



# SIDE BY SIDE

---

## CHARTER SCHOOL

### Side by Side Board Meeting September 29, 2015

### APPROVED MINUTES

#### I. Roll Call

A. Members of the board in Attendance: Matt Nittoly, Adam Norris, Nicole Shargoury, Jimi Napoli, Joy DeJaeger, Cathy Cappellieri, Mary Newbery, Chris Berich, Melanie McGowan, Kimberly Grimm, Sally Davids, Bill Murphy,

B. Members Absent: Anne Dichele, Steve Ferguson, Skelton Key

C. No Public Attendance

#### II. Public Session

None

#### III. Call to Order

A. Cathy 5:30

#### IV. Review of Minutes

A. Motion from Chris, second from Bill

B. Add full titles to Elected officers

C. Move to accept and approved as submitted

#### V. New Business

A. Cathy to set up meeting with Bill and Anne to review Matt and Mary's contract. Date forthcoming.

#### VI Reports

Director Update:

I. **Enrollment:** Current enrollment as of 9/29/15 (and expected 10/1/15 enrollment) =236

Grade	# of vacancies filled	Projected Fall Enrollment	# of vacancies remaining
PK-3/4 (103)	11	19	0
PK-3/4 (104)	12	19	0
Kindergarten	5	22	0
1 <sup>st</sup>		22	0

2 <sup>nd</sup>	3	22	0
3 <sup>rd</sup>	3	22	0
4 <sup>th</sup>	1	24	0
5 <sup>th</sup>		23	0
6 <sup>th</sup>	1	20	0
7 <sup>th</sup>		22	0
8 <sup>th</sup>		21	0
<b>Totals</b>	<b>36</b>	<b>236</b>	<b>0</b>

- II. **Curriculum and Instruction update: (Mary Newbery)**
  - a. **SBAC accolades (summary from ConnCan)**
  - b. **MAP assessment update**
  - c. **Rising Innovative Scholars of Excellence (RISE) middle school after-school program via grant partnership with The Carver Foundation of Norwalk**
  
- III. **Staffing update**
  - a. **SBS is fully staffed; Upper School Math Assistant (Jason Jean-Baptiste will begin on 10/5/15)**
  
- IV. **FRC grant application has been approved— 7/1/15 – 6/30/16; \$109,615**
  
- V. **Cleaning Services agreement with Maintenance One terminated effective 10/1/15; New agreement with Affineco LLC will begin effective 10/1/15. Affineco currently services 6 Norwalk Public Schools.**
  
- VI. **Health insurance: Employee Benefits review is underway with Ganim; renewal 12/1/15**
  
- VII. **Side by Side Charter Model Policy subscription with Shipman & Goodwin**
  - a. **Recommendation to form a policy review committee**
  - b. **Prioritize policies one section at a time for review and to present for BOD adoption**
  - c. **Conflict of Interest and Nepotism policy review**

**Finance Committee Update**

Little variance as its early in the year  
Balance Sheet - Cash Accounts - Operating accounts are down, mostly based on payroll. CD accounts expiring soon for reinvest. Prepaid expenses account increase due to facility projections. On liabilities 2404 illustrates balance to collect from facility grant.  
On the P&L no revenue booked yet. Balance for P&L Accounts within budget, \$15K favorable compared to late year.

### **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 agreement with parents to participate as part of 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.

Kristina Buzzee is organizing Harvest Fair with Judie Goldstein.

### **Facilities Committee Update**

Matt and Bill want to explore all possibilities including a temporary structure if a permanent one is not in reach. Finance committee to reach out to the NE Charter Network on any template on how to work on school facility expansion. Adam to report finding at next meeting.

### **Fundraising Committee**

Cathy reported Cocktails for a Cause slated for 11/6. Donations still needed for the event and sign up for BOD members to work during event will be available at next BOD meeting.

### **VII Executive Session**

N/A

### **VIII. Set agenda for 10/27 meeting at 5:15pm**

Roll Call

Public Session

Call to Order

Review of Minutes

New Business - vote on nepotism policy, update on Matt and Mary's contract.

Reports

Directors Update

PTCO Update

Committee Updates

Finance Committee

Facilities Committee

Fundraising Committee

Executive Session

Set Agenda for Following Meeting.

### **IX Adjourn**

A. Cathy motioned to adjourn, Jimi Second