



# SIDE BY SIDE

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## CHARTER SCHOOL

### Side by Side Board Meeting October 27, 2015

### APPROVED MINUTES

#### I. Roll Call

- A. Members of the board in Attendance: Anne Dichele, Matt Nittoly, Adam Norris, Nicole Shargoury, Jimi Napoli, Joy DeJaeger, Cathy Cappellieri, Mary Newbery, Melanie McGowan, Kimberly Grimm, Sally Davids, Bill Murphy, Steve Ferguson,
- B. Members Absent: Skelton Key, Chris Berich,

#### II. Public Session

None

#### III. Call to Order

- A. Anne at 5:30

#### IV. Review of Minutes

- A. Motion from Mary, second from Mel
- B. Typo correction and attendance adjustment
- C. Move to accept and approved as submitted

#### V. New Business

A. Nepotism agreement previously distributed brought up for discussion and approval. BOD agreed that no further discussion warranted. Agreement passed.

B. Conversation regarding changing the lottery process. Agreement that the Board first needs to formulate how the lottery can best reflect the mission and focus of the school and its charter. Need to define purpose and reason for any changes to existing lottery process. Preliminary conversation listed the need to have the makeup of the school resemble the diversity goals and objectives of a) the Side by Side charter b) the community that the school represents (Norwalk and beyond). Founders reminded Board that intention was to create a school whose makeup resembled and was sensitive to the needs of the neighborhood and surrounding communities. All agreed some research warranted for further conversation. Preparation for November meeting Sally to pull the charter to advise on the language. Kim and Jimi to a) contact NE Charter School Network to understand procedures from other charter schools and B) to "map" the current enrollment so the BOD can see what neighborhoods / areas make up the current enrollment. This will be done based on elementary school districts of Norwalk plus any out of district students.

## VI Reports

Director Update:

I. **Enrollment:** Our official enrollment for 2015/16 is 236. (10/1/15 snapshot). This is one student over budget (+\$11,000)

II. **PDS with Quinnipiac university: (4 Side by Side teachers lead workshop for QU faculty)**

*On October 20, 2015 a team of Side by Side Charter School teachers (Erin Lichtenstein, Melanie McGowan, Chris Berich and Nicole Shagoury) had the unique opportunity to present a professional development workshop for professors and supervisors at Quinnipiac University. The presentation focused on the Common Core State Standards, and the shifts in teaching and learning facing today's 21st century classrooms, as they relate to mathematics. **"Problem Solving in a Common Core World: The Influence of Common Core Instruction and Problem-Based Practice"** offered an opportunity for teacher leaders and teaching practitioners to work side by side at taking a closer look at standards for mathematical practice, problem based learning in a mathematics classroom and how both impact teacher preparation. The workshop model process allowed University staff (and math teachers from Metropolitan Business High School in New Haven) to interact with newly aligned Common Core content from 3rd, 5th and 8th grades, and the stations provided participants and opportunity to engage with the content similarly to what students might experience in a common core classroom. The dialogue was overwhelmingly positive as professors and supervisors shared their intent to bring their new knowledge back to their students and as the conversation shifted on how we can work together, University and School, to help better prepare future teachers!*

III. **Health insurance (update):**

- Approaching our renewal 12/1/15
- Premium increases came in at only 1%
- Due to the less than budgeted increase, proposed plan offerings will remain similar to current; two plan offerings: HSA and HRA structured similarly to current plans (50% of deductible is provided on quarterly basis to those electing HSA; 50% deductible reimbursement for HRA – employee responsible for first half, employer for second half)
- Continued composite rate offerings
- Employee contribution rate towards premium remains at 16%

IV. **NECSN Panel Discussion: Impact of Charter Schools on 11/5;** Matt Nittoly will be participant on the panel.

V. **Curriculum and Instruction update: (Mary Newbery)**

- a. Upcoming parent forum: *"Understanding Student Assessment at Side by Side"* on Monday evening, 11/16/15.

## **Finance Committee Update**

Adam acknowledging now that we are a bit farther in the year more variances to point out.

- Balance Sheet account 1030 change of \$397,942 is a result of our first funding from the State for current enrollment years.
- BS1041 CD account has come due and being rolled forward for additional 6 months at the same rate.
- Accounts Receivable 1200 Balance Due represents SBS invoice to City of Norwalk for Special Ed instructor. Payment has arrived so will show a zero balance next month.
- BS#1300-03 Assets Other represents deposits and final payment of capital project to be reclassified to Fixed Assets next month.
- On the Income Statement #4050 will show a positive variance throughout the year of approximately \$11K representing the one additional student enrolled.
- #4170B Extended Day showing favorable variance.
- 6112 A1 Teacher Assistance - showing favorable variance as two new hires which started late September and early October therefore this variance will carry forward throughout the year.
- # Health Insurance - renewal will be only 1% increase therefore 20% increase budgeted will carry a positive variance throughout the year.
- #6400E Building Repair and Maintenance - negative variance, over budget. Items that relate to capital grant will be allocated but not all expenses fall into that category.
- #9030 other income - credit from health insurance company. Not clear on what it represents, Linda investigating.

Adam advised overall quite well at this point of the years.

## **PTCO Update**

Conversation around the difficulties to get parents involved. Joy discussed how International Night is well attended and therefore is food the only draw. Chris commented on possibility of instituting an agreement that parents are to sign acknowledging their participation as part of their commitment to have child enrolled at SBS. Kim to take on the reorganizing of PTCO. The need for a purpose of PTCO to be determined.

## **Facilities Committee Update**

Matt and Bill have drafted letter to Bob Duff

Adam reaching out to NE charter network to question any guidelines or procedures for facility growth.

Steve working to confirm a \$5000 grant from First County Bank.

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### **Fundraising Committee**

Cathy offered sign up sheet for Cocktails for a Cause slated for 11/6. Any additional donations to be brought in immediately. Gala date set for Saturday, April 30, 2016

### **VII Executive Session**

N/A

### **VIII. Set agenda for 11/24 meeting at 5:15pm**

Roll Call

Public Session

Call to Order

Review of Minutes

New Business - Lottery conversation.

Reports

Directors Update

PTCO Update

Committee Updates

Finance Committee

Facilities Committee

Fundraising Committee

Executive Session

Set Agenda for Following Meeting.

### **IX Adjourn**

A. Motioned to adjourn by Nicole, second by Melanie