

SOUTH SHORE CHARTER PUBLIC SCHOOL

Board of Trustees Meeting

Minutes of the 228th meeting held July 18, 2012 at Harvard Graduate School of Education, Monroe C. Gutman Library, Cambridge, 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), Paul Carberry (Treasurer), Lisa Harvey-Mone, Maureen Hebert, Jackie Liebergott, Emily Merwin (ex officio), Cheryl Peterson, Jean Philogene, Richard White

In absentia: Brian Tyler (Treasurer), Chad Bruce (Student), Deb Cerilli, Mac Haran (ex officio), Michael Maniscalco, Christophe Teulet-Cote

Also in attendance:

Staff: Alicia Savage (Executive Director), Ralph deGennaro (Director of Technology), Mark Flanagan (Facilities Manager), Ted Hirsch (K-6 Principal), Joanna McCarthy (Director of Development), Angie Pepin (7-12 Principal), Kristine Shipps (Director of Finance), Matthew Tondorf (Director of Learning Services), Pam Algera (Exec Assistant to the Executive Director)

Jeffrey Seglin (Chair) called the meeting to order at 8:24am Chair welcomed new members Maureen Hebert and Jackie Liebergott.

MOTION: P. Carberry to approve the Slate of Officers for 2012-2013 as follows:

Chair	Jeffrey Seglin
Vice Chair	David Whitemyer
Treasurer	Brian Tyler
Clerk	Paul Carberry

C. Peterson seconded, motion carried unanimously.

Paul Carberry, chair of Governance reviewed and distributed the updated Board of Trustees orientation book.

Alicia Savage, Executive Director also welcomed all and thanked members of the Board that attended graduation in June A Savage updated Board on the Charter amendment request and the new DESE school level status formerly AYP. Final status will be assigned in August when the final MCAS scores are assessed.

MOTION: D. Whitemyer to approve the minutes of the May 17, 2012 Annual Meeting and Regular Meeting. J. Liebergott seconded, motion carried unanimously.

MOTION: P. Carberry to approve the revisions to the Student Handbook presented. C. Peterson seconded, motion carried unanimously.

MOTION: L. Harvey-Mone to approve the School Improvement Plan as presented. P. Carberry seconded, motion carried unanimously.

MOTION: P. Carberry to approve the draft 2011-2012 Annual Report and Accountability plan as presented pending receipt of additional DESE data. J. Liebergott seconded, motion carried unanimously.

Discussion of Annual Report to be added to the September 2012 meeting agenda.

MOTION: D. Whitemyer approve the recommendation of the Ad Hoc Field Trip Committee and approve the Senior Class Retreat as presented. P. Carberry seconded, motion carried unanimously.

Personnel: Richard White reported

Process for the Evaluation of the Executive Director

- A. Savage will submit goals by September 1, 2012.
- Members of the 2011-2012 Board of Trustees will complete the summative evaluation report.
- Review of any questions at the September 2012 meeting
- By October 15, 2012 evaluations submitted to Board Chair, J. Seglin for compilation. All responses are public record.
- Final reports available by the October 2012 Board meeting.
- Question? How does the Faculty/Staff work with the evaluation system?

SSCPS Board Retreat

The outcome from last year's Board Retreat was to hire a Director of Development and form an Ad Hoc Rightsizing Committee. Both goals were met.

The focus of this year is to begin strategic planning using the SWOT process. Identifying Strengths, Weaknesses, Opportunities, Threats.

Facilities: Mark Flanagan, Facilities Manager was introduced.

Reviewed the long and short terms needs of the School

- HVAC system, boiler replacement, heat pumps, air handlers estimated cost for total replacement \$2.7M
- Asbestos abatement over next two years
- Playground structure and grounds
- Septic
- Flooring – all hallways, great rooms, and the art room will be completed this summer.

Take away:

- Facilities and Development to look at LEAD certification and what opportunities would be available with the certification
- Look into financing from HVAC vendors
- Establish total cost and ability to stage work
- Facilities Committee to establish master calendar to include timelines for bidding, summer work, costs. Include student cap increase with the Rightsizing proposal.

Technology: Ralph deGennaro, Director of Research and Technology was introduced

In 2011 SSCPS hired CELT to provide an analysis of the technology needs on the School. The final report included the recommendation to hire a Director of Research and Technology.

2011-2012 Technology Year in Review and plans for summer work

- Researched what each department, administrator, teacher, and student was using for hardware and software. Repairing needs as we went along.
- Analyses of hardware – servers are old Using free enhancements to keep things working.
- Summer work will include change over to Gmail, working on the firewall, and wireless reconfiguration.
- Replacement of computers over five years old, rolling over time. Working on plan for replacement.
- Telephone system is outdated – looking at options with existing lines or cloud based system
- Student information systems – currently using Administrators Plus.
- Learning Services software outdated – plan for upgrading
- New gym space has not been integrated as of yet.
- Professional development training for teachers to assist with classroom technology
- As software is upgraded the hardware needs to be updated as well.

Take away:

- Establish a Technology enhancement fund
- Network with area districts and other Charter schools
- Update Board periodically on the Technology
- Partnership with college or university (Lesley?) for access to research databases / electronic library.
- Professional Development for faculty
- Establish student and teacher knowledge skills

Development: Joanna McCarthy, Director of Development was introduced. SSCPS hired Joanna McCarthy in December 2011.

- Development year in review PowerPoint presentation.
- Discussed a general overview of Philanthropy
- Discussed overview of SSCPS fundraising over the last three years
- Coordinate and plan the needs of the school with Faculty/Staff and Administration.
- Discussed the Annual Fund goal for 2012-13 - \$45,000; \$55,000 overall fundraising goal
- Populate the eTapestry software for tracking donors and donations.
- Revisit the PA fundraising/events role and the Board Development Committee
- Redirection for the foundation
- Finance, Facilities, Development to meet together

SSCPS will work with Faculty/Staff on the beginnings of strategic planning using SWOT process.

Meeting Adjourned at 2:51pm

Respectfully submitted: Pam Algera

Approved by: Paul K. Carberry, Clerk