



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

**Side by Side Board Meeting**  
**November 22, 2016**

**APPROVED MINUTES**

**I. Roll Call**

**A.** Members of the board in Attendance: Anne Dichele, Matt Nittoly, Adam Norris, Jimi Napoli, Mary Newbery, Bill Murphy, Melanie McGowan, Kimberly Grimm, Chris Berich, Josh Dichele, Joy DeJaeger, Sally Davids

**B.** Members Absent -, Larry Cafero, Steve Ferguson Nicole Shargoury

**II. Public Session**

No public session

**III. Call to Order**

**A.** Anne at 5:30

Introduction of John Seferian, new certified Physical Education and Health teacher.

John was a Norwalk residence as a child, degree from Southern Connecticut. John's experience includes Pre K through Eighth Grade. John expressed his excitement in joining the Side by Side community.

**IV. Review of Minutes**

**A.** Motion from Adam, second by Jimi

**B.** No changes

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

**V. New Business**

Anne modified the language in the By-Laws regarding the deletion of the non certified teacher member on the board. The new language will be posted 7 days prior to the meeting where the BOD will we vote. Change must be approved by 2/3 of the voting members.

It was discussed that the board should review the employment policies.

**VI Reports**

## Directors Update

### I. SBS Charter Renewal:

- Charter Renewal Review:
  1. November 4: Charter Renewal Review Visit response letter received from Rob Kelly (Charter School Program Manager)
  2. The letter summarizes 13 key findings from the renewal visit that are in need of remedy
  3. A Corrective Action Plan was due to the Charter School office by Monday, 11/21/16
  4. Corrective Action Plan for SBS renewal was submitted on 11/17/16
  5. The majority of the corrective actions (12 of 13 items) are related to the need for a Fiscal Policy and Procedures Manual for Side by Side Charter School.
  6. One of the corrective actions required was to revise the school's ELL (English language Learners) Home Language Survey to include all mandated languages.
  7. The Corrective Action Plan provided an immediate resolution and update survey for the ELL matter; The Corrective Action plan also calls for a new "Side by Side Fiscal Policies and Procedures Manual" to be adopted by the SBS Board by February 2017.
  8. The SBS Fiscal Policy Manual will be drafted by Matt & Linda and will highlight practices already in place, plus some additional required policies as recommended by CSDE. Other CT Charter School manuals that have been provided by CSDE will be used as reference.
  9. A first draft will be submitted to the SBS Finance Committee for review and edit. Once accepted by the Finance Committee the manual will be presented to the SBS Board at the January 24 meeting for final approval.
- Charter Renewal Public Hearing:
  1. The SBS renewal Hearing is scheduled for Wednesday, 11/30/16 at Norwalk City Hall Council Chambers. The hearing will run from 6-8pm
  2. SBS Staff, parents, and members of the community will have the opportunity to provide testimony to support the renewal of SBS

### II. Staffing update:

- SBS Special Education Teacher resigned from his position effective October 26, 2016. A temporary plan to address special ed services to students was implemented immediately. This includes support from Mary Newbery (CT licensed Sped teacher) and NPS staff. A search for a new Sped teacher is ongoing.
- SBS Phys. Ed. Teacher resigned from his position effective November 23, 2016. A new teacher has been hired. Mr. John Seferian was introduced to the SBS Board and staff on 11/22/16

## **Fundraising Report**

Cocktail for a Cause netted \$5579. Figure down from previous year, mostly from program advertising submissions  
C4C - Net 5579.

Committee looking at the Double Tree for Gala. Price, date and size of room would work well. Some concerns it doesn't look elegant enough for the 20th anniversary event. Committee will check out other options but concern in locking in a date and place is paramount.

## **PTCO Report**

no report.

## **Finance Committee Report**

### **Balance Sheet**

1041 Liberty Bank CD was closed and money moved to 1035 Fairfield County - Annex Project.  
No other significant changes to the balance sheet.

### **P & L**

Minimal movement through October 31 report

6200F Dental positive variance - based on timing

6200K Reimbursement negative variance - based on timing.

6400I Asbestos Monitoring - negative variance - recent water test for lead posted to this account.

6590C Janitorial Service - small negative variance - summer billing higher than budgeted.

## **Building Committee Report**

Approval received from Planning and Zoning.

Tomorrow (11/23) test boring holes will be done to assure no underground findings under current parking lot.

Traffic Study was conducted which showed a change of flow so that you enter current teachers lot and exit current entrance. This will be studied by committee and architect and if in agreement will be implemented in the plan.

Tuesday morning (11/29) will be status update meeting which includes the committee plus architect.

Updates from meeting will be shared with the board in December.

Tentative break ground date is April 2017.

Moving forward on logistic plans for during construction. Possibility playground relocate to teacher parking area

Motion to adjourn by Chris, Adam second.

**VIII. Set agenda for Wednesday 12/21 meeting at 5:15pm**

Roll Call

Public Session

Call to Order

Review of Minutes

New Business - Vote on posted bilaw changes

Reports

- Directors Update
- PTCO Update
- Finance Committee
- Building Committee
- Fundraising Committee

Executive Session