

# SOUTH SHORE CHARTER PUBLIC SCHOOL

## Board of Trustees Meeting

Minutes of the 231<sup>st</sup> meeting held December 20, 2012 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), David Whitemyer (Vice Chair), Brian Tyler (Treasurer), Chad Bruce (Student), Paul Carberry (Clerk), Deb Cerilli, Mac Haran (ex officio), Lisa Harvey-Mone, Maureen Hebert, Jackie Liebergott, Emily Merwin (ex officio), Cheryl Peterson, Richard White

**In absentia:** Michael Maniscalco, Christophe Teulet-Cote

### **Also in attendance:**

**Staff:** Alicia Savage (Executive Director), Kristine Shipps (Business Manager), Joanna McCarthy (Director of Development), Ted Hirsch (K-6 Principal), Angie Pepin (7-12 Principal)

**Audience:** none

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

### **Board Business**

**MOTION:** D. Whitemyer moved to approve the minutes to the October 18, 2012 meeting. B. Tyler seconded, motion carried unanimously.

### **School & Academic Report**

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

- Massachusetts Institute of Technology (MIT) has recognized High School Science Teacher Jenny Kostka for her work with SSCPS graduate Polina Shpilker.
- Student Achievement: Ten students have received the Adams Scholarship; fourteen students have been inducted into the National Honor Society.
- Events: Great turnout for the Grandparents/Friends Day and another successful Winter Concert. The new afterschool chorus run by Wardie Mannix and Boston City Chorus director Jane Money performed as well.
- Retention/Enrollment: The amendment to the SSCPS charter has been approved with an increase to total enrollment from 540 to 610. The increase will be phased in over the next three years. SSCPS hosted the first Open House which was crowded with interested families.
- Current Enrollment – 541
- Strategic Planning Committee led by Jackie Liebergott had an initial meeting. This Strategic Planning Ad Hoc Committee is comprised of representatives from Administration, Faculty/Staff, Parents and SSCEF. Committee would like to add an Alumni member and a member of the outside community. Any recommendations should be directed to Jackie Liebergott
- Field Trip Ad Hoc: L. Harvey Mone, M. Hebert, D. Whitemyer. Two requests received 6 Week Ski Club and 8<sup>th</sup> Grade NYC trip

**MOTION:** D. Whitemyer to approve the recommendation of the Field Trip Ad Hoc committee and approved both requests as presented. M. Hebert seconded, motion carried unanimously.

- Medical Emergency Response: Angie Pepin reviewed the required policy for approval.

**MOTION:** J. Liebergott to approve the Medical Emergency Response Policy as presented. C. Peterson seconded, motion carried unanimously.

- Ted Hirsch shared a reflective writing from a Level I staff member.

## **Committee Reports:**

**Audience:** no audience

**Faculty:** Emily Merwin and Mac Haran

- Faculty thanked the Parents Association for the luncheon
- SSCPS will participate in a Moment of Silence tomorrow.
- The Faculty/Staff is looking forward to the upcoming vacation.

**Finance:** Brian Tyler reported

- FY12 Charter School End of Year Financial Report was reviewed by the Committee. The report is based on the audit report and will be uploaded to the DESE.  
**MOTION:** B. Tyler moved to approve the FY12 Financial Report as presented. C. Peterson seconded, motion carried unanimously.
- Records Retention Policy  
**MOTION:** B. Tyler moved to approve the records retention policy and actions to destruction of records R. White seconded, motion carried unanimously.
- Committee met earlier in evening and reviewed the current financials through November 30, 2012. Overall tracking well. Technology expenses over budget. Waiting on the quarterly revenue payment with enrollment stable at 540.

**Student Report:** Chad Bruce report

- The High School Art Workshop will be holding the annual fashion show tomorrow.
- Spirit days were held.
- College acceptances have started to come in.

**Parents Association:** Lisa Harvey Mone reported

- Distributed minutes from the November meeting.
- Presentation on bullying by A. Pepin at the December meeting. PA would like to repeat the presentation at a Tuesday night meeting.
- Holiday Tree fundraiser was successful.

**Development Committee:** Joanna McCarthy reported

- Distributed Development Office report for December.
- Foot the Floor campaign is successful however funds still need to be raised to cover cost.
- e-Tapestry database is up and testing the data has begun. Training in January.
- SSCPS website will be updated as soon as database is up and running
- Green Ribbon Award proposal has been submitted LEAD certified application next
- Attended the Hull Rotary Club dinner and presented. Applying for iPad grant.
- Harvest Run raised \$5,187 which is less than last year's event.

**Facilities:** David Whitemyer

- Nothing new to report. Committee has not met.

**Governance:** Paul Carberry

- Committee has been working on revising the SSCP Bylaws.  
**MOTION:** R. White moved to submit the revised Bylaws as presented to the DESE for approval. D. Whitemyer seconded, motion carried unanimously.

**Personnel:** Richard White and Jeffrey Seglin reported

- Committee met briefly to review the ongoing salary negotiations with FASA.
- The Board of Trustees asked the Chair to enter into negotiations with Executive Director to discuss contract. Chair presented to Finance and Personnel committees.

**MOTION:** R. White to approve the extension of the Executive Director's contract for three years beginning July 1, 2013 with the terms remaining to same. J. Leibergott seconded, motion carried unanimously.

**MOTION:** R. White moved to adjourn the regular meeting. C. Peterson seconded, motion carried unanimously.

Meeting Adjourned at 8:58 pm

Respectfully submitted: Pam Algera

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Approved by: Paul K. Carberry, Clerk