

Park City Prep Charter School

510 Barnum Avenue (2nd floor), Bridgeport, CT 06608

(203) 953-3766 fax: (203) 953-3771

www.parkcityprep.org

Board of Directors Meeting Minutes

May 22, 2009

ATTENDANCE: Bruce Ravage, John Bryk, Cheri Amado, Kristin Telles, Nate Kantor, Tiffany Johnson, Vince Galasso.

Excused: Valerie Koch, Warrant Blunt

Absent: Ron Muhammad

A. **MEETING CALLED TO ORDER** – Board chair John Bryk called the meeting to order at 6:21pm.

B. **PUBLIC SPEAKERS** – None. No visiting speakers were present at the meeting.

C. **APPROVAL OF MINUTES**

Minutes were reviewed by the Board.

It was moved and properly seconded to approve the minutes as presented.

Motion carried.

D. **FINANCIAL UPDATES**

Finance Committee Report

Board Chair John Bryk provided an overview of the balance sheet and the proposed 2009-2010 budget. It was noted by the Chair that the school has sufficient assets to sustain the school. It was noted that more money will be spent on salaries for the upcoming school year.

New Bank accounts

It was noted by the Director that the school has opened two new accounts at the Bank of America and the New Alliance Bank.

Proposed 2009-2010 budget

School Director Bruce Ravage noted that we came very close this year to the 2008-2009 forecasted school budget. The Director also clarified budget increases and differences for the upcoming school year. It was noted that the most significant differences for next fiscal year includes the loss of the federal start-up grant, increases in salaries for new teachers and added expenses for repairs related to moving from the 1st to 3rd floor in the current building. There was additional discussion by Board member Nate Kantor regarding potential risk in the budget on the revenue side. It was noted that the school should continue to receive Title I funds going forward.

Board chair John Bryk indicated that expenses for the upcoming year would go up by approximately \$300,000. After discussion regarding the new proposed budget

increase, the School Director indicated that he felt comfortable with the increase in the budget figures.

It was moved by Vince Galasso and seconded by Tiffany Johnson to approve budget as presented including the budget salary increase. Motion carried unanimously.

ARRA Title I funding – It was noted that school has received ARRA funds as part of the Stimulus package.

E. DIRECTOR'S UPDATE

New hires – It was noted that three teaching positions will be eliminated this year: the Spanish language teacher, the Technology teacher, and an English teacher, who is not certified to teach English to grades 7 and 8. It was noted that the English teacher has been replaced and that we are hiring three more teachers – one for math and two for grade 6. It was further noted that $\frac{3}{4}$ students will have double math classes and all students will have twice the number of hours of Language Arts.

Enrollment for 2009-2010/additional seats

The Director noted that we have filled every seat available for this year and, if approved, the school will have approximately 22 more seats. It was further noted by Director Ravage that the school has a backlog of approximately 200 students on the waiting list due to the mailing sent out to families on the Bridgeport Public Schools mailing list.

New site for school

There was discussion regarding potential new sites for the school. Potential new sites for the school include the Waltersville School, which is not recommended, and the Wordin Avenue property, which is being recommended to the Board for consideration. It was noted that the Wordin Avenue property has a lot of space and is near a park. It was noted that Barnum School property is no longer available.

Fundraising efforts

The director noted that a meeting was held today to assist the school with fundraising. The contact has a marketing background. The Rotary is also still assisting the school financially with a recent donation of \$1000. The director is also looking for individuals to assist students that get admitted to a private school.

Curriculum development update

Teacher Kristen Telles asked if money for curriculum development is included in the budget. It was noted by the Director that some teachers may work over the summer in this area and that the budget may have to be adjusted to accommodate curriculum development activities.

School improvement planning

It was noted by the Director that the planning team has been meeting often to work on school improvement efforts outlined in the “Building a Culture of Excellence Plan” reviewed at the previously Board meeting.

F. OLD BUSINESS

New accounting firm – It was noted that the new accounting firm for the school is Dworken, Hillman, LaMorte & Sterczala. It was noted they have a lot of experience with charter schools.

It was moved and properly seconded to hire the new accounting firm as recommended. Motion carried unanimously.

Director's job description & evaluation process – It was noted that the Director will put in writing a summary of demonstrated skills required for his position and a report of his accomplishments for the school year. It was also noted the compensation committee will meet to complete an evaluation.

G. NEW BUSINESS

Board resignations

It was noted the Board Secretary formally submitted a letter of recognition. The Board chair thanked the secretary for her service. The secretary will continue to support the school.

It was also noted that Valerie Koch has formally resigned from the Board, but will continue to support the school.

Board Chair John Bryk excused himself from the Board meeting at approximately 7:30pm. Vice chair Nate Kantor chaired the remainder of the meeting.

Performance bonuses & salaries for 2009-2010

The Board discussed performance bonuses for the upcoming school year. It was noted that further discussion is required by the compensation committee on bonuses.

End of year June meeting

The Board decided that June 17th is the date for the end of year meeting.

Commencement

The School director noted that the school commencement date is set for Wednesday, June 24th. It was further noted that this graduation consists of students that have been in the school for 3 years since the opening of the school.

H. ADJOURNMENT

*It was moved and properly seconded to adjourn the meeting. Motion carried.
Meeting was adjourned at 8:04pm.*

Respectfully submitted,

**Cheri L. Amado
Board Secretary**