



**Side by Side Board Meeting
August 29, 2017**

APPROVED MINUTES

I. Roll Call

A. Members of the board in Attendance: Anne Dichele, Matt Nittoly, Adam Norris, Nicole Shargoury, Jimi Napoli, Sally Davids, Steve Ferguson, Chris Berich, Kimberly Grimm, Larry Cafero, Bill Murphy, Jennifer Healy, Josh Dichele, Nell Conroy, Kristie Guevremont, Steve Stone

B. No Members Absent

II. Public Session

None

III. Call to Order

A. Anne at 5:30

IV. Review of Minutes

A. Motion from Steve F, second by Larry

B. No changes

C. Move to accept Jimi, approved by Steve F

V. New Business

New Board Members introductions

Parent Members - Steve Stone, Jennifer Healy

Faculty / Teacher = Kristie Guevremont, Nell Conroy

List of meeting dates approved: 9/26, 10/24, 11/28, 12/19, 1/23, 2/27, 3/27, 4/24, 5/22, June TBA

Contact list was updated to be circulated by the office.

Board Elections

Jimi nominated Anne to be Chair, Second by Bill, all in favor.

Jimi nominated Adam as Vice Chair, second Kim, all in favor.

Kim nominate Jimi as Secretary, all in favor

Jimi nominates Kim as Treasurer, second Larry, all in favor

Committees

Finance committee - Adam to Chair

Committee to include Matt, Steve F, Bill and Kim

Fundraising committee - Josh to chair, Anne, Steve S (open up to staff via Nicole)

Evaluation committee Larry and Anne

VI Reports

Director Update:

I. Construction/School Opening:

Due to the construction several key changes have been implemented for the 2017-18 school year. Most of these changes are related to traffic flow/parking, drop-off and dismissal of students, and prioritizing safety

- **Current Portable Annex:** *As planned, the Annex building has been renovated moving the entrance and ramp to the Henry Street side. This will be the only accessible entrance/exit to the building.*
- **Chestnut Street one-way for student drop off/pickup:** **The City approved our request to change Chestnut to a one-way so that we can use it for a car queue drop-off/pickup system effective for the full 2017-18 year. School drop-off and pickup will only be allowed in this area.*
 - **A Parent/staff Committee worked during the summer to plan for this new drop off system. The school has also invested in a car/student "tag" system for easily identifying parents and children during dismissal. A parent forum was held on 8/23 to review the process with school families.*
- **PreK Playground/Chestnut site improvements:** *Prior reserved funding from state facilities grant was used to re-grade, and clean up the school playground area, street sidewalk area and in front of St J Convent on Chestnut. The entranceways to the school gymnasium will be used as primary entrance for drop-offs/pickups. Many new signs have been posted. This playground will be used for grades PreK-First for recess.*
- **New walkway for student/staff foot-traffic alongside chestnut:** *School construction project was changed to include walkway, security lighting and new gate alongside PreK playground area, Chestnut side of Convent and rear of current portable Annex. This will be the primary means of foot traffic between buildings and for bus students. This traffic pattern will avoid as much as possible any student access to the construction area. (new security cameras are scheduled for install in fall)*

- **SBS Staff Parking lot:** *school construction project was changed to include temporary fencing in this lot. The lot is now separated into two equal sized areas—the first 12 spots will remain for staff parking only. (reserved signs posed). A gate posted “NO PARKING” will separate the remaining 12 spots to use as 2nd-5th grade playground/Phys Ed space.*
- **St. Joseph’s Lot and Henry Street lot:** Several spaces in both lots have reserved for construction parking and/or fenced off by construction. Remaining spots in both lots are reserved for staff and visitor parking only.
- **Clarke Kitchen Showroom—additional parking:** *Clarke has agreed to loan 5 parking spaces to SBS for the year. 5 SBS staff have been assigned to these spots.*

II. Staffing update

- **Grade 2 and 3:** At the conclusion of last school year, Mrs. Erin Lichtenstein accepted a position as a School Administrator at another school program. Ms. Stephanie Palmer has been hired as the new Grade 2 teacher. Stephanie worked as a Quinnipiac student intern in Grade 1 at Side by Side during the 2016-17 school year. In addition to this change, Mrs. Kristie Guevremont will be moving up with her former class and will be teaching 3rd grade this year.
- **Special Education:** Please welcome aboard our new Special Education Teacher, Ms. Alexandra Amarillo. Alexandra is a CT Certified Special Education instructor who was recently working within the Darien and Stamford school districts. Alexandra is bi-lingual (Spanish speaking) and has experience teaching English as a Second Language.
- **Receptionist:** Our newly hired Main Office Receptionist is Katia Piorkowski. Although Katia is new to this position, she is not new to Side by Side; Katia has been a parent at SBS for many years. Katia also speaks fluent Spanish and will be a great addition to our office staff!
- **Quinnipiac University Student-Teacher Interns:** Again in 2017-18 as part of the Professional Development School partnership with Quinnipiac University Side by Side will have 4 student interns joining our staff. Please welcome Keri Agresti, Erin Westerman, Lauren Leal and Marissa Ferraro!

III. Enrollment: (see attached-Lilly)

IV. Curriculum/Instruction: (update for September 2017- Mary Newbery)

V. SBS FY 18 Budget/ CT State Budget:

- The CT State Government has still not adopted a biennial budget. As a result, public charter schools will be funded in accordance to the prior year’s state grant. This means that our per-pupil is currently at a rate of \$11K per student (vs. our budget of \$11,482). We have received our first installment. Any changes to the eventual passed budget will be reflected in upcoming

payments. If the eventual biennial state budget remains at \$11K per pupil for charters, we will need to address a contingency operating budget short \$113,752

Building Committee

Construction Update:

Current Construction Project Budget: \$4.1 million

- In June 2017 budget was at \$3.7 million
- All bids received exceeded preliminary cost estimates. Low bid (awarded) was for \$3.5mil (exclusive of soft costs)
- Overages are due to higher than anticipated construction contract, Technology/security costs and Insurance. (Also—SBS Building Committee prioritized long term priorities for new building during value engineering process. Specific building enhancements and 1st class security were not compromised during the VE process.)

Funding Sources:

- **\$2.5 Million School Construction Grant Award**
- **\$500K Retained Earnings**
- **\$500K term loan Fairfield County Bank**
- **\$100K City of Norwalk/Re-Development (sidewalks)**
- **\$30K Anonymous grant award (technology)**
- ***\$417K Charter School Facilities and Debt Repayment Bonding Grant**
(of the \$484K grant award, approx. \$417K will offset costs from the construction project)

Expenditures to Date:

Committed to \$3.187mil—construction project

\$830K balance

-less \$417K (for grant—already accounted for as funding source)

\$412K

-less approx. \$380K (known expenses upcoming; contaminated soil removal; bank loan interest; IT, Stein Troost, etc.)

Approx. \$30K for contingency

Overview - construction underway. Ran into lead. Cost \$75K, not delaying construction. Plan is for building structure to be built and closed up by end November.

Finance Committee

Last years budget finals. Favorable final number to budget with no actual operating loss for the year.

PTCO Update

No harvest festival because of loss of parking lot due to construction.

Ideas presented - movie night, beach pizza night .

Teachers on the board were informed to collect from teaching staff events that take place in their classrooms where parents and families are invited

Fundraising Report

Cocktail for a Cause to be November 3rd. New location is needed. Steve S will reach out to Aitoro's to see if the venue could be available.

Motion to adjourn by Nicole, second by Jimi

VIII. Set agenda for meeting 9/26 at 5:15pm

Roll Call

Public Session

Call to Order

Review of Minutes

New Business

By law review

Reports

Directors Update

Curriculum Update

PTCO Update

Finance Committee

Building Committee

Fundraising Committee

Executive Session

Set Agenda for Following Meeting.