

**SouthSide Elementary Charter School  
Board of Directors Meeting  
126 Somerset Street, Providence, RI 02907  
Monday, January 11, 2016 @ 4:30  
Minutes**

**Present: Dan Corley, Eileen Hayes, Ava Vanech, Al Speaks, Wendy Randle, Francisco Velasquez**

**Absent: Antoinette Gomes, Carmen Rodriguez, John Welch, Kas DeCarvalho, Madeline Burke, and Lela Morgan**

**4:40 – Called to Order**

**Public Comment – No public comments**

**Approval of Minutes from November Meeting – Ava Vanech approved the minutes and Dan Corley seconded.**

**Review of Personnel Policies – discussion about increasing sick/personal days (starting next year); The Director proposed 10 days since SouthSide teachers work more hours and more days than teachers at other schools; Al Speaks mentioned that BVP offers 7 total personal days and a payout for five maximum days that are not used; Learning Community offers 8 days; Community Prep offers 8 days. The benefits for “non-certified” staff were reviewed and discussed (page 21-22 of the Employee Handbook). Dan explained that a 401K versus 403b was recommended for our small organization. There are administrative costs associated with initiating the plan -\$1,500 to set up plan and \$1,700 to administer. In accordance with our personnel policy, non-certified staff can take advantage of this benefit following 800 hours of service. Dan made a motion to approve the increased amount of personal/sick days and Ava seconded the motion.**

**Approval of appointment for Social Worker and ESL Teacher/Consultant – The Director provided brief biographical information about Asia Smith (Social Worker) and Erick Pagan (ESL Teacher/Consultant). Asia Smith is working a total of 8 hours and Erick Pagan is working 3 hours each week, which includes four days of direct services and one day to consult and collaborate with classroom teachers. Al Speaks made a motion to approve the appointments and Dan Corley seconded the motion.**

**Wellness Policy – The Wellness Policy was revised to reflect cultural sensitivity around families bringing food to school events and celebrations. The Director pointed out that as long as families adhere to the peanut and tree nut free policy, food would definitely be permissible for family events. Al**

**Speaks made a motion to approve the wellness policy and Ava Vanech seconded the motion.**

**An update on the School Improvement Team's progress was provided by the Director, Wendy Randle. The SIT is in the midst of a comprehensive Needs Assessment involving the administration of Parent, Student, and Teacher Satisfaction surveys and a SWOT analysis outlining the strengths, weaknesses, opportunities and threats facing our school. All stakeholders had the opportunity to provide their feedback. The proposed SIT vision statement and goals were disseminated to the Board as attachments. The finalization of the goals will take place once the data from the needs assessment is analyzed by the School Improvement Team. Essentially, the SIT goals will mirror the goals outlined in SouthSide's Charter.**

**Status of Lottery Applications - The Director informed the Board that thus far, we have received 80 Kindergarten applications, 12 First Grade applications, and 12 Second Grade applications. The RI League of Charter Schools is hosting an Admissions Open House on January 27, 2016 at Times 2 Academy. SouthSide will be represented at this event by the Director and parent ambassadors. Eileen Hayes recommended that the Director reach out to Amos House and Crossroads to obtain applications for homeless students.**

**A meeting was scheduled for February 22, 2016 for the purpose of non-renewals.**

**The Finance Report was reviewed and the Board was informed of John Welch's resignation from his role as the part-time Business Manager. The Director reported that the position was posted on Brown University Swearer website. Thus far, there is one applicant. Eileen Hayes and Al Speaks would be assisting the Director with the interview process. In the meantime, it was suggested that we offer Amy Tellier a contract as the Interim Business Manager.**

**Director's Report - A written report was included in the Board members' packet. The topics included on the Director's Report included the following: Multicultural Night, Sweetheart Dance, School Improvement Team, Professional Development, RILCS Admissions Open House, new personnel and a status on lottery applications.**

**Al Speaks made a Motion to adjourn at 5:50 and Dan Corley seconded the motion.**

