



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

**Side by Side Board Meeting**  
**October 25, 2016**

**APPROVED MINUTES**

**I. Roll Call**

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

**B.** Members Absent - Joy DeJaeger, Sally Davids

**I. Public Session**

No public session

**III. Call to Order**

**A.** Anne at 5:35

**IV. Review of Minutes**

**A.** Motion from Chris, second by Josh

**B.** No changes

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

**V. New Business**

Steve introduced Fairfield County Bank Grant opportunities. Grant is for \$1000 and deadline to file is October 31, 2016

**VI. Reports**

**Directors update**

**I. Enrollment:** Our official enrollment for FY2017 is 236. (10/1/16 snapshot). This is accurate to budget (\$2,596,000)

**II. SBS Charter Renewal:**

- Took place as scheduled on 10/19

- Mostly positive feedback during visit
- Formal written feedback is forthcoming; anticipating that there will be required need for documented policies and procedures in the area of financial controls; separation of duties; BOD financial oversight
- Follow-up visit from CT Chief Turnaround Officer Desi Nesmith scheduled for Wed. 10/26
- Immediate required changes based on Charter Renewal Visit:
  1. BOD policy for Nepotism and Conflict of interest must incorporate recommended changes from CSDE
  2. BOD By-Laws and SBS Board make-up may not include a voting member seat designated for any SBS employee other than a certified teacher (as per CT Gen. Statute). No Paraprofessional, Teaching Assistant, or Administrator can occupy a voting seat on the SBS Board.

### III. Health insurance:

- Approaching our renewal 12/1/16
- Premium increases projected to be flat or potentially a slight decrease.
- This is a pick-up to budget projection for FY17 (+18%)
- Due to the less than budgeted increase, proposed plan offerings will remain similar to current; two plan offerings: HSA and HRA structured similarly to current plans (50% of deductible is provided on quarterly basis to those electing HSA; 50% deductible reimbursement for HRA – employee responsible for first half, employer for second half)
- Continued composite rate offerings
- Employee contribution rate towards premium remains at 16%

Immediately following Directors report Kim motioned to adopt new language on BOD by laws to include nepotism and conflict of interest clause and elimination of non-certified teacher board seat as requested by CSDE. Motion second by Steven. Added to next month's agenda.

### Finance Report

Adam presented

Bank account- new account - Annex Project, received first installment and was transferred from Operating Account.

Assets - prepaid expenses 1300.03 other - architect payment.

On P&L

4070 Title I - positive variable as grant awarded higher than budget

4300 FRC Grant - negative variable as grant was less than budget, may be more cuts.

6112A-1 questioning why positive variable, possible late hires, Linda checking

6330A annex project - Legal fees for Annex project posted.

## **Fundraising Report**

Plans finalized for Cocktails for a Cause. Request for final basket donations and sponsorships to be wrapped up by Friday.

Committee working on location for Spring Gala so that a date can be locked in.

## **PTCO Report**

no report.

## **Building Committee Report**

Meeting with Planning and Zoning went well.

There is concern on traffic on Chestnut and advised by P&Z to do a traffic study. Committee moved forward with study at the cost of \$6K.

Engineer surveys will take place shortly.

Next committee meeting on 11/9. Traffic study should be done by then

Public hearing 11/16. Conversation on who should be at hearing.

Motion to adjourn by Bill, Josh second.

## **VIII. Set agenda for 11/22 meeting at 5:15pm**

Roll Call

Public Session

Call to Order

Review of Minutes

New Business - Proposed new language in the by-laws of non teacher member from board per certification board and nepotism clause.

Reports

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

Executive Session