

Bridgewater Academy Charter School Board Meeting Minutes

Date: 8 January 2026

Location: Virtual & Bridgewater Academy

Time: Meeting convened at 5:30 pm

Attendees:

- Sherry Pinto
 - Ashleigh Wade
 - Roxanne Craft
 - Brandy Johnson
 - Nicholas Swan
 - Kiki Eaddy
 - Shunnika Goings-Friend
 - Michael Cappola
 - Alexandria Martinez
 - Marissa Levisen
 - Carin Grissett
 - Heather Kirby
 - Laren Shinton
 - Michael Cappola
 - Nicholas Swan
 - Nicole McDoweel
 - Tara McNeil
-

1. Call to Order

The meeting was called to order at 5:30 pm by Roxanne Craft.

Invocation, pledge of allegiance led by Dr. Pinto at 5:31 pm

Reading of Bridgewater's vision statement by Roxanne Craft at 5:33 pm

2. Public Comments:

Moved to public comment at 5:33 by Roxanne Craft.

Ms. Martinez states she is barely able to hear the feed.

Ms. Grissett is present but cannot speak.

Ms. Kirby states no public comment.

Ms. Shinton states no public comment.

Ms. McDowel states no public comment.

Ms. McNeil states no public comment.

Ms. Martinez states no public comment.

Ms. Toler states no public comment.

3. Approval of Previous Meeting Minutes and Agenda

Motion by Marissa Levisen, seconded by Brandy Johnson, to approve the minutes from November.

Approved unanimously.

4. Reports

- **Financial Report:**

- Heather Kirby shares financial report.
- Days cash on hand 25 vs 77 actual
- Salaries & benefits as % of total revenue 66% vs 59%
- Net income —\$413,999.26 due to unexpected expenses. States increased funding should come this month
- Covered Budget Sheet.
- Even with the negative net income, the total fund balance is still sitting at \$65,847.75.
- And during the meeting today Brand Johnson requested Heather Kirby reiterate the P&L issue. As long as we have a fund balance we are good to go.
- Total revenue: \$1,204,150.57. Still at about 50% remaining. Will be receiving more than budgeted for.
- Half point through the year.
- School admin 44.45%
- Physical Admin 20.55%
- Operation & maintenance -43.67%
- Food services only slightly below
- Technology 26.59%
- Pupil Activities -13.28%
- Total percent remaining 30.67%
 - Usually you'd want this to be at 50% but with the additional expenses and many things being upfront this year, this is to be expected.
 - We will also receive a bigger check this year and the additional revenue will help get the numbers back to a good place.

5. Principal's Report:

- **Condolences offered to Tara McNeil on the loss of her father and thanks for her continued support for e-learning.**
- **Thanks offered to the board for approving the 2 e-learning days due to illness.**
 - States the state offers up to 5 e-learning days a year. In the case that we go over, we would just have to add an additional day of the school year.
 - Cleaners and grounds management are disinfecting the school.
- **Enrollment 159**
 - Annual district allotment will be just over 2 million, up from 1.39 million in 2022
 - This month will be the first check we'll receive for the day 45 enrollment.
 - Four new kids starting in the next week or so.
 - Four new kids on the roster unofficially for 26-27
 - Letters of intent for the next year go out next week for existing students
- Next goal: 165 by day 135
- **Facilities**
 - Alcove is done. Phoenix finished it over the holiday break. Finishing up cosmetic pieces.
 - CPI security is done. Dr. Pinto states she can manage it all with her phone. All teachers have received new fobs.
 - Fire system tagged into CPI as well.
 - Fire drill was planned for today, but postponed due to virtual day. Practice to make sure all magnets deactivate if the fire system goes off so people can exit.
 - Termite bond complete. Finish aesthetic details.
- **Drama Club & Fundraisers**
 - Drama presentation is the biggest fundraiser of the year. Had announced Wonka as the play, but there were licensing issues. Have decided to do Peter Pan.
 - Roxanne Craft states thanks to Ms. Toler for creating such a great program and fundraiser.
 - Ms. Toler states that they may go to three shows at the Moose Lodge if they cannot find a larger facility. Also, asking for venues is on the list for the flyer going home to parents.
 - Roxanne Craft suggests having a display of merch in the school with a QR code for ordering.
 - Spring Fling is Friday March 27th.
- **Active Shooter Webinar**
 - Dr. Pinto plans to attend a webinar to meet all compliance for prepared schools.
 - Discussion of sensitivity around training and stress for teachers and students.
- **Executive Session — 4 Items (1 legal, 1 personnel, 2 pupil-related)**

6. Old Business

- **Facility and Security Update**
- **Board Committee Plan**
- **Welcome Ms. Grisset as Board Clerk**
- **Merchandise Store Update**

7. New Business

- **Facility and Security Update — received from Dr. Pinto**
 - Roxanne Craft states she is grateful to have this secured, updated, and finished.
- **Board Secretary Position Open**
 - Ashleigh Wade is stepping down from the Secretary board position.
 - Bringing on another board member as well.
 - Need to consider for quorum our current situation.
- **Board Organization/Onboarding Plan/Committees**
- **Winter/Spring Fundraisers/Events**
 - Color Run
 - Golf Tournament
 - Family Fun Night
 - Play
 - Tee Box Sponsors

8. Approval to Move to Executive Session

Expected to last for 20 minutes.

Motion by Mike Cappola. Seconded by Marissa Levisen, to move into executive session at 6:06 pm.

Passed unanimously.

The regular meeting is adjourned for 20 minutes.

Roxanne Craft calls the regular meeting back to order at 6:23 pm.

8. Adjournment

Motion to adjourn made by Marissa Levisen, seconded by Brandy Johnson.

- **Vote:** Passed unanimously.

Meeting adjourned at 6:24 pm

Minutes submitted by: Ashleigh Wade, Secretary

Date of submission: 11 December, 2025