

Minutes
Founding Meeting of the Board of Directors
Brilla College Preparatory Charter School at Highbridge
September 13, 2016
Brilla College Preparatory, 413 East 144th Street, Bronx, NY

The Board of Directors of the Brilla College Preparatory Charter School met for their founding meeting on Tuesday, September 13, 2016.

The following directors were present:

1. Brian Carty
2. Eric Eckholdt
3. Scott Hamilton
4. Stephanie Saroki de Garcia

School staff in attendance were Mrs. Castillo, Ms. Kopro, Mrs. Mulcahy, Mr. Salvatierra and Ms. Valle. Bob Keogh and Joe Keeney from 4th Sector Solutions were also in attendance.

The meeting was called to order at 5:00PM (EST).

The first order of business was the adoption of the official By-Laws for Brilla College Preparatory Charter School at Highbridge. Upon motion duly made, seconded and carried, the By-Laws were approved by majority vote.

The second order of business was to establish the terms of office for all founding board members. The board voted on and approved the following board terms:

Scott W. Hamilton – 1 year	(to be renewed in 2017)
Rick Ramirez – 1 year	(to be renewed in 2017)
Maryann Hedaa – 2 years	(to be renewed in 2018)
Eric Eckholdt – 2 years	(to be renewed in 2018)
Brian Carty – 3 years	(to be renewed in 2019)
Tony deNicola – 3 years	(to be renewed in 2019)
Stephanie Saroki – 3 years	(to be renewed in 2019)

The third order of business was to elect officers. The following positions were proposed and approved by majority vote:

Chair: Scott W. Hamilton
Vice-Chair: Anthony de Nicola
Secretary: Rick Ramirez
Treasurer: Eric Eckholdt

The board then voted on and approved the following official policies: Code of Ethics and Conflict of Interest Policy, Whistleblower Policy, Complaint Policy, FOIL Policy, Discipline Policy. These policies will be filed along with the official board minutes.

Final

Upon motion duly made, seconded and carried, the board meeting was adjourned at 6:10PM (EST).

Respectfully submitted,

Matt Salvatierra

On behalf of Rick Ramirez, Secretary

Minutes
Meeting of the Board of Directors
Brilla College Preparatory Charter School at Highbridge
October 19, 2016
Brilla College Preparatory, 413 East 144th Street, Bronx, NY

The Board of Directors of the Brilla College Preparatory Charter School at Highbridge met for a regular meeting on Wednesday, October 19, 2016.

The following directors were present:

1. Brian Carty
2. Anthony de Nicola
3. Eric Eckholdt
4. Maryann Hedaa
5. Stephanie Saroki de Garcia

School staff in attendance were Ms. Kopro, Mrs. Mulcahy, Mr. Salvatierra, and Ms. Valle. Bob Keogh and Joe Keeney from 4th Sector Solutions were also in attendance, as was Karina O'Conner, proposed Board member.

The meeting was called to order at 5:30PM (EST).

The main order of business was an update on the growth and merger initiatives. Matt Salvatierra explained that the upcoming merger meeting had been pushed back to November 15th due to lower attendance at the October meeting.

He also shared that Brilla and Seton were seeking to hire a Recruitment Manager in the coming month and asked board members to spread the word among their contacts.

Upon motion duly made, seconded and carried, the board meeting was adjourned at 5:40PM (EST).

Respectfully submitted,

Matt Salvatierra
(On behalf of Rick Ramirez, Secretary)

Minutes
Meeting of the Board of Directors
Brilla College Preparatory Charter School at Highbridge
November 15th, 2016
Brilla College Preparatory, 413 East 144th Street, Bronx, NY

The Board of Directors of the Brilla College Preparatory Charter School met for a regular meeting on Tuesday, November 15th, 2016.

The following directors were present:

1. Brian Carty
2. Eric Eckholdt
3. Scott Hamilton
4. Maryann Hedaa
5. Rick Ramirez
6. Stephanie Saroki de Garcia

School faculty in attendance were Ms. Kopro and Mr. Salvatierra. Sheila Mulcahy from Brilla College Preparatory were also in attendance.

The meeting was called to order at 12:43PM (EST).

The first order of business was the approval of the October meeting minutes. Upon motion duly made and seconded, the October minutes were unanimously approved. The next order of business was discussion on Karina O'Conner as a new SUNY board member. Upon motion duly made and seconded, the new board member was unanimously approved.

The next order of business was an update on the growth plans for Brilla.

Upon motion duly made, seconded and carried, the board meeting was adjourned at 12:47PM (EST).

Respectfully submitted,

Rick Ramirez,
Secretary

Minutes
Meeting of the Board of Directors
Brilla College Preparatory Charter School at Highbridge
December 13th, 2016
Brilla College Preparatory, 413 East 144th Street, Bronx, NY

The Board of Directors of the Brilla College Preparatory Charter School met for a regular meeting on Tuesday, December 13th, 2016.

The following directors were present:

1. Brian Carty
2. Eric Eckholdt
3. Scott Hamilton
4. Stephanie Saroki de Garcia

School faculty and staff in attendance were Mrs. Castillo, Ms. Kopro, Mr. Larsen, Mrs. Mulcahy, Mr. Salvatierra, and Mrs. Valle.

The meeting was called to order at 12:28PM (EST).

The first order of business was the approval of the November meeting minutes. Upon motion duly made and seconded, the October minutes were unanimously approved. The next order of business was an update on growth initiatives by Mr. Salvatierra. An update was provided on the signing of a construction contract for the renovation of the new middle school and the signing of the term sheet with Civic Builders for the future home of Brilla Veritas Elementary.

The next order of business was an update of the school's Whistleblower Policy to direct all concerns directly to the Board of Trustees. Upon motion duly made and seconded, the updates to the Whistleblower Policy were unanimously approved.

The board meeting was adjourned at 12:36PM (EST).

Respectfully submitted,

Matt Salvatierra
On Behalf of Rick Ramirez,
Secretary

Minutes
Meeting of the Board of Directors
Brilla College Preparatory Charter School at Highbridge
January 25th, 2017
Brilla College Preparatory, 413 East 144th Street, Bronx, NY

The Board of Directors of the Brilla College Preparatory Charter School met for a regular meeting on Wednesday, January 25th, 2017.

The following directors were present:

1. Brian Carty
2. Maryann Hedaa
3. Scott Hamilton
4. Rick Ramirez
5. Stephanie Saroki de Garcia

School faculty and staff in attendance were Ms. Apfel. Mrs. Castillo, Ms. Kopro, Mr. Larsen, Mrs. Mulcahy, Mr. Salvatierra, and Mrs. Valle. Representatives from Brilla's financial consultant firm, 4th Sector Solutions, Robert Keogh and Kyle Pellerin, as well as Finance Committee member, James Jones were also in attendance.

The meeting was called to order at 6:26PM (EST).

The first order of business was the approval of the December meeting minutes. Upon motion duly made and seconded, the December minutes were unanimously approved.

The next order of business was an update on growth initiatives by Mr. Salvatierra. An update was provided on the current schedule, permitting and design.

The next order of business was the Executive Director update. Ms. Mulcahy led the board through an update regarding the CSP Grant. The next order of business was the approval of the Finance Policy Manual. Upon motion duly made and seconded, the Finance Policy Manual was unanimously approved.

The board meeting was adjourned at 6:33PM (EST).

Respectfully submitted,

Rick Ramirez,
Secretary

Minutes
Meeting of the Board of Directors
Brilla College Preparatory Charter School at Highbridge
February 21st, 2017
Brilla College Preparatory, 413 East 144th Street, Bronx, NY

The Board of Directors of the Brilla College Preparatory Charter School met for a regular meeting on Tuesday, February 21st, 2017.

The following directors were present:

1. Stephanie Saroki de Garcia
2. Eric Eckholdt
3. Karina O'Conner

School faculty and staff in attendance were Ms. Apfel, Mrs. Castillo and Mrs. Mulcahy. Financial consultant Robert Keogh was also present.

The meeting was called to order at 12:36PM (EST).

Due to lack of quorum, review and approval of the January meeting minutes was tabled until the March meeting of the Board.

The board meeting was adjourned at 12:38PM (EST).

Respectfully submitted on behalf of Board Secretary Rick Ramirez by Sheila Mulcahy.

Minutes
Meeting of the Board of Directors
Brilla College Preparatory Charter School at Highbridge
March 21st, 2017
Brilla College Preparatory, 413 East 144th Street, Bronx, NY

The Board of Directors of the Brilla College Preparatory Charter School met for a regular meeting on Tuesday, March 21st, 2017.

The following directors were present:

1. Brian Carty
2. Eric Eckholdt
3. Scott Hamilton
4. Rick Ramirez
5. Stephanie Saroki de Garcia

School faculty and staff in attendance were Mrs. Castillo, Ms. Kopro, Mr. Larsen, Mrs. Mulcahy, Mr. Salvatierra, and Mrs. Valle.

The meeting was called to order at 5:07PM (EST).

The first order of business was the approval of the February meeting minutes. Upon motion duly made and seconded, the February minutes were unanimously approved.

The next orders of business were updates on growth and CMO hiring by Matt Salvatierra. The board was led through the on time and on budget updates as well as roles that staff are currently looking into at the network level.

The next order of business was the Executive Director update. At this point, members from Seton recused themselves. Ms. Mulcahy led the board through an update regarding the term sheet for Brilla Highbridge long-term space. Upon motion duly made and seconded, the Term Sheet for Highbridge was unanimously approved. The members from Seton then rejoined the meeting.

The board meeting was adjourned at 5:20PM (EST).

Respectfully submitted,

Rick Ramirez,
Secretary

Minutes
Meeting of the Board of Directors
Brilla College Preparatory Charter School at Highbridge
April 18th, 2017
Brilla College Preparatory, 413 East 144th Street, Bronx, NY

The Board of Directors of the Brilla College Preparatory Charter School met for a regular meeting on Tuesday, April 18th, 2017.

The following directors were present:

1. Brian Carty
2. Eric Eckholdt
3. Tony DeNicola
4. Scott Hamilton
5. Karina O'Connor
6. Rick Ramirez
7. Stephanie Saroki de Garcia

School faculty and staff in attendance were Ms. Apfel, Mrs. Castillo, Ms. Kopro, Mr. Larsen, Mr. Salvatierra, and Mrs. Valle.

The meeting was called to order at 12:02PM (EST).

The first order of business was the approval of the March meeting minutes. Upon motion duly made and seconded, the March minutes were unanimously approved.

The next orders of business were updates on growth by Matt Salvatierra. The board was led through updates on space, mergers and students and staff.

The board meeting was adjourned at 12:06PM (EST).

Respectfully submitted,

Rick Ramirez,
Secretary

Minutes
Meeting of the Board of Directors
Brilla College Preparatory Charter School at Highbridge
May 23rd, 2017
Brilla College Preparatory, 413 East 144th Street, Bronx, NY

The Board of Directors of the Brilla College Preparatory Charter School met for a regular meeting on Tuesday, May 23rd, 2017.

The following directors were present:

1. Brian Carty
2. Eric Eckholdt
3. Tony DeNicola
4. Rick Ramirez
5. Stephanie Saroki de Garcia

School faculty and staff in attendance were Ms. Apfel, Mrs. Castillo, Ms. Kopro, Mr. Larsen, Mrs. Mulcahy, Mr. Salvatierra, and Mrs. Valle. Representatives from Brilla's financial consultant firm, 4th Sector Solutions, Robert Keogh and Joe Keeney.

The meeting was called to order at 12:52PM (EST).

The first order of business was the approval of the April meeting minutes. Upon motion duly made and seconded, the April minutes were unanimously approved.

The next orders of business was the 2017-2018 Budget Presentation led by Mr. Eckholdt and Executive Director update. The board was led through updates from the finance committee based on assumptions and drivers from previous years and similar school models. Upon notion duly made and seconded, the FY18 Budget was unanimously approved.

The board was then led by Mrs. Mulcahy on operation updates. Upon notion duly made and seconded, the board unanimously approved the Sexual Harassment Policy and 911 Intervention Protocol.

The board meeting was adjourned at 12:59PM (EST).

Respectfully submitted,

Rick Ramirez,
Secretary

Minutes
Meeting of the Board of Directors
Brilla Veritas Charter School and Brilla College Preparatory Charter Schools
Tuesday June 13, 2017
Brilla College Preparatory, 413 East 144th Street, Bronx, NY

The Board of Directors of the Brilla Veritas Charter School, and future board for the merged Brilla College Preparatory Charter Schools met for a regular meeting on Tuesday, June 13th, 2017.

The following directors were present:

1. Brian Carty
2. Eric Eckholdt
3. Tony DeNicola
4. Scott Hamilton
5. Karina O'Connor
6. Stephanie Saroki de Garcia

School faculty and staff in attendance were Ms. Apfel, Ms. Kopro, Mr. Larsen, and Mrs. Mulcahy. Robert Keogh was also in attendance as a representative from Brilla's financial consulting firm, 4th Sector Solutions.

The first order of business was the approval of the May meeting minutes. Upon motion duly made and seconded, the May minutes were unanimously approved.

The next order of business was the revised Financial Policies and Procedures Manual (FPP) for the 2017-2018 school year. Upon motion duly made and seconded, the FPP was approved.

The board then considered two operational policies for approval: De-Escalation Policy and Discrimination/Bullying Policy. Upon motions duly made and seconded, both policies were approved.

The final order of business was the consideration of Board terms and Board officers for the upcoming school year. One change was proposed to the resolutions as presented, and that was the addition of Karina O'Connor as Board Treasurer. With this addition, upon motion duly made and seconded the Board terms and slate of officers were approved.

Respectfully submitted,

Matt Salvatierra on behalf of
Rick Ramirez,
Secretary

SPECIAL MEETING MINUTES

Brilla College Preparatory Charter School at Highbridge Board Meeting

November 15, 2016

1:00 P.M.

413 East 144th Street

Bronx, New York

A special meeting of the Brilla College Prep at Highbridge Board of Directors was held at 1:00 P.M. on November 15, 2016 at Brilla College Preparatory Charter School. A quorum was present with the following members in attendance:

Full Name	Attended
Brian Carty	Yes
Eric Eckholdt	Yes
Maryann Hedaa	Yes
Stephanie Saroki de Garcia	Yes
Anthony J. deNicola	No
Scott Hamilton	Yes
Richard Ramirez	Yes

Call to Order

Scott Hamilton called the meeting to order at 12:48pm.

Board Business

The Brilla College Prep at Highbridge Board of Trustees approved the merger and the adopted the attached resolutions.

Moved: Stephanie Saroki de Garcia

Seconded: Maryann Hedaa

The resolution passed unanimously.

The meeting was adjourned at 12:49 by Scott Hamilton.

Minutes taken by Richard Ramirez, Secretary.

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