

SOUTH SHORE CHARTER PUBLIC SCHOOL

Board of Trustees Meeting

Minutes of the 166th meeting held June 15, 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: Robert Gass (Chair), Jeffrey Seglin (Vice Chair), Michael Nuesse (Treasurer), Bill Smyth (Clerk), Jessica Engebretson (ex officio), Dorothy Galo, Edmund Hagerty, Charleen Tyson, Frank White

In absentia: Hannah Connolly, Elaine French, Leslie Jubinville (ex officio), Jack Kelly, Susan Pratt, Dominic Slowey

Also in attendance:

Staff: Mike Munhall (Executive Director), Tom Gorsuch (Principal), Ron Larrivee (Director Learning Services)

Guests: Tim Coletti (Vice Chair - Parents Association)

Robert Gass called the meeting to order at 7:08pm.

Approval of Minutes:

MOTION: D. Galo moved to approve the minutes to the 11th Annual Meeting. Seconded J. Seglin.

Discussion: Frank White was not in attendance at the Annual Meeting. Minutes will be amended to reflect change. Motion carried unanimously.

MOTION: B. Smyth moved to approve the minutes to the 165th meeting. Seconded D. Galo, motion carried unanimously.

Announcements and Calendar Events:

- Meeting Schedule: Chair received some feedback regarding meeting schedule. After some discussion Board meetings are scheduled as follows: July 20, 2006; August 17, 2006; September 16, 2006 (Board Retreat); September 21, 2006; October 19, 2006; November 16, 2006; December 14, 2006; January 18, 2007; February, 15, 2007; March 15, 2007; April 26, 2007; May 17, 2007 (Annual Meeting & Regular Meeting); June 21, 2007.
- Committee Assignments were distributed. Board discussion and question. Education Committee is at the School level. Members of Education are Head of School, Principal, Assistant Principal, Director of Learning Services, Level Coordinators, 2 Faculty Members, 2 Parents and Board Member. Dom Slowey will serve as Board Representative with Sue Pratt as alternate.
- Retreat scheduled for September 16, 2006 on hold. Revisit and schedule at July meeting.

Open to the Audience: no report

FASA: no report

Parents Association: Tim Coletti PA Vice Chair reported.

- Parents Association has been winding down for the year and the newly elected officers and grade representatives have been organizing.
- The meeting schedule has been approved and will be distributed to the Board.
- PA Chair and Vice Chair are working on a website for the Parents Association.

Business Office: Michael Nuesse reported.

- Finance Committee did not meet this month. School has not received year-end tuition numbers.
- Annual Audit will begin in August.
- Maintenance projects will be ongoing during the summer.
- Reviewed P&L statement.
- Less income than anticipated due to enrollment number and students coming from lower paying towns.
- Savings realized in the areas of unemployment, maintenance payments, insurance, development director salary, technology purchases.
- Under budget \$157,000 though end of May.
- Largest expenses are salary/wages and mortgage payments.
- Money Market account keeps School from using line of credit.
- Paying down Boston Private bond loan.

MOTION: B. Smyth to accept the financial report as presented. D. Galo, motion carried unanimously.

Executive Director Report: Mike Munhall reported.

- A link to the annual satisfaction survey is posted on the School's website. The Board is encouraged to take to survey.
- The Graduation ceremony was held on the 3rd of June. Thank you to the members of the Board who attended.
- The Torri Wightman Scholarship Fund is moving along
- Personnel – Teachers have been hired for the Learning Services department, Level 4 English/History and Math/Science. High School Spanish Teacher has resigned. Several teachers have to pass Mtel.
- Theme/focus for Professional Development will be differential instruction for the upcoming year.
- Meeting with YMCA youth build to renovate Room 100 to expand 6ft.
- Reviewed organization chart. Board would like to review again in fall with names filled in.

MOTION: B. Smyth to table Student Exchange Program proposal to the fall. F. White seconded, motion carried unanimously.

Policies: several policies were submitted for review by the Board. The Governance Committee has reviewed the recommendations and the policies are presented for approval by the Board.

MOTION: B. Smyth to approve the Attendance, Tardiness Policy as presented. C. Tyson seconded, motion carried unanimously.

MOTION: B. Smyth to approve the amendments to the Code of Conduct as presented. J. Seglin seconded, motion carried unanimously.

MOTION: B. Smyth to approve the consolidation of Exit / Graduation Standards from Grades 9-10 and Grades 11-12 to High School Grades 9-12. C. Tyson seconded, motion carried unanimously.

MOTION: B. Smyth to approve the amended Acceptable Use and Internet Safety Policy as presented. J. Seglin seconded, motion carried unanimously.

MOTION: B. Smyth to accept the High School Workshop Failure Policy as presented. D. Galo seconded, motion carried unanimously.

MOTION: B. Smyth to accept Transcript Release Policy as presented. E. Hagerty, motion carried unanimously.

MOTION: B. Smyth to accept the Repeating the Year Policy. Board discussion: Referred policy back to Executive Director and Governance for further review and inclusion of appeal process. B. Smyth withdrew motion.

MOTION: B. Smyth to accept Repeating the Year Policy as previously presented. D. Galo seconded, motion carried unanimously.

MOTION: D. Galo Governance to recommend an academic appeal policy. J. Seglin seconded, motion carried unanimously.

Strategic Plan:

- The Board members will meet on June 29th 5-9pm at 100 Longwater to establish the final structure for the plan.
- Strategic Plan will be presented at the October Board meeting.
- Workshop for community input.

Learning Services Annual Report: Mike Munhall introduced Ron Larrivee Director of Learning Services.

- Board was presented with statistics on the state of the Learning Services Department.
- 18% of the School's population receives services.
- Department is reviewing trends.
- Reviewed charts and discussion regarding results of analysis. No layer between SPED and Title 1 services for remediation.
- Reviewed recommendation of Learning Services Director to meet future needs of students.
- Follow up in the fall.

Committee Reports:

Facilities Committee: Bob Gass acting chair

- Science Lab – cabinetry, facets, hardware, hood, etc., installation – total cost \$170,000. Back to committee under advisement.

Development Committee: Mike Munhall reported for Dom Slowey

- Next meeting Tuesday, June 22 at 7pm
- Committee will work on job description for Development Director.

Governance: Bill Smyth reported

- Nominating Sub committee – Recommending the Chair of the PA becomes a member of the Nominating taskforce to keep a crossover of parents on Board. Revisit in fall.

Personnel: Frank White reported.

- Committee will be working on Personnel Policy Guidebook in the fall.

Meeting Reminders:

June 29th Strategic Plan – outline of plan

July 20th – next Board meeting for Annual Report approval.

Recommendation from Chair no reason for the August 17 Board meeting at this time.

Chair recognized PA Vice Chair for comment: Tim Coletti commented on how well the Learning Services Teachers work with the students and what a great faculty the school has.

It was Moved and Voted unanimously to adjourn the Open Meeting at 8:57pm.

Respectfully submitted:

Bill Smyth (Clerk)

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