

**Highlander Charter School
Board of Directors Meeting Minutes
September 20, 2012**

In Attendance:

Dana Borrelli, Erin Brouillette, Frank Picciotti, Eric Mack, Rose Mary Grant, Jeanne D'Agostino, Ada Rojas, Linda Cohen, John Kelly, Ron Caniglia, Jim Gannaway, Ro Mede, Fran Murphy, Carolyn Jayne, Rachel Roderick

Approval of June Minutes

Ron made a motion to approve minutes. Linda seconded this motion. Motion approved.

Review of Financial Statements

Erin talked about the Financial Statements. Explained that the audit is underway. She also explained the impact that the rent for the POD, changes on the school staff and teachers on maternity leave have impacted the budget. The school ended the year with a loss of \$577,198.

Eric asks if actions have been takes in order to avoid a loss like this during this current school year. Erin responded that actions have been taken. Rose explained that this loss was expected. The rent and expenses for the POD were higher than expected. Erin added that it was projected to receive a larger amount on housing aid but it was not the case. In addition, the school had less revenue than expected and the Pre-K class ran with an \$80,000 deficit. There were addition of staff members and consultants needed for specific students. School was expecting a Science Curriculum Grant, which was not received.

John Kelly raised the question about salaries. Rose explained the addition of Special Education staff. Also, a teacher left mid-year and had to hire a new teacher to replace her the school was paying double salary for a period of time.

Erin added the fact of the break-ins and expenses fixing windows, etc. and these expenses not reimbursed by the insurance.

For the current year teacher assistant positions have been included in the revised projections. Also, we have added a security guard, a one on one aid, an ELL teacher part-time. The projected loss for the current school year is \$121,000 after depreciation.

About the Pre-K class Rose explained that expenses have come down significantly since they are that the school building now and don't have to lease space for this.

The purchase of the house was finalized. The total cost was \$175,000. This had to be paid out of the line of credit but the line of credit will be paid back once the first quarter payments from different districts are received.

Questions were brought up about the reason why the school needed to hire an ELL teacher. Rose explained that we used to have a bilingual speech therapist however, RIDE states that the school must have a certified ELL teacher. This ELL teacher will take care about all ELL paperwork and reports, and will also see ELL students. Rose also mentioned about the ELL monitoring that will be happening in October. The purpose of this monitoring will be the review our processes and education to our ELL students and see if the school is in compliance. Eric asks what would be the consequences about not been in compliance. Rose explains that they could ask us to return monies used to pay services to ELL students.

It was mentioned that the school received \$80,000 on Medicaid reimbursement. This is higher than it was expected for the first quarter.

Director's Report

Site visit for school charter renewal will be happening next week. RIDE's team will be meeting with Board members on Tuesday September 25th @ 9:30 am. Questions to be asked during this meeting have been given to Board members. Rose explained that Highlander is in a very good place for renewal. The school has been classified as leading school, has met the targets and received a dissemination grant.

Jim asks about how the chartering process of some of the Providence Schools would affect Highlander. Rose explained that she had presented/brought her proposal to Providence Schools. She has also met with Met with Mary Forgarty School and Frank Spaziano School principals. There are concerns about financial implications, if the funding will come directly from the school or from the district. She recommended the writing of a prospectus to be submitted in October. Also a school could have multiple partners.

Rose handed out to Board members and update on building space. This hand out mentions the following:

- Music room converted into Pre-K room
- House at Atlantic Avenue is waiting for zoning. Moving in is expected to happen mid-October and removing trailer by the end of October
- Computer lab dismantled and turned into small tutoring spaces
- Waiting for Champlain to look at renovation computer lab space

NECAP assessments will be happening in October. This is the last year for NECAP. PARCC should begin next year.

Many RTTT initiatives are underway including formative assessment training, teacher evaluation system, information management system, interim assessment training and curriculum alignment to Common Core.

The school year has started good however one of our teachers had to go on medical leave. We hired a long-term sub. At this point, the other 5th grade teacher has offered to do all the instruction and sub-teacher will be working on independent groups.

It was explained that all Board members have to submit a Financial Statement to the RI Ethics Commission. John Kelly recommends doing it as soon as possible. This is not public information. The only public information is the names of who submits a financial statement.

Grants/Fundraising. Jeanne showed historical data on grants and fundraisers.

The Board Moved to Executive session.