

SOUTH SHORE CHARTER PUBLIC SCHOOL

Board of Trustees Meeting

Minutes of the 170th meeting held November 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: Robert Gass (Chair), Jeffrey Seglin (Vice Chair), Bill Smyth (Clerk), Elaine French, Dorothy Galo, Jack Kelly, Andre Kim (ex officio), Dominic Slowey

In absentia: Michael Nuesse (Treasurer), David Fournier, Barbara Fournier, Edmund Hagerty, Leslie Jubinville (ex officio), Charleen Tyson, Frank White

Also in attendance:

Staff: Mike Munhall (Executive Director), Tom Gorsuch (Principal), Kristine Shipp (Business Manager), Jared Rose (HS English/Workshop Leader)

Guests: David Whitemyer (PA Chair), Kyle Forester (Student), Megan Weinstein (Student)

Robert Gass called the meeting to order at 7:11pm. Chair requested all to sign-in on the sheet distributed.

Approval of Minutes:

MOTION: J. Seglin moved to approve the minutes to the 169th meeting. Seconded B. Smyth, motion carried unanimously.

Announcements and Calendar Events:

- There will be no December Board meeting, however, every Board Committee should meet and report at the January meeting scheduled for Thursday, January 18, 2007.
- The next Personnel Committee meeting is scheduled for next Monday, November 20th at 6pm.
- Development will meet on Monday, November 20th at 6:30pm.
- Board email address. The School will set up an email for the Board and the email that is received will be forwarded to the Clerk of the Board to review and forward to the appropriate Board member.
- Chair read a thank you to the Board from PA Fundraising Chair.
- Chair requested Board members review the committee assignments.
- At the last Board meeting the chair read the Board's statement regarding the review of Mr. Munhall's website and the statement is now part of the meeting minutes. Chair and Head of School meet on October 26, 2006 as per the recommendation of the Ad Hoc Committee.

Discussion: Website Information for Trustees. Discuss whether School can provide link to email for trustees. No display of personal phone numbers or addresses. Each member to be able to access email.

Open to the Audience: no report.

FASA: no report

Faculty Report: A. Kim nothing to report.

Parents Association: David Whitemyer Chair reported.

- The Annual Auction raised \$25,000 and the Walkathon has raised over \$12,000 to date. The next large PA sponsored event will be the Art Auction in February.
- The PA's Welcoming Committee sent representative to the Enrollment Open House and provided coffee and pastries.
- At the last PA meeting items that were discussed included: Drop Off/Pick Up Safety, Level 1 Recess time, follow up of Board Statement, Head Lice.
- PA Chair thanked Administration for quickly acknowledging items/concerns.

Business Office: Dorothy Galo and Kristine Shipps reported

- Finance Committee meet and discussed two policies; the Credit Card Policy and the Record Retention Policy; which will be presented by the Governance Committee.
- Received bid from ADT to provide security improvements. Cost will be \$11,100 budgeted \$16,000.
- RFP being prepared and will be sent out in the next month or so for build out of the Science Lab.
- Reviewed the Financials Profit and Loss Statement. No major areas of concern. Overall good report.

MOTION: D. Galo to approve the audit as presented. Seconded B. Smyth, motion carried unanimously.

Executive Director Report: Mike Munhall reported.

- Community Week which was organized by the Diversity Committee was successful. Thank you to the parents who put countless hours putting the activities of the week together.
- The SSCPS Chapter of the National Honor Society held an induction ceremony for seven students.
- The parents have been highly active with raising funds for the School. The Annual Auction netted \$25,000 and the Walkathon \$12,000 to date.
- As mentioned the RFP for the Science Lab will be sent out in the next month or so.
- The security system will be installed with 8 cameras, buzzer for front door, and burglar alarm for the building.
- Enrollment has leveled and is stable.
- Principal T. Gorsuch presented a review of the MCAS results. The full report is attached to this document.

Committee Reports:

Facilities Committee: No report

Development Committee: Dom Slowey

- Next meeting is scheduled for Monday.
- Working on fundraising policy for the school to help eliminate conflicts in scheduling.

Personnel: No report; next meeting on Monday.

Strategic Plan: Mike Munhall reported. Need to get the plan done and reviewed by the School community.

Governance: Bill Smyth reported. The committee has several policies for the Boards approval.

MOTION: B. Smyth to accept as distributed the By Laws Clarification. D. Galo seconded, motion carried unanimously.

MOTION: B. Smyth to accept the recommendation from Governance and approve the Records Retention Policy as presented with minor amendment. D. Galo seconded, motion carried unanimously.

MOTION: B. Smyth to accept the recommendation from Governance and approve the Credit Card Policy as presented... D. Galo seconded, motion carried unanimously.

MOTION: B. Smyth to accept the Guidelines for the Student Trustee of the Board of Trustees as presented... J. Seglin seconded, motion carried unanimously.

MOTION: B. Smyth to accept the Guidelines for the Faculty Representative of the Board of Trustees as presented... J. Seglin seconded, motion carried unanimously.

It was Moved and Voted unanimously to adjourn the Open Meeting at 9:05.

Executive Session:

MOTION: B. Smyth to enter into Executive Session at 9:06pm. It was moved and voted upon unanimous roll call, individual voice vote to enter Executive Session for the purpose of discussion for non-union employee contract provisions.

Respectfully submitted:

Bill Smyth (Clerk)
Pam Algera