



I. Roll call

- A. Members of the Board in Attendance: Cathy Cappellieri, Nell Conroy, Anne Dichele, Joy DeJaeger,, Bill Murphy, Mary Newbery, Angela Nida, Matt Nittoly, Adam Norris, Carole Oddie, Nicole Shagoury, Kristina Testa-Buzzee, Evan Levinson, Jimi Napoli, Skelton Key,
- B. Members Absent: None
- C. Public Attendance: Danielle Ogden from the Aldrich Museum, Common Ground Program

II. Public Session

- A. "Common Ground" - Daniele from Aldrich Museum present to speak about contemporary art grant. Presenting on a new initiative and collaboration with three schools, Side By Side being one of the schools. The Collaboration is distinguished by a potentially nationally recognized program for several reasons.
 - 1. All teacher representatives from the school will meet with the artist to come up with one inquiry question and apply it to all schools. Artist does an artist in residence in each school, creating a unique experience that is organic to the school. They also provide transportation to the students to the museum. The artist will be coming to the school.
 - 2. The Program is based around three ideas:
 - a) Entirely curriculum driven (How can the museum support schools?)
 - b) Built on deep relationships, see schools as colleagues and peers. It isn't specifically working with the Art teacher, but all teachers throughout the school.
 - c) The heart of the collaboration is the exposure that students have to contemporary artists. The artists featured are ultimate problems solvers, sometimes make mistakes, incorporate risk taking and problem solve. This relates to students on every level.
 - 3. The press is picking up the "Common Ground" project, and the artist in residency is also getting press on his work.
 - 4. Whether or not the installation remains at Side By Side is up to the school. There will be several aspects to the project and manipulated.

III. Call To Order

- A. Anne Dichelle at 5:33

IV. Review of Minutes

- A. Motion from Kristina, second from Jimi
 - 1. Changes to the minutes:
 - a) Joy DeJaeger's name corrected
 - b) Election of Officers correction, paragraph 1.
 - c) Fundraiser correction, paragraph 1.
 - 2. Move to accept and approved.

V. Reports

- A. Director's Update
 - 1. **Enrollment:** Currently, our student enrollment is 234. There is one PK spot available, which became vacant on Friday, 9/19 due to a withdrawal. I do not foresee any problem with having this spot filled before the end of this week to bring our enrollment to 235 by October 1
 - 2. **CSDE:**
 - a) **Charter School Policy Updates and Trainings:** *Email and information forwarded to all BOD members on Monday, 9/22.*
 - (1) Side by Side Board representatives will be attending the CABE sponsored training on 9/29 at CES. CSDE will be requiring that this training takes place for all charter BOD members as part of the renewal process. In addition to these trainings being required by the CSDE, it is supported highly recommended by NECSN and the administration of Side by Side
 - (2) Background Check Policy requirement: background checks for staff AND Board members must include a criminal background check in addition to a DCF registry records check. The CSDE is "expecting" this to be completed by 11/30/14. There exists some discrepancy amongst the CSDE and NECSN and other Charters with regards to the legal requirement to do this. However, all are in agreement that this is a GOOD policy and should not be a matter of dispute between charters and the CSDE. At SBS, we have always followed our school policy which requires, that all employees submit to a state and national criminal history check. We do this with the Department of Emergency Services and Public Protection Division of State

Police. However, at this time we are looking into whether or not this also fulfills the DCF registry check. I do not believe that it does. If not, we will need to adopt a plan for immediate implementation for all current and future employees.

(3) **Anti-nepotism and conflict of interest policy requirement:** Although Side by Side adopted the CAFE recommended policies, a specific “Anti-nepotism or conflict of interest policy” could not be located. Current SBS administration has no recollection of ever seeing or referencing this policy. Therefore, it will be investigated as to what other districts use to account for this policy. One will be drafted and presented to the SBS Board.

b) **Curriculum and Instruction update: (Mary Newbery)**

c) **Health insurance:** We are in the process of scheduling a meeting to review new insurance rates and any potential benefit changes for Side by Side. Our renewal is effective 12/1/14. We will need time for the Finance Committee to review the rates and to present recommendation to the Board. In addition, the SBS staff has requested the opportunity to be involved in all discussions and any potential negotiations for changes to the benefits offered. This must happen before the Board gives a final approval and in advance of the 12/1 renewal date.

d) **Staffing update:** We are fully staffed which includes 2 additional new hires since the September:

(1) **Special Education teacher:**

(a) Mr. Howard Gorman was hired effective 9/16. Mr. Gorman holds a Master’s Degree in Special Education from Fordham University. He has an extensive background in literacy instruction and assessment, and is particularly familiar with several of the reading intervention programs used at Side by Side. Before entering the field of education, Howard’s first career was a banking financial analyst. In addition to his education and finance backgrounds, Howard is also a builder of custom furniture.

(2) **Special Ed. Paraprofessional:**

(a) Mr. Joseph Alexis was hired as the new SpEd Assistant. Joseph is a Norwalk resident and former graduate of Side by Side. He has a degree in Psychology and has been subbing within the Norwalk schools for many years.

e) **Misc.**

- (1) NECSN leadership meeting held on 9/23. Agenda included discussion on bonding updates; FUSE impact on charter schools; and the 2015 tentative legislative agenda
- (2) Annual audit with DHL&S underway; includes mandated filing of the ED001C
- (3) Received notification from DHL&S regarding stolen laptop containing SBS information (see email)
- (4) Lower School BTSN on 9/17 was well attended; Upper School BTSN scheduled for 10/1

B. Facilities Committee (Bill Murphy)

- (1) After the last meeting Bill put together a memo that was sent to the Board of Directors. The summary of the memo was as follows:
 - (a) This all started from concerns about the floor in the Annex
 - (b) Architect in town came for free who works in educational institutions and did an analysis in and out with the conclusion that the building needs to be replaced.
 - i) The building was built 15 years ago
 - ii) \$190,000 to put up and furnish and its useful life was meant to be 5-7 years and is now 15 years old. Minor repairs have been done over the years, but now its getting non-functional and costly to repair
 - iii) Asked the architect to think about designing a replacement.
 - (1) Came up with a design that would be about 14,000 ft based on the needs of the school.
 - (2) Proposal includes a 2 story building, a 1 story was too invasive of the parking lot
 - (a) Cost approximately \$4,500,000
 - (3) Bigger classrooms (no more than the 3 we have), meeting rooms (the school does not have any)
 - (c) Where do the kids go while it is being built (18 month construction period)? Probably do temporary buildings in the Henry Street parking lot which was used by Neon at one point. It is now being used by APCD

and the South Norwalk Community Center. Their lease runs out with the church next year, at which point the church could allow the school to use for temporary buildings.

(1) Concerns are kids walking too and from main building across the street.

ii) We need the money, a long term land lease (40-50 years for financing), approval from the Parish. Both buildings would need to be around and available for the 50 years of the financing.

(1) Parking Effect (big zoning requirement in South Norwalk)

(2) Configuration of the building

(3) Diocese economic affect

(2) Funding (it is likely that we will need a mix of all):

(a) Grant

(b) Financing

(c) Plan for sustained operations (financing plan)

(d) State funding

b) Matt reported from his last meeting that Fairfield County Bank expressed interested in working within the community and thought this could be a great project to help finance.

c) Kristina raised the question of whether or not we should do a "Feasibility Study." Which gives us more insight to our capabilities moving forward.

d) Evan asked who would own the permanent building that we are building. Bill replied with a ground lease. The school would lease the land from the church but they would own the building.

e) Jimi asked if there had been additional green space in the preliminary conversations. Matt explained using a sort of turf for the blacktop area used for recess, which could be parked on during Sunday mass.

f) Matt will bring the tentative plan for project, noting that it is based around parking, which is an unfortunate but required concern for any development in South Norwalk and a special concern for the church.

C. PTCO (Jimi)

- (1) First meeting was two weeks ago and was attended but has small attendance. Currently, working on coupon books and miss chocolate fundraiser.
- (2) International Night is on Friday.
- (3) A boat night is being proposed - Saturday Oct 4 from 5-7pm. A sunset cruise goes through the Islands and around the coast. \$25 person BYOB, and a coupon to area restaurants. Leaves from Maritime.
- (4) Harvest Festival, Sat Oct 25. - PTCO wants to help, but didn't understand they were in charge.
 - (a) Nell says it is a struggle for two teachers to run it. It results in teachers being out of the classrooms and/or a result in less of a product.
 - (b) Jimi said PTCO reached out to several parents but had several no's.
 - (c) PTCO still looking for 1 or 2 people to chair it form the early childhood community.
 - (d) Anne said perhaps the decision might be to not have a harvest festival so early and perhaps rename it and have it sometime in the Spring.
 - (e) A conversation occurred about who should attend these functions, like the highest ranking school person is present and the president/ chairperson of the PTCO.
 - i) Kristina said she would find a parent, or she would be the parent because she believed it was an important part of SBS.
 - (f) Empower the PTCO to make the decision to continue or not.
- (5) \$1 raffle in November right before Thanksgivings RISE meeting. Any local business willing to sponsor an iPad. Please send information to the PTCO.

V. Committee Updates & Open Issues

A. Finance Committee

- (1) End of the Summer reports, not much to compare yet since it is so early in the year. The slight variances are due to timing. The first payroll for teachers hasn't hit the books yet.
- (2) Couple things on the balance sheet regarding bank accounts
 - (a) New account opened for PTCO only (fundraising)

- i) What goes in the bank account?
- (b) Excess funds/ Surplus funds in bank of america operating account
 - i) Interest rates are next to zero
 - ii) Investments proposed were outside of the schools comfort to be invested
 - iii) conclusion made to make some staggered CDs to get a little bit of a return.

B. Sick Day Policy

- (1) Anne - recommendation made to the Board and was decided to have Matt email the staff and board members would seek response from constituents.
 - (a) Call to vote all those in favor for the Sick Day Policy change for the 2015-2016 school year
 - i) approved - 9 voted
 - ii) abstain - 2 voted
 - iii) Motion passes.
- (2) Kristina moved to accept the policy and Jimi seconded it.

C. Bylaws Amendment for Non-teaching position

- (1) Kristina reviewed what had been presented as a Bylaws change. There needs to be a 2/3 majority to amend the bylaws.
 - (a) Adding an additional opportunity for a non-staff member position on the board to allow for adequate representation.
 - (b) One parent presented a concern the board's size and curious why the addition to the board member.
 - (c) Adam asked if it affects the need for quorum. The answer is "yes" due to the fact if the position is filled it would increase the total number, and at least 2/3rds of the board must be present.
- (2) Move to "Call the Question" - Anne, Mary seconded
- (3) Kristina call the move to vote on motion 1 and motion 2 with the below results
 - (a) 10 approve

(b) 3 abstains

(c) 1 cannot vote

- (4) Motion passes - no new members will be solicited until Spring elections. However, if the Board is approached they may accept new positions.

D. Field Trip Fundraising

- (1) PTCO account - what will go in, how will it be used, and where does it come from?
- (2) Jimi will return next month for a proposal on the above.
- (3) The Board expressed support for empowerment of the PTCO and wanting to clarify their role and purpose.

E. Board Retreat (Kristina)

- (1) Strategic planning opportunity especially given the present circumstances. A possibility to do some extra time for planning and socialization for the board. At the next meeting Kristina will bring some proposals.
- (2) Anne mentioned with all the new requirements from the State this is something that is coming forward as an important part of being on the Board. It is important that it is understood that this is a “working” board and just being present but not vested is not what we can do. It is important moving forward the requirements will be heavier and the board will only function successfully if those involved are truly involved.

F. Cocktails for a cause

- (1) Cocktails for a cause is set for Friday Nov. 14 at 7:00pm at the Loft again.
- (2) Looking for donations to be offered (try not to hit up the Gala donors)
- (a) like items in baskets, work up a list with values in basket for bids
- (b) 100% of the board needs to bring one item
- (c) No worries about too many because it could be used for the Gala
- (3) Volunteers Needed
- (a) 50/50, raffle tickets & door prizes, and working the door
- (b) (meet & greet, no money taken)
- (c) sign up list to follow

(4) Portable Mic System Needed

VI. Agenda for following Meeting

- A. Roll Call
- B. Public Session
- C. Review of Minutes
- D. Reports
 - 1. Director's Update (Matt)
 - 2. Facilities Committee (Bill)
 - 3. PTCO (Jimi)
 - 4. Standing Committee Update (Anne)
- E. Committee Updates & Open Business
 - 1. Cocktails for a Cause (Cathy)
 - 2. Field Trip Fundraising (Jimi)
 - 3. Review of Director's Goals for the Academic Year submitted to Chair to share with BOD. (Anne)
 - 4. Board Retreat (Kristina)
 - 5. Review of CES Training (Anne)
 - 6. Update on Background Checks & Fingerprinting (Matt)
 - 7. Parent Members (Kristina)

VI. Adjournment

- A. Motioned by Cathy, seconded by Mary.
- B. Minutes submitted by: Angela D. Nida