SIDE BY SIDE
CHARTER SCHOOL

Side by Side Board Meeting Minutes August 26, 2014

Members of the Board in Attendance: Cathy Cappellieri, Nell Conroy, Anne Dichele, Joy DeJaeger, Evan Levinson, Bill Murphy (left early), Jimi Napoli, Mary Newbery, Angela Nida, Matt Nittoly, Adam Norris, Carole Oddie, Nicole Shagoury, Kristina Testa-Buzzee

Members Absent: Skelton Key

Public Attendance: Chris Begley, Kim Grimm, John Hansen

PUBLIC SESSION
None.

Angie Nida moved to call the meeting to order. Mary Newbery seconded. The meeting was called to order at 5:28 pm.

MINUTES
The June 17 minutes were distributed and read. Changes were made as per discussion. Bill Murphy moved to approve the minutes. Carole Oddie seconded. Approved by consensus.

ELECTION OF OFFICERS (Cathy Cappellieri)
Due to new scrutiny of Charter schools by the State, all members will need background checks. The state has reiterated the importance of the board role in fiduciary and compliance matters. The Board will need to set up a formal subcommittee (community members only) for review of administrators. The State is looking at us for a pilot program for this.

Joy DeJaeger said she could get the Police Department to waive the fees for background checks, and she'll arrange a time with them.

Nominations for Chairperson: Jimi Napoli nominated Anne Dichele. Angie Nida seconded. Approved by consensus.

Nominations for Vice-Chairperson: Kristina Testa-Buzzee nominated Cathy Cappellieri. Jimi Napoli seconded. Approved by consensus.

Nominations for Treasurer: Anne Dichele nominated Adam Norris. Cathy Cappellieri seconded. Approved by consensus.

Nominations for Secretary: Joy DeJaeger nominated Angie Nida. Jimi Napoli seconded. Approved by consensus.

Vote on Meetings (Anne Dichele)
The Board agreed to keep meeting on the 4th Tuesday of the month.

The December meeting was moved to December 16 because of the holidays. The June meeting will most likely be moved, but this will be determined closer to the end of the year.

DIRECTOR UPDATE (Matt Nittoly)
Distributed—
Director Update:

I. **Enrollment:** (see attached memo from Lilly)

II. **CSDE:**
   a. **SEED:** *SBS' 2014-15 "Support and Evaluation plan" was formally approved August 13, 2014. The plan was drafted after consulting w/ representatives from CSDE throughout the summer; limits number of evals for some teachers; now includes specialists; waiver for SEED Admin Evaluation but must be planned for (Matt and Mary taking training in mid-September). SEED Orientation took place for all SBS teachers on August 26, 2014.*

   b. **CSDE review of Charter School Policies:** *As indicated in summer communications, it is expected that there will be greater scrutiny of all charter operations as the result of the recent wrong-doings of a Hartford based CMO. This will include (but not be limited to) reviewing the function and role of Charter BODs; implementation of background checks for all staff and all BOD members of charter schools; implementation of anti-nepotism policies for all charters. Meeting held in late July attended by Matt, Anne and Mary.*

   c. **Facilities Grant (Re: $418K facilities grant award):** *The bonding commission meetings have been twice postponed; it is not anticipated that any bonding will be released until after the fall elections*

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

IV. **Health insurance:** *We have been advised by our broker (Ganim) and carrier (Anthem) that we (as a "small group business" may continue to administer benefits in the manner that we have based on our definition of full time employees.*

V. **Staffing update**

   a. **New staff:**
      - **Art (PreK-8):** *Cassie Bourgeios*
      - **Reception:** *Romina Todeschini (started spring '14)*
      - **FRC Coordinator:** *Beatriz Abreu (former FRC Parent as Teacher(PAT))*
      - **US Mathematics Assistant:** *Stephen Burack*

- **Kindergarten Assistant:** *Greg Foschi*
- **Quinnipiac Interns (6):** *Melanie Chervin; Chelsey Morin; Tara Rice; Marie Schlussler; Brittany O'Connell; Ashley Anderson*

b. New Assignments/misc.

- **Kindergarten:** *Esther Shatavsky return from personal leave Oct. 2014*
- **Sean Whalen:** *In addition to Title I Assistant will co-teach Research & Portfolio Seminar for grade 5 and 6*
- **Leslie Greene:** *In addition to Title I Assistant will co-teach Research & Portfolio Seminar for grade 7 & 8*
- **Evelyn Quigley (Parent Coordinator)** *now seated in main office;* **Beatriz Abreu (FRC Coordinator)** *now seated in Business office*
- **Wanda McGahern:** *Special Education teacher resigned from her position effective 9/30/14**
- **Still interviewing and seeking grade 4 Teaching Assistant; PT Special Education 1-on-1 Aide; F/T SpEd teacher**

**recruitment and hiring process for new teacher is currently underway in collaboration w/ NPS*

VI. "Research & Portfolio Seminar" *The Research and Portfolio Seminar course is now a part of the Upper School schedule for all grade 5-8 students attending Side by Side.*

- **Grade level classes will meet 2x per week (same schedule as foreign language in prior years)**
- **Sean Whalen and Leslie Greene (SBS Title I Inst. Aides) will co-teach with Mary Newbery for pilot year. (Both are grade and content CT certified teachers)**
- **Financially impact of internal hire FY15 budget (based on 0.5 Spanish instructor) was $29K. Actual cost is $8K; budgetary pickup of approx. $21K**

VII. Future agenda/discussion topics:

- **Resolution on sick day policy?**
- **Non-certified/clerical/Teaching Assistant pay rates and terms?**

Curriculum update addition: Members made recommendations of NCC and Quinnipiac as hosts for the Gateway presentations.

A topic for future discussion: our starting salary for teaching assistants is $15 an hour, which has been the same since Matt has been at the school.

FINANCE COMMITTEE UPDATE (Cathy Cappellieri)
Financials through June 30 were distributed (attached), to show the final picture of the prior school year. Adam Norris will review August and September at the next meeting.

There is nothing noteworthy to discuss on the balance sheet.

$61,000 in Accounts Receivable is reimbursement from Norwalk for the Special Ed teacher.

The year finalized out at a gain of $38,163 against a budgeted loss of $77,737, which yields a favorable balance of $115,900.

6112A1: pickup of $46,404 for assistants we didn't replace.

6200A Health Insurance: Pickup of $34,416 for people who declined coverage.

6400B-4 Heat: Pickup of $4677

6590E Marketing & Advertising: budgeted $5000 and only spent $1338.

Instructional supplies came in under budget.

The net income from fundraisers was $11,000 over budget.

The total of these items is about $104,000.

Under Disbursements, note a roofing payment. This was not part of the facilities grant.

FIELD TRIP FUNDRAISING (Jimi Napoli)
The PTCO is going to try to work up a budget for fundraising and try to work towards those numbers. Board Fundraisers—65% goes to private funds and 35% goes to capital funds.

The annual expenses for field trips are $32,000, of which half is paid by the school and half is paid by the parents. Of the $16,000 that the school covers, the 8th grade trip accounts for about $10,000 of it.

The PTCO asked Matt where the school's $16,000 comes from, and were told it comes out of the Private Funds account.

Fundraised money goes into the Private Funds account. But expenses of the earmarked projects are never reconciled (via Accounting) to that account—they're just paid for out of it. The leftover funds from specific earmarked projects go to field trips.

School fundraisers are run by Evelyn, and then others are run out of the PTCO. Should they stay separate or be combined?

The PTCO will look at the 8th grade raising money separately from the rest of the school.

Remember that general fundraisers (such as Miss Chocolate) go to private funds (so field trips), and that for the past several years the Board fundraisers have been for "enrichment activities," which has not hurt attendance.

Most parents do not appear to be aware that 50% of field trips are paid for by school.

Jimi suggests having all fundraisers (except for Board fundraisers) jointly run by the Parent Coordinator and the PTCO.

The Finance Committee will review the fundraising budget reporting to help identify fundraising goals for PTCO.

SICK DAY POLICY (Matt Nittoly)
Matt will send out the recommended policy to staff members to review, and if they have any questions they should contact their representatives.

BYLAWS AMENDMENT FOR NON-TEACHING POSITION (Kristina Testa-Buzzee)
John Hansen proposed an amendment to the bylaws last year, which we were unable to vote on.

The amendment is:

> To amend the Side by Side Charter School's Board of Directors By-Laws, Article II, Section 8 (B4), to read as follows:
>
> **One (1) to Two (2) Non-Teacher Staff Members:** These persons shall be selected by the non-teaching faculty: One member must be chosen from among a non-certified teaching-staff position. Each such individual must be a member of the staff at the time of his/her selection to the Board, and for so long as such individual serves on the Board.

Note: If this amendment is approved by the Board of Directors, a second motion needs to be made relative to the size of the BOD. That motion will be:

> To amend Article II, Section 7 (A), to read as follows:
>
> The Board of Directors shall consist of fifteen (15) to seventeen (17) members.

This will be posted in the Biweekly News prior to the September meeting, and will be voted on at that meeting.

<u>BOARD RETREAT</u> (Kristina Testa-Buzzee)
Tabled.

<u>FACILITIES COMMITTEE UPDATE</u> (Kim Grimm)
Emailed to members.

Kristina Testa-Buzzee moved to adjourn. Angie Nida seconded. Meeting adjourned at 7:20.

Preliminary Agenda for September 23, 2014 Meeting
Public Session
Aldridge Museum of Contemporary Art Grant (Danielle Ogden)
Minutes
Director Update (Matt Nittoly)
Finance Committee Update (Cathy Cappellieri)
Sick Day Policy (Matt Nittoly)
Bylaws Amendment for Non-teaching Position (Kristina Testa-Buzzee)
Field Trip Fundraising (Jimi Napoli)
Board Retreat (Kristina Testa-Buzzee)
Cocktails for Cause (Cathy Cappellieri)

<u>Reports</u>
Facilities Committee (Bill Murphy)
PTCO (Jimi Napoli)