



Park City Prep Charter School

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Board of Directors Meeting – September 29, 2010

MINUTES

- Meeting called to order at 6:06pm.
- Attendance:
 - Present - John Bryk; Tanya Hughes; Tiffany Johnson; Bruce Ravage; Jillian Pace; Kristen Telles; Alonda Powell-Johnson.
 - Excused – Vince Galasso
 - Absent – Warren Blunt
- Introductions:
 - John Bryk-President
 - Tanya Hughes
 - Tiffany Johnson Co-Teacher Representative
 - Bruce Ravage-Founder & Director
 - Jillian Pace- Co-Teacher Representative
 - Kristen Telles
 - Alonda Powell-Johnson
- Public Session – No members of the public attended.
- Approval of June 17, 2010 Minutes
 - Point of information: when minutes are received, they are reviewed by secretary and Director.
 - Noted: Attendance: Kristin Telles, Nate Kantor, Tiffany Johnson, Bruce Ravage, Vince Galasso (excused), John Bryk (excused), Alonda Powell (Absence),
 - Minutes have been approved with the addition of attendance and misspelling of Kristin Telles' name.
- New Board Member:
 - Tanya Hughes
 - Possible addition of new Board member from the Bridgeport Rotary Club

- New Policy Handbook
 - Kristin and Tiffany worked on policy this summer with Vin Mustaro, from Connecticut Association of Boards of Education (CABE). 2-3 policies are ready for approval by board. Bruce wants to make sure that we have our mandated policies, and some strongly recommended policies in place by February. Kristin and Tiffany will continue to work on policies throughout year.
 - Completed:
 - 9000 series (By-Laws of the Board)
 - 0000 series (Mission/Goals/Objectives)
 - 2000 series (Administration)
 - Currently working on 4000 series (Personnel)
 - Kristin explained that we are including all mandated policies and some, which are recommended and a few optional.
 - It was noted that the legal references in policies were provided by CABE.
 - Part of the agreement with CABE is to continue the relationship with them, even if at a cost.
 - John mentioned that statutes are available online.
 - **Action item: Bring a copy on Policy Audit Report for next Board Meeting**
 - Statutes and regulations, Statutes are passed by Congress, while regulations are written by non-legislators.
 - Some policies are mandated by federal statute and others by State statute.
 - It was noted that we might have to call a special board meetings to adopt and approve the policies.
 - Still in development: 1000 series (Community Relations); 3000 series (Business & Non-Instructional Operations); 5000 series (Students); 6000 series (Instruction); 7000 series (New Construction) not needed now.
- Financial Update
 - Approval of 2010-2011 Budget
 - Finance committee met prior to board meeting.
 - Bruce asked if others would be interested in joining finance committee.
 - At last meeting, Nate suggested we withhold approval of budget until we had firm numbers about insurance increase. We were told a 15% increase, which was what it was. Although percentage increase was correct, the dollar amount was \$20,000 higher due to change in staff and family coverage.
 - Bruce hopes we can continue to maintain the level of coverage, but noted that we will likely have to raise the rate of contribution by staff.
 - Alonda mentioned that she pays 20% as a contracted state employee and mentioned that a flex plan might save staff some money.
 - John and Bruce mentioned that we should look into it more, and talk with Valerie from the Ganim Group.
 - Bruce mentioned that the budget is deceptive because the timing of income and spending do not coincide. He also mentioned that he would ask Debbie Boland, our business consultant, to talk to the Board about how to read the financials.
 - Tanya asked about the \$41,292 in in-kind services in line item 4200, which Bruce indicated he would explain.
 - Bruce mentioned that assumptions were made at the time of the budget, and that although (and because) we “run a tight ship,” our teachers have everything they need.
 - Bruce mentioned that although we have a good fiscal plan, we must be vigilant because our costs continue to increase while our funding is not.
 - We expect to end the year with a significant surplus.

- Budget was approved unanimously.
- June 2010 Financials
 - Approved by finance committee
 - John mentioned that we spent money in June for instructional needs (books, computers, etc...)
 - Finances are in order.
 - John mentioned that we are looking into a new building, but being prudent due to the state of the economy.
- Finance committee approved August 2010 financials, as well.
- Director's Update
 - "Race to the Top" (RTTT) & Funding
 - \$4.5 billion to reform school districts to close achievement gap. A disproportionately high award was given to applications that promoted the growth of charter schools as part of the plans to implement educational reform.
 - *Waiting for Superman*, a film about charter school lotteries was the subject of discussion on an MSNBC show. New Haven Public Schools have adopted operational structures based on charter school models.
 - CT was turned down in Rounds I & II of its RTTT applications.
 - Bruce mentioned that he made his opinions clear that he was not happy with the Department of Education's efforts to support the charter school movement. Hopefully, being turned down will reignite the "the money follow the child" debate.
 - Bruce mentioned that with no increases in funding, with ever increasing expenses, we could face a deficit in five years. We must be conservative in our spending and financial planning.
 - How we grow financially:
 - We need increases in the per-pupil funding from the State.
 - To attract private donors, we need to raise our standardized test scores to "sell" the school.
 - The Annual Report for 2009-2010 was distributed and discussed.
 - The Director explained Health Insurance costs.
 - Staffing for 2010-2011
 - 3 new teachers
 - Physical Education (former teacher left to teach elementary school.)
 - Math 2 - Replaced a teacher whose performance was less than satisfactory.
 - An additional (4th) Grade 6 teacher was hired to bring the numbers of 6th graders to an optimal level.
 - Student Services – A part-time High School Admissions Counselor was hired to enable the regular school counselor to have enough time for her other counseling duties.
 - 2010 CMT's
 - Discussed results of CMT scores
 - Area of concern: 4.9% decreased in math for students in 6th grade
 - Adequate Yearly Progress (AYP) goal jumps to 91% for 2010-2011
 - Reading in science and social studies and Independent Reading should help boost our scores.
 - New Language Arts curriculum and weekly professional development should also help students to improve their performance on the CMT's.
 - Alonda suggested a "Read Aloud" program. Bruce recommended that this would be a good project for the Parents Association.

- Tanya also suggested having some type incentives/rewards program. Bruce suggested they speak to Albertha.
- Old Business
 - Update on Possible New Building – Discussed the status of the negotiations and the merits of the buildings at 1550 Fairfield Avenue and 880 Broad Street. At this point, we are not ready to make a commitment to either location.
 - Curriculum Development Project
 - Language arts is nearly complete.
 - Bulk of math curriculum has been completed.
 - Science is partially completed
 - Board Membership for 2010-2011
 - Bruce mentioned that we need to be strategic. Need people who can give money or get money for us. Can always adjust bylaws to increase membership if it is in the best interests of the school.
- New Business:
 - Renewal of Charter
 - In February of 2011
 - Hope to get another 5 years; could be fewer than 5.
 - Confident that we will be renewed, but not sure how long.
 - The State Department of Education will examine all academic and business practices and verify that we are in keeping with our expressed mission.
 - IT Services – We are not pleased with our current provider and are in the process of getting proposals from others. We need a provider who is both competent and ethical, which is not the case with our current company.
 - Revised Meeting Dates: Wednesdays, 11/17; 1/26; 3/23; 5/25; June date to be determined.
- Next Meeting: Wednesday, November 17, 2010 at 6:00 pm was changed to November 10, 2010 due to Parent Teacher Conferences.
- Meeting Adjourned at 8:22pm

Respectfully Submitted,

Tiffany D. Johnson