

# SOUTH SHORE CHARTER PUBLIC SCHOOL

## Board of Trustees Meeting

Minutes of the 177<sup>th</sup> meeting held September 20, 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), Miriam Brownwall, Ryan Brenner, Dan Falkner (ex officio), Elaine French, Dorothy Galo, Jack Kelly, Michael Maniscalco, Angie Pepin (ex officio), Michael Ryan, Frank White, David Whitemyer

**In absentia:** Ed Hagerty, Dominic Slowey, Charleen Tyson

### **Also in attendance:**

**Staff:** Prudence Goodale (Interim Executive Director), Tom Gorsuch (Principal), Kristine Shipp (Business Manager); Joan Manchester, Mary Carter

Guests: John Buckley and Dave Kelleher from Alexander Aronson Finning (Auditors)

Bob Gass called the meeting to order at 7:07pm. Chair formally introduced and welcomed Prue Goodale to the Board.

### **Approval of Minutes:**

**MOTION:** B. Smyth moved to approve the minutes to the 176<sup>th</sup> meeting. Seconded F. White, motion carried unanimously.

### **Announcements and Calendar Events:**

- Next Meeting: Thursday, October 18<sup>th</sup> at 7pm.
- SSCPS Annual Auction: Saturday, October 20<sup>th</sup> 7-11pm
- Tuesday, October 2<sup>nd</sup> next Parents Association meeting – Dorothy Galo will represent Board
- Saturday, September 29<sup>th</sup> 11am-3pm Parents Association Fall Festival
- Friday, September 21<sup>st</sup> SSCPS will display pinwheels in recognition of World Peace Day and the annual whole school photo will be taken.

**Business Office:** Kristine Shipp introduced John Buckley and Dave Kelleher from the accounting office of Alexander Aronson Finning.

- Reviewed audit results.
- Overall results are very positive.
- Year end reserve/surplus healthy to keep in good standing financially.
- Reserve at year end was 6.8 months of operating expenses.
- State payments are 3 months behind; reserve is used between state payments.
- Reserve money could be invested in secure accounts (i.e., cd's, state fund, etc.)
- Review of Management Letter:
  - Two control deficiencies which were both on the SSCEF (foundation) side.
  - Recommendation for the School: mark cancelled invoices PAID and Net assets should not be marked as restricted. Restricted for specific donations.
- The audit report has been sent to the attention of the President and Treasurer of the SSCEF.

- Finance Committee is recommending that there be crossover of Board members on the Foundation and School boards. Further discussion regarding foundation vs. school.
- Bob Gass thanked Kristine Shipps and the Finance Committee for their hard work and efforts to keep financials stability.
- Finance Committee reviewed the August 31<sup>st</sup> Profit & Loss statement.
- Business Office presented Board with FY08 tuition projection based on current and shifting student demographics.
- Next meeting present number new students with need of the Learning Services Department by town by grade.
- Chair of Finance Committee reminded Board of the need to focus on fundraising to offset the tuition drops due to demographic changes.

**MOTION:** M. Nuesse to accept the audit as presented. D. Galo seconded, motion carried unanimously.

**Board Business:**

- Committee Assignments were distributed with Board package. Michael Ryan has agreed to Chair Facilities on an ad hoc basis.
- Search for a permanent Executive Director – Frank White will lead process. The Executive Committee has referred to the Personnel Committee for review and recommendation of the process. The Personnel Committee will make a recommendation at the October or November full Board meeting.
- Strategic Plan – P. Goodale contacted Marci Cornell-Feist who suggested that the School now needs to put an action plan in place. Committee Chairs to take a look at plan and complete their committee’s action plan.
- Annual Board Retreat – target for mid year. Agenda – look at committee action plans and finalize.
- Number of Board members – currently 16 voting members, two open seats plus 2 members would also like to be replaced. Nominating Sub-committee is looking for nominations of people who may be helpful to SSCPS.
- Mass Charter Public School Association has 2 opening on their Board. Also, day on the hill, next week.

**Open to the Audience:** no report.

**Faculty Report:** no report.

**Parents Association:** David Whitemyer, PA Chair reported.

- Most items have been announced earlier in the meeting.
- Charter School funding hearing at the State House next week.
- At the next PA meeting, discussion regarding non-profit status and proposal to incorporate the Parents Association.
- PA would like clarification to understand funding and approvals.

**Student Report:** Ryan Brenner

- The Student Board is working on defining roles and responsibilities.

**Executive Director Report:** Prudence Goodale reported.

- Tech Plan – Joan Manchester reported and reviewed the draft plan on the advancements that the School has made over the last 4 years and plans for the near future.

**MOTION:** M. Brownwall to approve the Tech Plan as presented. B. Smyth seconded, motion carried unanimously. (Board recommends addendum to plan to clarify budget plan and that the plan is subject to available funds.)

- Europe Trip – Mary Carter reported and reviewed the voluntary trip to Europe for students in the Class of 2008 which is scheduled for April vacation.  
**MOTION:** B. Smyth to approve the trip as presented. J. Seglin seconded, motion carried unanimously.
- Fundraising Form – P. Goodale reviewed the fundraising policy and form which is intended to keep track of fundraising, trips, field trips, project/workshop money.
- Pregnancy Policy – P. Goodale reviewed the revised policy for approval.  
**MOTION:** B. Smyth recommendation of the Governance Committee to approve the revised policy. D. Galo seconded, motion carried unanimously.
- Wellness Policy – P. Goodale reviewed the policy which is recommended by the US Government.  
**MOTION:** B. Smyth recommendation of the Governance Committee to adopt as presented. D. Galo seconded, motion carried unanimously.
- Whistleblower Policy – P. Goodale reviewed the policy.  
**MOTION:** B. Smyth recommendation from the auditors and the Governance Committee to adopt the policy as presented. M. Brownwall seconded, motion carried unanimously.
- Learning Services Plan – Ron Larrivee will be retiring on December 29, 2007. Recommending an interim director for January through June and a permanent replacement for July1. Currently a consultant is working with the department to assist with a recommendation on a possible restructure of the department.

### **Committee Reports:**

**Facilities Committee:** Mike Ryan will be scheduling a meeting in the next month.

**Development Committee:** Jeff Seglin and Miriam Brownwall will set up a meeting with Dom Slowey.

**Governance:** Bill Smyth announced that the next meeting will be on October 15<sup>th</sup> at 6pm.

**Personnel:** Frank White will schedule a meeting in October.

Meeting adjourned at 9:08pm

Respectfully submitted:

Bill Smyth (Clerk)  
Pam Alger