



**I. Roll call**

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

**II. Public Session**

- A. Nothing to report.

**III. Call To Order**

- A. Anne Dichelle at 5:41

**IV. Review of Minutes**

- A. Motion from Cathy, second from Mary
- B. Changes to the minutes None
- C. Move to accept and approved.

**V. Reports**

- A. Director's Update
- B. PTCO Update
  - 1. Raffle is running
  - 2. Board in the lobby to show growth
  - 3. Tickets will be sold the night of the concert
  - 4. Only 3 people showed up to the last PTCO meeting
  - 5. Lack of parent involvement is a concern and could affect fundraising to help with field trips.
  - 6. Nicole suggested Jordan's for a fundraiser
- C. Enrichment
  - 1. Lilly and Val were guests and presented an overview of the current status of Extended Day. There is lower enrollment than in previous years reportedly due to

competing community programs that are low/no cost. Intramurals among the upper school is very popular and it was noted it was free. There was extensive conversation on suggested ideas. The existing funding for before and after school programming is a part of the Family Resource Center from the state. It was suggested that we need to increase the quality of programming for which additional financial and human resources are needed. Val an Lilly and Jimmy and Nicole will meet to look into programing ideas and funding needs report back at the next meeting.

## **VI. Committee Updates & Open Issues**

- A. Standing Committee - Nothing to report.
- B. Finance Committee- We are in good shape and ahead of budget year to date.
  - 1. Balance Sheet Banking Account Section - CD is not yet opened, but will be soon
  - 2. PTCO Account 1033 - \$1000 balance, does not reflect current fundraisers
    - a) Miss Chocolate
    - b) Coupon Book
    - c) Raffle
  - 3. 1303 Prepaid Expenses - Deposit for 8th grade field trip is why their is an increase
  - 4. Liabilities
    - a) 2206 - IT Consultant invoices are up to date.
  - 5. Profit and Lost Budget Performance
    - a) Anonymous Donor money added under income
    - b) 4190c Season Fundraiser - \$3000 for cocktails for a cause will be reflected coming in this month
    - c) 4300B FRC Grant - Grant total was increased by \$5000.
    - d) Teacher's Special
      - (1) A favorable variance under specials, but it is offset 6323I Special Services
    - e) 6119B - FRC Coordinator and Trainer reflects a positive variance as originally there was a second person budgeted.
    - f) 6200A - Health Insurance has unfavorable variance, new insurance policy is kicking in and the new quarterly funding has kicked in for the HSAs.
    - g) 6330E Technology Expense up to date
    - h) 6400B-4 Heat - Oil - slightly favorable to budget due to oil prices lowering, fell from \$3.49/gallon to \$3.29/gallon

- i) 6400D-Rent, slight rent increase which reflects unfavorable variance.
  - j) 6614A Textbooks \$2000 ahead of budget
  - k) Other Income Section 9030 - \$4600 IT Consultant accrued for last fiscal year.
6. Around \$18,000 ahead of budget year to date.

C. Facilities Committee

- 1. Meeting is scheduled with the potential donor on January 8th. Political rounds will be made after the first of the new year as well.

D. Fundraising Committee

- 1. Time to look for donations for the Gala. Start getting donors from restaurants, spas, sports memorabilia, etc.
- 2. Matt will send out an email with the solicitation letter and other documents.
- 3. Cathy will keep a list of who has donated and who hasn't to keep the board updated. Hopefully this will help us from double hitting donors.
- 4. Be cognitive of expiration dates and ensure people know that our Gala is in May.
- 5. Saturday May 9th 2015 at the Norwalk Inn
- 6. Still waiting on final totals for cocktails for a cause

**VII. New Business**

A. Student Outreach Initiatives

- 1. Brochures for the school
- 2. Carole is concerned about diversity and would like to look for ways to ensure our classrooms continue to be diverse in race, gender, and ethnicity.
- 3. A few board representatives to go around to different schools to recruit students.
- 4. The lottery is April 22, 2015.
- 5. The school's mission is to represent the demographics we set forth to include race, gender, and economical balances that are seen in the area
- 6. Kristina wants to update pages with pictures and photos
- 7. Matt manages website and will look into replacing banner photos.
- 8. Jimi is concerned and wants to ensure we focus on that we are an alternative school and not a neighborhood school. We have special emphasis and want to ensure it is focused on. Also, our application can be longer to explain what we need or possibly an inventory.
- 9. Mary brought up the point that today people's choices are made on consumer models today. Those things include items like our standardized test scores and

enrichment programs. Additionally, she said when people come in for a tour how are we going to stand out like enrichment.

### **VIII. Executive Business**

- A. None

### **IX. Set Agenda for next meeting**

- A. Roll Call
- B. Public Session
- C. Call to Order
- D. Review of Minutes
- E. Reports
  - 1. Director's Update
    - a) Approval for Form 990 Tax Exception Form
  - 2. PTCO Update
  - 3. After School Program Update
  - 4. Outreach Plan for New Students Update
- F. Committee
  - 1. Standing Committee
  - 2. Finance Committee
  - 3. Facilities Committee
  - 4. Fundraising Committee
- G. New Business
  - 1. New Member Conversation
- H. Executive Committee
- I. Set Agenda for Following Meeting

### **X. Adjournment**

- 1. Motioned by Nicole, seconded by Kristina.
- 2. Minutes submitted by: Angela D. Nida