

SOUTH SHORE CHARTER PUBLIC SCHOOL
Board of Trustees Meeting
July 12, 2023 Retreat
9:00am - 3:00pm

Meeting held at 700 Longwater Drive, Norwell, MA 02061
Meeting available via [Zoom](#)

Notice of this meeting was sent to appropriate governmental agencies, the school's website, and was published in the "South Shore Charter Public School Update".

Trustees:

In attendance: Jimmy Juste (Chair), Vincent Walsh (Vice Chair), Natacha Julien (Clerk), Ken Poudrier (Treasurer), Tiffany Brown-Grier, Katie Cianelli, Tracy Deveau, Kiki Fluhr, Andrew Sobers, Katy Sullivan, Alisha Uhlenbrock-Furst

Remote attendance: Raeven Charles (pending approval Board Student Representative)

In absentia: Kate Trowbridge

Also in attendance:

Staff: Alicia Savage (Executive Director), Kristine Bingham (Director of Finance), Ralph deGennaro (Director of Technology), Pam Algera (Director of Admissions)

Remote Audience: NA

Meetings documents:

- All Board members were given an updated SSCPS Board Resource Guide
- Meeting Agenda
- Draft Minutes from the May Board Meeting and Annual Meeting
- Draft FY23 Annual Report
- FY24 Changes to the Student and Family Handbook
- Bullying Prevention and Intervention Policy
- Eval Compiled Results FY23
- FY24 School Improvement Plan (SIP)
- Draft FY24 Committee Assignments

Welcome:

Board introductions started with J. Juste, Tracy Deveau, Katy Sullivan, N. Julien, A. Sobers, V. Walsh, K. Cianelli, K. Bingham, A. Savage, R. deGennaro, P. Algera, A. Savage, T. Brown-Grier, K. Poudrier, A. Uhlenbrock-Furst

Jimmy Juste, Board Chair called the meeting to order at 9:26am

Reminder to complete the COI and Financial Disclosure. Members should check email for links to complete.

J. Juste led activities on communication, working collaboratively, and strategic thinking

Warm-Up Activities - Communication Exercise

- 1) Each member was asked to choose a photo that represents their vision for the Board going forward and then shared why the photo was chosen.
- 2) Then each member was asked to pick an object, A story was read allowed with the instruction of pass right or pass left each time the word was heard. This activity showed the stress, working together, helping to solve problems, etc.

MicroLab Protocol - Collaborative meaning making exercise

Activity - write on paper provided one word that each Board member 1) curious about, 2) a concern, 3) a strength. Participants broke into small groups to discuss their thoughts.

S.W.O.T Analysis

Defined: What Is SWOT Analysis? SWOT (strengths, weaknesses, opportunities, and threats) analysis is a framework used to evaluate a company's competitive position and to develop strategic planning. SWOT analysis assesses internal and external factors, as well as current and future potential.

Objectives:

- 1) Qualitative data generation (may seed goals for both the board and executive director)
- 2) Practicing collaborative work

Process:

- 1) Parallel processes that will focus on community engagement and strategic thinking

Note: Strategic planning and community engagement were voted the highest interest.

Each participant was asked to write thoughts for each SWOT topic. Strengths, weaknesses, opportunities, threats There were some prompt questions. The question should be related to the school or the Board. Then the comments were shared with their individual group

Outcome: Activity chosen to see where the board and the school are now. Some of the areas that were noted:.

- Data
- Transparency
- Trust
- Diversity as a positive
- Finances
- Lack of time; time to be able to finish
- Board leadership, roles, functioning clarity
- Space

Additional comments:

Board would like more information about data

Board to prioritize only three topics that you would like to know more about

A lot of overlap of concerns

Lunch break - meeting resumed at 12:50pm

Board/School Business:

MOTION: K. Fluhr moved to approve the minutes from the May 11, 2023 meeting. T. Deveau seconded.

Vote by individual roll call: In favor: J. Juste, V. Walsh, N. Julien, K. Poudrier, K. Cianelli, T. Deveau, K. Fluhr, A. Sobers, A. Uhlenbrock-Furst. Abstained: K. Sullivan Motion carried

Annual Report

Reviewed and discussed Annual Report draft with edits made since the document was sent out to the Board..

The Annual Report is mandatory for all charter schools to report on the school's progress and faithfulness to charter. The report is due by August 1. Once approved by the Charter School Office the report will be posted on the school's website and a link will be available in the Weekly Update. The report is also made available to each sending district.

The Purpose of the Annual Report

- To inform the public about the school's performance in the recently completed academic year as it relates to the Accountability Plan and three guiding areas of charter school accountability:
 1. Faithfulness to the terms of the school's charter,
 2. Success of the school's academic program, and
 3. Viability of the school as an organization.

Additional Purposes

- Used by DESE to assess the school's performance and progress during the previous academic year,
- Serves as evidence for the Board of Elementary and Secondary Education and the Commissioner of Elementary and Secondary Education when deciding whether to renew the school's charter, (SSCPS 2025)
- Provides the public, enrolled families, and potential applicants with a summary of the charter school's performance.

Most data is for the 2022-2023 (FY23) school year; it does not include the FY23 MCAS data which will be released in October 2023. Any MCAS data in the document is from FY22.

Reviewed the draft document:

Board Chair which highlights the school year in review

- Eight members of the Class of 2023 were awarded the Seal of Biliteracy for their high proficiency in another language and English
- Eighteen members of the Class of 2023 joined the "Fraternity of 13" celebrating that they had been students of South Shore Charter since kindergarten, representing a 41% retention rate over a thirteen year period
- For the third consecutive year, graduates of South Shore Charter have been accepted to Ivy League and top tier colleges and universities.
- Launched a new 1.4 million dollar transportation program providing bus routes to all sending districts at no cost to families
- Awarded \$1,062,000 in federal and state grants for curriculum, professional development, and targeted educational programming

Faithfulness to Charter

<p>Mission and Key Design Elements</p> <p>Explains how the school was faithful to its mission and implemented each key design element listed in the SSCPS Accountability Plan.</p>	<p>Based on measures and objectives listed on the Accountability Plan, unique elements include project-based learning in Projects and Workshops, Exhibitions of Mastery, and mastery of learning standards. Other objectives address the importance of the SSCPS inclusion model, social-emotional learning, community service, college and career readiness, and ongoing instructional improvement.</p>
<p>Access and Equity: Discipline Data</p> <p>Linked to the DESE school profile page. Includes description of SSCPS efforts to reduce the number of in- and out-of-school suspensions.</p>	<p>SSCPS efforts include Restorative Justice, a new social-emotional curriculum in grades K-8, and a faculty created and led Advisory curriculum focusing on social-emotional learning, relationship building, and conflict resolution.</p>
<p>Dissemination Efforts</p> <p>Evidence of how SSCPS has shared innovative best practices for replication with other public schools, districts, or organizations.</p>	<p>Lists key dissemination efforts including social-emotional learning, tiered supports, project-based learning, transitional planning, inclusive practices, and supports for students dealing with trauma.</p>

Academic Program Success

<p>Student Performance</p> <ul style="list-style-type: none"> ● Link to the South Shore Charter Public School Report Card ● Additional Evidence of Academic Progress <ul style="list-style-type: none"> ○ AP Coursework (Grades 10-12) ○ SAT/PSAT (Grades 8-11) ○ DIBELS (Grades K-4) ● College Acceptances 	<p>The AP program is growing with 144 exams being administered this year. In addition to the regular course offerings, this year SSCPS participated in the STEM AP Expansion Opportunity grant. Through VHS learning, students were able to take AP Computer Science Principles, AP Computer Science A, AP Physics, and AP Environmental Science. The scores were up slightly from last year, but this is still a work in progress.</p> <p>SAT/PSAT scores were significantly higher than last year. We have been pleased with the results.</p> <p>DIBELS scores show terrific progress.</p>
<p>Program Delivery</p> <p>Curriculum, Instructional Model, Assessment</p> <p>Supports for Diverse Learners</p> <p>Provides an overview of Student Support Services. Includes a description of inclusion models offered. Reviews the EL program at the school and Title III supports.</p>	<ul style="list-style-type: none"> ○ English Language Arts ○ Mathematics ○ Science and Engineering ○ History and Social Studies ○ World Languages
<p>Social, Emotional, and Health Needs</p> <p>PATHS Program</p> <p>EMOZI Curriculum</p> <p>Therapeutic Academic Support Center (TASC)</p>	<p>Professional development training for all staff K-12, <i>Creating Gender Inclusive Schools</i>, run by the SSCPS counseling department in conjunction with the Safe Schools Initiative.</p>

Organizational Viability

<p>Organizational Structure</p> <p>Organization Chart</p>	<p>This is where DESE looks for consistency in staffing and structure. One significant change SSCPS made as enrollment increased was to develop an Instructional Leadership Team. This includes five curriculum coordinators, three assistant principals, and two learning services coordinators.</p>
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SSCPS Annual Family Survey	Review of data gleaned from SSCPS families is essential in effective educational programming and communication. Survey data remains an important counter to social media misinformation. The survey continues to ask about <i>rigorous academic programming</i> for review of multi-year trends. This year a question pertaining to the regional transportation program was added. Data has been shared with First Student.
Finance	FY23 Statement of Net Assets (Balance Sheet) FY23 Statement of Revenues, Expenses & Changes in Net Assets (Income Statement) FY24 Operating & Capital Budgets FY23 Capital Plan

Addendum

Appendix A Accountability Plan Evidence 2022-2023	Each objective and measure of the SSCPS current and DESE approved plan is listed and ranked. Explanations of <i>Met</i> or <i>Not Met</i> are included under <i>Evidence</i> .
Appendix C School and Student Data Tables	Includes demographic enrollment data, the SSCPS administrative roster, faculty and staff attrition data, Board of Trustee member information, meeting dates, and complaints.
Appendix D Additional Required Information School Leadership Enrollment	Includes information on school leadership roles and responsibilities, the SSCPS student application deadline, and Enrollment Lottery date.
Appendix B Recruitment and Retention Plan 2023-2024 South Shore Charter Public School Retention Plan 2023-2024 <u>Charter Analysis and Review Tool (CHART)</u>	<p>“A charter school must develop a plan that includes deliberate, specific strategies the school will use to attract, to enroll, and to retain a student population that is demographically comparable to similar grades in schools from which the charter school enrolls students. Charter schools shall submit recruitment and retention plans for approval by the Department that meet the requirements of MGL c. 71, § 89; 603 CMR 1.05; and any guidelines issued by the Department” (603 CMR 1.05(1)).</p> <p>“The charter school statute outlines certain demographic groups that must be included in all recruitment and retention plans, including: limited English proficient, special education, free lunch, and reduced-price lunch students, as well as those who are sub-proficient on the MCAS, at risk of dropping out of school, have dropped out of school, or other at-risk students who should be targeted to eliminate achievement gaps. The Board of Elementary and Secondary Education will consider the extent to which the school has followed and updated its recruitment and retention plan as one of the factors in making a renewal decision” (c. 71, § 89(i)).</p>

Discussion/Questions from Board:

- When will the school know about the transportation reimbursement for FY23? We expect an update in December of 2023; reimbursement 18 months behind
- Final FY23 FTE 1059.7; budgeted 1055
- Board would like the school to revisit Community Service requirements to be sure that all students are submitting
- Question from Board Chair. How will the school be addressing the two areas that were not met. The most concerning issue is the response from students who do not feel safe. This issue comes from the environment of school violence and shootings and social media. The school has and will continue to support students

with programs such as the TASC program. Students have access to their phones during passing/lunch time which also becomes an issue with bullying. The school will explore student phone policies. The other not met measure was the AP passing rate for seniors. The school will continue to support students and will look at the data for the next senior class

- Reviewed Board meeting calendar. Board would like to revisit committee meeting times/dates to allow more time. Look into transcription software

MOTION: V. Walsh moved to accept the draft FY23 Annual Report as presented with the early projections to the FY23 Financials and FY23 Student Demographics and the Board accepts edits once data is finalized. K. Sullivan seconded.

Vote by individual roll call: J. Juste, V. Walsh, N. Julien, K. Poudrier, T. Brown-Grier, K. Cianelli, T. Deveau, K. Fluhr, A. Sobers, K. Sullivan, A. Uhlenbrock-Furst
All in favor; motion carried unanimously

Student and Family Handbook

Reviewed the changes for the 2023-2024 handbook

- Bullying Prevention and Intervention Policy Changes - to align with the new state guidelines/law. Staff received training in March 2023
- Changes to the Extended Absences section
- Add an attendance requirement to attend dances and special events

MOTION: J. Juste moved to accept the changes to the FY24 Student and Family Handbook as presented. K. Fluhr seconded

Vote by individual roll call: J. Juste, V. Walsh, N. Julien, K. Poudrier, T. Brown-Grier, K. Cianelli, T. Deveau, K. Fluhr, A. Sobers, K. Sullivan, A. Uhlenbrock-Furst
All in favor; motion carried unanimously

Executive Director Evaluation

ATLAS Looking at Data Protocol (adapted for rounds)

The Chair asked the members to review the data provided in the survey results of the Evaluation of the SSCPS Executive Director FY23. Data was sent to the Board in June.

Discussion and questions regarding the evaluation process:

- What is the Board voting on? Answer: As a Board there is an annual state requirement in the by laws, a state requirement, and responsibility to conduct an annual evaluation. The Board has one voice evaluating.
- Should this process be the responsibility of the Personnel Committee to make a recommendation to the full Board to accept? This is an area that needs to be clarified. Going forward it may be best for the Personnel Committee to lead the process and gather all the data which includes a survey to the Board members. The Committee would then compile the data and make a recommendation to the Board
- For this cycle the Chair proposed that the Board affirm a vote that they have seen the results of the survey and ask the Personnel Committee to recommend the process going forward keeping in mind Open Meeting Law and the DESE evaluation tools. The feedback from DESE was that the Board was to vote on the evaluation
- Summation of these results: 68% of members completed the 22-23 evaluation. This document is a summation and compilation of the data and as one Board we need to decide if this represents our evaluation for FY23
- Does this document capture the performance of the Executive Director? This document informs goals for next year. Next steps for FY24: presentation of goals, SMART goals with benchmarks, continuous evaluation process, yearlong assessment process

Discussion of the data from the survey/evaluation:

- The Board discussed the compilation of the result of the evaluation survey
- Proficient (meets or exceeds) in all areas
- Proficient in all area except for need improvement for Q18 (Family & Community Engagement) and Q21 (Professional Culture)
- Faculty Rep will abstain since the full faculty has not seen this data
- In the process going forward include data and feedback from board, student, families, and faculty

MOTION: K. Sullivan moved to accept the evaluation of the SSCPS Executive Director for the 2022-2023 school year as presented. K. Fluhr seconded

Vote by individual roll call: In favor: J. Juste, V. Walsh, N. Julien, K. Poudrier, T. Brown-Grier, T. Deveau, K. Fluhr, A. Sobers, K. Sullivan, A. Uhlenbrock-Furs; Abstention: K..Cianelli

Motion carried

School Improvement Plan

The School Council meets monthly and works on the School Improvement Plan. The plan is presented as a recommendation from the School Council whose members include: students, parents, administrators, and teachers. The Board reviewed the FY24 School Improvement Plan.

MOTION: A.Uhlenbrock-Furst moved to approve the FY24 School Improvement Plan with the implementation plan as presented. J. Juste seconded.

Vote by individual roll call: J. Juste, V. Walsh, N. Julien, K. Poudrier, T. Brown-Grier, K. Cianelli, T. Deveau, K. Fluhr, A. Sobers, K. Sullivan, A. Uhlenbrock-Furst

All in favor; motion carried unanimously

Robert's Rules Jeopardy - tabled

Board Recap / Comments:

- There was great information shared.
- The Board should be more strategic.
- Receive information earlier so there is time to read what is on the agenda.
- The Board to be strategic and not day-to-day business but overall strategies for the school.
- Executive Committee to meet one week earlier so the materials can be sent out at least one week in advance of the Board meeting.
- Board Chair thanked everyone for their participation

MOTION: J. Juste moved to adjourn the regular meeting. V. Walsh seconded.

Vote by individual roll call: J. Juste, V. Walsh, N. Julien, K. Poudrier, T. Brown-Grier, K. Cianelli, T. Deveau, K. Fluhr, A. Sobers, K. Sullivan, A. Uhlenbrock-Furst

All in favor; motion carried unanimously

Meeting Adjourned at 3:12pm

Respectfully submitted:

Pam Algera

Approved by: Natacha Julien, Clerk