



Park City Prep Charter School

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www.parkcityprep.org

Board of Directors Meeting

Minutes – May 9, 2012

Attending: Bruce Ravage; Lorraine Moore; John Byrk; Paul Conti; Tiffany Johnson; Lauryn Conti; Tanya Hughes.

Absent: Alonda Powell- Johnson; Warren Blunt; Vince Galasso.

The meeting was called to order at: 6:03pm.

- Public Session- N/A
- Approval of March 28, 2012 Minutes Approved
- Financial Report - April 2012 – School still being run well financially.
 - Narrative
 - Balance Sheet
 - Line Item 1322 NSF (Uncollected funds): Bruce suggested to write it off as a bad debt. Procedures are in place to preclude that from recurring. Bruce may be able to recoup \$250 from a student who is entering our school next year, who is a sibling of a former student. Motion made and carried to do a charge off for the future instances.
 - Line Item: 1110 The Board requested clarification of this figure.
 - Change the name of the bank from New Alliance to First Niagara on the Balance sheet.
 - Tiffany suggested having class dues for 8th grade. Bruce suggested that she talk to Jessica and Lorraine to come up with a tentative plan to present to the board.
 - Profit & Loss
 - Line item 6002: Why is there a favorable variance of \$109,565?
 - Paul asked what was People's Bank doing for us in return for our having over \$1,000,000.00 in their bank. Concern was raised over the issue of exceeding the FDIC limit.
- Director's Update
 - Building Expansion
 - Expanding into to back of school store has been rejected by the fire marshal due to changing the use of the space. When changing the use of the space, we are now required to use newer codes, which would not be possible to meet. Lorraine

mentioned that we had built the schedule around having the big multi-purpose room. Bruce suggested two options:

- Occupy the space that MACH had on the third floor.
- Utilize additional space on the 1st floor.
- Legislative Update: Governor's Proposed SB 458 (formerly SB-24)
 - Next year we will have \$10,500 per pupil in funding from the state. 12% increase (~\$260,000) more. Increases to \$11,000 in 2013-14 and to \$11,500 in 2014-15.
 - Proposal in 1st draft to have an "opt out" proposal. Every student in the city would be admitted into the charter school, and would have to opt out of attending.
 - Pledge to have state open two charter schools to have a focus on ELL students.
 - Various provisions of the law that have relevance to the charter schools.
- Staffing for 2012-2013
 - Searching for two teachers
 - 7th grade Math Position
 - 6th grade math and science
 - expect in two weeks to have position filled
 - lowest turnover in school history
- High School Acceptances
 - Still getting students in; students coming off wait list
 - Hopeful to obtain 70% acceptance
 - Acceptance and admissions should be close to each other
 - 1 attending GFA
 - 2 ABC scholars
 - 1 attending Hopkins
 - 1 Attending Ridgefield ABC
 - More money coming from Norte Dame
 - FP, Kolbe, CGS, etc....
- Old Business
 - School Policies (Series 6000 & 7000)
 - 6000 sent to CABA
 - 7000 series (Construction) Motion moved and carried to adopt.
 - Amendment to Employee Absence Policy to include loss of pay (1/10) without a doctor's note.
 - Tiffany suggested changing the last bullet on *Excused Absences Without Pay* to the same language with the added statement of providing the doctor's note within 15 calendar days of the absence.
 - Development/Marketing - Bruce suggested that we consider hiring someone who would be expected to bring funds into the school well in excess of his/her salary.
 - Charter Improvement Partners
 - Will Hines and Addie Jones are returning to meet with staff to assist us in better defining who we are, our mission and goals for the school and how to get there.
 - Suggested names of 3 people who seem to be interested in sitting on the Board and completing projects for our school.
 - Salaries for 2012-2013 – Based upon the new funding, Bruce requested a 3% raise for all staff.
 - Performance Bonuses
 - Work in progress
 - Keep the awarding of bonuses similar to what has been done in the past.
 - Get rewarded for "going the extra distance."

- Separate student performance from other things. Bruce will come back with a more specific proposal.
 - Lorraine suggested having a dental plan. Bruce will speak to the Gamin group. Paul suggested AFLAC.
- New Business:
 - Commencement Ceremony: Thursday, June 14, 2012 – All are encouraged to attend.
 - 2012-2013 School Calendar
 - 3 snow days built in.
 - Will not lose vacation days.
 - 1 day is earmarked for another PD.
 - IT Services
 - Have spent over \$60,000 in IT services so far this year.
 - NBFA hired two people with salaries of \$40,000 (More personnel, but fewer computers)
 - Possibly hire someone on staff.
 - Bruce will have a discussion with CMIT to discuss modifying our plan with them to avoid paying more than a flat rate.
 - Tiffany and Lauryn will discuss with the teachers about having a person on staff and what that might entail.
 - Priorities for 2012-2013 - Table until next meeting, after having met with Charter Improvement Partners.
 - Community Targeted Advertising-WFSB Channel 3 - Tabled until next meeting.
 - New Position
 - Hire a LA consultant/ trainer/ interventionist/Literacy Coach/ Teacher
 - Continued facilitation of data teams
 - DI trainer and supporter
 - Lauryn would like a more specific definition of her role.
 - Mary Collette, a literacy consultant will be returning next year, as well.
- Last Meeting of this School Year: Wednesday, June 13, 2012 at Ralph and Rich's Restaurant
- Meeting adjourned at 8:03pm