

# SOUTH SHORE CHARTER PUBLIC SCHOOL

## Board of Trustees Meeting

Minutes of the 211<sup>th</sup> meeting held November 18, 2010 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:** Jeffrey Seglin (Chair), Cheryl Peterson (Vice Chair), Paul Carberry (Clerk), Brian Tyler (Treasurer), Deb Cerilli, Bob Gass, Mac Haran (ex officio), Jo Loughnane, Michael Maniscalco, Emily Merwin (ex officio), Kolin Perry (Student), Jean Philogene, David Whitemeyer

**In absentia:** Heather Dans, Michael Ryan

### **Also in attendance:**

**Staff:** Alicia Savage (Executive Director), Kristine Shipp (Business Manager), Ted Hirsch (K-6 Principal), Level II Faculty - Donovan Fauvelle, Courtney Huber, Kim Johnson, Liz Martello, Sarah Roberts, Kristin Waldron

Jeffrey Seglin (Chair) called the meeting to order at 7:05 p.m.

### **Approval of minutes:**

**MOTION:** B. Gass to approve the minutes to the October 21, 2010 Board of Trustees meeting, C. Peterson seconded, motion carried unanimously.

### **School & Academic Reports**

**Level II Presentation** – The staff reviewed the Level II program including curriculum, projects, book club, Open Circle, afterschool tutoring, and professional development opportunities for faculty.

### **School Report:** Alicia Savage, Executive Director Report

- Open House was held on November 13<sup>th</sup>. Students were prepared by Angie, Kerry Griffin organized parent volunteers, and many faculty members gave up their Saturday to help.
- Sundance film crew is arriving this evening and will be here for 6 days.
- Fundraising/Outreach – Beth Dolloff has been hired as the Part Time Development Assistant. Beth has marketing, fundraising and event planning experience.
- National Honor Society Induction will be held on Wednesday, November 24<sup>th</sup> at 10:30am.
- Annual Fund Update – \$4,125 rec'd, plus \$4,545 additional pledges. Reminders will be sent in December; Phone-a-Thon to be held in the spring.
- Harvest Run - \$2,654.22 net proceeds – targeted \$1,500
- Grandparents and Friends Day – December 8<sup>th</sup> - packet will be put together and distributed day of event and be used by other purposes.
- Green Initiatives – representatives attended Green Schools National conference in Minneapolis. First meeting of the green team was held on November 10<sup>th</sup> with next meeting on December 1<sup>st</sup> at 4pm
- Education Committee met earlier today.

### **Green Team Report** – Kristine Shipp

- Mark Flanagan, Kristine Shipp, Sarah Roberts, and Bill Tramontana attended the Green Schools Conference in Minneapolis. Each school representative attended workshops on fundraising, ideas on sustainability, curriculum focus, and green building/maintenance issues.
- Met with the architects that visited SSCPS last year.
- Next step is to document the initiatives that are currently being done around the school.
- An Energy Audit was conducted by Kathy Arthur Tyler.
- Goals for the next steps will be discussed at next Green Team meeting. SSCPS will offer 2 environmental clubs funded by the foundation. Cross curriculum skills K-6 and 7-12.

## **Committee Reports:**

**Audience:** no report

**Faculty:** no report

### **Finance: Brian Tyler**

- Finance Committee met. Working on fraud risk and updated job descriptions which are recommendations from audit report.
- Tuition rates should be released by year end.

### **Student Report:** Kolin Perry reported

- The High School had a Harvest Dance at the SS Science Center on November 12<sup>th</sup>. Over 40 students attended this community building event.
- 11 students attended In Control driving course,
- The Biology Workshop has entered into 2 contests.
- Looking forward to the National Honor Society Induction.
- The Class of 2012 is requesting approval for class trip. Fundraising initiatives have been discussed and will be organized as soon as approval has been granted.

**MOTION:** D. Whitemyer to approve the recommendation of the Executive Director for the Class of 2012 trip to Europe as presented. B. Tyler seconded. Motion carried, 8 in favor; 2 opposed

**Parents Association:** no report

### **Development Committee:** Paul Carberry

Nothing more to add.

### **Facilities:** David Whitemeyer reported

- This past Tuesday the pre-bid conference was held for the roof project. Proposals are due December 2, 2010. Project is on schedule. Selection of contractor in January. Chair thanked committee for their efforts.

### **Governance:** Paul Carberry reported

- A meeting will be scheduled.
- Discussion with Executive Committee on wish list to invite new board members. Look for email from P. Carberry requesting contacts.

### **Personnel:** Bob Gass reported

- Minutes will be in the December meeting packet.
- Personnel Committee met on November 8<sup>th</sup>. Began discussions on the items leftover from last year such as staff health insurance options; retirement with health care needs; work with staff faculty sick bank; job descriptions, development associate, and template for book of job descriptions, and process for evaluation of Executive Director in the spring.
- Meeting will be held with FASA after January 1<sup>st</sup>.
- Climate and Culture Committee to reconvene.

**MOTION:** D. Whitemyer moved to adjourn the meeting. J. Loughnane seconded, motion carried unanimously. Meeting adjourned at 8:50 p.m.

Respectfully submitted: Pam Algera

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Approved by: Paul K. Carberry, Clerk