

SOUTH SHORE CHARTER PUBLIC SCHOOL

Board of Trustees Meeting

Minutes of the 173rd meeting held March 22, 2007 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: Robert Gass (Chair), Jeffrey Seglin (Vice Chair), Michael Nuesse (Treasurer), Bill Smyth (Clerk), Dan Falkner (ex officio), Barbara Fournier, David Fournier, Dorothy Galo, Ed Hagerty, Jack Kelly, Angie Pepin (ex officio), Dominic Slowey

In absentia: Elaine French, Charleen Tyson, Frank White

Also in attendance:

Staff: Mike Munhall (Executive Director), Tom Gorsuch (Principal), Kristine Shipp (Business Manager)

Guests: David Whitemyer (PA Chair), Miriam Brownwall

Bob Gass called the meeting to order at 7:05pm.

Approval of Minutes:

MOTION: B. Smyth moved to approve the minutes to the 172nd meeting. Seconded D. Galo, motion carried unanimously.

Announcements and Calendar Events:

- The speaker scheduled for this evening will not be attending due to illness. Development Committee will reschedule.
- Elaine French and Frank White have both been battling health concerns.
- Barbara Fournier will be the acting chair of Personnel.
- Board representation for the PA meetings. April 3rd – D. Galo, J. Seglin as backup.
- Next meeting May 17th Annual Meeting at 6pm; followed by a regular Board meeting at 7pm.

Board Business:

- Nominating Sub Committee has three candidates that have expressed interest plus M. Brownwall may consider returning to Board. Chair will speak to each current member to confirm their desire to stay on the Board and also the Officer positions.
- Best days for Board meetings. D. Galo has conflicts on Thursdays. Each Board member should think about best day/time for meetings.
- Annual Mass Charter School Conference – Delegate meeting next Thursday. All SSCPS faculty will be attending the Best Practices seminars/workshops on Friday.

Open to the Audience: no report.

FASA: no report

Faculty Report: no report.

Parents Association: David Whitemyer, PA Chair reported.

Items that were discussed at the last PA meeting.

- Next PA meeting April 3rd. D. Galo will attend
- Discussed PA representative to the Board at the last meeting.
- The Strategic Plan was discussed.
- Karaoke Night is Saturday, March 24th at 7pm.
- PA has set up a parent forum on Google groups.

Business Office: Michael Nuesse reported

- Finance Committee has looked at the draft 2007-08 budget.
- Additional income from the increase of 32 students.
- Funding salary grid of 7% increase.
- Reviewed Profit and Loss Statement as of the end of February 2007. Nothing unusual to report. Earned more income based on additional student enrollment 494 vs. 488.
- Some savings on medical insurance due to staff being covered by spouse, lower heating/electricity bills.
- Projected savings by year end - \$200,000 - which will be spent on construction
- Anticipate CD earnings next year.

MOTION: M. Nuesse to approve the financial report as presented. D. Slowey seconded, motion carried unanimously.

Executive Director Report: Mike Munhall reported.

- Final report has been sent to the DOE regarding the site visit. Dissemination and Project/Workshop accountability/assessment were sited has areas of improvement.
- Enrollment – currently at 488. The School had a couple of withdrawals due to discipline situations. Working on recruiting new students from the current waitlist.
- Enrollment for next year – reviewed the changing demographics of the incoming students.
- Calendar for the 2007-2008 School Year

MOTION: B. Smyth to approve the 2007-2008 School Calendar as presented. J. Kelly seconded, motion carried unanimously.

MOTION: B. Smyth to approve the revised Graduation Policy as presented. J. Seglin seconded, motion carried unanimously.

Committee Reports:

Facilities Committee: Ed. Hegarty

- Committee will have a formal meeting next month. Date to be determined.

Development Committee: Dom Slowey reported

- Committee will re-schedule the speaker that was to attend this evening.
- The next meeting will be held on Wednesday, March 28th 6:30pm. Guest speaker will address group regarding fundraising connections.

Personnel: Barbara Fournier reported.

- Committee discussed the evaluation form for the Executive Director. The evaluation form must follow the job description. Process for evaluation: Distribute to parents, all board members, all faculty for feedback. Parents (through PA) and Faculty (through Faculty Board representatives). Board will review feedback and M. Munhall will complete accomplishments and goals. Then Board will complete ratings. When all feedback is compiled bring to Board no later than the end of the School year.
- Personnel Committee is also looking at rewriting portions of the handbook.

Strategic Plan: Bob Gass reported

- Parents have reviewed the draft as the last PA meeting and also at two parent discussion forums held at the School.
- Faculty has reviewed the draft as well.
- Received a full range of comments.
- Next step is to compile all comments and present to Board at next meeting.
- Approval of plan by the end of the School year.
- Chair and Executive Director will work together with Marci Cornell-Fiest to compile feedback. Then decide if a special meeting needs to be held.

Governance: Bill Smyth reported.

- Committee distributed “Expectations of a Board Member”
- Executive Directors Performance Evaluation general overview of the process referred to Personnel for review.
- Potential Board candidates need to go through review and interview process.
- By law amendment to add Parent Association representative to the Board. This change will appear on the Board Ballot.

MOTION: B. Smyth to approve the By Law amendment adding a Parent Association Trustee as presented. D. Galo seconded, motion carried unanimously.

It was Moved and Voted unanimously to adjourn the Open Meeting at 8:56pm.

Executive Session:

MOTION: B. Smyth to enter into Executive Session at 8:56pm. It was moved and voted upon unanimous roll call, individual voice vote to enter Executive Session for the purpose of discussion for potential litigation, no votes will be taken.

It was Moved and Voted unanimously to return to Open Meeting and adjourn at 9:11pm.

Respectfully submitted:

Bill Smyth (Clerk)
Pam Alger