

Bridgewater Academy Charter School Board Meeting Minutes

Date: 9 October 2025

Location: Virtual & Bridgewater Academy

Time: Meeting convened at 5:30 pm

Attendees:

- Sherry Pinto
- Ashleigh Wade
- Roxanne Craft
- Anne Toler
- Brandy Johnson
- Cynthia Eriksen
- Marissa Levisen
- Daryl Rupnik
- Heather Kirby
- Nicholas Swan
- Tara McNeil
- Russell McDowell

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

2. Public Comments:

Moved to public comment at 5:36 by Roxanne Craft.

Ms. Toler states no public comment.

Ms. Erikson states no public comment.

Mr. Rupnik states no public comment.

Mr. Swan states no public comment.

Ms. McNeil states no public comment.

Ms. Martinez states no public comment.

4. Approval of Previous Meeting Minutes

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

5. Reports

- **Financial Report:**

- Heather Kirby states we are positive with cash on hand. Net income will continue to be low until the 45 day count for attendance due to ERC funds not counting in this fiscal year. Cash on hand and funds balance are good.
- Total cash = \$422,904.73
- Total state sources = \$598,913.72
- Percent remaining is 70.40% which means we're bringing in more state revenue than what was budgeted.
- The after school program is at 69%. One staff member was getting their benefits coded to this line. This has been changed.
- Physical services is at 43.93%. Has been adjusted in amended budget.
- Operation & maintenance 25% due to Mr. Meyers not being budgeted and additional work at beginning of the year.
- Information services is at 66.73% This is command due to advertising being in the beginning of the year.
- Technology also behind but common due to purchasing equipment at the start of the year.

Dr. Pinto comments that she feels we're on track with the budget for the year despite unexpected maintenance.

Brandy Johnson comments that when the finance committee met this week, they discussed these issues and they plan to make recommendations for budget amendments.

Mr. McDowell joined the meeting at 5:42pm.

6. Principal's Report:

- **Enrollment 160**

- Holding steady at 160 enrollments.

- The new charter school has had some struggles and we've capitalized on offering an alternative.
- **State Test Scores:** October 16th official release date.
- **Cafeteria Enrollment Update:** 120 lunches today. Cafeteria continues to increase.
 - Request for a food warming oven for the upcoming luncheons and holiday events.
 - Quote is \$1,700 for the model chosen
- **Curricular Update:**
 - We would like to purchase the test coach prep books to help address the updated standards. Would like to have these before the short week in January.
 - \$8,500 to get what's needed for the entire school.
 - We currently have the old ones but they are outdated—the standards have changed.
- **Facilities:** Skirting/subflooring — emergency status
 - We are seeing the fruits of our labor from the summer. Our heating bill went down \$1,500 from last month to this month. Our energy usage has been cut down by 1/3rd from one September to the next.
 - The new floor in the gym is starting to pop up. The reason is because the problem underneath still exists. Under the gym is badly retaining water. The vapor barrier has been torn down along with other issues and lack of drainage.
 - We need drainage, water removal, and proper vapor barrier.
 - For a permanent fix it's upwards of \$150,000.
 - Phoenix said they can do the repairs and readdress the skirting and other issues and stabilize us would be \$73,000.
- **Potential Musical Partnership**
 - Ms. Capone states she may have a partnership going with a coffee shop to have a music or poetry program as a non-academic afterschool program
- **Principal Goals Attached Below**

Principal Goals 2025-2026

ACADEMIC:

- A) INCREASE ONE CATEGORY ON ELEMENTARY REPORT CARD CATEGORY FROM AVERAGE TO GOOD.
- B) INCREASE BY 10% THE NUMBER OF ELEMENTARY STUDENTS EXCEEDED EXPECTATIONS ON SCREADY
- C) CREATE A BWA AI POLICY THAT MIRRORS HCS.

NONACADEMIC:

A) INCREASE ENROLLMENT TO 165 BY DAY 135

B) ADD ONE MORE NONACADEMIC AFTERSCHOOL OFFERING TO BWA BY JANUARY 2026.

Roxanne Craft is circling back through Principal's report. She states she supports purchasing a warming tray. Mr. McDowell makes a motion to purchase a warming oven. Mrs. Wade seconds the motion.

All in favor.

Motion passed.

Roxanne Craft requests to have the curriculum conversation revisited at the next board meeting.

Roxanne Craft states we can't risk safety or losing flooring we've paid for. States they discussed this yesterday during the budget meeting. States our facility manager would be able to maintain it if it became stable.

Mr. McDowell states that he understands the gym is sinking in the corners. He also states there are 3-4" of water every time it rains, not to mention mold and mildew.

Marissa Levisen states she's in favor of it due to safety and long-term potential costs.

Dr. Pinto states that the moisture levels are significant. Mr. McDowell states there likely should have been more pedestals when the building was originally built.

Mr. McDowell states that the pedestals should be manageable over the four day weekend and potentially drain off the excess water beneath the gym.

Ashleigh Wade asks how we will fund this.

Brandy Johnson states she can speak to that. The ERC funds in a fund balance can be moved to our budget so we can pay for these repairs.

Roxanne Craft asks if anyone would like to make a motion to pass the Phoenix quote for stabilization.

Ashleigh Wade makes a motion to move forward. Mr. McDowell makes a motion to second it.

All in favor. No opposed.

Motion passed.

Roxanne Craft regarding the potential music partnership states she is excited for this opportunity.

Dr. Pinto states that she forgot to add that next Friday is the Fall Festival and the next Saturday

is our first chess tournament will be next Saturday, October 18th. Dr. Pinto states she plans to have flyers and QR codes available as new people are exposed to the school.

7. New Business

- **Facility Department Updates:** Already discussed.
- **Security Update** Requests update from Dr. Pinto. States that she received two additional quotes. We've received four total. CPI, Vector, Everco, and one additional. Those are uploaded for board member approvals.
 - Roxanne Craft asks if Dr. Pinto will send an e-mail when she uploads quotes.
 - Roxanne Craft requests for Mr. Meyer to put together a quote for the board before the November meeting.
 - Dr. Pinto states she can request for Mr. Meyer to attend the next board meeting to answer questions.
- **Board Election Plan:**
 - Roxanne Craft states we had our largest turnout for voting for board meetings.
 - We had four great candidates. Three spots available.
 - Hoping the fourth person can engage in one of the committees we will be forming. (Committees include board members as well as parents and community members.)
 - Dr. Pinto asks if the board is moving from 7 members to 9 members.
 - Roxanne Craft states she would like that due to more community engagement, more support, and more hands involved.
 - Having 9 board members we'd need 7 members present to get to quorum because we must have an odd number.
 - Brandy Johnson states she thinks its a good idea but she'd like to move forward with the committees too to try and get those started.
 - Roxanne Craft states that an "Events and Community Committee" is high on her list. We have established a budget committee. We are open to suggestions.
 - Brandy Johnson states she has a question about quorum within the committees. Roxanne Craft states she will look into that more and will ask more questions about it during training. She believes committees also must be live feeds, but she is going to find clarification on that.
 - Dr. Pinto states that she doesn't believe a committee can take a vote on action.
 - Brandy Johnson states she agrees but in the training she took they mentioned quorum.
 - Dr. Pinto stated that her and Ms. Martinez will get together before November meeting to discuss using the YouTube channel for recording for board meetings and committee meetings. Plans to test it before going live.
- **Establish Board Committees**
 - Discussed above
- **Branding**
 - Roxanne Craft states she believes we're missing a huge opportunity for advertising with branded items (car magnets, etc...)

- Roxanne Craft states that she'd like to have an online shop for us where we can get "made on demand" items
- Ms. Toler states they'll be here on the 14th
- Ashleigh Wade states she attended a workshop regarding branded items recently and the most used item with the highest success rate is refrigerator magnets. She also states she knows about selling branded items on demand and could provide some information about that.
- Dr. Pinto states that the Book Fair is coming up and we could add small branded items to that
- **Charter Alliance Regional Roundtable**
 - Roxanne Craft states she attended and they discussed legislative updates, advocacy. The alliance has offered a snapshot of looking at our school and creating a funding information sheet that we can hand out to parents or community members for information.
 - States it was a positive experience to attend and to hear about what other schools are dealing with in positive and negative ways.

Dr. Pinto requests to know if we are moving to nine members for the board.

Mr. McDowell motions to move to nine board members. Brandy Johnson seconds the motion.

All in favor. No opposed.

Passed.

8. Approval to Move to Executive Session

Topics of discussion: Personnel, contractual & legal matters.

Expected to last for 15 minutes.

Motion by Ashleigh Wade. Seconded by Russel McDowell, to move into executive session at 6:24 pm.

Regular meeting is adjourned for 15 minutes.

Roxanne Craft calls the regular meeting back to order at 6:38pm

8. Adjournment

Motion to adjourn made by Ashleigh Wade, seconded by Brandy Johnson.

- **Vote:** Passed unanimously.

Meeting adjourned at 6:38pm

Minutes submitted by: Ashleigh Wade, Secretary

Date of submission: 9 October, 2025