



**I. Executive Business - Session held at 5:15-5:45**

- A. Members Present: Matt Nittoly, Adam Norris, Joy DeJaeger, Bill Murphy, Kristina Testa-Buzzee, Anne Dichele, Jimi Napoli, Skelton Key, Evan Levinson, and Cathy Cappellieri
- B. Members Absent: Nell Conroy, Nichole Shagoury, Carole Oddie, Angela Nida, Mary Newberry
- C. Discussion:
  - 1. Discussion concerning personnel matter, specifically the terms and conditions of a teacher's employment
  - 2. Possible action regarding the terms and conditions of a teacher's employment.

**II. Call To Order**

- A. Anne Dichelle at 5:47
- B. The Board of Director's met during the executive session. Staff Board members were not present during the executive session and are abstaining from voting.
  - 1. The motions is as stated, "The Board herby authorizes the Executive Director, Matthew Nittoly, to enter into the proposed release and separation agreement with a school employee
    - a) Kristina motioned, Cathy seconded it.
    - b) 9 in favor, 0 not in favor, 5 abstaining
    - c) Motion is accepted.

**III. Public Session - None**

**IV. Roll call**

- A. Members of the Board in Attendance: Anne Dichele, Nell Conroy, Matt Nittoly, Kristina Testa-Buzzee, Mary Newbery, Angela Nida, Adam Norris, Nicole Shagoury, Jimi Napoli, Skelton Key, Joy DeJaeger, Carole Oddie, Evan Levinson, Cathy Cappellieri, Bill Murphy
- B. Members Absent: Cathy Cappellieri (left early), Bill Murphy (left early), Evan Levinson (left early)
- C. Public Attendance: Mariami Traore & student, Sean Wahlen.

## V. Review of Minutes

- A. Nothing to report. Review of Minutes
- B. Motion from Carole, second from Jimi
- C. Changes to the minutes:
  - 1. Lottery changed to April 22, not April 8.
  - 2. Director's Update Change.
- D. Move to accept Carole, and Jimi.

## VI. Reports

### A. Director's Update

- 1. Students have approached Mr. Nittoly for a school store. A student was present with Mr. Wahlen to present the idea of school store.
  - a) An idea to improve the school and community, have the funds go towards field trips. The proposal would require a small bit of funding up front and a portable work cart that is lockable. If the store goes well, students would like to continue to add to the store. Ideas include but are not limited to: pens, pencils, bumper stickers, sweatshirts, beanies, etc.)
  - b) Matt asked how the running of the store and management of the funds and inventory going to work. Mr. Wahlen will supervise as students run the business.
  - c) The school store will be located in the main building during lunch time and the annex during study skills on various days during the work.
  - d) Concern for the continuity of the project. Who will take over when this group ends?
  - e) Overall, the BOD was very pleased to see students involved in their community service activities at SBS.
- 2. **CT State Bond Commission:** In Jan. 2015 the CT state Bond Commission approved the \$5mil grant award to assist charter school with capital expenses. This award will include nearly \$420k for SBS' 6 approved projects; (1. New boiler/HVAC systems; 2. Parking lot renovation; 3. LS bathroom renovations; 4. Door lock reimbursements; 5. Rewiring for network; 6. Basement exit construction). Side by Side will contribute approx. \$100K towards these expenses. Now waiting on CSDE to initiate the process to appropriate the funds and to approve the grant awards. Planning for projects will begin once award letter is received.

3. **Educator Data System:** The first round of the state’s new Educator Data System has been launched. This takes the place of several formal ED reports required by CSDE. The system requires management of all teacher certification status, assignments, etc. SBS received our compliance report and letter on 1/30/15 indicating that “our district is in complete compliance and no further action is required at this time.”
4. **Staffing:** Effective 2/3/15 a long-term substitute has been assigned to our 5<sup>6</sup> grade LA/SS (and Grade 5 homeroom). (40+ days on assignment). Denise Rider has been the 5/6 Teaching Assistant for several years. She is certified for secondary SS. Mary and Matt are offering support in literacy and we will launch a pilot of new LA curriculum (Expeditionary units) to help with planning. Our Kindergarten TA has resigned. Current staff were re-assigned to fill the vacancy. No new hires needed (interns)
5. **NECSN and Upcoming Legislative Session:** The following bills are on the agenda for the upcoming legislative session in CT:
  - a) A Bill to authorize an additional \$15mil in bonding for charter school facility projects
  - b) A bill to require all existing charter school preK programs to be accredited by the Nat’l Assoc. for the Education of young Children
  - c) Bill to prohibit the suspension of children under the age of 8
6. **Open houses & Lottery:** There are 4 open house for applicants scheduled: 1/29 (10:30am) ; 2/25 (10:30am); 3/18 (5pm) and 4/8 (5pm). Application deadline is Friday, 4/10 @ 4pm. Lottery is scheduled for 4/22 @ 5pm. BOD member required for lottery.
7. **Misc.**
  - a) Form990 Tax Return 2013 for SBS: Return was sent to all BOD members on 12/16/14 for review; Return was electronically approved by Board on 1/26/15
  - b) Mayor’s Ball; Cafero Testimonial dinner
  - c) NHA- March 7; “Healthy Living Celebration”
  - d) Upcoming equipment replacements needed:
    - (1) New smartboards—approx.. \$3K per x 9

(2) Desktop rotating schedule of replacement; 12 more needed @ \$800ea  
PTCO Update - Raffle Numbers, made goal, but exact numbers are not complete yet. Restaurant nights were completed are not in yet, and pump it up was rescheduled. O'Neil's night is still up in the air. Looking for donors for a bicycle or monetary donations.

**8. Teaching & Learning update (Mary Newbery)**

- a) Close Reading Month
- b) Common Ground grant partnership with Aldrich
- c) New Literacy curriculum
- d) Testing schedule
- e) Reception for Research & Portfolio

- B. After School Program Update - Anne met with Val and Lilly and they discussed the possibility of improving options for the upper school kids after school. There was an open donation for \$1500 which could be used to assist in financing some options after school. Anne contacted the professional development school and athletic department if any students would be interested in hosting a course for students at Side By Side Charter School. Jimi has documents from working at Columbus Magnet School that may benefit our search for enrichment.
- C. Student Outreach Initiatives - Anne proposed for us to have a sub-committee in order to look at more of our goals for recruitment and retention. Carole has suggested that we need to look evenly at our original position for opening the school. Jimi and Carole are looking at heading up a subcommittee and invite non-board members to participate.

**VII. Committee Updates & Open Issues**

A. Finance Committee-

1. It would be time saving for the BOD to give the Director the authority in opening of a CD on behalf of the school.
  - a) Side By Side Charter School's Board of Directors authorizes the Director, Matt Nittoly, to open a CD at a financial institution in the amount no more than \$250,000 for a term no greater than 12 months, on the basis of the finance committees approval.
    - (1) Mary motioned, Adam seconded
    - (2) unanimously approved.
2. Season Fundraisers are reflected in assets currently.

### 3. Liabilities

- a) 2206 - IT Consultant is now caught up on billing

### 4. P&L

- a) 4170B Extended Day - Low trend in turnout so coming in under budget.
- b) 4170A Early room- is doing well
- c) 611B5 Specials - large variance due to the change in specials this year with the removal of Spanish however it balances in 6323I with the Research and Portfolio staffing taking the place of Spanish.
- d) 6200L HSA Funding - was not budgeted for and the change was made due to the changes in Health Care laws.
- e) On the bottom line we are still favorable to budget, and most other items are inline with the budget.
- f) A couple of concerns are Legal Fees, which haven't completely hit, as well as equipment issues (technology) which are due for replacement.

### B. Facilities Committee

- 1. Meeting with Sandy Bria from GE, an alliance of Norwalk Businesses, on 26 February to discuss and determine best eligibility for funding within the community.
- 2. Bill is putting together a prospective for the presentation.

### C. Fundraising Committee

- 1. Possibly using "Technology in the Classrooms" for the Gala.
- 2. Jimi is going to reach out to Angel Muniz at Connecticut Business Systems to possibly have displays for demo for donors.
- 3. Matt emailed out all the information needed to solicit donors for the Gala.
- 4. Kristina will link up with Evelyn in order to develop a google docs so we do not double tap donors for the Gala.
- 5. There was a short conversation about how the invitations should be done, whether it be a formal hardcopy invitation, the online e-vite, or possibly both.

## **VIII. New Business**

- 1. New Member Conversation (tabled)

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

- A. Call to Order
- B. Roll Call
- C. Public Session

D. New Business

1. Audit Review Presentation

E. Review of Minutes

F. Reports

1. Director's Update
2. PTCO Update
3. After School Program Update
4. Outreach Plan for New Students Update

G. Standing Committees & Open Issues

1. Finance Committee
2. Facilities Committee
3. Fundraising Committee
4. New Member Conversation

H. Executive Committee (as needed)

I. Set Agenda for Following Meeting

**X. Adjournment**

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