

SOUTH SHORE CHARTER PUBLIC SCHOOL

Board of Trustees Meeting

Minutes of the 237th meeting held July 31, 2013 at South Shore Charter Public School Gymnasium 104 Longwater Drive, Norwell, MA 02061

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), Brian Tyler (Treasurer), Maureen Hebert (Treasurer), Deborah Callahan, Dan Falkner (Faculty Rep), Lisa Harvey-Mone (Parent Association), Joe Kay (Faculty Rep), Jackie Liebergott, Nancy Seglin, Michael Weigensberg, Richard White

In absentia: Christophe Teulet-Cote (Vice Chair), Chad Bruce (Student), Cheryl Peterson

Also in attendance:

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

David Whitemyer (Chair) called the meeting to order at 9:00am. Chair welcomed new members Deb Callahan, Nancy Seglin, Michael Weigensberg, Dan Falkner, and Joe Kay.

Board Business: David Whitemyer

All members received a binder with Board related materials. Tabs are provided for copies of the handouts which will be provided at each meeting.

Members were asked to review the Committee assignments and meeting calendar.

MOTION: L. Harvey-Mone moved to approve the minutes of the June 20, 2013 meeting. M. Hebert seconded, motion carried unanimously.

MOTION: B. Tyler moved to approve the FY14 School Calendar as presented. R. White seconded, motion carried unanimously.

MOTION: L. Harvey-Mone moved to approve the recommendation of the Ad Hoc Field Trip Committee and approve the Senior Class Retreat as presented. B. Tyler seconded, motion carried unanimously.

Executive Director Evaluation: Richard White reported

- Members of the 2012-2013 Board of Trustees will complete the summative evaluation report.
- Deadline for submission has been extended to the September 19, 2013 meeting. Forward materials to D. Whitemyer.

FY13 Annual Report – Alicia Savage

- Reviewed the FY 13 Draft Annual Report.
- **Student Achievement:** MCAS goals have been met. Next year District determined measures will also include GRADE and GMADE. Other measures such as PSATs, SATs, College Readiness should be analyzed to ensure success for life-long learning.
- **Classroom Performance:** The number of AP courses has doubled and the faculty will be reviewing the PSAT and SAT data.
- **Communication to Families:** The School will provide more time to complete the Annual Survey and also provide materials in other languages.
- **Recruitment and Retention:** Charter schools must reach out to all populations by group and provide the measures used to recruit and retain students.

- **Capital Plan for FY14:**

- Boiler to be replaced in August with cost estimate lower than anticipated and work should be done before the start of school.
- Researching the most efficient generator.
- HVAC: researching systems and requesting cost estimates. A feasibility study for replacement may be needed.
- Construction: moving along and on target to complete by August 19.

MOTION: R. White to approve the draft 2013 Annual Report with the minor edits as discussed and provide a progress report to the Board in six months. J. Liebergott seconded, motion carried unanimously.

Strategic Plan: Jackie Liebergott

- Focusing on the Facility and Development portion for this meeting.
- Next steps: Administration team will meet and prepare an implementation timeline. Each objective will be assigned to a member of the faculty/staff or group with estimated timetable for completion. Board will approve the plan which will be presented at the September 2013 meeting.
- Reviewed the initial questions from the beginning of the Strategic Plan process: What size?, Where?, and How?
- What size? Continue to support the community with a K-12 program with expansion of three years.
- Where? Discussed the Facility long and short term goals/needs. Discussion regarding the current campus vs. other options such as new location, replication.
- Expand Board to include specialists in Architecture, Engineering, Finance, Construction. Work with current approved expansion of student enrollment. Executive Committee to focus on goal 7 of Strategic Plan. What options does the school have with the current facility?
- How? Joanna McCarthy reported for the Development Office.

Development: Joanna McCarthy

- Reviewed goals for the next few months.
 - Continue to encourage parents to support the Annual Fund and increase participation.
 - Encourage community support from the Board at events and Parent Association meetings.
 - Approach Corporations with the goals from the Strategic Plan and ask what areas they could assist or support.
 - Support the outdoor classroom space project. Outreach to school and local community.

David Whitemyer thanked everyone for attending.

MOTION: L. Harvey-Mone to adjourn meeting. B. Tyler seconded, motion carried unanimously.

Meeting Adjourned at 1:26pm

Respectfully submitted: Pam Algera

Approved by: Maureen Hebert - Clerk