



## **Board of Directors**

*Monday, June 9th, 2014*

***The Bridge Academy is a small, caring, public charter school with a rigorous learning environment.***

***All members of The Bridge Academy community listen to and communicate with each other, are able to respond to diverse needs and give the consistent effort necessary for personal and academic growth.***

**Present:** Tim Dutton, John Rodriguez, Jacquie Marumoto, Sandy Lefkowitz, Rachel Allison, Valerie Gibson, Raeven Gibson, Norberto Zapata, Kyasia Thompson, Tyree Douglas, Davian Zapata, Kit Kaolian, Delores Fuller and Vince Musto.

The meeting was called to order at 6:05 pm

1. **Public comment (each guest is allowed 3 minutes):** No Public Comment
2. **Approval of minutes from previous (May 12, 2014) meetings:** A motion to approve minutes was granted.
3. **Old Business- Middle school trip report:** Four eighth grade students presented to The Board a summary of their experiences on the Boston trip from which they just recently returned. They enlightened us on their favorite parts of the trip, and the most memorable parts. Also, why they would like to keep the trip an option for future eighth grade students. One student expressed the idea that these trips open new horizons. Many Bridgeport students do not get to travel outside of Bridgeport.
4. **Status report and update on school (15 minutes Dutton and Allison) (School data report, trips, testing, Graduation etc.):** The High school has been experiencing a small spike in suspensions. Nothing threatening to the school; as the year winds down some students seem to have a shorter tolerance in the wait for the school year to finish. In turn we saw more students becoming restless and rowdy. A few one day suspensions have been administered to send a reminder to those less than patient students that, the school year is finishing, but there are still three weeks left and the show can and will go on with or without their presence. The teachers are in communications with students in regards to what is needed to advance to the next school year. In these past two weeks the school has had success in sending the freshman, sophomore, and junior classes on their trips to Six Flags. The big success to the school being that a small tactic was implemented, where no student could attend the trip if they had outstanding lunch debt. Almost all debts have been cleared. Our food service department was audited; we were informed that minor changes and corrections need to be made, but the overall audit was a success. The National Honor Society ceremony, will take place on Thursday, June 12th. Graduation will be on Monday June 23.



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**5. Personnel:**

**Update on job descriptions:** A rough draft of the Job Description Manual is in the works and once completed will be sent as a draft to all members of the Board. Each member will make any changes, add-in, edits, corrections etc. The changes suggested from the Board will be put into a final draft.

**Middle School Science Pregnancy leave:** It was explained to the Board that this teacher is opening her options to the possibility of not returning. Once word of her final decision is announced; if not return is decided, swift action for replacement will be executed.

- 6. Governing Council Review (see attached minutes):** A brief review of the Governing Council meeting from May was given.
- 7. Financial committee report:** In trying to accommodate a balanced budget for the upcoming school year, there will be some changes in certain areas. We will continue to maintain teachers' salaries and benefits but there will be an attempt to allow the high school administrator to have more "free time" to be able to concentrate on pressing school business. There is talk of a possible four day training for all staff. One teacher's assistant's positions along with one RTI and two coaching positions have been terminated. This should save us an overall 3%. Our goal is not to use any of the credit – line. A more accurate summary of the budget will be available in July when the insurance lines are given to us to be incorporated into our upcoming school year budget.
- 8. By-laws committee:** Mr. Bologna was not present to report.
- 9. Technology or website committee report:** No new updates.
- 10. Building issues – New grant:** The grant will be put towards: the redo of the doors, for safety reasons and reconfiguring the office; redo of the roof; renovating the science rooms. The school was not granted funds to remove the oil tank. We should know towards the end of June when the grant will be available to us to begin reconstruction.
- 11. Board Gift:** The Board gift will be given during graduation. Board members are welcome to attend. The winner of this award has not yet been chosen.



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12. **Other new Business:** It was brought to the attention of the Board of Directors, that on more than one occasion when there are trips that arrive after 5 that more than one or two students are being left at the school for more than 30 minutes. As responsible of a staff that we have they choose to stay until these students are acquired by their guardians. It is suggested to bring to the Governing Board or parenting committee that swift action be taken on the parents behalf of picking up their children in a more timely manner. Board member John Rodriguez summarized to the Board of Directors who he is and what positive change he hopes to bring to the students through the Board.

13. **Adjournment:** The meeting was adjourned at 7:02

Kristina Montalvo Recording Secretary

***The Bridge Academy, Inc.***  
**Board of Directors**

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**Monday, June 9, 2014 Agenda**

1. Public comment (Each guest is allowed 3 minutes)
2. Approval of minutes from previous (May 12, 2014) meetings.
3. Old Business – Middle school trip report
4. Status report and update on school (15 minutes, Dutton and Allison) (School data report, trips, testing, Graduation etc.)
5. Personnel
  - Update on job descriptions
  - Middle School Science Pregnancy leave,
6. Governing Council Review (see attached minutes) (1 minute) (Lefkowitz)
7. Financial committee report (15 minutes, Maurumoto, Dutton)
  - Review of current expenditures, finance committee Report, Presentation of Budget for 14-15, review of credit card statements,
8. By-laws committee (Bologna)
9. Technology or website committee report (Kaolian)
10. Building issues (1 minute) (Dutton) – New grant!!!
11. Board Gift
12. Other New Business – Nominating committee (Vince Musto)
13. Adjournment

**NOTE:** Meeting is at **5:30 p.m.** at The Bridge Academy, 401 Kossuth Street. Members should contact Timothy Dutton (203-336-9999) or respond to me by return email regarding their plans to attend this meeting.

The Bridge Academy

Board of Directors and ~~Governing Council~~

Monday, ~~May 12, 2014~~ <sup>Mar</sup> 12/2014

Present: Tim Dutton (ex-officio), Rachel Allison, Kit Kaolian, Vince Musto, Jaquie Marumoto, Sandy Lefkowitz, Dee Fuller, Michael Bologna, Celeste Markle

Board of Directors members not in attendance: Zanaib Muhammed, Ken Smith

The meeting was called to order at 6:15.

1. Public Comment: Brandon Fuller presented his opinion of the Washington D.C. trip and shared his ideas about pictures on the Smart board. In the future, Sandy would like students to be better prepared for such a presentation.
2. Approval of Minutes from Previous Meeting: The minutes were unanimously approved with the proviso that the term "Governing Board" be changed to "Governing Council".
3. Old Business: None
4. Status Report and Update on School: Tim reported that the high school students seem tired and distracted, and the academic tone has not been as strong lately. Michael asked if such a lull in behavior and climate is normal and Tim said that it is. Students have been doing the SBAC testing which may be one reason for the change. Board members are invited to judge the Senior Project presentations which begin at the end of the month. Board members are also invited to the National Honor Society induction. The Induction will also include the presentation of two book Awards to Juniors. The high school also has a lot of trips coming up. Rachel Reported that the middle school is struggling somewhat with school climate.
5. Personnel:
  - a. Update on Job descriptions: We will be revisiting job descriptions and stipends (this is part of the budget discussion) this summer when the board manual is revised.
    - i. Science: A new science teacher has been hired for the high school.
    - ii. Middle School Science Pregnancy Leave: The substitute for this position is struggling with behavior management. The teacher on maternity leave has expressed that she may be moving and seeking a position somewhere else. She could give no firm timeline for her departure.
    - iii. English Teacher Hiring: We have been interviewing English candidates and we are happy with the quality of candidates we have received. One in particular taught a very strong lesson. The strongest candidate just got certified but has taught for years in private schools; Tim plans on starting her on step 8. It was suggested that we research the salary scale at her previous school. Tim will negotiate the best possible agreement.
6. Governing Board Review:
  - a. Quarterly Meeting: Michael thought the presenter was very good but wondered what the larger purpose of the meeting was. Dee concurred. Tim said that the larger goal

was to get people to understand that everyone's values are different and that we can talk about that in a civil way. Sandy said the purpose was to support staff, parents, and students in having dialogues about values, as part of the goal of the previous open meeting, which is to develop character building in the student body.

7. Financial Committee Report:
  - a. Review of Current Expenditures: We will finish the year in the red. We had many positive initiatives this year but at a greater than anticipated expense. We will move from \$10,500 per pupil to \$11,000 from the state and that will help with the shortfall.
  - b. Finance Committee Report: Jacquie, reported that the leadership team will draft a set of objectives for next year and report those objectives to the Board this summer. These objectives would be refined and then the budget will be reported to the Board in July. In August the final health insurance estimates will be available and reconciled with the rest of the budget.
  - c. Review of Credit Card Statements: not mentioned
8. By-Laws Committee: The committee met and will present a draft to the Board at the June meeting.
9. There was no technology report-
10. Building Issues: We will know about the building grant by May 21. We are still working on repairing leaks, but otherwise the building is doing all right.
11. Board Gift: All members are encouraged to participate in the Board Gift for a deserving senior.
12. Other New Business:
  - a. Nominating Committee: Two prospective Board members have declined our invitation to join the board. A discussion ensued about whether or not we could include the spouses of current Board members; it was decided that this was probably not a good idea.
  - b. Adjournment: The meeting was adjourned at 7:00 pm. The next meeting will be held on June 10, 2014

NOTE: Meeting is at 6:00 pm at the Bridge Academy, 401 Kossuth Street. Members should contact Timothy Dutton (203 336-9999) or respond to him by return email regarding their plans to attend this meeting.

## Bridge Academy 2014 End of year data report

### SIP Data

#### Reading


Grade	Mid year goal	Actual	EOY Goal	Actual	SGP goal	SGP actual
7	Scale Score + 60	+61	+120	+98	40-60	51
8	Scale Score + 50	+9	+100	+79	40-60	48
9	Scale Score + 50	+19	+100	+28	40-60	50
10	Scale Score +50	+88	+100	+19	40-60	47
11	Scale Score +50	+82	+100	+98	40-60	61
12	Scale Score +40	-6	+80	-29	40-60	44

#### Math

Grade	Mid year goal	Actual	EOY Goal	Actual	SGP goal	SGP actual
7	Scale Score + 40	+45	+80	+61	40-60	55
8	Scale Score + 30	+22	+60	+34	40-60	51
9	Scale Score + 30	-4	+60	+37	40-60	58
10	Scale Score +30	+24	+60	+36	40-60	45
11	Scale Score +30	+6	+60	+30	40-60	61
12	Scale Score +40	-15	+80	-28	40-60	41

#### Reading SEED goal information

	Prior data	Goal	
Class of 2019	CMT reading comprehension subscore text/reader connections average score 5.02 correct	change to average of 6 correct	
Class of 2018	CMT reading comprehension subscore text/reader connections average score 5.2 correct	change to average of 6 correct	
Class of 2017	Average Star indicators increase of 5.06	STAR indicator increase of 6.0	December increase was 1.2! June increase is 5.1.
Class of 2016	CAPT average level drops off 0.4 from CMT scores in 8th grade	CAPT average level will be 2.6 (drop from 2.9)	
Class of 2015	Average performance level score from last was 2.6. Average increase for re-takers was 0.25	CAPT average Performance level for retakers will be 2.9	
Class of 2014	Average Star indicators increase of 3	STAR indicator increase of 3.0	December increase was 4.6. June increase 1.8.



The  
Bridge Academy  
Governing Council  
Monday, June 2, 2014

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**Minutes of the Governing Council: Monday, June 2nd, 2014 at 6:00 pm**

Present: Tim Dutton, Bob Doss, Aline Doss, Rachel Alison, Bridget Krauss, Valerie Gibson, Shanda Sanders, Ramon Bulerin, Sandra Lefkowitz

The meeting was called to order at 6:08.

1. **Must fail removal requests:** It was formerly stated that all students on the must fail list for the 3rd quarter be removed, with the exception of one student she will only be failed her 1st period class. This is due to her overwhelming amount of inexcusable tardies for this class.
2. **End of year calendar update:** June calendar dates have not changed and all activities will be going forward as planned. June 23 will be the last day for school; this is not a mandatory attendance day. It was added that parent Ramon Bulerin will be attending senior graduation and will be aiding in handing out diplomas.
3. **Update on School (Power School, progress reports, climate etc....):** Senior projects were successful in that, only one senior had to re-present. It was apparent to the student this re-presentation will be essentially be his "sink or swim moment". High school has hit a calm climate to which most students have settled on buckling down to try and scramble together what needs to be done as far as work, reading points, etc. to advance to the next school year. Students will be advised on status of advancement or retention. Along with the end of year progress and reports, it was also discussed the considerable amount of donations accumulated for scholarships that will be given away at graduation. It was also found in more than one instance that students have been caught taking reading tests for each other or helping other students pass without having read that book. Action has been taken to rectify this issue; students have been asked to retake test or no points have been awarded to either students found cheating.
4. **Quarterly meeting wrap-up for May (Bob Selverstone):** It was suggested that this meeting be done quarterly. Also that the students be introduced and participate in this same type of activity.





## Governing Council

Monday, June 2, 2014

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5. **Bullying Policy and Committee:** It was brought to the board's attention that there is a reoccurring bullying incident occurring in the middle school where one student was being relentless in his tirade of verbally bullying other students based on footwear. Due to the student's inability to control his impulses for his verbal assault, he was expelled. As a suggestion, it was brought to the board that a sneaker uniform be implemented among the middle school students. Just because the one student was expelled doesn't mean the situation was completely resolved and the staff would like to implement this full uniform down to the footwear to prevent future incidences of this same manner from occurring. Because there was no agreement, it was suggested that the administration take this under consideration and decide on a reasonable policy before orientation.
6. **School climate committee:** This student climate committee met with teachers to discuss how they, as students, would like the school atmosphere to be. They expressed to teachers that they would like the school to be more welcoming, positive, and friendly. It was thought to have this committee of students meet at the beginning of the school year to come and open up to the student body of the expectations that they have for the teachers and introduction of new policies. Also, advisory training for the faculty will be conducted over the summer, and it will be introduced as a period during the upcoming school year. This is to allow the students to be comfortable with each other in a class environment so that critical topics such as bullying can be raised amongst the students for them to become comfortable with one another, to be open in their own individual experiences, as well as to discuss their views on the subjects that concern them.
7. **Emergency Plans and Procedures:** Emergency evacuation and a lock down will be executed in the near future. A formal emergency preparedness plan is in the works to be drawn up to be submitted by September to the State of Connecticut.
8. **Food Service Council:** It was told to the council that a very formal and strict audit will be commencing on June 5 & 6 on the entire food service program. We will be graded essentially on how well our food service department meets its requirements for: fat, sugar, salt, etc. Also, whether money is being deposited correctly and the staff is being treated fairly. We have high expectations to come out on this audit with a good report.
9. **Title 1 Advisory committee:** Time will be taken out to write up our title grants for the tutoring assistants that we have throughout the year for English and Math and the improvement in instruction for the students.
10. **Other new business:** There were new teacher hires for English, Biology, and Chemistry.

**Adjournment:** The meeting was adjourned at 7:02 pm.

## **Bridge Academy Budget Presentation 2014-2015**

### **Overview**

The 2013-14 school year has been good for The Bridge Academy. Specifically the school has improved school climate and increased teacher professional development, with the overall goal of improving student rigor. The Bridge Academy has done this through the implementation of the RULER Social Emotional Learning program, the addition of Andy Doussis as a teacher-coach and professional development consultant, and finally with an increased administrative emphasis on training teachers to create active, effective lesson plans.

On the negative side the school overspent the 2013-14 budget in the teacher salary and assistants budget line item. This was an error due to the hiring of too many RTI and teaching assistant staff. It is essential that the 2014-15 budget be conservative to bring The Bridge Academy financial situation into "balance".

### **2014-15 Plan**

The State of Connecticut has increased per-student funding from 10,500 to 11,000 dollars for the 2014-15 school year. With this increase in funding The Bridge Academy's budget makes the following changes to continue our initiatives in improving school climate and increasing rigor.

- Maintains teacher salaries and benefits in alignment with Bridgeport Public Schools. Also continue paying two administrative salaries as part of last year's salary improvement initiative. (+\$50,000)
- Frees administrative time by increasing hours and duties of bookkeeper. (+ 10,000) This allows administration more time for teacher coaching.
- Allows 4 days of training for staff in summer for training in Circles of Power and Respect school climate initiative. (\$10,000)
- Allows continued coaching and consulting to improve school rigor by Andy Doussis . (\$15,000)
- Eliminates one Teaching Assistant, one RTI and 2 writing coach positions. (-70,000)
- Allows for modest 3% increase in supply and non-instructional budgets.

### **Goal**

With this budget The Bridge Academy will plan to end the 2014-15 school year with a small surplus and use this to pay off the current deficits and improve the school's cash flow position. Specifically, The Bridge Academy would like to eliminate any use of the school's credit line for cash flow deficits during the 2015-16 school year.

The Bridge Academy  
 2014-2015 School Year Budget Summary  
 As of 9-June-14

	2013-2014 School Year			2014-2015 School Year		Comments
	Original Baseline Budget	Forecast	Baseline Budget per Detail Tab	% Increase/(Decrease) over Prior Year Baseline Budget	% Increase/(Decrease) over Prior Year Forecast	
Income						
Federal Income	\$ 209,000	\$ 209,000	\$ 209,000	0%	0%	
School Income	\$ 200,000	\$ 200,000	\$ 200,000	0%	0%	
State Income	\$ 2,887,500	\$ 2,935,352	\$ 3,025,000	5%	3%	5% increase in per head revenue (if forecast didn't include \$60k computer grant, this increase would be 5%)
<b>Total Income</b>	<b>\$ 3,296,500</b>	<b>\$ 3,344,352</b>	<b>\$ 3,434,000</b>	<b>4%</b>	<b>3%</b>	
Expense						
1100000 · Instruction	\$ 1,791,311	\$ 2,056,114	\$ 1,965,411	10%	-4%	
1210000 · Support Services students	\$ 302,894	\$ 321,410	\$ 337,530	11%	5%	
1221000 · Improve Instructional Services	\$ 45,000	\$ 45,000	\$ 46,350	3%	3%	
1230000 · Support Services General Admin	\$ 44,000	\$ 44,000	\$ 45,320	3%	3%	
124000 · Administration School-Based	\$ 398,826	\$ 332,853	\$ 347,016	-13%	4%	
125000 · Support ServicesAdmin	\$ 29,500	\$ 29,500	\$ 30,385	3%	3%	
1260000 · Plant Maintenance	\$ 349,500	\$ 349,500	\$ 359,985	3%	3%	
127000 · Student Transportation	\$ 16,000	\$ 16,000	\$ -	-100%	-100%	We own no busses. All paid for on field trips line
1310000 · Food Service	\$ 328,000	\$ 320,868	\$ 320,000	-2%	0%	
9999999 · Contingency		\$ 2,180	\$ -	#DIV/0!	-100%	need to include some contingency in the budget
<b>Total Expense</b>	<b>\$ 3,305,031</b>	<b>\$ 3,517,425</b>	<b>\$ 3,451,997</b>	<b>4%</b>	<b>-2%</b>	
<b>Net Income</b>	<b>\$ (8,531)</b>	<b>\$ (173,073)</b>	<b>\$ (17,997)</b>			

**The Bridge Academy  
Financial Overview  
As of 6-9-14**

	Year-To-Date				Total Year				YTD Actuals as % of Forecast	Comments
	Actuals Jul 1, 13 - June 9, 2014	Baseline Budget	\$ Better/(Worse) Than Budget	YTD Actuals as % of YTD Budget	Baseline Budget	Projected Year Change Better/(Worse)	Forecast	YTD Actuals as % of Forecast		
<b>Income</b>										
Federal Income	\$ 211,333	\$ 191,360	\$ 19,973	110%	\$ 209,000	\$	\$ 209,000	101%		
School Income	\$ 155,613	\$ 188,328	\$ (32,715)	83%	\$ 200,000	\$	\$ 200,000	78%		
State Income	\$ 2,942,881	\$ 2,887,500	\$ 55,381	102%	\$ 2,887,500	\$ 47,852	\$ 2,935,352	100%	State computer grant	
<b>Total Income</b>	<b>\$ 3,309,827</b>	<b>\$ 3,267,188</b>	<b>\$ 42,639</b>	<b>101%</b>	<b>\$ 3,296,500</b>	<b>\$ 47,852</b>	<b>\$ 3,344,352</b>	<b>99%</b>		
<b>Expense</b>										
1100000 - Instruction	\$ 1,840,612	\$ 1,570,561	\$ (270,051)	117%	\$ 1,791,311	\$ (264,803)	\$ 2,056,114	90%	\$75K Teacher & Administration salary increase, portion not budgeted; \$74k Administration actuals budgeted below; \$60k purchase of computers included here, offset by state grant above	
1210000 - Support Services students	\$ 256,119	\$ 261,705	\$ 5,586	98%	\$ 302,894	\$ (18,516)	\$ 321,410	80%	Bridgeport Special ed	
1221000 - Improve Instructional Services	\$ 37,795	\$ 42,375	\$ 4,580	89%	\$ 45,000	\$	\$ 45,000	84%		
1230000 - Support Services General Admin	\$ 43,505	\$ 44,000	\$ 495	99%	\$ 44,000	\$	\$ 44,000	99%		
124000 - Administration School-Based	\$ 273,827	\$ 344,411	\$ 70,584	80%	\$ 398,826	\$ 65,973	\$ 332,853	82%	Actuals reflected in Instruction	
125000 - Support ServicesAdmin	\$ 29,925	\$ 28,888	\$ (1,037)	104%	\$ 29,500	\$	\$ 29,500	101%		
1260000 - Plant Maintenance	\$ 271,797	\$ 329,113	\$ 57,316	83%	\$ 349,500	\$	\$ 349,500	78%		
127000 - Student Transportation	\$ 2,532	\$ 15,067	\$ 12,535	17%	\$ 16,000	\$	\$ 16,000	16%		
1310000 - Food Service	\$ 276,507	\$ 309,450	\$ 32,943	89%	\$ 328,000	\$ 7,132	\$ 320,868	86%	Usual under budget in food service	
9999999 - Contingency	\$ 2,180	\$	\$ (2,180)		\$	\$ (2,180)	\$ 2,180	100%		
<b>Total Expense</b>	<b>\$ 3,034,799</b>	<b>\$ 2,945,570</b>	<b>\$ (89,229)</b>	<b>103%</b>	<b>\$ 3,305,031</b>	<b>\$ (212,394)</b>	<b>\$ 3,517,425</b>	<b>86%</b>		
<b>Net Income</b>	<b>\$ 275,028</b>	<b>\$ 321,618</b>	<b>\$ (46,590)</b>	<b>86%</b>	<b>\$ (8,531)</b>	<b>\$ (164,542)</b>	<b>\$ (173,073)</b>	<b>86%</b>	expected 60K more in savings reducing deficit	