



Park City Prep Charter School

Board of Directors Meeting – March 30, 2011

MINUTES

- **Meeting called to order at 6:16.**
- **Attendance:**
 - Excused: Alonda Powell-Johnson
 - Absent: Warren Blunt, Vince Galasso.
 - Present: Jillian Pace, John Bryk, Bruce Ravage, Tanya Hughes, Tiffany Johnson.
- **Public Session**
 - No public members
- **Approval of Minutes**
 - Unanimous approval (pending addition of attendance to February minutes)
- **Financial Report**
 - Approved
 - Consistent with budget.
- **Director's Update**
 - Charter Renewal Recommendations
 - Board Membership
 - Finance committee should have 3 members with financial background
 - Speak to Valerie Koch to possibly become a member as we continue to search for others.
 - Must fill Treasurer position as soon as possible.
 - Job Descriptions
 - Discipline Coordinator and Director of Student/Parent Affairs job descriptions may cross the line between job

descriptions for certified and non-certified personnel, especially the Director of Student and Parent Affairs

- Bruce rewrote both job descriptions, changed the title of “Director” to “Coordinator,” and changed the language to make it clear that the person in that role is not making decisions that should be made only by a certified person.
- Helen Jabs, from Certification, has been sent the revisions, and Nancy Pugliese has approved them.
- Suggested Policies:
 - Policy #9110 has been modified, specifying the Executive Director as a non-voting member of the Board of Directors.
 - Unanimously approved
 - Move to adopt language of policy #4118.13/4218.13 “Conflict of Interest,” that teachers recuse themselves from voting on items directly relating to them.
 - Unanimously approved
 - Will not remove policy #3524.2, the Green Cleaning Program, as it will be required by law as of July 1st, but we will review it to see if we need to revise it.
 - Move to adopt policy #1330 “Use of School Facilities” as written.
 - Unanimously approved
 - Move to adopt policy #4142.1 and #4242.1, “Salary Checks and Deductions,” excluding “optional language to consider”.
 - Unanimously approved
 - Policy-writing committee will go back and look at Ethics Policy to present to the board at the May meeting.
- Curriculum
 - ELA needs to improve integration with science and math in its curriculum document, but is otherwise an excellently written curriculum.
 - Department of Education desired a timeline for math, science, and social studies curriculum documents, which has already been submitted.
- High School Admissions
 - 70% of 8th grade students accepted to one or more public choice or private high schools.
 - Unfortunately, financial aid is less than needed.
- Recruitment of Students for 2011-2012
 - Lottery - Monday, April 4th

- Based on the number of applicants, we will easily fill the incoming 6th grade classes (possibly accept a few new 7th grade students).

- **Old Business**
 - Building Search – 1550 State Street (Bead Manufacturing Company)
 - Meeting with architects
 - Recommendations were made, and the architects took those notes back to make changes and modifications.
 - Phys. Ed option – use the first floor to expand to at least 70ft long and just under 20 ft wide with 14 ft ceilings
 - Feasible aim for September 2012, but not September 2011
 - There are a few issues we will need to agree to before we move forward, but it seems as though this space has become a real possibility for us.
 - IT Services
 - New provider has fixed everything the way it should be and is now simply focused on maintenance.
 - Old company periodically brings up financial issues.
 - Bruce reviewed these costs and is waiting for response to a final issue regarding parts versus labor.
 - We don't owe a lot of money and are willing to keep in good standing with the company.

- **New Business**
 - Revised/Amended New Policies
 - Addressed under “Director’s Update”
 - Charter School Funding for Next Year
 - Governor is not willing to make changes at this time using a needs-based funding formula.
 - Continued advocacy on the part of the reform movement
 - Per Pupil allocation is likely to remain at \$9,300/pupil.
 - This year, there will be no increased funds, as the per pupil allocation remains the same and we will not be increasing our number of students.
 - Staffing for 2011-2012
 - We will need to replace 2 out of 3 math teachers. One of those 2 teachers is leaving after the April vacation.
 - We will need to replace 1 social studies teacher, who is moving.
 - Likely we will need to replace 1 sixth grade teacher
 - We will need to replace 1 special education teacher
 - We will possibly replacing one more position as well

- Discipline Coordinator will not be coming back for a certain amount of time, as advised by employment attorney, until situation is resolved.
 - Coordinator of Student-Parent Affairs will be leaving soon due to pregnancy.
 - We have a lot of attractive applicants from career fair last weekend, and many are coming in for visits and to do demonstration lessons.
- Health Insurance Contributions
 - Health Insurance has consistently risen without expecting any additional increase from staff, but we can't continue to absorb those costs. The options as we currently see them are the following:
 - Change plan
 - Change co-pay
 - Increase contribution from the part of faculty
 - Bruce will speak with Laurie Liscio to do a presentation of all options, and staff will be invited to attend meeting so that they are aware of all options.
 - Salaries for 2011-2012
 - Bruce would like to speak with the finance committee to discuss salaries and end-of-year bonuses.
 - Current budget assumes 3% increase in annual salaries.
 - Motion was made to approve the budget, which was unanimously approved.

Meeting adjourned at 8:36 pm.

Next Meeting – Wednesday, May 18th