

Application: Bridge Preparatory Charter School

2023-2024 Annual Report

Entry 1 – School Information and Cover Page

Completed - Aug 1 2024

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 2023-2024 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, 2024) or you may not be assigned the correct tasks.

BASIC INFORMATION

a. LEGAL SCHOOL NAME (as chartered)

(Select name from the drop down menu)

BRIDGE PREPARATORY CHARTER SCHOOL 800000090253

b. Unofficial or Popular School Name

Bridge Prep

c. CHARTER AUTHORIZER (As of June 30th, 2024)

Please select the correct authorizer as of June 30, 2024 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 2023-2024 School Year

242

j. Total Enrollment on June 30, 2024 - excluding Pre-K program enrollment

235

k. Grades Served

Grades served during the 2023-2024 school year (exclude Pre-K program students):

Responses Selected:

1
2
3
4
5

I. Charter Management Organization/Educational Management Organization

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

No

FACILITIES INFORMATION

m. FACILITIES: Owned, rented, leased to educate students

Will the school maintain or operate multiple sites in 2024-2025?

	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 Served at Site for 2023-2024 School Year (K-5, 6-9, etc.)	Grades to be Served at Site for 2024-2025 school 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, Staten Island, NY 10301	[REDACTED]	NYC CSD 31	1-5	K-5	No

m1a. Please provide the contact information for Site 1.

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Timothy Castanza	Executive Director	718-274-3437	[REDACTED]	[REDACTED]
Operational Leader	Fahron Ebanks	Director of Operations	718-274-3437	[REDACTED]	[REDACTED]
Compliance Contact	Fahron Ebanks	Director of Operations	718-274-3437	[REDACTED]	[REDACTED]
Complaint Contact	Timothy Castanza	Executive Director	718-274-3437	[REDACTED]	[REDACTED]
DASA Coordinator	Tiffani Policastro	Dean of Student Support	718-274-3437		[REDACTED]
Phone Contact for After Hours Emergencies	Timothy Castanza	Executive Director	[REDACTED]		[REDACTED]

m1b. Is site 1 in public space or in private space?

Public Space

m1c. Is site 1 in a co-located or not in a co-located facility?

Responses Selected:

Co-Located with a District School

m1d. 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	N/A	No		No		Yes

n. List of owned, rented, leased facilities not used to educate students and the purpose of each.

Separate by semi-colon (;)

N/A

o1. Total Number of School Calendar Days

183

o2. Total Number of Instructional Hours by Month (Entries are required for all months. Enter a zero for months with no instructional hours.)

January 2024	145
February 2024	112
March 2024	138
April 2024	105
May 2024	152
June 2024	99
July 2023	0
August 2023	0
September 2023	117
October 2023	145
November 2023	138
December 2023	110

CHARTER REVISIONS DURING THE 2023-2024 SCHOOL YEAR

p. Summary of Material and Non-Material Charter Revisions approved or pending in 2023-2024, including updates to the school's board of trustees' bylaws, enrollment policy, discipline policy, or complaint policy.

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

Does the school have any material or non-material revisions approved or pending?

Yes

p2. Summary of Charter Revisions

	Category (Select Best Description)	Specific Revision (150 word limit)	Date Approved by BOT (if applicable)	Date Approved by Authorizer (if applicable)
1	Change in admissions/enrollment policy	We added a lottery weight for ELLs to ensure that we are making progress towards our target of enrollment for ELLs.	5/16/2023	6/10/2024
2	Other	Updated accountability goals	5/16/2023	6/10/2024
3	Change in discipline or code of conduct policy	Updated discipline policy	5/16/2023	6/10/2024
4	Change in Maximum Approved Enrollment	Added kindergarten, increased enrollment from 242 to 272	5/16/2023	6/10/2024
5	Change in organizational structure	Updated organizational chart	5/16/2023	6/10/2024

More revisions to add?

Yes

p2. Summary of Charter Revisions

	Category (Select Best Description)	Specific Revision (150 word limit)	Date Approved by BOT (if applicable)	Date Approved by Authorizer (if applicable)
6	Change in schedule/calendar	BPCS will offer more than 180 days of instruction. Adjusted arrival and dismissal times.	6/20/2023	6/10/2024
7	Change in design or educational program	Updated Key Design Elements	6/20/2023	6/10/2024
8	Change in design or educational program	Updated chartered Educational Plan	6/20/2023	6/10/2024
9				
10				

ATTESTATIONS

q. Name/Position of Person Completing/Submitting the 2023-2024 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	Timothy Castanza
Position	Executive Director
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 7 (Employee Fingerprint Requirements Attestation):

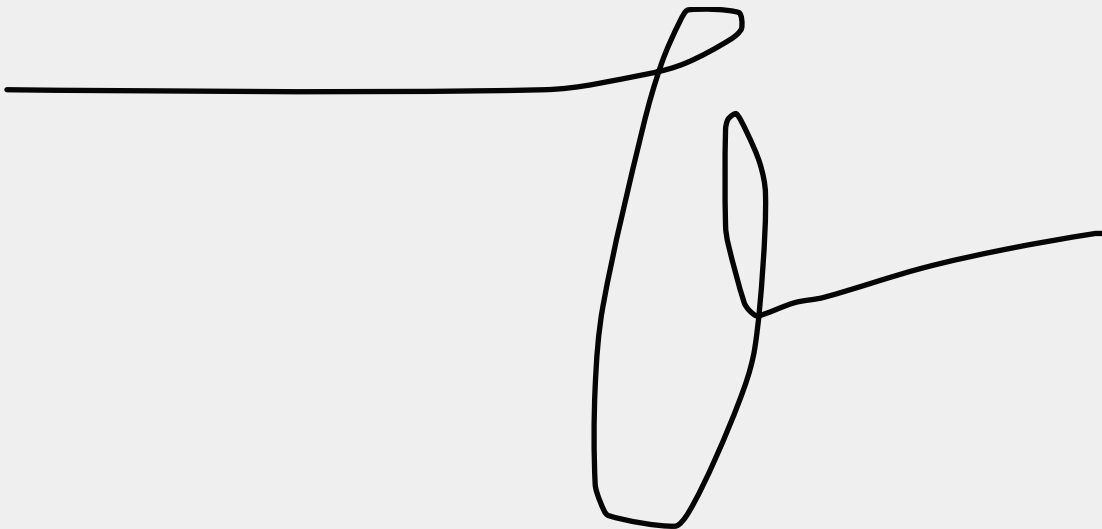
Our E-Signatures (not digital signatures) (Executive Director/School Leader/Head of School and Board President) below attest that our school has reviewed, understands and will comply with the employee clearance and fingerprint requirements as outlined in Entry 7 and found in the [NYSED CSO Fingerprint Clearance Oct 2019 Memo](#). Click [YES](#) to agree.

Responses Selected:

Yes

Signature, Head of Charter School

(If you are not signing the application now, please click "Clear" on both signature fields before saving this task or else the system will return an error.)

A handwritten signature in black ink on a light gray background. The signature is stylized, starting with a horizontal line on the left, followed by a large loop, and ending with a horizontal line on the right.

Signature, President of the Board of Trustees

(If you are not signing the application now, please click "Clear" on both signature fields before saving this task or else the system will return an error.)

A handwritten signature in black ink on a light gray background. The signature is stylized, starting with a large loop on the left, followed by a vertical line, and then a series of connected loops and a long horizontal stroke ending in a small circle.

Date

Aug 1 2024



Thank you.

Entry 2 – Links to Critical Documents on School Website

Completed - Aug 1 2024

Instructions

Required of ALL Charter Schools (Note that SUNY-authorized charter schools are not required to submit item 4: Authorizer-approved Dignity for All Students Act (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. All links must be readily found on the school's website.

1. Current Annual Report (i.e., 2023-2024 Annual Report);[\[1\]](#)
2. Board meeting notices, agendas and documents;
3. New York State School Report Card. This report captures school-level enrollment and demographic information, staff qualifications, electronic student records, and attendance rates, as prescribed by New York State law;[\[2\]](#) (Even if there is no school data yet reported, provide a direct web link to the most recent [New York State School Report Card](#) for the charter school.
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 July 2023 [Emergency Response Plan Memo](#) – Charter Schools Only);
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.)

[2] SRC data is included in the reporting requirements for New York charter schools in 8 NYCRR 119.3.

Entry 2 – Links to Critical Documents on School Website

School Name: Bridge Preparatory Charter School

Required of ALL Charter Schools (Note that SUNY-authorized charter schools are not required to submit item 4: Authorizer-approved Dignity for All Students Act (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. All links must be readily found on the school's website.

[New York State Report Card](#)

[Emergency Response Plan Memo](#)

[NYSED Subject Matter List](#)

	Link to Documents
1. Current Annual Report (i.e., 2023-2024 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. This report captures school-level enrollment and demographic information, staff qualifications, electronic student records, and attendance rates, as prescribed by New York State law; (Even if there is no school data yet reported, provide a direct web link to the most recent New York State School Report Card for the charter school.	https://data.nysed.gov/essa.php?year=2023&instid=8000000090253
4a. Authorizer-approved DASA Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	https://www.bridgeprepcharter.org/community-resources/nysed-reporting
4b. Authorizer-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 – Board of Trustees Disclosure of Financial Interest Form

Completed - Aug 1 2024

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 2023-2024 school year must complete and sign a Trustee [Disclosure of Financial Interest Form](#) due **no later than 11:59 PM on August 1, 2024**. 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 2023-2024 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.

[BPCS Geena Kuriakose 2023-24 Charter School Disclosure of Financial Interest Form](#)

Filename: BPCS_Geena_Kuriakose_2023-24_Chart_UFRhIU9.pdf Size: 561.4 kB

[BPCS Laurel Wedinger-Gyimesi 2023-24 Charter School Disclosure of Financial Interest Form](#)

Filename: BPCS_Laurel_Wedinger-Gyimesi_2023-_tWhDIAK.pdf Size: 562.6 kB

[BPCS Rebecca Peters 2023-24 Charter School Disclosure of Financial Interest Form](#)

Filename: BPCS_Rebecca_Peters_2023-24_Charte_Y4s4eiR.pdf Size: 244.9 kB

[BPCS Traci Frey 2023-24 Charter School Disclosure of Financial Interest Form](#)

Filename: BPCS_Traci_Frey_2023-24_Charter_Sc_3ZxdsQM.pdf Size: 556.3 kB

[BPCS Rose Kerr 2023-24 Charter School Disclosure of Financial Interest Form](#)

Filename: BPCS_Rose_Kerr_2023-24_Charter_Sch_cs6sF7p.pdf Size: 557.1 kB

[AWolkowitz 2023-24 Charter School Disclosure of Financial Interest Form](#)

Filename: AWolkowitz_2023-24_Charter_School_ck2bSzw.pdf Size: 559.0 kB

[M HarmonVaught 2023-24 Charter School Disclosure of Financial Interest Form](#)

Filename: M_HarmonVaught_2023-24_Charter_Sch_44OtDC9.pdf Size: 563.8 kB

[HGore 2023-24 Charter School Disclosure of Financial Interest Form](#)

Filename: HGore_2023-24_Charter_School_Disc_HzvqVHn.pdf Size: 560.5 kB

Filename: MCasale_2023-24_Charter_School_Dis_olob3xz.pdf Size: 560.0 kB

Entry 4 – Board of Trustees Membership Table

Completed - Aug 1 2024

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 4 – Board of Trustees Membership 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.

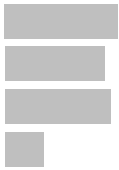
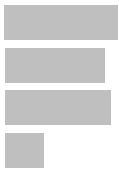
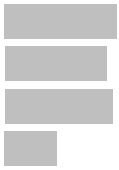
Authorizer:

Who is the authorizer of your charter school?

Board of Regents

1. 2023-2024 Board Member Information (Enter info for each BOT member)

	Voting Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliation (s)	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 2023- 2024
1	Laurel Wedinger-Gyimesi		Chair	Executive Board Development and Governance Finance	Yes	2	7/1/2021	6/30/2024	13 or more
2	Mark Harmon Vaught		Vice Chair	Board Development and Governance ED Support and Evaluation	Yes	1	10/1/2021	6/30/2024	13 or more
3	Maria Casale		Trustee/Member	Academic	Yes	3	7/1/2022	6/30/2025	9
4	Rose Kerr		Trustee/Member	Executive Academic	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	13 or more

				n Academi c Finance					
6	George Winn		Treasure r	Executiv e Finance Board Develop ment & Governance	Yes	2	7/1/2021	6/30/202 4	13 or more
7	Heba Nassef- Gore		Trustee/ Member	Board Develop ment and Governance	Yes	1	8/17/202 2	6/30/202 5	5 or less
8	Amanda Wolkowit z		Trustee/ Member	Finance	Yes	1	8/17/202 2	6/30/202 5	13 or more
9	Becky Peters		Trustee/ Member	Finance	Yes	1	6/20/202 3	6/30/202 6	13 or more

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

Yes

1b. Board Member Information

	Voting Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliation (s)	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 2023-2024
10	Traci Frey		Trustee/ Member	Academic ED Support and Evaluation	Yes	1	6/20/2023	6/30/2026	13 or more
11									
12									
13									
14									
15									

1c. Are there more than 15 members of the Board of Trustees?

No

2. Number of board meetings conducted in 2023-2024

13

3. Number of board meetings scheduled for the 2024-2025 school year

12

4. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

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

a. Total number of Voting Members on June 30, 2024	9
b. Total number of Voting Members added during the 2023-2024 school year	10
c. Total number of Voting Members who left the board during 2023-2024 school year	1
d. Total Maximum Number of Voting Members in 2023-2024; as set by the board in bylaws, resolution, or minutes	15

5. INFORMATION ABOUT NON-VOTING MEMBERS OF THE BOARD OF TRUSTEES (REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED ONLY)

a. Total number of Non-Voting Members on June 30, 2024	0
b. Total number of Non-Voting Members added during the 2023-2024 school year	0
c. Total number of Non-Voting Members who left the board during the 2023-2024 school year	0
d. Total Maximum Number of Non-Voting members in 2023-2024, as set by the board in bylaws, resolution, or minuteset by the board in bylaws, resolution, or minutes	6
e. Board members attending 8 or fewer meetings during 2023-2024	1

Thank you.

Entry 5 – Board Meeting Minutes

Completed - Aug 1 2024

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

Schools must upload a complete set of final monthly board meeting minutes (July 2023-June 2024), which should match the number of meetings held during the 2023-2024 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 **no later than 11:59 PM on August 1, 2024**.

April 2024

Filename: April_2024_FzmDDqG.pdf Size: 452.4 kB

2024 01 04 special meeting - board strategy meeting minutes

Filename: 2024_01_04_special_meeting_-_board_oOCPLYy.pdf Size: 470.0 kB

February 2024

Filename: February_2024_PKTM1EW.pdf Size: 519.7 kB

January 2024

Filename: January_2024_ALBM4MI.pdf Size: 416.9 kB

August 2023

Filename: August_2023_ftRJM6N.pdf Size: 437.7 kB

December 2023

Filename: December_2023_t2DMeOl.pdf Size: 414.6 kB

June 2024

Filename: June_2024_JsAoqJc.pdf Size: 445.9 kB

July 2023

Filename: July_2023_Ilq884y.pdf Size: 490.8 kB

March 2024

Filename: March_2024_zjvCcPn.pdf Size: 434.6 kB

November 2023

Filename: November_2023_i6RKfOv.pdf Size: 408.4 kB

May 2024

Filename: May_2024_z4XLLZr.pdf Size: 459.9 kB

October 2023

Filename: October_2023_qdXQiD9.pdf Size: 486.5 kB

September 2023

Filename: September_2023_uA0svWw.pdf Size: 443.1 kB

Entry 6 – Enrollment & Retention

Completed - Aug 1 2024

Instructions for submitting Enrollment and Retention Efforts

Required of ALL Charter Schools

Describe the good faith efforts the charter school has made in 2023-2024 toward meeting targets to attract and retain the enrollment of Students with Disabilities (SWD), English Language Learner(s) (ELL), 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 2024-2025.

***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 6 – Enrollment and Retention of Special Populations

Good Faith Efforts to Meet Recruitment Targets (Attract)

	Describe Recruitment Efforts in 2023-2024	Describe Recruitment Plans in 2024-2025
Students with Disabilities	BPCS serves a significantly higher population of students than the district, city and state average. The school 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. Our admissions policy allows for a preference for SWDs, specifically those in our target population.	BPCS continues to exceed the district average of SWD. We will continue with our strategies that have worked for the past several years, while also doing new types of recruitment in the district about our mission, the Science of Reading and BPCS' unique academic offering for SWD, through specialized info sessions, presentations and family trainings with our DFCD, DTL, teaching staff and ED.
English Language Learners	During our recruitment outreach to ELL communities, we noted that not having Kindergarten in 2023-2024 put us at a disadvantage, as many ELL students join a program in kindergarten and stay there for the remainder of their education. To address our enrollment of ELLs, we introduced several specific strategies for recruiting ELLs in our first charter term, including: We hosted a Spanish-language version of a popular play on the BPCS campus and invited community members to attend the performance. We initiated a partnership with El Centro del Inmigrante, a community-based organization based on Staten Island, to help us sponsor the play and identify further opportunities for outreach. We believe that this partnership will be a critical recruitment opportunity going	As part of our Charter Renewal BPCS was approved to serve kindergarten, which we believe will help in recruiting ELL families as many ELL students join a program in kindergarten and stay there for the remainder of their education and we anticipate that this will help drive enrollment of ELLs at BPCS. In addition, we were approved to add a lottery weight for ELLs in our next charter term. We plan to continue engaging with local community organizations that support ELL students and families, and build on our existing relationships that have been built over the charter term.

	forward; Our recruitment efforts expanded into additional neighborhoods throughout New York with high populations of ELLs, such as Sunset Park, Dyer Heights and Bay Ridge. These outreach efforts included visits to local establishments and targeted mailings; 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 All BPCS recruitment materials highlight the benefits of our multisensory curriculum and structured literacy approach for ELLs.	
Economically Disadvantaged	Marketing materials describe our school's inclusive model and the support offered by the school, including Connect Saturdays and our athletics programs; Our ED, DCFD and other staff members attend relevant community meetings to distribute marketing materials; and Collaborate with community partners such as: Project Hospitality, the CYO, NYCID, and the NYC DOE.	BPCS continues to exceed the district average of ED students. We will continue with our strategies that have worked for the past several years, while also doing more targeted recruitment in low income communities in the district about our mission and unique school offering, specifically through info sessions with our DCFD, Social Workers and ED.

Good Faith Efforts To Meet Retention Targets

	Describe Retention Efforts in 2023-2024	Describe Retention Plans in 2024-2025
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 dealing with grief, relocation, trauma, and other familial affairs that impact student learning.	In addition to the strategies we are currently seeing successful, given the schools higher than district average in SWD students, BPCS will provide all staff with additional trainings and supports for SWD students, including various professional learning around the Science of Reading and multisensory math instruction, which will support student learning in our ICT classrooms.
English Language Learners	As a school built to support the needs of students with learning differences, many elements of our program also support the retention of ELLs. Every choice we make, in and outside of the classroom, is intended to support at-risk student populations. A BPCS classroom is rooted in multisensory, research-based instructional strategies designed to target the needs of ELLs. Our integrated co-taught classroom model provides small	As we look to increase the number of ELL students served(through recruitment) BPCS will look to hire a dedicated ELL teacher on staff, additional staff members who are bilingual(including a parent coordinator) as well as provide Social Workers and instructional leaders with additional trainings and supports for ELLs.

	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 dealing with grief, relocation, trauma, and other familial affairs that impact student learning.	
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. Given that we have a significant population of ED students, higher than the district average, we have well-developed supports for this group that we continue to implement.	In addition to the strategies we are currently seeing successful, given the schools higher than district average in ED students, BPCS will provide all staff with additional trainings and supports for ED students, including various professional learning around diversity, equity and inclusion.

Entry 7 – Employee Fingerprint Requirements Attestation

Completed - Aug 1 2024

Entry 7 – 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] 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 [NYSED CSO Employee Clearance and Fingerprint Memo](#) or visit the NYSED website at [Who Must Be Fingerprinted Charts](#) for more information regarding who must be fingerprinted. Also see, 8 NYCRR §87.2.

B. Emergency Conditional Clearances

Charter schools are **strongly discouraged** from using the emergency conditional clearance provisions for prospective employees. This is because the school must 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](#).

Attestation

Responses Selected:

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

Entry 8 – Organization Chart

Completed - Aug 1 2024

Instructions

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

Upload the 2023-2024 **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.

SY2324 Organizational Chart

Filename: SY2324_Organizational_Chart.pdf Size: 77.5 kB

Entry 9 – School Calendar

Completed - Aug 1 2024

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 it **no later than 11:59 PM on August 1, 2024**. Charter schools must upload a final school calendar into the portal and may do so at any time but **no later than 11:59 PM on September 16, 2024**.

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.

Sample Calendar:

12 Month Calendar 2021-2022 184 Instructional Days										
July					January (20)					
Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri	
			1	2	3	4	5	6	7	
5	6	7	8	9	10	11	12	13	14	
12	13	14	15	16	17	18	19	20	21	
19	20	21	22	23	24	25	26	27	28	
26	27	28	29	30	31					
August					February (15)					
Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri	
2	3	4	5	6		1	2	3	4	
9	10	11	12	13	7	8	9	10	11	
16	17	18	19	20	14	15	16	17	18	
23	24	25	26	27	21	22	23	24	25	
30	31				28					
September (18)					March (23)					
Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri	
		1	2	3		1	2	3	4	
6	7	8	9	10	7	8	9	10	11	
13	14	15	16	17	14	15	16	17	18	
20	21	22	23	24	21	22	23	24	25	
27	28	29	30		28	29	30	31		
October (20)					April (15)					
Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri	
				1					1	
4	5	6	7	8	4	5	6	7	8	
11	12	13	14	15	11	12	13	14	15	
18	19	20	21	22	18	19	20	21	22	
25	26	27	28	29	25	26	27	28	29	
November (18)					May (21)					
Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri	
1	2	3	4	5	2	3	4	5	6	
8	9	10	11	12	9	10	11	12	13	
15	16	17	18	19	16	17	18	19	20	
22	23	24	25	26	23	24	25	26	27	
29	30				30	31				
December (17)					June (17)					
Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri	
		1	2	3			1	2	3	
6	7	8	9	10	6	7	8	9	10	
13	14	15	16	17	13	14	15	16	17	
20	21	22	23	24	20	21	22	23	24	
27	28	29	30	31	27	28	29	30		
Staff Report - August 23rd Early Dismissal Days Holiday/Recess (No Students or Staff) Superintendent's Conference Day (No School for Students) Regents and School-level Exams September 8, 2021 All Grade Levels Report June 24, 2022 - Last Day of School										

[SY2425 BPCS School Calendar](#)

Filename: SY2425_BPCS_School_Calendar.pdf Size: 99.8 kB

Entry 10 – Faculty/Staff Roster Template

Completed - Aug 1 2024

INSTRUCTIONS

Required of Regents, NYCDOE, and Buffalo BOE-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 2023-2024 school year).

Use of the 2023-2024 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

Annual Report Faculty Staff Roster 2024

Filename: Annual_Report_Faculty_Staff_Roster_2024.xlsx Size: 24.7 kB

Entry 11 – Progress Toward Goals

Completed - Oct 31 2024

Instructions

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

SUNY-authorized charter schools must download an Accountability Plan Progress Report template at [Accountability Plan Progress Report](#). After completing, SUNY-authorized charter schools must upload the document into the Annual Report Portal, and into the SUNY Epicenter document management system **no later than 11:59 PM on September 16, 2024**.

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 11:59 PM on November 1, 2024.**

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

Entry 11 – 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, 2024.

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, 2024.**

2023-2024 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	75% of all students will increase their score on MAP Growth Reading and math assessments, from one trimester to the next.	NWEA Map Assessment	Met	
Academic Goal 2	Each year, 75% of students in non-NYS testing grades, who have been enrolled at BPCS for at least two years, will be proficient on their final MAP Reading and math assessment.	NWEA Map Assessment	Met	
Academic Goal 3	Each year, 75% of students, who have been enrolled at BPCS for at least two years, will be proficient on their final MAP Reading and math assessment.	NWEA Map Assessment	Met	
Academic Goal 4	Each Year, 85% of students, in each grade, will perform at proficiency on their Summative Science Investigation Portfolio, according	School-based rubric	Met	

	to a differentiated, school-created rubric, aligned to NYS Next Generation Science Standards.			
Academic Goal 5	Each Year, 85% of students, in each grade, will perform at proficiency on their Summative Social Studies Portfolio, according to a differentiated, school-created rubric, aligned to NYS Social Studies Framework.	School-based rubric	Met	
Academic Goal 6	Performance Framework: NYS Aggregate ELA Test Proficiency- School Level	NYS ELA Assessment	Not Met	BPCS has a dedicated Speech and Language on staff who will support our teachers and the agency SLPs who provide students with their mandated speech services, with strategies and interventions to support oral language development skills. Average class sizes at BPCS remain smaller than those at other elementary schools in our district. The structure of our neurodiverse integrated classrooms allows various members of our instructional team— teachers,

service providers, and social workers—to work in each content period with groups of students and directly collaborate to use their specific areas of expertise. This means that each class is staffed by multiple instructional team members at a given time, resulting in a teacher-student ratio that is significantly lower than traditional elementary schools. In the 2024-2025 school year, BPCS will look to further reduce class size as a means to increase individualized instruction. We are continuing to increase our capacity for serving the needs of at-risk students with the addition of the Dean of Student Support in addition to the 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); only 19 schools nationwide have this

				accreditation. We have also expanded our Instructional Support Team with two Instructional Coaches. In the 2024-25 school, BPCS will look to restructure and refine academic leadership structures and policies to drive teacher effectiveness.
Academic Goal 7	Performance Framework: NYS Aggregate math Test Proficiency- School Level	NYS Math Assessment	Not Met	Average class sizes at BPCS remain smaller than those at other elementary schools in our district. The structure of our neurodiverse integrated classrooms allows various members of our instructional team— teachers, service providers, and social workers—to work in each content period with groups of students and directly collaborate to use their specific areas of expertise. This means that each class is staffed by multiple instructional team members at a given time, resulting in a teacher-student ratio that is significantly lower than traditional elementary schools.

				In the 2024-2025 school year, BPCS will look to further reduce class size as a means to increase individualized instruction. We are continuing to increase our capacity for serving the needs of at-risk students with the addition of the Dean of Student Support. We have also expanded our Instructional Support Team with two Instructional Coaches. In the 2024-25 school, BPCS will look to restructure and refine academic leadership structures and policies to drive teacher effectiveness.
Academic Goal 8	Performance Framework: ESEA Accountability Designation	NYSED ESEA Accountability Designation	Met	
Academic Goal 9	Performance Framework: Comparative Proficiency	NYSED Similar Schools Comparison	Unable to Assess	Per the recent NYSED Renewal Report from June 2024, this section of the Renewal was labeled N/A by NYSED.
Academic Goal 10	Performance Framework: Subgroup School Level Proficiency	NYSED ELA and Math assessments	Not Met	BPCS has a dedicated Speech and Language on staff who will support our teachers and the

agency SLPs who provide students with their mandated speech services, with strategies and interventions to support oral language development skills. Average class sizes at BPCS remain smaller than those at other elementary schools in our district. The structure of our neurodiverse integrated classrooms allows various members of our instructional team— teachers, service providers, and social workers— to work in each content period with groups of students and directly collaborate to use their specific areas of expertise. This means that each class is staffed by multiple instructional team members at a given time, resulting in a teacher-student ratio that is significantly lower than traditional elementary schools. In the 2024-2025 school year, BPCS will look to further reduce class size as a means to increase individualized

				instruction. We are continuing to increase our capacity for serving the needs of at-risk students with the addition of the Dean of Student Support in addition to the 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); only 19 schools nationwide have this accreditation. We have also expanded our Instructional Support Team with two Instructional Coaches. In the 2024-25 school, BPCS will look to restructure and refine academic leadership structures and policies to drive teacher effectiveness.
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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.	Student attendance data	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 attendance rate at school- sponsored events	Family surveys; School sponsored events Attendance and participation at schoolwide events; participation in school surveys	Partially Met	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, so the "annual" part of the goal was not met; the increased parent involvement portion of the goal was met.
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	Met	
Org Goal 8	Each year, BPCS will retain 90% of administrative, instructional and operational staff members who received positive	-EOY evaluations; staff retention process	Met	

	end of year evaluations, in order to provide continuity in success for all of our students			
Org Goal 9	Each year, BPCS will enroll and maintain cohorts of students equal to our projections	Enrollment and admissions data	Met	
Org Goal 10	Each year, BPCS will meet our prescribed enrollment and retention targets, established by the Board of Regents	Enrollment and admissions data	Partially Met	We exceeded prescribed enrollment and retention targets for 2/3 subgroups (SWD and ED) and did not meet the target for ELL. The school worked with community partners and BOT members on identify specific recruitment strategies including expanding the target areas into neighborhoods we did not historically recruit in and re-focusing our messaging to families of ELL students in recruitment.
Org Goal 11				
Org Goal 12				
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.	YSED 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 12 – Audited Financial Statements

Completed - Oct 29 2024

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 11:59 PM on November 1, 2024**. 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 11:59 PM on November 1, 2024**. 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 2024 but will be identified as a required task thereafter and due on November 1, 2024. This is a required task, and it is marked optional for administrative purposes only.

BRIDGE PREPARATORY CHARTER SCHOOL - 06

Filename: BRIDGE_PREPARATORY_CHARTER_SCHOOL__w0zqEAh.pdf Size: 747.7 kB

Entry 12b – Audited Financial Report Template (BOR)

Completed - Oct 29 2024

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 [2023-2024 Annual Reports](#) webpage. Upload the completed file in Excel format and submit **no later than 11:59 PM on November 1, 2024**.

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

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

BPCS audited-financial-report-template-nysed-for-ar-2023-24

Filename: BPCS_audited-financial-report-tem_DJto8Ks.xlsx Size: 73.5 kB

Entry 12c – Additional Financial Documents

Completed - Oct 29 2024

Regents, NYCDOE and Buffalo BOE authorized schools must upload financial documents and submit **no later than 11:59 PM on November 1, 2024**. 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 Jun24

Filename: BPCS_479_Jun24.pdf Size: 18.8 kB

Entry 12d – Financial Contact Information

Completed - Aug 1 2024

Regents, NYCDOE, and Buffalo BOE authorized schools should enter financial contact information directly into the form within the portal **no later than 11:59 PM on November 1, 2024.**

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			5

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				6

Entry 13 – Fiscal Year 2024-2025 Budget

Completed - Oct 29 2024

SUNY-authorized charter schools should download the [2024-2025 Budget and Quarterly Report Template and the 2024-2025 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 no later than 11:59 PM on November 1, 2024.**

Regents, NYCDOE, and Buffalo BOE authorized charter schools should upload a copy of the school's FY25 Budget using the [2024-2025 Budget Template](#) into the Annual Report Portal or from the Annual Report website. **Due no later than 11:59 PM on November 1, 2024.**

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 Final2024-2025ARBudgetTemplate \(6](#)

Filename: BPCS_Final2024-2025ARBudgetTempla_KFTFKYm.xlsx **Size:** 183.2 kB

Optional Additional Documents to Upload (BOR)

Incomplete

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

Trustee Name:

Geena Kuriakose

Name of Charter School Education Corporation:

Bridge Prep

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 of Academic Committee
Member of Finance Committee

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

☐ Yes ☒ No

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

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

☒ Yes ☐ No

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

My nephew will be a student at BPCS in Fall 2024. There is no feasible way for the student to benefit from my participation on the Board.

-

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:

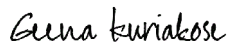
[REDACTED]

Home Telephone:

[REDACTED]

Home Address:

[REDACTED]

DocuSigned by:

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6/27/2024

Signature

Date

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

Trustee Name:

Laurel Wedinger-Gyimesi

Name of Charter School Education Corporation:

Bridge Prep 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; 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:

Business Address:

E-mail Address:

[REDACTED]

Home Telephone:

[REDACTED]

Home Address:

[REDACTED]

DocuSigned by:

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6/26/2024

Signature

Date

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- Digitally certified PDF signature
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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.).

Treasurer

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.

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:

Business Address:

E-mail Address:

Home Telephone:

Home Address:

7/18/24

Signature

Date

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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.).

Co-chair of Academic Committee

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:

Business Address:

E-mail Address:

[REDACTED]

Home Telephone:

[REDACTED]

Home Address:

[REDACTED]

DocuSigned by:

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6/26/2024

Signature

Date

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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 Prep Charter School

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

Founding Chair, Board member, co-chair Academic Committee

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:

Business Address:

E-mail Address:

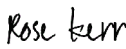
[REDACTED]

Home Telephone:

[REDACTED]

Home Address:

[REDACTED]

DocuSigned by:

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6/27/2024

Signature

Date

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last revised 04/2022

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

Trustee Name:

Amanda Wolkowitz

Name of Charter School Education Corporation:

Bridge Prep Charter School

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

Parent representative

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

☐ Yes ☒ No

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

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

☒ Yes ☐ No

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

My son is entering the 4th grade at Bridge Prep Charter School

-

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:

Business Address:

E-mail Address:

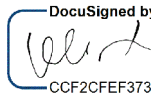
[REDACTED]

Home Telephone:

[REDACTED]

Home Address:

[REDACTED]

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7/2/2024

Signature

Date

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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; CHAIR, ED SUPPORT AND EVALUATION COMMITTEE; MEMBER, BOARD DEVELOPMENT AND GOVERNANCE COMMITTEE

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:

[REDACTED]

E-mail Address:

[REDACTED]

Home Telephone:

[REDACTED]

Home Address:

[REDACTED]

DocuSigned by:

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7/6/2024

Signature

Date

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- 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 N. Gore

Name of Charter School Education Corporation:

Bridge Prep Charter School

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

Chair, Governance Committee

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:

Business Address:

E-mail Address:

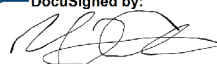
[REDACTED]

Home Telephone:

[REDACTED]

Home Address:

[REDACTED]

DocuSigned by:

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7/7/2024

Signature

Date

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- 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 Prep

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

Founding Board of Trustee, Executive Committee Member, Academic Committee co-chair, and 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:

[REDACTED]

E-mail Address:

[REDACTED]

Home Telephone:

[REDACTED]

Home Address:

[REDACTED]

DocuSigned by:
Maria Casale
753FEDD117F74B1...

7/31/2024

Signature

Date

Acceptable signature formats include:

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

last revised 04/2022

APPROVED



Bridge Preparatory Charter School

Minutes

Board Meeting

Date and Time

Tuesday April 16, 2024 at 7:00 PM

Location

Bridge Preparatory Charter School
715 Ocean Terrace
Building A - Atrium (Main Floor)
Staten Island, NY 10301

600 Commodore Court
Philadelphia, PA 19146

557 5th st #3
Brooklyn, NY 11215

1960 Broadway
Lake Buena Vista, FL 32830

142 Joralemon Street
Brooklyn, NY 11201

201 Pondfield Rd
Bronxville NY 10708

Trustees Present

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

Trustees Absent

M. Casale

Ex Officio Members Present

T. Castanza

Non Voting Members Present

T. Castanza

Guests Present

C. Volpe (remote), K. Baldassano (remote), N. DeStefano, R. Illuzzi, Tara Gore (remote)

I. Opening Items

A. Record Attendance

As per Public Officers Law, Article 7, § 103-a (*Videoconferencing by public bodies*) although board members Geena Kuriakose, George Winn, Mark Harmon-Vaught, Traci Frey and Becky Peters 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 Apr 16, 2024 at 7:02 PM.

C. Welcome from Chair

L. Gyimesi introduced Nicole De Stefano, a new proposed trustee who has agreed to join the board and is here as our guest tonight; in addition, we have Dr. Tara Gore who is also interested in joining our board. Dr. Gore is a neuropsychologist and an adjunct professor at Fordham University. We've been providing her some information and Dr. Gore is interested in participating in our *Academic Committee*. She's attending the meeting tonight via Zoom. L. Gyimesi thanked everyone for all the hard work that they do. It's a beautiful evening and there are many things going on in the school tonight, so let's just start the meeting.

D. Approve Minutes of March Board Meeting

G. Kuriakose made a motion to approve the minutes from Board Meeting on 03-19-24.

G. Kuriakose stated if there is no objection, the motion to approve the minutes of the 03-19-24 board 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.

II. Committee Updates

A. Finance Committee

G. Winn gave the following report of the topics covered at the *Finance Committee* meeting of April 15th:

- The school's annual **FEDERAL TAX RETURN** was filed within a week of our last meeting, when the board reviewed and approved a draft of the tax documents; the tax return was submitted well ahead of the May 15th deadline, so thank you for that.
- We discussed implementation of our **CASH MANAGEMENT STRATEGY**, looking at where the cash is arrayed and where we still have the opportunity to consciously think about balances that are still high, particularly those that exceed the \$250,000 FDIC insured limit. Some of the higher balances associated with those accounts might be better placed in higher-yielding vehicles; we're moving forward with that. We're also working on tightening up the accounts receiving monies from the state. That is still a work in progress.
- We looked at the **SCHOOL BUDGET** for next year and different sections being proposed/contemplated by the *Academic Committee* regarding hiring needs, class size and programs. The staffing side is becoming clearer for the board to consider; there is a component of the staff compensation structure that we should look at and pick up the conversation the board had last July. We're looking at strategy with the Executive Director and as ideas become more solidified from the administrative team, the board will be able to consider the proposals.

B. Academic Committee

T. Frey gave the following summary of the topics covered at the Academic Committee meeting on April 9th, (*C. Volpe and T. Castanza will give further details*):

- **STANDARDIZED TESTING** and the process for the ELA exam just ended, although there may be some makeups pending. The Science exam is after return from Spring Recess and the Math exam is in May.
- T. Castanza will share an update on the **NYSED CHARTER RENEWAL PROCESS** and any response to the letter that we sent pointing out 28 instances of factual errors in the NYSED report.
- The **SUNY MIDDLE SCHOOL CHARTER APPLICATION** public hearing was April 2nd; thank you to those who were there and testified at that hearing.
- We discussed an update on **ENROLLMENT AND ADMISSIONS LOTTERY**; T. Castanza will go into more details on the number of students.
- Budgeted **STAFFING RECOMMENDATIONS** were discussed and T. Castanza will share the specifics on those positions. If anyone has questions about the rationale as to why we think these positions are needed or not needed, we welcome that conversation.

- We talked about the results of the **IXL DIAGNOSTIC** to get a snapshot of Math data for last minute needs before May's Math exam; overall we saw growth since the December snapshot; 1st grade is doing phenomenally; 4th grade is the weakest with the fewest students on or above grade level.
- Next year's **SCHOOL CALENDAR** was reviewed and we may have more flexibility in scheduling next year's state assessments.
- **STAFF RETENTION** and where we are with **TEACHER OBSERVATIONS**; we are sending out an intent-to-return letter to all staff in early May. We talked about which staff members are up for non-renewal. One is on a PIP and making good progress. The other one, not so much, so we will schedule a 2nd formal observation for her in May to see if she has made any progress.

C. Volpe offered the following further details:

- **STATE ASSESSMENTS**: As it stands, we did not complete ELA testing for all students yet; we did finish the 3rd and 4th grade ELA testing, which went well. We are starting the 5th grade ELA in two sessions tomorrow and Thursday with a computer-based test. Logistically we have many students with many different accommodations and we're trying to be thorough about making sure that each student is in the right group. It's been challenging, but we're doing well. We still have some makeups to do. We have a break over Spring Recess and will give the 5th grade Science exam when school resumes on May 3rd; the Math exams will be given May 7th - May 10th for 3rd, 4th and 5th graders. Hopefully all our make up tests will be completed by the end of that week and then everything can get sent where it needs to go.
- **IXL DIAGNOSTIC** is a platform that we use for student individualized progress and achievement; it is personalized learning which is tailored to each student's needs which generates different kinds of questions based on where students are at. It's used as a tool for instruction, but it's also used as a tool for assessment. We did an IXL diagnostic snapshot in December and then again just before testing in April and the trends we are seeing in our MAP data and Acadience data are across all areas. Our 1st grade is showing phenomenal growth, and the proficiency rate of our 1st grade has really jumped. We identified 4th grade as a grade that's has needs and we are addressing them in different ways with support. IXL is really useful for teachers pushing our Math exams to get a good look at what students know and what they still need to learn prior to the test. We are doing this IXL assessment now so that teachers have a few more weeks to assign things to get students really prepared for the Math test. G. Winn commented that IXL is a wonderful product in terms of how it really drills down to the individual student for the data-driven instruction that NYSED is looking for and it also aligns with the textbook. C. Volpe added that it aligns with the MAP scores too so we can connect the Map scores with the IXL and students can get individualized assignments based on their specific needs. It's a huge resource for us.

C. Board Development & Governance Committee

L. Gyimesi gave the following update on the *Board Development & Governance Committee*:

- **PROPOSED BYLAWS AMENDMENTS:** At the last Governance meeting we discussed possible amendments to our bylaws based on a discussion we'd been having about whether or not we can create a co-chair model. The amendments would include that model but not eliminate any positions. All it does is allow for that circumstance. The amended section is about 2 pages long but are not going to be voted on tonight. We just want to add them to the agenda so everyone can review them and we can vote at our next board meeting. The bylaws sections are just the sections to amend with that co-chair model. We want the ability to have a co-chair position in the future if that is the way the board chooses to divide up the trustees' responsibilities and methodologies; each co-chair could be in charge of certain committees; also how to deal with any future co-chair disagreements. If anyone has any comments or ideas, call me or email me any time.
- **TRUSTEE RECRUITMENT CAMPAIGN;** After talking with the Executive Director, we are planning on launching a board member recruitment campaign this week through the Advance's Staten Island Live website; we're looking for more trustees to help fill out the board a little, and provide more help. Even if we don't decide we need more trustees, we can fill in some additional committee members with people that have certain abilities and talents. We're going to put that out online this week and will post an email address for responses from people who are interested. Hopefully we'll have a good response, and if not, we can try something else. Three board members will be leaving at the end of June due to term limits, leaving us with only 6 remaining trustees. We have 2 new potential board members: Nicole DeStefano and Dr. Tara Gore, and they will give us 8 board members beginning July.
- **CHARTER RENEWAL:** As board members are aware, we shared the NYSED draft report and assessment and we are not happy with it at all. We went through the report and had a very limited time period to respond - only 4 days. We worked hard with our consultants, board members and the Executive Director because we wanted to respond in a very guided way regarding factual problems with NYSED's draft report. We reviewed the report and found errors and factual inconsistencies that we felt were important to dispute. We drafted a letter that went to Dr. Long at NYSED pointing out that we are unhappy with the inaccuracies and problems in the NYSED report. She responded that they take this seriously too. We have not heard further and NYSED's final report is not public yet. We are not on the Board of Regents' April agenda for a vote on our charter renewal. We expect to be on their May agenda, which is probably the first week in May. The timing is tight on all of this and if we get a NYSED response, we will let everyone know. If we receive NYSED's final report without any changes or corrections, it becomes a public document and we can thereafter also post our corrective response which also becomes public. But let's see what the final NYSED report says.
- **SUNY MIDDLE SCHOOL CHARTER APPLICATION:** We have not heard anything further from SUNY since the public hearing. We did have good attendance at the hearing with many parents of graduating students voicing their support for us, which was nice.

- **INCREASING ENROLLMENT:** We received a letter from NYSED that deals with admissions. NYSED has not yet approved increased enrollment for schools that asked for increased enrollment, but everyone knew the admission lotteries were coming up. NYCED says we can recruit students for any requested additional seats but they won't guarantee that the seats will be made available. So we decided before the lottery not to recruit for Kindergarten, which is the class that we asked to open up in the Fall. We're not going to recruit for 30 Kindergarten students only to later tell the parents of those children that we don't actually have a seat for their child. We also asked for expansion of other grades and that's something that E.D. is thinking about. But T. Castanza can speak about this in more detail in his Executive Director report.

A question and answer session followed.

III. Report of Executive Director

A. Executive Director Update

T. Castanza gave the following update:

- **ENROLLMENT EXPANSION:** We are one of many schools that submitted a request for expansion as part of our renewal application, whether that's individual grade expansion or enrollment expansion. NYSED knew that admission lotteries would be happening soon, and said they didn't want to delay that process, so schools can feel free to offer the expanded seats, but those seats are dependent on the Board of Regents' approval, which might not be until their May 6th or May 7th meeting. Which means that families offered those seats in our April lottery might have to be told later that the seats are not actually available and they are going back on the "wait list". We are not comfortable doing this, so we decided not to open up Kindergarten level classes for the Fall because that itself would be a whole other recruitment process. After discussion with the board's Finance Committee and Academic Committee, when we make decisions around class size and sections, we do it very deliberately and thoughtfully, acknowledging that the admissions recruitment process and acceptance and the lottery are very fluid processes that update by the minute; we have a school enrollment team in the building that gives enrollment updates 3 times a day while we're trying to make decisions on budgeting, staffing and space.
- **CHARTER RENEWAL:** There is really not much to say about that while we wait for NYSED to respond. We are currently in an in-between phase.
- **SUNY MIDDLE SCHOOL APPLICATION:** Today we hosted a visitor, Natasha Cherry-Perez (*Director of Special Projects*) of the state-wide NY Charter School Center, who was at our SUNY charter hearing and who is very supportive of our school; she can't understand why there is any question about the good work we do here and she asked what she could do to help. We talked about the SUNY and NYSED charter processes and she requested on behalf of the NY Charter School Center that Bridge Prep consider expansion outside of NYC where there is no charter cap. This is not something that we could do right now, but it's good to know that there

are always pathways forward for us. If we continue to be really thoughtful and mindful and not rush into things, we'll be able to support students wherever we are.

- **ADMISSIONS:** We had a successful in-person randomized admission lottery; about 165 applications for grades 1-5; our new digital student recruitment has been very successful and we will get a briefing from Staten Island Digital Media to see how many applications were due to the digital ads. Our total school enrollment is 240 and we expect to receive more applications through the summer months. We have approximately 60 available seats in all grades 1-5 and over 70 children on our "wait list" for admission. The wait list is kept open through February, so any registered student who leaves prior to February their vacant seat can be filled by a child from the wait list. There are less available seats offered in the upper grades: 15 first grade acceptances; 15 second grade acceptances; 14 third grade acceptances; 8 fourth grade acceptances; 4 fifth grade acceptances= 56 total acceptances so far. We are monitoring those numbers closely. We also have a significant increase in the number of English Language Learners that have applied, 8 ELL applicants so the our budget now has a specific budget line for an ENL teacher. Usually we go from two sections of 2nd grade to a programmed three sections of 3rd grade to accommodate the additional number of 3rd grade students. We discussed an increase in class section count (specifically for 4th grade) in the *Finance Committee* meeting because an increase in section count can result from an increased head count. We're going to budget for an additional section for 4th grade but will open only one section of 1st grade with 18 first grade students enrolled. We are aiming towards having between 17-19 students and 2 teachers per classroom across all grades. Our wait list is predominantly 3rd, 4th, and 5th grade students with 4th grade particularly high. That is because dyslexia and other learning differences become apparent by the second grade, and many parents realize that their child has a learning problem by the end of the 2nd grade, going into 3rd grade. In 1st grade there is still a big question as to whether their child has learning differences or whether they're educationally slower than others due to maturation. The final class section count will be determined over the summer. Our registration process will be during the second week in May; after registration, we can do rostering, programming, teacher assignments, and look at classroom space.

A question and answer session followed regarding ELL students mandated services, IEPs for ELLs, staffing requirements for ELLs, how to increase 1st grade enrollment, possible Kindergarten classes, possible middle school classes, how the wait list process works and other admission/registration/enrollment topics.

- **STAFFING RECOMMENDATIONS:** A one-page listing of the staffing recommendations for next year will be shared with the board members to review prior to the May board meeting; the listing will show the staff positions going in, how it's funded and the rationale, so that the board can review it at their leisure and bring any questions to the May board meeting.
- **NEXT YEAR'S SCHOOL CALENDAR:** Needs board approval and he would like to present it at the May board meeting instead of June meeting; we finalized it last week after the *Academic Committee* gave their feedback on the testing window for NYS

assessments; now that it is complete, we want to give it to families before they leave school in June for summer vacation; DoE already posted their calendar for 2024-2025.

- **IMMERSION PROGRAMS:** Spring Recess starts next week and our immersion programs begin when we get back the first week of May; this is the first time we're doing those and we're very much looking forward to them; many will be held outdoors; we'll be taking pictures, good videos and detailed notes to see if this is something that we can onboard and do ourselves as opposed to contracting out in the future.

IV. Family Association

A. Family Association Update

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

- Crazy **BAKE SALE** today to support the school's annual event - this year's event will be a Cornhole competition. The Bake Sale proceeds went to buy items for basket auctions and more. This was probably the craziest bake sale we've ever had at Bridge Prep. We had cupcakes and frosting. It was just so much fun and everyone had a good time.
- As soon as we get back from Spring break we have our **PLANT SALE** scheduled for May 1st and May 2nd, both after lunch into dismissal so that parents that pick up their children could also shop our Plant Sale. We didn't have it last year because the weather was just awful and the plant selection was no good. I'm was excited to see a lot of kids who asked for it last year. So we're bringing it back this year.
- Also at the end of May we have our sliming of the Executive Director as a **READ-A-THON Prize**. He doesn't look excited, but I promise you he's so excited.
- We always do something fun for our kids and a little bit of fun for our staff so we're doing a **ROCK/PAPER/SCISSORS TOURNAMENT**. We have 36 spots, first-come, first-served to participate. Players are paired up in teams like basketball brackets as players move along and the ultimate winner gets to pick something from our Wikipedia store, which is school apparel as a grand prize. The kids are excited about it. The kids are taking the state tests and you know they are anxious. We're just trying to keep it fun and keep it light for the kids.
- We're also working on the **5TH GRADE YEARBOOK**. We offer walkthrough tutorials at our Family Association meetings to help parents design a yearbook ad or to personalize a yearbook.
- **FAMILY ASSOCIATION OFFICERS ELECTIONS** are on May 1st when we get back from Spring break and I will keep you all posted. Enjoy the beautiful weather.

V. Other Business

A. New Business

R. Kerr wants to remind everyone that we still have 2 full months of school left in this school year, and it's very crucial that everyone does not go into summer mode now, no matter how easy that could be. That means students as well as teachers; this is a crucial time post-test for staff to start looking at our student's articulation needs for their next grade. So she'll just leave it at that because at the end of March it begins and it goes through April. We have to keep our finger on the pulse of things because 2 1/2 full months is a lot of school time.

R. Kerr had the task of sending a gift on behalf of Bridge Prep to Mary Petrone's family for the loss of her daughter, Diana. Mary Petrone helped us with her educational experience as a member of our staff in our founding years; she tragically lost her daughter Diana and took on responsibility for her grandchild Sophia, and we sent her a \$100 gift certificate for her grandchild. Here is Mary Petrone's response to our gift:

Dear Bridge Prep School Community,

Thank you all for your kindness and thoughtful gift. I'll be sure to let Sophia know of your concern for her and for us. Grateful to have you think of us,.

Regards,

Mary Patron

R. Kerr wanted to read that into the record to let everyone know. We wish Mary Petrone all the best.

T. Castanza reminds the board members that they will be getting a formal invitation to the 5th Grade Graduation Ceremony scheduled for June 13th at 4:00 PM at the St. George Theatre; they will also get an invitation to our fundraising event this year, a Cornhole Tournament on June 1st from 12:00 PM to 4:00 PM at Nansen's Lodge. Board members are also invited to our end of year awards for staff that are usually given out at our Red & Blue Dinner, however this year the Red & Blue Dinner is merging with the post graduation celebration so rather than having 2 very similar events we're going to have 1 event immediately after graduation at Beso restaurant, which is located near the St. George Theatre. The honorees will be given their awards at the graduation ceremony this year and then we'll celebrate them along with the staff after graduation at Beso. We'll email you the names of the honorees so you know who they are. This year we anticipate the Shield of Bridge Prep award, which is our highest award, will be given to a non-staff member for the first time.

C. Volpe added that we received another Summer Boost award, so we are able to increase the number of seats being offered to students; we received a really nice response from parents, and we may even offer seats to our incoming students. The program has expanded from past years, and we have 55 seats open. Depending on whether we fill them all, it would be about \$100,000 grant from the Bloomberg Foundation.

VI. Closing Items

A.

Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:59 PM.

Respectfully Submitted,
K. Baldassano

APPROVED



Bridge Preparatory Charter School

Minutes

Special Meeting - Board Strategy Meeting

Date and Time

Thursday January 4, 2024 at 5:00 PM

Location

Bridge Preparatory Charter School

715 Ocean Terrace

Staten Island, NY

600 Commodore Court

2620

Philadelphia, PA 19146

814 Route 9W

Grandview on Hudson, NY

51 Ionia Avenue

Staten Island, NY 10312

300 Cromwell Avenue

Staten Island, NY

201 Pondfield Road,

Bronxville, NY 10708

557 5th st #3

Brooklyn, NY 11215

517 Dimmock Board

Otis, MA 01253

<https://us02web.zoom.us/j/7872944585?pwd=VzF6Y1luK3dwVVV4NG9lbWVzRzI2dz09&omn=88392586639>

Meeting ID: 787 294 4585

Passcode: 965225

or Dial In: 646 931 3860

Trustees Present

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

Trustees Absent

H. Nassef-Gore

Ex Officio Members Present

T. Castanza

Non Voting Members Present

T. Castanza

Guests Present

K. Baldassano (remote)

I. Opening Items

A. Record Attendance

As per Public Officers Law, Article 7, § 103-a (*Videoconferencing by public bodies*) although board members Laurel Gyimesi, Mark Harmon-Vaught, Maria Casale, Rose Kerr, George Winn, Rebecca Peters, and Geena Kuriakose 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 to order on Thursday Jan 4, 2024 at 5:08 PM.

II. Board Strategy Session

A.

Charter Availability

L. Gyimesi gave a quick welcome and said that we have two topics to discuss on this agenda:

- A letter of intent and application for one of the SUNY "zombie" charters just released; these are NYC school charters that were issued to schools that have since closed; those charters are being made available again to applicants within NYC; they released 9 zombie charters. We can consider applying for one of those charters, either for a middle school on Staten Island or perhaps a school in another borough. The timeline to apply (with a letter of intent) is January 11th, and the application deadline is February 8th. So we don't have much time to decide. T. Costanza will go into further details regarding this.
- The second topic we need to discuss today is a potential real estate/property investment opportunity; do we want to explore that possibility and do we give our Executive Director. T. Castanza authorization to pursue that opportunity. We will not discuss property details, only the concept.

She then gave the floor to T. Castanza to discuss "zombie charters".

- T. Castanza gave an overview of zombie charters, how they occurred and what is being done about them now. There is a statutory limit on the number of charter schools that can open in New York City – the cap currently stands at 50. There are currently 0 new charters left to be issued in NYC, so applying for one of the zombie charters is the only way to open a NYC charter school and stay within the charter cap. This is a unique opportunity.
- The zombie charters will be authorized by SUNY. Our current Bridge Prep charter is authorized by NYSED. He has done some preliminary analysis of the data released by SUNY and we can consider applying for a stand-alone elementary school similar to Bridge Prep in another location or a middle school here on Staten Island. Those are the 2 options for us to consider.
- We have been learning about the charter school SUNY authorization process, which is significantly different from the NYSED authorization process with which we are familiar. There is a method by which 2 schools with 2 different authorizers can be merged into 1 entity under a single authorizer. So, if we were approved to open a SUNY charter middle school for grades 6-8, we could pursue merging our existing elementary school with the middle school into a single K-8 charter school under SUNY authorization. We are not the only NYSED charter school applying for zombie charter. We know that parents want us to open a middle school and this opportunity to expand our elementary school will be rare.
- The deadline for the letter of intent is next week but is a simple form that can be completed within a couple of hours. The RFP for the actual application (due Feb 8th) is more complicated. The SUNY authorization decisions are expected to happen before the end of this school year (June 2024) with the opening of the new SUNY charters to be September 2025. We would need the assistance in

completing the application by a company like Pasek Consulting that can quickly turn-around elements of the application for us by the deadline of February 8th. The large financial section of the application can be completed for us by BoostEd, which is familiar with SUNY charter schools financial documentation.

- SUNY is very clear on how they rate charter schools with a system of 39 points. We already know there is demand for a dyslexic middle school on Staten Island, and parent surveys make that clear; we also know we would have no trouble filling the seats of a middle school. We believe that Success Academy will also be applying for a zombie charter on Staten Island, but no existing Staten Island school will be applying for a zombie charter, other than our school.

A question and answer session followed:

1. Where would we obtain seed money for opening a new charter school? Will ask Josh Moreau at BoostEd about whether our current school budget can be used for financing any of this process. Would we be eligible for a charter school CSP grant that supports the startup of newly authorized charter schools, if we are awarded one of the zombie charters? ~ Yes
2. Would a public hearing be necessary prior to applying for the new SUNY charter? ~ No.
3. Would we need to wait for a review cycle or renewal cycle prior to merging 2 charter schools? ~ *Unknown, but probably not.*
4. Why not consider expanding into a middle school/high school for grades 6-12? ~ *It is more complex to do that and SUNY might prefer that we don't appear to over-extend, but we can ask Pasek if it is feasible to add grades 9-12 at a future point.*
5. Can we come up with a middle school design that meets our mission by Feb. 8th? ~ *We think yes.*
6. Could we open another elementary school on Staten Island under a SUNY zombie charter? ~ *We might have trouble filling up all the seats of 2 elementary schools in our own borough.*
7. Can we expand our current elementary school into a middle school under our current NYSED charter? ~ *Probably not, at least for the next 5 years; NYSED hasn't even approved adding Kindergarten classes.*
8. Is it worth giving up this rare opportunity for a SUNY zombie charter to wait and see if NYSED will let us expand into middle school under our current NYSED charter? ~ *Board members believe that will take too long and this opportunity to expand into middle school within a year is too good to pass up and is exactly what parents want us to do.*
9. Can Pasek Consulting help us with the SUNY charter application - since much of the new SUNY application is similar to our renewal application and information can be carried over from that document created with Pasek? ~ *T. Castanza will speak to Pasek and ask if they can help us. Pasek has better working connections with SUNY than with NYSED.* The application section that we need help with is the

middle school academic programming component and our board members and E.D. will work as a team to design that.

10. Do we need to notify NYSED that we are going to apply for a SUNY zombie charter for middle school? ~ *Out of courtesy, we will tell NYSED when the chance arises, but T. Castanza already spoke to Board of Regents member Dr. Christine Cea this week and they discussed the existing demand for a Bridge Prep middle school and he mentioned that we are considering applying for one of the SUNY zombie charters being released this month; Dr. Cea agreed that we should consider applying.*
11. Will we need to list a location for the new charter school when applying for the zombie charter? ~ *No, the application doesn't require an actual location, just whether you will have private space or not, and we will say that we are exploring all options for space.*
12. What information will be necessary regarding management team for the new school, since this will be a separate company from our current school? ~ *The current Bridge Prep Board of Trustees will be the Founding Team for the new school, but will we include some of our current staff? Do we have to name the School Leader? We don't know yet, and will have to ask Pasek.*

L. Gyimesi stated that it seems clear that the board members have a strong interest in going forward with a letter of intent and SUNY zombie charter application for a middle school, grades 6-8 as the goal.

B. Vote on Applying for a SUNY Charter School

L. Gyimesi made a motion to to complete and submit the SUNY charter intent to apply form and thereafter a SUNY charter application for a new charter school on Staten Island.

M. Harmon-Vaught seconded the motion.

The board shows interest in applying for a SUNY charter for a middle school (grades 6-8) on Staten Island.

L. Gyimesi asked the board if there was any interest in establishing an elementary charter school in another borough, but there was no interest.

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

Roll Call

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

III. Land Acquisition

A. Possible Land/Real Estate Acquisition

T. Castanza stated that there is news recently about the St. John's University Staten Island campus being for sale; he has been doing due diligence to see if it would be viable for Bridge Prep to explore it as a private space option for our school. The size of the campus is 16.5 acres with 10 academic and administrative buildings. He believes that we will need more space in the future and would like to continue exploring this matter and include Josh Moreau of BoostEd, who has experience with this type of charter school transaction.

Details and options are still unknown and there is much that cannot be discussed at this time; also a discussion of this topic might require the board to enter into closed *Executive Session* under Public Officers Law, Article 7, §105 (h).

IV. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:35 PM.

Respectfully Submitted,
G. Kuriakose

APPROVED



Bridge Preparatory Charter School

Minutes

Board Meeting

Date and Time

Tuesday February 27, 2024 at 7:00 PM

Location

Bridge Preparatory Charter School
715 Ocean Terrace
Building A - Atrium (Main Floor)
Staten Island, NY 10301

600 Commodore Court
Philadelphia PA 19146.

557 5th St #3
Brooklyn, NY 12215

201 Pondfield Road
Bronxville, NY 10708

142 Joralemon Street
Brooklyn, NY 11201

300 S. Sykes Creek Pkwy
Merritt Island, FL 32952

300 Cromwell Avenue
Staten Island, NY

Trustees Present

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

Trustees Absent

None

Ex Officio Members Present

T. Castanza

Non Voting Members Present

T. Castanza

Guests Present

C. Volpe (remote), K. Baldassano (remote)

I. Opening Items

A. Record Attendance

Board members Rose Kerr, Mark Harmon-Vaught, George Winn and Rebecca Peters are present via video conference from locations posted on the public meeting notice/agenda and open to the public (*as per Public Officers Law, Article 7, § 103-a Videoconferencing by public bodies*). Therefore they are considered present for purposes of quorum and permitted to vote.

QUORUM IS MET.

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 27, 2024 at 7:01 PM.

C. Welcome from Chair

L. Gyimesi welcomed everyone; and thanked them for attending. We are coming off of a much-needed break which was hopefully relaxing and enjoyable and getting ready for the last push through the rest of the school year. Let's just move forward for that.

D. Approve Minutes of Board Meeting on 1/4/24

G. Kuriakose made a motion to approve the minutes from Special Meeting - Board Strategy Meeting on 01-04-24.

G. Kuriakose stated if there is no objection, the motion to approve the minutes of the 01-04-24 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.

E. Approve Minutes from Board meeting 1/23/24

G. Kuriakose made a motion to approve the minutes from Board Meeting on 01-23-24.

G. Kuriakose stated if there is no objection, the motion to approve the minutes of the 01-23-24 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.

II. Committee Updates

A. Finance Committee

G. Winn gave the following report on the *Finance Committee* meeting of February 26th:

- **CASH MANAGEMENT PLAN:** We caught up on the implementation of the cash management plan, which is still forthcoming. T. Castanza is working on that with both Fiduciary Trust and JP Morgan Chase. Approximately \$1.5 million will be going into each of those managers.
- **BUDGET:** We also talked a little bit about scheduling our budget conversation as we go forward so that we again reach our goal of filing the budget with NYSED at the end of June. And we can expect that some of the work regarding a salary plan will be done earlier this year to enable our management team to have conversations with staff as they move into the Spring and we finalize that portion of the budget.
- **TAXES & VENDORS:** T. Castanza is working with our tax preparers through BoostED to look at vendor relationships see what we want to do as we go forward. We have worked in the past with CPAs Schall & Ashenfarb, now reorganized under the name Sax, LLP (accountants) and we will look at that relationship as we review other contracts. We file our taxes on extension because nonprofits' taxes are due the 15th day of the 5th month following our fiscal year close (June 30th); so our taxes must be filed by November 15th; working backwards, our upload of the tax forms to NYSED is May 15th so we need to finalize the tax documents in April. We should have drafts completed in March, but since we have different staff working on this and our accountants have reorganized, we'll see how the timing goes.
- **CONTRACTS:** All committees that have contracts specific to the focus of their committees need to be mindful about those contracts and their renewal dates. Notably those that have automatic renewal if we don't advise within 30, 60 or 90 days.
- **JANUARY FINANCIAL REPORT FROM BoostED:** Was not included in tonight's agenda, but will be emailed to the board this week; there was nothing of significance in the report.
- **BUDGET REFRESH:** One of the exercises we're doing is discovering at mid-year the reasons why any budget changes have been made and whether we're ahead or behind in terms of expense projections from last June - and to bring those to the attention of the board. It marks where we are midway through our spend-year.

T. Castanza added that we're doing budget prep to get ready for the budget season, and we're so close to well-oiled machine status at this point that we're actually able to look at the budget from a targeted needs-based perspective - very different than in years past. Additions that we're thinking about adding into the budget are based on our experiences over the last 5 years and we're adapting to the research and growing needs. The Academic Committee will need to talk about potential new instructional positions then build that out. Our timeline is going to work really well for us this year.

The next Finance Committee Meeting will be held on March 18th at 3:45 PM.

B. Academic Committee

T. Frey stated the following topics were covered at the *Academic Committee* meeting on February 13th: Midterm check-ins; tiered levels of support for teachers and students; teacher observations; update on new Math Coach and professional development. C. Volpe will give further details; she then gave the floor to C. Volpe.

C. Volpe offered the following details on topics discussed at the *Academic Committee* meeting:

- **MIDTERM CHECK-INS:** She held midterm check-ins individually with all the teachers. She and E.D. reviewed 3 points of data for the teachers: 1. Classroom data based on the MAP; 2. Teacher attendance and 3. Teacher observations. They tiered each teacher by levels of support based on those 3 data points. She met with each teacher and shared those 3 points of data with them. Then they discussed how to use MAP to drive instruction and how to promote goal setting for their students. She shared what the support would look like and where they are in the tier. Also during her check-in meetings, they talked about looking at the data and some of the trends that they're seeing and why they felt some of the data was either good or not what they had hoped it would be. Also looked at the things they've implemented and will share those findings with the other teachers i.e., planning. According to detected trends, teachers who plan together have better data. We'll be sharing that with the staff.
- **PERFORMANCE IMPROVEMENT PLAN (PIP):** Four teachers were given a PIP (*Performance Improvement Plan*). She will meet with those teachers weekly and bi-weekly as well as doing inter-class visitations and bringing the Math Coach and C. Otterbeck in for heavy loads of support.
- **PROFESSIONAL DEVELOPMENT:** Regarding professional development, there will be a virtual professional development session on Friday with one of the representatives from MAP along with our Data Team and some identified teachers. They will specifically focus on goal-setting and what that looks like in the classroom. Also Ms. Cook, one of the lead support teachers for special education, will be holding a small group meeting with some identified teachers to focus on how to incentivize students to do their best on MAP, when to schedule it and how to administer it effectively.

- **MOCK TESTING:** Was completed in early January. Our 5th graders will be taking a computer-based state test and we were able to practice with a simulation; it was great for the administrative team to work through some kinks; special ed accommodations look very different on computer-based testing than paper-based testing. We did paper-based mock testing with our 3rd & 4th graders. Teachers learned a lot from that experience not only administratively, but about the kinds of questions that are going to be asked and the kinds of questions students are struggling with. Teachers are adjusting their instruction based on some of those outcomes.
- **MATH COACH:** Our new Math Coach, previously a classroom teacher, Ms. Ramirez has jumped right into the role, supporting staff, developing weekly Math data so the teachers can have a their data aligned weekly, checking on kids and adjusting accordingly; we're been getting a lot of positive feedback from her support. The Math Coach will also be creating a weekly grade-wide assessment that will be administered to students.
- **TEACHER OBSERVATIONS:** C. Volpe and T. Castanza have started on the Spring formal observations and informal observations; they intend to have these all completed by the end of April.

Question & answer session with C. Volpe followed:

Q: Has there been consideration for a model classroom to be set up? For teachers to go in and observe teachers that work well?

A: Yes that is what is being done - especially with the teachers that are on a PIP - she is identifying specific areas of weakness where they need support and then going into identified classrooms with that specific lens. So for some, it is what co-teaching looks like and looking at model classrooms; for others it's about classroom management; for others it's around questioning technique.

Q: Will there be a look at the mock test results this time or will there will be another mock test to look at trends in our student's achievement?

A: We have results of the 3rd & 4th grade paper-based mock test because we actually have the test. It was based on last year's state test. Teachers are looking at the 3rd & 4th grade test data, and they're adjusting their instruction based on what they're seeing. However, for the 5th grade computer-based mock test, we don't get that data; it's a simulation from the state and was absolutely solely for administration purposes. But teachers were monitoring students by walking around and could see the bulk of the questions and where students were struggling.

In addition, we just finalized that we are starting a Saturday Academy. It will be a 5-Saturday program for students on the cusp of state assessments results of level 2 to 3 or level 3 to 4.

Q: Have we ordered the Rally!Education software that simulates computer-based testing?

A: Yes, it was ordered, but it has not yet arrived, and C. Volpe is still waiting for her login. Hopefully it will be ready to go in the next few weeks. We'll work heavily with it in our Saturday Academy, but we'll also be using it after-school programs and in the classrooms.

Q: How did mock testing go with the 5th graders on computers, as opposed to the paper-testing of the 3rd & 4th graders? Recognizing that the 5th graders are older, but what about endurance or ease of taking the exam? Was there any difference?

A: C. Volpe did ask the 5th graders how they felt about the test and the majority actually liked working on a computer. And it was so much easier to administer the computer-based tests. The students will probably do fine, especially that they already use the Keyboarding Without Tears program in STEM, so they're getting used to actually doing extended responses on the computers in the classrooms.

Q: How are the modifications being adjusted for kids with disabilities with the online programming? Is there speech to text applications? Are there timed applications where kids get extended time? These are modifications that we need to make sure are being respected across the system.

A: We're working with the CSE to identify where those changes have to be in place; text to speech, would be test-read. Some of them do have human reader and we have to abide by that; there's a lot of logistics involved with that. However, they made it easy because the students' accommodations are met on the computer. But we have to actually program the accommodations into the system prior to testing. Then the students have a screen toolbar, and everything is already there on the toolbar. Teachers are showing students how to use that. And there are no time limits on the test so that's an accommodation for everybody.

Q: If a parent requests paper-based testing to be placed on a child's IEP, would that be an accommodation?

A: The CSE is trying to clarify if that can be an accommodation; on one state document it does mention paper-based testing accommodation, but in the document's appendix it does not list paper-based testing as an accommodation.

Q: Was this a full scale computer-test simulation, an entire full test, or was it a shortened modified test? If modified, we have no real way of knowing if the students have the stamina or ability to get through an entire full computer-based test.

A: It was a modified test, but we're hoping once the Rally!Education software program arrives, that it will be helpful for us to work with students and build up that stamina.

Next Academic Committee Meeting will be held on March 12th at 8:30 AM.

C. Board Development & Governance Committee

L. Gyimesi gave the following report on the *Board Development & Governance Committee* meeting of February 19th, followed by M. Harmon-Vaught presenting the Board Survey results:

- **BYLAWS REVIEW:** We're going to look at the bylaws again and if anybody has seen anything in the bylaws that they want to add or bring to our attention that should be addressed, please do so. We will review the bylaws and present any revisions to the board for a vote.
- **BOARD DEVELOPMENT:** Board development is something that we really need to focus on. We may have one new person interested in joining the board, but we have to work on making sure we fill in all the gaps for the people that are exiting and keep building our board stronger so there's less work on more hands. She then gave the floor to M. Harmon-Vaught.

M. Harmon-Vaught said his colleague at Wagner College, Nicole DeStefano, is very interested in becoming a member of our Board of Trustees. She is *Director of Development and External Relations* for Wagner College and wanted to attend tonight's board meeting but is out of town. She has experience in community relations, grant work, fundraising and many skills that can be helpful to our board.

He then explained the purpose of the *Board Assessment Survey*:

- It is an annual survey within Board-on-Track based on best practice in Charter School Board Governance
- Provides a year-over-year comparison to track our growth
- Helps us identify strengths and areas for improvement
- Rates us on a 5-point scale across several domains and overall
- This year we had 100% board participation
- Self-reported; these findings are important but we need to look at other data points

He then presented the survey results via charts indicating this year, our board:

Scored Highest Level 5's in Board Meetings, Board Structures, Finance and Academic Oversight

Scored Level 4's in Board Composition, Board Goals & Accountability and Executive Director Support & Evaluation

Scored Level 2 in Board Recruitment

Scored Level 1 in Board Development

Giving our board an overall score of Level 4 (ADVANCED)

Board recruitment requires continued focus, especially in pipeline development. We need to home in a little more specifically on board recruitment. We know that that we have some very essential people who are rolling off the board due to term limits this year; we really need to concentrate on several key areas. One thing we need to focus on is how we build our capacity on the board and develop our applicant pipeline. This year we need to think very intentionally about this work. And invite greater participation from all trustees, but also from the school and from community partners in building our board capacity. When we met with NYSED earlier this year at their charter renewal visit they were very impressed with the board's presence, engagement, level of knowledge and expertise. We really hope to sustain that even though some of our founding trustees and long-time members are leaving the board.

Discussion followed regarding creating a recruitment plan; whether our recruitment levels are lower than they should be due to NYSED Charter Office's inability to process board member applicants in a timely manner; what recruitment ideas have already been tried and didn't work; what can be done in the next few months before 3 of the board members leave in June 2024; what board committees will need focus when the 3 members leave; what the school's community outreach and networking can do to help; many suggestions and ideas were discussed.

The next Board Development & Governance Committee Meeting will be March 12th at 4 PM.

III. Report of Executive Director

A. Executive Director Update

T. Castanza gave the following Executive Director update:

- **ADMISSIONS UPDATE:** We're getting applications and we haven't even done our big push of outreach yet, which is a good sign. That means that the 50 applications we've received have come to us purely by direct referral or are returning applicants; this year we looked at the students that applied last year that were wait-listed, but never admitted and we re-engaged those students; some families think that because they applied one time, they automatically get rolled into the next admissions period, which is not the case, so we are re-contacting them. We held a virtual open house on a recent snow day that was well attended by 10 families; we held an in-person open house at the school and had 6 families attend. We have 3 more in-person events scheduled in the month of March. We've also started to schedule events for after the admissions lottery. We expect to get applications in April and May, so we want to get ahead of the process and bring people into the building and answer their questions so if they do want to apply and get added to our wait-list they can do it right away. We want to start registration a little bit earlier this year. We're getting ready to do a direct mass-mailing with Vanguard and SchoolMint which is always our biggest draw and we anticipate applications to significantly increase after the mailers goes out. SchoolMint will also be doing a social media campaign for us. Once we do our social media posting, it will be then blasted out through the Staten Island Advance Media Group.
- **ADMISSIONS LOTTERY:** We are going to need to hold a lottery for seats in at least 4 of our 5 grades. We are seeing a larger number of early childhood applications for 1st grade and 2nd grade. We received 3 phone calls this week about registrations for Kindergarten, so there is a demand for Kindergarten seats, which we don't offer yet. Last year we had a lull in 1st grade applicants but had a large number of 4th grade and 5th grade applicants. We will have a more accurate admissions update in March, bringing us closer to our April 3rd lottery.
- **DYSLEXIA AWARENESS DAY** in Albany is March 14th; we're meeting as a team tomorrow to talk about the staff and student presence; if we have enough students we will try to get a bus for students and families who wish to come.
- **SCIENCE OF READING CENTER** opened at SUNY New Paltz; they're offering a new micro credential in the *Fundamentals of the Science of Reading*; it's an online asynchronous course that anyone can take. For the first 5,000 or 7,000 applicants, it only costs \$50. It gives teachers 35 CTLE (*Continuing Teacher & Leader Education*) hours, it's online and fully self-paced. They offer a new class every month; the course

takes 7 weeks to complete; it's something that we could explore as part of our summer professional development program for our teachers.

- **STAFF HIRING UPDATE:** We were able to fill the position of Math Coach and we backfilled the teaching position with a new teacher; she's doing great and adapting well into the new classroom. We also have a teacher vacancy that just occurred for someone that is pursuing a different career path; we support her and wish her well. We've immediately begun the process to look for a backfill for that for that position; we're taking an existing teacher that's here on the same grade level and moving her into that classroom right away. That will leave a vacancy in her classroom, but we have a new candidate that we've hired that's going to be coming in. The situation caused a lot of moving pieces. We're happy with where we landed the new staff member that we have coming on. We sent a letter home to families today about the teachers' changes.
- **ESSA ACCOUNTABILITY STATUS:** *Every Student Succeeds Act* (ESSA) accountability statuses are out for schools; we're happy to report that our school remains in good standing, now called local support and improvement in the new guidelines - which is actually good. So our status has remained the same although local support and improvement is a new term.
- **CHARTER RENEWAL UPDATE:** Nothing from NYSED yet; the Regents are meeting again in mid-March, so we may hear something then. We have not heard from Regent Cea since speaking to her in January. T. Castanza was also able to speak with *NYS Education Commissioner* Dr. Betty Rosa and shared our NYSED feedback with her as well as David Frank, of the NYSED Charter School Office. We told them about our experience with the charter renewal visit and some of the questions that we had about the process. Commissioner Rosa actually did ask if we took her advice and she said she can't wait till we get Kindergarten. We're in a holding pattern right now, which is frustrating.
- **SUNY CHARTER APPLICATION UPDATE:** We applied for one of the "zombie" charters through SUNY and our application was submitted prior to the deadline due to the hard work of Nora at Pasek Consulting and our team, Fahron, RoseMarie, Laurel, Traci and Rose and everyone that really helped with this. We submitted everything they requested and the process for submitting through SUNY was a far superior experience compared to NYSED. We won't get a decision from SUNY until the end of April or early May; T. Castanza will keep the board updated if he hears anything official from NYSED or SUNY.

IV. Family Association

A. Family Association Update

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

- **READ-A-THON:** This Friday kicks off our 2nd annual Read-a-Thon; last year's was phenomenal but we decided to do a little different take on it this year; last year we focused on the monetary part of it and this year we are focusing more on the reading

part of it; obviously we're still taking donations and any donations are welcome but we're focusing on the number of minutes read. We did a little spin on Monopoly, called Readopoly; each student will receive what looks like a Monopoly board and each game space has different challenges such as read with a friend, read to a pet or a toy, read a book about a superhero or princess. For every space that the students check off during a 15-day period, they get a certain amount of tickets and the tickets can be used for different prizes - anything from lunch with E.D. to an Amazon gift card. There are also school-wide prizes depending on the numbers of books the entire school reads. We are filming a fun, cheesy and over-exaggerated video of the teachers and staff promoting reading just to get people really interested in it. When finished we send the video out for everyone to see.

- **CEC 31 MEMBERSHIP:** A. Wolkowitz just accepted the District 75 seat on the District 31 CEC (Community Education Council), an unpaid job on the CEC. That's what we're here for.

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 8:10 PM.

Respectfully Submitted,
K. Baldassano

APPROVED



Bridge Preparatory Charter School

Minutes

Board Meeting

Date and Time

Tuesday January 23, 2024 at 7:00 PM

Location

Bridge Preparatory Charter School
715 Ocean Terrace
Building A - Atrium (Main Floor)
Staten Island, NY 10301

557 5th st #3
Brooklyn, NY 11215

1 campus road
Staten Island, NY 10301

16 Sagamore Road
Bronxville, NY 10708

300 Cromwell Avenue
Staten Island, NY

142 Joralemon Street
Brooklyn, NY 11201

300 S. Sykes Creek Pkwy
Merritt Island, FL 32952

Hi all,

Please review the minutes from the last meeting and send requests for changes to the Secretary in writing 48 hours before the meeting so that we can make any necessary adjustments.

Thank you,

Trustees Present

A. Wolkowitz, G. Kuriakose (remote), L. Gyimesi, M. Harmon-Vaught, R. Kerr (remote), R. Peters (remote), T. Frey

Trustees Absent

M. Casale

Ex Officio Members Present

T. Castanza

Non Voting Members Present

T. Castanza

Guests Present

Francesca DiCanio-Trombetta (remote), G. Winn (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 Tuesday Jan 23, 2024 at 7:03 PM.

C. Welcome from Chair

L. Gyimesi thanked everyone for attending and wished all a belated Happy New Year. She thanked the board members for their work with the school.

D. Approve Minutes of Board Meeting on 12/19/23

G. Kuriakose made a motion to approve the minutes from Board Meeting on 12-19-23.

G. Kuriakose stated if there is no objection, the motion to approve the minutes of the 12-19-23 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.

II. Votes

A.

Vote to approve contract for School Mint

G. Kuriakose made a motion to approve a 12-month contract for digital advertising services from SchoolMint Inc. as presented to the board.

M. Harmon-Vaught seconded the motion.

T. Castanza explained that SchoolMint will produce content about Bridge Prep Charter School that can be shared in print or digital media; they will create advertisements, brochures, promotional materials and forms in both English and other languages to help us with student and staff recruitment. Our school will own any content they create. They will not duplicate material created by SI Advance Media Group, and the two companies will work in different aspects of our media outreach.

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

III. Committee Updates

A. Academic Committee

T. Frey gave the following update on the topics discussed at the last *Academic Committee* meeting on January 17th:

- **Mid-Year MAP Data** - structures for reviewing data and what to do with that information; suggested protocols for staff to use as they're looking at this data and breaking it down
- **Role of Math Coach**
- **Teacher Observations** - how many are completed and how many still need to be completed; how the administrative team is using that information to drive professional learning for staff
- **Summary of Professional Development Day** - which was held on January 16th
- **Curriculum Accommodation (CAP) Plan**
- **Results of the Teacher Focus Group**

Executive Director, T. Castanza will give further details during his E.D. update later in tonight's meeting.

The next Academic Committee Meeting will be February 13th at 8:30 AM.

B. Finance Committee

G. Winn gave the following report on the *Finance Committee* meeting held on January 22nd:

- **Upcoming Committee Meetings & Budget Planning** - we reviewed the upcoming meeting dates and talked about how to plan our *Finance Committee* meetings to obtain a completed budget by the June 30th submission deadline. At the May board meeting, the board will vote on the budget, so it needs to be presented to the board prior to May; we are working backwards through the committee meeting dates to plan for a timely budget review and vote.

- **Budgeting for Staffing** - one of the biggest components of budget planning is staffing; what does the growth and development of staff look like? We need to be very conscious of how we compete in the market. We hope to come back to the board with more information on this topic at upcoming board meetings no later than March. It will be useful for us as we look at where we want to go strategically. The other items the committee discussed were already covered tonight, such as the SchoolMint contract just voted on.
- **Cash Management Strategy** - we are also in the process of implementing the strategy that we discussed at our last meeting; E.D. is working on plan with 2 entities; he's working with BoostEd to get that done and we expect that to be completed in the next 3 weeks.
- **Spring Programming** - E.D. is still working on Spring programming and curriculum
- **Future Finance Committee Meetings** - the timing of future committee meetings have been adjusted and the new dates are posted online in the Board-on-Track calendar; essentially meetings will be monthly on Mondays at 3:45 PM-4:45 PM

Next Finance Committee Meeting will be February 26th at 3:45 PM.

C. Board Development & Governance Committee

L. Gyimesi gave the following *Board Development & Governance Committee* report:

- **Resignation of H. Nassef-Gore** - chair of this committee, H. Nassef-Gore has stepped down as a trustee; she has a very full plate and she just didn't feel like she could complete the term and do the job that she wanted to do. And in light of that, L. Gyimesi will be in charge of this committee through the rest of this school year. After that, there'll be a new term of officers and she's sure that they can find somebody to handle the job.
- **Annual Board Survey** - M. Harmon-Vaught was very helpful in distributing the annual board survey which all the trustees should have received. If we can get them back right away maybe at our next meeting we will be able to review the data from the survey results.
- **Possible New Board Members** - we have some very significant prospects wanting to join the board; there are 3 or 4 people that have an interest in joining, which would be very helpful to round out the board and provide plenty of board members for next year.
- **Bylaws Review** - by February, March at the latest. she will review the bylaws again; perhaps someone else would also like to look at the bylaws to see if there's anything that needs revision.

IV. Report of Executive Director

A. Executive Director Update

T. Castanza gave the following Executive Director update:

- **MAP Data** - as T. Frey mentioned, we discussed mid-year MAP data at the *Academic Committee* meeting; prior to that committee meeting, C. Volpe and E.D. sat down and took a deep look at the data; They compared what they saw in the data, and discussed what do we ultimately want to use and how do we want to use this data; what do we want to communicate when we have conversations with teachers? What will teachers take away from the data? C. Volpe had initial conversations with the staff during our professional learning day around broader trends from this data. And we think that there needs to be a deeper dive with individual teachers into the data to support individual teachers and classrooms based on what the data is telling us, using the resources that we have and potentially some new resources to ultimately see improvement in outcomes.
- **ELA & Math Data Charts** - T. Castanza presented ELA and Math MAP data charts, indicating RIT scores and Proficiency scores from beginning-of-year (BOY) to Middle-of-Year (MOY). These charts show individual class growth, no/growth or decline in RIT scores and Proficiency scores for both ELA and Math. One chart indicates which classes are designated as no concerns, concerns, significant concerns or action required based on the MAP data. Other charts indicate which classes declined in RIT scores & proficiency, had no growth in RIT scores & proficiency or showed growth in RIT scores & proficiency. Some students will be recommended to a *Planning and Placement Team* (PPT) for support if they show a lack of progress; our students always show less proficiency compared to other students. T. Castanza explained the multiple charts and a question and answer session followed. He said we have a couple of months before the New York State assessments to dive in and find the areas and classes that need very deliberate support. We need to see what the students are not getting or maybe what standards they're not understanding. Do students understand the importance of the state tests? NYS tests need to be understood by students. The problem may be that some assessments that are being used are not necessarily aligned to standards; or to the types of questions using the same language that the MAP assessment or the NYS assessments are using; part of it is getting students familiar with the language, because it's a comprehension exam just as much as a knowledge exam and we have students that have trouble with comprehension.
- **New Support Structure** - as part of a newer support structure, there's going to be a weekly *Academic Leadership Team* meeting now; E.D. will be joining C. Volpe and Ms. Otterbeck and the instructional coaches to not only talk about the data, but also what they're seeing in observations and what support is being put in place based on those observations; how do we track and monitor the data for individual students going forward. Teacher preparation and teacher development is key as well as for students. We have a new Math Coach and will hire a part-time Literacy Coach, Ms. Otterbeck will oversee the coaches. This will allow C. Volpe to be in the classrooms on a daily basis doing informal observations. He thanked those on the board that have already helped work through this process and specifically the *Academic Committee* which has been very helpful.

- **Admissions Update** - we launched recruitment in January and our online application went live; we have 35 student applications already, including 13 first grade applications and we've even had inquiries about Kindergarten seats. Vanguard will be doing a direct mailing as they've done in the past, but can be a little more strategic now; we want to recruit ELL students and Vanguard can potentially create a non-English language mailer. We have reached out to some local community organizations about having a table at their events, particularly in the Spanish-speaking communities. We are also acquiring social media promotions with *SI Advance Media Group* and *SchoolMint*.

V. Other Business

A. New Business

L. Gyimesi reminded everyone that the board voted at the January 4th *Strategy Session Meeting* to apply to SUNY for a middle school charter. We submitted a *Letter of Intent* to SUNY to apply and the charter application is due on February 8th to open a middle school. Everyone is working on the application; if anybody has any time that they want to devote to that, let her know. There's lots of application sections to fill out. She sent out a full *Request for Information* (RFI) to all the board members, for anyone interested in in being on the middle school Board of Trustees; please get that back to her or forward it directly to Nora at *Pasek Consulting*, which is helping us with the SUNY application.

T. Castanza added that during the next 2 weeks, prior to our SUNY application submission, he will be contacting and meeting with local politicians and elected officials to garner support for our middle school expansion. It looks like we will be able to obtain a comprehensive letter from the local officials supporting us, which can be submitted with our SUNY charter application. He also reached out the the Community Education Council (CEC) for District 31 and he will be presenting at their February 5th CEC meeting to obtain their feedback and to discuss Bridge Prep and the science of reading. He will be sharing information about the SUNY middle school expansion with the Bridge Prep staff on Thursday and with the families of our school. The potential opening of the Bridge Prep middle school would be in Fall 2025. Public surveys will be going out to families to prove the demand is there for a middle school. We are doing a dedicated email blast through SI Parent about our potential middle school expansion, which should get us many responses of support. We are also adding a feedback section to our website, thanks to F. Ebanks. SUNY requests documentation that applicants sought feedback on a proposal, and proof that there is community interest and support. We only have about 2 weeks to gather and submit our proofs of support with our SUNY application, so we will be very busy. He thanked everyone for being such a good resource and helping with this process.

L. Gyimesi stated that she is meeting this Thursday with Pasek Consulting regarding the SUNY application, and anyone else is welcome to join.

VI. Family Association

A.

Family Association Update

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

- **Valentine's Day Grams** for Valentine's Day; last year we did 12 roses this year we're doing candy kebabs that we assemble ourselves. Parents can send them to their students, or to staff members. We don't offer a student-to-student option.
- **Show the Love Month** - school-wide in February; we will be offering a Bake Sale.
- **Cups of Kindness Coffee Cup Sleeves** - around Valentine's Day we have the students create cups of kindness coffee sleeves; we partner with a local coffee shop to give us their paper coffee cup sleeves, which our students decorate with words or pictures of kindness and happiness. Then the coffee shop leaves those sleeves on the counter for customers to take. We hope to partner with Beans & Leaves Café and a local Starbucks this year.
- **Dream Cake Sale** - will be offered in the Spring; it was a big hit last year.
- **Family Association Annual Fundraiser** is being discussed now; to be announced, hopefully sooner than later.

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 8:16 PM.

Respectfully Submitted,
K. Baldassano

Documents used during the meeting

- Student Data- Fall to Winter.pdf

APPROVED



Bridge Preparatory Charter School

Minutes

Board Meeting

Date and Time

Tuesday August 1, 2023 at 7:00 PM

Location

Bridge Preparatory Charter School

715 Ocean Terrace

Building A - Atrium (Main Floor)

Staten Island, NY

7717 Welton Drive

Madison, WI 53719

300 S. Sykes Creek Pkwy

Merritt Island, FL, 32952

220 36th Street

Brooklyn, NY 11232

300 Cromwell Avenue

Staten Island, NY

201 Pondfield Rd

Bronxville, NY 10708

Hi all,

Please review the minutes from the last meeting and send any edits to the secretary in writing 48 hours before the meeting so that we can make any necessary edits.

Thank you,

Trustees Present

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

Trustees Absent

H. Nassef-Gore

Ex Officio Members Present

T. Castanza

Non Voting Members Present

T. Castanza

Guests Present

C. Volpe (remote), G. Winn (remote), K. Baldassano (remote), R. Illuzzi (remote), T. Frey (remote)

I. Opening Items

A. Record Attendance

As per Public Officers Law, Article 7 § 103-a (*Videoconferencing by public bodies*) although board members Maria Casale, Rose Kerr, Geena Kuriakose and Becky Peters 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. In addition, 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.

Board member George Winn is in attendance via telephone/audio only and therefore not counted toward quorum and is not eligible to vote at this meeting.

Board member Traci Frey is in attendance via videoconference from a location not posted on the public meeting notice/agenda and therefore not open to the public; she is therefore not counted toward quorum and is not eligible to vote at this meeting.

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 Aug 1, 2023 at 7:00 PM.

C.

Approve Minutes of Board Meeting on 06/20/23

G. Kuriakose made a motion to approve the minutes from Board Meeting on 06-20-23.

G. Kuriakose stated if there is no objection, the motion to approve the minutes of the 06-20-23 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.

D. Approve Minutes of Board Meeting on 07/18/23

G. Kuriakose made a motion to approve the minutes from Special Meeting - Board Strategy Session on 07-18-23.

L. Gyimesi stated that she emailed Kathy Baldassano to let her know that she did such a phenomenal job culling all the material from that strategy session, making us all sound brilliant and putting it together for us to review. I just want that on-the-record. Thank you to Kathy.

G. Kuriakose also expressed her gratitude that Kathy handles the minutes.

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G. Kuriakose stated if there is no objection, the motion to approve the minutes of the 07-18-23 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.

## **II. Committee Updates**

### **A. Charter Renewal Task Force ~ Renewal Application Due August 15th**

- L. Gyimesi stated that at tonight's meeting we will vote on the charter renewal application covering benchmarks #2 through #10, prepared by Pasek Consulting and reviewed by the full Board of Trustees; we are ready to move forward; the renewal application is due August 15th.
- Our next task will be completion of benchmark #1, due on October 1st and will be guided by the NYS standardized test results when they come out; T. Castanza responded that the timing will depend on when the standardized test results arrive; they usually come out between August 14th-21st, but if there is a further delay it will push benchmark #1 into September.
- If any board members or the *Academic Committee* members want to set up weekly Zoom meetings with Pasek Consulting to discuss benchmark #1, just ask. R. Kerr responded that's a good idea and she would like to meet with Pasek Consulting to discuss benchmark #1 as soon as possible since it is vital to our charter renewal success.
- Pasek has not been able to find any schools comparable to us based on our population. Usually a school is judged against its peer group, but there are no peer groups for us and that has never happened before. They could only judge us based on local schools and District 31, but none of those schools are similar to us.

We have some leeway and flexibility to show who we are since there are no schools comparable to us.

- T. Frey had a question about the table contained in benchmark #2 regarding the disability classification of students (pages 12-13 of the application), in which the 2nd column refers to percentage of total enrollment, and the 3rd column refers to percentage of students with disabilities (SWD) in 2022-2023, and she wants to know why there is a difference in those numbers and what the difference represents. T. Castanza responded that the 2nd column represents the percentage of ALL students of the school that fall into a particular disability classification, whether they be general ed or special ed students (100% of student population) and the 3rd column represents the percentage of SWD students that fall into that same disability classification (referring to the 67% of our students identified as SWD).
- A discussion followed regarding how detailed the narrative should be and how we could add many more pages to the document to explain every facet of each benchmark, but we are trying to be thoughtful and concise; Pasek Consulting guided us to truncate the narrative somewhat; we already added quite a few pages to the narrative regarding what we've done in the past as well as what we are planning to do this coming school year, 2023-2024. We can go deeper into details during the Charter School Office mid-term visit to our school.
- R. Kerr remarked that the NYS Charter Schools Office seems to be understaffed and are not replacing staff that has left, which is concerning. Also they left our last mid-term visit saying that they didn't see any of our key design elements, which was not true, so we have to double-down on those key elements during the next visit because we don't know who will be coming to scrutinize us.
- L. Gyimesi agreed and said that we weren't assigned a liaison from the Charter Schools Office for over a year now and the staff sent to inspect us at the mid-term visit could be from outside of NYC and unfamiliar with our community and school.
- T. Castanza said he was told that the people coming to our school for the mid-term visit will likely be "external consultants" because there is only 1 State Liaison left in the NYS Charter Schools Office, Paolo Giovine. Paolo is familiar with our school and we hope that he will be part of the contingent sent here for the mid-term visit.
- M. Casale stated that criticism by "external consultants" should not be a worry, since they cannot critique what they don't know or understand, and she offered to champion our school against unfair critiques.
- T. Castanza added that as long as we have board members and school staff knowledgeable and extensively prepared, we should have no problem with the visit.

L. Gyimesi made a motion to approve the Application for Charter Renewal as presented to the Board of Trustees.

M. Harmon-Vaught seconded the motion.

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

**Roll Call**

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

**B. Academic Committee**

R. Kerr said that she and C. Volpe spoke on the phone and T. Frey visited the school and met with C. Volpe in the past month; she gave the floor to C. Volpe for her report.

- **Bullseye Program:** C. Volpe has been working with T. Frey and they discussed teacher observations and the feedback cycle; they brought in a new tool, "*Bullseye for Schools*", a school walkthrough, coaching, and feedback platform which allows all the teacher feedback to be housed in one place; it shows trends, teacher strengths and weaknesses so we can plan accordingly with tiered support and/or professional development. Teachers will also have access to the Bullseye program.
- **Data:** We are talking more about data; we want to bring more data forward to the Board of Trustees so that they can understand who our students are; we will have a larger Data Team and a Curricula Team next year so we will be able to bring more detail to the Board.
- **Summer School:** This is our last week of Summer School and it has been going very well; we have been able to maintain our 70% attendance to qualify for full funding; we are on-target to obtain the entire Summer School Grant; we have incorporated some new activities: Water Wednesdays, Pizza Fridays and Ice Cream Truck Mondays; we shared our activities calendar with parents at the beginning of Summer School and that helped to boost attendance.
- **Staffing:** Interviewing is still ongoing; we are not fully staffed yet with 1 special ed teacher vacancy and a candidate being interviewed this week; the pool of highly qualified candidates is small. We have already hired a Math Coach, Mr. Culpo who we stole from DoE, District 75.
- **Curriculum:** Some of our Curriculum Team has been coming in over the summer to build out our curriculum maps; Mr. Culpo has been helping with curriculum building and will be starting Monday.
- **Professional Development:** Teachers return to school on August 21st and we have 2 full weeks of professional learning scheduled; a 3-day virtual TWR (*The Writing Revolution*) strategy training for all teaching staff. We have secured a licensed BABC specialist (*Board Certified Behavior Analyst*)/LSW (*Licensed Social Worker*) who will offer 1 & 1/2 day workshops on trauma informed practices and

classroom strategies, and we have contracted with her to provide 4 hours per week all year to help identify students and classrooms that may need extra support. M. Casale suggested that we look at the IEPs of students who may have already received ABA (*Applied Behavior Analysis*) or are in need of ABA because if the CSE (*Committee on Special Education*) can add ABA to an IEP it can help to get the support of the family at home, which is important for ABA to be successful.

- **Miscellaneous Plans:** Math Coach and Special Ed Support Teacher will be working with classroom teachers on compliance issues, special ed procedures, differentiation, reviewing co-teaching models and best practices. Social workers will be rolling out the *Code of Conduct* and how to implement it. Parent orientation will be September 6th. We will have an assessment calendar to share with the Board at the September board meeting.

T. Castanza added that they have been working on setting up the new classrooms in Building A and are still deciding on class placement; we are targeting the last week of August for classroom completion to be finished. We have finished most of our supply ordering and our materials should be arriving this month. We shared the school calendar with families and teachers; we will be offering a more diverse professional development program to our teachers this year. He thanked board member T. Frey for the work she is doing with the school and for sharing her knowledge and resources for our school.

## C. Finance Committee

G. Winn said he is unable to video-conference today due to the FIOS internet being out in his location, so he is communicating via telephone. The *Finance Committee* met on July 26th and followed up on items from the board strategy session meeting:

- **Staff Compensation & Benefit Policy:** We want to actively find how our staff compensation fits within the financial market; T. Castanza and BoostEd are working on completing that model and will share that with the board soon. We also want to look at our benefits policy and figure out where we are market-wise with that policy; that involves looking at the benefit choices and what their impact would be across our 5-year budget; this is critical in planning our future. With a full student population and full staff, we are beginning to look at our operating revenue and how it will grow to see if our staffing model will work on both the salary side and benefits side. The Board of Trustees will have to make some informed decisions regarding this.
- **Cash Management & Investment Policy:** We are examining our own policies and certain rules that govern schools and New York State non-profits (*New York Prudent Management of Institutional Funds Act*) with restrictions on the management and investment of funds; we are trying to figure out how we as an LEA (*Local Educational Agency*) fit within that regulation. What do our guidelines look like? According to our *Policy & Procedures Manual* our guidelines are compliant with NYS Education Law, but the question is, if we decide to perform

certain types of fundraising, what is permitted for an organization like ours? Those are the things we are going to need to define if we are going to fundraise or devote our savings to certain goals; What are we allowed to do? What types of asset classes are we allowed to invest in, knowing that some may yield higher performance but they also contain more risk? We have the names of some bank advisors that can help us. We expect to be able to put more of our saved cash into vehicles that will yield higher return but stay within a margin of safety under guidelines. We will circle back on this at a later time.

- **Budget Adjustment:** T. Castanza stated that we look to adjust the school's budget in October and move funds from one budget line to another. We will need to spend a little more for facilities, upgrades and renovations that are non-capital in nature (*assets that are not fixed to a permanent structure, can be easily removed or have a shelf life between 1-5 years*) so we added additional funds to that budget line to hire a painter to paint all of the rooms, hallways and stairwells. We have \$200,000 in our budget for capital expenditures, which are larger and longer-lasting; we probably won't do more than 1 or 2 capital projects per year; we may explore a capital project to upgrade lighting and in the future we may do flooring as well. For the first time we will be able to use the DoE *Third- Party Vendor Portal* to request billing quotes from vendors for projects we want done, and we would pay for the work from our own capital expense budget; we are not restricted to projects that DoE agrees to do for us, we can decide on what projects would be best for our students, if we can afford it. Discussion followed regarding how installing flooring over existing flooring avoids asbestos abatement; whether it would be beneficial to look into partnering with the other schools on the Petrides Campus to get new lighting installed in all the buildings on the campus as a major project, which will take more time to finish, etc. There is a lot to look at and we need to be smart about choosing capital projects.

### III. Other Business

#### A. New Board Member Orientation

L. Gyimesi will speak to the board's Parliamentarian, Kathy Baldassano about holding a brief virtual orientation session with new board members, T. Frey, B. Peters, and H. Nassef-Gore.

Kathy can review our board documents, and where to find them and an overview of the NYS Open Meetings Law before we get up and running in the fall.

#### B. New Business

- L. Gyimesi would like to set up the date for our September Board Meeting as September 12th and after that return to our usual schedule of holding our meetings on the 3rd Tuesday of every month. She asked if anyone is unable to attend the meeting on September 12th. R. Kerr said she will not be able to attend that meeting.

- Asked committee chairs to lock in their meeting dates for the new school year beginning in September, so that we can publicize the meeting dates and we can be compliant with public notice. She would like to get the meetings posted on our calendar.
- M. Casale said she will be working on her dissertation this year and will not be able to co-chair the Academic Committee. Her dissertation will be a study of pedagogical experiences of teachers at Bridge Prep Charter School and the uniqueness of that experience. It's a very big undertaking and when finished, she wants it to be her gift to the school. She would like the board to review it and tell her what they think. She said that although she will be taking a back seat, if the board ever needs anything, please reach out.
- L. Gyimesi said she will be naming committee chairs at the September 12th board meeting and will also go over the goals for the year from ideas that were discussed at our recent strategy session, but primarily based on our charter renewal.
- R. Kerr said that she and T. Castanza were interviewed by Danyela Souza Egorov from the Manhattan Institute for an article to appear in their magazine, City Journal about Bridge Prep. Ms. Egorov was very impressed with the energy and happiness she felt at our school. The article is posted on their website at: <https://www.city-journal.org/article/nyc-can-learn-from-bridge-prep-charter-school>

#### IV. Family Association

##### A. Family Association Update

- A. Wolkowitz said the *Parent Association* is planning their new school year; they met last week and will meet again soon. They are planning events and fundraisers and coming up with new ideas.
- The *Parent Association* was able to present the school with a check for \$18,000 from the Read-a-Thon to be used for the new library.
- T. Castanza said that the school also received \$8,000 from Councilman Borelli for the new library, which we expect to be up and running in November.
- We received a \$25,000 grant from the *Staten Island Foundation* to support our Teacher Institute/Practicum program.
- L. Gyimesi said that we are making progress in starting a soccer team at the school this fall.

#### 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 7:57 PM.

Respectfully Submitted,  
K. Baldassano

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**Documents used during the meeting**

- 2023 BPCS Renewal Application Narrative \_August vote (1).pdf

APPROVED



# Bridge Preparatory Charter School

## Minutes

### Board Meeting

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#### Date and Time

Tuesday December 19, 2023 at 7:00 PM

#### Location

Bridge Preparatory Charter School  
715 Ocean Terrace  
Building A - Atrium (Main Floor)  
Staten Island, NY 10301

201 Pondfield Rd  
Bronxville, NY 10708

557 5th st #3  
Brooklyn, NY 11215

328 Oakland Avenue  
Staten Island, NY 10310

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#### Trustees Present

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

#### Trustees Absent

H. Nassef-Gore

#### Ex Officio Members Present

T. Castanza

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### **Non Voting Members Present**

T. Castanza

### **Guests Present**

C. Volpe (remote), K. Baldassano (remote), Nicole DiStefano, 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 Dec 19, 2023 at 7:01 PM.

### **C. Approve Minutes of Board Meeting on 11/21/23**

G. Kuriakose made a motion to approve the minutes from Board Meeting on 11-21-23.

G. Kuriakose stated if there is no objection, the motion to approve the minutes of the 11-21-23 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.

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

L. Gyimesi thanked everyone for attending and said it is a very hectic time; she hopes everyone has a joyful and peaceful celebration as we move onto a new year; and reflects on the next year; thank you for your time and attention for our school, we couldn't do it without you.

## **II. Votes**

### **A. Vote to Authorize opening of Accounts**

G. Kuriakose made a motion to authorize the executive director of Bridge Prep Charter School to enter into agreements to open all necessary accounts, including brokerage accounts, at JP Morgan Chase and Fiduciary Trust Company, for the purpose of managing the school's cash holdings through money market funds or other vehicles of comparable liquidity and risk.

M. Harmon-Vaught seconded the motion.

G. Winn explained that as part of the cash management process, it is recommended that some of the school's cash surplus be invested in cash instruments such as money market accounts at Chase Bank and Fiduciary Trust Co. that will result in higher interest rates while preserving liquidity. The school's executive director needs authorization from the

Board of Trustees to open those accounts. If any additional signatures are necessary to open the accounts, the board's vice-chair and secretary may sign.  
The board **VOTED** unanimously to approve the motion.

#### **B. Vote to approve contract for SI Media Group**

L. Gyimesi made a motion to approve the advertising agreement contract with Staten Island Media Group for the period 12-30-23 through 06-30-23, as presented to the Board of Trustees.

G. Kuriakose seconded the motion.

T. Castanza explained that Staten Island Media Group will offer integrated solutions and targeted marketing for Bridge Prep Charter School via display advertising, social media marketing, website development, print products , targeted mailings and email, analytics and other creative services and tools. Decisions on whether to extend the contract for more than 6 months can be made at a later point.

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

### **III. Committee Updates**

#### **A. Academic Committee**

T. Frey gave the following update from the *Academic Committee* Meeting held on December 12th, which covered these topics:

- **Acadience Reading Program** - a new program being used to assess students, which is complementary to MAP but does not target the same skills as MAP.
- **IXL** - being used as an instructional tool; the pros & cons observed when used in classrooms
- **Teacher Observations** - formal observations are almost completed but expect to be finished before the holiday recess
- **Staff & Student Focus Groups** - on the logistics of the NYSED site visit; debrief of staff
- Professional Development Day scheduled for January 15th
- **Dashboard Review**

She then gave the floor to C. Volpe to continue the *Academic Committee* report.

C. Volpe shared graphs showing our current 5th grade students' progress, tracked from their 1st grade MAP data through their 5th grade MAP data for both ELA and Math during the period Fall 2019 to Fall 2023; she explained the meaning of the graphs, which indicate the students' achievement scores compared to average RIT scores; other grades will also be looked at later. Teachers are reviewing this MAP data and adjusting their curriculum based on this information.

T. Castanza added that the difference between the students' scores and RIT scores is smaller in ELA than Math and we are seeing similar trends in the NYS assessments. What is the best metric we can use to show student achievement? More districts in NYS

are using MAP assessments but CSE does not use MAP data; *Acadience* is a supplemental metric to MAP.

R. Kerr responded that the *Acadience Program* is very important to indicate the students' reading level for teachers as well as the CSE in order to give our students the best accommodations; the public should be made aware that NYSED instructed schools to discover alternate methods of assessment beyond the standardized tests; test scores during the COVID pandemic and even after COVID do not indicate true student progress/achievement; we are not sure if NYSED is using only state assessment scores to compare our students against schools that have only 10% special ed IEP students while we have 70% special ed IEP students in our school. If there were a District 75 division for charter schools under NYSED, our school would be in it. We had been told all along that NYSED would use MAP scores for our assessments along with NYS test scores.

T. Castanza added that under our original school charter, we are mandated to put in place additional academic measures that our school will be judged on in addition to state test scores. We asked the state to consider our MAP data and we will continue to use our MAP data because we think it's good data and it's in our charter.

R. Kerr said she thinks NYSED would agree that our MAP data is a better indicator of student success.

C. Volpe added that our students' demographic data is being updated and will be presented to the board in January; there will be more OG and MAP data available in February.

T. Castanza stated that he has done 2 focus group meetings with staff and will be holding another in January; formal observations have resulted in very good feedback sessions with teachers. We are preparing for NYS assessment-time and have ordered all our NYS assessment materials; this year the 5th graders will be taking all computer-based ELA, Math and Science tests; we have done a full review of all of our student electronic devices making sure that the necessary programs are on them and that the WIFI in the building is operating properly; in addition we will do practice tests with the 5th graders on January 17th & 18th; all state testing will be done electronically by 2026 for grades 3 to grades 8. It will be phased in gradually; next year both 4th graders and 5th graders will be electronically tested. What do testing accommodations look like for computer testing? We will be meeting with CSE to discuss what is possible for electronic testing accommodations; IEPs will have to be reviewed for required testing accommodations. We are considering holding a Saturday test prep academy in February/March. We are also talking to teachers on ways to imbed sample state test questions into everyday teaching so that students will become familiar with the format and language of the state assessments.

*The next Academic Committee Meeting will be January 17th at 8:30 AM.*

## **B. Finance Committee**

G. Winn said that he already spoke tonight about many of the *Finance Committee's* topics but that we can look forward to further discussion about the budget at next month's meeting.

*The next Finance Committee Meeting will be January 18th at 3:45 PM.*

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

##### **A. Executive Director Update**

T. Castanza gave the following update:

- Spoke briefly with Board of Regents member Dr. Christine Cea about touching base after the holiday recess to discuss NYSED matters; we hope to be added to her meeting calendar for January.
- Spoke to the NYSED *Charter School Office* about items related to student admission since we are getting ready to launch the admissions process; should we place Kindergarten as a choice on our applications? NYSED responded that we should not put anything new on the applications until after mid-January.
- NYS Assembly Member Charles Fall visited our school and viewed our OG classes; he offered his support in however he can help and is interested in funding expansion of our *Superpower Mentorship Program*.
- ESSA accountability status results will be coming out within a few weeks; he has no concerns about our results and is encouraged by what he has already seen; academic performance on state assessments informs accountability status as one of the major metrics and he is interested to see how all these pieces pull together.
- Our student application process will launch in January and student applications for the 2024-2025 school year will be available online; the student application is ready to go and an optional ELL question is included. ELL students might be given admission preference, if allowed by NYSED. We have already received 15 student applications, 9 for 1st grade, 6 for other grades, plus a few for Kindergarten, although we don't officially offer Kindergarten-level admission yet.
- We are planning our recruitment strategy; Vanguard will no longer send out our admission direct mailings, but the *Staten Island Advance Media Group* will step-in; we will advertise in SI Parent Magazine, post an ad/billboard at the SI Mall, design a digital banner on the SI Advance website ([www.silive.com](http://www.silive.com)) and will focus on reaching out to community groups, religious organizations, libraries, etc.
- The *Admission Lottery* will be held on April 3rd at 5:30 PM here at the school.
- We are updating our website to show our Open House dates: *Virtual Information Sessions* are January 30th (5:30 PM) and February 13th (12:30 PM); *In-Person Open House Tours* will be February 3rd (9:30 AM), March 7th (5:30 PM), March 21st (5:30 PM) and April 11th (5:30 PM).

#### **V. Family Association**

##### **A.**

## Family Association Update

A. Wolkowitz gave the following update:

- The *Family Association* has been busy, as usual; we hung a train along the walls of the hallways where students enter the school; the train cars contain pictures of the students.
- Our *Holiday Fair* was held last week outside in heated tents, which was fun and very successful; there were 11 vendors at the fair, a bake sale, jewelry, homemade goods, a table of free items for children without money, a craft table, music and a food truck on site. We invited some students and staff from the Hungerford School to sell coffee and brownies at our Holiday Fair and staff from the Petrides School stopped by to the fair.
- We held a sale of *Dream Cakes from Moretti's Bakery* and sold almost 300 cakes.
- Yesterday we sponsored a luncheon as a thank you to school staff for their support of the Family Association.
- The *Fifth Grade Dance* has been booked at Moonlight Caterers again this year.

T. Castanza said that the other schools who share the Petrides Campus suggested that we hold a campus-wide block party at the end of the school year to celebrate all the schools on our campus and continue to build the partnership we already have between the schools.

## VI. Other Business

### A. New Business

T. Castanza stated that we must update our *District Safety Plan*; NYSED has requested that school districts include an *Emergency Instructional Plan* in the event that you must provide instruction during an emergency when you don't have access to your school building, such as during a power outage or inclement weather, etc. This is a new requirement; we obtained guidance from NYSED on how to craft the plan and we are looking for ideas from another school's submission and what the DoE has submitted. It will be brought to the Board of Trustees for a vote in January since it amends the existing *District Safety Plan*.

L. Gyimesi said that our charter renewal can be discussed further at our next meeting; she attended a class on what to expect and how to deal with reports containing factual changes and evaluated changes that we can comment on. We will cover all this at our next board meeting.

We must hold a *Board Strategy Meeting* in early January because we have to make certain decisions before January 11th.

The *Annual Board Member Survey* will be sent out by H. Nassef-Gore when she returns. Congratulations to our Executive Director, T. Castanza, who has been asked to join the P-20 Partnership Group by the NYS Education Commissioner and the Chancellor of the Board of Regents; the P-20 Group has been asked to form an action plan to integrate the

science of reading into educator preparation. We are the only individual school represented on the P-20 Group and the only charter school in the Group.

M. Harmon-Vaught said he has some personal news to share: after working 4 years at Wagner College, he has accepted a position at the University of Pennsylvania to serve as Chief of Staff for the Graduate School of Education. He will be moving to Philadelphia in March but he fully intends to remain engaged and as a member of the Bridge Prep Board of Trustees. He believes there will be interesting opportunities there because one of his team's chief focus areas is early literacy. He said he has proudly shared what we do at Bridge Prep and will continue to do so.

## **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 8:12 PM.

Respectfully Submitted,  
K. Baldassano

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## **Documents used during the meeting**

- Bridge Prep Recommendation.pdf
- A Contract for Bridge Preparatory Charter School\_encrypted\_-2 (1).pdf
- BPCS Data Dashboard SY23-24 - VII. Longitudinal MAP Growth (Grade 5 Cohort) (1).pdf

APPROVED



## Bridge Preparatory Charter School

### Minutes

#### Board Meeting

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

Tuesday June 11, 2024 at 7:00 PM

##### **Location**

Bridge Preparatory Charter School  
715 Ocean Terrace  
Building A - Atrium (Main Floor)  
Staten Island, NY 10301

557 5th st #3  
Brooklyn, NY 11215

600 Commodore Court  
Philadelphia, PA 19146

201 Pondfield Rd  
Bronxville NY

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##### **Trustees Present**

A. Wolkowitz, G. Kuriakose, G. Winn (remote), L. Gyimesi, M. Harmon-Vaught, N. DeStefano, R. Kerr, R. Peters (remote), T. Frey

##### **Trustees Absent**

*None*

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

T. Castanza

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

T. Castanza

### **Guests Present**

K. Baldassano (remote), M. Casale (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 and Becky Peters 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. Board member Maria Casale is in attendance via videoconference from a location not posted on the public meeting notice/agenda and therefore not open to the public; she is therefore not counted toward quorum and is not eligible to vote at this meeting.

**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 Jun 11, 2024 at 7:04 PM.

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

L. Gyimesi said that because it's her last meeting, she will offer a longer welcome. Since it's my last meeting as an officer of Bridge Prep just give me a moment of reflection. I always thank you all for your service to the school. I can't say it enough and the school's existence and the success of our students is a testament to the time and commitment that everyone has given to this school. And as you all know, Rose, myself, Maria and George are all rolling off now. I have to personally thank you all in particular for the time that you've given to the school and bringing this school to fruition. Thank you so much for that. And I have to comment that Maria who is also rolling off the board has given more time and effort than I probably can ever express. Later at this meeting, we will be hearing about her findings regarding the doctoral thesis that she has been working on.

You probably heard me mention that when we submitted our first application to establish the school, we were not successful. We had to go back and resubmit and reapply and it was wearing upon us all, but we we did it. The second time around we did two sets of capacity interviews and for the second capacity interview we had to drive up to Albany. While we were all there for that interview, there were a couple of questions that really stood out. And I still think about them all the time.

One questions was: What would we do if we were successful? If we're so successful that the DOE adopts our program for all public schools? And we all looked at each other. Why would we not be happy with that? We weren't trying to patent this success formula and hide

it from anybody. We are very appreciative if that was the outcome. We thought that was a surprising question. Parents had been advocating for a school like ours for years; and here we are 8 years later and our program has not been adopted by the DoE. There is still a need for our school. It is necessary for Bridge Prep to exist and continue to exist.

The second question that was very odd and we didn't anticipate at all: Why are we devoting our time to a charter school? And I wondered if they thought there's something nefarious about opening a charter school? Did they think it was odd that none of us had children that were going to be attending the school? I didn't understand the logic of it. But I thought to myself as we were getting ready to open this school as Charles Dickens wrote, what better deed could we do than opening this school? We've got to do it. So that was the answer that I gave and I have to say that's still true for me, what better deed could we do than this? And as the founding trustees roll off the board, and we hand over the school to the new wonderful people to lead and run the school, I just want to thank you for the time and effort that you're going to devote to the job. And tell you what better deed can be done than this? So onward we go and let's move forward with the agenda.

#### **D. Approve Minutes of May 21st Board Meeting**

G. Kuriakose made a motion to approve the minutes from Board Meeting on 05-21-24.

G. Kuriakose stated if there is no objection, the motion to approve the minutes of the 05-21-24 board 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.

## **II. Board of Trustees Elections**

#### **A. Approval of New Terms for 3 Board Members**

L. Gyimesi made a motion to approve M. Harmon-Vaught to serve a second 3-year term as a member of the Board of Trustees.

G. Kuriakose seconded the motion.

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

M. Harmon-Vaught made a motion to approve G. Kuriakose to serve a second 3-year term as a member of the Board of Trustees.

T. Frey seconded the motion.

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

G. Winn made a motion to approve A. Wolkowitz to serve a first term as a selected parent member on the Board of Trustees, no longer contingent upon her previous position as president of Family Association.

G. Kuriakose seconded the motion.

*NOTE: A. Wolkowitz' previous membership on the Board of Trustees was due to her status as President of the Family Association. She no longer holds that position and is now being selected to serve her first term as a parent member on the Board of Trustees.*

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

#### **B.**

### **Election of Officers of Board**

L. Gyimesi made a motion to nominate M. Harmon-Vaught for the position of Co-Chair of the Board of Trustees.

G. Kuriakose seconded the motion.

There were no other nominations from the floor. M. Harmon-Vaught accepted the nomination.

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

M. Harmon-Vaught made a motion to nominate T. Frey for the position of Co-Chair of the Board of Trustees.

A. Wolkowitz seconded the motion.

There were no other nominations from the floor. T. Frey accepted the nomination.

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

M. Harmon-Vaught made a motion to nominate G. Kuriakose for the position of Secretary of the Board of Trustees.

T. Frey seconded the motion.

There were no other nominations from the floor. G. Kuriakose accepted the nomination.

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

G. Winn made a motion to nominate R. Peters for the position of Treasurer of the Board of Trustees.

M. Harmon-Vaught seconded the motion.

There were no other nominations from the floor. R. Peters accepted the nomination.

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

### **III. Votes On Multiple Contracts**

#### **A. Approval of Contract Renewal ExtensisHR Client**

G. Kuriakose made a motion to approve renewal of contract with ExtensisHR.

L. Gyimesi seconded the motion.

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

#### **B. Extension of Contract EDIT Tech Support**

G. Kuriakose made a motion to approve an extension of the contract with edIT Support Technology Services.

N. DeStefano seconded the motion.

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

#### **C. Approval of Insurance**

G. Kuriakose made a motion to approve renewal of insurance policies from multiple carriers via Gallagher Insurance as presented to the Board of Trustees.

L. Gyimesi seconded the motion.

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

#### **D. Approval of SuperPower Mentors Contract**

G. Kuriakose made a motion to approve the contract with Superpower Mentors.

T. Frey seconded the motion.

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

### **IV. Data Review**

#### **A. June Data review**

T. Frey gave the following report on the Data Dashboard information shared at the last *Academic Committee* meeting regarding MAP growth and proficiency, and student data from the beginning of the school year through the end of the school year. She then gave the floor to C. Volpe to summarize and review the data.

C. Volpe thanked the trustees who are leaving the board due to term limits: L. Gyimesi, R. Kerr and G. Winn and congratulated the trustees whose new terms are beginning. She then presented the following Data Dashboard information to the board:

- **CODE OF CONDUCT INFRACTIONS:** Incident reports of student infractions this school year
- **STUDENT DEMOGRAPHICS:** 67.2% Special Ed. students with IEPs vs 32.6% General Ed. students
- **STUDENT DAILY ATTENDANCE:** Average student daily attendance for each month Sept-June
- **PROFICIENCY DATA:** Math & ELA proficiency percentages for Beginning of Year (BOY) vs End of Year (EOY) for each grade
- **GROWTH & ACHIEVEMENT OVERVIEW:** For each grade from 1st-5th

T. Castanza stated that at the *Academic Committee* meeting, we talked about how much of the data speaks to growth, which is an important part of the narrative for us at the ground level and as we continue to talk about the impact of our work. As we enter our new charter term, it's important to focus on proficiency and the continued need for growth towards proficiency which are metrics that NYSED uses. Growth is a step, but proficiency is the goal; growth gets us towards the goal, but ultimately we're continuing to strive for proficiency. T. Frey added that at the meeting, we discussed that our charter goal was that 75% of our students who have been here with us at least 2 years would be proficient and we are not there yet. So the work is to translate what that data is showing us into what's happening in the classroom to make sure that our students have the skills and tools they need to be proficient.

### **V. Committee Reports**

#### **A. Academic Committee**

T. Frey gave the following report on topics covered at the *Academic Committee Meeting* on June 4th:

- **DATA DASHBOARD REVIEW:** Already covered previously.
- **NYSED CHARTER RENEWAL:** Will be discussed later tonight by L. Gyimesi or T. Castanza.
- **STUDENT ENROLLMENT:** Expecting 73 new students next year; we're still planning on 15 sections total, but there will be one section of 1st grade and three sections of 2nd grade. We are going to see if we can convert some of the small classrooms into larger classrooms. The school has called every family to confirm whether they were returning for next year and the wait list a week ago had 36 students across grades.
- **STAFFING, HIRING & RETENTION:** Hiring has begun; teachers have been vetted; demo lessons are happening. Literacy Interventionist and Instructional Coach positions have been filled by internal candidates. T. Castanza added that we still have one more teacher vacancy to fill. We are interviewing candidates, but he is happy to say that we have candidates that have accepted our offers, some are right out of school, they are a mix of experience, many of them dual certified. We are also speaking to our staff members that are currently still in school getting their certifications or nearly completing their certifications. We are entering into a partnership with Touro College to work with their education students and social workers doing graduate work; we have a student teacher coming in from Touro College this summer. We are thinking about this Touro partnership as a long term pipeline for future staffing.
- **SCHOOL YEAR SCHEDULE:** There will be 50-minute instructional periods for additional minutes of instructional time and longer teacher prep periods. Will restructure the daily schedule to move the OG period to 1st period and the structured literacy period will happen later in the day, and no longer require it to follow the OG period. The SEL period (Social & Emotional Skills) is still being taught by the Y.M.C.A. which frees up that money for other things. And the last period of the day will end at 3:17 PM.
- **MERGING GREAT TEAM LEADER INTO SCHOOL-WIDE TEAM LEADER:** Candidates will be chosen by E.D. and C. Volpe.
- **NEW SCIENCE CURRICULUM:** Amplify Science program
- **SUMMER BOOST PROGRAM:** Budgeted for 55 students, and won't know the final number until next week.

## B. Finance

G. Winn gave the following report on the topics discussed at the Finance Committee Meeting of June 10th:

- **INSURANCE POLICIES:** Discussed earlier by T. Castanza and voted upon at tonight's meeting
- **HUMAN RESOURCES**

- **SUPERPOWER MENTOR PROGRAM:** Happy to see the restructuring of that program to be offered to every graduating student; to the extent we can maintain a connection with our diaspora and see how our academic work spreads after the children articulate in the top grades. We can begin to see data and patterns of success and need beyond 5th grade.
- **REDUCED CLASS SIZE:** It's important to be able to have smaller class sections; glad to see the direction the school is headed in terms of class size and what we're asking our staff to do in the classroom; Good to know that we are in a facility that can accommodate our expanded class levels to Kindergarten through Grade 5.
- **CASH MANAGEMENT:** We now have roughly \$8 million in the bank by the end of the fiscal year, June 30th; a little over \$4 million is in 2 different accounts and are yielding around 5% interest, which is a nice market yield commonly referred to as a risk-free rate in terms of U.S. Treasuries. We are getting a decent return for our cash management. The other half of our cash assets are spread into different accounts. Board members can see the monthly financial report available in tonight's meeting. He has full confidence that R. Peters, the new Board Treasurer has the ability to work collaboratively with T. Castanza and BoostEd to take our school forward.

#### C. Executive Director Support and Evaluation

M. Harmon-Vaught and T. Frey gave the following update:

- **BOARD-ON-TRACK E.D. SURVEY** - Please complete this online survey if you have not done so already; it will close out this Friday. The survey doesn't take very long and it's incredibly important. Your data allows us to help support T. Castanza and think about long term planning and reflect on the current year, so please do by Friday the latest and I will remind you until you do.
- **FOCUS GROUPS:** We held a series of focus groups with students, school faculty and parents. Those were rich, robust and very instructive. We began to debrief those today and are putting together a memo that reflects the results and trends we saw across the 3 stakeholder groups, and things that were specific to each of the stakeholder groups. We will share this information with the E.D. and board members for board comment and review. Based on that and the survey results, we will put together a confidential memo for the board that will be circulated for comment as part of the end-of-year E.D. evaluation process.

#### D. Renewal Task Force

L. Gyimesi gave the following update on the Charter Renewal Task Force:

- As we all know the results the actual Board of Regents vote was today. And we were disappointed, but not necessarily unaware of getting a 3-year charter renewal. That was buttressed by the approval of an expansion of our school with permission to add Kindergarten-level classes and incorporate 30 more students into our school. So it was a bit of a give-and-take; a vote of confidence that the school is expected to continue and thrive and they're allowing us more children within the program. She

shared with the board members the comments that we had gotten back, direct input from the NYSED Commissioner and the Regent so she won't go into all that again. Just some comments on the process and how we got here. We received the NYSED draft site visit report, with which we were all unhappy; we tried very hard, but there's a matrix and when you fall within the matrix, there is really no way out of it. And so we were within that matrix and they lowered us into groups from a level of "meeting" to a level of "approaching". We tried very hard to switch that back because we didn't think that was fairly based, but we were not successful. She does believe that everybody sees our school as having a long, robust, successful future. And so that's that's how the chips fell. Sometimes it happens and we will be undeterred. All we can do is move forward knowing exactly what's going to be examined in the future and work towards student proficiency, focusing on the academics. We always knew that that was exactly how we were going to be assessed and hopefully next time we'll get a 5-year charter renewal and continue for each term after that.

- M. Harmon-Vaught stated that this has been a multi-year process and so the outcome is not exactly what we wanted. We followed the process extremely well and we did a great job and that was thanks very much to the hard work of L. Gyimesi, T. Castanza and everyone here in many ways Thank you for all of that important work.
- T. Castanza added that in his conversations with the NYSED Commissioner, she was really clear about her commitment to our school and she was explicit in saying that she gave directives to her team and the charter school office that we are to be given whatever resources we ask for and maybe even some that we don't ask for and that's really good. As we go forward, it's really about how do we improve; how do we take this outcome and make it better next time? And there is a real roadmap for that, knowing specifically what NYSED's concerns were and how to improve those areas on our end. We began that process today; we talked to our staff about the renewal result and how we can get better, and how we continue to move forward. And so that work begins.

## VI. Family Association Update

### A. Family Association Update

A. Wolkowitz gave the following Family Association update:

- **FAMILY DAY** was held over last weekend, and we had good attendance by new families and existing families; a really fun day - the weather was beautiful and it was held outside on the field. There were games and arts & crafts; the Family Association had a table of raffles of summer fun baskets. She met a lot of new parents that are a little nervous about starting a new school in September and we made a lot of good connections that day.
- **FAMILY ASSOCIATION OFFICERS' ELECTIONS:** There is a new slate of officers for next year. All the officers' positions were filled. We have people willing and able

and we're very excited about what plans they have for next year. The new President is Deidre Medina.

M. Harmon-Vaught stated that even though A. Wolkowitz is still going to be here, he just wants to say again, thank you for your leadership. It's been such a joy to hear all the unbelievable things that you're doing with families. It's such a special thing about this community and you have steered that ship so incredibly well. T. Castanza added that part of the work that she does really well with our families is build a pipeline really making sure that we have strong body of parents coming on. And as a school leader, the group of families and parents that are coming on to support our school next year is exciting and represents a much more diverse group of families, a group of families that look more like our students.

## **VII. Other Business**

### **A. Dr. Maria Casale's Presentation of Findings**

M. Casale gave a presentation of her dissertation proposal titled: *Educator Motivation for Acquired Expertise to Support Students with Dyslexia: A Phenomenological Study* which is based on research on how teachers acquire motivation for a PhD program that she hopes will lead the work for future researchers. She said her findings were super positive and really insightful. This is a qualitative data analysis looking at perceptions of teachers in this study. She looked at how job-embedded professional development contributes to teacher motivation. A problem is that K-12 teacher training is not accessible to support learning among students diagnosed with dyslexia. She chose our school's teachers to study the unique opportunity for those who have been trained by us in Orton Gillingham and what that means for them in teaching students. All the data is private and confidential so no one knows it's our school; it's a northeastern charter school renamed Oak Dale Mission Charter School, working with students with dyslexia language-based disabilities. When her research is published, she will share the link to the full study with the board members.

## **VIII. Closing Items**

### **A. New Business**

T. Castanza stated that he wants to thank those board members who have been with him since the beginning. We did a lot of work in the trenches together and we only had a pencil when we started; we worked in the basement of M. Casale's office. And he said then that he can't wait until one day we're looking back and we have an actual school. But you were there before we even had an office. We just had the idea of Bridge Prep - and there was a ton of work that went into getting us to where we are now. You consistently gave us your time. Whether that was a phone call, long meetings, or trips out of town to advocate for Bridge Prep. He has a gift from the school for all of the founding members of the board that are leaving. And for those that are not here, you'll get your gift at graduation. He is going to give L. Gyimesi her gift now. It's just something so he knows that you'll never forget your

time that you spent with us here. Just something from us at the school to say thank you. *(He presented a wrapped gift to L. Gyimesi).*

L. Gyimesi said she was opening the gift on behalf of all the departing trustees. It's a beautiful desk clock, with a plaque that says "To a Founding Trustee from Bridge Prep". She said thank you, it's lovely. T. Castanza added that the plaque contains a copy of the original beginning logo of the school, since that is how we started. We look forward to the next couple of days of celebrating, tomorrow night's Awards Dinner and the Graduation.

## **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 8:33 PM.

Respectfully Submitted,  
K. Baldassano

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

*None*

APPROVED



## Bridge Preparatory Charter School

### Minutes

#### Special Meeting - Board Strategy Session

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**Date and Time**

Tuesday July 18, 2023 at 4:00 PM

**Location**

Bridge Preparatory Charter School

715 Ocean Terrace

Staten Island, NY

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**Trustees Present**

A. Wolkowitz, G. Kuriakose, G. Winn, H. Nassef-Gore, L. Gyimesi, M. Harmon-Vaught, R. Peters

**Trustees Absent**

*None*

**Ex Officio Members Present**

T. Castanza

**Non Voting Members Present**

T. Castanza

**Guests Present**

Josh Moreau, K. Baldassano (remote), M. Casale (remote), R. Kerr (remote), T. Frey (remote)

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

Board members Maria Casale, Rose Kerr and Traci Frey are attending remotely via videoconference from locations not posted on the public meeting notice/agenda and

therefore not open to the public; they are not counted toward quorum or eligible to vote at this meeting.

**However, there are 7 board members attending this meeting in-person which is sufficient to meet quorum for this meeting.**

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

G. Kuriakose called a meeting to order on Tuesday Jul 18, 2023 at 4:05 PM.

## **II. Board Strategy Session**

### **A. Financial Planning & Cash Management Strategy**

L. Gyimesi thanked everyone for their attendance at today's meeting and said that part of the reason for this meeting is recognizing that we have money in our budget and savings accounts and to talk about what to do with the money to improve and enhance our school for the benefit of our students. During our charter renewal process we may need to answer questions regarding our future plans for this money; there are also restrictions and limits on how to spend the funds. She then introduced Josh Moreau, the CFO and COO of boostED Finance to share his knowledge and advice on what can and should be done with our school funds.

J. Moreau lead a discussion on the following:

- Bridge Prep has generated operational surpluses every year (partially because there is no need to pay rent and because many students qualify for additional subsidies due to special education [IEP] designation); as a result the school has savings of approximately \$6.3 million. How can we spend this money without being wasteful?
- The difference between operational surplus vs. savings (operating funds are based on a single year, and must be balanced against expenditures every year; the funds left after expenses become savings which accrue over time as accumulated cash surplus. Cash surplus can be used either for school operations or for capital expenditures.
- We are already spending \$4,000 to \$5,000 more per pupil than the NYC Department of Education spends per pupil.
- Each year's school budget is built so that we fund every need that we expect to have - with the operational surplus used for additional funding to each budget line; we have never been unable to fund what we needed; but is there a future area or goal that we want to fund? And how would we pay for that? How can we use accrued savings to subsidize other parts of our operating budget?
- We needed to create a 5-year budget proposal to include in our charter renewal application; our current 5-year budget model uses conservative assumptions on per-pupil revenue growth; and even with increased staffing and program changes,

we still have a \$2 million operational surplus in the first year and will continue to have a smaller surplus each year through all 5 years.

- Is there any area that we can solidify and strengthen with this available funding? What direction do we want to move in? What can we use savings for and what can we use operating funds for? What is the best practices for using this money? Should we fund a capital project like a computer lab or library?
- Although we are very fortunate to be recently permanently co-located in a DoE building, should we someday buy a building of our own in the future? Or lease a building for our Teachers' Institute/Practicum program? Would that need us to form a separate corporation?
- What will NYSED find that we have not yet accomplished based on our charter? The Teachers' Institute/Practicum has not yet been fully accomplished; and student growth and proficiency on state tests needs to be addressed. Funds could be directed to these 2 areas so that we can say we have made inroads in implementing our full charter as promised.
- The mission of a charter school is to be a laboratory for the entire educational community. Perhaps more AIS in classrooms would help increase student achievements. Since a charter school mission is to figure out the best ways to educate children and spread knowledge, that could be a direction to focus our money and energy; aside from buying a building, what else can we do with the large amount of cash surplus available to us? Create a computer lab, replace classroom furniture or install white boards in each classroom; upgrading internally is some of the uses for operational surplus funds. Teachers can let us know what is needed in their classrooms.
- Perhaps in the future we can look into purchasing or leasing another building to expand into middle school. First we need to get through this 5-year charter renewal period; we can look at adding middle school later at some point.
- The next 5 years of staffing is important; our teachers (not UFT) want to know how the new UFT contract will affect them; our teachers are comparing their salaries to the UFT member salaries; we can't afford to lose teachers due to salary. There is no point in offering teacher training and professional development only to have teachers leave us for higher salaries somewhere else. We need to be able to compete against other schools in hiring the best teachers. We need to invest in our human capital, our teachers and staff. Teachers' surveys regarding what they value indicate time and salary. We already offer teachers retention bonuses and have increased their health benefits; but we need to offer a base salary to match UFT/DoE pay scale. The board would like to view the DoE salary scale and discuss this topic further; salary is not the only advantage offered by DoE which also offers longevity bonuses; but DoE also has salary caps, which Bridge Prep does not have. Since we are not regulated by the UFT contract, we can be more flexible in all aspects for our teachers.
- Investment policy vs. investment strategy (*strategy reflects policy*): the Board of Trustees needs an investment policy due to the amount of our available cash - and to direct the use of the funds. Some other charter schools receive donor funds or

use fundraising methods; donor funds are not subject to certain state regulations that we are subject to.

- Bridge Prep is the smallest charter school on Staten Island and the only charter school that doesn't have their own school building.
- Back-to-the-Future protocol - what do we want our school to look like in 2028 and what steps do we need to take now in 2023 to get there; perhaps operational or capital planning or raising salaries, opening a teacher center, or creating a leadership structure for staff; the funding needs will be determined by the structures we need to put in place to get the future we want.
- Two decisions needed: one is a technical decision on how to deploy our funds, how much cash to have on hand and how to invest the money we have. The second set of decisions are strategic decisions; where do we want to be long term and work backwards from there; we have to build out our core. Are there special projects or expansion efforts we want to invest in? We need to have the larger plans in place before we can attach dollar signs to the efforts being discussed today.
- We need to demonstrate to NYSED what we will accomplish over the coming years; we can show what we plan to do to address any area in which NYSED believes we need improvement; we know we need to improve student proficiency and have taken steps to address that already. While investing our cash surplus, we will also need to put aside a certain amount of funds to be available for any corrective action. NYSED will let us know in which areas we need to improve and that will also help to direct our decisions on future spending. The Teachers' Institute/Practicum, student outcomes and programming are what we need to be prepared to talk about with NYSED during our renewal process.
- We need to establish investments that will provide both long-term growth and short-term growth. A long-term ultimate goal could be obtaining Bridge Prep's own space, but it's fine to stay in the co-located space now and have surplus funds but not need to use them. We should be very thoughtful about not rushing out of the co-located space we were just given, it was meant for our long-term residence; it took a lot of personal/human capital getting to this point; we could look for a building or space for something specific, like an early childhood center for Pre-K and Kindergarten, or for the Teachers' Institute/Practicum.

## CONCLUSIONS:

1. The *Finance Committee* will look into recommending an investment policy to the board; how to manage our assets; policy determines what is allowed to be done with funds; our policy won't be very complex.
2. Keep \$1 million\* set-aside (in investments) for emergency triage regarding whatever NYSED says is needed immediately to correct a situation - while we continue to think about what we want to do with the rest of the surplus (*\*the \$1 million set-aside may need to be voted upon by the board according to policy and procedures - the Finance Committee will look into this*);

3. The board will compare our teachers' salaries to the UFT/DoE salary model and will decide if we want to follow that scale or do something different, such as a longevity bonus or salary-step after a certain amount of time on the job. Perhaps we can look into funding TRF pensions for our teachers?
4. We need to meet our charter goals proactively; to move forward when the *Academic Committee* receives data on our students' state test scores; when we know which grades need more support, we can direct funds to those grades: extra teachers, smaller classes, or coaches. We may take action immediately and don't need to wait to hear from NYSED to address student proficiency.

## **B. Break**

## **C. Board Development & Fundraising Plan**

M. Harmon-Vaught offered a presentation on fundraising and lead a discussion on how that will impact board development. The following points were covered:

- Our board has not yet been active in fundraising and may wish to hold off on doing so until a later time, but since the school is currently doing more of this work, specifically with grants on the corporate/foundation side, it may be worth thinking about this strategically from a board aspect.
- According to the *NYC Charter School Center*, board members are the primary champions and supporters of all aspects of the charter school—including its fundraising. In fact, one of the primary responsibilities of an effective charter school board, beyond governance issues, is to ensure the fiscal viability of the school through continual fundraising and development efforts. They should be relentless advocates for the school in asking for financial donations from the many people they know in their professional and personal networks.

Questions the board needs to consider:

- What is our actual funding need?
- What is our philosophy on use of public and private dollars to run the school?
- What is the board's appetite for assuming formal fundraising responsibilities in some capacity?
- What is the board's fundraising role? How would we operationalize this effort effectively and equitably? How might we go about it?
- Some boards have a written or unwritten minimum give or give-get expectation from all board members. Some CMOs separate fundraising from their school boards due to NY State requirements of public bodies. We could form an advisory board for fundraising (*per Bylaws Art III, §H*) or create a "patrons group".
- Should we formally or informally adopt a philosophy of using per-pupil public dollars to support the core instructional mission and school operations? And use private philanthropic dollars to support growth initiatives, capital projects, shared

services/overhead, and student success programs? We already pursue private funding from corporate and foundation donors and small-scale private donor support from families and community members (e.g. dinners and special events).

- While sizable financial gifts from individual donors are always welcome, is that what our school needs right now?
- Should our board fundraising strategy focus on grant-seeking and other corporate/foundation gifts?
- Would we seek philanthropic gifts to support operating expenses or strategic initiatives, capital projects, and growth (e.g. teacher training academy)?
- Should we form an advisory committee?

*Assuming we want to move forward we would need to:*

1. Work with the school to articulate a case for support and an external resource development plan that determines the key fundraising channels the school will pursue.
2. Codify our philosophy for and mechanisms of fundraising .

*At this point, M. Harmon-Vaught welcomed feedback and questions from the attendees.*

- A question was raised about whether donations from sitting board members might be considered nepotism if an ineffective board member was contributing money that could cause the board member to be retained simply because of the donations possible. The response was that situation might be a concern, but our board members have set term-limits, regardless any monetary largess.

***Proposal by M. Harmon-Vaught:*** Establish an advisory board (*with bylaws' amendments*) Unlike the Board of Trustees, an advisory board holds no formal fiduciary duties under NYSED. The advisory board would need not hold public meetings or meet at a set schedule. An advisory board could help us establish a long-term pipeline for trusteeship; helping us to develop relationships with the community, helping us with grant-seeking, etc. We have sufficient funding to keep our school ongoing, so money is not an immediate concern, but how do we fulfill the other part of our mission, which is to expand our impact beyond the school?

- Would we need to set-up a Development Office for fundraising/grant writing, etc. with a staff that monitors applications, researches foundations for funding, crafts applications, submits applications, tracks spending, generates updates to the foundations? This is a huge undertaking. The E. D. responded that other charter schools have established development teams to handle this for them, usually during their 2nd or 3rd charter term. It is too early in our school's first term to set this up, but it's a good idea and can be considered during our 2nd charter term. Currently we use a combination of a staff member and an outside consulting agency to help with our grant writing. It would be good to slowly build up a Development Office and hire dedicated staff to run it.

- Reaching out to donors is not only about money, but also gets our school noticed and spreads brand-awareness, for marketing and growth.
- We need a clear vision for fundraising; we must decide what it is that we want to fundraise for. Our fundraising needs to be tied to something and we need to decide what our goals will be. Let's identify things for fundraising that improve the quality of experiences for our students. What is the vision and mission of our school, and what do we want to do that is different and more progressive than any other school?
- E.D. and his leadership team should let the board know if there are any items that are needed for the school that are not being included in the co-location renovation which can become a fundraising goal.
- We should focus on finding a purpose for fundraising that will expand our impact beyond the school itself.
- M. Harmon-Vaught suggested that the *Governance Committee* be tasked with reviewing the viewpoints and come up with a proposal regarding focus, purpose and plans for fundraising; that proposal can then be presented to the entire board at an upcoming meeting.

#### **D. Closing Items**

E.D. T. Castanza said that he benefitted from attending the *NYS Charter Schools Conference* and the *National Charter Schools Conference*. He learned strategies and what other charter schools fund and what they do and programs they have; and he asks that board members accompany him to these types of conferences. The next *NYS Charter Schools Conference* is in October in Albany and other schools' board members attend these conferences. Last year he went to dinner with boostEd and the Board Chair from a school in Yonkers and learned a lot; sometimes he learns what we do better than the other schools and sometimes he learns what they do differently. The *National Charter Schools Conference* next year is in Boston in June. He will share the dates of the conferences with our board; he brings different team leaders to conferences and would like our board members to attend too. It's a good way to learn what's out there and what can be done.

L. Gyimesi added that she thinks what we are doing forming the Teachers' Institute/Practicum is phenomenal and is something that no other school is doing; we can be a model for other schools. We are offering it to our own teachers first, but we can maybe broaden the reach of what we can do with the Practicum. Dr. Betty Rosa, *NYS Education Commissioner* told E.D. about a new program at SUNY New Paltz on the *Science of Reading* and she suggested that we reach out to them.

A. Wolkowitz said that our school's alumnae and families would be the perfect envoys to spread the story of our school's successes since they truly are our best emissaries and she is sure they would be very willing to help.

E.D. added that we have looked at creating a student ambassador program. The *NYC Charter School Center* will be holding large-scale events in the Fall and our school is being featured in the "Innovation" section of their public outreach.

G. Winn said that Bridge Prep also needs to look into structuring a 501(c)(3) since that would affect how fundraising and donor money would flow.

E.D. added that he will learn more about capital project funding this summer; what is possible and what are the limitations. He will collaborate with M. Harmon-Vaught to find ideas and focus on funding needed projects.

### **III. Closing Items**

#### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:02 PM.

Respectfully Submitted,  
K. Baldassano

APPROVED



## Bridge Preparatory Charter School

### Minutes

#### Board Meeting

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

Tuesday March 19, 2024 at 7:00 PM

##### **Location**

Bridge Preparatory Charter School  
715 Ocean Terrace  
Building A - Atrium (Main Floor)  
Staten Island, NY 10301

557 5th st#3  
Brooklyn, NY 11215

17 Sagamore Rd  
Bronxville, NY 10708

300 Cromwell Avenue  
Staten Island, NY

600 Commodore Court, #2620  
Philadelphia, PA 19146

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##### **Trustees Present**

A. Wolkowitz, G. Kuriakose, L. Gyimesi, M. Harmon-Vaught (remote), R. Kerr, R. Peters (remote), T. Frey

##### **Trustees Absent**

M. Casale

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

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T. Castanza

### **Non Voting Members Present**

T. Castanza

### **Guests Present**

C. Volpe (remote), G. Winn (remote), K. Baldassano (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 Becky Peters 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. Board member George Winn is in attendance via telephone/audio only and therefore not counted toward quorum and is not eligible to vote at this meeting.

**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 19, 2024 at 7:05 PM.

### **C. Welcome from Chair**

### **D. Approve Minutes of Board Meeting on 2.27.24**

G. Kuriakose made a motion to approve the minutes from Board Meeting on 02-27-24.

G. Kuriakose stated if there is no objection, the motion to approve the minutes of the 02-27-24 board 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.

## **II. Committee Updates**

### **A. Finance Committee**

G. Winn apologized for attending this meeting via phone and gave the following *Finance Committee* report:

- **School's Tax Return:** The committee met yesterday and had a series of working meetings prior. The most important item to be presented at tonight's meeting is the

school's draft tax return, which needs approval by a vote of the board. There is nothing that really stands out in it. He wants to commend the management team and BoostEd as well as our accountants for getting the tax return to us well ahead of the May 15th filing date. So thank you for that.

- **Cash Management:** We are still working on finishing our plan from last July regarding providing services for the management of our cash assets; Fiduciary Trust and J.P. Morgan Chase are handling our accounts based on returns of the Treasury markets; both firms are highly rated and we feel that they are a safe and sensible place for the school to have its cash assets.
- **Budget:** The budget is still in process; one of the biggest pieces that goes into it from an expense standpoint is our human capital. And there is a lot of work being done around how we array our human capital against the market and where we are in terms of the messages we're sending through compensation. There will be more on that as that work progresses during the budget cycle this spring.

L. Gyimesi made a motion to approve the Federal Tax Return for Bridge Preparatory Charter School as presented to the board covering the fiscal year July 1, 2022-June 30, 2023.

G. Kuriakose seconded the motion.

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

## B. Academic Committee

T. Frey gave the following overview of topics covered at the *Academic Committee Meeting*:

- **Acadience Program Data**
- **Proposed Improvements to the Academic Program for next school year 2024-2025**
- **Updates for Saturday Academy**
- **Updates for Summer School**

*She then gave the floor to C. Volpe for further details:*

- We brought the **Acadience Program** in as another assessment in place of F&P; it aligns more to our science of reading. We are looking closely at when we assess students, not giving them their testing accommodations to see what a true independent level is in fluency decoding and comprehension. We gave our 1st assessment in December and we just gave our 2nd assessment. We're looking at the assessments, diving deep into individual students needs. We're meeting with teachers. We're analyzing the data with the teachers. And then we're piloting a progress-monitoring session so we're looking at and identifying specific children. Acadience gives us materials to work with students around progress-monitoring, giving some really targeted instruction and then retesting them through the progress-monitoring 3 weeks later. We're hoping to see the results of that intense intervention.

- We started our **Saturday Academy**, which was specifically around test preparation. We identified students from our last testing session and our 3rd graders through MAP. We looked at students who were on the cusp. Students who were 1 or 2 questions away from a Level 2 or Level 3. For our 5th graders we're working with Math, ELA, and also keyboarding since they're taking computer-based testing. We're identifying their strengths, their weaknesses and having really small targeted groups to prepare for testing. We have about 40 students in the program. It's approximately a 6 to 1 ratio for students to teachers. We will monitor the students to see what kind of impact this intervention has so that we can expand for next year.
- Update on our **Summer Boost** program. We submitted the application last week; increased our number to 55 students which hopefully will bring us in about a \$100,000 to spend on our summer program. Part of that is for transportation. We're looking at creative ways to transport students because one of the things that holds our students back from coming to our summer program is not all students are entitled to busing - just students with door to door busing. We're working with the Bloomberg group talking about how other schools manage transportation. Hopefully we'll be able to fill those 55 seats. We're going to offer it to some of our incoming students as well. Received some positive responses from parents. It's been opened up to all of our families as an option, and it looks like that we will be able to service any parent that is interested in the program for the summer.

R. Kerr asked if there will be any more mock testing done. C. Volpe responded no, but we are offering test prep Fridays in all of our 3rd, 4th and 5th classes and have very specific goals around each period that they're doing test prep and our Saturday Academy is doing sample testing.

T. Frey then gave the floor to T. Castanza to discuss proposed improvements to the academic curriculum for next school year:

- T. Castanza stated that improvements to the academic programs relates to budgeting. And how we make decisions about what goes in the budget, what are the priorities. We look at the needs of each team. We think about how are we going to improve our academic programs. We discuss budgetary and non-budgetary items as we start planning for the next school year, and a lot of it is around personnel. What personnel positions will we need for the upcoming school year based on our observations, review of the data, our corrective action plans, and also feedback from staff in our focus groups.
- One of the things that we've landed on related to feedback that we received from NYSED about **Connect Saturdays**. We had been counting Connect Saturdays as regular mandatory school days for staff. NYSED says we cannot count those days as regular school days, so we're changing how we consider them next year. We'll still offer Connect Saturdays because they are successful, but now we are going to offer those days as optional per-session bonus work days for staff. And that's something that we think is fair. And we think we'll actually generate interest in a positive way.

- **Staffing positions** that we don't yet have in the 1st draft of the budget that we might want to see in there: we're thinking about potential **Cluster Teachers** for Science and Social Studies, which would then be 1 less content subject for the main classroom teacher and would also free up an extra prep period for those teachers. That's another 2 staff members that we'd have to hire because it's 2 and potentially 4 more staff members depending on the number of needs. So It's something that's not in the top tiers of priorities in terms of funding. *(Further discussion was held on teacher prep periods, how it is done in other elementary schools, and the demands on time for classroom teachers.)* This is something we will be exploring with the committee further. It's not something that we're funding right now and it's not in the budget now. R. Kerr added that there's going to be more discussion on this and the structure of it is very important; if we can afford it and it will give us less stress and push/pull with teachers because teacher's demands are great. T. Castanza added that another staffing position being looked at is whether we need additional **Instructional Coaches**; instead of labeling them as a "Math Coach" or a "Literacy Coach" we can simply be more flexible and one Instructional Coach could work with the upper upper elementary grades, and one work with the lower grades; an Instructional Coach to support teacher development and teacher growth is something that is not in the budget right now, but it could make its way into the budget in the future.

### C. Governance

L. Gyimesi gave the following update on *Board Development & Governance*:

- We're trying to develop and make use of a our marketing vendors on behalf of board governance and development and so far are seeing if we can use some of these resources to help us develop a targeted plan to build our board. Hopefully we can have it in play before the next board meeting and see what we can do as far as using these resources on our own behalf to help recruit more trustees or at least put ourselves out there so people know that we're looking for trustees; see if we can entice more people to join our board. We can make use of SILive.com. They're going to help us create some kind of a plan.
- Regarding our charter renewal application and the SUNY middle school application; we do not have any decision from NYSED about our renewal and Lisa Long said that we won't have a Board of Regents decision in April but will in May. We have not heard a decision from SUNY about our middle school application, but they have been reaching out with additional requests for information from us. Our public hearing on the SUNY application is April 2nd. If we get a capacity hearing, that'll be the first week in May. In the beginning of May we may have finally have answers on all our applications.

## III. Report of Executive Director

### A. Executive Director Update

T. Castanza gave the following update:

- We have not yet heard anything regarding our **NYSED Renewal Application** but we expect to hear something from them in April. There are 28 schools up for charter renewal this year.
- We invited Lisa Long to visit our school, but she did not respond yet to our invitation. She has not visited us in the past.
- As L. Gyimesi said, we won't have a decision on our **SUNY Middle School Application** until May when the Board of Regents votes at their meeting on May 6th or May 7th, although they would tell us a week ahead of the vote. Both Lisa Long and David Frank said that we will hear in May. Regent Cea said she has not heard anything yet about a vote on our application. We had a great meeting with SUNY. It was our first interaction with the head of the charter schools team and the head of the accountability team at SUNY. They started the conversation off by saying that they really appreciate our application coming in. They've enjoyed reading it thus far and acknowledge that we are a different type of school that serves a different population of students with double the IEP percentage of the district. And they understand that the traditional metrics like state tests are not always going to display what our kids are doing. SUNY is looking at us fairly. The list of 20 schools that applied for the 9 zombie charters is out and the competition is tough. Success Academy applied for 6 new charter schools across New York City, including a K-5 675-seat elementary school on Staten Island. Zeta charter schools applied for 5 charters. Another group that we do not know, applied for a civics-based middle school on Staten Island. Out of the 20 applicants, only 3 are for middle schools, including us. We are 1 of 5 NYSED-authorized schools that applied for a SUNY charter. Many of the schools applied for charters in the same districts in Queens. L. Gyimesi said that one way we seem to have a leg up over a lot of the other schools is the ability to show need and parental support; we have a record of a long history of parents being involved, and parents asking for a middle school; we supported this new application with a lot of documentation of that, more so than a lot of the other schools which are relying on their past. We're showing actual need in the community and if we can emphasize that, it helps us. M. Harmon-Vaught added that it's also valuable that need is reinforced by comments from our public elected officials, which is certainly not the case for a lot of charters in other parts of the city.
- **Budgeting:** We've talked about the positions that we've identified as needs that did make it into the budget for the first draft, one of which is a **Literacy Interventionist**. This is a position that would work with our lowest 20% of students in an intense RTI level and work in 6-8 week cycles for kids, to really move students ahead. This aligns with the science of reading in the state, something that's going on statewide. We also are bringing **2 Associate Teachers** onto the budget. These 2 positions are not salaried the same way as a full-time teacher even though they're full-time roles. They're more like teaching assistants and they're meant to support our Cluster Teachers, Art, STEM, PE and SCL teachers in the classroom. They would also provide us with some flexibility to be pushing in to other classrooms. They would

get fully trained in Orton-Gillingham like every other staff member. Other staffing positions that may ultimately come out of the budget is an additional **ICT pair** (*Information and Communication Technology*). We put in for 2 new full-time teachers as if we're opening another section because we want to make sure that we can shrink down class size, if we need to go from 23 students to 17 in the classroom. We have extra physical space, particularly because we're not opening Kindergarten-level classes. We may not need that extra ICT pair depending on how the enrollment breaks out, but we wanted to put it in the budget if we need to do that. Potentially if we don't hire those 2 ICT teachers, we could look at hiring another **SLP** (*Speech-Language Pathologist*). We currently have an SLP on staff, but she cannot do all the SLP mandates herself. Right now, they just rotate SLPs every year. If we had our own SLP that worked just for us, we could offer them our training. This year we have a particularly strong group that we want to train but we can't. We have some flexibility here. This is why the April meeting of both *Finance Committee* and *Academic Committee* will be critical. We're budgeting for **222 students** very conservatively, which is 20 students under our authorized enrollment.

- **Enrollment** is slowly moving along. We've now have more applications than we have graduating students for the for the 1st time. Our Vanguard mailing went out today. We will have an in-person **Admission Lottery** on April 3rd. We're going to update our website next week with the details. We originally were starting at 5 PM, but we may be looking at an earlier time. We're seeing a bigger uptick of applications for 1st grade and 4th grade.
- We were in Albany last Thursday for **Dyslexia Awareness Day** and were one of the co-sponsors of the event. We brought 25 members of our community, staff and students that have diagnosed dyslexia in grades 3 through 5. Our students were phenomenal. I'm impressed by them often, but we got to sit back and watch them engage with elected officials. They took tours of the capital building and were able to go on the floor of the assembly. Three Assembly members held an info session, back and forth, question and answer with our students. The questions that our students were asking were Level 3 questions. I was really proud. Our staff was fantastic. It was just a really great day and we had the largest contingent of people there.

#### IV. Family Association

##### A. Family Association Update

A. Wolkowitz gave the following Family Association update:

- We ended our **Read-a-Thon** (*based on Monopoly game*) on Friday. The students received different tasks from the game board; over the 2 weeks we had pop-up community chest and chance challenges and we gave little prizes to everybody whether they participated or not just to keep the momentum going. Boards are due this week, so we're tallying up how many minutes were read. The overall prize is getting to slime E.D., which they are super excited about. For in-school reading minutes they hit the first level for a mystery prize: a treasure chest. On Friday each

student will be able to pick something from the treasure chest. After we tally up the at-home reading minutes the next prize is a school-wide ice cream party and then sliming E.D. and then with their boards they'll get tickets for a basket auction for anything from throwing the first cup of slime - to an Amazon gift card. The teachers are very supportive and it was a fun thing for us to do. The kids were excited to get reading logs to fill out. They had to list the book they read, how many minutes they read and if they liked it and have a parent sign off on it. There was one 4th grader, who read 1,700 minutes. It was amazing. It was really fun all around. We had a lot of good feedback and we're tallying the reading logs now.

- We want to do a **fundraiser** by duct taping a staff member to a wall. We would pre-sell long pieces of duct tape, and the goal is to have the staff member stand on a box against the wall and the students will tape the staff member to the wall, with the idea of removing the box and the staff member remains still stuck on the wall with the tape holding them up. It's fun. I promise it's fun.
- We have our **Plant Sale** coming up in May for Mother's Day.
- We're getting ready for the end of the school year. We have **Family Association elections** in May, in April we ask for willingness-to-serve. Every position open so we're trying to recruit new people. It's very hard. Everybody wants to volunteer for the events, like Pumpkin Patch but nobody wants to lead.

## V. Other Business

### A. New Business

- T. Castanza said that the **5th grade Graduation** is June 13th at the St. George Theatre at 4 PM. A formal invitation will be sent later; There will be a post reception for board members and staff at Basel immediately following, in lieu of our Red and Blue Dinner that was held in the past.
- Our **Award Ceremony** is the night before, on June 12th in a large tent on the Quad here at the Petrides Campus.
- Our **Immersion Programs**, week-long immersive learning are happening starting the week of May 6th for our 1st and 2nd graders.; the week of May 20th for our 3rd and 4th graders; our 5th graders will be during the week of June 3rd, after their test.

## 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 8:03 PM.

Respectfully Submitted,  
K. Baldassano

APPROVED



# Bridge Preparatory Charter School

## Minutes

### Board Meeting

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#### Date and Time

Tuesday November 21, 2023 at 7:00 PM

#### Location

Bridge Preparatory Charter School  
715 Ocean Terrace  
Building A - Atrium (Main Floor)  
Staten Island, NY 10301

104 Capri C  
Delray Beach FL

201 Pondfield Road,  
Bronxville, NY 10708

1310 Lake Angelus Shores Road  
Lake Angelus, MI 48326

51 Ionia Avenue  
Staten Island, NY 10312

270 College Avenue  
Staten Island, NY

300 Cromwell Avenue  
Staten Island, NY

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#### Trustees Present

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

**Trustees Absent**

None

**Ex Officio Members Present**

T. Castanza

**Non Voting Members Present**

T. Castanza

**Guests Present**

C. Volpe (remote), Joseph Cupo (remote), K. Baldassano (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 Maria Casale, Rose Kerr, Rebecca Peters, Traci Frey, George Winn and Heba Nassef-Gore 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. In addition, 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.

**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 Nov 21, 2023 at 7:01 PM.

**C. Approve Minutes of Board Meeting on 10/17/23**

G. Kuriakose made a motion to approve the minutes from Board Meeting on 10-17-23. G. Kuriakose stated if there is no objection, the motion to approve the minutes of the 10-17-23 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.

**D. Welcome From Chair**

L. Gyimesi thanked all attendees and said that she wishes to thank the school's leadership team for their efforts during the NYSED site-visit. The school looked beautiful, the visit was smooth, the agendas were great, everyone did a phenomenal job and she just wants to offer her congratulations and thanks. She asked T. Castanza to share the board's appreciation with his staff for how the visit was handled. She wishes everyone a restful and peaceful Thanksgiving.

## II. Votes

### A. Proposal for Elementary Immersive Day Programs (Day Camps)

G. Kuriakose made a motion to approve the Pathways in Education/Elementary Day Programs proposal as presented to the board.

M. Harmon-Vaught seconded the motion.

T. Castanza said that we want to offer an immersive instructional program for all our students in the Spring; Pathways in Education offers Elementary School Day Programs. These are 5-day immersive programs held at our school. Every student in every grade will be able to participate. We may even be able to design some of these programs ourselves in the future.

Three of these programs will be offered to our students in May 2024:

- CSI-Crime Scene Investigation/Forensic Science (05/28/24-06/01/24) 55 students \$29,150.00
- International Taste the World (05/20/24-05/24/24) 126 students \$62,370.00
- National Parks (05/04/24-05/10/24) 64 students \$31,680.00

The programs proposal and invoices are presented to the board for review and vote. The board **VOTED** unanimously to approve the motion.

## III. Committee Updates

### A. Academic Committee

T. Frey gave the following update of the Academic Committee Meeting:

- The school shared a Data Dashboard that shows OG, beginning of the year foundational skills Math & ELA data, student demographics, special ed. snapshot of our students, NYS Math & ELA comparative data. We discussed how teachers are starting to use this data to form small group instruction; emphasizing students who are approaching proficiency, setting goals with students based on the data, and using OG data to know which skills students are lacking.
- Teacher observation and support progress; every teacher in the building has been observed at least twice and formal observations will be completed before Winter Recess.

- Math & Movement was implemented during teacher professional development on Election Day; the teachers loved it and hopefully will incorporate more Math & Movement into their classrooms; the teachers also worked on common planning and to present both actionable items and deliverables that they would have completed during the time they were given.
- Professional Development on Tuesday and Thursdays divided up into Team Time, Common Planning Time, and OG Time, and there is a set schedule for what happens each month on each day.
- Preparations for NYSET site-visit

She then turned the floor over to C. Volpe who presented a copy of the Data Dashboard to the board indicating:

- Student Demographics
- Special Education Snapshot
- NYS Assessment Data (SY2022-2023)
- MAP ELA - Fall 2023
- MAP Math - Fall 2023
- MAP Achievement - Fall 2023
- Orton-Gillingham (OG) BOY Assessment Data

Each of the areas were discussed in detail.

## **B. Finance Committee**

G. Winn gave the following *Finance Committee* update:

- The *Finance Committee* has been looking at some programmatic contracts, tonight we voted on one of those contracts.
- E.D. has been considering media and branding proposals.
- NYSED doesn't have a lot of comment on the financial aspect of our school and thanks to the team for their hard work to get us there.
- Moving forward, we are looking at a lot of things that we discussed at our July board strategy session. B. Peters and G. Winn are looking at financial options on how to manage our assets and what is possible to fund the goals that we set as a board.

He then gave the floor to T. Castanza to discuss the budget refresh.

We look at the budget we approved in June and where we are now; at this point of the year we refresh the budget by looking at what we actually spent in each bucket:

1. revenue (where are we now compared to our projections);
2. personnel (changes in hiring, etc.);
3. non-personnel (operational aid, capital expenditures, etc.)

We use all this information for forward-planning of our funds. Budgeting has a fluid nature. We will be budgeting for a new charter term for our first time. G. Winn stated that projected revenue was based on a 225 student census; we actually have 241 students and therefore our revenue increased.

Now looking at a contract with Staten Island Digital Media, but we need more information before we can approve that partnership. We will get a presentation from them and the board will be presented with the contract at the December board meeting.

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

H. Nassef-Gore stated that the *Board Development & Governance Committee* met on November 15th and the following was discussed:

- Board development and the assessment to be released in December that will help us to identify the areas that need to be developed on the board
- Expanding membership of the board to increase the number of parent representatives
- There will be further updates at our next board meeting.

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

#### **A. Executive Director Update**

T. Castanza gave the following update:

- Thanked his team for the hard work they put in for months leading up to the NYSED site-visit; our team adapted quickly for the additional people on the NYSED team for the visit; on the morning of the visit, the team was given a list of specific IEPs to be reviewed by the NYSED team and they pulled those files and had them ready for review, efficiently with no delays.
- The night before the NYSED site-visit, the DoE conducted a public hearing on our charter renewal; our public hearing was shared with New Dawn Charter School; even though New Dawn is a much larger school, they didn't have any participation by speakers, our school had a great showing of public representation at the hearing; at least a dozen parents spoke; the leadership team spoke but was only allowed 10 minutes; L. Gyimesi spoke; so many supporters showed up for us that some were upset that they didn't have a chance to speak. One parent said that the family support our school offers is so important; even a CEC member spoke on our behalf.
- We are looking at the NYSED site-visit feedback and will connect with our NYSED liaison after the Thanksgiving recess for some follow-ups. Pasek was interested in how the visit went; what happens next? NYSED is aware we still have questions.
- We have trimester-based family survey results: 95% said their child is happier when they come home from school; 95% child has a new eagerness to go to

school; 96% said their child is more engaged in learning since they started Bridge Prep.

Some upcoming proposed Board of Regents policy changes for 2024:

1. Commissioner's Regulation 119.1 regarding special education funding for charter schools; it seems they are modifying how certain terms are interpreted; we don't know if this change will affect our school; there will be a webinar session on December 7th with Lisa Long, NYSED Charter Office and NYS Charter Association to clarify the policy changes; he will report back to the board afterwards.
  2. Update of Board of Regents Rule 316 regarding how NYSED is working on being an efficient authorizer; adapting to the times of what it means to be an authorizer; it gives the commissioner more authority over certain charter revisions without having a full Board of Regents vote necessary.
- There is a new rule regarding what language needs to be written on charter school applications which is effective immediately.
  - Tomorrow the 2nd & 4th grades will hold a Thanksgiving Day parade tomorrow.
  - L. Gyimesi stated that we are following up with the information from the NYSED visit and will debrief with Pasek Consulting to get more feedback, thoughts and comments.
  - There is a webinar on December 4th regarding the next steps for charter schools that are up for renewal.
  - G. Winn asked if there was a document that contains all the feedback from the site-visit; L. Gyimesi said she will work with T. Castanza regarding that.
  - R. Kerr added that she wants to acknowledge how awesome our Board of Trustee members were during the site-visit and NYSED was very impressed with us; each one of us shared their expertise and NYSED recognized the strength of our board. NYSED commented in the debrief that our entire board was present and they usually only see 1 or 2 board members during a site-visit.

## **V. Family Association**

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

A. Wolkowitz gave the following update:

- **Thanksgiving Pie Sale** - The Family Association is partnering with Moretti's Bakery again to sell pies for Thanksgiving; we sold 105 pies this year;
- **Winter Festival** - On December 12th we will hold our first annual Winter Festival outside under heated tents; we have over a dozen vendors lined up to sell wreaths, candles, ornament-making station, photo booth, items for children to buy; we will have food trucks there. We are starting our holiday decorations for the school

(theme: Polar Express) and will do a courtyard clean-up. We have parent volunteers coming in to help us.

T. Frey asked if there would be alternates to ornament-making for children who are Muslim, Jewish, etc. since not everyone has a tree for ornaments. A. Wolkowitz said that the children will be given the option of making a craft item that doesn't need to be an ornament and there will be options such as making a snowman or something non-denominational; the ornament station is called a "craft table" so that all students can participate. T. Castanza said that the school decorations in the courtyard are also non-denominational and called the "holiday square".

## **VI. Other Business**

### **A. New Business**

G. Kuriakose thanked L. Gyimesi for her efforts on the charter renewal process for over a year and for shepherding us through this so beautifully; it needs to be said that we are very grateful to you for so much work. The other board members also thanked her. L. Gyimesi responded with thanks and said that the team and E.D. did a great job.

T. Castanza added that it is critical that the school and the board chair are in sync/aligned and we were fortunate that L. Gyimesi and he were very aligned and each other's yin/yang. He then thanked all the board members for their support, often done behind the scenes. Being there for the NYSED site-visit, the board's presence and turnout was the first thing that NYSED commented on in the debriefing; the board's attendance was very reassuring and he appreciates it very much.

## **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 8:03 PM.

Respectfully Submitted,  
K. Baldassano

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## **Documents used during the meeting**

- Bridge Prep - Elementary Day Programs Proposal.pdf
- BPCS Data Dashboard SY23-24\_Fall2023 (1).pdf

APPROVED



## Bridge Preparatory Charter School

### Minutes

#### Board Meeting

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

Tuesday May 21, 2024 at 7:00 PM

##### **Location**

Bridge Preparatory Charter School  
715 Ocean Terrace  
Building A - Atrium (Main Floor)  
Staten Island, NY 10301

600 Commodore Court  
Philadelphia, PA 19146

328 Oakland Avenue  
SI NY 10310

201 Pondfield Rd  
Bronxville NY

557 5th st  
Brooklyn, NY 11215

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##### **Trustees Present**

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

##### **Trustees Absent**

None

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

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T. Castanza

### **Non Voting Members Present**

T. Castanza

### **Guests Present**

K. Baldassano (remote), N. DeStefano, T. Gore (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 Maria Casale, George Winn and Rebecca Peters 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. In addition, 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.

**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 May 21, 2024 at 7:05 PM.

### **C. Approve Minutes of March 14th Executive Committee Meeting**

G. Kuriakose made a motion to approve the minutes from Executive Committee Meeting on 03-14-24.

G. Kuriakose stated if there is no objection, the motion to approve the minutes of the 03-14-24 *Executive Committee 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.

### **D. Approve Minutes of April 16th Board Meeting**

G. Kuriakose made a motion to approve the minutes from Board Meeting on 04-16-24.

G. Kuriakose stated if there is no objection, the motion to approve the minutes of the 04-16-24 board 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.

## II. Committee Reports

### A. Academic Committee

T. Frey gave the following synopsis of the topics discussed at the *Academic Committee Meeting* of May 7, 2024:

- **STANDARDIZED TESTING:** We have completed both **ELA and Math**; logistically the computerized testing for ELA was easier although some students found the typing very challenging; teachers felt that the interest level of students was good. **Science:** test was administered and was challenging for some students, who took a full day to finish the test. **Math:** 3rd and 4th grade tested paper-based and 5th grade tested on the computer. The number of opt-outs were similar to previous years. Next year, we're thinking about having 3rd-5th grade test on the computer and we will use the Rally! program for mock tests twice a year to get students accustomed to testing on a computer. Next year, 4th & 5th grade will be mandated to take computer-based tests and by 2026 all standardized testing will be computer-based.
- **NYSED CHARTER RENEWAL & SUNY MIDDLE-SCHOOL CHARTER APPLICATIONS:** Details to be discussed by T. Castanza later in tonight's meeting
- **ENROLLMENT:** Registration was open and families could register online and upload their documents, which made things a little easier. They could also register in person and bring their child's IEP for review. As of May 7th we had projected 246 students for next year; we are including 235 students in next year's budget, which will be discussed in further detail later at tonight's meeting.
- **PROMOTIONAL CRITERIA:** We will be reviewing promotional criteria over the summer to see if we need to revise the guidelines; we briefly discussed social promotion. T. Castanza added that we have promotional criteria included in the charter, and now during charter renewal, it's good to revisit these policies to see how they're working; and if there is a major change in the policies, we will ask NYSED if they are considered material changes or non-material changes.
- **REDUCED CLASS SIZE:** We talked about keeping class sizes smaller than in the past; we are projecting to have less than 16 students per class and to add 2 additional sections (1 for 4th grade & 1 for 5th grade); we are planning for 5 teachers total to participate in the Practicum program next year. We may need to hire a second ICT para since we're adding a 2nd class section. Also, we will need to hire an ENL teacher because of the number of projected ELL students. A major change in Jill Edwards Orton-Gillingham contract will be to reduce her active role from 3 times a week to 2 times a week, and to build Ms. Otterbeck's capacity to take on the 3rd day that Jill is no longer providing. Ms. Otterbeck is currently participating in the Practicum program. T. Castanza added that they are still finalizing decisions; a discussion followed regarding coaches, Danielson's Framework planning, specialized instruction, 2 coaches plus Ms. Otterbeck, and special education differentiation,

- **INTENT TO RETURN AGREEMENTS:** Teachers have to submit their intention to return agreements by May 17th; a 3rd grade teacher resigned, and postings are live for vacant positions.
- **DATA DASHBOARD:** R. Kerr requested that a Data Dashboard be shared at every board meeting moving forward so that all board members are up-to-date and the data is transparent.
- **SCHOOL CALENDAR for 2024-2025:** We will have 4 professional days built in; the structure of summer professional development has changed: August 25th to the 30th the full staff will be at school having professional learning opportunities. August 19th to August 23rd are designated grade team days and classroom-setup days. Specific teachers will be asked to come in on specific days.
- **SUPERPOWER MENTORS:** Their initial proposal was too high and we asked them to restructure and they came up with a group mentorship idea of 5 students per mentor with access to the mentor over a 15-week period, this will save \$50,000 from the original cost. T. Castanza added that it is on hold until June, and will be discussed again with the *Academic Committee* and any other necessary committees.
- **END OF YEAR MAP DATA:** Will be shared with board members in June; preliminary data looks promising; teachers are sharing and discussing their academic data and student growth during team meetings; it's good to see academic data shifting towards the way that we want; we'll share the MAP data and some of the growth that we're seeing across subjects in both ELA and Math next month. Discussion followed regarding MAP growth, data metrics, overall proficiency, Acadience data, whether there is a way to predict how students will do on next year's tests based on this year's scores, and how we track data over time.

*The next Academic Committee Meeting will be held on June 4th at 8:30 AM.*

## B. Finance

G. Winn gave the following update on topics covered at the *Finance Committee Meeting* on May 15, 2024.

- **CONTRACTS:** *(Regarding the renewal of financial-related contracts, G. Winn gave the floor to T. Castanza for details.)* T. Castanza shared the contract renewal for BoostEd, which is our financial services partner; their contract is on tonight's agenda for approval by the board. Also on tonight's agenda is the contract for our new audit firm; he thanked the people who helped with interviewing the 3 audit firms we were considering. We ultimately decided to recommend MMB & Co. and their contract is also on tonight's agenda for approval by the board. Discussion followed with Rebecca Peters and G. Winn regarding the reasons for the MMB & Co. recommendation: larger company, more resources, bigger brand, a cost in line with what we were already paying our former auditors and a willingness to meet with the board to walk through any issues, to talk about best practices and bring the board a little bit closer into their process. G. Winn added that this covers some of the things we're thinking about down the road for best practices as we look at an action plan and an audit

committee that's more formally structured - what we want to see as the school moves forward. Certainly MMB & Co. itself is established enough in a way that will serve everybody well. T. Castanza stated that there will be other contracts that will be presented to the board for approval in June. Insurance is one and we're still working with Rusty Godfrey at Gallagher Insurance. Our contract renewals are on track. We will also likely present a renewal of the HR partnership contract at the June board meeting. G. Winn said regarding the extension of the BoostEd contract, the cost is about a 3% increase from the year prior. Not a major increase in the cost of that relationship and they serve us as well with accounting and bookkeeping needs. Right now it makes sense to continue as we're doing with BoostEd. But there are certain aspects of investment and management of the schools assets that may be beyond their scope. We do have 2 other partners that can help us with that. The Finance Committee can discuss this further at the next meeting.

- **BUDGET:** We looked at the compensation lines and asked to sit down with some of the managers and review some of the conclusions that they included in the budget draft. T. Castanza spent some time, with the Director of Teaching and Learning. G. Winn believes we could certainly move forward along the line of the teaching staff; there's time sensitivity around that. At the *Executive Committee Meeting* there was a question regarding whether we should vote on the entire budget tonight but he feels that we can certainly go forward and only approve the line regarding teaching staff salaries. We have typically looked at this document and had to approve that line at the May board meeting and then moved forward into June to approve the rest of the budget. There's often a portion at the very top with our most highly compensated staff at the administrative level that we sometimes had to take out until the later June board meeting. Discussion can continue on this topic when the budget vote is called on tonight's agenda.
- **CASH MANAGEMENT:** We now have approximately \$4 million invested across 2 different managers. We are earning a 5% return on that money, which is substantial. He would have liked to have that money fully invested in those places much earlier in the in the year, but we can see the benefit of even having it in there for 6 weeks. That's good news and we worked hard to implement that strategy; thank you to T. Castanza and everyone who worked on that.

*The next Finance Committee Meeting will be held on June 10th at 3:45 PM.*

### C. Board Development & Governance

L. Gyimesi gave the following update on the *Board Development & Governance Committee*:

- **NYSED CHARTER RENEWAL:** There is no news in this area; we don't have any information. Our charter renewal did not make the May Board of Regents agenda; they had only 6 schools being considered at that meeting; there are about 18 charter schools still remaining to be voted on by the Regents Board and their next meeting is the first week of June. We anticipate being on their June calendar to find out about our renewal application.

- **SUNY MIDDLE SCHOOL CHARTER APPLICATION:** No word from SUNY. So, that's where we are at this point. We're all exhausted, but move onward to June.
- **BOARD RECRUITMENT:** There is good news on that front. A. Wolkowitz will be running for a full 3-year term as a parent board member; N. DeStefano will be voted onto the board tonight; T. Gore is moving forward and her board application is being processed. A new potential board applicant is Jennifer Sanmartino. There are some more people interested in joining our board, at least one is attorney but we're waiting to see. Staten Island Media Group has added a "*Join Our Team*" webpage on the school website, which will be up all year long; interested parties can seek information, reach out and apply to join our board from that webpage. There's also a print ad drafted for staff and board recruitment. At this point with those we know joining the board, there will be 11 trustees, including the new *Parent Association* president; the board cap is 15 trustees. L. Gyimesi gives credit to our team, including T. Castanza and R. Illuzzi who have been doing a lot of community outreach and attending events and functions to help recruit new board members.
- **TERMS OF BOARD MEMBERS:** Board member terms end on the last day of the month of June in whatever year completes their 3-year tenure as a trustee. At the June *Governance Committee* meeting we will be proposing a slate of board officers for elections at the full board meeting. Also at the June board meeting, we will be reappointing G. Kuriakose and M. Harmon-Vaught to their second 3-year term on the board.

*The next Board Development & Governance Committee Meeting will be June 5th at 4 PM.*

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

M. Harmon-Vaught gave the following update on *E.D. Support & Evaluation*:

- **THANKS:** First he wants to thank T. Frey for her wonderful partnership in the past several weeks in planning for how we'll approach, E.D. support and evaluation both for this cycle in the immediate term and then also the long term. Some strategies from her experience will be incredibly valuable and supportive. We had a really great meeting with E.D. T. Castanza a few weeks ago.
- **ANNUAL SURVEY:** The annual survey on Board-on-Track will open tomorrow and he invites trustees to please complete that survey as soon as possible and within the next 2 weeks. That gives us really good year-over-year data as we work to support E.D. and his leadership.

### **III. Votes**

#### **A. Resolution #30 to Appoint Board Member Nicole DeStefano**

L. Gyimesi made a motion to approve Resolution #30 to Appoint Board Member Nicole DeStefano.

G. Kuriakose seconded the motion.

**Resolution #30 to Appoint Board Member Nicole DeStefano**

**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 **Nicole DeStefano** as a member to its Board of Trustees, with a term expiring on June 30, 2027 pending approval by NYSED. The resolution approving **Nicole DeStefano** is adopted upon NYSED’s approval.

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

**Roll Call**

|                  |     |
|------------------|-----|
| A. Wolkowitz     | Aye |
| M. Casale        | Aye |
| R. Peters        | Aye |
| T. Frey          | Aye |
| R. Kerr          | Aye |
| G. Winn          | Aye |
| M. Harmon-Vaught | Aye |
| L. Gyimesi       | Aye |
| G. Kuriakose     | Aye |

**B. Approval of Academic Calendar**

G. Kuriakose made a motion to approve the School Calendar for 2024-2025 as presented to the board.

L. Gyimesi seconded the motion.

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

**C. Amendments to Bylaws - ARTICLE VI, ARTICLE VII and ARTICLE XII**

L. Gyimesi made a motion to approve the amendments to Article VI (C), Article VII (A), Article XII (A through E) of the Bridge Preparatory Board of Trustees Bylaws as presented to the board.

R. Kerr seconded the motion.

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

**D. Approval of Contract for Edwards O-G**

G. Kuriakose made a motion to approve the proposed contract from Edwards Orton-Gillingham Inc. as presented to the board.

A. Wolkowitz seconded the motion.

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

**E.**

### **Approval of Contract for MMB+Co**

G. Kuriakose made a motion to approve the proposed contract from MMB & Co. as presented to the board.

T. Frey seconded the motion.

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

### **F. Extension of Contract Boost Ed**

G. Kuriakose made a motion to approve the extension of contract from BoostEd as presented to the board.

A. Wolkowitz seconded the motion.

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

### **G. Approval of Budget**

L. Gyimesi made a motion to approve the entire school budget for Fiscal Year 2023 as presented to the board.

G. Kuriakose seconded the motion.

*The FY23 Budget was developed by the Executive Director, in collaboration with members of the Leadership Team, the organization's Financial Services provider, BoostEd Finance and members of the Board of Trustees. Feedback on the needs of the organization was taken over the course of several months from the stakeholders above, as well as other members of the community to identify priority areas to allocate funding and assure organizational success.*

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T. Castanza thanked all who worked on the budget and discussed budgeting for the next 5-year span; the sustainability of surplus and cash, budgeting conservatively, reducing class size and how expenses build out over time. Allocations for non-capital expenditures and capital expenditures, funds for renovations and repairs. Amounts for direct ed and operational costs were adjusted to amounts closer to what we actually expect to spend. Adding staff positions affects the budget; he expects to dive much deeper into conversations about staff compensation with the board members in the summer and throughout the school year, as well as doing various types of analysis around staff compensation to make sure we are keeping teachers and staying competitive with salaries. Board members also discussed topics such as ICT models, opening up additional sections of grades, bridge classes, mixed classes, and elements of personnel. A debate followed on how the budget was aligning to market; where the percentages proposed for salary increases were obtained; which board members are comfortable approving the entire budget as presented tonight and which board members want to only vote on particular portions of the budget with the remainder to be addressed after further scrutiny and analysis. Is the budget ready now for approval? Opinion was voiced that only portions of the budget are acceptable and there is still some work to do regarding the staff salary plan. Other opinions were that the staff compensation issue can continue to be analyzed and can be adjusted and modified after the board approves the entire budget as a whole.

- A motion was made to address the budget approval via vote and seconded.

Note: M. Casale stated that she would vote on whatever will move us forward but that she has to leave. M. Casale left the meeting at 8:13 PM prior to the actual voting. Because she left the meeting prior to the vote count and there is no proxy voting, she will be marked as "Absent" for this vote.

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

Roll Call

M. Casale	Absent
M. Harmon-Vaught	Aye
T. Frey	Aye
G. Winn	No
L. Gyimesi	Aye
G. Kuriakose	Aye
R. Kerr	Aye
A. Wolkowitz	Aye
R. Peters	Aye

IV. Executive

A. ED Update

T. Castanza gave the following Executive Director update:

- **NYS EDUCATION ACTION PLAN:** We will submit the schools' Action Plan to NYSED tomorrow; thank you to those who gave feedback on that. It worked. We cleaned it up and corrected any typos. T. Frey and E.D. discussed building out the academic benchmarks a little bit to be more specific in their targets. The items that were in the budget specifically around class size and staff positions were built into a strategy for how we will improve academic performance. Thank you to those who helped us work on that, my team who sat with me at the school level and Pasek Consulting.
- **ENROLLMENT:** We have 246 registered students as of May 7th. We have 71 new families who applied and of that number, 38 are fully registered. We've registered 4 ELL students.

V. Family Association Update

A. Family Association Update

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

We had our **PLANT SALE** about 2 weeks ago. It was a huge success outside in the courtyard. Petrides School and Hungerford School students came by; we had 2 days and the kids had a really good time shopping - some kids just love plants. We had a **STAFF APPRECIATION SNACK BAR** set up in the upstairs lounge, with a variety of different

snacks and drinks which we kept replenishing throughout the day. It was open for all staff, including paras, service providers and teachers.

Tomorrow is the **FIFTH GRADE DANCE**. We arranged for someone to come and airbrush shirts, hats or backpacks for the 5th graders as a gift from the *Family Association*. There was a **FIELD DAY** on Friday and a **DERBY** on Saturday, the energy level here is exhausting but the students are super happy. Ms. Illuzzi has been doing a great job of posting photos of school events on social media.

VI. Other Business

A. Presentation of Shield of Bridge Prep Award

T. Castanza stated that every year at the school we give out awards to those that impact the community over and above what we ask them to do. Those are our bold, bright, unique awards, our core values. And then we have an award that basically takes all of those core values and wraps them into one beautiful shield. And the shield was built by myself and R. Kerr and L. Timoney. When we designed Bridge Prep we needed to create a logo. It's the 1st thing that someone sees and it really defines the school, who you are and what you're about. We felt that a shield was a nice logo and the most appropriate award to give to someone who truly embodies what we do and gives to the community. Not just to one group. Not just to kids, not just to faculty, but to everybody. And that award has gone to staff members in the past couple of years. This year we discussed that it was time to consider people that have taken us through the first 5 years. That we couldn't have got through the 1st term without. There was really easy choice of recipient; someone who has been with us for a long time, who knows the school and who knows the people. I had them nominate candidates for all the awards and I said I would like to consider nominating Rose Kerr for the Shield Award. This was a really easy choice. We are going to give these awards out of graduation, but I wanted to make sure that Rose gets this now, before Graduation Day knowing that she will be away in Europe then. I am very grateful to Rose because I have been personally mentored by her. Five years is a long time and there's very few people that I trust as much as her. And I genuinely mean that. And I hope that she puts this Shield Award among many other accolades that she already has. And remember how special you are to our kids, our families and our staff. So thank you.

The Shield Award is inscribed:

In celebration of your service and commitment to the Bridge Prep community and for exemplifying and modeling bridge prep's core values and mission through your actions and mindsets. Thank you. Congratulations Rose.

R. Kerr responded by saying thank you to the community at Bridge Prep. We have some of our founding trustees here: L. Gyimesi, G. Winn, M. Casale and of course T. Castanza and F. Ebanks. We've been through a lot. You mentioned L. Timoney, who had a lot to do with establishing our school. If I could have predicted 8 years ago when we started this journey, where we should be 8 years later, I would say right where we are now. That to me, is the ideal place. Notwithstanding NYSED and SUNY - whether they renew us 3, 4, 5 years, it

doesn't matter because we know what we have done from that first moment. We care and that's the key to carry this greatness on. So we can say with all honesty that we've begun something with a team of people who will go forward and continue helping those babies to become wonderful 5th graders and possibly our own middle schoolers. I couldn't have hoped for anything better than that. So thank you very much.

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 8:25 PM.

Respectfully Submitted,
K. Baldassano

APPROVED



Bridge Preparatory Charter School

Minutes

Board Meeting

Date and Time

Tuesday October 17, 2023 at 7:00 PM

Location

Bridge Preparatory Charter School
715 Ocean Terrace
Building A - Atrium (Main Floor)
Staten Island, NY 10301

232 East 6th street
Brooklyn, NY 11215

201 Pondfield Road
Bronxville, NY 10708

300 Cromwell Avenue
Staten Island, NY

Hi all,

Please review the minutes from the last meeting and send any edits to the secretary in writing 48 hours before the meeting so that we can make any necessary edits.

Thank you,

Trustees Present

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

Trustees Absent

H. Nassef-Gore

Ex Officio Members Present

T. Castanza

Non Voting Members Present

T. Castanza

Guests Present

C. Volpe (remote), Francesca DiCanio (remote), Joseph Cupo (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 Tuesday Oct 17, 2023 at 7:02 PM.

C. Approve Minutes of Board Meeting on 09/12/23

G. Kuriakose made a motion to approve the minutes from Board meeting on 09-12-23.

G. Kuriakose stated if there is no objection, the motion to approve the minutes of the 09-12-23 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.

D. Welcome From Chair

L. Gyimesi thanked everyone for attending and said we have a full house and a full agenda tonight; she thanked everyone for their time and their service.

II. Audit Report & Vote to Approve Audit Draft

A. Report on the Audit of the Financial Statements

G. Winn stated that we have received a clean audit this year; there were no exceptions and the auditors from SAX Accounting commented that we had taken positive action on their previous suggestions regarding how to handle debit cards vs. credit cards - the auditors noted that our management team and financial managers had come up with a good solution; it was nice to get such good feedback. We are in good stead financially and have sufficient operating funds available for approximately 2 years, if we ever

needed to be. We had a good conversation with Joe Albano and the auditing team from SAX Accounting.

T. Castanza added that the board will be asked to vote tonight on the draft audit which will then be shared with the auditing team, who will prepare the final audit to be submitted to NYSED as part of our Annual Report by November 1st.

B. Vote to Approve Financial Audit Draft

G. Winn made a motion to approve the financial audit report for the prior fiscal year ending June 30, 2023 as presented to the Board of Trustees on this date.

L. Gyimesi seconded the motion.

L. Gyimesi commended the finance management team for receiving clean audits every year for the last 4 years.

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

Roll Call

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

III. Committee Updates

A. Academic Committee

T. Frey gave the following *Academic Committee* update:

- **STUDENT DEMOGRAPHICS:** T. Castanza and C. Volpe shared data with the *Academic Committee* regarding our student demographics - that information will be presented to the entire board tonight; it is important to know who our students are regarding their disability classifications, gender, ethnicity, etc. The school's data team prepared charts.
- **PRELIMINARY TEST DATA:** We have some test data for our school, full test data will be shared with the board at next month's board meeting. Some of the data being presented tonight will appear on the new data Dashboard starting next month. R. Kerr added that it's important to note that the information shown regarding breaking-down standardized testing reveals only an overview of the data - at the school level they are able to break it down to the individual student level - each child's data year-over-year in order to focus on every child's individual needs in ELA and Math.

- **TEACHER TEAMS:** The school has formed some new teacher teams, including a new data team; every staff member is a part of one of the teams;
- **PROFESSIONAL LEARNING:** Plans are in place to engage the staff in monthly professional learning sessions, including targeted professional learning for some staff members. R. Kerr added that there have been some very important structures added for teacher improvement, observation and new systems for tracking. The success of a child has much to do with the quality of the teachers. Every teacher has been designated a tier level for support. We also met our new Math Coach.

C. Volpe reported that they are very happy to have an expanded school data team because they can now look more deeply into data points; with the assistance of our new special ed. teacher, Ms. Cooke, we created a new chart showing the different IEP classifications of our students. This will be presented to the board next month. We are tracking attendance and student demographics and MAP data. We are introducing fluency and comprehension assessments soon. We are working with Jill on new way to present OG data points to show mastery of foundational skills and grade-level norms, to give a better picture of our data that will be more user-friendly.

B. Finance Committee

G. Winn gave the following *Finance Committee* update; working on some of the topics that were discussed at our last Strategy Session:

- **CASH & ASSET MANAGEMENT:** How to invest our surplus funds based on goals that the board will identify; we need to figure out how to work with cash management on an ongoing basis; we hope to have some proposals ready to present to the board at the November board meeting; we are also looking to see what other investment categories we can use.

C. Fundraising Committee

M. Harmon-Vaught gave the following *Fundraising Committee* update:

The *Fundraising Committee* will be holding its first meeting this Friday; we will discuss who we want to bring onto this committee, not necessarily just board members, but also people who can ask strategic questions and will help us to consider long-term goals. We will bring back to the full board the our recommendations.

IV. Report of Executive Director

A. Executive Director Update

T. Castanza gave the following updates:

- **BUDGET REFRESH:** This is the time of year when we budget refresh; what items are we budgeted for, what does our staffing look like and what do we anticipate as the needs of the school; we will cover the budget refresh at the November *Finance Committee* meeting; we will look at what we planned to spend, what we actually

spent and where do we need to adjust our budget lines. This helps us to plan our spending for the rest of the school year, and we'll look at the budget again in January/February to see if any further adjustment is needed.

- **NEW CONTRACTS:** We will be bringing some new contracts to the attention of the board and committees in the next few weeks; some of the planned expenses are one-time expenditures that will be presented to the board for approval due to the large amount of the expenditures. We also have a really robust staff-and-student recruitment budget. G. Winn added that these initiatives all fall within our existing budgeted amounts for this current fiscal year; financial but also programmatic in identifying the initiatives implemented now, some of which fall into multiple budget areas. We also need to think about what to do with some of our budget surplus.
- **RETIREMENT OF PETRIDES SCHOOL PRINCIPAL:** Ms. Buckheit is retiring and a new principal will be put in place immediately; we look forward to working collaboratively with the new principal as we did with Ms. Buckheit; we are continuing our good partnership with Ms. McHugh, Principal of the Hungerford School.
- **NEW PLAYGROUND:** Both the Petrides School and Bridge Prep had been notified by the School Construction Authority that we received \$300,000 in Reso A funds to support the construction and renovation of playgrounds on the Petrides Campus. SCA left it up to us to determine how to share that funding; Ms. Buckheit and T. Costanza agreed to spend some on renovating the existing playground for the Petrides School and some on constructing a new playground behind the "A" building for Bridge Prep. SCA will construct the playground but we will have input on the design. We also agreed to renovate/repair some of the campus outer fencing near the new playground.
- **BUILDING "A" RELOCATION UPDATE:** We now have all our classrooms located in a single building and are settling in; we are able to look at where we still have needs; every professional now has an office; we also have a conference space for meetings; our next project is the design of the Literacy Lab/Library multi-sensory space; we've already received some funding for the space from the *Family Association* and Councilman Borelli; we now need to find a vendor to design the space for us; we hope to have some progress on that space by the end of November.
- **CAMPUS COUNCIL MEETING:** We held our first Campus Council Meeting with the leaders of the other schools located on the Petrides Campus; T. Castanza is Chair of the Council, Ms. Buckheit, Ms. McHugh and the Superintendent's team attended the meeting. Building Captain is Christine Loughlin, Executive Director of the Borough Support Team. Discussion was held on needs of the students and staff on the campus, working through space-sharing, and school safety.
- **CAMERAS FOR ALL FLOORS IN BUILDING "A":** The 2nd and 3rd floors of our building have no cameras; the 3rd floor still has district administrative staff offices; we asked about adding cameras to our building but there are so many cameras already on campus that the system cannot accept any more; to add a new system for cameras we would need Reso A funding and there is a long list of schools in

NYC that are waiting for cameras to be installed; we asked DoE if we could use our own capital funds to purchase a new camera system for our building, and that is being looked into to see if it is possible. Superintendent Wilson agrees that we need cameras in our building for safety, so we will see what is permitted. We should have more information on adding cameras by next board meeting.

- **CHARTER RENEWAL PROCESS:** We had a great meeting with our staff cabinet to talk about our data and what we need to do as a school team to deliver a successful renewal. We talked about PROFICIENCY being THE goal and GROWTH as being A goal - and we are making goals towards the main goal. Our teachers are eager to dive into individual student data, which they will use to instruct in the classroom. We did submit our Benchmark #1 requirement for the renewal application; at the time of submission the current assessment data was still under embargo.

B. NYSED School Site Visit of November 16th & 17th

Open discussion of the upcoming NYSED site visit:

- We are now preparing for the NYSED site visit, which will be November 16th & 17th at the school; NYSED has given us a copy of their *Site Visit Protocol* and board members are encouraged to read it. Every classroom, hallway, and bulletin board will have a cabinet member assigned to make sure Benchmarks #2, #3 and #8 exist throughout the building leading up to the site visit, during the site visit and afterwards. E.D. believes we are really ready for this visit and are not worried. E.D. is proud of the way the cabinet responded to this; E.D. spoke to Paolo about the structure of the visit and we should be able to drive the agenda.
- CAP Plan looks at last year's data and wants to see how we have improved in this year's data. We need to show NYSED what we have already done and how we will grow from there. Benchmarks #2 and #3 are intended to drive Benchmark #1. When NYSED enters a classroom, they need to see: effective instruction, classroom management and positive culture.
- NYSED will visit 9 classrooms; they want to see every grade; they want to see Math, ELA, Science and Social Studies and anything that we define as "unique to our mission", so E.D. will show them Orton-Gillingham, morning meeting, and new structured reading period. NYSED wants to see a teacher focus group of 5 to 6 teachers selected by the school; they don't want a parent focus group, but E.D. is launching our 2023-2024 Family Survey and that data can be shared during the visit.
- The Board of Trustees will have a 1-hour meeting with NYSED on the morning of November 17th at approximately 9:30am. NYSED will be leaving at 12 noon on that day.
- It's important to hold a debriefing with NYSED before they leave the building; it gives us a chance to shine a light on what we want to emphasize and to hear from NYSED about what they have seen - this debriefing is essential. What needs to be covered at the debriefing and how it helps us. Pasek Consulting is willing to prep

us with a run-through of the type of questions NYSED will ask during the site visit; questions about our charter revisions and the charter key design elements; Pasek suggests a site visit rehearsal during the first week of November on a date convenient for the board - date & time to be determined.

- Our board and our leadership team need to agree on certain terms and how we present ourselves to NYSED. After the Pasek rehearsal it's a good idea for the board to discuss all of these points as a group BEFORE the site visit.

C. Review of Data Comps

T. Castanza presented the board with a chart showing the percent proficient of different grades and groups of the school. [This ELA & Math data](#) is looked at by NYSED as part of Benchmark #1.

A discussion followed regarding what the data means, how this data should be interpreted and how NYSED will view the data. The focus should be on the high percentage of students with disabilities in our school's population and the small number of students being assessed.

V. Family Association

A. Family Association Update

A. Wolkowitz gave the following update:

- **TRUNK-OR-TREAT** event was held last Sunday; there were about 28 cars there and a lot of new families. There was a DJ, snacks and a costume parade, a car decorating contest and a raffle.
- **BAKE SALE** last week and families donated bake items and we donated half of the proceeds toward the Trunk-or-Treat event and the other half of the proceeds to Making Strides Against Breast Cancer.
- **PUMPKIN PATCH** will be held on Halloween; every student will be given a pumpkin and teachers will be given materials to decorate the pumpkins; we take a photo of each child with their pumpkin and send the photo home with the child.
- **CONNECT SATURDAY CLOTHING DRIVE** will be coordinated with Ms. Illuzzi - details to follow.

VI. Other Business

A. New Business

M. Casale gave an overview of a study she is working on under the topic: *Creating Access & Equity in Educating Children with Dyslexia: A Teacher Training Institute Elementary Charter School Model*.

She will be studying the teachers' perceptions and experiences at Bridge Prep Charter School under the pseudo name of Oakdale Prep. She will be examining the lived experiences of teachers concerning the motivational factors associated with teacher

investment in acquiring the necessary skills to educate those with dyslexia. She will be collecting 3 forms of data: interviews, focus group questions and journal prompts. Many of the questions touch upon information that NYSED is also interested in and she believes this study will help to educate NYSED; they need to understand how Bridge Prep is incredibly different from other schools.

She will be reaching out to the teachers at Bridge Prep after the NYSED visit. All information submitted by the teachers will be confidential and protected. She hopes to sample 15-20 teachers and she will give participants a small gift card in appreciation.

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 8:20 PM.

Respectfully Submitted,
K. Baldassano

Documents used during the meeting

- Bridge Prep Audit Presentation 6-30-2023 Draft (10.10.23).pdf
- BPCS Data Comps.xlsx.pdf
- nysed-charter-renewal-site-visit-protocol.pdf

APPROVED



Bridge Preparatory Charter School

Minutes

Board meeting

Date and Time

Tuesday September 12, 2023 at 7:00 PM

Location

Bridge Preparatory Charter School

715 Ocean Terrace

Building A - Atrium (Main Floor)

Staten Island, NY

201 Pondfield Rd

Bronxville, NY 10708

142 Joralemon Street

Brooklyn, Ny 11201

300 Cromwell Avenue

Staten Island, NY

735 Sheldon Avenue

SI, NY 10312

Board of Trustees is inviting you to a scheduled Zoom meeting.

Topic: BPCS Board Meeting

Time: Sep 12, 2023 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/86392790755?pwd=NHViZzVQWFhGbzRicDIODM4MGpVZz09>

Meeting ID: 863 9279 0755

Passcode: pQxXh4

One tap mobile

+16469313860,,86392790755#,,,,*770864# US

+16465588656,,86392790755#,,,,*770864# US (New York)

Dial by your location

• +1 646 931 3860 US

• +1 646 558 8656 US (New York)

• +1 360 209 5623 US

Meeting ID: 863 9279 0755

Passcode: 770864

Find your local number: <https://us02web.zoom.us/j/kSSW58alX>

Trustees Present

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

Trustees Absent

M. Casale, R. Kerr

Ex Officio Members Present

T. Castanza

Non Voting Members Present

T. Castanza

Guests Present

C. Volpe (remote), K. Baldassano (remote), R. Peters (remote)

I. Opening Items

A. Record Attendance

As per Public Officers Law, Article 7, § 103-a (*Videoconferencing by public bodies*) although board members Geena Kuriakose, Traci Frey and George Winn 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.

Board member Becky Peters is in attendance via videoconference from a location not posted on the public meeting notice/agenda and therefore not open to the public; she is therefore not counted toward quorum and is not eligible to vote at this meeting.

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 Sep 12, 2023 at 7:03 PM.

C. Welcome From Chair

L. Gyimesi welcomed the attendees and thanked everyone for all the time and attention they devote to the school, even during the summer months and behind the scenes; we are meeting in a different office tonight and there has been other room shifts and changes in the last week. We have an exciting year ahead, with our Practicum and the charter renewal application and we look forward to the new school year and our upcoming plans.

D. Approve Minutes of Board Meeting on 08/01/23

G. Kuriakose made a motion to approve the minutes from Board Meeting on 08-01-23.

G. Kuriakose stated if there is no objection, the motion to approve the minutes of the 08/01/23 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.

II. Committee Updates

A. Academic Committee

T. Frey (*standing in for R. Kerr for the Academic Committee report*) gave the floor to T. Castanza and C. Volpe for their update on the start of the new school year:

- T. Castanza spoke about redesigning and reconfiguring the school's new space in Building A; we have expanded from the first floor to additional areas of the second floor; we moved into the new space on August 22nd but staff arrived on August 21st; it was a massive effort to get the additional space ready for the first day of school; we have great feedback from students, staff and families about the new space.
- Our summer school and summer professional learning was wildly successful; there was a good sense of collaboration across the team this year; he thanked his leadership team for making it work so well.

He then gave the floor to C. Volpe.

- C. Volpe said that we really did have a very very successful opening and the students are responding well to being in 1 building this year; summer school ended on a high note, we had very positive feedback and we met our quota for attendance, so we'll get full funding.
- She met with T. Frey several times and they did initial walk-throughs together; she thanked T. Frey for her assistance.
- The theme for this year's professional learning is "Support"; T. Frey and R. Kerr are her support; we expanded our school team to include Mr. Cooper (instructional Math Coach), C. Otterbeck's workload has been lightened up with Ms. Cook taking on IEP work and Maria (language instruction) offering support in the classrooms. We had really good professional learning sessions, including team-building activities. We had a successful launch of student behavior support with Donna Simon of Step-By-Step who offered a full day staff workshop covering what teachers should have in place to cope with students who have challenging behaviors; Donna Simon's team will be working with us throughout the school year. We also utilized our own staff for professional development, the Special Education Team did a session on differentiation; the Admin Team did a session on good practices for co-teaching; we also talked about goal setting for students as well as teachers;
- We restructured our school teams with teachers assigned to specific teams; C. Volpe leads the "Data Team" comprised of 7 teachers and school admin; we discuss what is important to show the board about our data and how the data can drive student instruction; the data will look different this year; there will be a calendar for the board and we hope to present initial data at the next board meeting. Upper-level OG training is happening now with more experienced teachers of higher grades; next week we will offer professional development to our new teachers and refreshers to our current teachers, which means we will have only 1 teacher in the classroom and our data assessments may take longer to compile.
- T. Castanza added that he spoke to the staff about our charter renewal and how important it is that we are all on the same page regarding mindset; the mindset that we need is to be successful with our charter renewal and achieving a mission we all agree on; we talk a lot about growth (A goal) and proficiency (THE goal). Growth is a goal that we continue to meet every year; but how can we get to our bigger goal of proficiency: students accessing text at every level for every student. Are we focusing on the needs of students? Are we focusing on what is in our control? These are questions that teachers face; discussion of these issues has allowed us to start the year off as well as we have.
- We identified a formula for success: if we increase student and staff voice, if we increase student and staff engagement, and we continue to focus on our identified core values, we believe that we will see increased achievement from students and output from staff and a much higher level of investment in the work by students and staff. During this 2nd week of school, we are already seeing progress from the

changes that we made structurally over the summer. We are excited to see what this conversation looks like in January and again in June.

T. Frey responded that it has been a pleasure to work with both C. Volpe and T. Castanza this summer; she wants to thank them both for their open mindset as we all work to make the students' experience the best it can be. Thank you to the school's staff as well.

B. Finance Committee

G. Winn gave an update on the *Finance Committee* meeting held yesterday which discussed the following:

- *Finance Committee* meetings will be held at 3:30 PM on the Thursday of the week prior to the regular board meetings, which usually means the 2nd Thursday of the month. The committee is comprised of G. Winn, B. Peters, A. Wolkowitz, L. Gyimesi, T. Castanza and sometimes Josh Moreau of BoostEd.; anyone else who wishes to join is welcome.
- Our audit is submitted annually at the beginning of November and is being worked on now. It goes to NYSED with our annual report.
- Cash Management - We are speaking with outside groups that can take on cash management work for our school under our direction. We are looking at what's possible and are mindful of risks and constraints from NYS regarding the types of investments we are allowed to make; as we go forward with discussions on staffing models and benefit packages we are exploring how these outside groups might help us. We already met with 2 firms and will reach out to another. When we have more information, we will share it with the board.

He then gave the floor to T. Castanza.

- An audit team will be coming to begin the review of our files this Friday; Josh Moreau of BoostEd has been helping us prepare for the audit; F. Ebanks will also be working on the audit. Our goal is a clean audit, as we have every year.
- Facilities - The space we were given on the 2nd floor of Building A was previously office space and had to be modified to be classroom space. The renovations done by DoE was not enough because the space they left us was not ready for students. We had to hire a contracted painting team via the DoE 3rd-party vendor process using money that was in our budget to paint the classrooms and hallways. We still have approximately \$200,000 in the capital improvement line of our budget; we will wait until we are settled into our new space (by November/December) to discuss with the board and the school leadership team which capital improvements the school needs. Possible security cameras for the 2nd floor? Cameras might be funded by local politicians instead of our budget; these discussions/decisions will be considered at the end of 2023.

G. Winn added that school buildings are inspected every 5 years and the *Finance Committee* will be making sure that our building is up to standards and working with our co-tenants to see how that might be done efficiently. Proper lighting is very important too.

L. Gyimesi responded that there have been some minor glitches and things E.D. had to fight for, inspection-related or safety-related, but she has not seen any lack of oversight in those areas. Although it wouldn't hurt to get another safety inspection, we are already fully compliant with safety and building codes.

C. Renewal Task Force

L. Gyimesi gave the following update on the charter renewal:

- We submitted our renewal application covering 9 benchmarks; benchmark #1 is still being worked on by our academic team; still meeting with Pasek Consulting every week; the problem is that NYSED has still not released the state test results needed for benchmark #1.
- We have no test scores or comparatives and critical benchmark #1 is due in 18 days. NYSED said they "might" extend the deadline for submission of benchmark #1 or they might not. If not, they want us to use the original information we already have. No matter what, we will make it work. We know what we have, we know what the scores were, and we anticipate what the scores could be.
- We have someone preparing a report for us who is an expert in this area to address the type of testing involved and the co-morbidities regarding our students and how they interact. We will submit that report with benchmark #1 and will tailor it the best we can. We'll see if Pasek has more information when we meet them this Thursday at 9:00 AM.
- After we finish the renewal application paperwork, we will still have the NYSED site visit to our school ahead. T. Castanza and L. Gyimesi will attend a seminar on Monday regarding the site visit to be fully informed on the types of things NYSED will be looking for. Our NYSED liaison has already reached out to E.D. regarding specifics on a charter material change, so it seems that they are already reviewing our paperwork.
- After the site visit, we will be given a NYSED report, we can then address the report and dispute anything we believe is inaccurate; Pasek will be helping us with our response to the report. By June we should know our status and what length of renewal we will be given.

T. Castanza added that the renewal process has been beneficial for the school on an organizational level because it's been good to revisit our core, see what we need to do better, and it has spurred us forward with new energy.

III. Report of Executive Director

A. Executive Director Update

T. Castanza gave the following update:

- This summer we moved into and reconfigured a new area in our building; we restructured our entire team organization; we redesigned curriculum maps- standards based work; we hired and trained new teachers and re-trained current teachers; we focused on renewal; we recruited, enrolled and registered 74 new families (*the largest class we've had since we opened*); we worked on and refined school culture improvements.
- We had a safe and successful first day of school. Our currently enrollment is 241 out of 242 due to a student leaving today; we will fill that 1 seat quickly from our waitlist of 75 students.
- Hired 8 new staff members who are bringing a lot of positive energy (*teachers/instructional staff members*); we feel good about our hiring process.
- Experiencing difficulties for the first time with our neighbors here on the Petrides Campus; have been trying to work collaboratively with the others sharing our building, but we are at an impasse; we have reached out for support from DoE Central (*Campus Governance/Grievance Process*); but the issues are with adult DoE staff in the same building where we are located (Building A); adult employees share this building with children/students and we all need to feel welcome and safe; meeting tomorrow with the District Superintendent to discuss our concerns. Our team is developing safety systems to make sure our students are safe; at the same time we share the building with adult DoE employees that need to work in this location and that has caused a problem.
- Some classroom doors on the 2nd floor require vision panels to be installed as a safety mandate; we notified DoE Division of School Facilities over the summer that these doors need to be replaced but nothing was done and we are not comfortable going further into the school year without the fix. If DoE doesn't replace those doors, we will have to replace them ourselves. This is not something we should have to do since there are procedures in place to take care of this type of issue. *L. Gyimesi stated that she told T. Castanza to bring this problem to the board of trustees and that the board could vote to approve the expenditure for hiring someone to replace the doors, if DoE does not take care of this; the funds could be reimbursed later by DoE.* E.D is grateful to have the support of the board of trustees regarding this issue.
- Starting a STEM class this year as a special offering to all students.
- Focusing on tech classes, including keyboarding since state tests will be administered solely on computers starting in 2025.
- Every staff member has been assigned to one of five school-wide teams, each team represents a critical cultural element: Growth & Development Team, School Safety Team, Leader-in-Me Team, Data & Curriculum Team, School Events Team. Each team is supported by a member of school leadership and each team has a staff member Team Leader that drives that work;
- We are expanding the school leadership team to be more like a cabinet; including other members of the staff such as our office manager and our new dean.

- The Leader-in-Me Team is redesigning our students' morning meeting with a new curriculum aligned with the *"7 Habits of Highly Effective People"*: #1 Be Proactive; #2 Begin With the End in Mind; #3 Put First Things First; #4 Think Win-Win; #5 Seek First to Understand, Then to Be Understood; #6 Synergize; #7 Sharpen the Saw. Each month the theme changes and each month the students will all read the same book. The 7 habits are posted on signs throughout the building and in each classroom; we hope to engage students in a different way. We will be offering external events that align with all of these habits. This will start on September 18th. T. Frey suggested a book for the month of January, *"We Don't Eat Our Classmates"*.
- Classroom partnerships and office partnerships are almost like a marriage; you have to know and trust your partner; we asked our teachers and office staff to paint their work-partner and on display in tonight's meeting room are small canvases with portraits of school staff created by other staff members. We want to make our school a welcoming place that teachers and staff feel comfortable and always want to come back.
- In October we will have some data to share with the board and we encourage staff members to attend board meetings.

IV. Family Association

A. Family Association Update

A. Wolkowitz gave the following update:

- The *Family Association* set up a table to greet families at orientation last week; parents were enthusiastic and many wanted to volunteer for the Family Association and get involved in events or fundraising; we had a sign-up sheet for emails and will update our mailing list We offered a raffle for a Back-to-School Basket to families at orientation.
- Setting up a *Fifth Grade Events Committee*
- *Pumpkin Patch* event planned for Halloween; we will decorate and have treats for the students
- *Trunk-or-Treat* event planned for October 22nd in Petrides parking lot
- The Hungerford School (*which shares Petrides Campus with us*) has a fundraiser selling beautiful student-made outdoor welcome mats that can be customized; we are hoping to obtain those mats to use as a fundraiser for our school. We think that we will have a really successful fundraising year based on how things went last year.

T. Frey asked what time the Trunk-or-Treat event will be? A. Wolkowitz responded that it will be 11am-1pm on October 22nd. T. Frey said that the *Staten Island Breast Cancer Walk* is on the morning of October 22nd and families would have to choose which event to attend. A. Wolkowitz thanked her and made note of the conflict so that the the Trunk-or-Treat event can be moved to another date (TBD).

V. Other Business

A. New Business

L. Gyimesi said that the following board members are assigned as committee chairs from now through June 2024:

- **Academic Committee:** Rose Kerr and Traci Frey, Co-Chairs
- **Finance Committee:** George Winn, Chair
- **Governance Committee:** Heba Nassef-Gore, Chair
- **E.D. Support & Evaluation Task Force:** Mark Harmon-Vaught, Chair
- **Charter Renewal Task Force:** Laurel Gyimesi, Chair
- **Fundraising Ad Hoc Committee:** Mark Harmon-Vaught and Amanda Wolkowitz, Co-Chairs

The *Fundraising Committee* was formed based on discussions at our last strategy session; we talked about the necessity of codifying our philosophy and the mechanisms for fundraising. We will probably add staff members to the committee. We will look at capital projects within our building that are beneficial to our students or teachers. Also we can look at long-term external projects; what do our students need? Will we need to amend our bylaws?

- All committees flow into each other and support each other. *Governance* flows into *Fundraising* and *Finance*. *Academic* is involved with budget and capital improvements, which involves *Finance* and *Fundraising*.
- *Academic* drives our school from step one: the children have to learn and become proficient; to reach that goal, should we do something with the building (capital improvements) or with our teachers (professional development)? *Fundraising* can help with our philosophy and all our committees to meet goals. This is a new energy in our school.
- We also need to look at the Practicum and decide where that is going; there will be 6 teachers enrolled and that is exciting because it was a main goal of our original charter.
- We support each other, our committees and the school leadership team. We are going to tighten up the structure through *E.D. Support & Evaluation* and *Governance*.
- We need to discuss our goals for the year; a new direction for our board and school; do we tighten things down or open things up? Our goals will be tied to the renewal process;

We need to fulfill material changes of our charter and focus on:

1. Opening kindergarten classes in the fall
2. Implementing or extending the Practicum

3. An investment policy plan legal and appropriate for our school
4. Fundraising policy and board development are both critical

M. Harmon-Vaught added that this is an exciting plan for the year; we are securing the immediate with renewal and using it as an actual moment of renewal as we think of our processes; there is a lot of rich work happening for the board and for the school.

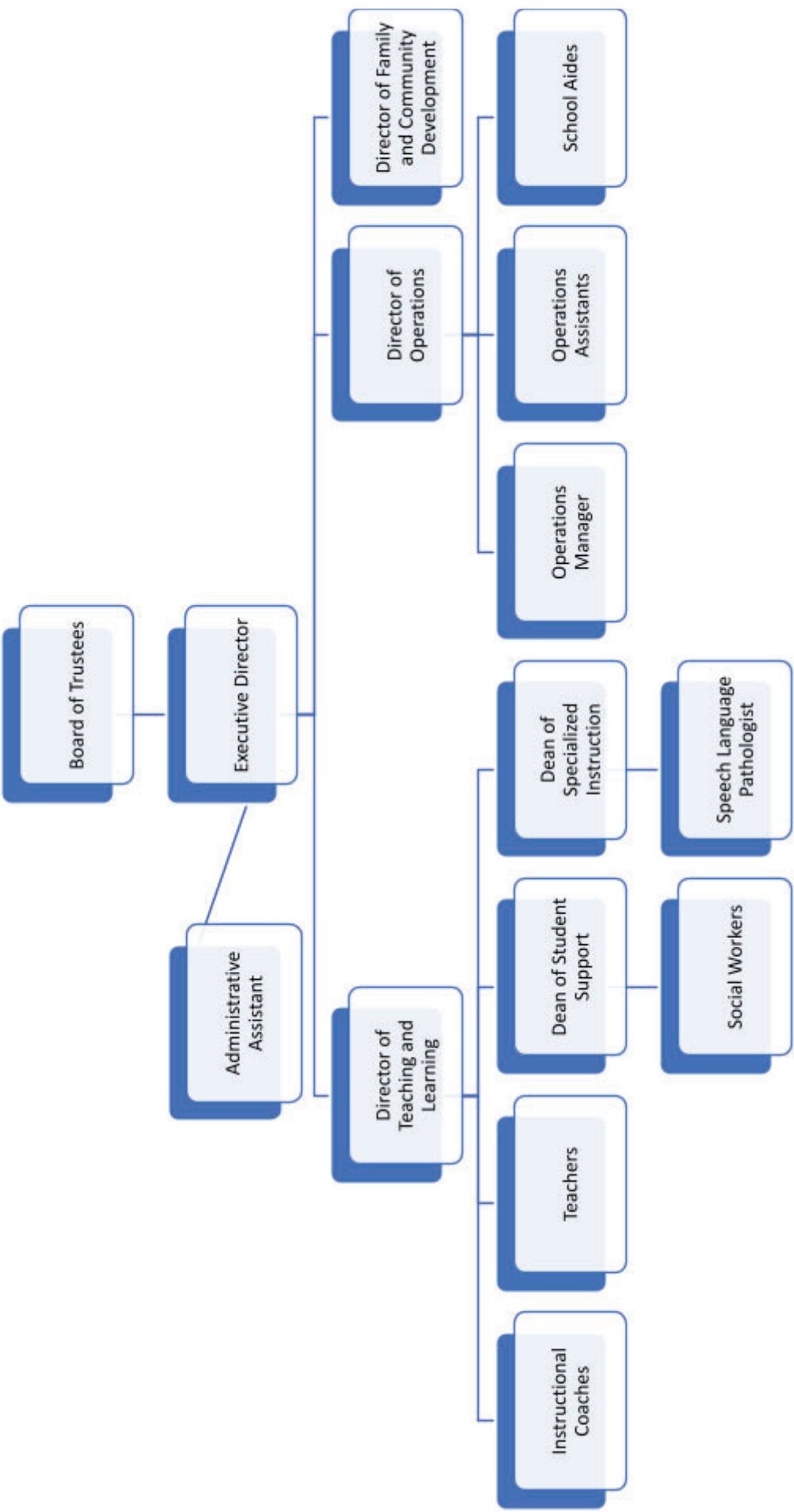
VI. Closing Items

A. Adjourn Meeting

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

Respectfully Submitted,
K. Baldassano

BPCS Organizational Chart



· 715 Ocean Terrace · Staten Island, NY 10301 · 718-274-3437 ·

January 2025							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
			1	2	3	4	1 New Year's Day - School Closed
5	6	7	8	9	10	11	20 Dr. Martin Luther King Jr. Day - School Closed
12	13	14	15	16	17	18	28 Professional Learning Day - No Students
19	20	21	22	23	24	25	29 Lunar New Year - No School
26	27	28	29	30	31		31 Progress Reports Due
					31		20 Instructional Days

[illegible]

BRIDGE PREPARATORY CHARTER SCHOOL

STATEN ISLAND, NEW YORK

AUDITED FINANCIAL STATEMENTS

REPORT REQUIRED BY
GOVERNMENT AUDITING STANDARDS

AND

INDEPENDENT AUDITOR'S REPORTS

JUNE 30, 2024

(With Comparative Totals for 2023)



BUSINESS
ADVISORS
AND CPAS

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BUSINESS
ADVISORS
AND CPAS

INDEPENDENT AUDITOR'S REPORT

Board of Trustees
Bridge Preparatory Charter School

Report on the Audit of the Financial Statements

Opinion

We have audited the financial statements of Bridge Preparatory Charter School, which comprise the statement of financial position as of June 30, 2024, and the related statements of activities and changes in net assets, 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 Bridge Preparatory Charter School as of June 30, 2024, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

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 Bridge Preparatory Charter 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 Bridge Preparatory Charter School's ability to continue as a going concern for one year after the date that the financial statements are 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 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, 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 Bridge Preparatory Charter 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 Bridge Preparatory Charter 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 Bridge Preparatory Charter School for the year ended June 30, 2023 were audited by another auditor who expressed an unmodified opinion on those statements in their report dated October 12, 2023. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2023 is consistent, in all material respects, with the audited financial statements from which it has been derived.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated October 11, 2024 on our consideration of Bridge Preparatory Charter School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on 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 Bridge Preparatory Charter School's internal control over financial reporting and compliance.

Mengel, Metzger, Baw & Co. LLP

Rochester, New York
October 11, 2024

BRIDGE PREPARATORY CHARTER SCHOOL

STATEMENT OF FINANCIAL POSITION

JUNE 30, 2024
(With Comparative totals for 2023)

<u>ASSETS</u>	<u>June 30,</u>	
	<u>2024</u>	<u>2023</u>
<u>CURRENT ASSETS</u>		
Cash and cash equivalents	\$ 5,345,061	\$ 4,913,408
Investments	2,025,043	1,254,682
Grants and contracts receivables	<u>106,519</u>	<u>311,291</u>
TOTAL CURRENT ASSETS	7,476,623	6,479,381
PROPERTY AND EQUIPMENT, net	555,777	291,751
<u>OTHER ASSET</u>		
Cash in escrow	<u>106,706</u>	<u>102,620</u>
TOTAL ASSETS	<u>\$ 8,139,106</u>	<u>\$ 6,873,752</u>
<u>LIABILITIES AND NET ASSETS</u>		
<u>CURRENT LIABILITIES</u>		
Accounts payable and accrued expenses	<u>\$ 561,001</u>	<u>\$ 519,420</u>
TOTAL LIABILITIES	561,001	519,420
<u>NET ASSETS - Without donor restrictions</u>	<u>7,578,105</u>	<u>6,354,332</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 8,139,106</u>	<u>\$ 6,873,752</u>

The accompanying notes are an integral part of the financial statements.

BRIDGE PREPARATORY CHARTER SCHOOL

STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS

YEAR ENDED JUNE 30, 2024
(With Comparative totals for 2023)

	Year ended June 30,	
	2024	2023
Operating revenue and support:		
State and local per pupil revenue - regular education	\$ 4,380,454	\$ 4,232,496
State and local per pupil revenue - special education	2,568,786	2,594,770
Government grants	323,546	428,713
Contributed facilities rent	450,000	450,000
TOTAL OPERATING REVENUE AND SUPPORT	7,722,786	7,705,979
Expenses:		
Program services:		
Regular education	2,257,659	1,744,818
Special education	3,643,335	3,147,771
TOTAL PROGRAM SERVICES	5,900,994	4,892,589
Management and general	858,402	806,320
TOTAL EXPENSES	6,759,396	5,698,909
Support and other revenue:		
Contributions	133,527	116,234
Interest income	126,856	80,058
TOTAL SUPPORT AND OTHER REVENUE	260,383	196,292
CHANGE IN NET ASSETS	1,223,773	2,203,362
Net assets at beginning of year	6,354,332	4,150,970
NET ASSETS AT END OF YEAR	\$ 7,578,105	\$ 6,354,332

The accompanying notes are an integral part of the financial statements.

BRIDGE PREPARATORY CHARTER SCHOOL

STATEMENT OF FUNCTIONAL EXPENSES

YEAR ENDED JUNE 30, 2024
(With Comparative totals for 2023)

	No. of Positions	Year ended June 30,					2023
		2024			2023		
		Program Services		Support Services Management and General	Total	Total	
		Regular Education	Special Education	Sub-total			
Personnel services costs:							
Administrative staff personnel	5	\$ 237,661	\$ 148,539	\$ 386,200	\$ 207,954	\$ 594,154	\$ 557,524
Instructional personnel	36	1,029,303	1,841,321	2,870,624	-	2,870,624	2,591,606
Non-instructional personnel	8	-	-	-	274,343	274,343	195,939
Total salaries and wages	49	1,266,964	1,989,860	3,256,824	482,297	3,739,121	3,345,069
Fringe benefits and payroll taxes							
Retirement		267,787	420,578	688,365	43,953	732,318	589,893
Legal service		30,823	48,409	79,232	5,059	84,291	62,991
Accounting and audit services		-	-	-	-	-	10,604
Other purchased, professional and consulting services		-	-	-	112,000	112,000	94,600
Contributed rent		16,004	25,136	41,140	117,097	158,237	156,062
Repairs and maintenance		139,500	252,000	391,500	58,500	450,000	450,000
Insurance		36,457	57,259	93,716	5,984	99,700	-
Supplies and materials		17,229	27,060	44,289	2,828	47,117	40,221
Equipment and furnishings		72,160	128,969	201,129	89	201,218	156,608
Staff development		7,978	12,530	20,508	1,310	21,818	1,279
Marketing and recruitment		139,863	244,286	384,149	4,447	388,596	322,417
Technology		22,128	34,753	56,881	3,632	60,513	13,975
Student services		4,601	7,225	11,826	755	12,581	9,368
Office expense		111,568	199,583	311,151	-	311,151	204,059
Depreciation and amortization		46,641	73,252	119,893	7,655	127,548	74,669
Other		61,850	97,139	158,989	10,152	169,141	105,357
		16,106	25,296	41,402	2,644	44,046	61,737
		\$ 2,257,659	\$ 3,643,335	\$ 5,900,994	\$ 858,402	\$ 6,759,396	\$ 5,698,909

The accompanying notes are an integral part of the financial statements.

BRIDGE PREPARATORY CHARTER SCHOOL

STATEMENT OF CASH FLOWS

YEAR ENDED JUNE 30, 2024
(With Comparative totals for 2023)

	Year ended June 30,	
	2024	2023
<u>CASH FLOWS - OPERATING ACTIVITIES</u>		
Change in net assets	\$ 1,223,773	\$ 2,203,362
Adjustments to reconcile change in net assets to net cash provided from operating activities:		
Depreciation and amortization	169,141	105,357
Changes in certain assets and liabilities affecting operations:		
Grants and contracts receivables	204,772	(94,510)
Accounts payable and accrued expenses	41,581	157,871
NET CASH PROVIDED FROM OPERATING ACTIVITIES	1,639,267	2,372,080
<u>CASH FLOWS - INVESTING ACTIVITIES</u>		
Proceeds on sale of investments	1,282,680	-
Purchases of investments	(2,053,041)	(1,254,682)
Purchases of property and equipment	(433,167)	(239,937)
NET CASH USED FOR INVESTING ACTIVITIES	(1,203,528)	(1,494,619)
NET INCREASE IN CASH AND CASH EQUIVALENTS AND RESTRICTED CASH	435,739	877,461
Cash and cash equivalents and restricted cash at beginning of year	5,016,028	4,138,567
CASH AND CASH EQUIVALENTS AND RESTRICTED CASH AT END OF YEAR	\$ 5,451,767	\$ 5,016,028
<u>SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION</u>		
Reconciliation of cash reported within the statement of financial position that sum to the total amounts shown in the statement of cash flows:		
Cash and cash equivalents	\$ 5,345,061	\$ 4,913,408
Cash in escrow	106,706	102,620
Total cash and restricted cash shown in the statement of cash flows	\$ 5,451,767	\$ 5,016,028
<u>NON-CASH OPERATING ACTIVITIES</u>		
Contributed rent	\$ 450,000	\$ 450,000

The accompanying notes are an integral part of the financial statements.

BRIDGE PREPARATORY CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2024

(With Comparative totals for 2023)

NOTE A: THE CHARTER SCHOOL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Charter School

Bridge Preparatory Charter School (the “Charter School”) is a not-for-profit education corporation that operates as a charter school in Staten Island, New York. The Charter 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 Charter School ensures that students gain the skills and confidence to meet their full academic potential and the Charter School’s innovative and rigorous student centered environment develops students to be confident, creative, life-long learners. In August 2019, the Board of Regents of the State of New York granted a provisional charter valid for a term of five years through June 30, 2024 and renewable upon expiration. On June 10, 2024, the Board of Regents granted a renewal valid for a term of three years through June 30, 2027.

Basis of accounting

The accompanying financial statements are prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America.

Classification of net assets

To ensure observance of limitations and restrictions placed on the use of resources available to the Charter School, the accounts of the Charter School are maintained in accordance with the principles of accounting for not-for-profit organizations. This is the procedure by which resources are classified for reporting purposes into net asset groups, established according to their nature and purpose. Accordingly, all financial transactions have been recorded and reported by net asset group.

The assets, liabilities, activities, and net assets are classified based on the existence or absence of donor or grantor-imposed restrictions. Accordingly, net assets and changes therein are classified and reported as follows:

Net Assets Without Donor Restrictions

Net assets available for use in general operations and not subject to donor (or certain grantor) restrictions. The Board of Trustees has discretionary control to use these in carrying on operations in accordance with the guidelines established by the Charter School.

Net Assets with Donor Restrictions

Net assets subject to donor (or certain grantor) imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both. The Charter School had no net assets with donor restrictions at June 30, 2024 or 2023.

Revenue recognition

Revenue from Exchange Transactions: The Charter School recognizes revenue in accordance with Financial Accounting Standards Board (FASB) Accounting Standards Update (ASU) 2014-09, Revenue from Contracts with Customers, as amended. ASU 2014-09 applies to exchange transactions with customers that are bound by contracts or similar arrangements and establishes a performance obligation approach to revenue recognition.

BRIDGE PREPARATORY CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2024

(With Comparative totals for 2023)

NOTE A: THE CHARTER SCHOOL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Cont'd

The Charter School records substantially all revenue over time as follows:

Public school district revenue

The Charter School recognizes revenue as educational programming is provided to students throughout the year. The Charter School earns public school district revenue based on the approved per pupil tuition rate of the public school district in which the pupil resides. The amount received each year from the resident district is the product of the approved per pupil tuition rate and the full-time equivalent student enrollment of the School. Each NYS school district has a fixed per pupil tuition rate which is calculated annually by NYSED in accordance with NYS Education Law. Amounts are billed in advance every other month and payments are typically received in six installments during the year. At the end of each school year, a reconciliation of actual enrollment to billed enrollment is performed and any additional amounts due or excess funds received are agreed upon between the School and the district(s) and are paid or recouped. Additional funding is available for students requiring special education services. The amount of additional funding is dependent upon the length of time and types of services provided by the Charter School to each student, subject to a maximum amount based upon a set rate for each district as calculated by NYSED.

The following table summarizes contract balances at their respective statement of financial position dates:

	June 30,		
	2024	2023	2022
Grants and contracts receivables	\$ 7,904	\$ -	\$ 76,612

Contributions

The Charter School recognizes contributions when cash, securities or other assets, an unconditional promise to give, or a notification of a beneficial interest is received. Conditional promises to give, that is, those with a measurable performance or other barrier, and a right of return, are not recognized until the conditions on which they depend have been substantially met.

Contributions and unconditional promises to give are recorded as revenue in the appropriate class of net assets depending on the existence of any donor restrictions. A contribution that is received and expended in the same period for a specific purpose is classified as revenue without donor restrictions.

All donor-restricted contributions are reported as increases in net assets with donor restrictions depending on the nature of the restrictions. When a restriction expires, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statement of activities and changes in net assets as net assets released from restrictions.

BRIDGE PREPARATORY CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2024

(With Comparative totals for 2023)

NOTE A: THE CHARTER SCHOOL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Cont'd

Grant revenue

Some of the Charter School's revenue is derived from cost-reimbursable federal and state contracts and grants, which are conditioned upon certain performance requirements and/or the incurrence of allowable qualifying expenses. Amounts received are recognized as revenue when the Charter School has incurred expenditures in compliance with specific contract or grant provisions. Certain grants are subject to audit and retroactive adjustments by its funders. Any changes resulting from these audits are recognized in the year they become known. Qualifying expenditures that have been incurred but are yet to be reimbursed are reported as grants and other receivables in the accompanying statement of financial position. There were no amounts received prior to incurring qualifying expenditures, which would be reported as deferred revenue in the accompanying statement of financial position, at June 30, 2024 and 2023. Qualifying expenditures that have been incurred but are yet to be reimbursed are reported as grants receivable in the accompanying statement of financial position.

Cash and cash equivalents

Cash and cash equivalent balances are maintained at financial institutions located in New York and are insured by the Federal Deposit Insurance Corporation up to \$250,000 at each institution. The Charter School considers all highly liquid instruments purchased with a maturity of three months or less to be cash equivalents. In the normal course of business, the cash account balances at any given time may exceed insured limits. However, the Charter School has not experienced any losses in such accounts and does not believe it is exposed to significant risk in cash and cash equivalents.

Cash in escrow

The Charter School maintains cash in an escrow account in accordance with the terms of its charter agreement. The amount in escrow was \$106,706 and \$102,620 at June 30, 2024 and 2023, respectively. The agreement requires a balance be maintained to fund any audit and legal expense should the Charter School cease operations and dissolve.

Grants and contracts receivables

At each fiscal year end, the Charter School evaluates the need for an expected allowance for credit losses for all outstanding balances that fall under ASU 2014-09. As necessary, the allowance for credit losses is updated at fiscal year-end to reflect any changes in credit risk since the receivable was initially recorded. The allowance for credit losses is calculated on a pooled basis where similar risk characteristics exist.

The Charter School uses historical loss data as a starting point to estimate expected credit losses, given consistent revenue sources since its inception. There were no write-offs for the years ended June 30, 2024 and 2023 and no allowance for credit losses was considered necessary.

BRIDGE PREPARATORY CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2024

(With Comparative totals for 2023)

NOTE A: THE CHARTER SCHOOL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Cont'd

Property and equipment

Property and equipment are recorded at cost. Depreciation and amortization are computed using the straight-line method on a basis considered adequate to depreciate the assets over their estimated useful lives, which range from three to seven years.

Major renewals and betterments are capitalized, while repairs and maintenance are charged to operations as incurred. Upon sale or retirement, the related cost and allowances for depreciation are removed from the accounts and the related gain or loss is reflected in operations.

Contributed services

The Charter School receives contributed services from volunteers to develop its academic program and to serve on the Board of Trustees. These services are not valued in the financial statements because they do not require "specialized skills" and would typically not be purchased if they were not contributed. In addition, the Charter School received donated transportation services, occupational, physical, and speech therapy, and counseling that was provided for the students from the local district. The Charter School was unable to determine a value for these services.

Tax exempt status

The Charter School is a tax-exempt organization under section 501(c)(3) of the Internal Revenue Code and applicable state regulations and, accordingly, is exempt from federal and state taxes on income.

The Charter School files Form 990 tax returns in the U.S. federal jurisdiction. The Charter School's current and prior three years tax returns remain subject to review by taxing authorities. Management of the Charter School believes they have no material uncertain tax positions and, accordingly, they have not recognized any liability for unrecognized tax benefits.

Marketing costs

The Charter School expenses marketing costs as they are incurred. Total marketing and recruiting costs approximated \$60,500 and \$14,000 for the years ended June 30, 2024 and 2023, respectively.

Use of estimates in the preparation of financial statements

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

Comparatives for year ended June 30, 2023

The financial statements include certain prior year summarized comparative information in total but not by net asset class or functional classification. 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 Charter School's financial statements for the year ended June 30, 2023, from which the summarized information was derived.

BRIDGE PREPARATORY CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2024

(With Comparative totals for 2023)

NOTE A: THE CHARTER SCHOOL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Cont'd

Adoption of new accounting standard – current expected credit losses

In June 2016, the FASB issued guidance (FASB ASC 326) which significantly changed how entities will measure credit losses for most financial assets and certain other instruments that aren't measured at fair value through changes in net assets. The most significant change in this standard is a shift from the incurred loss model to the expected loss model. Under the standard, disclosures are required to provide users of the financial statements with useful information in analyzing an entity's exposure to credit risk and the measurement of credit losses. Financial assets held by the Charter School that are subject to the guidance in FASB ASC 326 were receivables.

The Charter School adopted the standard effective July 1, 2023. The impact of adoption was not considered material to the financial statements and primarily resulted in enhanced disclosures only.

Reclassifications

Certain prior year amounts have been reclassified to conform to the present year presentation.

Subsequent events

The Charter School has conducted an evaluation of potential subsequent events occurring after the statement of financial position date through October 11, 2024, which is the date the financial statements are available to be issued. No subsequent events requiring disclosure were noted.

NOTE B: LIQUIDITY AND AVAILABILITY

The Charter School regularly monitors liquidity required to meet its operating needs and other contractual commitments. The Charter School's main source of liquidity is its cash accounts.

For purposes of analyzing resources available to meet general expenditures over a 12-month period, the Charter School considers all expenditures related to its ongoing activities of education, and public service as well as the conduct of services undertaken to support those activities to be general expenditures.

In addition to financial assets available to meet general expenditures over the next 12 months, the Charter School operates with a surplus budget and anticipates collecting sufficient revenue to cover general expenditures not covered by donor-restricted resources. Refer to the statement of cash flows which identifies the sources and uses of the Charter School's cash.

BRIDGE PREPARATORY CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2024

(With Comparative totals for 2023)

NOTE B: LIQUIDITY AND AVAILABILITY, Cont'd

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of the statement of financial position date, comprise the following:

	June 30,	
	2024	2023
Cash and cash equivalents	\$ 5,345,061	\$ 4,913,408
Investments	2,025,043	1,254,682
Grants and contracts receivables	<u>106,519</u>	<u>311,291</u>
Total financial assets available within one year	<u>\$ 7,476,623</u>	<u>\$ 6,479,381</u>

NOTE C: INVESTMENTS

Investments at market value consisted of the following:

	June 30,	
	2024	2023
Money market fund	\$ 2,025,043	\$ -
Certificates of deposit	<u>-</u>	<u>1,254,682</u>
Total assets at fair value	<u>\$ 2,025,043</u>	<u>\$ 1,254,682</u>

NOTE D: FAIR VALUE MEASUREMENTS

Accounting principles establishes a framework for measuring fair value. That framework provides a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (Level 1 measurements) and the lowest priority to unobservable inputs (Level 3 measurements). The three levels of the fair value hierarchy are described below:

Level 1: Inputs to the valuation methodology are unadjusted quoted prices for identical assets or liabilities in active markets

Level 2: Inputs to the valuation methodology include:

- Quoted prices for similar assets or liabilities in active markets;
- Quoted prices for identical or similar assets or liabilities in inactive markets;
- Inputs other than quoted prices that are observable for the asset or liability;
- Inputs that are derived principally from or corroborated by observable market data by correlation or other means.

BRIDGE PREPARATORY CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2024

(With Comparative totals for 2023)

NOTE D: FAIR VALUE MEASUREMENTS, Cont'd

If the asset or liability has a specified (contractual) term, the Level 2 input must be observable for substantially the full term of the asset or liability.

Level 3: Inputs to the valuation methodology are unobservable and significant to the fair value measurement. The asset's or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques used need to maximize the use of observable inputs and minimize the use of unobservable inputs.

Following is a description of the valuation methodologies used for assets measured at fair value. There have been no changes in the methodologies used at June 30, 2024 and 2023.

Money Market: Fair value approximates cost.

Certificates of Deposit: Valued at the daily average yields and other observable inputs.

The preceding methods described may produce a fair value calculation that may not be indicative of net realizable value or reflective of future fair values. Furthermore, while the Charter School believes its valuation methods are appropriate and consistent with other market participants, the use of different methodologies or assumptions to determine the fair value of certain financial instruments could result in a different fair value measurement at the reporting date.

The following table sets forth by level, within the fair value hierarchy, the Charter School's assets at fair value as of June 30, 2024 and 2023:

	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Total</u>
<u>June 30, 2024</u>				
Money market fund	\$ 2,025,043	\$ -	\$ -	\$ 2,025,043
Total assets at fair value	<u>\$ 2,025,043</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,025,043</u>
<u>June 30, 2023</u>				
Certificates of deposit	\$ -	\$ 1,254,682	\$ -	\$ 1,254,682
Total assets at fair value	<u>\$ -</u>	<u>\$ 1,254,682</u>	<u>\$ -</u>	<u>\$ 1,254,682</u>

BRIDGE PREPARATORY CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2024

(With Comparative totals for 2023)

NOTE E: PROPERTY AND EQUIPMENT

Property and equipment consisted of the following:

	June 30,	
	2024	2023
Furniture, fixtures and equipment	\$ 549,501	\$ 182,099
Computer equipment and software	479,667	413,903
	1,029,168	596,002
Less accumulated depreciation and amortization	473,391	304,251
	<u>\$ 555,777</u>	<u>\$ 291,751</u>

NOTE F: NET ASSETS

Net assets without donor restrictions consist of the following:

	June 30,	
	2024	2023
Undesignated	\$ 7,022,328	\$ 6,062,581
Invested in property and equipment	555,777	291,751
	<u>\$ 7,578,105</u>	<u>\$ 6,354,332</u>

NOTE G: SCHOOL FACILITY – GIFT-IN-KIND

The Charter School's facility at 715 Ocean Terrace, Staten Island, NY 10301 is provided by the New York City Department of Education at no charge under the New York City School Rental Assistance Program. The Charter School utilizes approximately 10,000 square feet and recognizes contributed use of space and a corresponding expense in an amount approximating the estimated fair value, which is estimated using the average price per square foot of rental listings in the Charter School's service area. The total amount recognized for the contributed facility is approximately \$450,000 for both years ended June 30, 2024 and 2023.

See the table below for program utilization:

<u>Program or Supporting Service</u>	Year ended June 30,	
	2024	2023
Regular education	\$ 139,500	\$ 145,524
Special education	252,000	251,371
Management and general	58,500	53,105
	<u>\$ 450,000</u>	<u>\$ 450,000</u>

BRIDGE PREPARATORY CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2024

(With Comparative totals for 2023)

NOTE H: CONTINGENCY

Certain grants and contracts may be subject to audit by funding sources. Such audits might result in disallowance of costs submitted for reimbursement by the Charter School. Management is of the opinion that such disallowances, if any, will not have a material effect on the accompanying financial statements. Accordingly, no amounts have been provided in the accompanying financial statements for such potential claims.

NOTE I: CONCENTRATIONS

At June 30, 2024 approximately 93% of grants and contracts receivables are due from federal programs relating to certain grants. At June 30, 2023, approximately 98% of grants and other receivables are due from federal programs.

For the years ended June 30, 2024 and 2023, approximately 90% and 88%, respectively, of total operating revenue and support came from per-pupil funding provided by New York State through the New York City School District. The per-pupil rate is set annually by the state based on the district in which the Charter School's students reside.

NOTE J: RETIREMENT PLAN

The Charter School sponsors 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 Charter School matches employee contributions to the plan on a discretionary basis and these contributions are immediately vested in full. Matching contributions amounted to approximately \$84,000 and \$63,000 for the years ended June 30, 2024 and 2023, respectively.

NOTE K: FUNCTIONAL EXPENSES

The financial statements report certain categories of expenses that are attributed to more than one program or supporting function. Therefore, expenses require allocation on a reasonable basis that is consistently applied. All expenses that are allocated to more than one program or supporting function are allocated on the basis of estimates of time, effort and usage.

NOTE L: FINANCIAL IMPACT OF COVID-19 OUTBREAK

In response to the COVID-19 outbreak, the Federal Government passed several COVID relief acts which included funding for elementary and secondary education. The Elementary and Secondary School Emergency Relief Fund (ESSER Fund) was established to award grants to state and local educational agencies. The Charter School has recognized \$53,678 and \$167,438 of revenue relating to ESSER grants during the years ended June 30, 2024 and 2023, respectively. As of June 30, 2024, all ESSER funds have been fully spent.

BRIDGE PREPARATORY CHARTER SCHOOL

REPORT REQUIRED BY GOVERNMENT AUDITING STANDARDS



BUSINESS
ADVISORS
AND CPAS

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

Board of Trustees
Bridge Preparatory Charter School

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Bridge Preparatory Charter School, which comprise the statement of financial position as of June 30, 2024 and the related statements of activities and changes in net assets, 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 11, 2024.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered Bridge Preparatory Charter School's internal control over financial reporting (internal control) as a basis for designing 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 Bridge Preparatory Charter School's internal control. Accordingly, we do not express an opinion on the effectiveness of Bridge Preparatory Charter 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 over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Report on Compliance and Other Matters

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

Purpose of This Report

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

Mengel, Metzger, Barw & Co. LLP

Rochester, New York
October 11, 2024

BRIDGE PREPARATORY CHARTER SCHOOL

REPORT TO THE BOARD OF TRUSTEES

JUNE 30, 2024

October 11, 2024

Board of Trustees
Bridge Preparatory Charter School

We have audited the financial statements of Bridge Preparatory Charter School as of and for the year ended June 30, 2024, and have issued our report thereon dated October 11, 2024. Professional standards require that we advise you of the following matters relating to our audit.

Our Responsibility in Relation to the Financial Statement Audit

As communicated in our engagement letter dated May 24, 2024, our responsibility, as described by professional standards, is to form and express an opinion about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of its respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of the system of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, as part of our audit, we considered the system of internal control of Bridge Preparatory Charter School solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

Planned Scope and Timing of the Audit

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

Compliance with All Ethics Requirements Regarding Independence

The engagement team, others in our firm, as appropriate, and our firm have complied with all relevant ethical requirements regarding independence. Safeguards in place to eliminate or reduce threats to independence to an acceptable level include a skilled, knowledgeable, and experienced Executive Director and School Leader, in conjunction with the outsourced finance team, who review draft financial statements prior to issuance and accept responsibility for them.

Significant Risks Identified

We have identified the following significant risks:

- The potential for management override of controls.
- The potential for improper revenue recognition.
- The potential for improper allocation of expenses to grants.
- The potential for misappropriation of assets.

Professional auditing standards require that we identify and assess risks and design and perform our audit procedures to address those risks. The identification of a risk does not mean that it has occurred, but rather it has the potential to impact the financial statements.

Qualitative Aspects of the Entity's Significant Accounting Practices

Significant Accounting Policies

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by Bridge Preparatory Charter School is included in Note A to the financial statements. As described in Note A to the financial statements, during the year, the Charter School adopted new guidance regarding current expected credit losses (ASC 326). No matters have come to our attention that would require us, under professional standards, to inform you about the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Significant Accounting Estimates and Related Disclosures

Accounting estimates and related disclosures are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on 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 markedly from management's current judgments.

The most sensitive accounting estimates affecting the financial statements are the allocation of operating expenses for the statement of functional expenses and the collectability of grants receivable. We evaluated the key factors and assumptions used to develop the estimates and determined that they are reasonable in relation to the basic financial statements taken as a whole.

Financial Statement Disclosures

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting Bridge Preparatory Charter School's financial statements relate to revenue and support recognition, which are referred to in the notes of the financial statements.

Significant Difficulties Encountered during the Audit

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

Uncorrected and Corrected Misstatements

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole.

In addition, professional standards required us to communicate to you all material, corrected misstatements that were identified during the audit. None of the misstatements identified by us as a result of our audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

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, which could be significant to Bridge Preparatory Charter School's financial statements or the auditor's report. We are pleased to report no such disagreements arose during the course of the audit.

Representations Requested from Management

We have requested certain written representations from management, which are included in the management representation letter dated October 11, 2024.

Management's Consultations with Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

Other Significant Matters, Findings or Issues

In the normal course of our professional association with Bridge Preparatory Charter School, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, business conditions affecting the entity, and business plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as Bridge Preparatory Charter School's auditors.

* * * * *

Should you desire further information concerning these matters, Ray Jacobi or Sarah Cannon will be happy to meet with you at your convenience.

This report is intended solely for the information and use of the Board of Trustees and management of Bridge Preparatory Charter School and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

Mengel, Metzger, Barr & Co. LLP

MENGEL, METZGER, BARR & CO. LLP



Statement Period
From June 01, 2024
To June 30, 2024
Page 1 of 2

PRIVATE CLIENT GROUP 181
1400 BROADWAY, 26TH FLOOR
NEW YORK, NY 10018

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 NOTICE: EFFECTIVE AS OF APRIL 15, 2024, FLAGSTAR PRIVATE BANK (THE "BANK") HAS UPDATED ITS PRIVACY NOTICE, CALIFORNIA CONSUMER PRIVACY ACT DISCLOSURE NOTICE, AND ONLINE PRIVACY STATEMENT (COLLECTIVELY, THE "PRIVACY DOCUMENTATION").

THE UPDATED PRIVACY DOCUMENTATION WILL REPLACE ALL PRIVACY DOCUMENTATION IN EFFECT PRIOR TO APRIL 15, 2024. ON OR AFTER APRIL 15, 2024, PLEASE VISIT [HTTPS://WWW.FLAGSTAR.COM/PRIVATE-BANK/ABOUT-US/AGREEMENTS-AND-DISCLOSURES](https://www.flagstar.com/private-bank/about-us/agreements-and-disclosures). HTML TO VIEW THE FULL TEXT OF THE UPDATED PRIVACY DOCUMENTATION.

Relationship Summary	Opening Bal.	Closing Bal.
BANK DEPOSIT ACCOUNTS		
MONOGRAM INSURED MMA	106,377.88	106,706.25
RELATIONSHIP TOTAL		106,706.25



Statement Period
From June 01, 2024
To June 30, 2024
Page 2 of 2

PRIVATE CLIENT GROUP 181
1400 BROADWAY, 26TH FLOOR
NEW YORK, NY 10018

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, 2024	106,377.88
1 Credits	328.37
Ending Balance as of June 30, 2024	106,706.25

Deposits and Other Credits	
Jun 28 Interest Paid	328.37

Daily Balances			
May 31	106,377.88	Jun 28	106,706.25

===== Interest Summary =====			
* Year-To-Date Interest	1,975.55		*
* Interest Paid This Period	328.37	Annual Percentage Yield Earned	3.82 % *
* Avg. Balance this Period	106,377.88	Days in Period	30 *
*=====			