



# Park City Prep Charter School

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[www.parkcityprep.org](http://www.parkcityprep.org)

## Board of Directors Meeting

September 30, 2015

### MINUTES

Present: John Bryk, Rose Richardson, Vicky Boudreau, Bruce Ravage

Absent: Warren Blunt, and Vince Glasso

- Meeting called to order at 6:05 pm
- Public Session – No members of the public are in attendance.
- Approval of Minutes of June 11, 2015 – Approved unanimously by the Board.
- Financial Update - All financials are in order.
- Director's Update
  - Student Enrollment - As of tomorrow, we have 360 students, full allocation.
  - Legal Matters - Lawsuit by a formal employee is ongoing.
  - Homebound Tutor
    - Student, due to medical reasons, unable to attend school for a few months.
    - Instructional assistants tutoring him 2 hours per week.
  - Background Checks
    - New charter school education requires background checks through DCF along with criminal background checks.
    - All staff members and contracted workers have had these done.
  - Investment Policy – We are not permitted to put our savings into investment funds.
- Old Business
  - Development Coordinator - Candidate still interested in helping the school in a limited position.
  - Updating Staff Absence Policy - Will re-look at it in November.

- New Business
  - Annual Report 2014-2015
    - Reported on school's mission and overall school performance.
    - We have demonstrated growth in student achievement.
    - Focus of report was on the overarching goal of giving our students a vision of a successful future and providing them with the wherewithal to access that future by them gaining admission to selective private and public "choice" high schools.
  - Nepotism Policy
    - Required to have a nepotism policy, though CT does not have a nepotism law.
    - CABA sent samples of Nepotism policy, which we are customizing for our school.
    - The Board will read through the policy and decide on it by end of October.
  - Personnel Matter
    - Operations manager has not been at the school due to personal matters.
      - Possible modified schedule or leave of absence
      - Board has agreed to offer a leave of absence and hire a temporary operations manager if extended leave is necessary.
  - Smart Boards
    - Math consultant and science teacher will enhance our instructional capabilities.
    - Wish to start with math and science departments first (4 math and 4 science classrooms).
    - Cost is 3k to 4k per smart board.
    - Recommendation was made to add Apple mini's or something similar at a minimal cost.
    - Board approves up to \$4500 per classroom.
  - Achieve 3000 Informational Reading Program
    - LA consultant and Lead LA teacher to spearhead this initiative.
    - Requirement to spend greater than 50% time on informational reading.
    - Representative will be invited back to address the needs of the staff for this program.
  - Health Insurance
    - New coverage is being proposed. Same coverage, smaller premiums, and cost savings to school.
    - Teacher representatives will email the provider link for staff to ensure their providers are covered under the proposed new plan.
  - SBAC Results
    - Grade 7 had the highest scores in school, particularly in reading.
    - Overall, scores were much lower than on former CMT's.
    - Focus will be on student progress rather than absolute scores.
    - Need to further analyze results.
  - New School Evaluation Criteria
    - Shift at looking from absolute scores to looking at progress.
    - In the past, schools were evaluated based on overall school-wide scores and subgroup scores (free and reduced price lunch, ethnicity, gender and special needs).
    - Now, instead of each subgroup being looked at a separate entity, they are blending all subgroups in one sample.