name of Charter School Education Corporation:**

Bridge Preparatory Charter School

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Founding Chair Board of Trustees

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.



4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ Yes ☒ No

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

5. 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.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with 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 months prior to such service. If there has been no such interest or transaction, check **None**.

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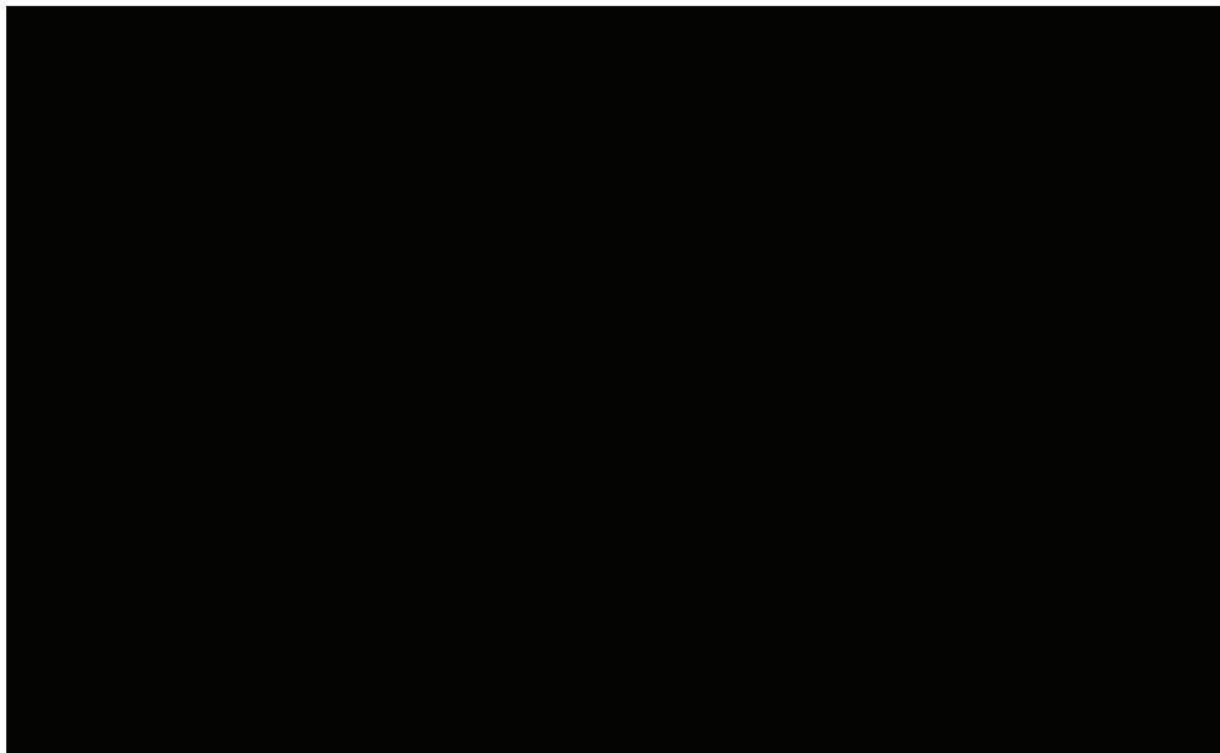
☒ **None**

| 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 |
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|                                                     |                              |                                             |                                                                                                                                                                           |                                           |

Bridge Preparatory Charter School

- Rose Kerr

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DocuSigned by:  
*Rose Kerr*  
59404D53F1A9482...

7/17/2022

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**Signature**

**Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

*last revised 04/2022*



**SIGNATURE BANK**

565 Fifth Avenue, 12<sup>th</sup> Floor  
New York, NY 10017

Statement Period  
From June 01, 2022  
To June 30, 2022  
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: 0

THE BANK HAS UPDATED ITS FEES AND SERVICE CHARGES INTO A COMBINED SCHEDULE OF FEES AND SERVICE CHARGES FOR BUSINESS ACCOUNTS ("SCHEDULE").

THE SCHEDULE WILL GOVERN YOUR USE OF YOUR BANK ACCOUNT(S), ALONG WITH BANKING PRODUCTS AND SERVICES. THE SCHEDULE REPLACES ALL PRIOR FEE ARRANGEMENTS AND SCHEDULES IN EFFECT PRIOR TO SEPTEMBER 1, 2022 WHEN THIS SCHEDULE BECOMES EFFECTIVE.

TO REVIEW THE UPDATED SCHEDULE, PLEASE VISIT SIGNATURE'S INTERNET BANKING SITE, CONTACT YOUR PRIVATE CLIENT GROUP OR VISIT A BANK FINANCIAL CENTER.

**Signature Relationship Summary**

**Opening Bal.**

**Closing Bal.**

**BANK DEPOSIT ACCOUNTS**

|                      |           |           |
|----------------------|-----------|-----------|
| MONOGRAM INSURED MMA | 75,404.01 | 75,419.92 |
| RELATIONSHIP TOTAL   |           | 75,419.92 |



SIGNATURE BANK

Statement Period  
From June 01, 2022  
To June 30, 2022  
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: 0

MONOGRAM INSURED MMA 1503481479

Summary

|                                      |           |
|--------------------------------------|-----------|
| Previous Balance as of June 01, 2022 | 75,404.01 |
| 1 Credits                            | 15.91     |
| Ending Balance as of June 30, 2022   | 75,419.92 |

Deposits and Other Credits

|                      |       |
|----------------------|-------|
| Jun 30 Interest Paid | 15.91 |
|----------------------|-------|

Daily Balances

|        |           |        |           |
|--------|-----------|--------|-----------|
| May 31 | 75,404.01 | Jun 30 | 75,419.92 |
|--------|-----------|--------|-----------|

|                                |           |                                |          |
|--------------------------------|-----------|--------------------------------|----------|
| *===== Interest Summary =====* |           |                                |          |
| * Year-To-Date Interest        | 91.07     |                                | *        |
| * Interest Paid This Period    | 15.91     | Annual Percentage Yield Earned | 0.26 % * |
| * Avg. Balance this Period     | 75,404.01 | Days in Period                 | 30 *     |
| *=====*                        |           |                                |          |



*"Connecting Students to Literacy"*

## **2022-2023 School Year Calendar**

### **September - 19 days**

- 1 - Student Orientation (Half Day)
- 2 - Student Orientation (Half Day)
- 5 - Labor Day (School Closed)
- 6 - Professional Learning (No Students-Staff Only)
- 7 - First Full Day of School
- 26-27 - Rosh Hashanah (School Closed)

### **October - 20 days**

- 5 - Yom Kippur (School Closed)
- 10 - Columbus Day (School Closed)
- 14 - Progress Reports Due
- 15 - Connect Saturday
- 18 - Family Teacher Conferences

### **November - 19 days**

- 8 - Election Day (No Students-Staff Only)
- 11 - Veterans Day (School Closed)
- 24-25 - Thanksgiving Break (School Closed)

### **December - 17 days**

- 2 - First Trimester Ends
- 26-30 - Holiday Break (School Closed)

### **January - 20 days**

- 2 - New Year's Day Observed (School Closed)
- 3 - School Resumes
- 16 - MLK Jr. Day (School Closed)
- 17 - Professional Learning (No Students-Staff Only)
- 20 - Progress Reports Due
- 24 - Family Teacher Conferences

### **February - 16 days**

- 4 - Connect Saturday
- 20-24 - Winter Break (School Closed)
- 28 - School Resumes

### **March - 23 days**

- 10 - Second Trimester Ends
- 20 - Professional Learning (No Students-Staff Only)

### **April - 13 days**

- 6 - Passover (School Closed)
- 7 - Good Friday (School Closed)
- 10-14 - Spring Break (School Closed)
- 17 - School Resumes
- 19-21 - ELA State Testing Window
- 21 - Eid-al-Fitr (School Closed)
- 29 - Connect Saturday

### **May - 22 days**

- 2-4 - Math State Testing Window
- 5 - Progress Reports Due
- 9 - Family Teacher Conferences
- 29 - Memorial Day (School Closed)

### **June - 16 days**

- 10 - BPCS Community Day
- 19 - Juneteenth (School Closed)
- 23 - Third Trimester Ends
- 23 - Last Day of School (Half Day)

**185 Instructional Days**

Bridge Preparatory Charter School

