

SOUTH SHORE CHARTER PUBLIC SCHOOL

Board of Trustees Meeting

Minutes of the 240th meeting held December 19, 2013 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: David Whitemyer (Chair), Maureen Hebert (Vice Chair), Brian Tyler (Treasurer), Chad Bruce, Deborah Callahan, Daniel Falkner, Joe Kay, Jackie Liebergott, Cheryl Peterson, Nancy Seglin, Richard White

In absentia: Lisa Harvey Mone, Michael Weigensberg,

Also in attendance:

Staff: Alicia Savage (Executive Director), Denise Demaggio (Events Associate), Angie Pepin (7-12 Principal), Kristine Shipp (Business Manager)

Audience: None

David Whitemyer (Chair) called the meeting to order at 7:35pm.

Board Business

MOTION: N. Seglin moved to approve the minutes to the meeting of October 24, 2013. C. Peterson seconded, motion carried unanimously.

School & Academic Report

School Report: Alicia Savage, Executive Director reported

- Student achievement: Congratulations to new 11 National Honor Society inductees
- Access and Equity Working Group: This group was formed in the summer of 2013 to work on defining specific policies and procedures for charter school accountability with the focus on access and equity.
- SSCPS has been selected to participate in the PARCC Pilot for the 3rd grade this year. The state will be transitioning from MCAS the PARCC which aligns with the Common Core State Standards.
- Enrollment: Increased Kindergarten by two students. Enrollment is 566
- Distributed Executive Director Goals for review

Strategic Plan Update

At each Board meeting an update and status report on two or three specific bullet points of the Strategic Plan will be reviewed.

Faculty - Angie Pepin

Mentoring - Codify and support a formal mentoring program for new teachers in their first three years at the school

A brief overview of the history of the mentor program was presented. It is important to have a program in place for new teachers so they can understand the school's culture, procedures, the Project/Workshop model, and the differences between charter school vs. district schools. The vision for the new two track program, which will be implemented in the fall of 2014, is as follows:

Structured program for first year:

- Hour tracking
- Monthly topics
- Clear expectations for new teacher and the mentor
- Support the program with stipends and Professional Development Points (PDP's) for participants

There are two tracks for this program. Teachers new to teaching will have two additional years to work with their mentor, the second and third years will be less structured. For experienced teachers new to SSCPS this is a one

year program.

Curriculum - Alicia Savage

Guidance - Develop a continuing sequence of college planning workshops for parents and students beginning in grade seven to educate families about the college process.

- SSCPS currently has:
- September - Level IV and High School back to school night. The focus of this night is what to expect for the upcoming year. College planning is not addressed as this would be too overwhelming for students and parents on this evening.
- October - MEFA (Massachusetts Educational Financing Authority) for high schools seniors and their families.
- November - Seventh and Eighth Grade Parent Night is designed to provide middle school students with a window into the SSCPS high school.
- December - Level IV Providence College Field Trip
- January - FASFA (Free application for Federal Student Aid) and ASA (American Student Assistance) for our high school seniors.
- February - Sophomore Parent Night
- March - Junior Parent Night

In FY14 and FY15 SSCPS will be adding:

- The Guidance Department have been working on designing workshops that directly address financial planning. This information session has been given before with low attendance. The department will be looking at how to market these workshops to reach more families.
- November - Seventh and Eighth Grade Parent Night and financial planning for college through MEFA.
- MEFA parent coffees in April/May for middle school parents.
- Increase number of field trips to local colleges and universities for middle school students.

Facilities - David Whitemyer

Create a committee to discuss and develop a facilities master plan which considers multiple desired improvements to the school building and campus. Invite members of the school community to public discussions.

- Create a committee to begin work on a feasibility study. Invite current architect who is familiar with the current building and understands the school.
- Committee to include two Board members, two students, Director of Facilities, two parents, four faculty members including a one principal. This committee to produce a Facilities Master Plan.
- Plan would include vision statement of desired needs for program spaces, classrooms, technology needs.
- Goal for Master Plan: 610 students in the existing facility.

Field Trip Ad Hoc Committee

MOTION: D. Whitemyer moved to approve two field trip requests as presented: Level IV PE Field Trip to Providence College and the six-week Ski Club to Ragged Mountain in Danbury, NH. M. Hebert seconded, motion carried unanimously.

Audience: no comment

Committee Reports:

Faculty: Dan Falkner and Joe Kay

- Thanked parents for luncheon and Administration for breakfast. Also, thank you for the Holiday celebration.

Finance: Brian Tyler reported

- Reviewed the minutes from the October and November committee meetings.
- Reviewed the November Financial statement and things continued to do well. Revenue and expenses \$160,000 initial revenue New DESE tuition projects of \$266,000 increase
- The Committee reviewed and approved the DESE Fiscal Report

MOTION: J. Liebergott moved to approve the recommendation from the Finance Committee and approve the DESE Fiscal Report as presented. J. Kay seconded, motion carried unanimously.

Student Report: Chad Bruce reported

- SSCPS inducted 11 new members of the National Honor Society with a total of 25 current students.
- Annual Art Workshop Fashion Walk is this Friday in the gym space.

Parents Association: No report

Development Committee: Jackie Liebergott

- Committee is planning to move ahead on a search for a Development Director. A Savage has contacted a firm to assist with the search with the goal of hiring for the new school year.
- Pathways project: Committee is working on a grant that is due January 21. M. Hebert met with members of the staff including Administration, Facilities, Nurse, Teachers, Gym Teacher, and Principal. Survey will be sent out the Faculty/Staff and Parents for input
- Current Fundraising - Annual Fund total so far is not great. Board members were reminded to donate by the end of the year.

Facilities: David Whitemyer

Nothing new to report

Governance: no report

Personnel: Richard White reported

Committee is meeting with Executive Director and working on goals.

Board Business:

- C. Teulet-Cote has resigned from the Board and M. Hebert will serve as the Vice Chair and Clerk.
- The Nominating Sub-Committee is seeking recommendations for new Board members for the current openings.

MOTION: B. Tyler moved to adjourn the regular meeting. R. White seconded, motion carried unanimously.

Meeting Adjourned at 8:43pm

Respectfully submitted:

Pam Algera

Approved by: Maureen Hebert, Clerk