



I. Roll call

- A. Members of the Board in Attendance: Cathy Cappellieri, Nell Conroy, Anne Dichele, Bill Murphy, Matt Nittoly, Mary Newbery, Angela Nida, Adam Norris, Nicole Shagoury, Jimi Napoli, Skelton Key, Joy DeJaeger
- B. Members Absent: Carole Oddie, Kristina Buzzee, Evan Levinson
- C. Public Attendance: Kim Grimm

II. Public Session

- A. None in attendance

III. Call To Order

- A. Anne Dichelle at 5:30

IV. Review of Minutes

- A. Motion from Nell, second from Jimi
- B. Changes to the minutes:
 - 1. One change under financial update (C) -2
- C. Move to accept and approved.

V. Reports

- A. Director's Update (will email)
 - 1. Common Core Parent Forum:
 - a) On 3/19 a parent forum was held for parents to introduce some teaching activities ("Close Reading") to our parents. It continues to be a goals of SBS staff to provide opportunities for parents to see and experience what the "common core" looks like instructionally.
 - b) Facility Grant: We received our grant award notification for the Charter School Building Project and Improvements Grant; \$418,780 has been awarded and it is already in our Grant prepayment electronic disbursement (ED111) system. The money can be drawn down on as needed
 - (1) I have made preliminary contact with:

- (a) Devine Bros. Inc. to begin planning for a summer month project to remove existing boiler/install new boiler. Devine will follow-up in April
 - (b) Data Tel Inc. for rewiring/cabling network project; to tentatively take place at the start of the summer
- 2. CSDE/SEED Administrator requirements for CT Charters:
 - a) CSDE would like to require 2 options for Administrator Evaluation under the SEED guidelines; option1: A member of the Charter School Governing Board is the evaluator and must be a “trained SEED Administrator Evaluator”; option 2: Contact and enter into a cooperative agreement with another charter school or district for evaluation and support services.
 - b) There was a great amount of concern from Charter reps presented at this meeting; we are to compile updated admin job descriptions and await follow-up from CSDE
- 3. Curriculum, Teaching and Learning Update (Mary Newbery - Verbal Update)
- 4. Recommendations for future action:
 - a) Memorandum for Board Re: feasibility study of Board structure at SBS
 - b) Memorandum for Board Re: Restructuring SBS Upper School
 - c) Proposed new Calendar for 2015-16 Academic Year
- B. PTCO Update
 - 1. This school year to date, the PTCO has netted \$3,751
 - 2. At the next meeting the decision will be made to whether or not the income will be disseminated for kept for field trips next year.
- C. After School Enrichment
 - 1. No update

VI. Committee Updates & Open Issues

- A. Finance Committee
 - 1. The additional signer was unable to be added this past month.
 - 2. The school is operating on budget and overall has a favorable variance.
 - a) Profit & Loss
 - (1) 6400B-4 Heat: The rate has increased for heat this past month. Matt is inquiring to confirm the change in rate.
 - (2) Most accounts had no change from the previous month.
- B. Facilities Committee

1. Several meetings have taken place with different donors to continue with our new facility project.
 - a) Dorothy Curran has experience working with non-profits to help manage the fundraising aspect for our new building. She is familiar with our project and grant writing. She has worked with other groups within the area that have been successful. She is involved that there are many people within the community to help. She said she works in phases
 - (a) Phase I - For free - to develop and produce for the upcoming presentation and deliver whatever is needed.
 - (b) Phase II - If both parties are happy, she will do an internal and external research evaluation with a market driven plan. Deliver 50-75 interviews. Input for strategic plans. She will develop the entire plan for us to execute. The cost is \$5,000.
 - (c) Phase III - Implement the plan
 - b) The board agreed that this is the direction we want to proceed.

C. Fundraising Committee

1. Cathy passed around the invitation example for all members to see along with the invitation list.
2. Invitations will be sent soon.
3. Any donations need to be in soon
4. After Easter there will be a final meeting with the Norwalk Inn to confirm any details
5. If there are any additional formal invites, they must be submitted to Anne by the end of next week.

D. New Member Conversation (vacancies)

1. There are several members on the board who's terms are up at the end of this year
 - a) Parent (1 vacancy to be posted)
 - (1) Kristina
 - b) Community (3 vacancies to be posted)
 - (1) Evan
 - (2) Skelton
 - (3) Anne
 - c) Teacher (2 vacancies to be posted)
 - (1) Nell

- (2) Angie
- d) Founder (1 vacancy to be posted)
- (1) Carole
- E. Outreach Committee
- 1. Nothing to Report

VII. New Business

- A. none

VIII. Executive Session

- A. none

IX. Set Agenda for next meeting

- A. Roll Call
- B. Public Session
- C. Call to Order
- D. Review of Minutes
- E. Reports
 - 1. Director's Report
 - 2. PTCO Report
 - 3. After School Enrichment Report
- F. Committee Updates
 - 1. Finance Committee
 - 2. Facilities Committee
 - 3. Fundraising Committee
 - 4. New Member Conversation
 - 5. Outreach Committee
- G. New Business
- H. Executive Committee
- I. Set Agenda for Following Meeting

X. Adjournment

- 1. Motioned by Mary, seconded by Adam.
- 2. Minutes submitted by: Angela D. Nida