

SOUTH SHORE CHARTER PUBLIC SCHOOL

Board Of Trustees Meeting

Minutes of the 163rd meeting held March 16, 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: Miriam Brownwall (Vice Chair), Bill Smyth (Clerk), Hannah Connolly, Jessica Engebretson (ex officio), Elaine French, Robert Gass, Leslie Jubinville (ex officio), Stephen Locke, Jeffrey Seglin, Charleen Tyson, Frank White

In absentia: Kathy Arthur Tyler (Chair), Michael Nuesse (Treasurer), Barbara Fournier, Dorothy Galo, Jack Kelly, Matthew Lind, Dominic Slowey

Also in attendance:

Staff: Mike Munhall (Executive Director), Tom Gorsuch (Principal),

Guests: David Whitemyer (Chair Parents Association)

Chair not feeling well. Bob Gass will chair meeting. Acting Chair called the meeting to order at 7:15pm.

Approval of Minutes:

MOTION: B. Smyth moved to approve the minutes to the 162nd meeting. Seconded J. Seglin, motion carried unanimously.

Announcements and Calendar Events:

- Next scheduled meeting to be held April 27th.
- The Annual Meeting is scheduled for May 18th for the election of officers at 6pm followed by a regular meeting at 7pm.
- April 1st Karaoke Social/Dance 7:30-10pm.

Open to the Audience: no report

FASA: no report

Parents Association: David Whitemyer PA Chair reported.

- At the last PA meeting, Ted Hirsch spoke about Open Circle, which is a social competency program that has been used at the school. The parents are having 2 fundraisers to help support the funding for this training.
- The altercation at the High School was discussed. Parents discussed their concerns as well as support for the school.

Business Office: Michael Nuesse was not in attendance. Kristine Shipps, Business Manager provided a memo that was distributed and discussed.

- Executive Director and Business Manager are working on the budget and will submit a first pass at next meeting.

- Science Lab costs have risen significantly. The increase cost come to \$130,000 higher than the budget. May want to consider moving lab project to Build Out Phase.
- DOE has announced a reduction of \$300 per student of income for the current budget.
- The next financial will reflect this deduction.
- Applied for Physical Education and Wellness grants.
- The Treasurer of the Board will be drafting a letter to the DOE regarding the negative impact of this income reduction.

Executive Director Report: Mike Munhall reported.

- Professional Development Day next week. Plan to review the SPED Coordinated Program Report and provide training on learning disabilities.
- The staff will also be visiting New England Wildlife’s new facility in Weymouth.
- The Facilities committee, Head of School and Business Manager met with Jeff Davis, Tappe Associates to review the initial drawings.
- The pre-enrollment report for FY07 has been submitted and an overview was distributed to the Board.

MOTION: B. Smyth to approve the Tutoring Policy as presented. J. Seglin Seconded, motion carried unanimously.

Governance Committee: Bill Smyth no report.

Strategic Plan – Bob Gass lead discussion. The Board was asked to complete a form with various topics in order to focus on topics to form the Plan. The members of the Board shared their ideas below:

Area of Interest	Questions we should answer in the next 6 months or during the next academic year.	Longer-range questions to be answered in 2 to 5 years (charter length).
Facility	<ul style="list-style-type: none"> • What retro fits can we make do with? • Develop master plan • Partners • \$ Short fall • Portable modular options • Neighbors to help with space • Find expertise in parents 	<ul style="list-style-type: none"> • Partner with other charter school • Athletic space • 2nd story (foundation not adequate) • Alternative energy source • Partners of sponsorship/corporate/advertising • Impact on HS of lack of athletic facilities • Reconsider K-12 configuration • Coordinating facilities and program • 5 year capital plan not including build-out

Finances	<ul style="list-style-type: none"> • \$ Shortfall • Look at original financing • Lock in on better rates w Boston Private • FY7 budget • Anything we can do with out 	<ul style="list-style-type: none"> • LT sponsors • LT budget projections • Back up emergency funding • Eliminate HS • Eliminate Primary
Development	<ul style="list-style-type: none"> • Marketing plan • Clarify short fall • Look beyond school community • What is realistic fund raising goals • What's the story? (marketing/development) • Sending out targeted ask • Finding & writing grants that are program appropriate • Naming options • Master list of needs • Sponsorship plans • Who is responsible? 	<ul style="list-style-type: none"> • Who's responsible? • Looking beyond school community • Grant writing committee • Additional admin support.
Student Program Cultivate Strong Student Program	<ul style="list-style-type: none"> • Retaining 8th graders • Capitalize on strengths • Are we meeting students needs • Clarification and help on projects • Travel opportunities • Project learning – clarity of training / student goals • More student voice 	<ul style="list-style-type: none"> • Eliminate HS • Eliminate Primary • Use of town programs radio/TV • Outside us of facilities • Virtual classrooms • Partnerships – Sports/PE • Health curriculum at HS wellness • Make HS more credible • Project evaluations • Admin structure evaluation • Why do people come here? • Study national charter trends over time • LT identity
Personnel	<ul style="list-style-type: none"> • 7% increase ramifications • Write/enhance job descriptions • Teacher/Admin communication to improve environment 	<ul style="list-style-type: none"> • LT Strategy for retention • Try to meet faculty requests not salary related • Clarify evaluation process • Personnel policies • Orientation of teachers • Health insurance review • Stronger mentoring.

<p>Governance</p>	<ul style="list-style-type: none"> • Put as much as possible online • Cultivate strong \$ broad candidates • Transition of leadership • Communication to board members • Point person on staff for board 	<ul style="list-style-type: none"> • Role of \$ on board members • Keep attendance up • PA/Board communication • By law approval • Refine organization structure of school • Effectiveness of Administration • What standing committees • Reaching out to parents as advisories • Parent orientation / education • Board rep at PA meetings • Student voice.
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MOTION: F. White to accept the above as a general plan. *Note: Some Board members had concern that all items may have not been covered. Areas may be added and come back to the Board.*

C. Tyson seconded, motion carried unanimously.

Facilities Committee: Bob Gass acting chair

- Preliminary drawings for build out were reviewed. Architect, Jeff Davis from Tappe Associates will make a formal presentation to the Board at the April meeting. Faculty and parents will have opportunity to review the drawings.

Development Committee: Bob Gass reported for Dom Slowey

- Committee discussed planning for development and grant writing.
- Researched where funding comes from: 75% of money is given through private funding.
- Spoke with Neighborhood House Charter School development director who advised that we are going to need a consultant/leader to help find a development director.
- Build partnerships, friends, and have patience for success.
- Establish clear message of who we are.
- Discussed potential upcoming raffle.

Frank White suggested that the raffle be put on hold for this year and that we institute a plan for next year. The Development Committee should move forward for year-end request for Annual Fund to meet the goal. Board agreed.

It was Moved and Voted unanimously to adjourn the Open Meeting at 9:20pm.

Respectfully submitted:

Bill Smyth (Clerk)
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