



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

**Side by Side Board Meeting**  
**January 24, 2017**

**APPROVED MINUTES**

**I. Roll Call**

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

**B.** Members Absent - Steve Ferguson

**I. Public Session**

No public session

**III. Call to Order**

**A.** Anne at 5:35

**IV. Review of Minutes**

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

**B.** No changes

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

**V. New Business**

IRS 990

Motion by Larry to approve , second Adam

No discussion, vote - all in favor.

Lottery process

Anne tried to reach League of Woman Voters - received no response from them.

Lilly will prepare the lottery as in the past. Lottery scheduled for 4/26 @ 5pm.

Through conversation it became apparent we only need a person to actually perform the pulling of names. Anne will reach out to Quinnipiac University to find an individual to facilitate.

VI Reports

**Directors Update**

Director Update:

I. SBS Charter Renewal:

On January 4, 2017 the State Board of Education unanimously approved the 5 year renewal of Side by Side Charter School (period of July 1, 2017 through June 30, 2022)  
(See attached letter from CT State Commissioner of Education)

II. Curriculum & Instruction Update:

- The 2nd round of student MAP assessments are almost completed. We are administering make-up tests for students who were absent and anticipate being finished by the end of January. Result reports for each student will be sent home soon. Our teachers will begin to use these assessment results to help plan and guide instruction for the remainder of the year. For example, we will use data-team time to review MAP results side-by-side with the scope and sequence of our Eureka Math curriculum to see if any gaps exist. We then plan mini-lessons and intervals of instruction focused on filling these gaps in the areas that were lacking.
- The testing window for the State-administered Smarter Balanced Assessments is from the end of March through the end of May. We plan to have our specific testing schedule completed and communicated to all families in February.
- Thursday, February 16 is a Professional Day for teachers. On this date, all Side by Side staff will be reviewing policies and participating in trainings regarding their designation "Mandated Reporters." (Legal requirements for identifying and reporting suspected neglect and abuse of children)

III. Staffing update:

- Ms. Ashlynn Whitecotton has been hired as a Title I instructional Aide for the remainder of the 2016-17 school year.

IV. **RFP published on 12/27/16- Charter School building projects, general improvements and debt repayment**

- Application due by 4/27/17
- Eligible for \$850K
- Scoring rubric determines award; 80 total pts in 4 weighted categories; (1) need and plan for funds; (2) school performance; (3) documentation of long-term interest; (4) cost information

**Fundraising Report**

Signed contract with Shorehaven for gala not yet finalized but should have in next days.

Save the date email will be distributed shortly with actual invite early March. Committee via Josh setting up new email / invite system that will enable committee to see how many have opened Save the Date and Gala Invite and allow readdress to those who have not opened. Option discussed and agreed to add option on invite to "pay now" at \$100 rate vs \$125 at the door.

Idea introduced by Evelyn discussed on incorporating our community sponsors to purchase a table at the gala. List to be distributed with each board member selecting a group comfortable in approaching. Go Fund Me campaign to be revamped for the gala and be included on the invite for those who cannot join the event but wish to contribute. Breakdown of Gala profits to be 65% outdoor play space, 35% capital expense.

### **PTCO Report**

No specific PTCO report but conversation that teachers on the board would introduce at the next faculty meetings a request to teachers to offer information on parental outreach involved in their classrooms and the outcome of said events so that we can continue to document our parental outreach and participation in this time where no parent organization exists.

### **Finance Committee Report**

#### Balance Sheet

2206 IT consultant submitted his invoices, \$10K pick up as less than accrued.

#### P & L

6330E Technology pick up variance and rest is in Other Income 9030 because of prior fiscal year  
4070 Title I grant will show favorable through balance of year as grant award higher than budgeted  
4300B FRC - unfavorable through year as grant was \$5.5K less than budget, may also see another cut.  
4170A Early Room - unfavorable no longer timing, could be head count/ reduced rate  
6111-B5 Specials - favorable - carry through balance of year  
6112-A1 Classroom - favorable based on non hire of 1 assistant and timing of new hires. Yearend variance anticipated to reduce to \$3.1K after finalizing hires.  
6200A Health Insurance - favorable as new hire not on plan for 4 months and overall rate decrease effective 12/1

Summary that all is favorable at this time of the year.

Additional reports presented to the Board are Disbursement Report, Fund Raiser P&L Summary and Prepaid Building Dept project to date.

### **Building Committee Report**

Matt informed that leases have been drafted (1) existing (2) new parcel (3) existing lower school building.

Larry offered his service in the preparation of the leases. Documents reviewed with multiple questions that have been shared with Bill who is acting as Diocese liaison. As of yesterday second drafts have been received with all requested changes. Leases now in the final stages.

Side agreement with the church for parking for the parish during construction.

Anticipate execution of lease prior to presenting building plans with Diocese

Motion by Larry to select signatory to be either Executive Director or Chair of Board to sign the lease. Second by Anne. No additional discussion. Unanimous approval.

Thank you introduced by Larry to Bill in acknowledging Bill's multiple hours in his role as liaison between SBS and the parish/diocese.

Architect met with teachers to tweak classroom designs. Two rounds have commenced and the third presentation to be shortly .

It has become apparent of the need to move entrance to annex during construction. This is outside of the project scope. Options and quotes being collected now with possible work commencing during April break of this year.

Finance - some unbudgeted expenses. Phase II of digging to excavate and dispose of what might be under current parking lot. More information on cost to be presented at next meeting.

Met with Norwalk Police dept - gave suggestions for safety.

Received a \$30K anonymous grant awarded to the building project slated for technology infrastructure in the new building.

Motion to adjourn by Joy, seconded by Kim.

#### **VIII. Set agenda for Tuesday 2/28 meeting at 5:15pm**

Roll Call

Public Session

Call to Order

Review of Minutes

New Business - lottery

Accountants

Reports

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

Executive Session