

SOUTH SHORE CHARTER PUBLIC SCHOOL

Board Of Trustees Meeting

Minutes of the 161st meeting held January 19, 2006 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 Public School Update".

Trustees:

In attendance: Kathy Arthur Tyler (Chair), Miriam Brownwall (Vice Chair), Michael Nuesse (Treasurer & Acting Clerk), Hannah Connolly, Jessica Engebretson (ex officio), Robert Gass, Stephen Locke, Jeffrey Seglin, Dominic Slowey, Frank White

In absentia: Barbara Fournier, Dorothy Galo, Leslie Jubinville, Matthew Lind, Bill Smyth (Clerk), Charleen Tyson,

Also in attendance:

Staff: Mike Munhall (Executive Director), Kristine Shipps (Business Manager), Tom Gorsuch (Principal), Claire Overlee (FASA Rep)

Guests: David Whitemyer (Chair Parents Association)

Chair called the meeting to order at 7:05pm.

Approval of Minutes:

MOTION: R. Gass moved to approve the minutes to the 160th meeting. Seconded M. Brownwall, motion carried unanimously.

Announcements and Calendar Events:

- Next Board meeting Thursday, February 16, 2006
- February 11th Art Auction
- February 11th Enrollment Lottery
- January 25 Talent Show, Hingham High School.

Open to the Audience: no report

FASA: C. Overlee reported

- FASA met today and is putting together a list of priorities. Will meet again next week.
- Examination of all evaluations and procedures to see if they are outlined with DOE guidelines.
- Met to clarify line of communication between FASA, Administration and Board. One officer will speak with M. Munhall (liaison).

Parents Association: David Whitemyer PA Chair reported.

- Upcoming events – Talent Show and Art Auction
- Library committee has raised \$1200-\$1300 from book and cookie dough sales.
- The Welcome Committee has been formed and will be lead by Janet Coletti. This committee will contact new families when accepted and introduce them to the school.
- The PA would like to Board to discuss the finances of the School. Explain funding, fundraising, etc. Mike Nuesse will represent the Board.

Business Office: Michael Nuesse reported.

- Profit and Loss Statement show under budget at this time.
- Review of salary line item – Over due to needed increase to the SPED staffing.
- Utilities are under, still keeping eye on any increases.
- Over budget on Transportation due to the increase in use of the vans by the Sports program.
- Currently over on Academic Supplies due to the purchase of the Singapore Math books/materials. This should balance out at the end of the year.
- The 2nd Quarter payment shows a high balance with better interest rate on Money Market Account.
- Overall Financially in good shape.
- Committee looking at build out and budget growth of salaries

Executive Director Report: Mike Munhall reported.

- Annual Fund is at \$21,100 with not much change since December.
- Enrollment should be at 468 by Tuesday.
- With the increase enrollment cap, the enrollment budget should be 488.
- Receiving applications for the February 11th Lottery. Anticipate pulling for each of the grades.

Discussion: 2006 Enrollment and Facility Requirements

- Increase of 20 students for FY07 without adding classroom space.
- As enrollment increases over the next few years additional classrooms will be needed.
- Science Lab at High School
- Library
- Café a-gym torium
- Elementary Science area
- Increased enrollment will not cover all of the additional expenses, which includes the increase in the salary grid.
- Review hypothetical fundraising opportunities.
- Development working on an event in the spring – golf tournament or raffle.
- DOE increases tuition by 2-3% (cost of living).
- Long term projection of finances and fundraising needs was distributed.
- Fundraising ideas – Board to network.
- Timeline – about one year to put a solid plan in place and start raising funds.
- Need to outline plan to house 540 students.
- 5year outlook with costs.
- Look into budgeting professionals to assist with the plan for development.
- Need master plan from architect. Facilities Committee needs chair due to M. Lind being unavailable. Look at parents for expertise. R. Gass will help with this committee for the interim.
- Finance, Development and Facilities committees need to have cross over members for continuity.

Development Committee: Dom Slowey reported

- Reminders will be sent to the community regarding Annual Fund.
- Looking for volunteers who may be able to provide grant writing.

Governance Committee, Nominating Sub Committee: Kathy Arthur Tyler reported

- Interviews for potential new board members will be set up. Look at Thursday, January 26, Friday January 27 and February 3rd.
- Two candidates to be interviewed.
- KAT will email with meeting times.

Strategic Plan – Bob Gass reported. Meeting with M. Cornell Feist next Tuesday to outline process. At next meeting will report on what the process will look like.

It was Moved and Voted unanimously to adjourn the Open Meeting at 8:29pm.

Respectfully submitted:

Michael Nuesse (Acting Clerk)
Pam Algera