



**Side by Side Board Meeting  
September 26, 2017**

**APPROVED MINUTES**

**I. Roll Call**

**A.** Members of the board in Attendance: Anne Dichele, Matt Nittoly, Adam Norris, Nicole Shargoury, , Steve Ferguson, Larry Cafero, Jennifer Healy, Josh Dichele, Nell Conroy, Kristie Guevremont,

**B.** Steve Stone, Bill Murphy, Jimi Napoli, Kimberly Grimm, Sally Davids

**II. Public Session**

None

**III. Call to Order**

**A.** Anne at 5:30

**IV. Review of Minutes**

**A.** Motion from Adam, second by Steve F.

**B.** No Changes

**C.** Move to Adam, approved by Steve F

**V. New Business**

**Discuss process for By-Law review**

- Anne went through the existing by-laws and printed copies. She recommends that everyone consider changes that she made and bring them back to review at the next meeting.
  - Section 10 - no longer relevant and needs to be deleted.
- Page 8 - Article 4 - Officers and Committees. - Anne feels that this section doesn't reflect the requirements asked for by the state. Matt is going to update this section if it needs updating
  - Page 9 - Section 5 - The treasurer of the board and the head of the finance committee cannot be the same person - Required by the BOE
  - Section 8 - The finance committee/Treasurer are separate
  - Page 10 - Section 3 of A - Hiring committee - Is this a board committee? Should this be removed from the by-laws? - Matt feels the board is the governing council. Larry feels that the hiring committee should be included because it's required by the board - especially when hiring a Director
  - Section 4 - PTCO should be non-board members - change all references of "School Planning Team" to PTCO

- We will review changes at the October meeting. Any changes proposed then need to be posted one week prior to a vote - so if we agree to the reviewed changes in October, we will post a week before the November meeting and vote on the changes in November.

Mary Newbery, Assistant Director, presented both NWEA MAP and SBAC summative data for the 2016-2017 school year. Growth in math on both MAP and SBAC was highlighted, as well as a need to refocus on elementary school literacy instruction. Strategies were discussed, and scores were compared to the state and Norwalk Public Schools a reference points to gauge the rate of our students' standardized test progress.

## **REPORTS**

### **Directors Update**

#### **I. Construction:**

- Project moving according to schedule; current work on concrete foundation; anticipated completion within 2 weeks; next will be framing basement walls and first floor
- Change Order #4 (9/6/17): \$67,859 contaminated soil dump fees
- Millone & MacBroom sampling and construction oversight: \$11,800
- Follow-up with Senator Duffs office; additional financial support sought related to any remediation of contaminated soil; additional round of school construction funding possible after state budget passes
- Soil samples; area under blacktop closest to Main Building entrance will require additional remediation (\$21,000 estimate from MM)
- Some concern related to need for more than one pump in area of elevator shaft and use of city dry well. Matter is being investigated by AVT
- **Site improvements (unrelated to construction)**
  - Replaced HW heater in Annex
  - Plumbing issues in main building (repairs to lower and upper level restrooms)
  - Landscaper contracted to maintain site

#### **II. Enrollment Update**

Currently at 234 - Six student withdrawals in 4th Grade alone. We extended our lottery applications for Grade 2 and up.

Two students were enrolled in the 4th Grade through the lottery

Current Breakdown:

- PK - 38
- K-22
- 1-23
- 2-22
- 3-23

- 4-18
- 5-24
- 6-21
- 7-23
- 8-20

### III. SBS FY 18 Budget

- Executive Director presented proposed reforecast based on anticipated outcomes from CT State Budget
- Potential for re-allocation of state funds in both Charter School per-pupil and Family Resource Center
- Charter School Per-Pupil:
  - SBS FY18 Budget (Based on Governor's orders) anticipated revenue increase from \$11K to \$11,482 per pupil
  - 9/15/17 GOP approved budget (pending Governor's veto) keeps per-pupil funding flat at \$11K per for FY18; represents a 30% reduction for Family Resource Centers.
  - Net change of -\$ 145K from FY18 Operating Budget (-\$114K for per pupil; -\$31K FRC)
- Reforecast FY18 budget proposal represents adjustments made to anticipated revenues and expenses

### Building Committee

None - Bill/Kim not present. Matt provided essential information in his update

### Finance Committee

- The budget - concerns about the state budget being reduced.
  - Budget - \$2,709,752
  - Adjusted Budget - \$2,596,000
- 4090D - Goal of Fundraising Via - "Friends of SBS" - \$25,000
- 4190B - Gala - Increase of \$5,000 - Total of \$32,000 - Last year \$44,580
- 4300B - FRC (\$31,000) - Potential Budget Decrease
- 6111B-1 - Classroom Teachers (\$8,000)
- 6112A-1 - Classroom (\$3,000)
- Matt requests that someone on the board should review the health insurance policies to see if there can be a reduction. The board should be more proactive about the insurance policies a year in advance.

### PTCO Update

- 20 people signed up for lower school back to school night
- PreK are planning an outdoor meetup at the beach or park so people can meet each other.
- A lot of people volunteered their IT skills for website update or for fundraising opportunities - Clothing options to receive a 10% kickback
- Considering a holiday fair rather than a harvest fair - Inviting small businesses to come and sell things.

- 4th grade is having parent night on Thursday 28th
- Weekend before the start of school Pre-k they had 8 families they met a Devin's place Playground
- 11 New Home visits for Pre-K

#### **Fundraising Committee**

- We have confirmed Aitoro's as the venue for Cocktails for a Cause. Josh has created the invitations online and we plan to collect all money raised for the tickets through Square.
- We will be bringing the alcohol and food for the event.
- The event will be hosted from 6-9 p.m. on November 3rd.`

Set agenda for following meeting Tuesday October 24th @ 5:15pm

Roll Call

Public Session

Call to Order

Review of Minutes

New Business

By law change discussions

Reports

Director's Update

PTCO Update

Finance Committee

Building Committee

Fundraising Committee

Executive Session

Set Agenda for Following Meet

#### **I. Adjournment**

Motion to adjourn by Josh, second by Adam

Executive Session (if required)