

SOUTH SHORE CHARTER PUBLIC SCHOOL

Board of Trustees Meeting

Minutes of the 184th meeting held April 17, 2008 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), Ryan Brenner, Kasundra Brown-Corbin, Miriam Brownwall, Dan Falkner (ex officio), Elaine French, Jo Loughnane, Michael Maniscalco, Angie Pepin (ex officio), Cheryl Peterson, Bill Smyth (Clerk), Brian Tyler, Frank White, David Whitemyer

In absentia: Dorothy Galo, Jack Kelly, Michael Nuesse (Treasurer), Mike Ryan, Dominic Slowey

Also in attendance:

Staff: Prudence Goodale (Interim Executive Director), Thomas Gorsuch (Principal), Kristine Shipp (Business Manager), Jo Feldman (Interim Director of Learning Services)

Audience: Deidre Lamoueuix, Donna Walsh, Beth Farmer

Bob Gass called the meeting to order at 7:03pm

Approval of Minutes:

MOTION: J. Seglin moved to approve the minutes to the 183rd meeting with noted grammatical edits. Seconded B. Smyth, motion carried unanimously.

Announcements and Calendar Events:

- On May 22nd the Annual Meeting will be held at 7pm with a regular Board Meeting to follow at 7:30pm
- Graduation will be held at SSCPS and is scheduled for Saturday, June 7th at 11am
- Board retreat has not been scheduled as of yet.

Board Business:

- Kasundra Brown-Corbin and Cheryl Peterson attended the Charter School office training for Board members. They both felt that the workshop was well worth the time and it provided them with a better understanding of their role and responsibility. The State considers Board members as "Special State Employees" (unpaid) with a commitment to the fiduciary responsibility of the state of the School. Also indicated was how Department of Education will be looking at schools long range goals and accountability standards. E. French and J. Loughnane indicated that they would attend the next workshop which will be held in Worcester in the next few weeks.
- Permanent Executive Director Search – Frank White reported. The search for a new Executive Director has come to a standstill. As reported last month by Kristine Shipp, the Committee felt there were only four finalists qualified for an interview. Of the four finalists, one was interviewed, two have withdrawn, and the fourth we believe has withdrawn. The fourth – on paper – the most qualified of the group has twice postponed interviews because of emergencies at his school. An attempt was

made to have him meet earlier this week. He then emailed back that he was too tied up this week and said he thought he should withdraw because he had inconvenienced the committee by his request to postpone an interview. Kristine Shipps emailed back and suggested a meeting after vacation week. No response. We conclude he has withdrawn. It is the consensus of the Search Committee that the one finalist interviewed, although bright and competent, would not make a good fit at SSCPS. Although the Search Committee has not had an opportunity to meet since the 4th finalist withdrew, I believe that subject to the approval of P. Goodale and pending an analysis by the Chair and others of the likelihood of the DOE approving, there is a consensus among the members of the Search Committee that Prue Goodale should be asked to continue for another year and that if that is not feasible that the search for an outside candidate be reinitiated. If Prue Goodale is selected, a search committee should be reformed and start the process over again late this summer or early fall.

Direction from the Board as to the next steps:

- Board Chair will work with Chair of Personnel on the application for a Critical Shortage Waiver.
- Personnel Committee and Search Committee to work on job description and redefine School's needs for fundraising and development. Work with Executive Committee and Administration.
- Personnel Committee to have recommendation as to how to move forward with search at the May 22, 2008 Board Meeting.
- Ask Personnel Committee to accept resumes ongoing until further notice.

Chair thanked Search Committee for their hard work and the committee will be moving forward with a clearer understanding of the School's needs.

Open to the Audience: no comment

Faculty Report: no report

Parents Association: David Whitemyer reported.

- Next meeting Tuesday, May 6th.
- J. Seglin, B. Gass or F. White will represent the Board.
- Ballot for PA officers has been distributed. The position of Chair of Fundraising is open with no candidates.
- PA Chair thanked the Development Committee for the productive Development Summit.
- Deidre Lamoureux was introduced to the Board as she is the candidate on the ballot for the next PA Chair.

Student Report: Ryan Brenner

- Seniors have begun their Senior Projects.
- The Senior Trip to Europe left today and will return in 10 days.
- Elections for Student Board and Student Board Representative have been held. President – Carly Hayes; Vice President – Tee Smith; Secretary – Olivia Mignosa; Treasurer – Andrew Tyler; Board Representative – Alyse Algera
- Earth Day activities have been planned school wide and will be held tomorrow.
- P. Goodale reported that High School Science Teacher, Tara Turner, informed the School that the debate team has been invited to the Forensic Nationals in her home town.

MOTION: M. Brownwall to approve the out of state travel of members of the Debate Team to attend the Nationals in Wisconsin leaving on May 22 and returning May 27. Seconded D. Whitemyer, motion carried unanimously.

Business Office: K Shipps reported

- Executed commitment letter on property refinancing. Closing on May 23rd or 24th, 2008. Board will vote at the May 22nd meeting. .
- FY09 Budget – 2nd draft was reviewed. Received updated FY09 tuition rates. Additional \$130,000 based on 1st projection from DOE of the towns. Pre-enrolled 538 students; Budgeted 526 students. At 2nd pass of budgets included capital expenditures of playground small ropes course; new lease of school van; increase in health insurance increase.
- Distributed March Profit and Loss and Balance Sheet. No significant items; some savings in unemployment expenses and utilities.
- Business Manager participated in conference call with all financiers (Boston Private, Mass Development) and attorneys. Advised by legal counsel for Board not to take action on amendments of current By Laws. Table By Law amendments until July.

Executive Director Report: Prudence Goodale reported.

- Annual Fund is moving along. 2nd Development Summit to be held May 10th at 9am at Jo Loughnane's house.
- DOE Site Visit Report – in reviewing the report these are areas that the Administration will be working on: Exit Standards; alignment of Projects/Workshops through Curriculum Maps; K-12 alignments of topics, i.e., music, art, environmental science, etc. The report noted some evidence that there needs to be more rigor in the classroom and that some instructional learning was at or below grade level. Also noted was the area of engagement of students in the classroom. Question was asked by B. Tyler and M. Brownwall – how does this compare to previous visits? Provide Professional Development opportunities for faculty in classroom management and academic achievement.

MOTION: B. Smyth to approve the recommendation of the Executive Director that the FY08 school year be 183 days with the last day of classes June 20th. M. Brownwall seconded, motion carried unanimously.

MOTION: K. Brown-Corbin to approve the recommendation of the Executive Director and approve the FY09 calendar of 184 student days and the last day is June 18, 2009. B. Tyler seconded, motion carried unanimously.

Introduction of Jo Feldman, Director of Learning Services and Assessment

- Overview of the Learning Services Department
- Currently 85 Students on IEP's
- Types of disabilities – highest number of students fall into the category of Specific Learning Disability, following by students on the Autism Spectrum.
- SSCPS has a strong Student Support Team (SST) lead by Angie Pepin for grades K-6 and Pedro Legro Alonso grades 7-12. This team of teachers brainstorms to help students in the areas auditory processing, multi-sensory learning; and incorporating engaging activities to help learning.
- Looking forward to FY09 – hiring Full Time School Psychologist to provide services and conduct testing. This position will work with and help to support the Adjustment Counselor. Occupational Therapist will be a full time position to conduct testing and deliver services to students.

- Review of the DOE Coordinated Program Review Mid-cycle visit. Many commendations were given to the department. Concerns were few – continue of services; look at substantially separate program for students with more challenges.
- P. Goodale noted that Marc Kenan has met with Paul Revelle and the department will be looking at percentages of SPED students and racial equalities of students attending charter schools vs. the local districts percentages.

Tom Gorsuch addressed the Board regarding the realignment of grades 7-12:

- The 7-12 model will allow the school to be responsive to individual needs and reinforce skills.
- At the High School upper grades (11-12) opportunities for internships and dual enrollment.
- The RBT (Research for Better Teaching) Professional Development training was successful in starting the process of getting all teaching faculty on same page as to how to deliver lessons.
- Why this change? Grades 7-12 on same daily block rotation schedule to allow opportunity for students to accelerate. Students 7-8 will have opportunity to join High School workshops with more rigorous Art/Music/ Science.
- Different 7-8 structural activities; remedial work; enrichment activities. Students will have no recess additional math and writing time to build skills. Added more community time for bonding and to share talents. Gain academic time for middle school.
- Angie Pepin will be the Level Coordinator for Level 4 (Grades 7-8).
- Personal/Individual Academic Plan (educational goals) will be devised for each student 7-12. This goal setting will include input from the advisor, parent and student. What are the strengths? What are their weaknesses?
- Workshops 7-12 will be restructured to include strands from K-12. Smoother transition to the High School from 8th grade.
- The High School has in place an Academic Workshop which assists students needing additional help in academics.
- Assessments will be given to group students with academic cohorts. With the changing demographics there is a huge range of abilities in the same classroom. Cohort groups will create balanced groups increasing the rigor in the classroom.
- New hire of an additional Math teacher 7-12. Realignment of Science 7-12, also for Social Studies and Spanish.
- Over next year revision to the Exit Standards K-12 to include standards based performance assessments. Looking at 7-12 model – Grades 7-10 builds basic skills/success on MCAS; Grades 11-12 Internships/Dual Enrollment.
- Teams of staff visited three other charter schools as part of the Mass Charter School Office Best Practices. Teams came back with some new ideas to be discussed.
- T. Hirsch will address Board at another meeting to discuss the K-6 program.
- All students new to the High School will be required to participate in the 1st Year Institute August 18-22. During this week academic assessments; study skills; social bonding; and orientation to High School will be covered.

Committee Reports:

Facilities Committee: No report

Development Committee: Miriam Brownwall

- Very productive Development Summit. Worked on calendar for next year.
- Trying to go outside community for fundraising.

- Instead of Annual Auction, looking at scheduling Golf Tournament with Auction for the spring of 2009.
- Second Development Summit will be held on Saturday, May 10th at 9:00am at Jo Loughnane's home in Hull.
- Reviewed handout of Fundraising over the past few years.
- Logo – still working on. Look into going ahead with website with “vanilla” spacing. Meeting with parent Tim. Colleti, David Whitemyer, Keith Conforti, Prue Goodale and Miriam to discuss logo ideas.
- Annual Fund Phone-a-thon will be held on Tuesday, April 29th and Thursday, May 1st. Volunteers include D. Whitemyer, J. Seglin, C. Peterson, M. Brownwall, J. Loughnane, S. Gilman, E. French. K. Mullen.

Governance: Bill Smyth

MOTION: B. Smyth to accept the Nomination Ballot. M. Brownwall seconded, motion carried unanimously.

- The newly elected PA chair will sit at the June meeting however, not vote.
- Officers of the Board contact the Governance Committee as to desire to serve.
- Governance will be distributing survey for Board, please look for email and response accordingly.

Personnel: Frank White

- Committee met and reviewed job descriptions for the following positions: Development Associate, Principal Upper School (Grades 7-12); Principal Lower School (Grades K-6), Director of Learning Services and Assessment; Administrative Assistant to the Director of Learning Services; Receptionist. No formal vote was in order; committee voiced approval.

MOTION: B. Smyth to adjourn the meeting. K. Brown-Corbin seconded, motion carried unanimously.

Meeting adjourned at 9:09pm

Respectfully submitted:

Bill Smyth, Clerk
Pam Algera