



Park City Prep Charter School

1550 State Street, Bridgeport, CT 06605

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www.parkcityprep.org

Board of Directors Meeting

December 4, 2013

MINUTES

Attendance: Rose Richardson, Keshonia Kirkland, Ken Flatto, Bruce Ravage, John Byrk, Chris Van Etten, Vicky Boudreau.

- Meeting called to order at 6:12.
- Introduction of new Board of Director Members
- Public Session – No members of public attended.

- Minutes of October 2, 2013 meeting were approved.

- Election of New Board Members
 - Ken Flatto – former First Selectman of Fairfield
 - Ken unanimously voted to the Board.
 - Ken will also be the Board Treasurer based upon his financial background.
 - Two New Parent Members: Rose Richardson & Keshonia Kirkland

- Financial Update
 - Finance Committee met prior to the Board meeting.
 - School is in good financial shape, running efficiently and close to budget.
 - Ten additional student seats were funded and added this year, bringing our total enrollment to 260 students.

- Director's Update
 - Remaining Work on New Building/Open Items
 - New building is fully operational.
 - HVAC is the main open item left.
 - Windows are also leaking in some classrooms but being addressed.
 - Personnel Update
 - Replacement of two sixth grade teachers
 - One teacher is contesting decision of replacement.
 - Our counsel is handling the matter.

 - Student recruitment for 2014-2015
 - In our charter renewal, we requested additional seats to add a grade 5.

- We are planning to enhance our recruitment efforts given that we will be recruiting students for both grade 5 and grade 6 for next year.
 - We expect to know whether or not the additional seats will be granted after the time of our renewal, which is scheduled for February.
 - Parent-Teacher conferences - We had 88% parent turnout for our parent-teacher conferences, with 95% of our new 6th grade parents attending.
- Old Business
 - Annual Report
 - Public documents on SDE website. We have to respond to a series of questions.
 - Pieces of our charter renewal appear here as well.
 - New sections include a description of how we recruit students with serious behavioral and academic needs.
 - Performance bonuses
 - Awarded to returning teachers.
 - Amount determined by the board.
 - Recently issued.
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 - New staff evaluation process
 - S.E.E.D. – Bruce and Lorraine have now completed training.
 - Would like Board’s approval to contract for a Complimentary Evaluator (\$300/evaluation) to aid in the S.E.E.D evaluation process.
 - Board has approved for \$10,000
 - A TEAM mentor has expressed interest in doing this.
 - Experience teacher receive 1 formal observation and new teachers have 3 formal observations
- New Business
 - Fund-raising - Need to come up with ideas for major fundraisers to help fund student activities.
 - We are planning to add more board members from the community.

Meeting Adjourned at 7:37