

SOUTH SHORE CHARTER PUBLIC SCHOOL

Board of Trustees Meeting

Minutes of the meeting held October 12, 2017 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), William Smyth (Vice Chair), Edwin Rivera (Treasurer), Nancy Seglin (Clerk), Leslie Alden, Katie Cianelli, Peter Farrell, Dan Falkner, Bethanie Glass, Prue Goodale, Scott McCallum, David Whitemyer, Tanner Demaggio (pending approval), Emily Merwin (pending approval)

In absentia: Charles Storey

Also in attendance:

Staff: Alicia Savage (Executive Director), Kristine Bingham (Director of Finance), Angie Pepin (5-12 Principal), Matt Tondoff (Director of Learning Services)

Auditors: Charlie Webb and Nichole Reilly from Alexander, Aronson & Finning, CPA

Audience: Russ Bowles, Linda Cook, Denise Demaggio, Kiki Fluhr, Denise Gallion, Kerry Griffin, Deirdre Hall, John MacDougall, Sanjana Manocha, Deb Paquette, Kendra Polefka, Linda Reith

J. Seglin (Chair) called the meeting to order at 7:33pm

MOTION: B. Smyth moved to approve the minutes from the September 14, 2017 meeting. L. Alden seconded. Motion carried unanimously.

MOTION: D. Whitemyer moved to approve Tanner Demaggio, Student Representative and Emily Merwin, Faculty Representative as members of the Board of Trustees. P. Goodale seconded. Motion carried unanimously.

Annual Audit Report

Charlie Webb and Nichole Reilly from Alexander, Aronson, & Finning CPA's presented Reviewed the audit process, the report, the observations, and the recommendations. The process was smooth and no new accounting policies are necessary. Strong cash position. No new accounting policies. Reviewed financial ratios The school and foundation are in solid financial shape.

MOTION: P Farrell to approve the FY17 Audit Report as presented. P. Goodale seconded. Motion carried unanimously.

Note: Board chair thanked K. Bingham, E. Rivera, and A. Savage for their work.

School & Academic Report

State of the School Report: Alicia Savage, Executive Director reported

- A Savage read the Executive Director report which is entered into the minutes.
- Reviewed the enrollment status as of October 5, 2017 at 926 students

Student Report: T. Demaggio reported

- Seniors applying early. Using the new Chyten room for college prep
- Sports teams are doing well this fall
- Many Projects and Workshops are working cross level and between the three spaces (700 100, and Gym/Art)

- Senior retreat to Camp Burgess and the Freshman ropes course were both very successful

Finance: E. Rivera reported

- Nothing more to add to the Audit report.

Faculty Report: K. Cianelli and E. Merwin

- High School Students have been participating in “Game Change” which is a partnership between Robert Kraft and MA Attorney General Maura Healy dealing prevention of domestic violence and sexual harrasment, and promoting healthy relationships. In 2016, Marianne Buckley Curran and Christine Bodnar applied and received the grant to participate along with 90 other schools. In December 2016 we were asked to participate in phase two of the training (along with 34 schools). SSCPS was honored to be invited for the third and final phase of the program. SSCPS was one of four schools to present to Robert Kraft and Maura Healy at Gillette Stadium. Our students were professional, presented knowledgeable on the topic, were well spoken, and impressive.
- Faculty at 100 have expressed that the beginning of the year has been bit challenging. Faculty Representative will look into the situation

Parents Association: S. McCallum reported

- PA meeting was held last evening and was well attended
- Linda Cook will lead the By Law sub-committee

Development Committee: L. Alden reported

- Harvest Run this Saturday with over 300 registered. Raised over \$10,000 with new and returning sponsors
- Received wonderful grant for \$2,000 which will help fund the afterschool theatre production
- PA is planning a Vendor Craft Fair for November 4 at the PE space.
- Annual Auction is May 4 – looking for new leads for Laurie to follow up
- Looking to start fundraising campaign to support health and well being. \$1500 has been raised for the volleyball and soccer teams

Governance: B. Smyth reported

- In process of interviewing new board meeting

Personnel: N. Selgin

- Nothing new to report

Presentation – Parent Group Presentation on Proposed One K-12 Principal

Deidre Hall, SSCPS Parent presented

Deidre Hall spoke on behalf of a group of parents.

This group of parents have expressed feeling (not able to verbalize) at a loss in involvement. Many changes have parents divided. Concerns with the changing administrative structure. Concerns that the administrators are stretched too thin. Concerned of the perceived lack of communication which may be due to the administrators over burden with responsibilities. Parents would like school to solicit input on changes.

Board Chair clarified the Board’s role in the school as fiduciary and governance. The Board meetings are open meeting as are School Council meetings. Administration encouraged community to respond to the Annual Parent Survey. Board also asked: how would the parents like to receive communication.

MOTION: P. Farrell moved to adjourn the regular meeting. L. Alden seconded, motion carried unanimously.

Meeting Adjourned at 8:42pm

Respectfully submitted:

Pam Algera

Approved by: Nancy Seglin, Clerk



Executive Director Report October 2017

As a school, we have always sought methods to attract and retain high caliber faculty who are the strongest in their field. The 2013-2014 Strategic Plan states *SSCPS remains committed to attracting and retaining an excellent faculty, and will vigorously support its continuing education and professional development. The school will provide competitive compensation and career-ladder opportunities to attract newcomers and to provide incentives for present faculty to remain at school.* There was no question the opportunity for faculty growth needed to occur, the question was how as a school, we planned to execute this goal.

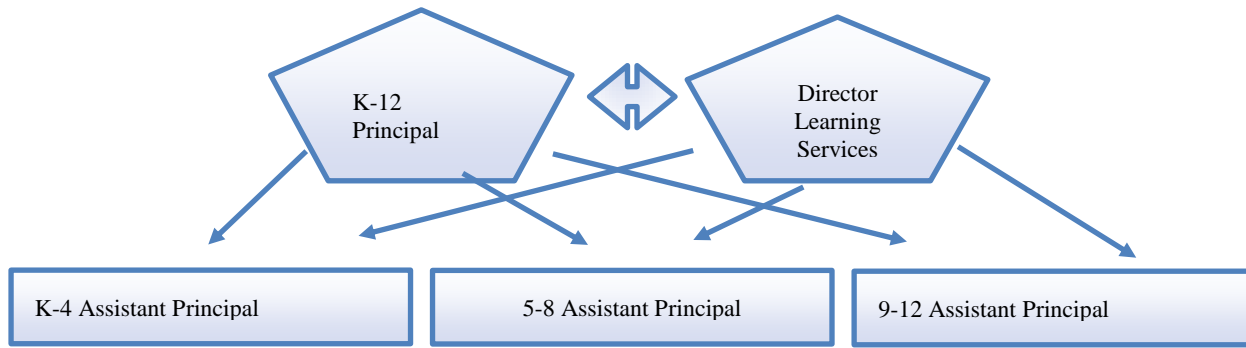
Prior to last year the administrative model was one K-6 Principal and one 7-12 Principal. In the spring of 2016 I made the administrative decision to change the leadership on Level III. This meant that for the 2016-2017 school year, the administrative model would be one K-4 Principal and one 5-12 Principal. This decision was based on the strengths of the leadership team we had at that time. During the roll out of this new model, I received information that there would no longer be personnel to fill the K-4 Principal position after next year. With this in mind, and with the growing student enrollment, planning for a new administrative model began.

Our school is fortunate. We have many highly effective teachers here at SSCPS. The question then became, not where do we find our new leaders, but instead, how do we transition those highly effective teachers to highly effective members of our leadership team. Fortunately, with the level coordinator and curriculum leadership positions, there were some scaffolds in place that provide those faculty members willing to transition into school leadership with some practical experience prior to moving into an administrative role.

One of the first models discussed and designed is illustrated in Figure I. This model consists of one K-12 Principal and three Assistant Principals. The strength of this model indicates that there would be one K-4 Assistant Principal, one 5-8 Assistant Principal, and one 9-12 Assistant Principal. After much discussion at the administrative level, this is the model that we found to be optimal based on the personnel who would be moving into these positions. This model would allow for three new positions and it would secure the opportunity for upward advancement when the time came.

The school was moving toward this model. As time would tell, the administrative changes made to Level III turned out to be solid ones for our school community. By moving Level III to a 5-12 umbrella, we witnessed significant improvements in teaching, learning, and professional collaboration. Since the beginning of last year, our school was moving forward in a very positive way. It was at this time that we solidified the plans for the upcoming school year.

Figure I: SSCPS Proposed Administrative Model



Seven months after we began this planning I received news that there would be a reversal of a prior administrative decision. This meant that for the 2017-2018 academic school year the leadership model would be different. Instead of hiring three assistant principals, the school hired two. Consequently, the leadership model for the current school year is one K-4 Principal, one 5-12 Principal, one K-8 Assistant Principal, and one 9-12 Assistant Principal.

The leadership model for 2017-2018 is not what was originally intended. However, because of the high skill level of our new assistant principals, this model will more than sustain the needs of our school for this academic school year. For the 2018-2019 academic school year I believe that the most solid administrative model was the one initially designed, one K-12 Principal and three Assistant Principals.

The other area of leadership growth for the South Shore Charter Public School is in curriculum development. The next set of leadership opportunities will be curriculum based. Our school leadership model will be redesigned to include Curriculum Directors in Math K-12, Science K-12, Social studies/History K-12, English 5-12, and Literacy K-4. These five new leadership positions will be school-wide positions that will lead the school with the implementation of new curricula and dissemination of best practices on a larger stage. The new curriculum leadership positions, combined with the new Assistant Principal model, will create an Instructional Leadership Team (ILT) that will propel the South Shore Charter School into the next phase of institutional growth.

Of course, one of the greatest impediments to change is funding. Inherent in each of these positions is a teaching component and a professional development component. Not only will this keep the model cost effective, it will keep the positions live and current with the challenges and excitement teachers face in the classroom every day.

SSCPS Enrollment as of October 5, 2017

	FY18 Revised Growth Plan	FY18 Pre Enrollment Report	FY18 Enrollment as of 9/8/17	FY18 Enrollment as of 10/05/17	+/-	Summer 2017 Withdraws
Level I	205	201	206	205		
K	70	73	77	77		
1	75	73	68	67	-1	2
2	60	55	61	61		2
Level II	120	126	132	132		
3	60	63	66	66		1
4	60	63	66	66		3
Level III	120	152	150	156		
5	60	76	74	79	+5	5
6	60	76	76	77	+1	5
Level IV	145	152	155	155		
7	70	76	77	77		4
8	75	76	78	78		2
High School	337	311	281	278		
9	95	95	80	77	-3	13
10	100	90	85	85		6
11	80	71	64	64		5
12	62	55	52	52		2
Total	927	942	924	926		50

SSCPS Growth Plan 2016-2020

	2016	2017	2018	2019	Steady State
Level I (K-2)	132	170	205	225	225
K	44	(+26) 70	(+20) 70	(+5) 75	75
1	44	(+7) 52	(+5) 75	(+5) 75	75
2	44	(+3) 48	(+8) 60	75	75
Level II (3-4)	98	100	120	150	150
3	50	(+5) 50	(+12) 60	(+15) 75	75
4	48	(+5) 50	(+10) 60	(+15) 75	75
Level III (5-6)	90	100	120	150	150
5	45	(+5) 50	(+10) 60	(+15) 75	75
6	45	(+5) 50	(+10) 60	(+15) 75	75
Level IV (7-8)	90	130	145	150	150
7	44	(+20) 65	(+20) 70	(+15) 75	75
8	46	(+20) 65	(+10) 75	(+5) 75	75
High School	196	260	337	400	400
9	52	(+30) 82	(+30) 95	(+25) 100	100
10	51	(+15) 66	(+18) 100	(+5) 100	100
11	48	(+12) 60	(+14) 80	100	100
12	45	(+4) 52	(+2) 62	100	100
Total	606	760	927	1,075	1,075