



Board Meeting
Bridges Preparatory Academy
Monday, October 28, 2024

A meeting of the Board of Directors for Bridges Preparatory Academy, a California nonprofit corporation was held on Monday, October 28, 2024, in person and via a public Zoom conference from 2:30 p.m. to 3: 22 p.m.

CALL TO ORDER: David Owen called the meeting to order at 2:30 p.m. P.S.T. and informed Board Members that the agenda is displayed on the Zoom screen.

ROLL CALL:

- Present: David Owen, Trena Spurlock, Brian Lee, Laura Morikawa
- Others Present: Evan Hodes, Alejandro Gomez

APPROVAL OF MINUTES: September 16, 2024

- Prior to approval David Owen reviewed two items from previous meeting
 1. Parent Complaint. The investigation revealed that there was no wrongdoing and procedures were followed. Following this the Board sent a letter of closure electronically and physically to the family. The investigation is closed.
 2. Unemployment Complaint. A former employee filed an unemployment complaint against Bridges and based on the legal advice a settlement was proposed and accepted. The settlement was paid.

APPROVAL OF AGENDA:

- It was **moved** by Trena Spurlock and **seconded** by Brian Lee to approve the agenda for Monday, October 28, 2024.
- **All in Favor:** David Owen, Trena Spurlock and Brian Lee.

POINT OF ORDER:

- The approval of September 16, 2024 minutes was needed as mentioned by Trena Spurlock.

APPROVAL OF MINUTES: September 16, 2024

- It was **moved** by Trena Spurlock and **seconded** by Brian Lee to approve the Board Minutes from September 16, 2024
- **All in Favor:** David Owen, Trena Spurlock and Brian Lee.

ACTION ITEM: Board Member

- Board Member Mary Silva resigned from her position as Board Secretary for Bridges Preparatory Academy Middle School Board of Directors.
- Trena wanted to make sure that Mary was thanked for her many years of service as a Board Member. David Owen confirmed this was done.
- It was **moved** by Trena Spurlock and **seconded** by Brian Lee to accept Mary Silva's Letter of Resignation effective October 23, 2024.
- **All in Favor:** David Owen, Trena Spurlock and Brian Lee.

INFORMATION ITEM: New Potential Board Member

- Alejandro Gomez was asked to present Laura Morikawa as a new potential Board Member. Her resume was given to the Board prior to the meeting and Laura had the opportunity to present herself to the Board.

INFORMATION ITEM: Board Communication Responsiveness

- David Owen discussed the need for a process to be in place to handle communication incoming from the community, parents, L.A.C.O.E. etc. Procedures and policies need to be in place to ensure that their inquiries, concerns, or complaints are being addressed.
 - Brian Lee inquired/suggested an online form on the school's website where people can send an email with their concern and/or complaint and then designate a person to address the issue immediately, therefore providing documentation.
 - David Owen responded that there is a way for people to send their concern and/or complaint on the current school's website, but the next step needs to be developed which is the need of having a designated person review the email and then forward it to the correct entity.
 - Alejandro Gomez suggested having the Secretary be the designated person to review the incoming emails and then forward the email to David Owen and Trena Spurlock as needed.

INFORMATION ITEM: Board Member Comments

- Brian Lee has no comments.
- Trena Spurlock commented that she likes the updated website. Trena appreciates that the website includes information about the Board Members.
- David Owen agrees with Trena Spurlock's comments regarding the updated website.

PUBLIC COMMENT

- None

DIRECTOR'S INFORMATION:

- Alejandro Gomez had three items he reviewed:
 1. Enrollment meets Budget
 2. A.D.A. (Average Daily Attendance)
 3. CCSPP Grant-Bridges Preparatory Academy currently has the Planning Grant which funds the Social Worker and Community Coordinator position. The goal is for Bridges Preparatory Academy to continue being a Community School and is in the process of applying for the Implementation Grant which will allow the school to maintain the previously mentioned positions for another five years.
- David Owen inquired about the enrollment numbers and Alejandro Gomez declared enrollment to be at 151.
- David Owen invited the Board Members to respond to Alejandro Gomez's items. The response was, "Impressive numbers."

ACTION ITEM: Vote for New Board Member

- It was **moved** by Trena Spurlock and **seconded** by Brian Lee to approve Laura Morikawa as a new Board Member.
- **All in favor:** David Owen, Trena Spurlock and Brian Lee.

ACTION ITEM: Vote for Treasurer and Secretary positions on the Board

- It was **moved** by Trena Spurlock and **seconded** by Laura Morikawa to approve Brian Lee as Treasurer.
- **All in favor:** David Owen, Trena Spurlock, and Laura Morikawa
- It was moved by Trena Spurlock and seconded by Brian Lee to approve Laura Morikawa as Secretary.

ACTION ITEM: Approval of Monthly Financials for Bridges Preparatory Academy

- Evan Hodes presented the September Dashboard for Bridges Preparatory Academy Financials.
- It was **moved** by Trena Spurlock and **seconded** by Brian Lee to approve the September financials for Bridges Preparatory Academy.
- **All in favor:** David Owen, Trena Spurlock, Brian Lee, and Laura Morikawa

ACTION ITEM: Approval of 2023-2024 Audit

- Evan Hodes presented the 2023-2024 Audit
- It was **moved** by Trena Spurlock and **seconded** by Brian Lee to **conditionally approve** the Audit pending the resolution of a payable for Bridges Preparatory Academy.
- **All in favor:** David Owen, Trena Spurlock, Brian Lee, and Laura Morikawa.

ACTION ITEM: Approval of revised Employee handbook

- It was **moved** by Trena Spurlock and **seconded** by Brian Lee to approve the update of the Employee handbook for Bridges Preparatory Academy.
- **All in favor:** David Owen, Trena Spurlock, Brian Lee, and Laura Morikawa.

ADJOURNMENT:

- It was **moved** by Trena Spurlock and **seconded** by Brian Lee to adjourn the October 28, 2024 meeting.
- **All in favor:** David Owen, Trena Spurlock, Brian Lee, and Laura Morikawa.
- Meeting adjourned at 3:22 p.m. on October 28, 2024.