

SOUTH SHORE CHARTER PUBLIC SCHOOL
Board of Trustees Meeting

Minutes of the meeting held July 12, 2018 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, Dan Falkner, Peter Farrell, Prue Goodale, Kathleen Trask, Vincent Walsh, David Whitemyer

In absentia: Bethanie Glass, Emily Merwin

Also in attendance:

Staff: Alicia Savage (Executive Director), Kristine Bingham (Director of Finance), Laurie Dannison (Development Associate). Angie Pepin (K-12 Principal), Matthew Tondorf (Director of Learning Services)

Audience: Heidi Aylward, Nora Jordan, Molly Sullivan

Jeffrey Seglin (Chair) called the meeting to order at 9:02am

Chair welcomed the new Board members. Reviewed the Board Directory and Committee Assignments

MOTION: P. Farrell moved to approve the minutes from the May 10, 2018 meeting. B. Smyth seconded. Motion carried unanimously.

The Governance Committee interviewed and recommends the appointment of SSCPS Alum '08, Nora Jordan.

MOTION: L. Alden moved to approve the appointment of Nora Jordan to fill the vacant term ending 6/30/2019. D. Falkner seconded. Motion carried unanimously.

MOTION: D. Whitemyer moved to approve the appointment of Heidi Aylward to fill Parent Association term ending 6/30/2019. L. Alden seconded. Motion carried unanimously.

School & Academic Report

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

- Thanked the Board for their attendance at graduation. Special thanks to the parent Board members who participated in the ceremony. The class of 2018 had the highest number inducted into the "Fraternity of 13"
- FY18 Annual Report –The Annual Report is required to be filed with the DESE yearly by August 1. Reviewed the draft document and highlights of the Annual Report by section.
 - Overview letter from the Board Chair
 - Dissemination efforts
 - Student Performance including AP scores (senior project changes are being made to accommodate seniors in AP courses)
 - Program Delivery
 - Social Emotional and Health Needs
 - Suspension Rates slight increases from previous years
 - Organizational Viability included results from the Parent Survey, organizational chart
 - Accountability Plan met all of the measures with the exception of one Social Emotional measure.

- o Recruitment and Retention report includes the measures the school takes to actively recruit ELL and ESL high needs students, and students with disabilities. Retention Plan data is pulled from the DESE Chart data.
- o Reviewed the School and Student Data tables
- o Discussion regarding “social media rumors” where addressed. The School will present to the Parents Association an outline of the social emotional programs for students including Restorative Justice, Open Circle, and Collaborative Problem Solving. The School will increase communication to the community in multiple languages. The School will clarify the retention numbers with the Parents Association.

Administrative changes for FY19: Angie Pepin, Principal; Assistant Principals: High School (9-12) Joe Kay; Level III and Level IV (Grades 5-8) Krista Cafourek; Level I and Level II, Sheina Prince. Kindergarten Coordinator - Kassandra Sullivan and High School Coordinator - Donika Darabus; Jenny Kostka - Technology Integration Specialist; Ralph deGennaro - Director of Technology and Research. The new K-12 Curriculum Coordinators are as follows: English - Nora Broderick; History - Kristin Mullin-Connelly; Science - Jamie Allen; and Math - Achille Yangambi. All positions are filled internally with the exception of the Math position.

MOTION: B. Smyth moved to accept the FY18 Annual Report as presented and accept the edits as recommended. N. Seglin seconded, motion carried unanimously.

Parent Survey Results – A. Savage presented

- Reviewed the results and comments from Annual Parent Survey
- Narrative comments reviewed
- Board member comment: Will the comments be distributed to the parent community? Table until Board enters into executive session. The Annual Parent Survey comment sections make reference to personnel discussion should be in Executive Session. Notification will need to be made to the personnel referenced
- A recommendation was made that the discussion of the Annual Parent Survey be tabled until the PA President and newly approved Board members are approved by DESE and could be part of the discussion and notification can be made to parties named
- **MOTION:** D. Whitemyer moved to postpone the discussion of the Annual Survey until the formal approval of the newly appointed Board members. E. Rivera seconded. Motion carried unanimously.

ESE Site Report – A. Savage presented

- Reviewed the DESE site visit report. Three categories for the review; Faithfulness to Charter, Academic Program Success, and Organizational Viability. In each category there was a partially met rating
- Board member commented on the different feel of the site visit as not as conversational. Other groups agreed with this observation
- Items have been addressed in the updated Student and Family Handbook. The Board is addressing the Committee meeting minutes by including the posting information on the documents. The School will address the partially met ratings.

Enrollment Policy – A Savage presented

- Reviewed the revised Enrollment Policy including the revised growth plan which was decided in March to take fewer students in FY19 due to the facility space

MOTION: P. Farrell moved to approve the revised Enrollment Policy as presented. E. Rivera seconded. Motion carried unanimously.

Learning Services Report – Matt Tondorf presented

- Reviewed the staffing changes in the department during the expansion and the increase in student needs. Small group or individual instruction is paired with students with like needs and individual needs are met as well. Students have peer groups with an less restricted environment
- For FY19 adding a full time ABA and adding a full time adjustment counselor

- Department has not had any formal complaints. Meet with district schools if student needs a different placement; student may return to district
- Goal for this summer is to reach out to incoming families
- Recommendation from Board to share the data with the community through to PA
- INPAC (Inclusive Parent Advisory Council) was successful and a new parent has agreed to chair this coming year. Meeting schedule has been established and workshops are scheduled as well as staff members to present to the group

Student Handbook: A. Pepin presented

- Presented changes and amendments to the handbook for the upcoming school year
- Change the name of the document from Student Handbook to Student and Family Handbook
- New policies:
 - Student Visitors (must have permission)
 - Social Media (guidelines for posting pictures, names, locations, etc.)
- Addition to Code of Conduct under Group C relating to the internet and social media
- Amended policies:
 - Truancy Prevention
 - Special Education Continuum Service
 - Support of ELL
 - Section 504;
- Changes to Child Custody Policy
- New addendum Complaint Procedure;
- Changes to Senior Project Guidelines
- Recommendation: Present at a Parents Association meeting an explanation of the social media policy and guidelines.

MOTION: D. Whitemyer to approve the FY19 Student and Family Handbook as presented. B. Smyth seconded, motion carried unanimously.

School Improvement Plan (SIP) - A Pepin presented

- Reviewed the draft School Improvement Plan as prepared by School Council. Structure of document has changed to include checklist.
- Goal 1: Academic Performance. Work with the Curriculum Director on vertical alignment of the curriculum
- Goal 2: Communication. Ways to improve communication and family engagement to reach all members of the community
- Goal 3: College Planning. Bringing more of the process in-house
- Goal 4: Foster Safe, Welcoming School Culture. Improve new student understanding of the school culture
- Board would like to have periodic updates on the progress toward goals.
- School Council is looking for additional parent volunteers to be members of school council.PA to elect additional parents per level

MOTION: P. Goodale to approve the FY19 SIP as presented. P. Farrell seconded, motion carried unanimously.

Ad Hoc Field Trip Committee: D. Whitemyer reported

The committee recommends the approval of the annual senior class retreat.

MOTION: P. Farrell moved to approve the Senior Retreat as presented. D. Whitemyer seconded, motion carried unanimously

Student Report: Molly Sullivan reported

- M. Sullivan thanked the Board for having this position on the board. Student involvement is important for the school community.

Finance: K. Bingham reported

- Reviewed draft Vendor Acceptance Policy. This policy was recommended by the auditors
MOTION: P. Goodale to accept the Vendor Acceptance Policy as presented. L. Alden seconded. Motion carried unanimously.
- Reviewed the FY18 Financials as posted in the draft Annual Report. Note: Financials in Annual Report are marked draft; numbers do not become final until audited. Good financial year. Ended year with surplus of \$1.7m due to tuition projections and expansion grant. Items were purchased in FY18 and surplus will be spent in FY19
- Reviewed Capital Plan as presented in the FY18 Annual Report. Table will be edited to clarify location of items and short versus long-term goals

Faculty Report: K. Cianelli reported

- Faculty is enjoying the summer

Facilities Report: D. Whitemyer report

- Re-instating the Facilities Committee. Committee will work with the Strategic Plan Committee

Strategic Plan – D. Falkner reported

- D. Falkner read an excerpt from the Massachusetts State Constitution with regard to the importance of education.
- D. Falkner will chair this year-long initiative and produce a final document which will serve as a guide for the next several years. The process will involve many people over the course of several months
- The Strategic Planning Committee will review: 1) what has made our school great; 2) what are innovations separating our charter school from other public schools; 3) how we can help improve the school moving forward

Parents Association: H. Aylward reported

- Working with PA Officers to set up planning sessions

Development Committee: L. Dannison reported

- FY19 Goals: Community Outreach, Communication, Fundraising
- Use social media, separate post card mailing for events. Advertise next event with information on results of previous event
- Multi-language communication
- Planning events for FY19: 10th Annual Harvest Run, Giving Tuesday, Phonathon, March Auction; Grandparents Day, Online Apparel Store. Looking into replacement of banner at 100
- Board members are asked to forward connections to Laurie Dannison
- New families brunch in summer
- Update Board members photos for the website
- Community Building events. Maybe a bowling night
- Clarification of efforts between Development and Parents Association
- Board participation at events

Governance: P. Goodale / B. Smyth reported

- By Laws are in process of approval at the DESE

Personnel: K Bingham presented

- Reviewed the changes to the employee guidelines. The updates reflect changes to state laws and regulations

MOTION: P. Farrell to approve the Employee Guidelines as presented. B. Smyth seconded. Motion carried unanimously.

MOTION: P. Farrell to enter into Executive Session for the purpose of Real Estate. B. Smyth seconded, Motion Carried unanimously by individual voice vote.

MOTION: D. Whitemyer moved to adjourn the regular meeting. N. Seglin seconded, motion carried unanimously.

Meeting Adjourned at 12:46pm

Respectfully submitted:
Pam Algera

Approved by: Nancy Seglin, Clerk

Executive Session
July 12, 2018
12:30pm

Executive Session called for the purpose of discussion of real estate.

Kristine Bingham reported

Proposed lease for approximately 12,000 sq. ft. of space at 700 Longwater Drive to be used for programming and office space.

The agreement would be sub-leasing from a tenant at a rate of \$22.50 sq. ft. for the office/programming space and \$16.50 sq. ft. for storage area at a cost of \$200,000 for FY19 budget. Lease term: September 1 2018 - July 31, 2024

MOTION: P. Farrell moved to authorize the Executive Committee to enter into a lease agreement for the additional space at 700 Longwater Drive L. Alden seconded. Motion approved unanimously

MOTION: P. Farrell to adjourn the Executive Session for the purpose of adjourning the regular meeting. L. Alden seconded. Motion carried unanimously by individual voice vote.