

SIT/Education Team Meeting Minutes

Dec 11th 2013 4-5:30pm Paul Cuffee Middle School

Present: Alex Molina (chair) Ann Hampson, Robin Yabroudy, Maria Palmgren, Wendy Randle, Alan Mitchell, Katie Alvarez, Charlotte Handy, Dorothy Patrick, Maria Monteiro, Donna Raymond.

Guests: Jon Conklin, Olinda Matos, Mary Caporelli

Absent: Rudy Moseley, Abraham Pinales, Beth Morris, Mark Fleischer,

Derrick Ciesla, Kathleen Hartrey, Earl Smith, Allyn Copp, Crystal Gantz, Jessica Medeiros, Ariana Wohl, Russell Carey.

Welcome and Introductions: The chair called the meeting to order at 4:05pm. He welcomed us all to the table and then each person reintroduced themselves for the benefit of the new attendees.

Minutes Approval: Ann distributed a copy of the November 13th 2013 meeting minutes and after a quick review asked for a motion to approve the minutes. Dorothy Patrick made the motion to approve, Robin Yabroudy seconded the motion and the SIT team voted unanimously to approve the minutes from November 13th, 2013.

Finance Presentation by Jon Conklin, Business Manager PCS

Jon distributed copies of the Budget Summary Projection Model, identifying revenue sources and expenditures projected from the current fiscal year out to 2018-2019. He also distributed the FY 2014 funding formula identifying the total rate of revenue per student and indicating how this is calculated for our students.

Jon presented that the projections are based on the following assumptions:

- state aid is expected to be flat for 2014-15 and increase by 1% thereafter.**
- salaries on steps are projected through 2015-16 and with 4% increase thereafter**
- health care costs will continue to increase at modest rates (difficult to predict)**
- pension increases will continue at modest rates (difficult to predict)**

Jon pointed out that our personnel costs are consistently 82-83% of the budget. Our budget goes into the red in 2016-2017. The trend towards deficit has been known for about 8 years and even though the funding formula changed for this fiscal year, the projection remains the same.

As we make recommendations to the strategic planning committee, Jon clarified that there are really only three ways to deal with the upcoming financial reality:

- increase the student count in the school (requires a change to the charter)
- reduce the number of staff members
- increase fundraising.

In the discussion following Jon's presentation, he was able to answer questions regarding the number of full-time employees, our student to faculty ratios in comparison to other independent and charter schools, the cash requirements under which we operate for our loan covenant and the explanation for the increase this year in the cost of purchased services. He also clarified how our staff compensation compares with other charters and the providence Public School District.

Jon explained how our free and reduced lunch numbers impact our revenue (state aid and Title 1 funds) and emphasized how important it is for families to understand that eligibility and completion of those forms have real fiscal benefit to our school.

There was extensive discussion of the benefits of building consolidation for staff reduction and programming as well as the challenges finding suitable facilities and appropriate cost-effective leasing arrangements.

The discussion being complete, the meeting moved on to the next

agenda item.

Review gaps and themes - from our past SIT meeting and the strategic planning committee (SPC).

Ann had posted around the room 18 goal statements generated by the SIT in November and the SPC. These goals were recommendations designed to address the perceived gaps between our mission statement and our current status. The whole group discussed the overlap or redundancy between these statements and consolidated or rephrased them as appropriate. Then each member of the team was given 6 dots with which to vote for the statements that they believed would have the greatest impact on closing the gap. Fiscal constraints were not under consideration during this part of the exercise although they will be addressed at a later meeting.

The following were the 6 top scoring statements:

- Strengthen offerings at the Upper School to retain students.**
- Strengthen college counseling and guidance services to include all post-secondary options. Expand enrichment opportunities by increasing and expanding community partnerships. Create opportunities for our students to learn via internships in the public sector. (3 statements put together and voted on as 1)**

- **Ensure equitable resource allocation and maximize human capital across all three divisions.**
- **Achieve rigor by aligning the curriculum K-12 to the Common Core Standards and the New Generation Science Standards and develop a K-12 scope and sequence for the maritime experiences.(2 statements put together and voted on as 1)**
- **Strengthen our services for our ELL and special education population and their families.**
- **Provide professional development around best practices in teaching and learning including fostering professional learning communities.**

Adjournment: The work for the session being concluded, Donna Raymond made the motion to adjourn. Robin Yabroudy seconded the motion and the meeting was adjourned at 5:30pm.

The next meeting is set for Wednesday Jan 8th 2014 from 4-5:30pm at the Middle School.

Minutes respectfully submitted by Ann S. Hampson, Title 1 Coordinator PCS