



**SIDE BY SIDE**  
**CHARTER SCHOOL**

**Side by Side Board Meeting**  
**December 21, 2016**

**APPROVED MINUTES**

**I. Roll Call**

**A.** Members of the board in Attendance: Anne Dichele, Matt Nittoly, Adam Norris, Josh Dichele, Jimi Napoli, Bill Murphy, Kimberly Grimm, Larry Cafero, Steve Ferguson Nicole Shargoury

**B.** Members Absent -, Melanie McGowan, Chris Berich, Joy DeJaeger, Sally Davids

**II. Public Session**

No public session

**III. Call to Order**

**A.** Anne at 5:30

**IV. Review of Minutes**

**A.** Motion from Jimi, second by Josh

**B.** Modify language in New Business to rephrase for clarity.

**C.** Move to accept by Nicole, second Jimi, minutes approved

**V. New Business**

Vote for removal of a non certified teacher position seat on the board.

Motion moved by Larry, Second by Steve

No discussion

Vote unanimous

By Laws will be changed to reflect change

**VI Reports**

**Directors Update**

**I.** SBS Charter Renewal:

- Charter Renewal Public Hearing:

1. Took place on Wednesday, 11/30/16 at Norwalk City Hall Council Chambers.

2. Mayor of the City of Norwalk, Norwalk BOE staff, SBS Staff, parents, representatives from the Aldrich Museum and Carver each provided supportive testimony.
- CT State Board of Education Meeting (with renewal of Side by Side Charter on agenda); scheduled for Wednesday, January 4, 2017. Matt, Anne and Mary will attend. This is the final step of the renewal process for Side by Side.

## II. Curriculum & Instruction Update: (End of 1<sup>st</sup> Marking Period)

In January we will be administering our 2<sup>nd</sup> round of the NWEA MAP assessments to all students in K-8<sup>th</sup> grade. Since 2015 Side by Side has been granted funding via the Peter and Lucia Buck Foundation to use these tests to inform and improve our teaching and learning practice. These tests are administered 3 times per year and provide immediate formative assessment data to help structure curriculum and instruction plans for all children. The MAP assessments help to build individualized growth targets for each child based on their performance.

Side by Side administration and teachers have been meeting regularly to discuss our yearly Student Learning Objectives (SLOs). Side by Side's teacher and administrator evaluation plan requires that each faculty member is responsible for identifying two annual SLOs; one based on standardized assessment data and one based on a student performance task. During these meetings we discuss progress towards reaching these objectives and review data to determine which standards of instruction need to be focused on.

## III. Staffing update:

- SBS Special Education: Ms. Kristina Murphy has been hired as a long-term substitute Special Education teacher for the remainder of the 2016-17 school year.

## IV. Required SBS Preschool NAEYC Accreditation

Pursuant to Public Act 15-134, "effective July 1, 2015; for the school year commencing July 1, 2017 and each school year thereafter.... the Governing Council of a state or local charter school offering a Preschool Program shall obtain accreditation from the National Association for the Education of Young Children (NAEYC)."

### Update:

- Since December 2015, Matt has attended multiple trainings and workshops with CT Office of Early Childhood focused on this requirement; (familiarize with process for accreditation).
- SBS has been offered consultation from EdAdvance (via CT Office of Early Childhood); entered into agreement for 30 hours of consult effective October 2016
- Marie Iannazzi has been appointed to supervise and facilitate the process for Side by Side. Marie, Matt and the Pre School team at Side by Side will fulfill all requirements of the process
- Side by Side was enrolled in the first step of the self-study on October 7, 2016. (\$500)
- Accreditation is a 3 year process; (self-study; self-assessment; candidacy; maintaining standards)
- Next meeting with consultant is January; timeline and budget are on agenda

## **Fundraising Report**

Committee has secured Shore Haven Country Club in Norwalk for the 20th Anniversary Gala  
Committee has negotiate a \$90/person fee which would include 3-4 hors de ouvers and 3 dinner sit down dinner options, open bar and wine selection at dinner.

Committee has guaranteed Shore Haven 100 guest. Room will hold more and committee would like to see 120-125 attendance if possible.

Date set for Friday, April 28th.

Donation requests to start immediately. Updates on how to log donation to be discussed at next meeting.

## **PTCO Report**

no report.

## **Finance Committee Report**

Balance Sheet

#2206 IT Consultant - liability keeps growing as consultant has not submitted invoices.

P & L

6112A-1 Classroom assistant, reflects positive balance as we are down one assistant.

6323I Student Services, reflects positive balance as we have one assistant, budgeted for 2

6330A Legal fees, positive balance solely based on invoice timing. Budget will be consumed throughout the year.

6590B Business insurance, reflects negative balance due to work comp audit. Negative balance will carry over for balance of the year.

## **Building Committee Report**

Phase 2 report from the digging was returned. Findings show "other materials". The cost for the dig will need to come from the contingency section of the budgets.

SBS will be required to redo the sidewalks. Conversation scheduled with the Norwalk Redevelopment Agency to see if they will handle the cost. Possible cost \$100K. We would facilitate and request a reimbursement.

Plans have been reviewed with teachers by architect for flushing out interior design of the rooms and modifications will be redistribute to teacher.

Final review of the two leases and amended lease being done by Bill and Larry prior to signature.

Preliminary construction bid drawings should be ready shortly for review.

Motion to adjourn by Larry, Steve second.

**VIII. Set agenda for Tuesday 1/24 meeting at 5:15pm**

Roll Call

Public Session

Call to Order

Review of Minutes

New Business discuss lottery, review and approve IRS 990 tax return

Reports

- Directors Update
- PTCO Update
- Finance Committee
- Building Committee
- Fundraising Committee

Executive Session