

Application: Bridge Preparatory Charter School

2022-2023 Annual Report

Summary

ID: 0000000305

Status: Annual Report Submission

Last submitted: Oct 30 2023 02:41 PM (EDT)

Entry 1 School Info and Cover Page

Completed - Aug 1 2023

Instructions

Required of ALL Charter Schools

Each Annual Report begins with a completed School Information and Cover Page. The information is collected in a survey format within the [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 2022-2023 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, 2023**) 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, 2023)

Please select the correct authorizer as of June 30, 2023 or you may not be assigned the correct tasks.

BOARD OF REGENTS

c. School Unionized

Is your charter school unionized?

No

d. DISTRICT / CSD OF LOCATION

CSD #31 - STATEN ISLAND

e. Date of Approved Initial Charter

Jun 1 2018

f. Date School First Opened for Instruction

Sep 2 2019

g. Approved School Mission and Key Design Elements

(Regents, NYCDOE and Buffalo BOE authorized schools only)

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.

KDE 1 A Multisensory, Cross-Curricular Instructional Design

KDE 2 A Balanced Approach to Interdisciplinary Literacy

KDE 3 A Student-Centered School Structure

KDE 4 A Supportive Network for Families

KDE 5 Extensive, Supportive Staff Development

KDE 6 Connections to the Larger Community

h. School Website Address

www.bridgeprepcharter.org

i. Total Approved Charter Enrollment for 2022-2023 School Year

242

j. Total Enrollment on June 30, 2023 - excluding Pre-K program enrollment

239

k. Grades Served

Grades served during the 2022-2023 school year (exclude Pre-K program students):

Use the CTRL button to select multiple grades to accurately capture every grade level served.

Responses Selected:

1
2
3
4
5

I. Charter Management Organization

Do you have a [Charter Management Organization](#)?

No

FACILITIES INFORMATION

m. FACILITIES

Will the school maintain or operate multiple sites in 2023-2024?

	No, just one site.
--	--------------------

School Site 1 (Primary)

m1. SCHOOL SITES

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

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for previous year (K-5, 6-9, etc.)	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	NYC CSD 31	1-5	1-5	None

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		
Operational Leader	Fahron Ebanks	Director of Operations	718-274-3437		
Compliance Contact	Fahron Ebanks	Director of Operations	718-274-3437		
Complaint Contact	Timothy Castanza	Executive Director	718-274-3437		
DASA Coordinator	Tiffany Policastro	Teacher	718-274-3437		
Phone Contact for After Hours Emergencies	Timothy Castanza	Executive Director			

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

Co-located Space

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

	Date school will leave current co-location	Is school working with NYCDOE to expand into current space?	If so, list year expansion will occur.	Is school working with NYCDOE to move to separate space?	If so, list the proposed space and year planned for move	School at Full Capacity at Site
Site 1	September 2023	Yes		Yes		Yes

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, 2023.

- Fire inspection certificates must be updated annually. For the upcoming school year 2023-2024, submit a current fire inspection certificate.
- 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, 2023.

Site 1 Certificate of Occupancy (COO)

Site 1 Fire Inspection Report

This is required, marked optional for administrative purposes.

n. List of owned, rented, leased facilities not used to educate students

Separate by semi-colon (;)

N/A

CHARTER REVISIONS DURING THE 2022-2023 SCHOOL YEAR

o. Were there any revisions to the school's charter during the 2022-2023 school year? (Please include approved or pending material and non-material charter revisions).

Please note, listing the revisions here does not constitute a request. Schools are advised to seek revision requests through their authorizer directly.

No

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	
Email	

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

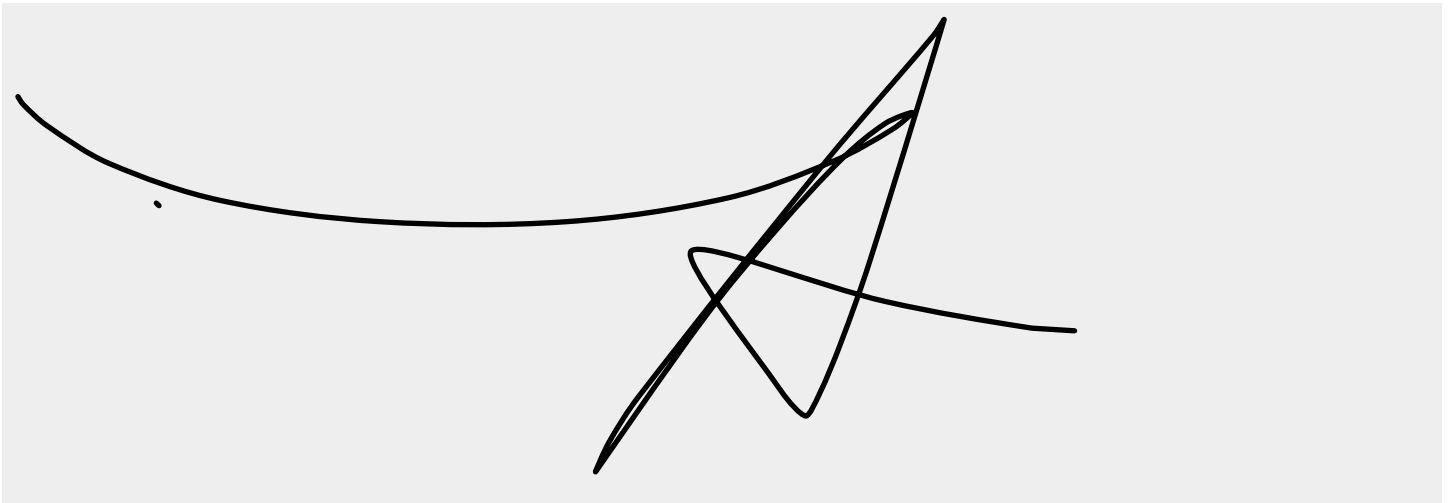
As outlined in ENTRY 10:

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.

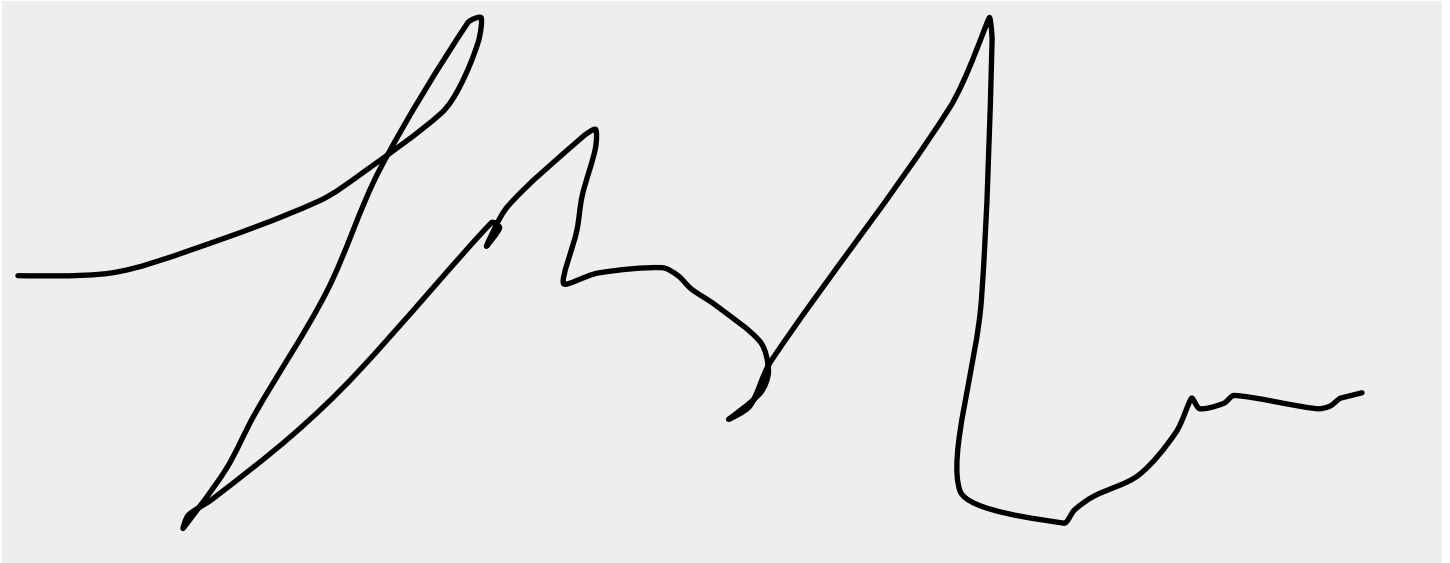
Responses Selected:

Yes

Signature, Head of Charter School

A large, stylized handwritten signature in black ink on a light gray background. The signature consists of a long, sweeping horizontal curve on the left, followed by a series of sharp, intersecting diagonal strokes that form a complex, abstract shape on the right.

Signature, President of the Board of Trustees



Date

(No response)

Thank you.



Entry 2 Links to Critical Documents on School Website

Completed - Aug 1 2023

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 a 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., Report when financials have been submitted in November.)

Form for Entry 2 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:

[New York State Report Card](#)

[Emergency Response Plan Memo](#)

[NYSED Subject Matter List](#)

	Link to Documents
1. Current Annual Report (i.e., 2022-2023 Annual Report)	https://www.bridgeprepcharter.org/community-resources/nysed-reporting
2. Board meeting notices, agendas and documents	https://app2.boardontrack.com/public/PmE6tp/home
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/nysed-reporting
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 3 Progress Toward Goals

Completed - Oct 30 2023

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, 2023**.

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 1, 2023.

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, 2023**.

2022-2023 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 unable to assess goal, type N/A for Not Applicable
Academic Goal 1	Performance Framework: NYS ELA Test Scores vs District	ELA BPCS CSD 31 Gr 3 24% 56% Gr 4 26% 58% Gr 5 17% 56% All 22% 57%	Not Met	-increased daily standalone Orton-Gillingham (OG) class from 40 to 60 min -addition of dedicated Speech and Language Pathologist -refining our use of the MAP & OG RRA (Reading Readiness Assessment) as fundamental component of our program to ensure effectiveness
Academic Goal 2	Performance Framework: NYS ELA Test Scores vs NYS	ELA BPCS NYC Gr 3 24% 48% Gr 4 26% 53% Gr 5 17% 50% All 22% 50%	Not Met	-Introduction of the Structured Literacy Practicum Center in 2023-24. This expanded PL offering will ultimately support our school in earning accreditation from the OG Academy (OGA) -Provides teachers with the opportunity to conduct practicum hours, under the supervision of OGA-certified members,

				with the goal of earning certification
Academic Goal 3	Performance Framework: NYS Math Test Scores vs District	Math BPCS CSD 31 Gr 3 21% 61% Gr 4 24% 57% Gr 5 13% 58% All 20% 59%	Not Met	-Math Coach will play a key role in working with teachers on planning lessons. -continue using enVision as the math curriculum along with Math and Movement, as a strategy to target math proficiency by engaging students in a whole-body approach to learning math.
Academic Goal 4	Performance Framework: NYS Math Test Scores vs NYS	Math BPCS NYC Gr 3 21% 55% Gr 4 24% 52% Gr 5 13% 50% All 20% 53%	Not Met	-Teachers in all grades incorporate activities from Math and Movement into every math lesson and teach at least one official M and M lesson each week. This practice not only supports math proficiency, but also provides students with an opportunity to develop body awareness and learn how to harness their energy in a productive and positive manner.
Academic Goal 5	75% of all students will increase their score on MAP Growth Reading and math assessments,	NWEA Map Assessment	Met	

	from one trimester to the next.			
Academic Goal 6	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.	NWEA Map Assessment	Met	
Academic Goal 7	Each year, 75% of students, who have been enrolled at BPCS for at least two years, will be proficient on their final MAP Reading and math assessment.	NWEA Map Assessment Partially Met	Not Met	
Academic Goal 8	Each Year, 85% of students, in each grade, will perform at proficiency on their Summative Science Investigation Portfolio, according to a differentiated, school-created rubric, aligned to NYS Next Generation Science Standards.	School Created Rubric/ Student portfolios	Met	
Academic Goal 9	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	Met	

	school-created rubric, aligned to NYS Social Studies Framework.			
Academic Goal 10				

2. Do have more academic goals to add?

No

4. ORGANIZATION GOALS

For the 2022-2023 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”.

2022-2023 Progress Toward Attainment of Organization Goals

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Org Goal 1	The BOT will perform an annual self-evaluation, as well as annual reviews of overall school structures, policies, by-laws and the ED to determine efficiency and areas for growth.	Board on Track; and BOT meetings, self evaluation	Met	
Org Goal 2	BPCS will have an established, well-functioning organizational structure with clearly delineated roles for staff, administrators, and BOT members, as well as systems and protocols that allow for the successful implementation, evaluation, and improvement of our academic program and operations.	Staff survey, team meeting agendas, school developed operational structures/systems	Met	
Org Goal 3	BPCS will comply with the provisions of our charter and all applicable laws and regulation.	Consultations with school based counsel, BOT and NYSED	Met	

Org Goal 4	Each year, BPCS will see a decrease in the number of student disciplinary referrals and/or a decrease in the severity of incidents and suspensions from the year prior.	School based behavior reporting, logs; tracking through SchoolRunner (SIS)	Met	
Org Goal 5	Each year, BPCS will have a 95% average daily student attendance rate.	Schoolrunner (SIS) -communicate with families when students are absent to ensure that students are supported in returning to school; after the first absence, a student's teacher will contact the family. -administer an internal survey for families and students every trimester, a process we formalized in the 2022-23 school year. Student satisfaction measures include the following areas: Engagement Academic Rigor Relevance Culture Relationship Student Motivation Safety	Not Met	
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	Family surveys; School sponsored events Attendance and participation at schoolwide events;	Partially Met	

	attendance rate at school- sponsored events.	participation in school surveys		
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 We now collect 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.	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	Each year, BPCS will enroll and maintain cohorts of students equal to our projections	Organizational partners and new relationship management from ED; new BOT members; virtual events	Met	
Org Goal 10	Each year, BPCS will meet our prescribed enrollment and retention targets, established by the Board of Regents	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. Refer to Entry 9	Met	
Org Goal 12	Each year, BPCS will meet our prescribed enrollment and retention targets, established by the Board of Regents	"Refer to Entry 9 Enrollment data; lottery; retention data throughout the year We maintain a waitlist."	Met	
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

2022-2023 Progress Toward Attainment of Financial Goals

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

7. Do have more financial goals to add?

No

Thank you.

Entry 4 - Audited Financial Statements

Completed - Oct 30 2023

Required of ALL Charter Schools

ALL SUNY-authorized charter schools must upload the financial statements and related documents in PDF format into the [Annual Report Portal](#) and into the SUNY Epicenter document management system no later than **November 1, 2023**. **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 Portal](#) no later than **November 1, 2023**. Upload the independent auditor's report, any advisory and/or management letter, and the internal controls report as one submission, combined into a PDF file, ensuring that security features such as password 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 2023 but will be identified as a required task thereafter and due on November 1, 2023. This is a required task, and it is marked optional for administrative purposes only.

[Bridge Fin Stmts 6-30-2023 FINAL](#)

Filename: Bridge_Fin_Stmts_6-30-2023_FINAL.pdf Size: 3.2 MB

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

Completed - Oct 30 2023

[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 [2022-2023 Annual Reports](#) webpage. Upload the completed file in Excel format and submit by **November 1, 2023**.

Please complete one spreadsheet at the Education Corporation level and submit the same spreadsheet for each of the schools.

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 FY23 Audit Template](#)

Filename: BPCS_FY23_Audit_Template.xlsx Size: 76.4 kB

Entry 4c – Additional Financial Documents

Completed - Oct 30 2023

Regents, NYCDOE and Buffalo BOE authorized schools must upload financial documents and submit by **November 1, 2023**. The items listed below should be uploaded, with an explanation if not applicable or available. For example, a “federal Single Audit was not required because the school did not expend federal funds of more than the \$750,000 Threshold.”

1. Advisory and/or Management letter
2. Federal Single Audit
3. 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.

[BPCS 479 Jun23 Redacted](#)

Filename: BPCS_479_Jun23_Redacted.pdf Size: 28.0 kB

Entry 4d - Financial Contact Information

Completed - Oct 28 2023

Regents, NYCDOE, and Buffalo BOE authorized schools should enter financial contact information directly into the form within the portal by **November 1, 2023**.

Form for "Financial 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		

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			4

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				4

Entry 5 – Fiscal Year 2023-2024 Budget

Completed - Oct 30 2023

SUNY-authorized charter schools should download the [2023-2024 Budget and Quarterly Report Template and the 2023-2024 Budget Narrative Questionnaire](#) from the SUNY website and upload the completed templates into the Annual Report Portal and into the Epicenter document management system. **Due November 1, 2023**.

Regents, NYCDOE, and Buffalo BOE authorized charter schools should upload a copy of the school's FY22 Budget using the [2023-2024 Budget Template](#) into the Annual Report Portal or from the Annual Report website. **Due November 1, 2023**.

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 Final2023-2024ARBudgetTemplate \(6\)](#)

Filename: BPCS_Final2023-2024ARBudgetTempla_C7NQxwU.xlsx **Size:** 183.4 kB

Entry 6 – Board of Trustees Disclosure of Financial Interest Form

Completed - Aug 1 2023

Required of ALL Charter Schools

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 2022-2023 school year must complete and sign a Trustee [Disclosure of Financial Interest Form](#) is due on August 1, 2023. 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 ensuring that each member who served on the board during the 2022-2023 school year completes the form.**

Charter schools **must** submit the latest version of the form. Forms completed from past years will not be accepted.

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

[Bridge Prep CS Amanda Wolkowitz 2022-23 BOT Disclosure of Financial Interest - signed](#)

Filename: Bridge_Prep_CS_Amanda_Wolkowitz_20_Hpaqrj.pdf **Size:** 496.8 kB

[Bridge Prep CS Geena K 2022-23 BOT Disclosure of Financial Interest](#)

Filename: Bridge_Prep_CS_Geena_K_2022-23_BOT_MjjeZ6x.pdf **Size:** 458.5 kB

[Bridge Prep CS George Winn 2022-23 BOT Disclosure of Financial Interest](#)

Filename: Bridge_Prep_CS_George_Winn_2022-23_6DZX877.pdf **Size:** 458.1 kB

[Bridge Prep CS H-A Nassef Gore 2022-23 BOT Disclosure of Financial Interest](#)

Filename: Bridge_Prep_CS_H-A_Nassef_Gore_202_oqVBzN4.pdf **Size:** 459.6 kB

[Bridge Prep CS Laurel Wedinger-Gyimesi 2022-23 BOT Disclosure of Financial Interest](#)

Filename: Bridge_Prep_CS_Laurel_Wedinger-Gyi_99HuJOx.pdf **Size:** 460.6 kB

[Bridge Prep CS Mark T Harmon-Vaught 2022-23 BOT Disclosure of Financial Interest - signed](#)

Filename: Bridge_Prep_CS_Mark_T_Harmon-Vaugh_8uF9CO5.pdf **Size:** 455.6 kB

[Bridge Prep CS Rose Kerr 2022-23 BOT Disclosure of Financial Interest](#)

Filename: Bridge_Prep_CS_Rose_Kerr_2022-23_B_OpXT9d7.pdf **Size:** 459.5 kB

[Bridge Prep CS T Frey Original File Disclosure 4-22](#)

Filename: Bridge_Prep_CS_T_Frey_Original_Fil_CfOqhBj.pdf **Size:** 476.7 kB

[Bridge Prep CS Maria Casale 2022-23 BOT Disclosure](#)

Filename: Bridge_Prep_CS_Maria_Casale_2022-2_wC8SXnK.pdf **Size:** 457.7 kB

[Bridge Prep Becky Peters Disclosure](#)

Filename: Bridge_Prep_Becky_Peters_Disclosure.pdf **Size:** 8.0 MB

[HPSCAN 20230731203202767 2023-07-31 203336141](#)

Filename: HPSCAN_20230731203202767_2023-07-3_vbjhCqz.pdf **Size:** 1.8 MB

Entry 7 BOT Membership Table

Completed - Aug 1 2023

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.












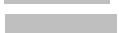

Authorizer:

Who is the authorizer of your charter school?

Board of Regents

1. 2022-2023 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 Completed Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2022-2023
1	Laurel Wedinger-Gyimesi		Chair	Executive Board Development and Governance Finance	Yes	2	7/1/2021	6/30/2024	11
2	Maria Casale		Trustee/Member	Academic	Yes	3	7/1/2022	6/30/2025	12
3	Mark Harmon Vaught		Vice Chair	Governance	Yes	1	10/1/2021	6/30/2024	12
4	Rose Kerr		Trustee/Member	Executive Academic Finance	Yes	2	7/1/2021	6/30/2024	12
5	Geena Kuriakose		Secretary	ED Support and Evaluation	Yes	1	7/1/2021	6/30/2024	11
6	George Winn		Treasurer	Executive Finance Board	Yes	1	7/1/2021	6/30/2024	12

				Develop ment & Governance					
7	Heba Nassef- Gore	   	Trustee/ Member	Governance	Yes	1	8/17/2022	6/30/2025	6
8	Amanda Wolkowitz	    	Trustee/ Member	Finance	Yes	1	8/17/2022	6/30/2025	8
9	Becky Peters	   	Trustee/ Member	Finance	Yes	1	6/20/2023	6/30/2026	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	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 2022-2023
10	Traci Frey	[REDACTED]	Trustee/Member	Academic	Yes	1	6/20/2023	6/30/2026	5 or less
11	Azalia Volpe	[REDACTED]	Trustee/Member	Board Development and Governance Finance	Yes	1	7/1/2020	1/31/2023	5 or less
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, 2023	10
b.Total Number of Members Added During 2022-2023	2
c. Total Number of Members who Departed during 2022-2023	1
d.Total Number of members, as set in Bylaws, Resolution or Minutes	10

3. Number of Board meetings held during 2022-2023

12

4. Number of Board meetings scheduled for 2023-2024

12

Total number of Voting Members on June 30, 2023:

10

Total number of Voting Members added during the 2022-2023 school year:

2

Total number of Voting Members who departed during the 2022-2023 school year:

1

Total Maximum Number of Voting members in 2022-2023, as set by the board in bylaws, resolution, or minutes:

11

Total number of Non-Voting Members on June 30, 2023:

0

Total number of Non-Voting Members added during the 2022-2023 school year:

0

Total number of Non-Voting Members who departed during the 2022-2023 school year:

0

Total Maximum Number of Non-Voting members in 2022-2023, as set by the board in bylaws, resolution or minutes:

0

Board members attending 8 or fewer meetings during 2022-2023

3

Thank you.

Entry 8 Board Meeting Minutes

Completed - Aug 1 2023

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

Schools must upload a complete set of monthly board meeting minutes (July 2022-June 2023), which should match the number of meetings held during the 2022-2023 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, 2023**.

BridgePrepMinutes22_23

Filename: BridgePrepMinutes22_23.pdf Size: 5.1 MB

Entry 9 Enrollment & Retention

Completed - Aug 1 2023

Instructions for submitting Enrollment and Retention Efforts

Required of ALL Charter Schools

Describe the good faith efforts the charter school has made in 2022-2023 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 2023-2024.

***SUNY-authorized charter schools**

The education corporation must include a plan for the charter to meet or exceed enrollment and retention targets established by the SUNY Trustees for students with disabilities, ELLs, and students who are eligible to participate in the FRPL program. See the [enrollment and retention target calculator](#) to find specific targets.

Entry 9 Enrollment and Retention of Special Populations

Good Faith Efforts to Meet Recruitment Targets (Attract)

	Describe Recruitment Efforts in 2022-2023	Describe Recruitment Plans in 2023-2024
Economically Disadvantaged	<p>ED Students: Recruitment Strategies</p> <p>Marketing materials describe our school's inclusive model and the support offered by the school, including Connect Saturdays and our athletics programs; and Our DCFD attends relevant community meetings to distribute marketing materials.</p>	<p>In the 2022-23 school year, our enrollment for ED students was 65% and the local district enrolled 61% ED students in similar grades 1-5. We plan to continue current strategies for enrolling and retaining these three subgroups.</p>
English Language Learners	<p>ELLs: Recruitment Strategies</p> <p>Our enrollment of ELLs is below that of CSD 31. As of the submission of this application, BPCS is not currently serving kindergarten grades. We believe that this puts us at a disadvantage, as many ELL students join a program in kindergarten and stay there for the remainder of their education. We are proposing to add kindergarten starting in the first year of our next charter term, and we anticipate that this will help drive enrollment of ELLs at BPCS. In addition, we are proposing to add a lottery weight for ELLs in our next charter term. To address our enrollment of ELLs, we introduced several specific strategies for recruiting ELLs in our first charter term, including:</p> <p>We hosted a Spanish-language version of a popular play on the BPCS campus and invited community members to attend the performance.</p> <p>We initiated a partnership with El Centro del Inmigrante, a community-based organization based on Staten Island, to help us sponsor</p>	<p>In 2022-23, we enrolled 1% English Language Learners while the local district enrolled 11%.</p>

	<p>the play and identify further opportunities for outreach. We believe that this partnership will be a critical recruitment opportunity going forward;</p> <p>The DFCD facilitated recruitment efforts in neighborhoods throughout New York with high populations of ELLs, such as Sunset Park and Bay Ridge. These outreach efforts included visits to local establishments and targeted mailings;</p> <p>We continue to strengthen our relationships with local organizations that serve ELL families, such as the Staten Island Immigrants Council and Island Voice, to ensure that these families are aware of our program; and</p> <p>All BPCS recruitment materials highlight the benefits of our multisensory curriculum and structured literacy approach for ELLs.</p>	
Students with Disabilities	<p>BPCS has built a reputation as a school designed to meet the needs of diverse learners, and families of SWD choose our program accordingly. When recruiting for students, we partner with local organizations that work with diverse learners to ensure that all families in the community are aware of our mission and vision.</p>	<p>In the 2022-23 school year, our enrollment of SWD was 67% compared to the local district's 27%.</p>

Good Faith Efforts To Meet Enrollment Retention Targets

	Describe Retention Efforts in 2022-2023	Describe Retention Plans in 2023-2024
Economically Disadvantaged	Supporting retention is an ongoing process at BPCS that begins in our first trimester, when the SST completes targeted outreach calls to families. Over the course of our first charter term, BPCS has established positive relationships and partnerships with community-based organizations across Staten Island that allow us to support students outside of the classroom.	83% of our eligible ED students returned in the fall 2022 from the previous year. Given that we have a significant population of ED students, we have well-developed supports for this group that we will continue to implement in the upcoming school year.
English Language Learners	We have a robust ELL program that will continue in the 2023-24 school year in order to support the retention of this group.	100% of English Language Learners returned in 2022-23.
Students with Disabilities	Every choice we make, in and outside of the classroom, is intended to support at-risk student populations. This is especially important as we grow and continue to serve a significantly higher percentage of SWD than our district, city and state. A BPCS classroom is rooted in multisensory, research-based instructional strategies designed to target the needs of SWD, ELLs, and ED students. Our ICT model provides small group instruction that targets individual students' needs and differentiation and scaffolding to bolster students' skills, with two teachers in every classroom. Our SST 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	The retention rate of our students with disabilities who returned in the fall of 2022 was 84%.

	dealing with grief, relocation, trauma, and other familial affairs that impact student learning.	
--	--------------------------------------------------------------------------------------------------------	--

Entry 10 – Teacher and Administrator Attrition

Completed - Aug 1 2023

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

A. TEACH System – Employee Clearance

Required of ALL Charter Schools

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. 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](#).

^[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/employeeefingerprintoct19.pdf> or visit the NYSED website at: <http://www.highered.nysed.gov/tsei/ospra/fingerprintingcharts.html> for more information regarding who must be fingerprinted. Also see, 8 NYCRR §87.2.

B. Emergency Conditional Clearances

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 2023

Instructions

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

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

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

Entry 11 Uncertified Teachers

School Name:

Instructions for Reporting Percent of Uncertified Teachers

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

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

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

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, 2023)	5
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2023)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2023)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2023)	2
Total Category A: 5 or 30% whichever is less	7.0

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

	FTE Count
i. Mathematics	0
ii. Science	0
iii. Computer Science	0
iv. Technology	0
v. 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, 2023)	1
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2023)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2023)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2023)	0
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	8

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	0

CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

	FTE Count
Total Category E	25

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	33



Thank you.

Entry 12 Organization Chart

Completed - Aug 1 2023

[Instructions](#)

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

Upload the 2022-2023 **Organization Chart**. The organization chart should be a graphic representation (A list will not be accepted.) and should include position titles and reporting (hierarchical) relationships. Employee names should **not** appear on the chart.

[SY2223 BPCS Organizational Chart](#)

Filename: SY2223_BPCS_Organizational_Chart.pdf Size: 29.7 kB

Entry 13 School Calendar

Completed - Aug 1 2023

[Instructions for submitting School Calendar](#)

Required of ALL Charter Schools

If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 1, 2023 submission. Charter schools must upload a final school calendar into the portal and may do so at any time but no later than **September 15, 2023**.

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 (also used to align to schools with extended days/years referenced in their mission statements/key design elements). See an example of a calendar showing the requested information. Schools **must** use a calendar format and ensure there is a monthly tally of instructional days.

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

[BPCS 2023-24 Calendar](#)

Filename: BPCS_2023-24_Calendar.pdf Size: 670.8 kB

Entry 14 Staff Roster

Completed - Aug 1 2023

[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 (all faculty and staff employed by the school during the 2022-2023 school year).

Use of the 2022-2023 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 Faculty/Staff Roster Template will result in a resubmission of a fully corrected roster.

Here is the complete list of data elements in the roster template and an explanation of what information is required to correctly complete this task.

Roster Data Elements	Explanations
Authorizer NOTE: MUST BE DONE FIRST	Select your school's authorizer from the drop-down list first , before completing the roster.
School Name and Institution ID	Select your school's name from the drop-down list .
Faculty/Staff First Name	Enter the first name of the Faculty/Staff person.
Faculty/Staff Last Name	Enter the last name of the Faculty/Staff person.

TEACH ID	Enter the 7 digit TEACH ID for the Faculty/Staff person.
Role in School	Select the best choice of role of the Faculty/Staff person from the drop-down list .
CPR/AED Certification Status	Select the appropriate choice from the drop-down list .
Hire Date	Enter the date that the Faculty/Staff person was hired.
Start Date	Enter the date that the Faculty/Staff person actually began employment in this school.
Total Years' Experience in this Role	Enter Total Years of Experience that the Faculty/Staff person has in their current role.
Total Years at this School	Enter the Total Years that the Faculty/Staff person has been employed in this school.
Out-of-Certification Justification	Select the appropriate choice from the drop-down list .
Subject Taught	Select the appropriate choice from the drop-down list .
Notes	Optional

[BPCS faculty-staff-roster-template-2023 update](#)

Filename: BPCS_faculty-staff-roster-templat_1l6splH.xlsx **Size:** 21.0 kB

Optional Additional Documents to Upload (BOR)

Incomplete

Bridge Preparatory Charter School

Audited Financial Statements

In Accordance with *Government Auditing Standards*

June 30, 2023

Bridge Preparatory Charter School

Audited Financial Statements

June 30, 2023

C O N T E N T S

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Independent Auditor's Report

Board of Trustees
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, 2023, and the related statement 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, 2023, 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 Auditor's 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 issued or available to be issued.

Auditor's 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 auditor's 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 there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the 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

The financial statements of the School as of and for the year ended June 30, 2022, were audited by other auditors whose report dated October 6, 2022, expressed an unmodified opinion on those statements. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2022, is consistent, in all material respects with the audited financial statement from which it was derived.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated October 12, 2023 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.



New York, NY
October 12, 2023

Bridge Preparatory Charter School

Statement of Financial Position

At June 30, 2023
(With comparative totals at June 30, 2022)

	<u>6/30/23</u>	<u>6/30/22</u>
ASSETS		
Cash and cash equivalents	\$ 4,913,408	\$ 4,063,147
Investments	1,254,682	-
Government grant receivable - per pupil funding	-	76,612
Government grants receivable - other	311,291	135,598
Fixed assets, net	291,751	157,171
Restricted cash	<u>102,620</u>	<u>75,420</u>
TOTAL ASSETS	<u>\$ 6,873,752</u>	<u>\$ 4,507,948</u>
LIABILITIES AND NET ASSETS		
LIABILITIES		
Accounts payable and accrued expenses	\$ 514,849	\$ 356,978
Government grant advance - per pupil funding	<u>4,571</u>	<u>-</u>
Total liabilities	<u>519,420</u>	<u>356,978</u>
NET ASSETS		
Net assets without donor restrictions	<u>6,354,332</u>	<u>4,150,970</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 6,873,752</u>	<u>\$ 4,507,948</u>

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

Bridge Preparatory Charter School

Statement of Activities

For the year ended June 30, 2023
(With comparative totals for the year ended June 30, 2022)

	<u>Total 6/30/23</u>	<u>Total 6/30/22</u>
PUBLIC SUPPORT AND REVENUE:		
Without donor restrictions:		
Public support and revenue:		
Public support district revenue:		
Resident student enrollment	\$ 4,232,496	\$ 3,263,390
Students with special education services	2,594,770	2,062,822
Subtotal public school district revenue	<u>6,827,266</u>	<u>5,326,212</u>
Other government grants	428,713	298,023
Contributions	116,234	32,347
Donated use of facilities	450,000	450,000
Other income	80,058	13,801
Total public support and revenue	<u>7,902,271</u>	<u>6,120,383</u>
 Program services		
Regular education	1,744,818	1,311,223
Special education	<u>3,147,771</u>	<u>2,186,818</u>
Total program services	4,892,589	3,498,041
Supporting services - management and general	<u>806,320</u>	<u>762,123</u>
 Total expenses	<u>5,698,909</u>	<u>4,260,164</u>
 Change in net assets	2,203,362	1,860,219
 NET ASSETS, <i>beginning of year</i>	<u>4,150,970</u>	<u>2,290,751</u>
 NET ASSETS, <i>end of year</i>	<u>\$ 6,354,332</u>	<u>\$ 4,150,970</u>

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

Bridge Preparatory Charter School

Statement of Functional Expenses

For the year ended June 30, 2023
(With comparative totals for the year ended June 30, 2022)

	Program Services			Supporting Services	Total Expenses	Total Expenses
	Regular Education	Special Education	Total Program Services	Management and General	6/30/23	6/30/22
Salaries	\$ 1,081,754	\$ 1,868,566	\$ 2,950,320	\$ 394,749	\$ 3,345,069	\$ 2,419,931
Payroll taxes and employee benefits	211,135	364,703	575,838	77,046	652,884	484,252
Total personnel costs	1,292,889	2,233,269	3,526,158	471,795	3,997,953	2,904,183
Professional fees	-	-	-	237,266	237,266	193,597
Professional development	88,379	178,527	266,906	-	266,906	199,003
Student and staff recruitment	4,617	9,203	13,820	155	13,975	8,680
Curriculum and classroom expenses	92,029	265,500	357,529	-	357,529	180,007
Supplies and materials	11,290	19,502	30,792	4,120	34,912	12,396
Office expenses	31,034	53,604	84,638	11,324	95,962	127,677
Insurance	13,007	22,468	35,475	4,746	40,221	45,396
IT and communications	10,692	18,469	29,161	3,903	33,064	24,555
Donated use of facilities	145,524	251,371	396,895	53,105	450,000	450,000
Non-capitalized equipment and furnishings	512	884	1,396	187	1,583	751
Other expenses	20,774	36,121	56,895	7,286	64,181	12,026
Depreciation	34,071	58,853	92,924	12,433	105,357	101,893
Total other than personnel costs	451,929	914,502	1,366,431	334,525	1,700,956	1,355,981
Total expenses	\$ 1,744,818	\$ 3,147,771	\$ 4,892,589	\$ 806,320	\$ 5,698,909	\$ 4,260,164

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

Bridge Preparatory Charter School

Statement of Cash Flows

For the year ended June 30, 2023
(With comparative totals for the year ended June 30, 2022)

	<u>6/30/23</u>	<u>6/30/22</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets:	\$ 2,203,362	\$ 1,860,219
Adjustments to reconcile change in net assets to net cash provided by operating activities		
Depreciation	105,357	101,893
Changes in assets and liabilities		
Government grant receivable/advance - per pupil funding	81,183	(195,720)
Government grant receivable - other	(175,693)	(97,384)
Prepaid expense and other assets	-	80,387
Accounts payable and accrued expenses	157,871	76,749
Total adjustments	<u>168,718</u>	<u>(34,075)</u>
Net cash provided by operating activities	<u>2,372,080</u>	<u>1,826,144</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchases of investments (including reinvestment of interest)	(1,254,682)	-
Purchases of furniture and fixtures	<u>(239,937)</u>	<u>(54,926)</u>
Net cash used for investing activities	<u>(1,494,619)</u>	<u>(54,926)</u>
Net increase in cash, cash equivalents and restricted cash	877,461	1,771,218
Cash, cash equivalents and restricted cash, <i>beginning of year</i>	<u>4,138,567</u>	<u>2,367,349</u>
Cash, cash equivalents and restricted cash, <i>end of year</i>	<u>\$ 5,016,028</u>	<u>\$ 4,138,567</u>
CASH, CASH EQUIVALENTS AND RESTRICTED CASH:		
Cash and cash equivalents	\$ 4,913,408	\$ 4,063,147
Restricted cash	102,620	75,420
Total cash, cash equivalents and restricted cash	<u>\$ 5,016,028</u>	<u>\$ 4,138,567</u>

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

Bridge Preparatory Charter School

Notes to Financial Statements

June 30, 2023

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 2022-2023 fiscal year with an average enrollment of approximately 240 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. The School's main source of revenue is public school district revenue and government grants.

Note 2 - Summary of Significant Accounting Policies

a. Basis of Accounting

The accompanying 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. Recently Adopted Accounting Standards

Effective July 1, 2022, the School adopted the Financial Accounting Standards Board's ("FASB") Accounting Standards Update ("ASU") No. 2016-02, *Leases*, which requires lessees to recognize leases on the statement of financial position and disclose key information about leasing arrangements. The School made an accounting policy election available under the ASU to not recognize the right of use assets and lease liabilities with a term of 12 months or less. At June 30 2023, the School did not hold any long-term leases that were material to the financial statements.

Bridge Preparatory Charter School

Notes to Financial Statements

June 30, 2023

Note 2 - Summary of Significant Accounting Policies - Continued

c. 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, 2023 or June 30, 2022.

d. Revenue Recognition

The School follows the requirements of FASB's Accounting Standards Codification ("ASC") 968-605 for recording contributions, which are recognized at the time they become 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 grants that have not been recognized amounted to \$54,000 and \$220,000 as of June 30, 2023 and June 30, 2022, respectively. The grants 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. As of June 30, 2023 and June 30, 2022, all unconditional promises to give are due within one year. 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, 2023 or June 30, 2022.

Bridge Preparatory Charter School

Notes to Financial Statements

June 30, 2023

Note 2 - Summary of Significant Accounting Policies - Continued

e. 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.

f. Concentration of Credit Risk

Financial instruments which potentially subject the School to a concentration of credit risk consist of checking, savings money market accounts, and investment securities 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 and at various times throughout the year, balances were in excess of insured amounts. The School has not suffered any losses due to bank failure.

g. Fair Value Measurement

Fair value refers to the price that would be received to sell an asset in an orderly transaction between market participants at the measurement date. Accounting standards have established a fair value hierarchy giving the highest priority to quoted market prices in active markets and the lowest priority to unobservable data. The fair value hierarchy is categorized into three levels based on the inputs as follows:

Level 1 - Valuations based on unadjusted quoted prices in active markets for identical assets or liabilities that the School has the ability to access.

Level 2 - Valuations based on quoted prices in markets that are not active or for which all significant inputs are not observable, either directly or indirectly.

Level 3 - Valuations based on inputs that are unobservable and significance to the overall fair value measurement.

h. Investments

Investments have been recorded at fair value. Interest earned on investments is included in other income on the statement of activities.

i. Fixed Assets

Fixed assets that the School retains title to that exceed a dollar threshold of \$1,000, and which benefit future periods are capitalized at cost or at the fair value at the date of gift, if donated. Depreciation was computed using the straight-line method over the estimated useful life of each asset, which generally is between 3 and 7 years.

Bridge Preparatory Charter School

Notes to Financial Statements

June 30, 2023

Note 2 - Summary of Significant Accounting Policies - Continued

j. In-kind Contributions

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

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 donated use of space 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, 2023 and June 30, 2022.

Allocations for the donated facility are as follows:

	6/30/23	6/30/22
Program Services:		
Regular Education	\$ 145,524	\$ 148,324
Special Education	251,371	237,083
Management and General	53,105	64,593
Total	<u>\$ 450,000</u>	<u>\$ 450,000</u>

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

k. 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.

Bridge Preparatory Charter School

Notes to Financial Statements

June 30, 2023

Note 2 - Summary of Significant Accounting Policies – Continued

k. Functional Allocation of Expenses - Continued

The method of allocation for expenses is as follows:

Expense	Method of Allocation
Salaries	Time and effort
Payroll taxes and employee benefits	Salary allocation
Professional fees	Time and effort
Professional development	Student FTE
Student and staff recruitment	Salary allocation, Student FTE
Curriculum and classroom expenses	Student FTE
Supplies and materials	Salary allocation
Office expense	Salary allocation
Insurance	Salary allocation
IT and communications	Salary allocation
Donated use of facilities	Salary allocation
Non-capitalized equipment and furnishings	Salary allocation
Other expenses	Salary allocation, Student FTE

All other expenses have been charged directly to the applicable program or supporting services.

l. Advertising Costs

The cost of advertising is expensed as incurred.

m. 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.

n. 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, if it is probable that a liability has been incurred.

In the normal course of business, the School is involved in proceedings, lawsuits, and other claims. These matters are subject to many uncertainties, and outcomes are not predictable with a high degree of assurance. Consequently, the ultimate aggregate amount of monetary liability or financial impact with respect to these matters as of June 30, 2023 cannot be ascertained. Management believes that the final outcome of these matters will not have a material impact on the financial statements of the School.

Bridge Preparatory Charter School

Notes to Financial Statements

June 30, 2023

Note 2 - Summary of Significant Accounting Policies – Continued

o. 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, 2020 and later are subject to examination by applicable taxing authorities.

p. 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, 2022 from which the summarized information was derived.

Note 3 - Investments

Investments consist of one certificate of deposit with a seven-month maturity and is considered to be level 2 as described in Note 2g. The certificate of deposit is valued at the original cost-plus accrued interest, which approximates fair value.

Investment income consists entirely of interest income in the amount of \$4,682 for the year ended June 30, 2023.

Note 4 - Government Grants (Advance)/Receivable – Per Pupil Funding

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

	6/30/23	6/30/22
Beginning grants receivable/(advance payable)	\$ 76,612	\$ (119,108)
Funding based on allowable FTE's	6,827,266	5,326,212
Advances received	(6,908,449)	(5,130,492)
Ending (advance payable)/grants receivable	<u>\$ (4,571)</u>	<u>\$ 76,612</u>

Note 5 - Fixed Assets

Fixed assets consist of the following:

	6/30/23	6/30/22
Furniture and fixtures	\$ 596,001	\$ 356,064
Less accumulated depreciation	<u>(304,250)</u>	<u>(198,893)</u>
Total fixed assets, net	<u>\$ 291,751</u>	<u>\$ 157,171</u>

Bridge Preparatory Charter School

Notes to Financial Statements

June 30, 2023

Note 6 - 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 7 - Significant Concentrations

The School and the NYCDOE signed an agreement, which permits the school to operate the charter. Approximately 88% and 89% of the School's total public support and revenue was received from the NYCDOE in fiscal years 2023 and 2022, respectively. 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 \$63,000 and \$42,000 have been included in payroll taxes and employee benefits in the accompanying financial statements for the years ended June 30, 2023 and 2022, respectively.

Note 9 - Availability and Liquidity

The School's financial assets available to meet cash needs for general expenditures within one year are \$6,479,381, which consist of cash and cash equivalents of \$4,913,408, investments of \$1,254,682 and government grants receivable of \$311,291 at June 30, 2023. 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 12, 2023, 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.

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

Independent Auditor's Report

To the Board of Trustees of
Bridge Preparatory Charter School

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Bridge Preparatory Charter School (the "School"), which comprise the statement of financial position as of June 30, 2023, 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 12, 2023.

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

Purpose of this Report

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

Sax CPAs LLP

New York, NY
October 12, 2023

Bridge Preparatory Charter School

Schedule of Findings and Questioned Costs

June 30, 2023

Current Year:

None

Prior Year:

None

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, 2023 and have issued our report thereon dated October 12, 2023. 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 May 8, 2023, 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 \$450,000 for both years ended June 30, 2023 and June 30, 2022.

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 – Developments

The Financial Accounting Standards Board (FASB) issued a proposed Accounting Standards Update (ASU), *Intangibles—Goodwill and Other—Crypto Assets (Subtopic 350-60): Accounting for and Disclosure of Crypto Assets*, which is intended to improve the accounting for and disclosure of crypto assets. Many organizations have been accounting for crypto assets as indefinite-lived intangible assets. This proposed ASU would require an entity to measure crypto assets at fair value with changes in fair value recognized in net income or change in net assets. It would also require disclosure about significant crypto asset holdings and restrictions and changes in those holdings.

Many nonprofit organizations hold crypto assets, whether received as a contribution or as an investment of resources. The proposed ASU would apply to all entities holding crypto assets that meet several criteria, including:

- Meet the definition of “intangible asset” in the Accounting Standards Codification
- Do not provide the asset holder with enforceable rights to, or claims on, underlying goods, services, or other assets
- Are fungible
- Are not created or issued by the reporting entity or its related parties

Accounting and Auditing Updates - Recent Standards

In March 2023, the Financial Accounting Standards Board (FASB) issued Accounting Standards Update 2023-01, *Leases (Topic 842): Common Control Arrangements* under Topic 842, Leases.

Topic 842 requires that entities determine whether a related party arrangement between entities under common control (hereinafter referred to as a common control arrangement) is a lease. If the arrangement is determined to be a lease, an entity must classify and account for the lease on the same basis as an arrangement with an unrelated party (on the basis of legally enforceable terms and conditions). This ASU provides private companies and not-for-profit entities that are not conduit bond obligors with a practical expedient to use the written terms and conditions of a common control arrangement to determine if a lease exists. An entity applying the practical expedient is not required to determine whether those written terms and conditions are legally enforceable.

The practical expedient may be applied on an arrangement-by-arrangement basis. If no written terms and conditions exist, an entity cannot apply the practical expedient and would continue to use the legally enforceable terms and conditions to apply Topic 842.

The ASU requires that leasehold improvements associated with leases between entities under common control be:

- Amortized by the lessee over the economic life of the leasehold improvements (regardless of the lease term) so long as the lessee controls the use of the underlying asset through a lease
- Accounted for as a transfer between entities under common control through an adjustment to net assets if and when the lessee no longer controls the use of the underlying asset

The ASU is effective for years beginning after December 15, 2023. Early adoption is permitted.

Implementation of Credit Losses (Topic 326): Measurement of Credit Losses on Financial Instruments

When FASB Accounting Standards Update (ASU) 2016-13, *Financial Instruments—Credit Losses (Topic 326): Measurement of Credit Losses on Financial Instruments*, was first released, it was aimed particularly at financial institutions. However, this new current expected credit loss (CECL) standard will impact some not-for-profit entities (NFPs). This standard is effective for fiscal years beginning after December 15, 2022, i.e., calendar years ending in 2023 and fiscal years ending in 2024.

Under current U.S. GAAP, credit losses follow loss contingency guidance and are only booked when they are probable. With the issuance of ASU 2016-13, the requirement for credit losses to be probable was removed. Instead, organizations will now measure expected credit losses based on a number of factors, such as historical information, current conditions, and reasonable and supportable forecasts. This new methodology will create a CECL allowance on assets, calculated by noting historical loss and adjusting for current conditions and reasonable and supportable forecasts. For periods beyond which forecasts can be made, the NFP should revert to historical loss information.

ASU 2016-13 applies to loan and debt instruments not measured at fair value through net income, financial guarantees and loan commitments, certain lease receivables, and trade receivables from contracts recognized under the revenue recognition standard (ASC Topic 606). Contributions receivable and government grant receivable if they are following the contribution model for revenue recognition are not included in the scope of the standard. This standard will be applicable for revenue and the related receivables recognized in accordance with Topic 606.

Steps to take to assess the impact of this standard:

1. Evaluate the applicability - review your organization's revenue streams and balance sheets for any trade receivables recognized under Topic 606 and any loan or debt instruments that are not valued at fair value.
2. CECL standard does not require any specific methodology. Consider various options and establish a method for determining the CECL allowance related to those receivables. For example, organizations could use discounted cash flows or methods that utilize an aging schedule. The method an organization uses to estimate the CECL allowance will likely vary based on the type of asset, the organization's ability to predict the timing of cash flows, and the information available.
3. Consider pooling similar assets before performing the analysis and document how the assets are similar in nature.
4. Document the source of the data and how the data is accumulated to determine the CECL allowance. This information will be subject to audit and will also be used in the financial statement disclosures for the credit loss allowance.
5. Establish a CECL policy documenting processes, assumptions, methodology.

Implementation of Lease Standard

Financial Accounting Standards Board (FASB) Accounting Standards Update (ASU) ASU No. 2016-02 Leases and related ASUs became effective for entities with the years ending December 31, 2022, and later. Under this standard, all leases, including operating leases, with terms of more than twelve months are 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.

Steps to take when implementing the new lease standard:

1. Review all contracts and determine if they meet the elements of a lease.
2. Prepare a list of all leases including copy machine and storage space.
3. Review capitalization policy
4. Determine technology needs and tools to use for calculations. Depending on how many leases you have, it might be worth investing into a lease tracking software.
5. Create a tracking system for leases that will maintain major terms and conditions, calculations, and journal entries that need be recorded every year.

Donated use of property or equipment and use of property for only de minimis payments are not subject to this standard.

In- kinds Donations of Goods and Services

In September 2020, FASB issued ASU No. 2020-07, *Presentation and Disclosures by Not-for-Profit Entities for Contributed Nonfinancial Assets*, which became effective for the fiscal year ended June 30, 2022. The standard is intended to improve transparency of the information that is critical to various stakeholders including donors. It requires enhanced disclosures about the valuation of those contributions and their use in programs and other activities, including any donor-imposed restrictions on such use.

Best practices for In-kind donations:

1. Establish a gift acceptance policy to determine what your organization will and will not accept as some donations may require too many internal resources to manage or may not align with your organization's mission. Track your in-kind donations through the year by type noting restrictions and quantity (hours of services donated, square footage of space, number of items, etc.)
2. Develop criteria for valuation for each commonly received category of in-kind donations. For example, fair value of in-kind occupancy could be estimated using the average price per square foot of rental listings in the organization's service area. Donated legal services are valued at the standard hourly rates charged for those services.
3. Ensure proper supporting documentation in place to verify the fair value and whether there are any donor restrictions.
4. Develop a formal policy to stipulate when in-kind donations are used for organizational purposes and when they are to be monetized contributed nonfinancial assets that are monetized instead of utilized.

Do You Issue an Annual Report?

If your organization issues an annual report, there might be additional procedures that your auditors would be required to perform with respect to information reported within the annual report.

Statement on Auditing Standards (SAS) No. 137, *The Auditor's Responsibilities Relating to Other Information Included in Annual Reports* addresses auditor's responsibilities relating to an NFP's 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.

What constitutes an Annual Report?

Under SAS No. 137, an annual report is defined 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.

An annual report contains, accompanies, or incorporates by reference **the financial statements and the auditor's report** thereon and usually includes information about the entity's developments, its future outlook and risks and uncertainties, a statement by the entity's governing body, and reports covering governance matters. Annual reports include annual reports of governments and organizations for charitable or philanthropic purposes that are available to the public."

What to expect?

Management is responsible for the information included in the annual report to agree and be consistent with the financial statements. Your organization will be required to provide an annual report along with the reconciliation to the financial statements to the auditors to review in a timely manner **prior to issuance of the annual report**. If you issue an annual report, communicate with your audit team regarding the planned timing and issuance early to allow sufficient time for the audit procedures to be performed before your publishing team produces the final report.

Tax and IRS Updates

NYS CHAR 500

The Charities Bureau of the New York State Attorney General's Office has begun to reject CHAR500 filings when the audited or reviewed financial statements submitted along with the CHAR500 are prepared on the cash basis of accounting. Both New York State law and the instructions to the CHAR500 require the financial statements to be prepared in accordance with GAAP, which includes the accrual basis of accounting.

NYS CHAR 500 – Requirement for Electronic Filing

As of September 19, 2022, all annual filings with the New York Attorney General's Charities Bureau must be submitted electronically. The online filing, which uses electronic signatures and online payment processes, is intended to minimize the Charities Bureau's review time, reduce errors and incomplete submissions, and reduce the time for filings to get posted to the online registry. The online filing can be initiated at:

www.charitiesnys.com/annual_filing.htm

Redacted Schedule B Required with CHAR 500

Initially, in order to comply with the U.S. Supreme Court's decision in *Americans for Prosperity Foundation v. Bonta* (594 U.S. 2021), the New York Attorney General's Charities Bureau suspended its collection of IRS Form 990 Schedule B while it reviewed its policies, procedures, and forms related to disclosure information that identified donors. The Charities Bureau then amended its regulations and now require that registrants other than private foundations that file Schedule B with the IRS to provide a redacted Schedule B that omits the names and street addresses of donors listed on Schedule B.

The Internal Revenue Service published a new Exempt Organizations Technical Guide, "TG 3-3: Exempt Purpose, Charitable IRC 501(c)(3)". This Technical Guide discusses tax law issues related to charitable purposes of organizations exempt under Section 501(c)(3) of the Internal Revenue Code.

IRS Developments

- Received \$80 billion in funding under the Inflation Reduction Act
- Several million unprocessed returns and letters resulting from facility shutdowns early in the pandemic
- Delays remain of 6-9 months or more
- Reorganization of IRS under Taxpayer First Act with the newly created Compliance Division

Other IRS updates

- IRS treats Cryptocurrency as property
- Contributions of cryptocurrency to a NFP must follow rules for any other type of property
 - Donor must obtain an appraisal from a qualified appraiser
 - Difficult to find one for cryptocurrency

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 2019/2020.
 - 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.
 - ERC applicable for wages paid through September 30, 2021.
- **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.

What is the deadline to file for ERTC?

- The ERTC filing window closes only once for each year of the ERTC: for all quarters in 2020, the deadline to apply for the ERTC is April 15, 2024, and for all quarters in 2021, the deadline is April 15, 2025.
- There is still time to amend previously filed Form 941 and still qualify for retroactive ERC claims. Employment tax returns for the year are deemed to be filed on April 15, so the three-year statute of limitations would apply to the earliest affected returns.

Government Auditing Updates

2023 Compliance Supplement

In May 2023, the Office of Management and Budget (OMB) released the *2023 OMB Compliance Supplement*. This Supplement is effective for audits of fiscal years beginning after June 30, 2022, e.g., fiscal years ending on June 30, 2023, through May 31, 2024.

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).
 - Access the Supplement on
 - <https://www.whitehouse.gov/omb/office-federal-financialmanagement/>
- **Part 2, Matrix of Compliance Requirements**
 - Changes to the compliance requirements are identified in bold and yellow highlighting.
 - New programs are identified as “NEW.”
 - Decoupled programs (formerly in a cluster) highlighted in yellow.
 - The six-requirement mandate and its rules continue in effect (only if the program is included in the Supplement). The matrix identifies which six compliance requirements are subject to audit for a particular program.

- **Part 3, Compliance Requirements**

- Includes the generic program objectives and audit procedures pertaining to the twelve types of compliance requirements.
- Procurement changes – Build America Buy America Act (“BABAA”) establishes a domestic content procurement preference for all federal financial assistance obligated for infrastructure projects after May 14, 2022
 - Non-federal entities are informed of a requirement to comply with BABAA by federal agencies through award terms and conditions.
 - In some cases, waivers may have been provided.
 - Auditees are responsible for supporting whether waivers in place.
 - New audit procedure to test a sample of procurement agreements for infrastructure subject to BABAA to determine whether the non-federal entity included domestic preference provisions in the agreements or obtained a waiver.
- Cash Management changes
 - Revisions made to clarify the auditor’s responsibility when testing cash management under the reimbursement method.
 - Previous Supplements asked the auditor to ascertain if the entity “paid” for the costs in reimbursement requests prior to the date of the reimbursement period.
 - The audit objective and related procedure have been revised to ask the auditor to ascertain if the sample of expenditures in cash drawdowns tested were incurred prior to the date of the reimbursement request.
- Performance and special reporting provisions added in 2021 were retained in CY:
 - Testing is only required for key line items that are quantifiable and capable of evaluations against objective criteria.
 - If no key line items are identified, auditor only needs to test that performance/special reports were submitted timely.
 - If key line items are included that are not quantifiable or have no objective criteria, auditors are not required to test.
 - Auditors are required to test key line items and timely submission.

- **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 Provider Relief Fund and Medicaid Cluster.
- If a program has a higher risk designation and it is a type A program, it will most likely need to be audited as a major.
- If a program has a higher risk designation and it is a type B program, it should go through the standard risk assessment process and might not be selected as major.

- **Appendix V**

- Provides an overview of the changes made from the 2022 Supplement.

- **Appendix VII**

- Provides the definition of COVID-19 funding.
- Provides guidance on how COVID-19 related awards should be reported on SEFA and SF-SAC
- Federal Audit Clearinghouse (FAC) Transition from Census to GSA:
 - The FAC will transition from the U.S. Census Bureau (Census) to the U.S. General Services Administration (GSA) on October 1, 2023.
 - At that time, all submissions will need to be made through new FAC hosted by GSA.
 - Any draft not fully submitted to the Census FAC by October 1, 2023, may need to be completely re-started at the new GSA FAC.

Amendments to New York Not-for-Profit Corporation Law (N-PCL)

In November 2022, amendments were passed to the New York Not-for-Profit Corporation Law (N-PCL) that impact board governance by providing enhanced modernization. Under one of the amendments, members or directors are now permitted to take action by vote without a meeting, so long as it obtains consent of all of the members entitled to vote. Such consent may be written or electronic. Additionally, board directors who are elected to fill a vacancy of an unexpired term may hold office until either the end of the term of the director they are replacing or until the next annual meeting. Finally, directors who must leave a board meeting as a result of conflict of interest shall still be counted as present for determining if a quorum has been satisfied.

Secure Act 2.0 – Impact on Nonprofit Organizations

Passed at the end of 2022, the SECURE Act 2.0 includes many provisions that impact 403(b) and 401(k) plans. Among the many provisions are the following:

- 403(b) plans are now permitted to participate in pooled employer plans (“PEPS”). MEPs provide an opportunity for small nonprofit organizations to group together with the intent of making the plans more easily attainable and viable as well as to reducing administrative burdens on the organization.
- Part-time employees with two consecutive years of over 500 hours must be eligible to participate in company-sponsored plans
- A new student-loan matching program is created to treat student loan payments as plan contributions for purposes of matching contributions
- New startup plans will be required to have a mandatory automatic enrollment of 3% with annual increases of 1% up to at least 10% (maximum 15%)

Independence Issues

Sax, LLP 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.



New York, NY
October 12, 2023



Observations and Recommendations

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

As a result of the audit for the year ended June 30, 2023, 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, 2023: *Management informed us that they switched to a credit card after prior year's year-end. We noted the credit card usage and that there is no longer debit cards that can be used.*

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.

New York, NY
October 12, 2023



Statement Period
From June 01, 2023
To June 30, 2023
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

IMPORTANT MESSAGE ABOUT IDENTITY THEFT! FLAGSTAR BANK, N.A. WILL NEVER ASK YOU TO PROVIDE PERSONAL OR BUSINESS ACCOUNT INFORMATION THROUGH E-MAIL. IF YOU RECEIVE ANY E-MAIL OR OTHER INQUIRY THAT APPEARS TO COME FROM FLAGSTAR BANK, N.A., DO NOT RESPOND TO IT OR CLICK ON ANY LINKS INCLUDED IN THE E-MAIL. INSTEAD, CALL US TOLL-FREE AT 1-866-744-5463 OR CONTACT YOUR ACCOUNT OFFICER. FOR MORE INFORMATION ON IDENTITY THEFT, VISIT OUR WEBSITE AT WWW.SIGNATURENY.COM. CLICK ON "ABOUT US", "PRIVACY & SECURITY", "IDENTITY THEFT" FOR MORE INFORMATION ON SAFEGUARDING YOUR IDENTITY AND PERSONAL INFORMATION.

Signature Relationship Summary	Opening Bal.	Closing Bal.
BANK DEPOSIT ACCOUNTS		
MONOGRAM INSURED MMA	102,316.99	102,620.17
RELATIONSHIP TOTAL		102,620.17



Statement Period
From June 01, 2023
To June 30, 2023
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

Summary

Previous Balance as of June	01, 2023	102,316.99
1 Credits		303.18
Ending Balance as of June	30, 2023	102,620.17

Deposits and Other Credits	
Jun 30 Interest Paid	303.18

Daily Balances			
May 31	102,316.99	Jun 30	102,620.17

===== Interest Summary =====			
* Year-To-Date Interest	1,480.39		*
* Interest Paid This Period	303.18	Annual Percentage Yield Earned	3.67 % *
* Avg. Balance this Period	102,316.99	Days in Period	30 *
=====			

Disclosure of Financial Interest by a Current or Former Trustee

Trustee Name:

Amanda Wolkowitz

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.

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

This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.

Business Telephone:

[Redacted]

Business Address:

N/A

E-mail Address:


[Redacted]

Home Telephone:

[Redacted]

Home Address:

[Redacted]


Amanda Wolkowitz (Jul 2, 2023 12:49 EDT)

07/02/2023

Signature

Date

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022









Bridge Prep CS 2022-23 BOT Disclosure of Financial Interest

Final Audit Report

2023-07-02

Created:	2023-06-22
By:	Jen Pasek (jen@pasekconsulting.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAART5xpOIOBB7JchJZ0hD7pSQYxGwqo9sl

"Bridge Prep CS 2022-23 BOT Disclosure of Financial Interest" History

-  Document created by Jen Pasek (jen@pasekconsulting.com)
2023-06-22 - 3:25:52 PM GMT
-  Document emailed to awolkowitz1@bridgeprepcharter.org for signature
2023-06-22 - 3:26:39 PM GMT
-  Email viewed by awolkowitz1@bridgeprepcharter.org
2023-06-22 - 4:30:09 PM GMT- IP address: 104.28.79.175
-  Email viewed by awolkowitz1@bridgeprepcharter.org
2023-06-27 - 5:30:13 PM GMT- IP address: 104.28.55.231
-  Email viewed by awolkowitz1@bridgeprepcharter.org
2023-07-02 - 3:43:08 PM GMT- IP address: 172.226.194.30
-  Signer awolkowitz1@bridgeprepcharter.org entered name at signing as Amanda Wolkowitz
2023-07-02 - 4:48:58 PM GMT- IP address: 24.193.226.148
-  Document e-signed by Amanda Wolkowitz (awolkowitz1@bridgeprepcharter.org)
Signature Date: 2023-07-02 - 4:49:00 PM GMT - Time Source: server- IP address: 24.193.226.148
-  Agreement completed.
2023-07-02 - 4:49:00 PM GMT

Disclosure of Financial Interest by a Current or Former Trustee

Trustee Name:

Geena Kuriakose

Name of Charter School Education Corporation:

Geena Kuriakose

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

Secretary

Member Academic, Executive, and Financial Committees

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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Business Telephone:

[Redacted]

Business Address:

N/A

E-mail Address:

[Redacted]

Home Telephone:

[Redacted]

Home Address:

[Redacted]

Geena Kuriakose

Geena Kuriakose (Jul 6, 2023 09:13 EDT)

Signature

Date

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

Disclosure of Financial Interest by a Current or Former Trustee

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?

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

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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?

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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:

[Redacted]

Business Address:

n/a

E-mail Address:

[Redacted]

Home Telephone:

[Redacted]

Home Address:

[Redacted]

George Winn

George Winn (Jul 17, 2023 10:36 EDT)

07/17/2023

Signature

Date

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

Disclosure of Financial Interest by a Current or Former Trustee

Trustee Name:

Heba-Alla Nassef Gore

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

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☐ Yes ☒ No

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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

This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.

Business Telephone:

[Redacted]

Business Address:

[Redacted]

E-mail Address:

[Redacted]

Home Telephone:

[Redacted]

Home Address:

[Redacted]

Heba-Alla Nassef Gore

Heba-Alla Nassef Gore (Jul 19, 2023 22:48 EDT)

07/19/2023

Signature

Date

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

Disclosure of Financial Interest by a Current or Former Trustee

Trustee Name:

Laurel Wedinger-Gyimesi

Name of Charter School Education Corporation:

Laurel Wedinger

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; 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

This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.

Business Telephone:

[REDACTED]

Business Address:

N/A

E-mail Address:

[REDACTED]

Home Telephone:

[REDACTED]

Home Address:

[REDACTED]

Laurel Wedinger-Gyimesi
Laurel Wedinger-Gyimesi (Jun 28, 2023 14:37 EDT)

06/28/2023

Signature

Date

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

Disclosure of Financial Interest by a Current or Former Trustee

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

This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.

Business Telephone:

[Redacted]

Business Address:

[Redacted]

E-mail Address:


[Redacted]

Home Telephone:

[Redacted]

Home Address:

[Redacted]

 Mark Harmon-Vaught (Jun 27, 2023 10:50 EDT)

06/27/2023

Signature

Date

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

Disclosure of Financial Interest by a Current or Former Trustee

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

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

This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.

Business Telephone:

[REDACTED]

Business Address:

N/A

E-mail Address:


[REDACTED]

Home Telephone:

[REDACTED]

Home Address:

[REDACTED]


Rose Kerr (Jun 28, 2023 08:49 EDT)

06/28/2023

Signature

Date

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

Disclosure of Financial Interest by a Current or Former Trustee

Trustee Name:

Traci Frey

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.).
- member

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

This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.

Business Telephone:

n/a

Business Address:

n/a

E-mail Address:

[Redacted]

Home Telephone:

[Redacted]

Home Address:

[Redacted]

Signature



Date

7/18/2023

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

Disclosure of Financial Interest by a Current or Former Trustee

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.).

Executive board member,
Academic vice chair
Founding member
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

This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.

Business Telephone:

[Redacted]

Business Address:

[Redacted]

E-mail Address:

[Redacted]

Home Telephone:

[Redacted]

Home Address:

[Redacted]

Maria Casale

Maria Casale (Jul 27, 2023 10:27 EDT)

07/27/2023

Signature

Date

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

**Disclosure of Financial Interest by a Current
or Former Trustee**

Trustee Name:

Rebecca Peters

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.).

Finance Committee Member

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.

☒ 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	Name of person holding interest or engaging in transaction and
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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
<div data-bbox="219 1325 381 1367">Signature</div> <div data-bbox="219 1398 852 1524"> Acceptable signature forms include: • Digitally certified PDF signature • Print form manually sign, scan to PDF </div>			<div data-bbox="1008 1314 1081 1356">Date</div>	

This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.

Business Telephone:

Business Address:

E-mail Address:

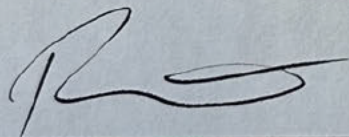
[Redacted]

Home Telephone:

[Redacted]

Home Address:

[Redacted]



7/26/23

Signature

Date

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

**Disclosure of Financial Interest by a Current
or Former Trustee**

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/ Board Member

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

This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.

Business Telephone:

[REDACTED]

Business Address:

N/A

E-mail Address:

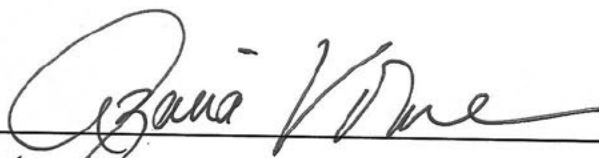
[REDACTED]

Home Telephone:

[REDACTED]

Home Address:

[REDACTED]


Signature

7.31.2023

Date

Acceptable signature formats include:

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last revised 04/2022



Bridge Preparatory Charter School

Minutes

Special Meeting

For the Sole Purpose of Entering Into Closed Executive Session

Date and Time

Monday July 25, 2022 at 7:30 AM

Location

Join Zoom Meeting

<https://us02web.zoom.us/j/85726236693?pwd=SmVOZ0xlaVIZjdSZnIGOVd4MDQxdz09>

Meeting ID: 857 2623 6693

Passcode: nvgu2S

One tap mobile

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

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

Trustees Present

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

Trustees Absent

None

Guests Present

K. Baldassano (remote)

I. Opening Items

A. Record Attendance

B.

Call the Meeting to Order

G. Kuriakose called a meeting of the board of trustees of Bridge Preparatory Charter School to order on Monday Jul 25, 2022 at 7:30 AM.

II. Initiate Executive Session

A. Motion to enter into closed Executive Session to discuss matters regarding the employment of a particular person, as per provisions of §105(1) of NYS Open Meetings Law.

G. Kuriakose made a motion to enter into closed Executive Session to discuss matters regarding the employment of a particular person.

L. Gyimesi seconded the motion.

Upon approval of the motion, the Board entered into closed Executive Session at 7:33 AM.

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

III. Open Public Session Resumes

A. Open Public Session Resumes

Upon completion of the closed Executive Session, the open Public Session resumed at 8:57 AM.

IV. Closing Items

A. Adjourn Meeting

G. Kuriakose made a motion to Adjourn meeting at 8:58 AM.

M. Harmon-Vaught seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:58 AM.

Respectfully Submitted,

K. Baldassano



Bridge Preparatory Charter School

Minutes

Board meeting

Date and Time

Wednesday August 17, 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=SmVOZ0xlajVIZjdSZnIGOVd4MDQxdz09>

Meeting ID: 857 2623 6693

Passcode: nvgu2S

One tap mobile

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

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

Trustees Present

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

Trustees Absent

None

Ex Officio Members Present

T. Castanza (remote)

Non Voting Members Present

T. Castanza (remote)

Guests Present

Amanda Wolkowitz, C. Volpe, F. Ebanks, H. Nassef-Gore, J. McCord (remote), K. Baldassano (remote)

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

G. Kuriakose called a meeting of the board of trustees of Bridge Preparatory Charter School to order on Wednesday Aug 17, 2022 at 7:00 PM.

C. Approve Minutes of June 15th 2022 Board Meeting

M. Harmon-Vaught made a motion to approve the minutes, amended as indicated below, from Board Meeting on 06-15-22.

L. Gyimesi seconded the motion.

G. Winn requested that the minutes of 06-15-2022 be amended to correct information regarding \$50,000 allocated for additional fringe benefits. He requests the record clarify that no specific program has been determined for these funds because further information from our management team is needed. There will be no spending of those funds until after the Board of Trustees reviews and approves any program. He wants be sure that the minutes do not indicate that we were somehow delegating responsibility for the allocation beyond the board at this point.

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

D. Approve Minutes of July 25th 2022 Special Board Meeting

G. Kuriakose made a motion to approve the minutes from Special Meeting on 07-25-22.

M. Harmon-Vaught seconded the motion.

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

E. Welcome From Chair

L. Gyimesi welcomed everyone; we have so much going on; we want to be prepared for the opening day of school. She expressed her thanks to the school staff for their efforts, especially C. Volpe who created and ran the successful summer school student program and also established professional development programs for teachers over the summer. Thank you to F. Ebanks who has been coordinating an ongoing move of classrooms in the building. In addition, since E.D. Castanza's baby arrived earlier than expected, C. Volpe and F. Ebanks stepped up and coordinated a welcome event for families of new students entering school in September. We thank them for keeping everything moving along smoothly during the E.D.'s absence. Finally, thank you to board members - this year will

be a very busy and important year - it is the start of our charter renewal process, and the first 5th grade graduation will occur this year. Thanks to everyone for their time.

II. Committee Reports

A. Academic Committee

R. Kerr said that it is nice to see our existing board members and exciting to see some new board members at this meeting, both remotely and in-person. There was no *Academic Committee* Meeting in July as agreed, and although an August meeting was planned, a formal committee meeting was not held in August due to the unexpected early arrival of the E.D.'s baby and his subsequent absence. However, she has been meeting weekly with DTL C. Volpe reviewing professional goals, and many points about professional development plans. They examined what went right, what we need to expand, what teachers need, and what will get us to reauthorization and to achieve NYSED goals. Working with C. Volpe this summer has been very positive and well-organized and R. Kerr plans to continue to work with her through this year, going over teacher evaluations, the review of the curriculum, and how the new curriculum is working. She then asked C. Volpe and T. Castanza to speak about student data.

T. Castanza thanked C. Volpe and the *Academic Committee* for aggregating the MAP data which is critical not only now but also to compare with the NYS assessment data results. He then gave the floor to C. Volpe to discuss the MAP data.

C. Volpe said it was very nice to work with R. Kerr this summer and that it is always helpful to have a partner; it was a wonderful experience. She reviewed the following MAP data:

MATH	Beginning of Year	End of Year
	<i>(At or Above Grade Level)</i>	<i>(At or Above Grade Level)</i>
1st Grade	50%	72%
2nd Grade	31%	59%
3rd Grade	25%	42%
4th Grade	12%	30%
~~~~~		
<b>ELA</b>	<b>Beginning of Year</b>	<b>End of Year</b>
	<i>(At or Above Grade Level)</i>	<i>(At or Above Grade Level)</i>
1st Grade	50%	79%
2nd Grade	29%	53%
3rd Grade	48%	72%
4th Grade	22%	30%

Overall, 97% of all 3rd grade students and 99% of all 4th grade students made progress. Another MAP assessment will be done in September to see if there has been any learning loss during the summer.

R. Kerr stated that although the 4th grade data seems to indicate that they are the most struggling grade, 4th grade testing takes a big jump in content-learning assessment and there are higher expectations of 4th graders. T. Castanza added that there are other factors that come into play when looking at data; we enroll students in every grade throughout the year and some students arrive later in the year and sit for assessments before they have even been with us for a year. Our charter goals are very specific in looking at data on progress of students who have been with us "over time" (a year or two years); NYSED is looking for student growth; we will be looking at those metrics as we are working towards renewal.

A. Volpe asked about the results of the state assessments and a rumor that they were embargoed. T. Castanza responded that districts have already received disaggregated raw data of the state assessments. They then have to sort the data by individual student, class, and subgroups of students (disabilities, ELL, economically disadvantaged, etc.) At some point in September, NYSED will give permission to the districts to make the data public. Then we will be able to look at that data in context and how our data compares with the district as a whole and how do we compare to similar schools. L. Gyimesi stated that we still don't know who our comparative schools are and it is critical to our renewal that we know that or define ourselves separately. R. Kerr said that knowing who our "peer schools" are is critical for analyzing our standardized testing results in September and the implication for renewal.

A. Volpe added that it's important to emphasize that the 4th graders' assessment data is affected by the fact that they are the grade that was most adversely impacted by Covid. That information needs to be in the forefront of analyzing their numbers. T. Castanza confirmed that the 4th grade has the highest percentage of students with IEPs (60%). We need to contextualize the numbers on the data spreadsheet; now we have multiple years of data to compare. L. Gyimesi added that our students also did not have significant participation in previous state exams and many factors affect the testing data.

## **B. Finance Committee**

G. Winn thanked L. Gyimesi for keeping the Board of Trustees on track and for the time she and R. Kerr spent visiting the school this summer to back up all of the board. He also thanked G. Kuriakose and M. Harmon-Vaught for their work as Board Secretary. The *Finance Committee* does not have much to report today; L. Gyimesi and G. Kuriakose have generously agreed to serve on the *Finance Committee* and if any other board member is interested, please reach out to him. The *Finance Committee* will be focusing on the 5-Year Budget, partially for our charter renewal and also as our first 5th grade class comes onboard, and what that will mean from a revenue standpoint and a management standpoint. We expect to look at the budget programmatically; anticipates looking at professional development, planning for the current year and beginning to look forward to

next year. There is not much more to report until the committee meets in the upcoming weeks.

*Due to a family commitment, G. Winn left the meeting at 7:10 PM after his report.*

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

L. Gyimesi reported that the *Board Development and Governance Committee* had not met over the summer, however M. Harmon-Vaught has been following up with the new board trustees and we have two resolutions on tonight's agenda to approve new board members; once we send documentation to NYSED and they approve it, the trustees become voting members. There are two additional potential board members pending, and M. Harmon-Vaught will follow up on that.

M. Harmon-Vaught added that the two board members being considered tonight have been vetted appropriately and he is confident that there will be no problem getting approval from NYSED.

### **D. ED Support and Evaluation**

M. Harmon-Vaught reported that since our last board meeting the E.D. Support & Evaluation Committee met and had a conversation with the E.D. and we undertook our goal setting exercise for this year. He thanked the E.D. for sharing the initial information on goals for the upcoming year and appreciates his diligence and fairness with them; we will share those with the full board so that they can be reviewed and finalized by April.

## **III. New Business**

### **A. Appointment of Committee Chairs**

L. Gyimesi reported that there was an *Executive Committee Meeting* last week which drafted the agenda for tonight's meeting, so there are no surprises regarding committee chairs since we discussed this at the *Executive Committee Meeting*.

The following trustees are appointed as committee chairs:

R. Kerr and M. Casale, Co-Chairs of *Academic Committee*

G. Winn, Chair of *Finance Committee*

M. Harmon-Vaught, Chair of *Board Development & Governance Committee* and Chair of *E.D. Support & Evaluation Committee*

We have new board members coming on and we hope that they will consider joining the committees they are interested in and where they will best fit. Trustees can join more than one committee if they wish and even volunteer to co-chair a committee.

### **B. Appointment of Parliamentarian**

L. Gyimesi announced that she has appointed K. Baldassano to be *Parliamentarian* for the board. Our bylaws give us discretion to appoint a parliamentarian and K. Baldassano has agreed to serve in that position. Thank you, Kathy.

### C. Renewal Task Force Update

L. Gyimesi said that due to the small number of current board members, since the charter renewal process will need to include all board trustees, it will be best to share renewal benchmarks with each committee. Those committees could then work on particular benchmarks and report at the monthly *Executive Committee Meeting*, and then at the full board meeting. The heaviest work falls on the *Academic Committee*, but there are some areas that can be pulled from *Academic Committee* and given to another committee. She will send an email to the board regarding the benchmarks and she invites discussion on this topic.

L. Gyimesi will continue to chair the *Renewal Task Force* and will offer a monthly report on the renewal progress; she asked Pasek Consulting to also report monthly to the *Executive Committee*. She is determined to keep the renewal on course, to have the data accumulated, be ready to address situations, have the narrative prepared and formulate strong arguments.

### D. Other New Business

L. Gyimesi said that something has come up which causes a conflict with scheduling our monthly board meetings on Wednesday evenings; after sharing this information previously with the trustees, the better option seems to be Tuesday. She is hoping to get consensus of the board of trustees to make this change tonight.

As this is internal board business, L. Gyimesi made the following proposal to the board: That the monthly board of trustee meetings be moved to the 3rd Tuesday for this school year. She asked for any comments or objections.

There being no objection from any member, the board agreed by general consent that **future board of trustee meetings will be scheduled on the 3rd Tuesday of each month**. This information will be added to our calendar and shared with interested parties.

M. Harmon-Vaught stated that Wagner College has a new Provost, Dr. Tarshia Stanley, and he is very excited about her leadership. She wants to grow their education department, and with her on board, he feels confident it is a good time for a partnership between Bridge Prep and Wagner College; he reached out to T. Castanza, C. Volpe, and L. Gyimesi to find a date to schedule a meeting and talk about partnership opportunities. There is strong support for the idea in the Wagner College education department and he is very excited for the potential here.

## IV. Executive Director Report

### A. ED Report

- T. Castanza said that it's good to be back at work and see everyone; his infant daughter arrived a month early; he thanked everyone for being flexible and stepping up and keeping things covered during his absence. He particularly thanked F. Ebanks and C. Volpe for their critical goal setting work and with important strategic planning. He thanked R. Kerr and L. Gyimesi for being present and visiting the school building this summer. He's looking forward to working with the board of trustees in this critical year.
- NYC and DoE released their **Health & Safety guidance** for schools yesterday; we are able to see any major changes and how it impacts what we do in school every day; there is no screening required for students, however all visitors to the building must still present proof of vaccination. We will refresh the information in our handbook and will share that with the board and families.
- **Exciting new partnerships: Wagner College**, thank you Mark for bringing this all together; partnerships like this are directly discussed in our charter and we are excited about developing professional growth opportunities. **NYCID**, a new after-school partner, will be facilitating our newly expanded after-school program; more opportunities to our students five days a week; further details on this program at the September board meeting. **Community organizations** have been reaching out and want to get involved; will update the board as these things happen.
- **Five-Year Budget update**: We have received the first version of the 5-Year Budget, which will be shared with the *Finance Committee* and the *Executive Committee*; we are developing budgetary goals; we want to identify long-term strategic goals and find ways to meet them from a budgetary perspective; we learned what NYSED wants to see in a 5-Year Budget.
- We are compiling the documents needed for our annual **Fiscal Audit** with Schall and Ashenfarb; the audit report should be ready for the board to review in October.
- Pasek Consulting is helping with our **Annual Report for NYSED**; it is a multiple step process.
- We still don't have a copy of our NYSED mid-term report, which we were told would be given to us in June, but NYSED said they are behind and that we should get the report in mid-August. The mid-term report is critical for our planning for next year, indicating which areas need growth and telling us where to allocate additional funds for resources.
- The Board of Trustees are invited to come into the school as often as possible; he would like them to really engage in the work; the people in our community need to get to know you and your talents.

## V. Votes

### A. Resolution #14 to Appoint Board Member Heba Nassef Gore

M. Harmon-Vaught made a motion to Approve Resolution #14 - Selecting Heba Nassef Gore as Member of Board of Trustees.

L. Gyimesi seconded the motion.

The following resolution was presented to the board 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 **Heba Nassef Gore** as a member to its Board of Trustees, with a term expiring on June 2025 pending approval by NYSED. The resolution approving **Heba Nassef Gore** 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.

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

#### **Roll Call**

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

#### **B. Resolution #15 to Appoint Board Member Amanda Wolkowitz**

A. Volpe made a motion to Approve Resolution #15 - Selecting Amanda Wolkowitz as Member of Board of Trustees.

L. Gyimesi seconded the motion.

The following resolution was presented to the board 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 **Amanda Wolkowitz** as a member to its Board of Trustees, with a term expiring on June 2025 pending

approval by NYSED. The resolution approving **Amanda Wolkowitz** 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.

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

#### **Roll Call**

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

### **C. Renewal of Board On Track Contract**

L. Gyimesi made a motion to Approve Renewal of the Board on Track Membership/Contract Effective 10/15/2022.

A. Volpe seconded the motion.

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

## **VI. Family Association Update**

### **A. Family Association Update**

A. Wolkowitz said that she is excited to be here and thanked the board for welcoming her; she represents the *Family Association* and wants to connect families, staff and students; after dealing with Covid, families were just not participating and attending activities as much, she is hoping to reach out and get more families into the school and get more parents involved. They are working on rebranding the *Family Association* with a new logo and an update of their social media, Facebook, Instagram, etc. The association will be holding many events, continuing what was done in the past and adding new events: a pumpkin patch, winter wonderland, read-a-thon, and more. They will have a table at the student orientation and want parents to get to know them. She invites the Board of Trustee members to all the parent events throughout the year.

R. Kerr thanked A. Volpe for her efforts with founding the *Family Association* and getting it up and running and she is happy to know that A. Wolkowitz is building on that foundation with so much enthusiasm.

## **VII. Closing Items**

### **A. Adjourn Meeting**

R. Kerr said that F. Ebanks returned to tonight's meeting but was not in the room when L. Gyimesi thanked her for her efforts during the summer and for working so hard coordinating the moving of classrooms.

L. Gyimesi again thanked F. Ebanks for being so helpful during her school visits this summer; she enjoyed getting to know the staff.

R. Kerr thanked F. Ebanks and all of the staff who are helping with the classroom move.

E.D. was asked when he will return to work and T. Castanza responded that he expects to be fully back at work on August 29th, but will be back temporarily for 2 days next week for professional development.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:52 PM.

Respectfully Submitted,  
K. Baldassano

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#### **Documents used during the meeting**

- Resolution_14_Heba_Nassef_Gore.pdf
- Resolution_15_Amanda_Wolkowitz.pdf
- BoardOnTrack_Renewal_Contract.pdf





# Bridge Preparatory Charter School

## Minutes

### Board Meeting

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#### Date and Time

Tuesday September 20, 2022 at 7:00 PM

#### Location

**Bridge Preparatory Charter School**

715 Ocean Terrace

Building A - Atrium (Main Floor)

Staten Island, NY

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#### Trustees Present

A. Volpe, G. Kuriakose, L. Gyimesi, M. Harmon-Vaught, R. Kerr

#### Trustees Absent

*None*

#### Ex Officio Members Present

T. Castanza

#### Non Voting Members Present

T. Castanza

#### Guests Present

A. Wolkowitz, C. Volpe, G. Winn (remote), H. Nassef-Gore, K. Baldassano (remote), M. Casale (remote), R. Illuzzi (remote)

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### I. Opening Items

#### A. Record Attendance

#### B.

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

G. Kuriakose called a meeting of the board of trustees of Bridge Preparatory Charter School to order on Tuesday Sep 20, 2022 at 7:07 PM.

The following board members attended via videoconference from locations not open to the public: Maria Casale and George Winn.

Quorum was met nonetheless by the 5 board members who appeared in person at this meeting.

### **C. Approve Minutes of August 17th 2022 Board Meeting**

G. Kuriakose made a motion to approve the minutes from Board meeting on 08-17-22.

To expedite proceedings, a proposal to approve the minutes was made by Geena Kuriakose with a call for unanimous consent. As there was no objection to the proposal, the minutes are approved via unanimous consent.

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

### **D. Welcome From Chair**

L. Gyimesi welcomed attendees; she will be brief as there is a full agenda for tonight's meeting. She thanked everyone for attending and for their efforts on behalf of Bridge Prep.

## **II. Committee Reports**

### **A. Academic Committee**

R. Kerr reported that the *Academic Committee* met last week; there won't be a data report this month; she gave the floor to the E.D. and the leadership team to report.

T. Castanza said that their work actually started over the summer and not just with the first day of school; and there has been a lot of professional learning happening. He discussed the following:

- The school leadership team is looking at data and seeing how they can align the way that they produce data reporting with the way that all other levels of reporting are done, i.e., how Pasek Consulting will be working with us, how we do our trimester-based check-ins, and goal-based check-ins; it will help us at the school level to look at all our school-based data in one spot; we will talk about this later at the *Academic Committee* meeting.
- We are still waiting for the NYSED mid-term report; there was a change in our NYSED liaison and we've been waiting for the report since August. L. Gyimesi added that Pasek Consulting has the mid-term reports topic listed for the meeting in November, so perhaps they know when the reports are expected to be released.
- Regarding NYS testing data, it still is not available for public release, E.D. received disaggregated student-level data which is not yet cleared for public distribution; it looks like we are on target and we hope to be able to release the data in October. E.D. is interested in looking at the differences in data between the assessments in

ELA/Math/Science. When the data is released we will be able to see the district-wide data as well.

C. Volpe reported on the following topics:

- The new school year got off to a great start; we are 100% fully staffed and all of our staff has been participating in 2 weeks of professional development based on the data and feedback we received from staff;
- We have a new math program; teachers are learning about the program, and the resources available, etc. We invested in a supplementary math program called "Math & Movement", which is multi-sensory movement-based learning aligned with our charter goals.
- We offered a workshops on classroom management; on conflict resolution, crisis intervention and cognitive psychology;
- We covered special education policies and procedures; C. Otterbeck helped to set the teachers up with any special education forms or contacts they need.
- Core Collaborative professional development network is helping us to realign schedules and our priorities around the needs of our students; walking us into impact teams where teachers will be able to look at student work and determine their next steps by analyzing student tests and samples.
- Our new teachers also received OG training and refresher OG training is offered to all staff.

T. Castanza commented that we have a fantastic partnership with Core Collaborative, they ask us about our goals and what we think we need to see; their emphasis is on data and how to use data, which aligns to our charter's mission and key design elements. They have also been very helpful with comparisons of our MAP data and NYS testing data. We will talk more about this at the October *Academic Committee* meeting.

R. Kerr added that one of the goals of the *Academic Committee* is to offer the board data that really makes sense; when is the best time and what does the data tell us? We will concentrate on pulling in experts of this type of data analysis, and focus on this topic over the next weeks.

*The next Academic Committee Meeting will be October 11th at 11 AM.*

## **B. Finance Committee**

G. Winn reported that *the Finance Committee* met on September 13th; he is happy to have L. Gyimesi and G. Kuriakose as members of the committee and Rebecca Peters joined as an advisor to the committee; she brings a lot of experience from the accounting area as well as charter school area; she has served as an operational and financial capacity in schools and we are grateful to have her expertise.

- E.D. is looking at a budget refresh with BoostEd; which means we will get a look at the year-to-date fiscal year budget at the October meeting.

- We are anxiously awaiting the 5-Year Budget which will guide our planning and how to consider things as a board; E.D. and his team are working on it and we hope to have a draft of the budget in October.
- We are looking for a Compliance & Budgeting Calendar to give the board the ability to look at things from a reporting standpoint for our authorizers and funders; what the management team has to be accountable to the people funding us. Pasek has done work in that area and it interweaves with our charter renewal process.
- An update of the Policy & Procedures Manual is probably not going to be considered in October because we haven't yet seen the update and we are focusing at this time on our audit, which will be shared with the board in a few weeks, and which needs to be approved by the board before the end of October.

*The date of next Finance Committee Meeting is still to be determined.*

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

M. Harmon-Vaught offered the following report:

- We had a great Open Meetings Law training session, thank you K. Baldassano for putting that together and for making a complex and convoluted subject very clear; he really appreciates that.
- Following that OML discussion, the *Governance Committee* will take up the question of "extraordinary circumstances" required by the law; we must define the term to give parameters for allowing members to remotely attend meetings from locations not open to the public.
- We had submitted materials to NYSED on the 2 new board members approved at our last meeting, however NYSED requires final minutes and not draft minutes from the meeting where the board approved the new members. Since we have approved those minutes earlier tonight, the minutes can now be submitted to NYSED in final form.

*The next Board Development & Governance Committee Meeting will be October 4th at 7:45 AM.*

### **D. ED Support and Evaluation**

M. Harmon-Vaught thanked the board for the Special Meeting held last week; he also thanked the E.D. for his leadership and the conversations they had. He will forgo the rest of his time so that the E.D. will have more time to discuss the goals later at tonight's meeting.

## **III. New Business**

### **A. Benchmarks for Committees**

L. Gyimesi has been focusing on the 10 *NYSED Charter School Performance Benchmarks* upon which we will be evaluated for charter renewal; she has assigned

various benchmarks to our existing committees to work on the benchmark goals; the committee members can meet to review progress in each area. Some parts of the benchmarks are for ownership of the leadership team of the school; she will be work with the leadership team on those areas. The definitions of each benchmark can be found on page 5 of the **Charter School Performance Framework** shared with the board tonight and accessible online at: <http://www.nysed.gov/common/nysed/files/programs/charter-schools/performanceframework2019.pdf>

- **ACADEMIC COMMITTEE: #1. Student Performance; #2. Teaching and Learning** (*crossover with school leadership team*); **#8. Mission and Key Design Elements**
- **SCHOOL LEADERSHIP TEAM: #3. Culture, Climate and Student & Family Engagement; #7. Organizational Capacity; #9. Enrollment, Recruitment and Retention**
- **FINANCE COMMITTEE: #4. Financial Condition; #5. Financial Management**
- **BOARD DEVELOPMENT & GOVERNANCE COMMITTEE: #6. Board Oversight and Governance; #10. Legal Compliance** (*#7. Organizational Capacity crossover with school leadership team*)

We will have meetings to share progress on these benchmarks; Pasek Consulting is also tying some of their meetings to these benchmarks.

A hierarchy structure interconnects these goals:

Pasek Consulting/Charter Renewal

School Goals

E.D. Goals

Leadership Team Goals

If anyone has any questions, please reach out to L. Gyimesi.

## **B. Revisions to Board Meeting Schedule and Committee Meeting Schedule**

G. Kuriakose reviewed the changes to the Board of Trustees meeting schedule, which were previously discussed and shared with board members:

### **Board Meetings will be held on the 3rd Tuesday of the month at 7 PM:**

September 20th

October 18th

November 15th

December 20th

January 24th (*moved from Jan 17th as school is closed for professional learning*)

February 28th (*moved from Feb 21st as school is closed for Midwinter Recess*)

March 21st

April 18th

May 16th

June 13th (*moved from June 20th to accommodate end of school year events*)

**Committee Meetings:**

Academic Committee - 2nd Tuesday of month at 11 AM

Finance Committee - To Be Determined

Executive Committee - 1st or 2nd Thursday of month at 7:30 AM

Board Development & Governance Committee - 1st Tuesday of month at 7:45 AM

E.D. Support & Evaluation - To Be Determined Trimesterly

The meeting schedule will be posted on the school's website, on Board on Track, and in the Staten Island Advance newspaper, as well as in our public notices.

**C. ED Goals**

- L. Gyimesi said that most of the work on E.D. goals is being done by board member M. Harmon-Vaught and she briefly reminds the board that the focus of the upcoming meetings will be on the goals we want to achieve; the overriding goal is to get our charter renewed with guidance from Pasek Consulting. We'll need to have a strategy session to discuss our board goals for this year; there are 4 major board goals: charter renewal, 5th grade middle school placement, charter revisions for school growth, community outreach and beginning our teacher academy. Our board goals interconnect with the E.D. goals and the hierarchy discussed earlier in tonight's meeting under "benchmarks". She then gave the floor to M. Harmon-Vaught.
- M. Harmon-Vaught reminded the board of what we committed to this year: the importance of the nested goals that we set for the school are reflected in what we ask of the school leadership team, and the other members of the school community and also of the board, so that we are all growing together. He then gave the floor to T. Castanza to discuss the school's goals.

T. Castanza agreed with M. Harmon-Vaught that these goals are "nested"; the goals for the Board of Trustees, the school leadership team and his own E.D. goals are interconnected, aligned and working in sync. Our school goals are also aligned to the charter benchmarks. He then offered a presentation on the **2022-2023 Priority School Goals**:

**Benchmark #1 Academic Performance**

1. **Student Growth** based on data from NWEA MAP (Literacy, Math and Fluency) and school based Orton-Gillingham assessments; student academic growth is a critical metric in our goals of achieving our mission, establishing and maintaining trust with students and families and charter reauthorization

2. **Student Performance** using proficiency data from end of year assessments in NWEA MAP and OG; demonstrating student proficiency on both standards-based and skill-based assessments is critical

### **Benchmark #3 Culture, Climate and Engagement**

1. **Staff Satisfaction** using data from surveys, check-ins and staff feedback sessions to measure and evaluate staff satisfaction; staff investment and buy-in are critical elements
2. **Family Satisfaction** using data from family satisfaction surveys (including End-of-Year Family Survey) to measure and evaluate family happiness; frequent assessment of the needs and experiences of our families is important; families are key members of the school community and critical partners in delivering our mission

### **Benchmark #5 Financial Management**

1. **Budget Management** using periodic needs assessments and mindful management of our budget to deliver results and secure and maintain resources for future growth
2. **Budget Development** to help guide strategic decisions for charter renewal and in the long term; specific objectives will be identified to strategically plan and successfully operate, with collaboration between the Board of Trustees and Executive Director

### **Benchmark #8 Mission and Key Design Elements**

1. **Key Design Elements** in end-of-year reporting to NYSED and in external communications, we will explicitly identify our key design elements in action; key design elements are critical to re-authorization and guide much of our organizational decisions

### **Benchmark #9 Enrollment, Recruitment and Retention**

1. **Student Enrollment** we will demonstrate the continued demand for our program as well as our ability to maintain NYSED approved enrollment figures on BEDS day, lottery day and at the end of the school year; this year we are at our maximum NYSED enrollment

### **Other (Non-Benchmark Specific)**

1. **Fundraising and Donor Identification** we will identify new donors, partners and funding streams that will lead to increased outside revenue; securing new revenue from private donations, grants and fundraising will allow us to strategically plan and support initiatives and projects
2. **Space and Facilities** through collaboration with the Board of Trustees, financial services partners and strategic members of the community we will launch a

Facilities Exploratory Team, to identify potential new or existing additional facilities options; securing committed, permanent public space plays an important role for the school's growth

#### **D. Other New Business**

- L. Gyimesi said that she, C. Volpe, T. Castanza and M. Harmon-Vaught met with the Wagner College provost about a partnership proposal between their college and Bridge Prep; the meeting was very beneficial and productive; we will be put in touch with the college education department chair very soon; we have an opportunity to build something wonderful.
- M. Harmon-Vaught added that he will try to get the provost and the head of the education department to visit Bridge Prep; the provost was impressed and happy with the meeting and she mentioned it at a recent Wagner College Board of Trustees meeting; the prospect is exciting. He hopes it will be a long-term partnership of building programs together.
- R. Kerr asked if the goal of the partnership is a pipeline for staffing as well as for institution-building professional development? L. Gyimesi responded that was part of the conversation at the meeting with the provost; it will be a collaborative relationship. It will be helpful with our goal of expanding community relationships and development of our teachers institute.

#### **IV. Executive Director Report**

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

T. Castanza gave the following update:

- The first day of school was successful and for the first time we had a full family/student orientation session with a wonderful turn-out;
- A new school opened on campus and with it, more traffic
- Working with our new health benefits partner, Extensis, we are able to offer lower premium rates to our staff and additionally to provide employees with both dental and vision coverage paid for by the school.
- We are finalizing our annual financial audit with Schall & Ashenfarb, to be approved by the board in October; a draft of the audit will be given to the *Finance Committee* soon.
- The District Safety Plan has been updated, is posted on our website and presented to the board for approval at tonight's meeting. The School Safety Plan has been developed and approved by members of the Campus Safety Committee for the upcoming year and will be uploaded to NYSED by the DoE.
- We were able to offer a week of professional development OG training to teachers from our 3 middle school partners; we are awaiting clearance from DoE to announce the 3 partnership sites so that we can let the parents of our 5th graders know; G. Winn asked if our 5th grade students would be given preference for



enrollment in those middle schools? T. Castanza responded that DoE felt it would be inequitable to offer admission preference to only 1 charter school in NYC; we have been talking about this with our students' families and the DoE to have a good understanding of the criteria for admission preference and how will that will trickle into our community; we are confident that they will use a language similar to our admissions process and with their IEPs our students should be in a good place to meet the preference criteria; hopefully DoE will have an answer for us within the next few weeks.

## **V. Votes**

### **A. District Safety Plan**

T. Castanza explained the following:

Annually, NYSED requires districts to adopt and post an annual District Safety Plan, in addition to the Building Safety Plans in place at each school. The District Safety Plan is created and developed based on the School Safety Plan, which is created and established in collaboration with other school in our building, operated by the NYCDOE. As a school co-located in a NYC DOE building, and operating under the Shared Building Safety Plan, Bridge Prep also must follow the NYC DOE's District Safety Plan, which includes all practices, procedures and protocols required for NYC public schools and those in NYC DOE buildings, in adherence to the General Response Protocols (GRP). Each year, the NYC DOE's District Safety Plan's is adopted at Bridge Prep's District Safety Plan, with modifications made to include references to school specific roles (i.e. Executive Director, Director of Operations etc.) as it relates to who serves specific roles at Bridge Prep and the school specific Code of Conduct. The building specific Safety Plan is uploaded to NYSED by the NYCDOE. The District Safety Plan is uploaded to NYSED by Bridge Prep separately.

A copy of the Bridge Prep Charter School 2022-2023 District Safety Plan has been presented to the Board of Trustees. NYSED requires that the Bridge Prep Board of Trustees vote to adopt the District Safety Plan, which will be uploaded to NYSED by the Executive Director by October 1, 2022.

G. Kuriakose made a motion to to approve the Bridge Preparatory Charter School 2022-2023 District Safety Plan as presented to the Board of Trustees.

L. Gyimesi seconded the motion.

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

### **B. Modification to the School's Employee Handbook to Include a Business Travel Policy**

L. Gyimesi made a motion to approve modification to the school's employee handbook to include a business travel policy, as presented to the Board of Trustees.

To expedite proceedings, a proposal to approve the modifications to the employee handbook to include a business travel policy was made by L. Gyimesi with a call for unanimous consent. As there was no objection to the proposal, the motion is approved via unanimous consent.

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

## VI. Family Association Update

### A. Family Association Update

A. Wolkowitz gave the following update:

- The *Family Association* held its first event on the first day of school during family orientation; they signed up 84 new family emails to share more information about our association
- A Pumpkin Patch event (*for students only*) will be held on October 12th on the grassy hill behind Building A
- Trunk or Treat (*for families*) is scheduled for October 29th in the campus parking lot
- Once a month, there will be a "Dress Down Day" at the school; students will pay \$2 to participate and the school will match the funds, all of the proceeds will go to a different charity each month; the October charity is *Making Strides Against Breast Cancer*.
- We are planning some 5th grade events: the Fifth Grade Trip will be to Medieval Times on March 31st; the 5th Grade Dance is still being planned, we need to find a catering hall to host the dance, which will be held on a school day; the students will come to school dressed-up, walk a red carpet, have their picture taken, and get on a school bus to go to the dance location; the bus will bring them back before school dismissal time; speaking to yearbook companies about creating our 5th grade yearbook.
- A Thanksgiving Pie sale is being planned; parents can pre-order pies and then pick them up at the school

T. Castanza added that the 5th Grade graduation has been scheduled for June 15th at the St. George Theatre; he is working with the *Family Association* to make the event very special. It's the first graduation for our school. The members of the Board of Trustees will be invited. More details will be forthcoming.

## 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

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### **Documents used during the meeting**

- Board Meeting and Committee Meeting Schedule.docx
- performanceframework2019.pdf
- Business Travel Policy_Staff Handbook.pdf
- Bridge Prep District Safety Plan 2022_2023.pdf

DRAFT



## Bridge Preparatory Charter School

### Minutes

#### Board Meeting

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##### **Date and Time**

Tuesday October 18, 2022 at 7:00 PM

##### **Location**

**Bridge Preparatory Charter School**

715 Ocean Terrace

Building A - Atrium (Main Floor)

Staten Island, NY

##### **Join Zoom Meeting**

<https://us02web.zoom.us/j/85726236693?pwd=SmVOZ0xlajVIZjdSZnlGOVd4MDQxdz09>

Meeting ID: 857 2623 6693

Passcode: nvgu2S

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**QUORUM IS NOT MET – THE FOLLOWING WRITTEN RECORD IS FOR INFORMATIONAL PURPOSES ONLY AND IS NOT TO BE CONSIDERED OFFICIAL MINUTES**

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##### **Trustees Present**

G. Kuriakose, M. Casale, M. Harmon-Vaught

##### **Trustees Absent**

A. Volpe, L. Gyimesi

##### **Ex Officio Members Present**

T. Castanza

##### **Non Voting Members Present**

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T. Castanza

### Guests Present

A. Wolkowitz, B. Peters (remote), C. Volpe, G. Winn (remote), H. Nassef-Gore, K. Baldassano (remote), R. Kerr (remote)

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## I. Opening Items

### A. Record Attendance

**QUORUM IS NOT MET** since only 3 board members are present in person: Geena Kuriakose, Mark Harmon-Vaught and Maria Casale; 2 additional board members are present via video conference from locations not open to the public: Rose Kerr and George Winn.

**THE FOLLOWING WRITTEN RECORD IS FOR INFORMATIONAL PURPOSES ONLY AND IS NOT TO BE CONSIDERED OFFICIAL MINUTES.**

### B. Call the Meeting to Order

G. Kuriakose called a meeting of the board of trustees of Bridge Preparatory Charter School to order on Tuesday Oct 18, 2022 at 7:02 PM.

### C. Approve Minutes of September 20, 2022 Board Meeting

Unable to approve the minutes of 09/20/2022 as quorum is not met at this meeting.

### D. Welcome From Chair

M. Harmon-Vaught welcomed everyone and said that Chair of the Board, Laurel Gyimesi is not able to attend tonight's meeting, In her place, he intends to try to keep the meeting to time constraints. The school's financial audit has been completed; the board is planning to hold a strategy session on November 11th to consider key elements and any material changes to our charter prior to the reauthorization of our charter.

## II. Committee Reports

### A. Academic Committee

R. Kerr stated that the *Academic Committee* met on October 11th and the following was covered:

- The *Academic Committee* agreed that we can attain a broader and deeper view of student progress by reporting data to the full board 3 times per year, aligning with the school's trimesters and the testing calendar;

- A broad-based programmatic update was given to the committee by C. Volpe and T. Castanza, including implementation of the curriculum and how it's going a month into the school term;
- The *Academic Committee* is being charged as a task force responsible for performance benchmarks #1, #2, and #8; we will look into that further next month; E.D. shared a memo from NYSED regarding how we are all accountable for all the performance benchmarks for reauthorization of our charter.
- C. Volpe set up a meeting with Core Collaborative which was very helpful regarding how to really understand standardized testing vs. MAP scores so that we can knowledgeably discuss it with our NYS authorizers; Core Collaborative gave us a sense that they will pick up a lot of the burden, work with us and help us to bring very productive reports to the NYS officials. Looking forward to meeting with them again.
- T. Castanza added that we received raw data from the NYS standardized testing; we tested a total of 45 third graders; we have begun to disaggregate the raw data to see how our school compares to NYC and District 31; we will share the data with the *Academic Committee* next month and then present it to the full board in November.
- C. Volpe spoke to the *Academic Committee* about professional development that took place over the summer and is ongoing; we are working continuously with Core Collaborative and our next session with them is October 25th. Right now we are focusing on ELA but are bringing Math in and looking at student work; we are adding math fluency as an assessment; another professional development session is November 8th for teachers who have administered the math fluency program and see what kind of data we can get from those reports.

## **B. Finance Committee**

G. Winn reported that the *Finance Committee* met on October 6th and discussed the following:

- A presentation was given to the committee on the completed school financial audit by CPAs Schall & Ashenfarb; a copy of the audit report was shared with the board members; the audit report is excellent and we have a clean audit, as we have each year since the school opened. We are very lucky to have in place the people who provide support for our school in this area. It needs to be approved by the board before submission to the NYSED. If anyone has any questions about the audit, he asked that the board members let him know now.
- T. Castanza added that the audit needs to be submitted to the state by November 1st; our school team does what it needs to do and we have strict controls in this area.
- We have seen a template of the 5-year budget and are awaiting delivery of the actual budget, which we hope to see in November, to help guide us as we move forward.

- BOCES (*Boards of Cooperative Educational Services*) has shared a compliance calendar used by Suffolk County which can help us in our planning session and we hope to be able to fine-tune it for our purposes. Our own compliance calendar will give an overview of what our staff does to comply with charter school regulations.
- The October budget refresh from E.D. will show us where we are from July 1st to the current month, which will help us in our planning session.
- An investment report will also be coming next month to give us a look at cash-on-hand; E.D. and BoostEd will be coming up with recommendations on how we can place and deploy assets; a lot involves short term cash-management in stable accounts and investments.
- Becky Peters has come onto the *Finance Committee* in an advisory capacity, and is working on coming onto the Board of Trustees; she brings with her experience in the public accounting world, the financial services accounting world and specifically in the charter school world on the operations and financial side; he thanked B. Peters for the time she is giving to assisting the board.
- B. Peters responded that she is happy to help and is looking forward to joining as a board member.
- T. Castanza added that B. Peters has also been giving him good feedback on items in the school's *Financial Policies & Procedures Manual*; he thanked her for her help; he is happy to have her here and is looking forward to working with her in the future.
- G. Winn invited T. Castanza to discuss the monthly financial data at this point. T. Castanza said that the month of October is just prior to when things become official to NYSED regarding data such as pupil count and demographic data which ties into the way we do billing on per-pupil rates; previously reported on October 31st but now reported on November 15th. The school is now preparing for that NYSED data submission. There are 6 billing cycles that we go through, of which the first 2 are based on projections (230 students) but billing cycle 3 is the start of revenue based on actual pupil count (242 students). Special ed funding is for 138 students, which may be adjusted based on actual special ed services required for students. We always under-project our student count so that we don't owe funds after "reconciliation" done at the end of the school year. Billing is managed by T. Castanza as the Executive Director, along with the staff leadership team.
- T. Castanza suggested that the monthly financial report be given at the *Finance Committee Meeting* each month instead of at the full board meeting.

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

M. Harmon-Vaught gave the following update: the *Board Development & Governance Committee* met on October 4th.

- He thanked B. Peters for agreeing to come onto the board in a fuller way and said he is excited to have her onboard; we will have 3 new board members, 2 of which are very nearly fully approved - just awaiting final approval by NYSED; he will follow-up again but suspects that the final approval will come in very soon.

- We have taken up the definition of "extraordinary circumstance" under the new Open Meetings Law requirement for remote videoconference attendance. L. Gyimesi has come up with some language for the definition and K. Baldassano has added some additional language.
- However before we can approve the definition and a resolution on this topic, we must hold a public hearing; we are hoping to do this at the next *Family Association Meeting*, but we may not be able to wait. A. Wolkowitz said that the next *Family Association Meeting* is a virtual meeting on November 2nd at 10am. M. Harmon-Vaught responded that the public hearing must be in-person. G. Winn asked if the meeting could be done as both in-person and virtually? A. Wolkowitz responded that very few parents attend the meetings in-person, almost all of the parents attend virtually, but it can be a hybrid meeting allowing for both.

#### **D. ED Support and Evaluation**

- T. Castanza said that he will share a spreadsheet with information on the school goals with the board within a few days;
- He will be sharing academic data with the *Academic Committee* in November/February/May-June; he will be reviewing goals in December/March/May-June which matches up with goal check-ins at the school. The school goals are aligned with the E.D. goals.

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

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

T. Castanza gave the following update:

- He added a section to his monthly update on Community Development; R. Illuzzi has been working on finalizing our initial list of events this year, which will serve as both community development events and fundraising opportunities; she will share the full list of events with all board members;
- We are working more closely with the *Family Association*, which has been impactful, they have been pushing us to re-think how to do things to bring people in a little more; we are going to hold new events this year; we had a "Pumpkin Patch" event recently and will be hosting a "Trunk or Treat" event. In addition we are re-thinking in-school fundraising.
- Our students will be competing for the first time in athletics; we have 52 students who are running track (out of 240 total students); they qualified for the Staten Island Cross-Country Championships to be held on October 29th; Additionally, we have 4 basketball teams participating in the local CYO league, and we are looking for a cheerleading coach.
- In October and November our operational focus will be on school safety; we have expanded our School Safety Committee and Building Response Team to have separate teams in each of our 2 buildings on the campus;



- We are on target with our safety drills, and recently held a lock-down drill; we did 2 safety walkthroughs with members of the School Safety Committee and Building Response Team to identify areas where we can improve school safety; we found some doors that pose a challenge and we are working to get those problems addressed.
- He is in the process of organizing a *Campus Council* to address issues regarding campus governance; it would consist of the 3 school leaders on campus, as well as representatives from the District 31 team, School Safety Division and the custodial team; we hope to meet once per month, but the idea is not being well-received; we are going forward with the Campus Council nonetheless because we need a coordination of campus protocol and not just individual schools; we are working with the DoE to get around the problems.
- The middle school admissions process that he has been working on with the district has been moving forward slowly due to some back-and-forth with DoE regarding language that would be included in the DoE Middle School Directory; DoE has finally announced that the directory will be launched on October 26th; we have been keeping parents of 5th grade students updated on the process; we put together our own Middle School Directory for our families along with the list of questions they might ask if they go to a middle school open house; a presentation will be given to our families by the DoE Borough Enrollment Director on November 2nd.
- On November 30th, we will visit the *Windward School* in Westchester with Superintendent Wilson, C. Volpe and other members of our school's team, along with the 3 principals from our feeder middle schools (IS 34, IS 61 and IS 72) and Laura Timoney from BP Fossella's office; if any board members wish to come, we have some open spots available.
- He arranged to speak to Dr. Lisa Long, the new head of the NYSED Charter School Office at the Charter Schools Conference in Buffalo that they will both attend this week; he has questions to ask about the lack of our NYSED liaison from her office and what to expect if we still don't have one by December; he will share with the board anything he learns.
- R. Kerr asked what is the purpose of the visit to Windward School? T. Castanza responded that he is not the organizer of the trip, but he thinks that it's because DoE staff don't know what middle school dyslexic programs look like; R. Kerr agreed they will see how OG is infused in a content-focused middle school classroom and it's important to for them to see a 6th grade in a school for dyslexic students.
- M. Casale added that we should also take a look at the Windward elementary school model for our own benefit as well, you never know what you might discover.

## **B. Audit Approval**

A discussion was held regarding the fact that this meeting does not meet quorum and therefore the board cannot vote tonight to approve the school's audit, which needs to be

submitted to NYSED by November 1st. Since the next regular board meeting is November 15th we can't wait until then to approve the audit.

M. Harmon-Vaught asked for a sense of where the board is regarding consensus on the presented audit; there were no objections to the audit from anyone present.

After further discussion, it was agreed that a special board meeting would have to be scheduled before November 1st for the sole purpose of approving the audit.

T. Castanza received information from the Charter Center's legal counsel regarding the revisions to the Open Meetings Law that states that one option would be multiple meeting locations open to the public with all locations connected via videoconferencing.

As long as the remote locations of videoconference board members are shared and open to the public, we can hold a very brief virtual board meeting to get approval of the audit.

The date of the special board meeting to be determined.

#### **IV. Family Association Update**

##### **A. Family Association Update**

A. Wolkowitz gave the following update:

- The first "Pumpkin Patch" event was held last Wednesday outside on the school grounds; we took photos of each student and group class photos, which we will give to the students to take home; it was a huge success.
- Our "Trunk or Treat" event on October 29th will have 25 cars decorated for the event; we have a DJ and some arts & crafts being offered;
- We held our first "Dress Down Day" at the school last week; each month students can contribute \$2 and are allowed to attend school in their own clothes instead of the school uniform; the money collected is given to a different charity each month; October's funds (\$260 and school will match) will be donated to *Making Strides Against Breast Cancer*; next month the November charity will be *Cohen Children's Medical Center*, as suggested by a school staff member. At Family Association Meetings we ask if anyone has a charity they would like to suggest for our donations.
- Our "Pie Drive" starts tomorrow; we are getting the pies from Moretti Bakery of Staten Island;
- We have partnered with Beans and Leaves Café on Forest Avenue to create "Cups of Kindness" which are paper cup sleeves decorated by our students with pictures and words of kindness; the cup sleeves will indicate they were made by students of Bridge Prep and will be offered free to customers at the café; we want to teach the children that kindness doesn't cost anything and can just be something nice.
- On Monday we will hold our first "United Nations Day" when families are asked to bring a food dish that represents their culture; we will set up a table of all of the dishes in the Hall of Science for a buffet lunch that families are welcome to attend. Students will decorate with flags from their nationalities; so far 30 families have signed up and each dish is different.

## **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 8:19 PM.

Respectfully Submitted,  
K. Baldassano

APPROVED



## Bridge Preparatory Charter School

### Minutes

#### Board Meeting

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##### **Date and Time**

Tuesday November 15, 2022 at 7:00 PM

##### **Location**

##### **Bridge Preparatory Charter School**

715 Ocean Terrace

Building A - Atrium (Main Floor)

Staten Island, NY

300 Cromwell Avenue

Staten Island, NY

201 Pondfield Road West

Bronxville, NY 10708

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##### **Trustees Present**

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

##### **Trustees Absent**

*None*

##### **Ex Officio Members Present**

T. Castanza

##### **Non Voting Members Present**

T. Castanza

##### **Guests Present**

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A. Wolkowitz, B. Peters (remote), C. Volpe (remote), H. Nassef-Gore (remote), K. Baldassano (remote), R. Illuzzi (remote)

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## **I. Opening Items**

### **A. Record Attendance**

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

G. Kuriakose called a meeting of the board of trustees of Bridge Preparatory Charter School to order on Tuesday Nov 15, 2022 at 7:05 PM.

### **C. Welcome From Chair**

L. Gyimesi welcomed the attendees and said that this is a time of Thanksgiving, this is a time for reflection on what we are thankful for; she is very thankful for all the time and effort that board members give to Bridge Prep and the commitment that everyone shows in keeping the school alive and well; she wishes everyone a wonderful holiday with family and friends. Let's open the meeting.

## **II. Committee Reports**

### **A. Finance Committee**

G. Winn gave the following update:

- He thanked L. Gyimesi and M. Harmon-Vaught for putting together the Board Strategy Session this week; he knows a lot of work went into it and he is thankful.
- We had a very productive *Finance Committee Meeting* on November 7th looking at 5-Year Budgets that the management team provided; E.D. and BoostEd walked us through budgets based on various scenarios depending on directions we might take as we prepare for our renewal; there isn't much more for the committee to do with that now; we haven't really combed through them in detail; it was good to see what is flexible so we can take a look at options and communicate as a board in how they will reflect our revenue and our costs.
- E.D. shared the BOCES from Suffolk in Long Island and it really walks through the state-mandated reporting that all LEAs have to account for; notably there are variations that effect charter schools; that is the foundation of the Compliance Calendar we have been discussing at our meetings. As we look at that and other measures that the E.D. and the leadership team are working on that don't appear on the list, but are things we produce, he feels comfortable that the board will have a good understanding of what the team is doing and what we are accountable for to authorizers.
- He thanked everyone for the work that got us to where we are.

*The date of next Finance Committee Meeting is still to be determined.*

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

M. Harmon-Vaught gave the following update:

- The exciting news is that Becky Peters has agreed to join the Board of Trustees and we are prepared to put forward her name tonight; he asked G. Winn to speak on this.
- G. Winn said that B. Peters' background is not only in working within charter schools on the finance and operations side, she has also been on the public audit side with the Big 4; the experience that B. Peters brings is significant, and the ability to focus on detail and back us up is a welcome skill-set and comes in a very personable and thorough human being; everyone on the *Finance Committee* is going to sleep better at night having B. Peters onboard.
- L. Gyimesi added that not only is she grateful that B. Peters is joining the board in the finance area, with her background in basketball, there may be another activity to add to the school.
- B. Peters said she is happy to be a part of Bridge Prep and is thankful for the opportunity; she's glad her love for spreadsheets can be put to good use.

The next *Board Development & Governance Committee Meeting* will be December 6th at 7:45 AM.

## **C. ED Support and Evaluation**

### **D. Academic Committee**

R. Kerr reported that the *Academic Committee* met on November 8th and the following was discussed: the meeting centered around statistics; the MAP data and the NYS standardized test scores; she gave the floor to T. Castanza and C. Volpe to review the data.

T. Castanza said that we report data in a concise way that lines up with the way the school operates on a trimester basis; as we review our charter goals and school-level goals; we've determined on the following timeline: November for Trimester 1, February for Trimester 2 and June for Trimester 3. C. Volpe will review MAP data for Trimester 1 and what exactly each of those assessments mean; we also have some new assessments this year and we are growing and refining our data. T. Castanza will review the state assessment data and what it shows us.

### **MAP DATA**

C. Volpe shared the MAP data dashboard with the board members and examined the various levels of results indicated in the document, beginning with ELA. The document indicates the percentage of students who are at-or-above proficiency/or/ below proficiency and by how many levels; in the last year we have seen a lot of progress; we are partnered

with Core Collaborative to target students; MAP tells us where teachers need to focus instruction; proficiency can be hard to meet, but MAP has a formula for projected growth; we look at who made projected growth and who made growth overall.

T. Castanza added that Charter Performance Benchmark #1 talks about growth and the NYS assessments also talk about growth. Projected growth is used by the school internally to see how our students are doing; overall growth is looked at for reauthorization in Benchmark #1. It's all about "growth" but we use the data in 2 different ways.

C. Volpe said that the MAP data reports allow us to look at students who have high achievement & high growth/high achievement & low growth/low achievement & low growth/low achievement & high growth; we can target those students and see who is at the cusp of proficiency. Map results are very important to our teachers. We will be working on "test stamina" for our students, their ability to sit for a test. OG assessments are 40 minutes per student, MAP fluency is 20 minutes for the class.

### **STATE ASSESSMENT DATA**

T. Castanza said in our charter we have 2 different ways of looking at academic data; the charter performance benchmark #1 and the academic goals that were established in the charter and approved by NYSED, which are the goals focused around MAP. Those goals are growth from trimester to trimester, growth from year-to-year, and students who have been in our school for 2 years. That data is built into the projected growth data discussed earlier. The majority of the students in our school are Tier 3 students (lowest achieving level in reading and math); he reviewed graphs and data showing the affect of COVID on Tier 3 student proficiency (10%-15% drop in reading and math); testing data is our first assessment and will remain our baseline data for Bridge Prep. Our sample size is small: 41 students took 3rd grade ELA test; 38 students took 3rd grade math tests; NYSED will compare our school's test results to the District test results.

We looked at our state test results and compared proficiency for 3rd grade ELA students with disabilities at Bridge Prep (12%) /NYC overall (20.5%)/District 31 schools (29.7%); and 3rd grade MATH students with disabilities at Bridge Prep (2%) /NYC overall (24.3%)/District 31 schools (28.9%).

In 4th grade, 45 students took ELA exam; 43 students took MATH exam. comparing proficiency for 4th grade ELA students with disabilities at Bridge Prep (7%) /NYC overall (17.4%)/District 31 schools (23.1%); and 4th grade MATH students with disabilities at Bridge Prep (7%) /NYC overall (24.3%)/District 31 schools (28.9%). We broke the data down to see which students are right on the cusp of moving from level 2 to level 3 proficiency, so close that they may have missed level 3 by only 1 or 2 questions. We can work with those students to help them to meet level 3 proficiency level. Possible interventions were discussed and planned state mock-assessments as practice for students and to help build their testing stamina.

In 4th grade, 45 students took the NYS SCIENCE test and 76% of all students scored at level 3 or level 4.

Teachers are talking to parents to get the message out that it benefits their children to take the state tests and not opt-out. The state assessments give relevant data about

which students to focus on and is a valuable metric for student growth. Assessment scores in the 4th grade have a considerable impact on middle school.

The next *Academic Committee Meeting* will be December 13th at 11 AM.

### III. Executive Director Report

#### A. ED Report

T. Castanza shared a printed copy of his November monthly E.D. Update with board members as well as a copy of the School Leadership Newsletter.

### IV. Votes

#### A. Resolution #19 to Appoint Board Member Becky Peters

M. Harmon-Vaught made a motion to to approve Resolution #19 selecting Becky Peters as a member of the Board of Trustees.

L. Gyimesi seconded the motion.

The following resolution was presented to the Board of Trustees and was followed by an individual voice-vote of board members:

#### **RESOLUTION #19 – Selecting Rebecca Peters as Member of Board of Trustees**

**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 **Rebecca Peters** as a member to its Board of Trustees, with a term expiring on June 2025 pending approval by NYSED. The resolution approving **Rebecca Peters** 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.

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

#### **Roll Call**

M. Casale	Aye
G. Kuriakose	Aye
A. Volpe	Aye
G. Winn	Aye
M. Harmon-Vaught	Aye



**Roll Call**

L. Gyimesi	Aye
R. Kerr	Aye

**B. Resolution #20 on Extraordinary Circumstances**

M. Harmon-Vaught made a motion to adopt Resolution #20 on definition of extraordinary circumstances as required by §103-a of the NYS Open Meetings Law.

G. Kuriakose seconded the motion.

The following resolution was presented to the Board of Trustees and was followed by an individual voice-vote of board members:

**RESOLUTION #20 – Adoption of Definition of Extraordinary Circumstances**

**WHEREAS**, the Board of Trustees of Bridge Preparatory Charter School seeks to adopt a definition of “extraordinary circumstances” under which members of the Board of Trustees may participate in public meetings of the same board by way of videoconference in accordance with the provisions of the New York State Public Officers Law §100 (the Open Meetings Law),

**WHEREAS** a duly noticed public hearing was convened at Bridge Prep Charter School on November 2, 2022, to invite public review and comment on the proposed adoption of such a definition; and

**WHEREAS** the Board of Trustees has drafted, and the Governance and Board Development Committee has duly considered, the following definition and explanatory language for such “extraordinary circumstances”; and

**WHEREAS**, it is the responsibility of each board member to attend all regular monthly meetings of the Board of Trustees, and it is incumbent upon all board members, except in cases of emergency, to notify the Chair of the Board or the Secretary to the Board at least 2 hours prior to the scheduled meeting time of their intent to be absent; and

**WHEREAS**, the Board of Trustees hereby adopts a resolution whereby board members, beyond those required constituting an in-person quorum, may attend remotely by videoconference, from any location and without providing access by members of the public, under extraordinary circumstances; and

**WHEREAS**, the following constitute valid excuses as extraordinary circumstances: disability, illness or injury of a board member or family member; caregiving responsibilities; death of a relative or attendance at a relative’s funeral; any job-related conflict which makes absence from a board meeting unavoidable, and any significant or unexpected factor or event which precludes the member's physical attendance at such meeting. Such significant or unexpected factors may include inclement weather conditions (including, but not limited to, low visibility, windstorms, snowstorms and any extreme weather conditions); vacation periods or periods when a Trustee is working away from their home location, or because of unexpected travel difficulties; or other reasons the Board of Trustees deem appropriate. As soon as practicable any Trustee who is unable to attend at a meeting location will notify the Chair of the Board or the Secretary to the Board that they are unable to attend for a reason that constitutes such extraordinary circumstance. The Board of Trustees may consider whether other situations constitute extraordinary circumstances

at the discretion of the Vice Chair of the Board in consultation with the Secretary of the Board.

**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.

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

**Roll Call**

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

**V. New Business**

**A. Other New Business**

L. Gyimesi wanted to comment on the Board Strategy Session that we held, it was very beneficial; we met with our consultants and covered some good points; she feels comfortable now that we will meet all our deadlines and are on track. We'll need to guide Pasek Consulting on what we believe the narrative should be and where we think our strengths lie; our renewal process is in good shape; we know what areas of the benchmarks we need to focus on. She thanked everyone for participating. R. Kerr agreed that the session was great.

**VI. Family Association Update**

**A. Family Association Update**

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

- "Trunk-or-Treat" was held on October 29th and we had 35 decorated cars. We sponsored a DJ for the event, who invited the students to have a karaoke sing-along. Even children with speech issues were singing - it was phenomenal.
- Our "Thanksgiving Pie Sale" was very successful - we sold 192 pies. Moretti Bakery will bake the pies which we will pick up next week. They are known for their "Dream Cake" and we may do a Christmas Cake Sale.
- We are planning a "Winter Wonderland" event in 2 parts: a fair at the school where students can shop and invite their parents and the following night students can come to the school in their pajamas, to watch a movie, and have popcorn and pizza; we will decorate the school to look like "Whoville" and invite the Grinch to appear.

- Fifth graders have voted and chosen their theme "A Million Dreams"; they will design their fifth grade T-shirts; fifth grade dues are \$100 to be paid in January; the dues pay for the fifth grade dance, class trip, graduation, award ceremony, T-shirt and carnival.
- We had a pasta fundraiser that earned almost \$400 which will go towards fifth grade events to help keep dues as low as possible; the Christmas Dream Cake Sale proceeds will also go towards fifth grade events.
- Our November "Dress Down Day" charity is Cohen Children's Medical Center; students contribute \$2 to participate in Dress Down Day; the money collected will be used to choose what items the children want to donate to the program; each grade will be able to donate a different item. We have a special connection to Cohen Hospital because one of our students was treated there and the child of one of Bridge Prep's teachers was also treated there. The school will match the donation amount collected by the *Family Association* on Dress Down Day.

T. Castanza added that R. Illuzzi is coordinating a fundraiser "Brunch with Bridge Prep" event to benefit the school on Sunday, December 4th at 11:30 AM at the Staaten; she will send the invitation flyer to the board members.

Bridge Prep is also participating with the American Cancer Society Pediatric Cancer fundraiser at the Staaten on December 11th. This year we will be buying a table at the brunch to benefit the Cancer Society; if any board members wish to attend, please let him know.

## **VII. Public Comment**

### **A. Public Comment**

M. Harmon-Vaught said he is thankful for all and wishes everyone a wonderful Thanksgiving holiday with their families and loved ones. A wonderful celebration of this moment and all that is happening at Bridge Prep. He believes it is a time for optimism.

## **VIII. Closing Items**

### **A. Adjourn Meeting**

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

Respectfully Submitted,  
K. Baldassano



## Brighter Choice Charter Schools

### Minutes

#### Board Meeting

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##### **Date and Time**

Thursday December 9, 2021 at 9:30 AM

##### **Location**

250 Central Avenue, Albany, NY 12206

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##### **Trustees Present**

M. Snyder (remote), N. Maresca (remote), N. Velilla (remote), P. Romain (remote), R. McLaughlin (remote), T. Hanmer (remote), Z. Nelson (remote)

##### **Trustees Absent**

*None*

##### **Guests Present**

K. Ford (remote), K. Mclean (remote), L. Licygiewicz (remote)

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#### **I. Opening Items**

##### **A. Record Attendance**

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

M. Snyder called a meeting of the board of trustees of Brighter Choice Charter Schools to order on Thursday Dec 9, 2021 at 8:54 AM.

##### **C. Approve Minutes**

T. Hanmer made a motion to approve the minutes from Board Meeting on 11-18-21.

N. Velilla seconded the motion.

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

## II. Finance

### A. Report from Committee

The committee discussed the realignment of merit pay that the board will vote on.

The Finance committee will revisit the 403B.

Combining the schools under one federal tax ID number. That will happen for the December 23rd pay period.

A quick financial update and everything looks good through October and Paul will propose a budget amendment in January or February.

The committee will need to discuss a budget for the 20th anniversary.

## III. Governance

### A. Calendar update

T. Hanmer made a motion to Update the current school calendar to add two mental health days and end the school year on June 24th.

N. Maresca seconded the motion.

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

## IV. Other Business

### A. Merit pay-Vote

T. Hanmer made a motion to Approve the merit pay schedule as revised.

P. Romain seconded the motion.

P. Romaine discussed adding some merit pay for the school leaders. The board had discussed awarding merit to administrative personnel. At the time the board preferred to have salaries reflect fair compensation which includes increases when needed. Trudy recommends a bonus for this year to reflect performance during COVID.

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

## V. Closing Items

### A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:09 AM.

Respectfully Submitted,

Z. Nelson

APPROVED



## Bridge Preparatory Charter School

### Minutes

#### Board Meeting

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##### **Date and Time**

Tuesday January 31, 2023 at 7:00 PM

##### **Location**

##### **Bridge Preparatory Charter School**

715 Ocean Terrace

Building A - Atrium (Main Floor)

Staten Island, NY

Christ Episcopal Church

17 Sagamore Rd

Bronxville NY 10708

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##### **Trustees Present**

A. Wolkowitz, G. Kuriakose, G. Winn (remote), H. Nassef-Gore, L. Gyimesi, M. Harmon-Vaught,  
R. Kerr (remote)

##### **Trustees Absent**

*None*

##### **Ex Officio Members Present**

T. Castanza

##### **Non Voting Members Present**

T. Castanza

##### **Guests Present**

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A. Volpe (remote), B. Peters (remote), C. Volpe (remote), K. Baldassano (remote), M. Casale (remote), R. Illuzzi (remote)

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## **I. Opening Items**

### **A. Record Attendance**

M. Harmon-Vaught stated that as per Public Officers Law, Article 7, § 103-a (*videoconferencing by public bodies*) Board Member Rose Kerr is attending this meeting via videoconference and has been determined to meet "extraordinary circumstances" for remote attendance at a location not open to the public; she therefore is considered to be in attendance for purposes of quorum and is permitted to vote.

In addition, Board Member George Winn is attending via videoconference from a location posted on the public meeting notice/agenda and open to the public. Therefore, George Winn is considered to be in attendance for purposes of quorum and is permitted to vote. Quorum is met for this meeting.

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

G. Kuriakose called a meeting of the board of trustees of Bridge Preparatory Charter School to order on Tuesday Jan 31, 2023 at 7:01 PM.

### **C. Welcome From Chair**

- L. Gyimesi wants to expand her welcome tonight; she quoted something that she believes is thoughtful and apropos: *"Success comes not from what you do occasionally, but from what you do consistently."*
- Consistency is our touchstone; it's the work that's done every day in our school. She always thanks everyone for their service, which is not done lightly or without thought; it's the consistency of the service that everyone brings which makes Bridge Prep what it is and for which she thanks everyone here; as we begin the year 2023, she wants to acknowledge the time and attention given to Bridge Prep to make sure our school is a success.
- L. Gyimesi reports that Board Member Azalia Volpe (Lopez) is resigning her position on the Board due to family responsibilities; she thanked A. Volpe for her time and efforts on behalf of Bridge Prep; she has been a constant vocal supporter of our school; she was the first Parent Association President and then ran for a position on the Board of Trustees; she has been a champion of our school since the beginning and we thank her for all the time she devoted to the school; the Board wishes her well. She then invited Ms. Volpe take the floor and say a few words.
- A. Volpe thanks each and everyone; due to family obligations and her mother being very ill, she must scale back her volunteer efforts and step off the Board in order to spend as much time as possible with her mother, who is the source for making her

the person she is today; she wants to devote as much time as possible to her mother and family while she can. Bridge Prep will always be in her heart and she will always be a champion for literacy for all; she then left the meeting.

## **II. Approve Minutes**

### **A. Approve Minutes from Board meeting 12/20/22**

G. Kuriakose made a motion to approve the minutes from Board Meeting on 12-20-22.

G. Kuriakose stated if there is no objection, the motion to approve the minutes of the 12-20-22 meeting will be adopted.

As there was no objection, the motion is adopted and the minutes are approved by unanimous consent.

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

## **III. Committee Reports**

### **A. Academic Committee**

R. Kerr reported that the *Academic Committee* met on January 10th and had a very full agenda. C. Volpe and T. Castanza will report later tonight on the topics from that meeting.

At the next *Academic Committee Meeting* in February, the focus will be on the needs presented by Pasek Consulting since the emphasis of our reauthorization will be on academics; the committee will be working with Pasek on that; in February there will be a trimester report of data and other topics on our Dashboard. We will also discuss staffing/teacher training needs and curriculum objectives in combination with the E.D. and Finance Committee.

The next *Academic Committee Meeting* will be on February 14th at 11 AM.

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

M. Harmon-Vaught stated that the *Board Development and Governance Committee* met on January 10th and gave the following report:

- Heba Nassef-Gore is now officially a Board of Trustees member, approved by NYSED last week. Approval of Becky Peters to the board is still pending but should be forthcoming soon.
- Every year we do a board self-evaluation and assessment survey; we are launching the survey tomorrow and the necessary paperwork will be emailed to board members; please take the time to complete the assessment within the next few weeks; we can use the results to let us know where we are and where we need to go as a board.
- The survey is a diagnostic tool to help us do better but it is also important as a launching point for how we need to build the board's capacity in the years ahead.



We have some key members who will be rolling off the board soon and we have some skill areas that will be important to the board as the school develops; the committee will use this information as a way to target our board future improvement.

- There is no update on the E.D. evaluation this month.

The next *Board Development and Governance Committee Meeting* will be February 14th at 7:45 AM.

### **C. Finance Committee**

G. Winn reported that the *Finance Committee* met on January 19th and the following was discussed:

- Reviewed cash management and investment returns over the last calendar year;
- Discussed how to move forward with something regarding the current interest-rate environment; how to take advantage of interest rates with some of the accounts the school maintains.
- Budgeting was discussed and reviewed different line items to help clarify things for the new members of the *Finance Committee*
- We are mindful of where we are financially now, mid-year.
- How we can best support school leadership and the *Academic Committee* to do what is needed near and long-term to support learning by students and faculty.

The next *Finance Committee Meeting* will be February 15th at 4:30 PM.

## **IV. Executive Director Report**

### **A. ED Report**

T. Castanza gave the following update:

- Wished everyone a Happy New Year.
- Printed E.D. update documents shared each month with the board are now more concise and focused on the things being developed out of committees. The work being done in committees is also being done in the school building and trickles down among the school leadership team. This very much aligns with our school-wide goals and priorities. The board and the school is working in unison and this will be good to show for our charter renewal.
- We have been having really good *Finance Committee Meetings*, focused on end goals and task-at-hand, making sure that our budget is meeting the needs of our students and staff. We are well on-track financially; C. Volpe and E.D. have been discussing 2023-2024 needs and are now shifting into the staffing area of the budget. This is the first year we are not adding a new grade to the school; our hiring should be right on target.
- Regarding grants and funding: R. Illuzzi has begun professional development with a new vendor we have taken on to help identify local grants, as well as engagement

with local community partners and future grant identification. We are ahead of the scheduled deadline for our Discretionary Funding Application submitted to our 3 local citywide council members; we requested funding from them for a multi-sensory library for our building; we are also asking for a playground to be installed close to our location in Building A.

- February will once again be “Show the Love” month; the events for the month will involve the entire school community participating as a way to reinvest everyone in each other. The February school events: "Show the Love Calls", Bridge Prep Love Wall, Everyday Acts of Love, Senior Day for Athletes, 100th Day of School (02/09), World Read Aloud Day - we give a book to each student in the school (02/01), [Details can be found in the printed E.D. Update Report.]
- Fifth grade students will be given a copy of the book "Fish in a Tree" about a young person with dyslexia and ADHD; teachers will be incorporating that book in lessons in February and March and at the end of March the entire school will go to a presentation of the book by NYC Children's Theatre; board members are welcome to attend. We have formed a partnership with the NYC Children's Theatre and they will come to school to present workshops to our students.
- Focusing on school culture; C. Otterbeck and E.D. will be visiting classrooms to gauge the investment of students and staff; part of this is having staff monitor the time spent by students out of the classroom, in the hallways. etc.; that information will be added to the results of the mini-surveys we are distributing to all students and staff; the results will be coupled with other data as part of a larger project for the Cahn Fellowship related to investment in the school community.
- Admissions update: The student admission application is live on our website; based on the number of graduating 5th grade students (55) and accounting for natural attrition between grades we have set a target of 80 applications by April 1st; a large number of applications come in after the April lottery through the summer; we have met 35% of our application goal. Our recruitment process has changed this year; we will be holding an open house on February 28th for school-based personnel (teachers, guidance counselors, administrators, SBST members) from local elementary schools to help them become familiar with our program and what we offer; also most of our student applications come from direct referrals from those other schools;
- Siting of Bridge Prep on Petrides Campus: DoE will post a proposal on February 3rd to permanently site our school in Building A; E.D. has met multiple times with DoE and Petrides School Principal Buckheit to finalize the plan to place all of our school's classrooms in a single building permanently; the proposal will be voted on by the Panel for Educational Policy at either the March or May PEP meeting. There will be a custom-built 1,800 square foot adaptive gymnasium installed in Building A for our students who need that type of gym and our other students will have allotted time in the Petrides School gym in Building C; Our school will expand onto the 2nd floor of Building A, and may eventually be allowed to expand further if District Office

personnel are relocated to another building. T. Castanza then gave the floor to C. Volpe to discuss academics.

C. Volpe gave the following academic updates:

- Students are beginning to go on field trips again; 1st grade visited Eggers, other classes went to the St. George Theatre; some of our 4th and 5th grade students visited the Richmond County Courts and experienced a mock trial; some of the court officers, attorneys and a judge came to visit our school and talked to the 3rd graders.
- Mock testing continues on March 1st and March 3rd; it is going to reduce student anxiety around test taking; the teachers feel that it is very helpful to let them know what they need to work on in the classroom;
- Our after-school program, trimester 2 has started and are working on test prep for grades 3, 4 and 5.
- We have partnered with the YMCA to provide SEL programs to our 3rd, 4th and 5th graders; they are offering a 7-week program "Too Good for Violence" about coping skills to manage anger; our 1st and 2nd graders will get 10 sessions to enhance their social skills, social and emotional development, etc.
- Connect Saturday is February 4th and parents will come to school with their children; there are fun activities along with workshops for parents on conflict resolution, how to communicate effectively with their children; social media for children, bullying, etc.
- Teacher observations and feedback; formal and informal observations are being done with C. Otterbeck and they have been able to provide some targeted interventions based on the needs of the teachers; also offering walk-throughs and observations of highly effective teachers.
- We are getting very targeted in our professional development; continuing our partnership with Core Collaborative who shared with our ELA and Math teachers various programs; we are working on building our libraries with chapter books for our 4th and 5th graders.
- R. Kerr asked about targeted intervention professional development for new teachers and said she wants to discuss this further with C. Volpe and E.D. T. Castanza responded that they are discussing the needs of individual classrooms and individual teachers and have determined tier levels of support needed for each teacher; based on their tier level, the teachers are assigned a coach from the academic leadership team to offer targeted support on a continuous rotating schedule. This is based on data and observations and has started already. R. Kerr said that this should have a significant impact on teacher quality by improving and enhancing instruction in the classroom and that is what really counts,

## **B. Charter Renewal Process Update**

L. Gyimesi gave the following update:

- Pasek Consulting has been meeting weekly with the school leadership team and L. Gyimesi; Pasek is very focused and directed and have given us a general timeline for the renewal process;
- There are certain things we need to focus on right now: our actual charter and any amendments we plan on making to that charter.
- We need to schedule another board strategy session to make decisions on what we want to do for next year to get it into play as part of our renewal application. Our changes to the charter need to be voted on by our May meeting so that Pasek can get the paperwork done in time.
- Another thing we need to decide is whether or not we can create an OG accredited certification program through our school to offer our teachers certification in OG. T. Castanza and school leadership team members have been working on a draft plan for this accreditation which can be discussed at the next *Academic Committee Meeting* and our strategy session.
- Discussion followed on the possible date for the **board strategy session: Saturday, March 4th from 10:00AM-1:00PM** was agreed upon. The location is Bridge Prep Charter School in Building A at Petrides.

## V. New Business

### A. Other New Business

- R. Kerr said she has 6 copies of a book, "*The 7 Habits of Happy Kids*" by Sean Covey, signed by the author that she wants to offer to the school to be used for fundraising or as a student incentive prize.
- And for school administrators, she offers another book, "*The Leader in Me: How Schools Around the World Are Inspiring Greatness, One Child at a Time*" by Stephen Covey and Sean Covey that she would also like to donate to the school.
- She hopes that the school can utilize the books in the best way. T. Castanza thanked her.

## VI. Family Association Update

### A. Family Association Update

A. Wolkowitz gave the following update:

- This Saturday is *Connect Saturday* and there will be a book drive; we are asking families to donate used books to help supplement for our Readathon; a student who donates used books will get a token to obtain a new book;
- The Read-a-thon is March 1st for 10 days in school and at home; a minimum of 10 minutes of reading per day; there will be small prizes for students who complete their reading assignments;
- Proceeds from our *Family Day Carnival* can help fund our new multi-sensory library.

- On February 3rd in conjunction with "Share the Love" we will have a Treat Truck and are asking for donated baked goods; we will offer erasers, pencils, friendship bracelets, etc. and each class will be able to come and pick some items, and show kindness to a friend.
- *Dress-Down Day* is also February 3rd, and usually the \$2 collected from each student is donated to a different charity each month; however for February we are not asking for \$2 (because kindness can be free), instead we are asking each student to fill out a paper heart with a kindness word which will be hung outside their classroom;
- For the *100th Day of School* (February 9th) we will be giving each student a glow stick with "*Congratulations You Are 100 Days Brighter*" written on it.
- The Fifth Grade Yearbook is now available for pre-sale, but is still being completed; senior pictures will be taken next month.

T. Castanza added that the *Family Association* has a large fundraising goal and he will share a link to the Read-a-thon with the board members. He asks that they share it with their networks to spread the word about this worthy fundraiser, which is mission-based in literacy.

As an added incentive, if certain fundraising thresholds are reached, T. Castanza and his staff will be slimed or get a pie in the face, and possibly a dunk tank at the carnival.

Our "*Love of Literacy*" *Community Event* at Barnes and Noble on January 28th was a great success and the largest turnout we have had for an event of this type; we had 3 staff members do readings and we took over the entire store; a percentage of the store's sales that day are donated to our school.

## **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**

Tuesday February 28, 2023 at 7:00 PM

##### **Location**

##### **Bridge Preparatory Charter School**

715 Ocean Terrace

Building A - Atrium (Main Floor)

Staten Island, NY

300 Cromwell Avenue

Staten Island, NY

300 S. Sykes Creek Pkwy

Merritt Island, FL

Christ Episcopal Church

17 Sagamore Rd

Bronxville NY 10708

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##### **Trustees Present**

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

##### **Trustees Absent**

*None*

##### **Ex Officio Members Present**

T. Castanza

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### Non Voting Members Present

T. Castanza

### Guests Present

B. Peters (remote), C. Volpe (remote), H. Nassef-Gore (remote), K. Baldassano (remote), T. Frey (remote)

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## I. Opening Items

### A. Record Attendance

M. Harmon-Vaught stated that as per Public Officers Law, Article 7, § 103-a (*Videoconferencing by public bodies*) board member Laurel Gyimesi is attending this meeting via videoconference and has been determined to meet "extraordinary circumstances" for remote attendance at a location not open to the public; she therefore is considered to be in attendance for purposes of quorum and is permitted to vote. In addition, board members Rose Kerr, George Winn, and Maria Casale are attending via videoconference from locations posted on the public meeting notice/agenda and therefore open to the public; they are considered to be in attendance for purposes of quorum and are permitted to vote. **QUORUM IS MET FOR THIS MEETING.**

### B. Call the Meeting to Order

G. Kuriakose called a meeting of the board of trustees of Bridge Preparatory Charter School to order on Tuesday Feb 28, 2023 at 7:05 PM.

### C. Welcome From Chair

L. Gyimesi welcomed all and thanked everyone for their efforts and hard work on behalf of Bridge Prep.

## II. Approve Minutes

### A. Approve Minutes from Board meeting 1/31/23

G. Kuriakose made a motion to approve the minutes from Board Meeting on 01-31-23. G. Kuriakose stated if there is no objection, the motion to approve the minutes of the 01-31-23 meeting will be adopted. As there was no objection, the motion is adopted and the minutes are approved by unanimous consent. The board **VOTED** unanimously to approve the motion.

## III. Committee Reports

### A.

## Academic Committee

R. Kerr reported that the *Academic Committee* met on February 14th and focus centered on:

- Data from assessments in OG and MAP, which will be covered further tonight;
- We have a wonderful partnership with PS 23, "Leaders in Me" program;
- Traci Frey will be joining our *Academic Committee* in March while her paperwork is processed for membership on the Board of Trustees. The floor was given to T. Castanza and C. Volpe to discuss additional academic matters.

T. Castanza reported on the following:

- We'll meet once more in March before the NYS assessments in April and May; tomorrow we have our second mock ELA assessment and we will hold a mock assessment in Math on March 3rd; our academic team has been focusing on test-day readiness and reflecting on last year's testing experience.
- The data from our Summer Boost program has arrived and is being shared with the board tonight; the results are promising and we are happy to see them.

C. Volpe reviewed the following and shared various data charts with the board:

- **OG Data** - we are seeing growth in all grades; growth is smaller in the lower grades due to several factors, including that the lower grades were not yet explicitly taught some of the skills; in addition we have identified some students in 1st and 2nd grade who have other contributing factors in addition to dyslexia and are learning the OG skills at a much slower rate; they are in small remedial groups. We implement our OG by diagnostic-prescriptive method, which means we don't move to the next skill until the first skill is mastered; some students are entering our school in the later grades and haven't had OG before; we may offer those students a "boot camp" for OG skills during the summer or in early September before the start of the school year; as our teachers become more skilled in OG, we are able to make groups smaller and more targeted.
- **MAP Growth & Projections** - charts were shared with the board indicating projected growth and actual growth for the whole school and for each grade individually; our actual growth is greater than our projected growth, especially with students in the 3rd, 4th and 5th grades who have been with us for more than 2 years;
- **MAP Data for ELA/Reading & Math** - beginning of the year (BOY) and middle of the year (MOY) data charts were shared with the board showing data for each individual grade; the data is based on national percentiles and where they students fall in grade-level expectations; projected scoring is based on NYS testing;
- R. Kerr added that in the *Academic Committee Meeting* the data points were reviewed and an examination of this data allows us to know what we need to do next and apply interventions where needed; for example, the 2nd grade Reading



data shows slower progress and will cause reassignment to more intensive tiers of intervention for those students.

- L. Gyimesi asked about the projected Level 1 Reading scores shown for grade 4 (46.8%) and grade 5 (69.1%) and C. Volpe responded that the teachers' feedback on what is impacting the scores is that some students are not taking these tests as seriously as we would like; in response, under the "Leaders in Me" program, we will have the leader-students go over the data and set goals with our students, letting them know where they are, where they need to be and how to get there. We can see from the data that all students are making progress.
- **Actual & Projected Growth Data (Fall 2022 to Winter 2023)** - data is shown for grades 3, 4 and 5 in both ELA and Math; the data indicates our students are making growth, but are not making the projected growth according to MAP; we are getting more granular in our MAP data and are using all our identified staff plus our classroom teachers to provide targeted RTI to the identified grades and students; from the MAP testing, we are able to see where each student is in the learning continuum in ELA and Math so we can help them master each skill to move onto the next skill.
- **Developing Our "Leader in Me" Program** - visited PS 23 for a workshop last month on their Leader in Me program; the leader-students there took us for a learning walk and told us how they became designated a "Lighthouse School"; they spoke about their growth and goals (classroom goals, school goals, individual goals); we need to bring something like that into our school; our students need to know their data and get really invested in their academic growth. The principal of PS 23, Paul Proscia will be visiting our school on March 7th, and is very interested in learning about our OG program, and he will share his experience with the "Leader in Me" program so that we can implement our own program; we will be taking our identified leader-students to PS 23 so they can meet the PS 23 leader-students and be given the same learning walk tour at PS 23.

## B. Board Development and Governance

M. Harmon-Vaught gave the following update:

- Traci Frey will be joining our board soon, we are excited to welcome her and her expertise to our board; he invited R. Kerr to introduce T. Frey.
- R. Kerr said she has known Traci Frey for quite a few years; T. Frey was founding principal of the Gaynor McCown Expeditionary Learning School here on Staten Island; she left that position to become the Deputy Superintendent of District 31 and we are excited to welcome her to our board.
- T. Frey spoke about her experience in founding a high school, but she said that she also had the opportunity to work with principals of elementary schools and middle schools on Staten Island; while working as Deputy Superintendent she became even more familiar with all grades, as well as students with IEPs and learned about the supports needed at all grade levels; she is looking forward to becoming part of the Bridge Prep family.

- M. Harmon-Vaught said that Becky Peters application to become a board member is almost fully approved, but there is one small minor area that is holding it up and which may be a scanning error; he will look into it; it should be resolved quickly.
- Our *Board Strategy Meeting* is on Saturday, March 4th, at our school location.
- Reminder to complete the Board Self-Evaluation Survey, so we can review the results at the end of the strategy meeting on Saturday.

### **C. Renewal task Force**

L. Gyimesi gave the following update:

- She has been meeting with Pasek Consulting on a weekly basis; because we have things to discuss and decide on by the May deadline, we will hold our board strategy session this Saturday. Some of those decisions regard whether to open a Kindergarten or not and do we want to expand any existing grades; we will discuss our charter and what material changes or additions we want to make. We don't need to rewrite our entire charter; we just need to let Pasek know what material changes we want to make; R. Kerr joined Pasek at our last meeting and was able to explain the charter structure that she helped to create.
- At the strategy session we will also discuss a plan for a teachers' institute that E.D. has been developing with Jill and Ann Edwards - a structured literacy practicum - an institute for teachers with OG training; if we are interested in doing that we can include it in our renewal application; T. Castanza will give a presentation on the plan at our strategy session. R. Kerr added that the teachers' institute was written into our charter, so we need to show some progress in that area in our charter renewal.
- At our strategy session we will be discussing board development, the self-evaluation survey results and what we need to do to make sure that we have the board members with skill sets to round out our board; many board members have terms that will end next year and the board openings will need to be filled; also, do we want to recruit a board member to help with fundraising?
- She attended a "speed dating" meeting with local politicians and legislators to talk about funding and grants; we should follow up on some of our financial requests to the legislators.
- She will meet with Pasek on Thursday to see what else they need us to cover at the strategy session and our deadlines for decisions.

Becky Peters asked if it is possible to see the the marked-up charter before the strategy session; T. Castanza said he would share that with the entire board via email, but the marked-up charter is more of an internal document for us, it's only the material changes that NYSED needs to see and the Regents need to vote on. L. Gyimesi added that our original charter document is available to view on Board on Track.

### **D. Finance Committee**

G. Winn reported that the *Finance Committee* met on February 23rd and the following was covered:

- **Budget** - we had a wide-ranging discussion on our current budget and what's coming, such as staffing and things that involve other committees; we will formally offer a staffing plan to the board when ready. We'll have to produce our draft of the next year's budget while working on our charter renewal;
- **Contracts** - each committee should be thinking about which contracts run through them, but keep in mind that some contracts have automatic renewal components; and some will be expiring/renewing by the end of March; be aware of this when meeting this month with the school's executive team.
- **Cash Management** - E.D. is working with Josh and BoostEd for recommendations on getting an enhanced return on our current cash balances; we hope to ladder the investments so that we have short term and long term possibilities.

T. Castanza added that we are working on grant requests; discretionary funding grants from our 3 city councilmembers, as well as requests to our State legislators, also grant requests to the Richmond County Savings Foundation and the Staten Island Foundation which will be directed to building our multi-sensory decodable library; we also have requested small grants for technology purchasing for the new library. We will be targeting additional grants in May and June for the playground we hope to be adding to our campus.

#### IV. Executive Director Report

##### A. ED Report

T. Castanza gave the following update:

- **Admissions** - this is the first year that we haven't added a grade, and admission lotteries are held when needed for a particular grade; and what grades will we need a lottery for this year; we are about 72% to our goal for applications at this point; we already have 60 applications and only 55 fifth graders leaving our school; many applications come in after April and over the summer months; some of our families are moving out of state and won't be back. We will need a lottery for 4th & 5th grade seats and we may need a lottery for 3rd grade as well. We don't expect to need a lottery for 2nd grade seats and we don't yet know about 1st grade.
- **Proposed Long-Term Co-Location at Petrides Campus** - DoE is proposing to extend our location on site to include classroom space at Petrides in our current footprint plus 3 additional sections of excess space; those additional sections could accommodate any additional grade expansions we want to make; additional half-size spaces; space for the decodable library and administrative space are being given to us as well; periods of gym during the week will be allocated to our school in the Petrides gymnasium for P.E. classes; in addition, DoE will build a 2,000 sq. ft. adaptive-gym room in our building to accommodate our students. This proposal will be voted on by the Panel for Educational Policy in May when they hold their meeting here on Staten Island. A virtual Joint Public Hearing on the proposal will be

held on March 8th at 6 PM via teleconference. Copies of the DoE Educational Impact Statement, Building Utilization Plan and Notice of Joint Public Hearing was shared with board members.

- We finally received our mid-term report from NYSED and it looks really good, but is a little surprising; it will be shared with the board members at the strategy session on Saturday. We still do not have a NYSED liaison assigned to our school.

## **V. New Business**

### **A. Other New Business**

T. Castanza said that our 5th grade boys basketball team won their first championship after an undefeated season of 19 wins-0 losses. About 300 Bridge Prep family members were in the gym on Sunday morning to watch them win. It was a very emotional and happy event.

## **VI. Family Association Update**

### **A. Family Association Update**

A. Wolkowitz gave the following update:

March 1st is the Read-a-Thon kickoff; it's our biggest fundraiser of the year; letters went home today; we have a very large monetary goal; there are incentives for the students and school incentives including getting an ice cream truck to visit the school. If we far surpass our goal, we get to slime the E.D. The students are excited and already competing with each other on how many books they can read; the monies raised at the Read-a-Thon will go towards Family Day in June and we also want to start funding a bigger project in the school.

## **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 8:06 PM.

Respectfully Submitted,  
K. Baldassano

APPROVED



## Bridge Preparatory Charter School

### Minutes

#### Board Meeting

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##### **Date and Time**

Tuesday March 21, 2023 at 7:00 PM

##### **Location**

##### **Bridge Preparatory Charter School**

715 Ocean Terrace

Building A - Atrium (Main Floor)

Staten Island, NY

11 Pondfield Rd

Bronxville NY

300 Cromwell Avenue

Staten Island, NY

1 Campus Road

Staten Island, NY 10301

814 Route 9W

Grandview on Hudson, NY

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##### **Trustees Present**

A. Wolkowitz, G. Kuriakose, G. Winn (remote), H. Nassef-Gore, L. Gyimesi (remote), M. Casale (remote), M. Harmon-Vaught (remote), R. Kerr

##### **Trustees Absent**

*None*

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##### **Ex Officio Members Present**

T. Castanza

### **Non Voting Members Present**

T. Castanza

### **Guests Present**

B. Peters (remote), C. Volpe (remote), Francesca DiCanio (remote), K. Baldassano (remote), Karen Smith (remote), Nicole Lebovic (remote), R. Illuzzi (remote), T. Frey (remote)

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## **I. Opening Items**

### **A. Record Attendance**

As per Public Officers Law, Article 7, § 103-a (*Videoconferencing by public bodies*) although board members George Winn, Laurel Gyimesi, Maria Casale and Mark Harmon-Vaught are not present in-person for this meeting, they are attending via videoconference from locations posted on the public meeting notice/agenda and open to the public; they are therefore considered to be in attendance for purposes of quorum and are permitted to vote. **QUORUM IS MET FOR THIS MEETING.**

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

G. Kuriakose called a meeting of the board of trustees of Bridge Preparatory Charter School to order on Tuesday Mar 21, 2023 at 7:04 PM.

### **C. Welcome From Chair**

L. Gyimesi welcomed all present and thanked them for giving their time to the Board; welcome to Spring and the exciting events to come; we will be holding our first Bridge Prep 5th grade graduation this year and she is looking forward to hearing more about that; forward onto the rest of tonight's meeting.

## **II. Approve Minutes**

### **A. Approve Minutes from Board meeting 2/28/23**

G. Kuriakose made a motion to approve the minutes from Board Meeting on 02-28-23.  
G. Kuriakose stated if there is no objection, the motion to approve the minutes of the 02-28-23 meeting will be adopted. As there was no objection, the motion is adopted and the minutes are approved by unanimous consent.  
The board **VOTED** unanimously to approve the motion.

## **III. Committee Reports**

## A. Academic Committee

R. Kerr stated that the *Academic Committee* met on March 14th and the following was discussed:

- **Academic Data** and its impacts
- **Practice NYS (Mock Test) Assessments** administrated in March
- **New MAP Assessments** to be administered in late March and will be reported on at a future time
- **Professional Teacher Mentoring Project** is on target; there are mentors in the classrooms; tiered mentoring is directed toward exactly what the teachers need, based on formal and information observation
- **Structured Literacy Practicum Center** was discussed in greater detail; the members of the *Academic Committee* are ready to make a recommendation to the entire Board that we are confident that we are ready to begin the Practicum; there are 2 entry points for our teachers to join the program that are already being met by our teachers, i.e., one-to-one mentoring - and OG classroom teaching - with formal, structured observations of teachers by *Literacy for Life* staff; we are ready to endorse the entry-level phase of the Practicum for the upcoming school year. It's important to remember that this will include a very limited scope of staff; perhaps 2 to 4 teachers may be enrolled; there are stringent qualifications and reviews to enter the program. T. Castanza added that because of the commitment required, we will be strongly vetting each teacher/applicant; the criteria and requirements are very clear; the proposal will be shared with staff next week; we want to show teachers that we are working toward these pathways; we want teachers to feel encouraged by the program. R. Kerr said that the Practicum is a start in meeting our charter requirement for a teacher institute; we can add to our charter renewal narrative that we have begun steps toward establishing a teacher institute; we have formalized the plan with rigorous reviews to enter the program and rigorous observations while in the program. M. Harmon-Vaught added that he spoke to the Wagner College Provost and the Chair of the Education Department last week and there is a lot of interest in a potential partnership for the long term; he will follow up with a further conversation about how that could look but he can definitely confirm that there is strong interest at Wagner College about the program.

The next *Academic Committee Meeting* will be April 18th at 11:00 AM.

## B. Board Development and Governance

M. Harmon-Vaught gave the following update:

We are still awaiting final approval of Becky Peters as a member of the Board; we have received interest from another potential Board member, Traci Frey - and propose her for consideration as a Board member tonight. We are excited to welcome Traci to the board; the process of getting NYSED approval of her membership will begin.

M. Harmon-Vaught made a motion to invite Traci Frey to become a member of the Board of Trustees of Bridge Preparatory Charter School.

G. Kuriakose seconded the motion.

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

### C. Renewal task Force

L. Gyimesi gave the following update:

The *Renewal Task Force* still meets weekly with Pasek Consulting and the school's executive leadership team; in about a month we should have a draft of our renewal application for the board to review; we are very happy to have Pasek Consulting working with us since we still don't have a NYSED liaison to guide us through the renewal process. There has been a drop in enrollment in charter schools (15%) and NYC public schools have also had a drop in enrollment (about 5%); T. Castanza will discuss our school's enrollment data in further details tonight.

### D. Finance Committee

G. Winn reported that the *Finance Committee* met on March 13th and discussed the following:

- **Scheduling of Budget** - getting ready for a board vote to approve the budget in June
- **Reviewing Contracts** -we will be looking into contracts with other committees over the next cycle of meetings
- **Staff List & Personnel** - a lot of work is being done around the staff list as we move into the new year; we will update and share as we finalize; it may not be final by April and certain numbers may be just place-holders, but we should know more by then; if the *Academic Committee* thinks there are any staff that should be added, please begin to fill in those slots with the E.D.
- **School's Assets** - have not been affected or diminished by the bank failures or the busy week in the stock market; we diversified our banking relationships and reduced risk to our accounts by moving funds to bigger banks; this was expedited seamlessly with our financial partner, BoostEd; we are fine and have a lot of confidence in how both BoostEd and the E.D. handled this
- **Cash Management & Credit Cards** - streamlining our ability to manage cash and credit based on our relationship with Chase and Bank of America; we also looking at where we put balances outside of what is needed for operating funds; everyone is more risk-conscious now.

Many thanks to Becky Peters for her counsel as we work through this.

The next *Finance Committee Meeting* will be April 17th at 4:30 PM

## IV. Executive Director Report

### A.



## ED Report

T. Castanza began by introducing and acknowledging the school staff that are remotely attending tonight's board meeting: Christine Volpe, Francesca DiCanio, Rose Marie Illuzzi; along with parents Nicole Lebovic, and Karen Smith. He is happy to see staff and parents joining our meetings to see the work done by the board of trustees. Board members want to hear about the good things that are going on at the school.

- **Read-a-Thon** - it's been great to have this school-wide goal and see the joy on the faces of the students is wonderful; our school community is energized and excited about the Read-a-Thon to celebrate literacy and have raised over \$20,000 towards our \$30,000 goal (when the E.D. will be slimed); thanks to everyone for all the work they have put into the event;
- **Budget** - the FY2024 budget continues to move forward and a draft of the proposed budget will be shared with the *Finance Committee* in April; updates to staffing and other new academic expenses will be shared at the *Academic Committee* meeting in April; will keep the board in the loop and updated in all aspects
- **Admissions/Enrollment** - charter schools have been seeing declines in enrollment since COVID; we have not been affected as much as some of the district schools, most of the students we lost during the year are moving out-of-state; in a school of our size (242 students) even losing a handful of students matters; we are close to 98% of our target admissions goal and we will hold a lottery for seats in Grades 3, 4 and 5 and are close to needing a lottery for seats in Grade 1. We don't think we will need a lottery for 2nd grade. The lottery will be held virtually online on April 4th at 5 PM. We have between 14-19 applications for every grade; we expect an increase in applications from mid-May through June. We will start registration in May and expect to complete it by June. We will invite parents to come to the school and take a tour of the building.
- **Permanent Petrides Siting** - the Joint Public Hearing for our permanent space proposal was held virtually on March 8th; the District 31 CEC spoke on our behalf and we thanked their president and invited her to visit our school; we expect no pushback on the proposal's approval; the PEP will vote at their virtual meeting on April 19th at 6 PM. We encourage everyone to send a comment to the PEP via email or phone. ***Oral and written comments on the proposal will be accepted from February 3, 2023 through April 18, 2023 at 6 PM. Comments on the long-term placement of Bridge Prep can be sent via email to: [D31Proposals@schools.nyc.gov](mailto:D31Proposals@schools.nyc.gov) or by leaving a voicemail at 212-374-0208. Comments will be accepted by DoE up to 24 hours prior to the Panel on Educational Policy vote.***
- **NYSED Town Hall Meetings** - will be held in the Spring and are very informative; dates to be announced; Lisa Long, the new Charter School Director will chair the meetings.
- **Charter Renewal** - spoke to Regent Cea at the *Charter School Legislators' Breakfast* and she has been an ally to us; we will be inviting her to our school this

Spring and also to our 5th grade graduation ceremony; she is part of the Regents Board voting on our charter renewal.

- **Pasek Consulting** - Pasek has been really responsive and knowledgeable about NYSED; our work with Pasek has been very productive
- **Income Tax Return** - received a copy of our tax returns from the audit team, and will share them with the *Finance Committee* at their April meeting and with the full board for approval at the April meeting. The deadline to file our taxes with the IRS is May 13th.
- **Visitu SafeCampus Program** - we are exploring purchasing this security/safety program to streamline visitor check-in; school safety officers will direct visitors to the main office, where visitors will sign-in using an iPad; Visitu will also print visitor badges. it will be a secondary safety/security level in addition to the school safety officers and since we will be sharing this building with district office staff, we need to be extra careful about visitors; we are also asking for additional security cameras to be installed in the building.
- **Annual Orton-Gillingham Conference** - five staff members will be attending this conference in Boston on March 23rd-24th; the attendees will come back and turn-key what they learn there with the teachers at our school.
- **Tuesdays Professional Learning on Student Engagement & Staff Investment** - sessions began today with staff communication styles, which went very well; we will be holding 5 sessions now through April.
- **Changes to Proficiency Levels** - R. Kerr asked E.D. to speak about NYSED lowering test standards. T. Castanza responded that the Albany Times Union newspaper published an article on NYSED changes to minimum scores for student proficiency in Math and English; they are changing the metrics they use and are resetting the lowest scores - called "cut scores" - for each achievement level on this spring's new ELA and Math tests due to the impact of COVID on last year's assessment scores; students won't need to get as high a "cut score" to be deemed proficient; that bodes well for our students. However there are some charter school leaders who are very opposed to this change because they feel that this is "lowering the bar" and there are some high-performance charters schools that rely on talking points that they out-performing the districts in significant ways and that his change will give district schools a more competitive advantage. This will be a hot topic at the NYSED Town Hall Meetings. R. Kerr added that there are also new NYS standards. We will communicate with parents soon regarding the benefits of not opting out of the state tests which they have the right to do, but there are ramifications to opting out of the tests.

## V. Family Association Update

### A. Family Association Update

A. Wolkowitz gave the following update:

The 5th grade trip is next Friday to Medieval Times; the fifth grade t-shirt design is finalized; the yearbook is still being worked on; we are selling ads until the end of April; the yearbook sales will end in early May; it's our first yearbook and will be very special. We are planning the year's Family Day as a Carnival at the Petrides Campus; the money collected by Read-a-Thon will pay for Family Day and also be used for the new decodable library at the school. A Plant Sale will be held on April 22nd, which is also Earth Day. She then introduced Nicole Lebovic, Parliamentarian of the *Parent Association* to give a Read-a-Thon update: Read-a-Thon is now in its 3rd week with 132 students participating; it's been hard work, but the kids love it; right now we have collected \$21,740 towards our goal; the students have won lots of prizes; they won an ice cream truck visit to the school; when we reach \$22,000 we will have a school-wide Pizza Party; when we reach \$27,000 we will host a Pajama-Cereal Party; if we reach \$30,000 by March 31st, we will slime Tim Castanza.

T. Castanza thanked N. Lebovic for her hard work on making Read-a-Thon such a success and C. Volpe added that the students come into school each morning and are so excited to look at the Read-a-Thon goal chart; we had teacher training about goal-setting/what students need to do to achieve goals and because the students are so excited about the Read-a-Thon challenge, teachers can make that connection to goal-setting in the classroom; she thanked N. Lebovic. L. Gyimesi said that on behalf of the board, she wants to share our thanks; to hear all this and to know that it succeeds at the school, your contribution makes Bridge Prep the wonderful school that it is and we can't thank you enough. N. Lebovic wants to thank Karen Smith who has been her right-hand through all this, helping with planning, decorating and giving out prizes; she could not have done any of this without her. K. Smith thanked N. Lebovic and said that it's been a pleasure working with her, and she can't wait to see T. Castanza slimed.

## **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 8:01 PM.

Respectfully Submitted,  
K. Baldassano

APPROVED



## Bridge Preparatory Charter School

### Minutes

#### Board Meeting

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##### **Date and Time**

Tuesday April 18, 2023 at 7:00 PM

##### **Location**

##### **Bridge Preparatory Charter School**

715 Ocean Terrace

Building A - Atrium (Main Floor)

Staten Island, NY 10301

17 Sagamore Road

Bronxville, NY 10708

300 Cromwell Ave

Staten Island, NY 10305

215 Hart Blvd, #1-K

Staten Island, NY 10301

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##### **Trustees Present**

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

##### **Trustees Absent**

*None*

##### **Ex Officio Members Present**

T. Castanza

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##### **Non Voting Members Present**

T. Castanza

### **Guests Present**

B. Peters (remote), C. Volpe (remote), Francesca DiCanio (remote), H. Nassef-Gore (remote), K. Baldassano (remote), R. Illuzzi (remote), T. Frey (remote)

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## **I. Opening Items**

### **A. Record Attendance**

As per Public Officers Law, Article 7, § 103-a (*Videoconferencing by public bodies*) board member Mark Harmon-Vaught is attending this meeting via videoconference and has been determined to meet "extraordinary circumstances" for remote attendance at a location not open to the public; he therefore is considered to be in attendance for purposes of quorum and is permitted to vote.

In addition, board members George Winn, and Maria Casale are attending via videoconference from locations posted on the public meeting notice/agenda and therefore open to the public; they are considered to be in attendance for purposes of quorum and are permitted to vote.

Board member Heba Nassef-Gore is attending via videoconference from a location not posted on the public meeting notice/agenda and therefore not open to the public; she is not considered to be in attendance for purposes of quorum and is not permitted to vote.

**QUORUM IS MET FOR THIS MEETING.**

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

L. Gyimesi called a meeting of the board of trustees of Bridge Preparatory Charter School to order on Tuesday Apr 18, 2023 at 7:04 PM.

### **C. Welcome From Chair**

L. Gyimesi welcomed everyone to tonight's meeting and said that we have some items requiring a vote for board approval; therefore she will be taking the committee reports out of order tonight, beginning with the *Board Development & Governance Committee Report*, which can include a vote on the resolution selecting a new board member.

## **II. Approve Minutes**

### **A. Approve Minutes from Board Strategy Session Session 03/04/23**

L. Gyimesi made a motion to approve the minutes from Board Strategy Session on 03-04-23.

L. Gyimesi stated if there is no objection, a motion to approve the minutes of the 03-04-23 meeting will be adopted. As there was no objection, the motion is adopted and the minutes are approved by unanimous consent.

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

## **B. Approve Minutes of Emergency Board Meeting 03/15/23**

L. Gyimesi made a motion to approve the minutes from Emergency Board Meeting on 03-15-23.

L. Gyimesi stated if there is no objection, a motion to approve the minutes of the 03-15-23 meeting will be adopted. As there was no objection, the motion is adopted and the minutes are approved by unanimous consent.

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

## **C. Approve Minutes of Board Meeting 03/21/23**

L. Gyimesi made a motion to approve the minutes from Board Meeting on 03-21-23.

L. Gyimesi stated if there is no objection, a motion to approve the minutes of the 03-21-23 meeting will be adopted. As there was no objection, the motion is adopted and the minutes are approved by unanimous consent.

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

## **III. Committee Reports**

### **A. Board Development and Governance - Vote on Resolution #21 Selecting Traci Frey as Member of Board of Trustees**

M. Harmon-Vaught made a motion to approve Resolution #21 Selecting Traci Frey as Member of the Board of Trustees.

R. Kerr seconded the motion.

The following resolution was presented to the board for a vote:

#### **RESOLUTION #21 – Selecting Traci Frey as Member of Board of Trustees**

**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 **Traci Frey** as a member to its Board of Trustees, with a term expiring in June 2025 pending approval by NYSED. The resolution approving **Traci Frey** is adopted upon NYSED’s approval.

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

#### **Roll Call**

A. Wolkowitz	Aye
G. Winn	Aye
M. Casale	Aye

### Roll Call

R. Kerr	Aye
L. Gyimesi	Aye
M. Harmon-Vaught	Aye
G. Kuriakose	Aye

M. Harmon-Vaught gave the following update of the *Board Development and Governance Committee*:

Knowing that we need to hold meetings during the summer months, we have talked about the potential for using some of our summer time to have strategy sessions on board member recruitment and long-term strategies for board development. We will have some member roll-offs due to term limits next year and we need to think about what that looks like; we need to make sure we have sufficient structures for succession plans in place for roles across the board. This will be a key focus for us moving forward.

### B. Approval of Bridge Prep Income Tax Return

G. Winn made a motion to approve the Bridge Prep Federal Income Tax Return for 2021 as Shared with the Board of Trustees.

L. Gyimesi seconded the motion.

G. Winn stated that the school's federal income tax return has been completed and was reviewed by the *Finance Committee*, Executive Director T. Castanza. Becky Peters and our financial partner, BoostEd,

We are confident that the tax return is accurate and can be filed. The completed tax return is being shared with the board tonight for approval before submission by our deadline of May 15th.

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

### C. Academic Committee

R. Kerr reported that the *Academic Committee Meeting* was held today, and the following was discussed:

- **Second Mock Assessments** were administered; actual NYS assessments will be given tomorrow and we wish everyone luck.
- **March MAP Administration Data** - will be presented to the board at the May meeting, along with growth data; there appears to be growth in all grades; students are making progress; this data will inform next year's planning and decisions, We hope to obtain student-by-student longitudinal growth data, with grade-by-grade data to be presented at the May board meeting. Student goal setting is going on which will help students see where they are and what they need to do next. There will be meetings with middle schools so we can share the MAP data of our graduating students and the middle schools can place the students in the ICT format used in middle schools.

- **Structured Literacy Practicum Update** - a presentation was given to the teachers; applications for the program are already being received, reviewed and vetted; we should be getting an update on that program in next month.
- **Fifth Grade Graduation and Awards** - the graduation ceremony is June 15th at 3 PM at the St. George Theatre; the awards ceremony is June 14th at 5:30 PM at the Petrides Campus. R. Kerr requested that 2 or 3 awards be moved to the actual graduation ceremony but was told that no awards will be given on the Graduation Day; she has requested that decision be reconsidered and wants it on the record that her request is that just the most important awards be given during the actual graduation ceremony, for example the Board of Trustees Award.
- **Staffing Changes Next Year** - there will be some additions and changes to staff next school year; the additional staff that we are discussing with the Finance Committee are a Performing Arts teacher (Sundog Theatre); a 2nd Phys. Ed. teacher; a full-time Math Coach; a Literacy Coach (possibly part-time); a Speech Pathologist.
- **ADA Staff Training** - recommended for classroom management

#### D. Renewal task Force

L. Gyimesi gave the following update:

- Our next board meeting on May 16th will require more than 1 hour since there will be so much to cover at that meeting: MAP data, the school's budget, and 10 charter renewal resolutions.
- Pasek Consulting will be giving us a draft of charter changes and a cheat-sheet highlighting the material changes to the charter. We should have that information a week before our May board meeting and she asks that everyone read the charter renewal documents carefully since we will be voting on those resolutions at the May meeting. The resolutions give Pasek the ability to finalize our changes before submission. If any board member has any questions or problems with the proposed charter changes, we can discuss them after reviewing the resolutions and cheat-sheet.
- Benchmark #1 (Student Performance) is the most critical area and is due in October; it will be based on NYSED data released to us in August. We will have from August until early October to work with Pasek on benchmark #1.
- The renewal application and the other 9 benchmarks are due in August.

#### E. Finance Committee

G. Winn gave the following update:

- **Banking Arrangements** - E.D. and his team have set up relationships with 2 new banks: Bank of America and J.P. Morgan Chase; our original banks were Northfield Bank and Signature Bank; we have retained some accounts at Signature Bank, but at a lower level, because we are running payroll from there; we will eventually move payroll to one of the larger banks. There are other accounts set up for operational



purposes and an escrow account of about \$100,000. We are opening accounts at the 2 new larger banks as a protection against risk.

- **Investments** - we are looking at an investment program that will place money in higher yield accounts spread among various banks; sweep vehicles move money at the end of the day into FDIC insured accounts and keep account totals below FDIC insured levels (\$250,000); these big banks will sweep the funds into FDIC insured accounts and then back again when we need access to the funds.
- **Staffing Plan & Budget** - working with other committees on the core of the budget, which is our staffing plan and supports for our faculty; creating budget lines for new positions, such as coaches, etc. We expect our next *Finance Committee Meetings* to be focused on the budget. Any board member who wants to attend the upcoming *Finance Committee Meeting* on May 8th is welcome to learn about our process.

#### IV. Executive Director Report

##### A. ED Report

T. Castanza gave the following update:

- **Renewal Process** - spoke to Pasek Consulting today to walk through some of the next steps for us in the renewal process and to give them what they need; also to get clarity on what the board will be voting on; use the Pasek cheat-sheet as a guide for the changes to the charter; some of the changes are small and some are substantive; about 90% of the changes shown in the cheat-sheet were already in the red-line version of the charter that was shared with the board in March; we have discussed most of the changes being made; Pasek has done a lot of work that has been very helpful, such as drafting sample language based on the conversations we've had with them; Pasek created a survey which we will send out to families.
- **NYS Exam is Tomorrow** - spoke to the teachers today wishing them well and thanking them for their hard work that has led to this; the teachers know that testing data is critical and C. Volpe has been sharing with the teachers how important this assessment is to our school community and that weighs on teachers.
- **Summer Boost Program** - we applied for the program through Bloomberg Philanthropies and we were awarded a grant of \$84,640 for our 4-week summer school program for 45-50 students; thanks to C. Volpe for helping with that grant application. This program is separate from the DoE Summer Rising Program. C. Volpe responded that all Bridge Prep students are eligible to participate in the DoE Summer Rising Program.
- **Middle School Match Up** - ATS will match our graduating 5th grade students with middle schools and we should know which middle schools within a few weeks; T. Castanza will arrange to meet with or have conversations with the principals of the schools where our 5th graders will go to discuss the supports our students will need. T. Frey suggested that E.D. invite the middle school guidance counselors to a breakfast or lunch event to share with them information about our students who will be attending their middle schools and talk about the supports, programs and

accommodations that our students will require. T. Castanza responded that we are already planning with the middle school principals to do this and have our 5th grade teachers be involved in these conversations. We are establishing relationships with middle school principals. T. Castanza will update the board on this topic.

- **PEP Meeting** - the PEP will be voting on the proposal to permanently site our school on the Petrides Campus tomorrow; the meeting starts at 6:30 PM, but our proposal is the last item on their agenda, so it will be late before they vote on our proposition; T. Castanza will be testifying at the meeting; he will update the board after the PEP vote and meeting ends.
- **School Safety Enhancements** - DoE is installing safer access and entry into school buildings; our building will be getting installation of cameras, door buzzers and security monitors at main entry; this is welcome news.
- **Admissions** - we held our admissions lottery in early April and made offers to 65 students; we have 47 acceptances; some applications will continue to trickle-in through June; we will continue to recruit; we are planning an open house event for guidance counselors and school-based support teams of other DoE schools. We actually received 7 applications for Kindergarten, although we don't yet offer that grade.

## V. New Business

### A. Other New Business

R. Kerr stated that two of our board members are being honored:

- **Traci Frey** received an award for "Leadership in Holocaust and Anti-bias Education" from the Wagner College Holocaust Center today.
- **Maria Casale** will be honored at an event on April 21st by Dr. Michael Gabriel and the Healthy Path Foundation for her work in the community educating children as Founder and Director of Leap Tutoring Academy, Homeschool Connections Cooperative Program and Fusion Programs, and Educational Director of Dyslexia Associates.

Both of them were congratulated by the board members present at tonight's meeting.

## VI. Family Association Update

### A. Family Association Update

A. Wolkowitz gave the following update:

- **Read-a-Thon** collected \$25,000, and there will be a school-wide Pizza Party; an ice cream truck will come to the school and T. Castanza will be slimed; students are very excited for all the events. Most of the money raised will pay for Family Day to

be held in June at the Petrides Campus; the remaining money will go to the new school library.

- **5th Grade Events** - 5th grade dance invitations going out this week for the end of May; deadline to purchase the 5th grade yearbook is early May; yearbook ads can be purchased; 5th grade trip to Medieval Times was great; the students were very well-behaved;
- **Plant Sale** - tentative date of April 29th but vendors seem to be low on plant stock and prices are high, so we may hold a seed sale instead;
- **Family Association Officers' Elections** will be held in May and all officers' positions will be filled.

## 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 8:00 PM.

Respectfully Submitted,  
K. Baldassano



# Bridge Preparatory Charter School

## Minutes

### Board Meeting

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#### Date and Time

Tuesday May 16, 2023 at 7:00 PM

#### Location

**Bridge Preparatory Charter School**

**715 Ocean Terrace**

**Building A - Atrium (Main Floor)**

**Staten Island, NY 10301**

201 Pondfield Road

Bronxville, NY 10708

300 Cromwell Avenue

Staten Island, NY 10305

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#### Trustees Present

A. Wolkowitz, G. Kuriakose, G. Winn (remote), H. Nassef-Gore, L. Gyimesi, M. Casale (remote),  
M. Harmon-Vaught, R. Kerr

#### Trustees Absent

*None*

#### Ex Officio Members Present

T. Castanza (remote)

#### Non Voting Members Present

T. Castanza (remote)

#### Guests Present

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B. Peters (remote), C. Volpe (remote), Francesca DiCanio (remote), K. Baldassano (remote), T. Frey (remote)

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## I. Opening Items

### A. Record Attendance

As per Public Officers Law, Article 7, § 103-a (*Videoconferencing by public bodies*) board members G. Winn and M. Casale are attending via videoconference from locations posted on the public meeting notice/agenda and therefore open to the public; they are considered to be in attendance for purposes of quorum and are permitted to vote.

### B. Call the Meeting to Order

G. Kuriakose called a meeting of the board of trustees of Bridge Preparatory Charter School to order on Tuesday May 16, 2023 at 7:02 PM.

### C. Welcome From Chair

L. Gyimesi said that we have a lot of good things happening; our school's permanent placement is very exciting - she took a tour of the site recently; it's feels secure to know we have this permanent location; she thanked T. Castanza for getting the placement done. We also have 5th grade graduation looming and the 5th grade dance next week. Our first round of 5th graders are graduating and that's exciting. At the same time, we are dealing with the process of our charter renewal; we have a very busy calendar and agenda for tonight's meeting. Thank you all for the time and attention you give to our school. Let's move onto tonight's agenda.

## II. Approve Minutes

### A. Approve Minutes of Board Meeting 04/18/23

G. Kuriakose made a motion to approve the minutes from Board Meeting on 04-18-23.

G. Kuriakose stated if there is no objection, the motion to approve the minutes of the 04-18-23 meeting will be adopted.

As there was no objection, the motion is adopted and the minutes are approved by unanimous consent.

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

## III. Committee Reports

### A. Academic Committee

R. Kerr reported that the *Academic Committee* met on May 9th:

- The committee reviewed their final recommendations on staffing; those recommendations were shared with the E.D. and given to the Finance Committee

- Tonight, C. Volpe and T. Castanza will review the data from our Data Dashboard from the MAP assessments

## **B. Finance Committee**

G. Winn reported that the *Finance Committee* met on May 15th and the following was discussed:

- E.D. gave an overview of the budget and the work of the *Academic Committee* on the staffing plan; he thanked them.
- Reviewed ongoing contracts with BoostEd and edIT and will put those contracts forward tonight for approval
- We received a first draft of the budget today and the *Finance Committee* will reconvene soon to have a broader budget conversation after the committee has had time to review the draft
- E.D. will give an update on the work he has done with cash management.

## **C. Board Development & Governance**

M. Harmon-Vaught gave the following report:

- The *Board Development & Governance Committee* met on May 2nd
- We will hold our annual board elections in June;
- We have 2 potential board members who are still in process for membership; Becky Peters is still in the pipeline and Traci Frey's paperwork will be reviewed by NYSED under a new slightly streamlined process; he thanked the state for that streamlining and will follow up soon. G. Winn added that Becky Peters has been supporting our Finance Committee since last August.
- The *Board Development & Governance Committee* also reviewed the contract renewal for Board on Track and recommends that to the full board for approval.

## **D. Renewal Task Force**

L. Gyimesi stated that we have received recommendations and incorporations from Pasek Consulting regarding changes to our charter; we met with Pasek last week to discuss those changes;

- We have a red-line version of the charter and Pasek gave us a "cheat-sheet" regarding changes;
- We have 5 draft resolutions regarding changes to our charter to be approved tonight.
- There are 3 additional areas that the board needs to understand a little better and remaining questions; The resolutions regarding these 3 critical areas will not be voted on tonight and are on hold so that the board can spend a little more time to consider them:

### **1. Key Design Elements**

2. Calendar Schedule

3. Educational Plan

- Pasek Consulting is drafting a narrative that will address all the changes to the charter and will be shared with the full board; the narrative will show what we are implementing, and why; what we did not implement and why. If the board members wish to have another meeting, just let her know; Pasek will make itself available to the board.
- Tonight we are considering 5 resolutions regarding 5 areas of the charter that are being changed:

**IV. Approval of Charter Renewal Resolutions #22, #23, #24, #25, #26**

**A. Approval of Revisions of Admissions Policy and Application for Enrollment, Resolution #22**

L. Gyimesi made a motion to approve Resolution #22 regarding revisions of the school's admissions policy and application for enrollment.

G. Kuriakose seconded the motion.

**WHEREAS**, it is the responsibility of the Board to set the admissions policy and corresponding application for enrollment for Bridge Prep Charter School;

**WHEREAS**, the School wishes to revise its admissions policy and application for enrollment attached hereto; therefore, let it be **RESOLVED**, that the admissions policy and application for enrollment shall be updated based on the version attached hereto.

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

**Roll Call**

R. Kerr	Aye
G. Winn	Aye
L. Gyimesi	Aye
G. Kuriakose	Aye
H. Nassef-Gore	Aye
A. Wolkowitz	Aye
M. Casale	Aye
M. Harmon-Vaught	Aye

**B. Approval of Revision of Accountability Goals, Resolution #23**

L. Gyimesi made a motion to approve Resolution #23 regarding revision of the school's accountability goals.

M. Harmon-Vaught seconded the motion.

**WHEREAS**, it is the responsibility of the Board to set accountability goals for Bridge Prep Charter School;

**WHEREAS**, the School wishes to revise its accountability goals attached hereto; therefore, let it be

**RESOLVED**, that the accountability goals shall be updated based on the version attached hereto.

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

**Roll Call**

G. Kuriakose	Aye
A. Wolkowitz	Aye
M. Casale	Aye
M. Harmon-Vaught	Aye
L. Gyimesi	Aye
H. Nassef-Gore	Aye
R. Kerr	Aye
G. Winn	Aye

**C. Approval of Revision and Update of Discipline Policy, Resolution #24**

G. Kuriakose made a motion to approve Resolution #24 regarding revision and update of the school's discipline policy.

L. Gyimesi seconded the motion.

**WHEREAS**, it is the responsibility of the Board to set the discipline policy for Bridge Prep Charter School;

**WHEREAS**, the School wishes to revise its discipline policy attached hereto; therefore, let it be

**RESOLVED**, that the discipline policy shall be updated based on the version attached hereto.

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

**Roll Call**

L. Gyimesi	Aye
M. Casale	Aye
M. Harmon-Vaught	Aye
R. Kerr	Aye
G. Kuriakose	Aye
A. Wolkowitz	Aye
G. Winn	Aye
H. Nassef-Gore	Aye

**D. Approval of Revisions of Maximum Enrollment and Grades Served, Resolution #25**

G. Kuriakose made a motion to approve Resolution #25 regarding revision of the school's maximum enrollment and grades served.

R. Kerr seconded the motion.

**WHEREAS**, it is the responsibility of the Board to set the grades served and total maximum enrollment for Bridge Prep Charter School; **WHEREAS**, the School wishes to add kindergarten to its grades served; therefore, let it be

**RESOLVED**, that beginning in the 2024-2025 school year, the total maximum enrollment shall be 272 and that grades served shall be kindergarten through 5th grade.



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

**Roll Call**

G. Kuriakose	Aye
H. Nassef-Gore	Aye
A. Wolkowitz	Aye
M. Casale	Aye
G. Winn	Aye
M. Harmon-Vaught	Aye
L. Gyimesi	Aye
R. Kerr	Aye

**E. Approval of Revision and Update of Organizational Chart, Resolution #26**

G. Kuriakose made a motion to approve Resolution #26 regarding revision and update of the school's organizational chart.

A. Wolkowitz seconded the motion.

**WHEREAS**, it is the responsibility of the Board to set the organizational chart for Bridge Prep Charter School;

**WHEREAS**, the School wishes to revise its organizational chart attached hereto; therefore, let it be

**RESOLVED**, that the organizational chart shall be updated based on the version attached hereto.

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

**Roll Call**

M. Harmon-Vaught	Aye
G. Winn	Aye
G. Kuriakose	Aye
R. Kerr	Aye
H. Nassef-Gore	Aye
A. Wolkowitz	Aye
L. Gyimesi	Aye
M. Casale	Aye

L. Gyimesi stated that we are now ahead of the curve in the charter renewal process and the remaining 3 areas (Key Design Elements/Calendar Schedule/Educational Plan) will be dealt with next - although the due date has not been announced, we think it is in August; Benchmark #1 is not due until October.

R. Kerr asked if the narrative will be reworked and presented to the board as a new document; L. Gyimesi responded that she will ask Pasek to do that.

**V. Approval of Contracts Between Bridge Prep and Service Providers**

**A. Approval of Contract Between Bridge Prep and edIT Support Technology Services**

G. Kuriakose made a motion to approve the technology services agreement dated 04/20/2023, between edIT Support Technology Services (“edIT”) and Bridge Preparatory Charter School effective as of 07/01/2023.

H. Nassef-Gore seconded the motion.

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

#### **B. Approval of Extension of Contract Between Bridge Prep and BoostEd**

G. Kuriakose made a motion to extend the contract effective 07/01/23 between BoostEd and Bridge Preparatory Charter School; the parties hereto agree that the term of the agreement is to be extended for one (1) year from 07/01/23 to 06/30/24 under the same conditions.

H. Nassef-Gore seconded the motion.

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

#### **C. Approval of Edwards_Orton-Gillingham Contract**

G. Kuriakose made a motion to approve a contract between Edwards Orton-Gillingham, Inc. and Bridge Preparatory Charter School for 2023-2024 to include 5-Day Morphology Training, OG support/coaching, OGA Accreditation Consulting and Practicum Consultation/Facilitation.

R. Kerr seconded the motion.

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

### **VI. Executive Director Report**

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

T. Castanza gave the following update:

- We have a lot of end-of-year events happening; 5th grade graduation adds another layer to this;
- Many of our 5th graders will be attending one of the 3 middle schools who are working with us in a dyslexic support program; We hosted the principals and leadership teams of those 3 middle schools and discussed which students will be entering their school, what their strengths are, and what are our students needs; the principals agreed to keep us involved; we will meet with the families of 5th graders on June 1st to walk them through the graduation experience.
- Many parents of graduating 5th graders are asking about school busing for middle school; the OPT regulations regarding eligibility for yellow school buses: 6th graders who live more than 1 mile from their middle school can receive either yellow school bus or MetroCard; students in grades 7-12 can receive MetroCard only. We have been working with the principals of the 3 middle schools so that they can help families of 6th graders with busing issues immediately after the roll-over to their middle schools. R. Kerr asked if there was a change in school bus eligibility recently because she remembers 7th and 8th graders were eligible for yellow school buses

if they lived far enough away from their schools. The OPT Transportation Liaison for Staten Island schools is Shenise Hendricks, 718-420-5644, [SHendricks4@schools.nyc.gov](mailto:SHendricks4@schools.nyc.gov)

- Summer services for 5th graders graduating to middle school will be offered at the elementary school site as offered any other year.
- We are planning professional development training for staff this summer; the emphasis is on training our entire team needs; focusing on writing with full team writing revolution training; also focusing on classroom management and a 2-tiered approach and executive functioning; this is still in the planning stage and more information will be shared by June.
- We did a walk-through of our permanent siting location; we have confirmation that construction will begin in July on the classrooms; target completion date is mid-August; our staff returns on 08/21/23. He then gave the floor to C. Volpe to discuss academic data.

C. Volpe said that we received a Summer Boost Grant and are fully staffed. We are fully enrolled with a wait-list. We hired a site-coordinator for the summer program.

Our students took the NYS tests and it went well, the students had more stamina and there were very few questions that they weren't prepared for, some students felt that the tests were easy; we are looking forward to seeing their scores.

She then reviewed the data for:

- **Whole School Growth and Projections** in ELA and Math for Fall 2022-Winter 2023 and Winter 2023-Spring 2023 for each grade; Projections 54% in ELA and 53% in Math; Growth 67% in ELA and 79% in Math.
- **Grade Level Projections and Growth** in ELA and Math for Fall-to-Fall; Winter-to-Winter and Spring-to-Spring (by cohort of students). The data shows that students that have been at our school for at least 2 years make good progress. Students already performing above grade level, are projected to keep growing at that rate, yet we are not exposing them to material on that level - which results in these students being shown as not making projected growth. We are planning to implement more enrichment activities so that we can expose these students to higher level work. In addition to differentiating our students who are struggling, we have to meet the needs of our students who need enrichment.
- **ELA and Math Data** for each grade from Beginning-of-Year, Middle-of-Year and End-of-Year

R. Kerr asked how this data will be used to plan for next year; C. Volpe responded that this is all shared with teachers for next year and the data moves with the students from class to class. We share this data with middle schools for our 5th grade graduates.

T. Frey thanked E.D. and C. Volpe for their hospitality during her school visit today; she spoke about MTSS (Multi Tiered Support Systems) to teach students of different levels in the same classroom; teachers know what skills students should know from their previous grade, what they need to know in their current grade and what they will learn in the next

grade which follows; this method can be used to offer enrichment to students already performing above grade level. L. Gyimesi thanked T. Frey for the time and effort she is already giving to our school.

## **VII. New Business**

### **A. Other New Business**

As a reminder, here are some upcoming school events:

Red & Blue Dinner Gala - June 2nd at 7 PM at the Staaten

Student Awards Ceremony - June 14th at the school

Graduation - June 15th

Formal printed invitations will be sent to board members very soon.

## **VIII. Family Association Update**

### **A. Family Association Update**

A. Wolkowitz gave the following update:

- The funds collected from the May student Dress-Down Day were donated to Staten Island University Hospital Pediatric Oncology patients; the Family Association donated to many charities during the year and will continue to do so next year
- The 5th Grade Dance is next week with a DJ, a photo booth, a snow-cone machine, and donut wall; 53 fifth graders RSVP'd they will attend; painted t-shirts with their name and year of graduation will be given to each 5th grader
- Read-a-Thon Prizes: we had a Pizza Party last week and this week the ice cream truck is coming to the school
- We are participating in the Staten Island Soap-Box Derby on Saturday May 20th from 8AM to 5 PM here at Petrides.
- Family Day is June 10th here at Petrides.

M. Harmon-Vaught said that the Family Association here at Bridge Prep is amazing; they are so engaged in the life of the school and contribute so much to the sense of community here; he wants to thank A. Wolkowitz for her leadership of the Family Association; the other board members agreed.

## **IX. Closing Items**

### **A. Adjourn Meeting**

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

Respectfully Submitted,

K. Baldassano



# Bridge Preparatory Charter School

## Minutes

### Board Meeting

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#### **Date and Time**

Tuesday June 20, 2023 at 7:00 PM

#### **Location**

##### **Bridge Preparatory Charter School**

715 Ocean Terrace

Building A - Atrium (Main Floor)

Staten Island, NY

201 Pondfield Road

Bronxville, NY 10708

300 Cromwell Avenue

Staten Island, NY

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#### **Trustees Present**

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

#### **Trustees Absent**

B. Peters

#### **Ex Officio Members Present**

T. Castanza (remote)

#### **Non Voting Members Present**

T. Castanza (remote)

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## **Guests Present**

C. Volpe (remote), H. Nassef-Gore (remote), K. Baldassano (remote), T. Frey (remote)

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## **I. Opening Items**

### **A. Record Attendance**

As per Public Officers Law, Article 7, § 103-a (*Videoconferencing by public bodies*), board members George Winn and Maria Casale are attending via videoconference from locations posted on the public meeting notice/agenda and therefore open to the public; they are considered to be in attendance for purposes of quorum and are permitted to vote.

**QUORUM IS MET FOR THIS MEETING.**

Board members Heba Nassef-Gore and Traci Frey are present via video conference from locations not posted on the public meeting notice/agenda and therefore not open to the public; they cannot be counted towards quorum and are not permitted to vote.

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

G. Kuriakose called a meeting of the board of trustees of Bridge Preparatory Charter School to order on Tuesday Jun 20, 2023 at 7:01 PM.

### **C. Welcome From Chair**

L. Gyimesi thanked Executive Director T. Castanza, school staff and the students of Bridge Prep for a joyous wonderful Graduation Day; she said we all enjoyed it and there were so many good things happening this year; we truly appreciate all of the hard work done by all. She then said that there was always a touchstone in the foundation of Bridge Prep, which some of the board member may not be aware of, which is our connection to the "fractal". She asked R. Kerr to give an explanation of what the fractal means to us at Bridge Prep.

R. Kerr presented a head of broccoli to demonstrate fractals by breaking off small florets from the main stalk of the broccoli crown, and asking what each floret has in common with the whole crown; as each floret is a smaller version of the full broccoli crown, it is a fractal of the whole while at the same time each floret is whole in and of itself. In the same way, each student, staff member, parent, board member and anyone else who is involved in our school is a fractal of the whole community of Bridge Prep. The concept of fractal has always been a part of our fundamental belief of what we wanted to create with Bridge Prep. From the first day of establishing our school we used this concept as a way of seeing that each individual is whole and at the same time combines together to make our whole school community.

## **II. Approve Minutes**

#### **A. Approve Minutes of Board Meeting 05/16/23**

G. Kuriakose made a motion to approve the minutes from Board Meeting on 05-16-23.

G. Kuriakose stated if there is no objection, the motion to approve the minutes of the 05-16-23 meeting will be adopted.

As there was no objection, the motion is adopted and the minutes are approved by unanimous consent.

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

### **III. Approval of Budget**

#### **A. Approval of Budget FY 2024**

G. Kuriakose made a motion to approve the Bridge Preparatory Charter School Budget for Fiscal Year 2024 as presented to the board.

M. Harmon-Vaught seconded the motion.

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

### **IV. Approval of Charter Renewal Resolutions #27, #28, #29**

#### **A. Approval of Revision to Educational Program, Resolution #27**

G. Kuriakose made a motion to approve the revision of the Bridge Preparatory Charter School Educational Program.

A. Wolkowitz seconded the motion.

**WHEREAS**, it is the responsibility of the Board to set the educational program for Bridge Prep Charter School;

**WHEREAS**, the School wishes to revise its educational program, which is reflected in the version attached hereto; therefore, let it be

**RESOLVED**, that the educational program shall be updated based on the version attached hereto.

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

#### **Roll Call**

G. Winn	Aye
B. Peters	Absent
L. Gyimesi	Aye
A. Wolkowitz	Aye
R. Kerr	Aye
M. Casale	Aye
G. Kuriakose	Aye
M. Harmon-Vaught	Aye

#### **B. Approval of Revision to Calendar and Schedule, Resolution #28**

G. Kuriakose made a motion to approve a revision to the Bridge Preparatory Charter School Calendar and Schedule.



L. Gyimesi seconded the motion.

**WHEREAS**, it is the responsibility of the Board to set the calendar and schedule for Bridge Prep Charter School;

**WHEREAS**, the School wishes to revise its calendar and schedule, which are reflected in the attached calendar for 2023-2024, schedule for 2023-2024, and revised charter document titled "Calendar and Schedule" hereto; therefore, let it be

**RESOLVED**, that the calendar and schedule shall be updated based on the versions attached hereto.

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

**Roll Call**

R. Kerr	Aye
G. Kuriakose	Aye
B. Peters	Absent
A. Wolkowitz	Aye
M. Casale	Aye
G. Winn	Aye
L. Gyimesi	Aye
M. Harmon-Vaught	Aye

**C. Approval of Revision to Key Design Elements**

G. Kuriakose made a motion to approve revision to Bridge Preparatory Charter School's Key Design Elements.

M. Harmon-Vaught seconded the motion.

**WHEREAS**, it is the responsibility of the Board to set key design elements for Bridge Prep Charter School;

**WHEREAS**, the School wishes to revise its key design elements, which are reflected in the version attached hereto; therefore, let it be

**RESOLVED**, that the key design elements shall be updated based on the version attached hereto.

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

**Roll Call**

G. Winn	Aye
M. Casale	Aye
R. Kerr	Aye
B. Peters	Absent
L. Gyimesi	Aye
M. Harmon-Vaught	Aye
G. Kuriakose	Aye
A. Wolkowitz	Aye

**V. Approval of Contracts between BPCS and Service providers**

**A. Approval of Pilot Program with Superpower Mentors**

G. Kuriakose made a motion to approve the Pilot Program with Superpower Mentors as presented to the board.

M. Harmon-Vaught seconded the motion.

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

#### **B. Renewal of Bridge Prep School Insurance Policies**

G. Kuriakose made a motion to approve renewal of school insurance policies as presented to the board.

L. Gyimesi seconded the motion.

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

#### **C. Renewal of Contract with Board on Track**

G. Kuriakose made a motion to to renew the contract between Bridge Prep Charter School and Board on Track.

R. Kerr seconded the motion.

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

### **VI. Elections of Members and Officers**

#### **A. Board of Trustees Officers' Elections**

M. Harmon-Vaught nominated L. Gyimesi for the position of **Chair** of the Board of Trustees. There were no other nominations from the floor. L. Gyimesi accepted the nomination.

Vote was taken: 7 YES; 0 NO; 0 Abstentions; 1 member absent.

The board **VOTED** unanimously to elect **L. Gyimesi as Chair of the Board of Trustees.**

#####

L. Gyimesi nominated M. Harmon-Vaught for the position of **Vice Chair** of the Board of Trustees. There were no other nominations from the floor. M. Harmon-Vaught accepted the nomination.

Vote was taken: 7 YES; 0 NO; 0 Abstentions

The board **VOTED** unanimously to elect **M. Harmon-Vaught as Vice Chair of the Board of Trustees.**

#####

M. Harmon-Vaught nominated G. Kuriakose for the position of **Secretary** of the Board of Trustees. There were no other nominations from the floor. G. Kuriakose accepted the nomination.

Vote was taken: 7 YES; 0 NO; 0 Abstentions

The board **VOTED** unanimously to elect **G. Kuriakose as Secretary of the Board of Trustees.**

#####

M. Harmon-Vaught nominated G. Winn for the position of **Treasurer** of the Board of Trustees. There were no other nominations from the floor. G. Winn accepted the nomination.

Vote was taken: 7 YES; 0 NO; 0 Abstentions

The board **VOTED** unanimously to elect **G. Winn as Treasurer of the Board of Trustees.**

#####

## VII. Committee Reports

### A. Academic Committee

R. Kerr said that the *Academic Committee* met on June 13th and gave the floor to C. Volpe to discuss the following items covered at that meeting:

- **OG Data** - C. Volpe said that much of the OG data collected is used by teachers and we see overall growth in the data in all areas; we are establishing a 2nd tier of OG instruction for struggling students; this will be done either in the after-school program or during the school day in RTI. R. Kerr added that OG is the fundamental underpinning of reading; we really want everyone to understand what the OG data tells us about the reading readiness of our students and what the other types of data tell us about their preparedness to take state standardized tests.
- **Summer Program** - We are on target with our summer program, which begins July 5th and ends on August 4th with a total of 46 seats and a wait list of 10-12 students. A discussion followed regarding what can be done to open up the program to accept more students from the wait list. E.D. said that he will look into it with C. Volpe; the summer program class size is 10 students and they don't want to make the classes too large, but perhaps additional classes could be opened up.
- **Focal Points** - Each member of the *Academic Committee* will be working along with C. Volpe to combine talents during the summer and next school year.
- The *Academic Committee* will continue to virtually meet over the summer via Zoom or phone.

### B. Finance Committee

G. Winn stated that the *Finance Committee* met on May 30th and the following items were discussed:

- School budget voted on tonight will be submitted by the end of June; there are sufficient funds available for items which might come up over the summer months;

this school budget includes funding for professional development sessions for the entire year

- We are making progress with investments of cash assets
- Looking into possible insured Money Market idea which is used by other schools
- The Finance Committee expects to meet again in July, date TBD.

He thanked everyone for getting us here.

### **C. Board Development & Governance**

- M. Harmon-Vaught said that we have 2 new board members, already approved by NYSED.
- We would like to set up a board strategy session for July to discuss many topics regarding our board development moving forward; also we need to discuss fundraising plans for the future.

### **D. Renewal Task Force**

- L. Gyimesi said that a planned board strategy meeting in July would satisfy our need to meet in July. A discussion followed regarding the board members' availability in July and they agreed to meet on July 18th from 4 PM to 7 PM.
- Pasek Consulting would like our renewal narrative changes by July 3rd; the board needs to review the narrative before that date and make suggestions and comments; each board member will concentrate on a section of the narrative that is in their area of expertise while reviewing the entire 40 page narrative.
- A regular meeting schedule for August would have our board meeting on August 15th. T. Castanza said that will be too late for the board to approve the charter renewal application and submit it by the August 15th deadline. Discussion followed regarding when to hold the board meeting in August in order to meet all the deadlines for renewal and ;L. Gyimesi suggested we hold the regular board meeting on August 1st at 7 PM to approve the necessary documents for renewal. The board agreed that the August board meeting will be held on August 1st at 7 PM.

## **VIII. Executive Director Report**

### **A. Executive Director Report**

T. Castanza offered the following update:

- The last day of school is June 23rd; school building will be closed from June 30th until July 5th when we reopen and start summer school programs; teachers will have professional development on August 21st; staff will be coming in several times during the summer for various projects.
- The theme for this summer is planning, planning, planning; we will be working on instinctual planning with teachers, curriculum mapping and a redesign of period zero; the annual report will be submitted to NYSED; we will begin to prepare for the

financial audit coming in the Fall; we will finalize hiring for open positions; this summer we are moving out of the E building into the A building at the Petrides Campus. Part of the redesign will include an executive space where the board will be able to hold meetings and strategy sessions.

- He thanked everyone for their work that led to Graduation Day; the students and families were so happy with the event.
- Our school was featured in an article in *Education Week* in a profile about specialized public schools for students with dyslexia:  
<https://www.edweek.org/teaching-learning/schools-for-students-with-dyslexia-also-promote-social-emotional-resilience-heres-how/2023/06>
- Our school was also praised at education events captured in two videos:
  1. NYC Schools Chancellor David Banks spoke highly of us at the April *Panel on Educational Policy* Meeting (beginning at 1:08 at <https://learndoe.org/pep/archive-pep-apr19-2023/> )
  2. NYS Education Commissioner Dr. Betty Rosa spoke about our school at *Dyslexia Awareness Day*, (go to 7:10 at: [https://www.youtube.com/watch?v=7KPS_bwEADI](https://www.youtube.com/watch?v=7KPS_bwEADI) )

## IX. New Business

### A. New Business

M. Casale suggested that during the building renovation, a wall be created that is dedicated to our school's accomplishments, the graduating class, etc. with photos, awards and plaques. Something where people come into the building and can admire our achievements. T. Castanza responded this idea is already in the works and they have ordered some items for the display.

## X. Family Association Update

### A. Family Association Update

A. Wolkowitz gave the following update:

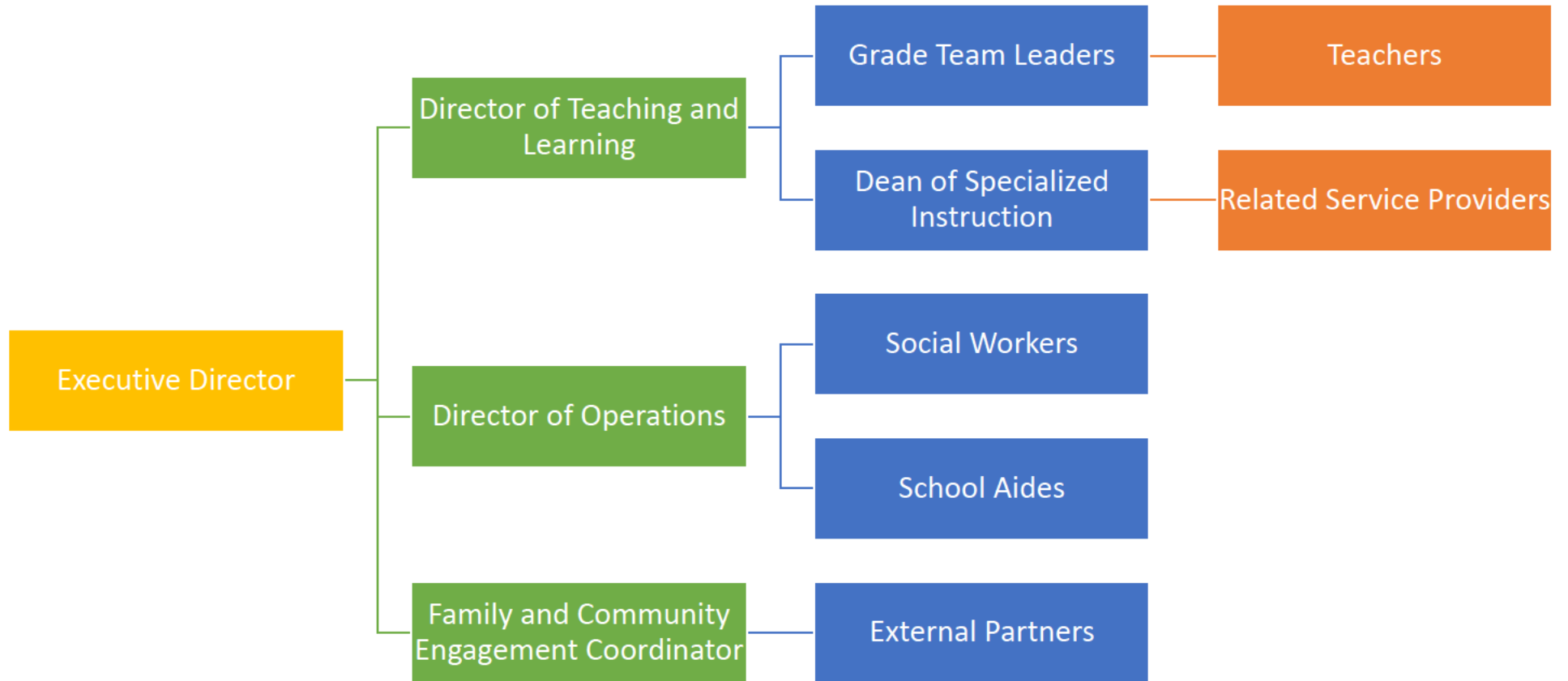
- Thanks to everyone for their help with Graduation Day; it was beyond the parents' wildest dreams and a wonderful event;
- The day after graduation, the school hosted a 5th Grade Breakfast event; each 5th grader was given a yearbook; the *Parent Association* gifted yearbooks to the entire school staff with a personalized bookmark which said, "Thank you for all you do, the world needs more people like you."
- The *Parent Association* has begun planning for next year and will hold a meeting in July.
- The *Parent Association* will present a check to the school for the new library from funds raised during Read-a-Thon.

## XI. 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 8:08 PM.

Respectfully Submitted,  
K. Baldassano



## KEY

<span style="background-color: red; color: black;"> </span> Holiday - No School	<span style="background-color: blue; color: black;"> </span> Trimester Ends / Progress Reporting Due
<span style="background-color: orange; color: black;"> </span> Professional Learning Day - No Students	<span style="background-color: purple; color: black;"> </span> Family-Teacher Conferences - 2:00-7:00pm
<span style="background-color: yellow; color: black;"> </span> Early Dismissal - 12:30 PM	<span style="background-color: magenta; color: black;"> </span> Connect Saturday - 8:15am-1:00pm
<span style="background-color: green; color: black;"> </span> First or Last Day of School	<span style="background-color: gray; color: black;"> </span> State Testing Window

## September 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

6 Student Family Orientation - 3:00pm  
 7 First Full Day of School  
 25 Yom Kippur - School Closed  
**17 Instructional Days**

## October 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

9 Columbus Day - School Closed  
 20 Progress Reports Due  
 24 Family Teacher Conferences - Early Dismissal  
**21 Instructional Days**

## November 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

7 Professional Learning Day - No Students  
 18 Connect Saturday - Mandatory School Day  
 22 Early Dismissal  
 23-24 Thanksgiving Break - School Closed  
**21 Instructional Days**

## December 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 First Trimester Ends  
 22 Early Dismissal  
 25-29 Holiday Break - School Closed  
**16 Instructional Days**

## January 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1 New Year's Day - School Closed  
 15 Dr. Martin Luther King Jr. Day - School Closed  
 16 Professional Learning Day - No Students  
 26 Progress Reports Due  
 30 Family Teacher Conferences - Early Dismissal  
**21 Instructional Days**

## BPCS 2023-2024 Calendar

· 715 Ocean Terrace · Staten Island, NY 10301 · 718-274-3437 ·

## February 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

3 Connect Saturday - Mandatory School Day  
 19-23 Winter Break - School Closed  
**17 Instructional Days**

## March 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

8 Second Trimester Ends  
 28 Early Dismissal for Students Only  
 29 Good Friday - School Closed  
**20 Instructional Days**

## April 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1 Easter Monday - School Closed  
 10 Eid-al-Fitr - School Closed  
 11-12 Grades 3-4 ELA State Testing Window  
 17-18 Grades 5 ELA State Testing Window  
 22-26 Spring Break - School Closed  
 29-30 Professional Learning Days - No Students  
**15 Instructional Days**

## May 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

3 Grade 5 Science State Test  
 7-10 Grades 3-5 Math State Testing Window  
 10 Progress Reports Due  
 14 Family Teacher Conferences - Early Dismissal  
 27 Memorial Day - School Closed  
**22 Instructional Days**

## June 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

1 Connect Saturday - Mandatory School Day  
 14 Early Dismissal - Grade 5 Graduation  
 17 Eid al-Adha - School Closed  
 19 Juneteenth - School Closed  
 24 Early Dismissal for Students Only  
 25 Last Day of School - Early Dismissal for Students  
**16 Instructional Days**  
**186 Total Instructional Days**



### Bridge Preparatory Charter School

#### PROJECTED BUDGET FOR 2023-2024

July 1, 2023 to June 30, 2024

Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Total Revenue	4,214,162	2,686,014	-	-	-	6,900,176
Total Expenses	3,400,505	2,069,592	-	10,199	917,235	6,397,531
Net Income	813,657	616,422	-	(10,199)	(917,235)	502,645
Actual Student Enrollment	140	85				
Total Paid Student Enrollment	140	85				225

### Bridge Preparatory Charter School

#### PROJECTED BUDGET FOR 2023-2024

July 1, 2023 to June 30, 2024

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Total Paid Student Enrollment	140	85				225

#### REVENUE

##### REVENUES FROM STATE SOURCES

Per Pupil Revenue

CY Per Pupil Rate

NYCDOE	\$18,340.00	4,127,669	-	-	-	-	4,127,669
School District 2 (Enter Name)		-	-	-	-	-	-
School District 3 (Enter Name)		-	-	-	-	-	-
School District 4 (Enter Name)		-	-	-	-	-	-
School District 5 (Enter Name)		-	-	-	-	-	-
		4,127,669	-	-	-	-	4,127,669

Special Education Revenue

-	2,493,129	-	-	-	-	2,493,129
---	-----------	---	---	---	---	-----------

Grants

Stimulus

Other

Other State Revenue

##### TOTAL REVENUE FROM STATE SOURCES

4,127,669	2,493,129	-	-	-	-	6,620,798
-----------	-----------	---	---	---	---	-----------

##### REVENUE FROM FEDERAL FUNDING

IDEA Special Needs

-	140,372	-	-	-	-	140,372
---	---------	---	---	---	---	---------

Title I

23,443	14,233	-	-	-	-	37,676
--------	--------	---	---	---	---	--------

Title Funding - Other

21,151	12,841	-	-	-	-	33,992
--------	--------	---	---	---	---	--------

School Food Service (Free Lunch)

-	-	-	-	-	-	-
---	---	---	---	---	---	---

Grants

Charter School Program (CSP) Planning & Implementation

-	-	-	-	-	-	-
---	---	---	---	---	---	---

Other

-	-	-	-	-	-	-
---	---	---	---	---	---	---

# Bridge Preparatory Charter School

## PROJECTED BUDGET FOR 2023-2024

July 1, 2023 to June 30, 2024

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Total Paid Student Enrollment	140	85				225

	REGULAR EDUCATION	PROGRAM SERVICES SPECIAL EDUCATION	OTHER	SUPPORT SERVICES FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Other Federal Revenue	-	-	-	-	-	-
<b>TOTAL REVENUE FROM FEDERAL SOURCES</b>	<b>44,593</b>	<b>167,447</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>212,040</b>
<b>LOCAL and OTHER REVENUE</b>						
Contributions and Donations, Fundraising	-	-	-	-	-	-
Erate Reimbursement	-	-	-	-	-	-
Interest Income, Earnings on Investments,	41,899	25,439	-	-	-	67,338
NYC-DYCD (Department of Youth and Community Development)	-	-	-	-	-	-
Food Service (Income from meals)	-	-	-	-	-	-
Text Book	-	-	-	-	-	-
Other Local Revenue	-	-	-	-	-	-
<b>TOTAL REVENUE FROM LOCAL and OTHER SOURCES</b>	<b>41,899</b>	<b>25,439</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>67,338</b>
<b>TOTAL REVENUE</b>	<b>4,214,162</b>	<b>2,686,014</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6,900,176</b>

### EXPENSES

#### ADMINISTRATIVE STAFF PERSONNEL COSTS

No. of Positions

Executive Management	1.00	82,995	50,390	-	7,410	7,410	148,206
Instructional Management	-	-	-	-	-	-	-
Deans, Directors & Coordinators	3.00	194,283	117,957	-	-	-	312,240
CFO / Director of Finance	-	-	-	-	-	-	-
Operation / Business Manager	1.00	-	-	-	-	135,822	135,822
Administrative Staff	-	-	-	-	-	-	-
<b>TOTAL ADMINISTRATIVE STAFF</b>	<b>5</b>	<b>277,278</b>	<b>168,347</b>	<b>-</b>	<b>7,410</b>	<b>143,232</b>	<b>596,268</b>

#### INSTRUCTIONAL PERSONNEL COSTS

Teachers - Regular	33.00	1,444,202	876,837	-	-	-	2,321,039
Teachers - SPED	-	-	-	-	-	-	-
Substitute Teachers	-	-	-	-	-	-	-
Teaching Assistants	-	-	-	-	-	-	-
Specialty Teachers	3.00	120,076	72,904	-	-	-	192,980
Aides	-	-	-	-	-	-	-
Therapists & Counselors	4.00	197,792	120,088	-	-	-	317,880
Other	-	80,080	48,620	-	-	-	128,700
<b>TOTAL INSTRUCTIONAL</b>	<b>40</b>	<b>1,842,150</b>	<b>1,118,449</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,960,599</b>

#### NON-INSTRUCTIONAL PERSONNEL COSTS

Nurse	-	-	-	-	-	-	-
Librarian	-	-	-	-	-	-	-

### Assumptions

DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable

List exact titles and staff FTE's ( Full time equivalent)

# Bridge Preparatory Charter School

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Net Income	813,657	616,422	-	(10,199)	(917,235)	502,645
Actual Student Enrollment	140	85				
Total Paid Student Enrollment	140	85				225

### Assumptions

DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable

	REGULAR EDUCATION	PROGRAM SERVICES SPECIAL EDUCATION	OTHER	FUNDRAISING	SUPPORT SERVICES MANAGEMENT & GENERAL	TOTAL
Custodian	-	-	-	-	-	-
Security	-	-	-	-	-	-
Other	7.00	-	-	-	297,800	297,800
<b>TOTAL NON-INSTRUCTIONAL</b>	<b>7</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>297,800</b>	<b>297,800</b>
<b>SUBTOTAL PERSONNEL SERVICE COSTS</b>	<b>52</b>	<b>2,119,429</b>	<b>1,286,796</b>	<b>-</b>	<b>7,410</b>	<b>3,854,667</b>
<b>PAYROLL TAXES AND BENEFITS</b>						
Payroll Taxes	190,749	115,812	-	667	39,693	346,920
Fringe / Employee Benefits	221,277	134,347	-	774	46,046	402,443
Retirement / Pension	42,388	25,736	-	148	8,821	77,093
<b>TOTAL PAYROLL TAXES AND BENEFITS</b>	<b>454,414</b>	<b>275,894</b>	<b>-</b>	<b>1,589</b>	<b>94,559</b>	<b>826,456</b>
<b>TOTAL PERSONNEL SERVICE COSTS</b>	<b>2,573,842</b>	<b>1,562,690</b>	<b>-</b>	<b>8,999</b>	<b>535,591</b>	<b>4,681,123</b>
<b>CONTRACTED SERVICES</b>						
Accounting / Audit	-	-	-	-	99,988	99,988
Legal	-	-	-	-	15,000	15,000
Management Company Fee	-	-	-	-	-	-
Nurse Services	-	-	-	-	-	-
Food Service / School Lunch	-	-	-	-	-	-
Payroll Services	34,464	20,924	-	120	7,172	62,680
Special Ed Services	-	5,000	-	-	-	5,000
Titlement Services (i.e. Title I)	25,511	15,489	-	-	-	41,000
Other Purchased / Professional / Consulting	137,200	83,300	-	-	-	220,500
<b>TOTAL CONTRACTED SERVICES</b>	<b>197,175</b>	<b>124,713</b>	<b>-</b>	<b>120</b>	<b>122,160</b>	<b>444,168</b>
<b>SCHOOL OPERATIONS</b>						
Board Expenses	-	-	-	-	26,000	26,000
Classroom / Teaching Supplies & Materials	36,711	22,289	-	-	-	59,000
Special Ed Supplies & Materials	-	-	-	-	-	-
Textbooks / Workbooks	43,556	26,444	-	-	-	70,000
Supplies & Materials other	-	-	-	-	-	-
Equipment / Furniture	-	-	-	-	-	-
Telephone	-	-	-	-	-	-
Technology	28,622	17,378	-	-	-	46,000
Student Testing & Assessment	9,333	5,667	-	-	-	15,000
Field Trips	11,200	6,800	-	-	-	18,000
Transportation (student)	-	-	-	-	-	-
Student Services - other	76,533	46,467	-	-	-	123,000
Office Expense	56,933	34,567	-	-	-	91,500

# Bridge Preparatory Charter School

## PROJECTED BUDGET FOR 2023-2024

July 1, 2023 to June 30, 2024

Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.

### Assumptions

DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Total Revenue	4,214,162	2,686,014	-	-	-	6,900,176
Total Expenses	3,400,505	2,069,592	-	10,199	917,235	6,397,531
Net Income	813,657	616,422	-	(10,199)	(917,235)	502,645
Actual Student Enrollment	140	85				
Total Paid Student Enrollment	140	85				225

	REGULAR EDUCATION	PROGRAM SERVICES SPECIAL EDUCATION	OTHER	SUPPORT SERVICES FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Staff Development	282,065	171,254	-	986	58,695	513,000
Staff Recruitment	11,200	6,800	-	-	2,000	20,000
Student Recruitment / Marketing	28,000	17,000	-	-	-	45,000
School Meals / Lunch	9,333	5,667	-	-	-	15,000
Travel (Staff)	9,333	5,667	-	-	-	15,000
Fundraising	-	-	-	-	-	-
Other	-	-	-	-	6,000	6,000
<b>TOTAL SCHOOL OPERATIONS</b>	<b>602,821</b>	<b>365,998</b>	<b>-</b>	<b>986</b>	<b>92,695</b>	<b>1,062,500</b>

### FACILITY OPERATION & MAINTENANCE

Insurance	26,667	16,191	-	93	5,549	48,500
Janitorial	-	-	-	-	5,000	5,000
Building and Land Rent / Lease	-	-	-	-	-	-
Repairs & Maintenance	-	-	-	-	35,000	35,000
Equipment / Furniture	-	-	-	-	10,000	10,000
Security	-	-	-	-	-	-
Utilities	-	-	-	-	-	-
<b>TOTAL FACILITY OPERATION &amp; MAINTENANCE</b>	<b>26,667</b>	<b>16,191</b>	<b>-</b>	<b>93</b>	<b>55,549</b>	<b>98,500</b>

### DEPRECIATION & AMORTIZATION

	-	-	-	-	111,240	111,240
<b>DISSOLUTION ESCROW &amp; RESERVES / CONTINGENCY</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

<b>TOTAL EXPENSES</b>	<b>3,400,505</b>	<b>2,069,592</b>	<b>-</b>	<b>10,199</b>	<b>917,235</b>	<b>6,397,531</b>
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<b>NET INCOME</b>	<b>813,657</b>	<b>616,422</b>	<b>-</b>	<b>(10,199)</b>	<b>(917,235)</b>	<b>502,645</b>
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### ENROLLMENT - *School Districts Are Linked To Above Entries*

	REGULAR EDUCATION	SPECIAL EDUCATION	TOTAL ENROLLED
NYCDOE	140	85	225
School District 2 (Enter Name)			-
School District 3 (Enter Name)			-
School District 4 (Enter Name)			-
School District 5 (Enter Name)			-
<b>TOTAL ENROLLMENT</b>	<b>140</b>	<b>85</b>	<b>225</b>

<b>REVENUE PER PUPIL</b>	<b>30,042</b>	<b>31,702</b>	<b>-</b>
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<b>EXPENSES PER PUPIL</b>	<b>24,242</b>	<b>24,427</b>	<b>-</b>
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Check to see if this location for the dissolution escrow is OK; it had to be placed under Cash Flow Adjustment in the renewal application.