



SOUTH SHORE CHARTER PUBLIC SCHOOL

Board Of Trustees Meeting

Minutes of the 151st meeting held November 18, 2004 at 100 Longwater Circle, Norwell, MA.

Notice of this meeting was sent to appropriate governmental agencies and press, and was published in the "South Shore Charter School Update".

Trustees:

In attendance: Miriam Brownwall (*Vice Chair*), Michael Nuesse (Treasurer), Bill Smyth (Clerk), Jessica Engebretson (ex officio), Barbara Fournier, Bob Gass, Dorothy Galo, Stephen Locke, Dominic Slowey, Shelley Toleno (ex officio), Frank White.

In absentia: Kathy Arthur Tyler, Hannah Connolly, Daniel Matthews

Also in attendance:

Staff: Mike Munhall (Executive Director), Kristine Shipps (Business Manager), Tom Gorsuch (Principal), Rich Levitt (Development Director), Claire Overlee (FASA Representative), Steve Deyesso (Technology Coordinator)

Guests: Maria Sullivan (Chair, Parents Association)

The Vice Chair, Miriam Brownwall, called the meeting to order at 7:27pm.

Approval of Minutes:

MOTION: (D. Galo) To approve the minutes to the Annual Meeting and the 150th as presented. Seconded M. Nuesse, motion carried unanimously.

Agenda: No changes to the agenda.

Announcements and Calendar Events:

?? Saturday, November 20th Open House will be held from 1-3pm.

?? Friday, November 19th Talent Show at the Hingham Middle School 7:00pm

?? December 4th Holiday Auction, Bare Cove Ballroom, Hingham

?? December 14th Winter Solstice Concert, Hingham High School 6:00pm.

Trustee Business:

MOTION: B. Fournier to approve the slate of Board Officers as presented. C. Tyson seconded, motion carried unanimously.

Chair: Kathy Arthur-Tyler
Vice Chair: Miriam Brownwall
Treasurer: Michael Nuesse
Clerk: Bill Smyth

Open to the Audience: no comment

FASA: Claire Overlee introduced herself as the liaison between FASA and the Board.

Parents Association: Maria Sullivan reported.

?? The Parents Association has passed amendments to clean up their By Laws.

?? Working with Rich Levitt on the upcoming Book Sale to be held on December 9th and 10th. 20% of sales to benefit the Library. (Also collecting Boxtops for Education for the Library).

School Council: T. Gorsuch.

?? Revisions to the Code of Conduct will be presented to the Governance Committee.

?? The next meeting will be held on December 13th. Looking for a Level 3 parent representative.

?? Council will work on the Attendance Policy and then a K-12 Student Handbook which will include age appropriate sections.

Business Office: Michael Nuesse reported.

☞ Received 1st tuition payment in September. Next payment will be received at the end of December. Changes to the funding formula should be positive.

☞ Under expenses – under budget by \$200,000 in the salary and wages line. This is due to timing of summer payments of salaries. Some new hires were delayed and some expected hires are now sub-contractors.

☞ Lease line items – under budget due to reduction of lease commitments in Hull and lower interest rate on mortgage. Over budget on the moving and cleaning expenses.

☞ Audit is complete. Minimal adjustments were made. Final report will be presented at the next Board meeting.

☞ Committee distributed proposed budget guidelines. Any comments should be directed to Mike Nuesse or Kristine Shipps.

☞ Research the conversion to a fixed rate mortgage. Consulting with Dwight Berg. Targeting January.

Executive Director Report:

☞ Education Committee will be reviewing curriculum across the grades. This year the Math program will be looked at with Claire Overlee and Colin Gibney chairing this effort. English Language Arts will be next year, with Social Studies and Science the following years.

☞ Steve Deyesso was introduced as the School's new Technology Coordinator.

☞ Computer Lab is up and running.

☞ The School is in the process of receiving, through a lease/purchase plan, 148 new computers. The installation and transition should be completed by the holiday break in December.

☞ The Charter Renewal Site Visit team indicated that the School is doing an excellent job especially given the challenges with the move. Formal report has not been received. Some areas of improvement will be recommended especially tightening up reporting and using the information we already have and the Strategic Plan.

☞ A few students have withdrawn over the last month due to the school not being a good fit for them. These students have been replaced from the waitlist.

☞ A revised Enrollment Policy was presented.

☞ The Cultural Book Exchange Project lead by High School Spanish Teacher Howard Bean is requesting approval for a trip to Honduras. The project is forming a relationship with a school in Honduras and is writing a children's book to present to the students.

MOTION: B. Gass, to approve the presented Enrollment Policy as recommended by the Executive Director. Seconded B. Smyth, motion carried unanimously.

MOTION: B. Gass to approve the trip to Honduras on February 20, 2005 returning March 1, 2005 as recommended by the Executive Director. Seconded S. Locke, motion carried unanimously.

Development: Rich Levitt reported.

- ☞ School has been awarded \$12,000 through the Community Service Learning Grant.
- ☞ The Auction will be held on Saturday, December 4th at Bare Cove Ballroom in Hingham. There is also online bidding available. Pre-party tickets are available.
- ☞ M. Brownwall reminded Board the importance of 100% Board participation in the Annual Fund.

Strategic Plan: The Executive Committee has met to look over the plan and update status. Next meeting is scheduled for November 29th to continue the review.

Governance Committee: Bill Smyth reported.

MOTION: B. Gass to accept the first read of the amended By Laws with the addition of subsection D. Personnel Committee in Article IX. M. Nuesse seconded, motion carried unanimously.

MOTION: C. Tyson to authorize the Clerk of the Board to represent the Board when the revised, amended, and restated By Laws are sent back to the DOE. B. Gass seconded, motion carried unanimously.

MOTION: B. Smyth Any policy proposals from standing committee shall be submitted to the Executive Committee for review or comment prior to its submission to the full Board. B. Gass seconded, 8 in favor 1 opposed, motion carried.

Reminder from the Governance Committee – All references to the parent’s organization should be the Parents Association. All references to the school should be South Shore Charter Public School.

Personnel Committee: Frank White reported.

- ?? Copy of the Executive Director Evaluation will be distributed to each member of the Board for review. Due December 2nd.
- ?? Committee is working on faculty salary schedule to be available by January.

Board Retreat: February 5, 2005 – Work on setting goals, the Strategic Plan, Financial forecasting and Fundraising.

Recommendation to the Board: Start preparing to expand the Board before the Annual Meeting in May 2005 and give suggestions of potential new members to Governance Committee Chair.

It was Moved and Voted unanimously to adjourn the open meeting at 8:51 pm

Respectfully submitted:

Bill Smyth, Clerk
Pam Algera – Executive Assistant