



Park City Prep Charter School

1550 State Street Bridgeport, CT 06605

(203) 953-3766 fax: (203) 953-3771

www.parkcityprep.org

Board of Directors Meeting

September 28, 2016

MINUTES

Present: John Bryk, Jennifer O'Dean, Suzette Lindo, Rose Richardson, Chris Van Etten, Vicky Boudreau, Bruce Ravage

Meeting called to order at 6:18 pm

- **Public Session** - No members of the public were present
- **Approval of Minutes of May 8, 2016** – Unanimously approved.
- **Financial Update**
 - Our new treasurer was at the meeting, Suzette Lindo.
 - Noted on the budget some items were under budgeted for and we had a variance of 310K unfavorable. Major differences were rent (did not include the 3% increase) and teachers were under budget due to 5th grade not being factored in.
 - Remaining financials are in order.
- **Director's Update**
 - Staffing
 - We had some unexpected staff attrition this year.
 - Contracts will be issued earlier for 2017-2018. Staff will be educated about our obligation to honor their contracts.
 - New teachers hired: 2 special education teachers; 6th grade teacher moved to 5th grade; 2 new 6th grade teachers; one 7th grade language arts and one 7th & 8th grade language arts teacher; 8th grade math teacher; computer science teacher; administrative assistant.
 - One new hire is resigning and her replacement is being selected.

- Meals Program
 - The program service has been automated. The system generates data, which we need for our reporting. A yearly fee is paid for the service.
- New Insurance Carriers
 - The Hartford provided our various forms of insurance. We now have a variety of other carriers for our insurance purposes.
- **Old Business**
 - Building Board Membership - We now have a community member on our board. We would like to further increase our board membership.
 - Fund-Raising & Marketing
 - One teacher is spearheading this and is receiving a stipend for her work.
 - Hiring someone to do fulltime marketing and fundraising is still a goal.
 - Performance Bonuses
 - Our 12-month employees received their bonus at end of August.
 - Our 10-month employees will receive theirs at end of October.
 - Absence Policy
 - Explicit clarification on how days are accrued and how accrued days may be taken off.
 - The board is discussing clarification and modifications to what constitutes the use of doctors' notes for absences.
- **New Business**
 - 2015-2016 Annual Report - The Annual Report was issued to all Board members and reviewed.
 - 2016 SBAC & CMT results were reviewed.
 - RFP for Building Improvements may be issued in November. We will apply for it to create new classroom space on the 3rd floor.
 - Bridgeport Charter Schools Community Clean-Up is scheduled for Saturday, October 8th.
- **Performance Bonuses for 2016-2017** – The teachers on the Board recused themselves as the others on the Board met to discuss the recommendations of the Director and Assistant Director. The community members of the Board will approve bonuses in time to issue them by the end of October.

Submitted by Vick Boudreau.