



SIDE BY SIDE
CHARTER SCHOOL

Side by Side Board Meeting
August 30, 2016

APPROVED MINUTES

I. Roll Call

A. Members of the board in Attendance: Anne Dichele, Matt Nittoly, Adam Norris, Jimi Napoli, Mary Newbery, Steve Ferguson, Nicole Shargoury, Joy DeJaeger, Sally Davids, Bill Murphy, Melanie McGowan, Kimberly Grimm, Larry Cafero, Chris Berich, Josh Dichele

B. Members Absent - none

II. Public Session

Mike Stein of Stein and Troost Architects and Larry Cafero representing the Building Committee presented preliminary plans for new upper school building. Floor plan and elevations were presented, budget intention and preliminary time schedule for project. Site reviews and preliminary construction costs are to be facilitated in next few weeks and will be reported back to the board. A large showing of staff was present for the Public Session and conversation ensued on logistics.

III. Call to Order

A. Anne at 6:20

IV. Review of Minutes

A. Motion from Jimi, second by Steve

B. No changes

C. Move to accept by Chris , minutes approved

V. New Business

Bill introduced a series of resolution to authorize the action taken at the telephonic meeting that took place on Friday July 29, 2016. See attached ***CERTIFIED RESOLUTIONS ADOPTED AUGUST 30 2016.***

Each proposal was individually present. Individual board members motioned for approval, second by an additional member and then each unanimously approved.

The Board discussed the status of the Replacement Building Project and then adopted the following Resolutions:

RESOLVED that the Board hereby approves the schematic drawings and outline specifications for the Replacement Building; such replacement building to be a new school building consisting of three (3)

classrooms, a science classroom and associated academic space in the forum and substance in which the same have been presented to the Board at its meeting held on August 30, 2016, such schematic drawings and outline specifications having been prepared and presented by the architectural firm of Stein and Troost.

RESOLVED that the board approves the Replacement Building Project Budget of \$3,500,000 of which \$1,000,000 will be the sole responsibility of Side by Side Charter School and \$2,500,000 will be funded by a grant from the State of Connecticut.

BOD Meeting dates established.

August 30

September 28

October 25

November 22

December 20

January 24

February 28

March 28

April 25

May 23

June 13

VI Reports

Directors update

Director Update:

- I. **Enrollment:** (see memorandum from Lilly)
- II. **Curriculum and Instruction update: (Mary Newbery)**
 - SBAC results- presentation (coming September 2016)
- III. **Staffing update**
 - **Music:** (current vacancy) Angela Nida resigned on 7/30/16; Hiring Committee (2 admin staff, 1 parent, 1 teacher) screened resumes & applications; initial interviews conducted; 2 finalist candidates selected for demo lessons (both scheduled for Thursday, 9/1/16)
 - **New staff:**
 - ✓ **Quinnipiac Interns (3):** *Stephanie Palmer (Nell- Gr. 1); Kimberlee Brosnan (Melanie- Gr. 4); Ali Asmus (Chris- Gr. 5)*
 - ✓ **Vacancies:** we are currently posting for and seeking (1) classroom Teaching Assistant; (1) One-to-One Special Education Paraprofessional; and (1) floating Classroom Assistant and (1) Title I Assistant

IV. Charter Renewal

SBS's charter expires on June 30, 2017; The Charter renewal process is required by CT Law and occurs approximately every 5 years. The CT State Board of Education (SBE) conducts a comprehensive review of the charter school and makes a renewal decision based on evidence of:

1. School Performance: *Is the school a successful model resulting in strong student outcomes and a positive school climate?*

2. Stewardship, Governance, and Management: *Is the school financially and organizationally healthy and viable?*

3. Student Population: *Is the school promoting equity by effectively attracting, enrolling, and retaining students, particularly among targeted populations?*

4. Legal Compliance: *Is the school acting in compliance with applicable laws and regulations?*

In order to determine the extent to which these goals are met the SBE requires an application and toolkit to be completed by the school which includes qualitative and quantitative evidence and longitudinal data. The process for renewal and tentative timeline are as follows:

1. Preliminary documents sent to CSDE (summer 2016) (*i.e. lease agreement; financial audits; policies manual; school inventories list; etc.*)
2. *Renewal application due and application review by CSDE (September 2016)*
3. *Invitation for written comment sent to Norwalk Public Schools Superintendent (CSDE sends letter to superintendent in town where charter school is located asking for written comments on the renewal)*
4. ***Charter School Site Visit (scheduled for Wednesday, October 19, 2016)**
5. Public Hearing (TBD- at Norwalk City hall)
6. Commissioner's recommendation and SBE vote for renewal

****renewal visit is an all-day visit from a state appointed review team from CSDE. Includes School tour; faculty focus group; classroom observation; meeting with ED; meeting with Board of Directors; meeting with Finance Operations; Special education review; parent and community focus group.***

V. Charter School Annual Report: *Due Friday, 9/30*

VI. School Construction Funds application: *Due Friday, 9/30*

VII. In light of the lead water contamination in Flint MI a parent requested if the school water supply has been tested and if so the results. Matt conveyed no testing has been done but had already reached out to Norwalk BOE to see if and how they have facilitated such testing.

Finance Report

Present by Linda

June 30 statements presented - preliminary prior to audit.
Noted accounts that had considerable fluctuations.

1200 AR, \$68K, went up result NPS payment for Special Education
1300 prepaid insurance rose passed on estimate for next year.
1300-03 reduction based on 8th grade field trips in June
1300-04 prepaid uniforms. Deplete and write off this year.
2100 accrued payroll, end of year accrual for July and august staff
2203 audit fees
2205 other billable from Quinnipiac University

PL

4055 tech grant
6111B-1 & 6111B-6 represent expense for maternity leave
6323E Pupil Service - In Kind Benefit, overage - under review with NPS
6400F Equipment repair - not budgeted .

Fundraising Report

Steve - requested distribution packet to be developed to offer when soliciting. Josh agreed and believes can offer his talents. Conversation tabled for next meeting when subcommittees are established.

Kim questioned applying for beneficiary of the Mayors Ball. She will look into the process and time line for this year or next year.

PTCO Report

no report.

Motion to adjourn by Nicole, Mary second.

VIII. Set agenda for 9/28 meeting at 5:15pm

Roll Call
Public Session
Call to Order
Review of Minutes
New Business - Vote on board position and sub committees
Reports
Directors Update
PTCO Update
Finance Committee
Facilities Committee
Fundraising Committee
Executive Session