



**I. Roll call**

- A. Members of the Board in Attendance: Cathy Cappellieri, Nell Conroy, Anne Dichele, Joy DeJaeger, Bill Murphy, Mary Newbery, Angela Nida, Matt Nittoly, Adam Norris,, Nicole Shagoury, Kristina Testa-Buzzee, Evan Levinson, Jimi Napoli, Skelton Key,
- B. Members Absent: Carole Oddie
- C. Public Attendance: Ganim Rep - Lori

**II. Public Session**

- A. Call To Order
- B. Anne Dichelle at 5:33

**III. Review of Minutes**

- A. Motion from Nell, second from Kristina
  - 1. Changes to the minutes:
    - a) Director's Update, Paragraph 2 - subparagraph 2 "exists, not exits
  - 2. Move to accept and approved.

**IV. Reports**

- A. Ganim Health Insurance Presentation
  - 1. Matt discussed a brief history of our health insurance at Side By Side Charter School, and explained our current situation to the Board of Directors.
    - a) Currently the school covers 84% of insurance premiums of the base plan, and noted with the new insurance regulations it could change the contribution required by both the school and the staff.
    - b) 2 options for renewal, 1-December and again in January, or just in December for the year.
    - c) New plans are based on age banded rates - meaning depending on where you fall you may pay more depending on what age band you fall into
  - 2. Lori from Ganim was present to discuss our "Medical Benefit Renewal."

- a) Main points of discussion were:
  - (1) No longer age banded updates to healthcare laws
  - (2) Option to still composite band for families at Side By Side
  - (3) HSA vs. PPO
3. Staff will be presented two options with providers and Board will move forward with Conventional and HSA plan option.
4. Board agreed to contribute the difference between the Conventional Plan and the HSA to any individuals who elect the HSA option.

## V. Reports

### A. Director Update:

1. Enrollment and staffing: We were at our budgeted enrollment of 235 students for the 10/1 deadline date; we are currently fully staffed with no vacancies
2. CAFE sponsored Board Training on 9/29: Board members Anne Dichele, Adam Norris, Jimi Napoli, Cathy Cappellieri, Kristina Tests-Buzzee and Director, Matthew Nittoly, all attended the training at CES in Trumbull on Tuesday evening, 9/29. Skelton attended a subsequent meeting. Overall, based on the information shared it was agreed upon that SBS is in a good place regarding meeting the requirements and expectations for Board functioning and policy monitoring. Some topics to address include:
  - a) GOALS: Board should develop annual goals that are posted and consistently referenced during meetings and when creating monthly agenda
  - b) MINUTES: we may want to revisit the manner in which our minutes are taken—they do NOT need to be a transcript; can be condensed and simplified to demonstrate who was in attendance and any “actions taken” only
  - c) MINUTES: “Draft” minutes must be prepared and ready for review by anyone interested within 7 days of BOD meeting
  - d) FINANCE (and other committees): Monthly meetings must be posted; minutes must be taken
  - e) SUCCESSION PLAN: we should look into developing a succession plan
  - f) EXECUTIVE SESSIONS: Exec Ses should always be added to the agenda (just in case); 2/3 vote required to go into exec ses; There is a specific criteria and list (personnel, safety, etc.) regarding reasons for holding an exec ses; If it is personnel then the person must be informed that s/he is up for discussion

and that person has a right to request the discussion to be held in public session; action cannot be taken in exec. Ses.

- g) Jill Shahren from the NECSN is a great resource who can do this or other, more specific training for SBS. She can also help build a plan for a strategic planning model for SBS Board.

3. Curriculum and Instruction update: (Mary Newbery)

- 4. Background Checks/DCF Registry Check/Conflict of Interest Policies: All staff and BOD members have submitted form for DCF registry check. Sample conflict of interest policies from other charter BOD by-laws have been collected. Our BOD can review and use this as a template for creating a SBS policy

5. Misc.

- a) NECSN will be hosting a “Legislative Breakfast” tentatively scheduled for the morning of Fri. 11/21 at 8am. The school would be responsible for ensuring attendance by approximately 25 parents and students. NECSN’s objectives for holding these events are (1) to provide local legislators with familiarity with charters I their areas; (2) Give a sense of their constituency base in charter schools; (3) to allow charter parents to engage their legislators; (4) to demonstrate the success of our program.

- b) SBS Professional Day on Tuesday, 11/4 (Election Day- No Students). On this date SBS staff will be participating in a day of “team building” activities which will be hosted at Chelsea Piers in Stamford.

- 6. Extended Day:I would like to assign a committee for an internal assessment of our Extended Day which shall include recommendations for improving the program. We have seen a consistent decline in enrollment for a variety of reasons. Please see attached information from Lilly and Val regarding potential reasons for this. I have recently spoken to NPS (After the Bell program)

B. Curriculum Update

- a) Mary is working on SLOs with Core Teachers and following with Specials
- b) 3 part professional development session is underway

C. Committee Updates

D. Finance Committee

- 1. September reflects a real operating plan and so far we are on budget
- 2. PTCO Bank Account was opened and will be reflected next month

3. CD will also be opened which will be reflected next month.
4. Student Allocation from the State was on budget.

E. PTCO

1. Harvest Fair Great Success
  - a) Sign Up Genius
  - b) Great crossover of volunteers
  - c) Netted approximately \$1000
2. Budget
  - a) Not quite there yet
  - b) Estimated to raise \$10,000 net this year
  - c) Bringing enrichment in to SBS a viable option
3. Had a discussion about the utilization of room parents
4. Requested Wish Lists from teachers for possible gifts to benefit next year
5. Feeling like the sense of community is growing - possible bringing bingo back

F. Cocktails for a Cause

1. November 14, 2014 - High end baskets for raffle \$20 get 4 ticket
2. Table set for raffle, no roaming tickets
3. RSVPs need to be in ASAP

G. Distribution of Director's Goals 2014-2015 for review - will be sent electronically

**VI. Agenda for following Meeting**

- A. Roll Call
- B. Public Session
- C. Review of Minutes
- D. Reports
  1. Director's Update (Matt)
  2. PTCO (Jimi)

3. Extended Day (Matt)
  4. Present School Performance Data
  5. Parent Engagement Update
- E. Committee Updates & Open Business
1. Standing Committee Update (Anne)
  2. Finance Committee
  3. Facilities Committee (Bill)
  4. Cocktails for a Cause (Cathy)
  5. Strategic Planning (Kristina)
- F. New Business
- G. Executive Meeting
- H. Set Agenda

## **VI. Adjournment**

- A. Motioned by Jimi, seconded by Nicole.
- B. Minutes submitted by: Angela D. Nida