SIDE BY SIDE
CHARTER SCHOOL

Approved Board Meeting Minutes

Date: March 24,2026
Meeting Called to Order: 5:15PM
Attendance: All present

Approval of Previous Meeting Notes

- February meeting notes approved with modification of wording under financial report via Adam. (Motion: Deborah Whalen Second: Adam Norris)

Director's Update – Matthew Nittoly

- Lottery/enrollment: Applications are accepted through April 2; the actual lottery occurs at the end of April. One final open house is scheduled for the following evening.
- Conference travel: Two special education/TSA teachers attended an international convention in Salt Lake City; they plan to share learnings.
- 2025–26 calendar update: Two snow makeup days required; last day moves from June 17 to June 22 due to Juneteenth (June 19) and bus availability; graduation scheduled for June 18.
- 2026–27 proposed calendar: Matches Norwalk Public Schools except for no school on Nov 25 (day before Thanksgiving) instead of a half day; the calendar includes teacher contract days (187) and assistant days (184); the board voted to approve the calendar.

Audit Presentation (PKF O'Connor)

- Audit status: Audit complete; unmodified opinion issued. Remaining item: preparation/review of the Form 990 return.
- Audit scope: Focused on cash, liabilities, state and federal grants, payroll and related expenses; procedures for subsequent events and Single Audit Act compliance performed.
- Financial highlights: Assets increased ~$66,000, liabilities increased ~$49,000, net assets increased ~$18,000; state grant revenue increased roughly $405,000 (including a $269,000 State Charter School Building Project grant) while federal grant revenue decreased by about $104,000 due to ESSER expiration.

Financial Report – Adam Norris

- Monthly performance: Operating cash decreased consistent with monthly activity; operating results were favorable to budget by about $30,000 for the month.
- Year-to-date: Favorable variances include state grant revenue (approximately $35,000 favorable YTD vs. budget) and depreciation timing (non-cash) produced a favorable variance (~$40–46k tied to depreciation calculation/tax software true-up).
- Expense notes: Teacher and assistant lines show unfavourable variance in part due to maternity leave coverage and staffing; employee benefits also show related variances.
- Liquidity & outlook: Finance committee members (Kim, Adam, Linda, Matt) discussed long-term sustainability: main concerns are state funding variability and rising personnel costs; school has a long-term favourable lease and has been conservative with one-time federal funds. Committee recommended preparing more formal multi-year budget/forecast during the FY27 budget cycle.

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Fundraising Update – Deborah Whalen

- Goal: Reconstitute parent-led engagement (similar to the former School Planning Team/SVT) to drive events and fundraising and reduce reliance on staff.
- Initial event proposal: Parent-driven International Night (potluck/social) to rebuild community and identify parent volunteers; potential dates suggested: Friday, May 1 or Friday, May 8, 2026 (May 8 tentatively clear).
- Logistics and revenue: Discussion focused on making the event accessible (potluck vs. ticketed entry), limiting attendance to manage facility/parking, and focusing initially on community-building rather than revenue generation. Venue availability and conflicts with church events/mass must be checked.
- Next steps: Parent subgroup to form (core 4–5 volunteers), Lily to check facility schedule/parking conflicts, Matt offered support/information about facility/lease constraints; Deb, Nell, Amariz, Anne and others engaged in planning.

Meeting adjourned at 6: PM (Motion: Deborah Whalen 2nd : Adam Norris)

Next Meeting: April 28, 2026 (in person)

Agenda for 5:30pm 4/28/26 (in person):

Roll Call
Public Session
Call to Order
Review/Approval of January Meeting Minutes
New Business
Director's Update
Finance Committee
Fundraising Update