



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

**Side by Side Board Meeting**  
**September 28, 2016**

**DRAFT MINUTES**

**I. Roll Call**

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

**B.** Members Absent - Melanie McGowan, Mary Newbery, Joy DeJaeger

**I. Public Session**

**III. Call to Order**

**A.** Anne at 5:42

**IV. Review of Minutes**

**A.** Motion to approve September minutes from Larry, second by Steve

**B.** No changes

**C.** Move to accept by Adam , minutes approved

**V. New Business**

Discussion on letter from St. Joseph Parish to SBS with new lease arrangements. Conversation ensued regarding assessment mechanics, inability to sublet ground lease if vacating space, and reserve fund if vacating. All concerns satisfactorily answered by Bill and Larry.

Motion brought by Larry to accept the agreement, second by Steve.

New lease arrangements unanimously approved

Matt presented resolution adopted 9 /28 (see attached)

Motion to approve by Larry, Second by Jimi

Resolution unanimous approval

Loan overview with Fairfield County Bank

Commitment letter is for \$1.5 million

Bridge loan during construction period where we can draw down money, and in turn apply to state for reimbursement which is paid by the state on a 30/30/30/10 repayment plan. Term of the loan is a 3 year revolving credit line.

After construction period the loan would modify to a term loan for \$500,000 for 7 years, 4%, no fees, collateral limited to personal property assets of SBS.

Larry motioned that the board move to approve the commitment letter dated 9/27/2016 from Fairfield County Bank written to Matthew Nittoly that was signed by Glen Le Blanc Senior Vice President of Fairfield County Bank which offers a construction to permanent term loan of \$1.5 million for the purpose of which is for bridge financing of construction renovation of an 11420 sf, 2 story facility located at 10 Chestnut Street in South Norwalk at a fixed interest rate of 4% for the entire term of the loan.

A copy of said agreement will be affixed to this agreement

Motion second by Chris

Commitment letter unanimous approval

Finance Committee opened a new building account for Side by Side new annex construction project, funded with \$250,000 from operating account. Once the \$500,000 CD and money market come due the initial \$250,000 will be returned to operating account. The new building account will have two signers, Matt & Lilly

#### Board seats

- Nominate Anne for Chair, unanimous vote
- Nominate Adam for Vice Chair, unanimous vote
- Nominate Kim for Treasurer, unanimous vote
- Nominate Jimi for Secretary, unanimous vote

#### Sub committees

- Evaluation committee - Larry and Anne
- Fundraising committee - Jimi, Nicole and Josh
- Finance committee - Adam, Kim
- Policies committee - Larry, Bill and Matt
- Building committee - Matt, Bill, Larry and Kim

### **Directors update**

I. **Enrollment:** We are at our cap of 236

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

- SBAC results- presentation (tabled to October 2016)

III. **Staffing update**

**Music:** new teacher hired effective 9/6/16, Dr. Peter Hadley. Dr. Hadley has a Doctor of Philosophy Degree in Ethnomusicology; originally from Australia, and studied at Wesleyan University, The Western Australia College of Advanced Education and The University of Western Australia. Peter holds a CT Educator's license in PreK-Grade 12 Music, and has experience teaching at a variety of grade levels in several Connecticut districts such as Weston, Hartford and Meriden.

**IV. Charter Renewal (update)**

- ✓ Renewal application was filed w CSDE on 9/9/16
- ✓ Site visit is scheduled for 10/19/16
- ✓ Public Hearing (Norwalk City hall) scheduled for 11/30/16
- ✓ Visit from Rob Kelly/Desi Nesmith (discussion: “what steps have been taken to improve instruction at SBS?”)—Date TBD
- ✓ Support letters provided from State Senator Bob Duff, Norwalk Mayor Harry Rilling and Norwalk Superintendent, Steven Adamowski

**V. Charter School Annual Report:** *completed; needs to be signed off by BOD chair; scheduled for electronic submission on 9/29/16*

**VI. School Construction Grant application:** *Scheduled to be hand delivered on Friday, 9/30/16*

**VII. Request for school water testing:** Hygenix Inc completed the lead water testing procedure for Side by Side. Testing showed that the water supplies in our school building do not have a lead issue.

**PTCO Report**

no report.

**Finance Report**

Report from Adam - Early in the school year, not much to report

Everything so far close to budget

On P&L

Showing a loss as no revenue experienced yet to date.

Budget number changes on P&L:

- 6200A Health Insurance - increase \$2558 - added an employee and spouse to the plan.
- 6200E- SUI , \$1101 favorable variance special assessment suspended.
- 6590C - Janitorial Services \$2467 favorable - in discussion with vendor regarding summer hours.

**Fundraising Report**

Josh presented digital promotional option - Go Fund Me or You Caring

Fees average 2.9% plus 30 cents per donation. One of the two will be part of the Cocktails for a Cause event.

The topic of corporate gift matching was brought up and Fundraising Committee will work on getting the work out to the SBS families.

A letter has been sent to the Mayor's office enquiring about SBS being the beneficiary of the annual Mayor's Ball. No word on when the Mayor's office announces this year's beneficiary.

Motion to adjourn by Nicole, second by Chris.

**VIII. Set agenda for 10/25 meeting at 5:15pm**

Roll Call

Public Session

Call to Order

Review of Minutes

New Business -

Reports

Directors Update

PTCO Update

Finance Committee

Building Committee

Policy Committee

Fundraising Committee

Executive Session