

# Minutes of the Directors' Meeting

# 1 Schuyler Avenue, Stamford CT 06902

**June 4, 2019**

**Start Time: 5:00 PM End Time: 6:30 PM**

**DRAFT**

**Directors Present** - Patrick Barth, Stefany Smith, Peter Cerreta, Debra Logan-Rabb

**Directors Present Telephonically** - Chris Shumway, Robert Monson

**Staff Present**  - Dr. Charlene Reid, Vikas Kaushal, Aya Wakamatsu, Kevin Fischer, Shantay Primus

A quorum being present, Board Chair, Debra Logan-Rabb, called the meeting to order at 5:00 PM.

1. **Review and Approval of Minutes, Directors' Meeting March 13, 2019:** Minutes were approved.
2. **Charter Renewal**: Aya Wakamatsu shared with the board requirements and timeline for the upcoming Charter renewal.
   1. Key Dates:
      1. June 7th – Preliminary artifacts due
      2. September 6th – Full application due
      3. September 18th Renewal Visit Date
   2. A sample schedule of the renewal visit was discussed
   3. Performance indicators
3. **Board Policies**: As an annual review several policies were discussed and agreed as below:
   1. **A MOTION** to approve “Conflict of Interest” Policy was made and unanimously approved
   2. **A MOTION** to approve “Anti-nepotism” Policy was made and unanimously approved
   3. **A MOTION** to approve “ByLaws” was made and unanimously approved
   4. **A MOTION** to approve and add “Use of Facilities” Policy into Employee Handbook was made and unanimously approved
   5. **A MOTION** to approve “Employee Handbook” was made and unanimously approved
   6. **A MOTION** to approve “Family Handbook” was made and unanimously approved
4. **Principal's Report:** Kevin Fisher discussed the Principal’s report. Following topics were discussed:
   1. End of Year Events, 2019
   2. 2019-20 Enrollment Numbers
   3. Math Scores
   4. 3rd & 4th Grade Practice State Exam (SBAC)
5. **Construction Report**: Dr. Charlene Reid shared the following updates:
   1. Entrance Door/Exterior Doors:

Production Lead Time: 10-12 Weeks

Installation Time: 1 Week

Expected Completion Date: 8/23/2019s

* 1. Gym Floor:

Material Lead Time: 4-6 Weeks

Installation Time: 2-3 Weeks

Expected Completion Date: 7/31/2019

* 1. Stage Lights:

Material Lead Time: 3-4 Weeks

Instillation Time: 3-4 Days

Expected Completion: 7/12/19

* 1. Windows:

Production Lead Time: TBD

Instillation Time: TBD

Expected Completion: TDB

Contractor is working with the window production company on getting a manufacturing time/delivery date.

* 1. Boilers:

Instillation Time: 4-6 weeks

Start date: TBD

Expected Completion: TBD

The temporary exterior oil tank might not meet Building code for the new Boilers and there may still be an underground tank onsite.

Currently awaiting for gas company to inspect the Gas line to determine if the incoming Gas is sufficient for the conversion from oil to Gas. Update expected in two weeks.

1. **Financial Report:** Board reviewed April 2019 YTD financials which were previously distributed to the Board. Presented financials were already discussed in detail on finance committee call.
2. **A MOTION** to approve “Financial Policies and Procedures” manual was made and unanimously approved.
3. **A MOTION** to approve transfer of bank accounts from Chase to JPMorgan Chase effective was made and unanimously approved.

NO PUBLIC COMMENTS