



SIDE BY SIDE
CHARTER SCHOOL

**Side by Side Charter School
Board Meeting
October 23, 2018**

FINAL BOARD MEETING MINUTES

Roll Call

- A.** Members of the board in Attendance: Anne Dichele, Matt Nittoly, Adam Norris, Nell Conroy, Steve Ferguson, Stephen Stone, Jennifer Healy, Kim Mendola, Jessica Garnett, Nicole Shagoury, Larry Cafero, Kristie Guevremont, Sally Davids, and Josh Dichele
- B.** Members of the Public in Attendance: Linda Simmons (School Business manager), Kimberly Grimm (School Building Committee)

Public Session

None

Call to Order

- A.** Anne called to order at 5:31 pm

Review of Minutes

- A.** Review minutes from previous meeting on September 25, 2018.
- Motion to open minutes, Adam Norris motion, Sally Davids seconded
 - Minutes approved

New Business

- Matt and Mary Presentation on SBAC Scores/Student Performance
 - Mary presented school MAP and SBAC results
 - MAP- Spring 2018 MAP growth showing grades 1-8. Math every grade hit the target, reading growth was good, except grade 3. Reading not as high as math. Science growth for 6-8 testing Next Gen Science Standards.
 - SBAC- discussion on grade 3 disparity. Nell is working on Early Reading Initiative. Side By Side looks at the big picture. By 6,7,8th grade, students are scoring higher. Cohort comparisons. Mary showed the growth comparison to state and Norwalk PS. New focus is going to be on Reading. Mary showed SBS compared to Amistad Charter School, Milford Public Schools, and Six to Six Charter School.
 - Reading PD and technology integration will help with engagement.
- Completion of School Construction Project 270-001
 - Matt Nittoly presented summary overview of financing for the construction project that took place June 2017-August 2018. Matt Nittoly presented his recommendation to the Side by Side Board to change the status of the project to complete.

- Motion is made to accept school construction project as complete.
 - Stephen Ferguson makes a motion to accept Connecticut State School Construction Project 270-001 as complete. Larry Cafero seconded motion.
 - Discussion about original budget and remaining funds. Adam asks about Accounts Payable. Assuming that \$4.2 million is received from School Construction grant and bridge loan is completely paid down, how much of our own monies were used for this project? Building committee responds that approximately \$211K of school reserve funds would be used. Questions are asked about warranties with AVT construction. There is a 1 year warranty as per the construction contract.
 - Anne (BOD Chair) determines that the discussion is concluded; and calls for a vote on the motion to accept Connecticut State School Construction Project #270-001 for Side by Side Charter School as completed.
 - The vote was unanimous in favor of accepting the motion and project completed. . Zero nay and zero abstention.
- Survey Results Review
 - SBS Board Survey was too broad, needs to be refined.
 - Board needs mechanism to collect information.
 - Potentially town hall meeting to hear from the stakeholders. Focus group to help start a conversation.
 - Need to have a general frame with big ideas.
 - Matt proposes small committee to write up a proposal for planning a Town Hall meeting. Larry, Jessica, Nicole, and Nell will head this committee.
- Director Update (Matt Nittoly):
 - I. **School Opening (update):**
 - **Staffing:**
 - **Music:** The Side by Side Music teacher submitted a letter of resignation to administration and the SBS Board on October 9, 2018. The position is scheduled to be vacated effective November 5, 2018. The Music position was posted immediately and a hiring process led by the Executive Director is underway.
 - **Paraprofessionals:** The PreK Para position has been filled with a temporary substitute until further notice. There remains a vacancy for one elementary school paraprofessional. The job has been posted with multiple sources but we have been unsuccessful in finding a suitable fit. We will continue to seek applicants. The position is a “floating” para whose primary responsibility is to provide substitute coverage. Therefore, there is no plan needed for temporary coverage for this position.
 - **Enrollment:** Our enrollment on the October 1 deadline was at max capacity of 236 students.
 - II. **Curriculum/Instruction:**

Matthew Nittoly (Executive Director) and Mary Newbery (Assistant Director) will be providing a brief presentation to the Board on student performance.

III. Election Day Professional Development:

- Consultants from the Capitol Region Education Council (CREC) will be returning to Side by Side to help us continue our technology integration/student/parent engagement initiative for the 2018-2019 school year. This will be the second in a series of workshops that will mix traditional, group professional development to learn new skills and applications, and job embedded, classroom based supports to individual teacher implementation. The 11/6/18 session will focus on introducing a school-wide digital literacy and citizenship curriculum in a morning session, followed by an afternoon workshop focused on how to use the app NEARPOD to enhance every day lessons, such as interactive activities, virtual field trips, etc.

IV. Facilities updates

- New Building update: The new building construction at Side by Side is complete and is being recommended to the Board for official completion. (Kim Grimm)
- Main Building insurance claim: On (or about) September 25, 2018 there was flooding of rain water in the Main building downstairs staff room. Commercial cleaning contractors were brought in to sanitize and remedy the wet carpet. Due to additional significant rainfall soon thereafter, the same area was flooded again. AVT construction assisted in removing all carpet from the room. No further damage was cited but an insurance claim was filed. American Drain inc. came to assess and it was verified that the damage was the result of unusually excessive rain. We are awaiting estimates for replacement flooring options and other upgrades to the staff room as well as an official approval for the claim.

V. Misc:

- The 2017-18 Side by Side Charter School Annual Report to the CT State Department of Education was successfully submitted on 9/27/18.
- The 2018-19 Side by Side Charter School Safety & Security Plan was successfully submitted to the CT Division of Emergency Management and Homeland Security, Connecticut Department of Emergency Services and Public Protection and the CT Department of Education on Thursday, October 18, 2018

- **PTCO :**

First PTCO meeting was last week discussion focused on Monthly fundraisers at different restaurants; Discussed international night - The night is scheduled for December 5th; Discussed outreach for parent reps to have more impact across the entire school; 95% of parents are from grade three or lower - They're looking to expand this across all grades.

- **Finance:**

1035 - Annex Project - November - construction budget will be closed out.

236 students for this year, full enrollment - \$11,250/student- \$2,655,000

6112A - Favorable variance down one teacher assistant - position will be filled so the variance will clear

6200A - Health Insurance - 14% increase in the rate - 20% was budgeted so we will have a small favorable variance.

6590C - Janitorial Services - Unfavorable of \$3,152 - Due to the new school opening - Cleaning windows and ribbon cutting.

Bottom Line - Net Income is a \$203 Favorable Variance.

- **Fundraising:**

Next event is on November 9th - Room cost is \$750 - Minimum Spend on food \$1,000 - Expected to spend more than that.

Currently, have 19 that have RSVP - \$750 in prepaid in Tickets

End of Meeting:

Motion to end general session at 7:40pm - Motion to start the executive session for personnel discussion

Reports

Directors Update

 PD on Election Day- technology integration

PTCO Update

Finance Committee

Building Committee

Fundraising Committee

Set Agenda for next meeting