

SOUTH SHORE CHARTER PUBLIC SCHOOL
Board of Trustees Meeting
July 15, 2021 Retreat
8:45am

Meeting held at 700 Longwater Drive, Norwell, MA 02061

Notice of this meeting was sent to appropriate governmental agencies, the school's website, and was published in the "South Shore Charter Public School Update".

Trustees:

In attendance: Edwin Rivera (Chair), William Smyth (Vice Chair), Vincent Walsh (Treasurer), Prue Goodale (Clerk), Heidi Aylward, Tiffany Brown-Grier, Katie Cianelli, Tracy Deveau, Ken Poudrier, Jody Regan, Kathleen Trask

In absentia: Peter Farrell, Natacha Julien, Kiki Fluhr, Katie Vecchione

Also in attendance:

Staff: Alicia Savage (Executive Director), Kristine Bingham (Director of Finance)

Audience: N/A

Edwin Rivera (Chair) called the meeting to order at 9:11am

Board Business

Chair welcomed the new Board members.

MOTION: V. Walsh moved to approve the minutes from the May 20, 2021 meeting. B. Smyth seconded. Motion carried unanimously.

Board Orientation and Committee Discussion led by Kathleen Trask

Meetings going forward will be in-person at 700 Longwater Drive, Norwell. The meetings will be broadcasted and recorded on Zoom. Ralph deGennaro, Director of Technology was introduced. Ralph and his department will be assisting with any needs today and at each of the meetings this year.

- Board introductions
- Presentation: Board Orientation Kathleen Trask
 - Duties of Board Members:
 - We are Fiduciary;
 - What do we do?;
 - What do we not do?
- Open Meeting Law Overview
 - Purpose of law is to eliminate the secrecy surrounding deliberations and discussion for the public.
 - Governance Committee oversee compliance
 - All subcommittees, full board meetings, and Executive Committee sessions
 - What is required?
 - Notice must be posted 48 hours prior to the meeting.
 - Minutes of all meetings. Overview of actions taken.
 - Minutes are public records.

Minutes are public at the time they are taken and can be released as draft if requested

Conduct at meetings: attendance

- Committees
 - Board members should serve on two committees
 - Assignments are made by the Chair
 - Reviewed committee assignments and the role of each committee.
 - Members email Edwin their Committee by August 15, 2021 and new members by September 15. Committee finalized by October meeting
 - No less than three members per committee
- Piloting mentoring program for new members

BoT Meeting Calendar - reviewed the Board meeting and Committee meeting dates

BoT Compliance - members were reminded to complete ESE requirements

School & Academic Report

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

Annual Report

Charter Schools are required to submit an Annual Report to the DESE.

Reviewed the draft document and highlights as this document reflects the 2020-21 school year.

MOTION: B. Smyth moved to accept the draft FY21 Annual Report with the amendments as presented and accept the edits as recommended. V. Walsh seconded.

Edwin Rivera (Chair), William Smyth (Vice Chair), Vincent Walsh (Treasurer), Prue Goodale (Clerk), Heidi Aylward, Tiffany Brown-Grier, Katie Cianelli, Tracy Deveau, Ken Poudrier, Jody Regan, Kathleen Trask
Motion carried unanimously.

School Improvement Plan

The School Council meets monthly and works on the School Improvement Plan. The plan is presented as a recommendation from the School Council.

MOTION: V Walsh moved to approve the School Improvement Plan with the implementation plan as presented. P Goodale seconded.

Edwin Rivera (Chair), William Smyth (Vice Chair), Vincent Walsh (Treasurer), Prue Goodale (Clerk), Heidi Aylward, Tiffany Brown-Grier, Katie Cianelli, Tracy Deveau, Ken Poudrier, Jody Regan, Kathleen Trask
Motion carried unanimously

Student and Family Handbook -

Modifications to the Student and Family Handbook

- DESE requirement no student be graded over 100
- New policy: Administration of Student Medication - change allows school nurses to delegate responsibility for medication to be administered by trained unlicensed school personnel. The Health Office will provide the training to teachers as necessary.

MOTION: V. Walsh moved to approve the amendments to the Student and Family Handbook to include the Administration of Student Medication and other changes as presented. H. Aylward seconded.

Edwin Rivera (Chair), William Smyth (Vice Chair), Vincent Walsh (Treasurer), Prue Goodale (Clerk), Heidi Aylward, Tiffany Brown-Grier, Katie Cianelli, Tracy Deveau, Ken Poudrier, Jody Regan, Kathleen Trask

Motion carried unanimously

2021-22 School Calendar - A. Savage reported

- Revision to the FY22 calendar to add the new federal holiday. June 20, 2022
- Going forward the Board would like to review the school calendar prior to voting

Development and Alumni Discussion

- The Development Committee needs a Board member to chair. P. Goodale will assist in the interim until a Chair is appointed. H. Aylward agreed to assist
- With no Development employee there is a gap for the upcoming year
- Discussions with A. Golden and L. Dannison will be held for assistance with the October Road Race and the Annual Fund
- Parents are welcome to attend Development meetings and join the committee
- Strategies and goals to be established for the committee

Vision - Discussion

Board discussed the long term vision / goals

Facilities:

- 700 will become available in 2024 for purchase.
- Purchase price \$15-17M to purchase the entire building
- If we buy, do we request an enrollment increase?
- Do we continue to lease or purchase 700? Rent to buy option?
- Balloon payment will be due for 100 Longwater Circle

Programming:

- Do we request an enrollment increase?
- Expand enrollment at the middle school? Grades 5-8 100 each
- Promote opportunities that students who attend smaller schools may have over larger institutions
- Some athletics with more students able to participate pulse other offerings: musics, art, theater, band

Other needs:

- Fields may be an option at 700 if we were the only occupant or rent/purchase additional property for fields
- Cafeteria / gymnasium / auditorium

Overall - further discussion

- What will the spaces allow us to do programmatically?
- What do you need for enrollment numbers?
- What would the cap be?

MOTION: K. Poudrier moved to adjourn the regular meeting. B. Smyth seconded, motion carried unanimously.

Edwin Rivera (Chair), William Smyth (Vice Chair), Vincent Walsh (Treasurer), Prue Goodale (Clerk), Heidi Aylward, Tiffany Brown-Grier, Katie Cianelli, Tracy Deveau, Ken Poudrier, Jody Regan, Kathleen Trask

Meeting Adjourned at 1:14pm

Respectfully submitted:
Pam Algera

Approved by: Prue Goodale, Clerk