

**Park City Prep Charter School
Board Meeting
Bridgeport, CT
January 22, 2009**

Minutes

Attendance: Bruce Ravage, Cheri Amado, John Bryk, Vincent Galasso, Tiffany Johnson, Nate Kantor, Kristin Telles

Absent: Ron Muhammad

Excused: Valerie Koch, Warren Blunt

Meeting called to order at 6:35pm by Board chair John Bryk.

No public speakers were in attendance at the meeting.

Minutes

Minutes unavailable and will be distributed via email.

Finance Committee report

The financial report was distributed. It was reported that the finance committee reviewed the balance sheets and profit & loss statement including transactions. It was noted that income is higher and expenses are slightly lower than expected and the school budget is on track and the financials are in order.

It was moved and properly seconded to proceed with the recommendation to move at least \$500,000 in funds to another bank or to other securities covered by governmental insurance in order to reduce risk during these financial times. Motion passed.

Director's Update

School Director Bruce Ravage reported that Board chair John Bryk and Board member Nate Kantor met with Sum Solutions to discuss new business personnel that will replace Linda Simmons. It was noted by the school Director that the last day of work for Linda Simmons is next Thursday and with Board approval he would like to retain her services. Board chair John Bryk will assist the Director regarding Ms. Simmons continuing her work with PCP.

The Director reported on student high school admittances including 5 students accepted at Fairfield Prep with 90% tuition support and 32 accepted at Notre Dame. The Director is hopeful that at least 85% of the 8th graders will be accepted at select public choice or private high schools.

There was discussion among Board members who agreed that an ad or article should be put in area papers about the school. Director Ravage and Board member Cheri Amado agreed to contact people at various newspapers.

The Director reported on his visit to the Amistad Academy in New Haven. It was noted that the school has good ideas and that the school administers assessments and analyzes

results every six weeks. It was noted that that instruction is based on the strands of the CMT and the curriculum is modified as needed based on data analysis. It was also noted that Achievement First has expanded to 12 schools and they have been successful in raising private funds based on their test results. It was noted that the school also has a separate entity to do recruitment and that staff work a 7:30am – 5pm workday.

School Director Ravage reported additional special education services are required at the school and that a new special education teacher has been engaged to begin working with our current special education teacher to provide the additional services required for our students. Also, a new supplemental reading program, called *Accelerated Reading*, will be implemented at the school.

The Director also reported that the school has a new 403b retirement plan in place for staff.

Jillian Crisci, a student teacher from Sacred Heart University, will be the first intern student teacher at the school and will start on Monday for 10 weeks in both math teachers' classes.

The Director noted that the school has formed a partnership with A Better Chance (ABC) of Westport to provide student tutors for the PCP after school program. It was also noted that they will be paid \$10 per hour. It was further noted that the Director is scheduled to meet with Greens Farms Academy, as well, for student tutors.

The Director noted that the school is preparing for the March CMT's. He noted that curriculum development is underway, with Language Arts as the first priority, as Math is on course. Science teacher Tiffany Johnson reported to the Board that she devotes Fridays to CMT prep and critical thinking. The Director stated that the school is focusing efforts on the weakest CMT strands and noted that some students are getting extra support.

Board member Vince Galasso reported that a school in Greenwich has their 6th-8th grade curriculum posted online and he agreed to review the curriculum and report his findings to the Board. Board member Nate Kantor and other Board members agreed that many other successful schools update their curriculum regularly and that our school needs to figure out what to invest in so that we can help to accelerate progress at the school. School Director will recommend that teachers visit other schools to gain additional knowledge.

It was reported that the school will host a talent show for students at 6pm on Friday at the McGivney Center. It was noted that the Board needs to be informed about school events far enough in advance to be able to make plans to attend. There was further discussion regarding the arrangements that were made regarding a DJ & security services for the talent show being provided by a Board member at a cost of \$250. Concerns were expressed regarding compensation for Board members for rendering school services and it was agreed to proceed with arrangements as planned, but that going forward, Board members will not be able to be compensated directly for school services.

It was moved and properly seconded to permit school Director Bruce Ravage in this instance to pay the vendor Mr. Ron Muhammad \$250 for his services for the talent show. The motion carried, 4 voting in favor and 2 voting against.

Old Business

School Director Ravage mentioned the calendar of future Board meetings. It was also noted that Board member terms of office will expire soon and that it will be discussed at the next Board meeting.

The Director mentioned that an ad hoc committee should be established to further investigate and create a school policy on staff absences and leaves of absence.

The Director mentioned that he would like to have the Board of Directors visit the school more often.

The Director noted that Charter Schools Property Solutions (CSPS) in its search for a new site for PCP has investigated the old Mechanics & Farmers site on Main Street in downtown Bridgeport. It was noted that this building may not be a suitable site for a school. CSPS will continue to view other suitable sites.

There was Board discussion that paid professional help is needed to assist with the writing of additional required policies and that Vincent Mustaro from CAFE has been engaged to help.

It was noted that students who are not proficient in each grade will get extra math (and possibly reading) classes.

The teachers on the Board stated that teachers, especially newer teachers at the school, need more guidance and professional development. The Director and Board agreed that more will be done to support teachers at PCP.

School Director Ravage reported to the Board that Esther Bobowick from CES has been hired to assist the school with a curriculum development project.

New Business

It was reported that the Parent Association is involved with the upcoming Scholastic Book Fair and the 85% of parents came to teacher/parent night.

The Board discussed a performance package for teachers as part of a performance incentive program. Teacher representatives discussed their concerns regarding this potential program and how teachers would be judged for their performance. The school Director agreed again meet with a group of teacher to discuss the incentive program.

Meeting adjourned at 8:15pm.

Respectfully submitted,

**Cheri Amado
Board Secretary**