



Park City Prep Charter School

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www.parkcityprep.org

Board of Directors Meeting – May 22, 2013

MINUTES

- **Public Session**
 - Meeting is called to order at 6:30 pm
 - Attendance
 - No members of public present

- **Approval of Minutes from April 3, 2013**
 - Note correction of date of Minutes - not March 27th, but April 3rd.
 - April 3rd minutes were approved.

- **Financial Update**
 - Financials through April 2013
 - All is in order through April 2013.
 - Bank of America account has been closed.

 - Audit for 2012-2013
 - Everything is in order. The accountants have been called in.
 - We are forecasting a small surplus, for unexpected expenditures.
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 - Line of Credit
 - Secured a \$400,000 line of credit with Peoples United Bank.
 - Lower rate of interest was given to us, fees were waived, and tied an increased rate of return.
 - If the State of Connecticut issues another bond, we will apply for it to pay down the debt on the line of credit, being used to help finance the fit-out of our new building.

 - 5-Year Budget Forecast – We projected our finances for the next five years, which is the term of our new lease. Based upon increases in the per pupil allocation from the State, which is proposed in each of the next three years, we are able to afford to make this move and still have substantial savings.

- **Director's Update**
 - End of Year Field Trips are going very well.

 - High School Acceptances – More than 90% of our graduating students will be attending private or public choice high schools.

- Advanced Academic Standing – More students are earning academic honors this year than ever before.
- Staffing for 2013-2014
 - We needed to fill the following positions for the next school year: grade six, science, math, & social studies.
 - Teachers for grade 6 and science have been hired.
 - Math & Social studies are not filled as yet.
 - Our part-time custodian will be here full time next year.
- New Student Recruitment
 - We have fully filled sixth grade for next year. All families have accepted their places.
 - Additional students remain on a wait list.
- 2013-2014 Calendar
 - Three calendars have been prepared to account for varying starting dates, contingent upon when the new building will be ready for occupancy.
 - If all goes as scheduled, we will move on August 14th, teachers will be here on the 19th, and students will be back on the 26th.
 - If the plan does not go as scheduled, we will either move after Labor Day or the week after that.
- New Building/Expenditures – Our budget for next year does not need revamping because our estimated expenses are very close to the actual costs.
- Summer Professional Development for Teachers
 - Teachers of Social Studies, Science, & Language Arts will attend a summer writing institute at Windward School in White Plains, NY.
 - Science teachers also will go to the Yale Peabody Fellowship Institute.
- Curriculum Development/Common Core Standards – We have almost completed aligning our language arts and math curricula with the new Common Core Standards.
- S.E.E.D – This summer, we will be working collaboratively with The Bridge Academy and New Beginnings Family Academy to develop our new staff support and evaluation plans.
- **Old Business** - Revised Performance Bonus Policy
 - Bonuses will be issued when staff returns to work for the new school year.
 - Half of the bonus must be based on student performance (CMTs, etc)
 - End of October – beginning of November will be when bonuses are issued.
 - Administrative and clerical staff work a 12-month year - beginning July 1st; those staff members may be eligible for receiving bonuses earlier than teaching staff. The Board will decide and comment on that.
- **New Business**
 - Board Membership for 2013-2014
 - Tanya Hughes has agreed to become the new Chair of our Board of Directors.
 - Vicky Boudreau was approved by the Board to be co-teacher representative and will also serve as secretary.

- Lorraine Moore had previously been approved to be the Treasurer.
- Compensation
 - The Board is considering various proposals regarding compensation for the staff for the 2013-2014 year. Decisions will be made and voted upon at the June meeting.
- **Reminders**
 - **The 7th annual Commencement Ceremony** will be Thursday, June 20th at 6:00 pm.
 - School officially ends Monday, June 24, 2013.
- **Next Meeting**
Thursday; June 13, 2013 – 5:00

Board meeting adjourned at 7:02 pm.

Minutes recorded by Vicky Boudreau.