

SOUTH SHORE CHARTER PUBLIC SCHOOL
Board of Trustees Annual and Regular Meeting
May 11, 2023
7:30pm
700 Longwater Circle, Norwell, MA 02061
and via [Zoom](#)

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: William Smyth (Vice Chair), Vincent Walsh (Treasurer), Kathleen Trask (Clerk), Tiffany Brown-Grier, Katie Cianelli, Tracy Deveau, Kiki Fluhr, Natacha Julien, Jimmy Juste , Ken Poudrier, Kate Trowbridge

Remote participation: Tracy Deveau

In absentia: Edwin Rivera (Chair), Pete Farrell, Andrew Sobers, Tadhg Sullivan,

Also in attendance:

Staff: Alicia Savage (Executive Director), Kristine Bingham (Director of Finance), Joe McSheffrey (Technology Support Specialist), Pam Algera (Director of Admissions)

Audience: Alisha Uhlenbrock-Furst

Remote Audience: Kerri Doble, Katy Sullivan, Matt Tondorf

Meeting Documents:

- Meeting Agenda
- Draft minutes from the March 9, 2023 meeting
- [Executive Director Report](#)
 - SSCPS Professional Development Plan 2022-2023
 - Transportation Report 2022-2023
 - SSCPS Annual Family Survey
 - DESE Year 28 Core Criteria Site Visit Report
 - DESE Tiered Focused Monitoring Report
- Field Trip Request and Out of State Approval for Newport, RI

Bill Smyth (Vice Chair) called the Annual Meeting to order at 7:33pm

Board Candidates: Kathleen Trask reported

- The Governance Committee recommends the reappointment of Natacha Julien, to a 3-year term beginning July 1, 2023.
- The Governance Committee recommends the appointment of: Alisha Uhlenbrock-Furst and Katy Sullivan each to a 3-year term beginning July 1, 2023.

MOTION: V. Walsh moved to approve the reappointment of Natasha Julien to a 3-year term beginning July 1, 2023. B. Smyth seconded.

Vote by individual roll call: William Smyth (Vice Chair), Vincent Walsh (Treasurer), Kathleen Trask (Clerk), Tiffany Brown-Grier, Katie Cianelli, Kiki Fluhr, Natacha Julien (abstained), Jimmy Juste, Ken Poudrier, Kate Trowbridge **Remote participation:** Tracy Deveau
10 in favor, 1 abstention; motion carried

MOTION: V. Walsh moved to approve the appointment of Alisha Uhlenbrock-Furst to a 3-year term beginning July 1, 2023. B. Smyth seconded.

Vote by individual roll call: William Smyth (Vice Chair), Vincent Walsh (Treasurer), Kathleen Trask (Clerk), Tiffany Brown-Grier, Katie Cianelli, Kiki Fluhr, Natacha Julien, Jimmy Juste, Ken Poudrier, Kate Trowbridge
Remote participation: Tracy Deveau
All in favor, motion carried unanimously

MOTION: Vinne, Bill moved to approve the appointment of Kathleen Sullivan to a 3-year term beginning July 1, 2023. V. Smyth seconded.

Vote by individual roll call: William Smyth (Vice Chair), Vincent Walsh (Treasurer), Kathleen Trask (Clerk), Tiffany Brown-Grier, Katie Cianelli, Kiki Fluhr, Natacha Julien, Jimmy Juste, Ken Poudrier, Kate Trowbridge
Remote participation: Tracy Deveau
All in favor, motion carried unanimously

Slate of Officers: Kathleen Trask reported

The Governance Committee recommends the following slate of officers for the 2023-24 school year: Jimmy Juste, Chair; Vinnie Walsh, Vice Chair; Ken Poudrier, Treasurer; Natacha Julien, Clerk.

MOTION: K. Cianelli moved to approve the slate of officers as presented. B. Smyth seconded. Katie, Bill

Vote by individual roll call: William Smyth (Vice Chair), Vincent Walsh (Treasurer), Kathleen Trask (Clerk), Tiffany Brown-Grier, Katie Cianelli, Kiki Fluhr, Natacha Julien, Jimmy Juste (abstained), Ken Poudrier, Kate Trowbridge
Remote participation: Tracy Deveau
10 in favor, 1 abstention; motion carried

Motion: moved to adjourn the Annual Meeting and convene the May regular meeting. seconded Kathleen, Ken

Vote by individual roll call: William Smyth (Vice Chair), Vincent Walsh (Treasurer), Kathleen Trask (Clerk), Tiffany Brown-Grier, Katie Cianelli, Kiki Fluhr, Natacha Julien, Jimmy Juste, Ken Poudrier, Kate Trowbridge
Remote participation: Tracy Deveau
All in favor, motion carried unanimously

Bill Smyth (Vice Chair) convened the Regular Meeting at 7:41pm

Board Business:

Approval of Minutes:

MOTION: V. Walsh moved to approve the minutes from the March 9, 2023 meeting as presented. J. Juste seconded.

Vote by individual roll call: William Smyth (Vice Chair), Vincent Walsh (Treasurer), Kathleen Trask (Clerk), Tiffany Brown-Grier, Katie Cianelli, Kiki Fluhr, Natacha Julien, Jimmy Juste, Ken Poudrier, Kate Trowbridge
Remote participation: Tracy Deveau
All in favor; motion carried unanimously

Message from Board regarding members who are exiting: V. Walsh presented

- Kathleen Trask who has served 5 years on the Board on several committees. Thank you for your efforts on the Board
- Peter Farrell has been on the Board the last 6 years and has not been able to attend due to personal reasons however has contributed his expertise as an attorney and helps with strategic planning. We thank you him for his service
- Bill Smyth began when the school was in Hull in 2003. Bill's institutional knowledge with the charter school has been key and he has helped the school tremendously. Thanked Bill for his service over the many years. Bill has served three Executive Directors and seven Board Chairs
- Edwin Rivera has served as Treasurer and Board Chair. He was a key player on the expansion and real estate transaction. We thank Edwin for his service.

School & Academic Report: Alicia Savage, Executive Director reported

[Executive Director Board Presentation](#)

State of the School/Student Achievement

- Happy teacher appreciation week to our terrific faculty and staff. Thank you to the PA for the special treats throughout the week. This month's Annual Fund campaign focuses on Teacher Appreciation
- Springtime events: EMO's; Fashion Show; concerts; Jaguar Games, Color Games, and
- Assessment time with students taking MCAS, AP's, and Senior finals;;
- Senior internship program begins next week and the Kindergarten's last day is June 7. Screenings for next years K's begins June 9
- May 1 college decision day for the Class of 2023
- Commencement is Friday June 2. Reviewed the list of college acceptances. There are 18 seniors who will be inducted into the Fraternity of Thirteen.
- Community Service Day returned for a morning of campus cleanup. Student volunteers along with volunteers from Kohls worked together at 100. Thank you to Wayne Heauer, Melissa Freitas, and PA volunteers Elizabeth Sweeney and Andrea Poudrier.
- Literacy Night welcomed over 101 K-4 students and families. The school received a \$1,000 grant from KPMG Boston to purchase books for our students through First Book. Thank you to the Falokun family for their efforts in applying for the grant on behalf of SSCPS/ Special thank you to Angie Pepin and Kristen Gale for organizing this event

SSCPS Annual Family Survey

- The survey closed March 6 and the response rate was 43% of families participating.
- A complete overview of the results will be presented at the July meeting.
- Reviewed Question 4: *SSCPS offers a rigorous academic program that prepares students well for future schooling.* The response of Agree or Strongly Agreed by subject: English 95.42%; Social Studies/History 96.14%; Math 94.64%; Science 93.08%; World Languages 91.76%; The Arts 87.16%

Update and overview on the Silicon Valley Bank/ Boston Private Bank

- On Friday, March 10, 2023 national news broke that Silicon Valley Bank (SVB) had been taken over by the FDIC.
- When the Foundation purchased 100 Longwater, the mortgage was issued by Boston Private Bank. Significant school and foundation funds were with SVB as a condition of the mortgage.
- Over that weekend we worked to ensure access to the limited funds in non SVB accounts that could be used for immediate school operations, including payroll.
- Sunday night, March 12, we received the positive news through a joint statement by the Department of the Treasury, the Federal Reserve, and the FDIC assuring that all SVB depositors would have full access to all funds starting Monday, March 13.
- Monday, March 13 we reviewed the mortgage documents and spoke to our legal counsel on the steps we can take to access all funds.
- Since that time, we have worked to ensure that all funds are protected, and have moved accounts to other financial institutions until a long-term strategy is deployed.
- On April 27, 2023 we participated in a webinar with First Citizens Bank, the institution that took over SVB. They announced current assets and that deposit FDIC limits have gone back to their standard levels.
- We await additional information on how this takeover will impact our legacy relationship with this institution. Over the summer there will be a finance committee meeting to develop a financial strategy for the long-term.
- Special thanks to members of the Board of Trustees and Foundation, Ken Poudrier, Vinnie Walsh, Edwin Rivera, and Eric Greene who have continued to assist and guide as we navigate the changing landscape.

DESE Superintendent Evaluation: Goals and Indicator of Evidence

Executive Director Evaluation has not been done for two years. Thanks to the personnel committee for their work on this process Executive Director Goals were shared in September. Goals are written from the feedback from the faculty, staff, families and students.

Reviewed the evidence presented. Refer to the Executive Director Report for links.

- 1) Professional Practice Goal: To work with faculty, staff, and families to improve social emotional learning and academic achievement, and to reduce learning gaps. [South Shore Charter Professional Development Plan 2022-2023](#)
- 2) Professional Practice Goal: Targeted Professional Development
Ensure that all members of the faculty have the opportunity to engage in high quality professional development in the following areas:
 - Looking at student work, assessments, data analysis, and MCAS results and then using that data to inform instruction to improve student achievement,
 - Differentiated instruction for all learners,
 - Goal setting and working towards those goals to meet the needs of all learners,
 - Curriculum development and standards alignment in ELA, mathematics, history, science, and world languages as learning is tailored to eliminating achievement gaps,
 - Social and emotional needs of students and how best to support students in the wake of the COVID-19 pandemic. [South Shore Charter Professional Development Plan 2022-2023](#)
- 3) Student Learning Goal: To support student achievement and college readiness for every student by ensuring that faculty and staff have appropriate opportunities to identify learning gaps, as well as to plan and analyze instruction. [ED Report October 2022](#) [South Shore Charter Professional Development Plan 2022-2023](#)
- 4) Student Learning Goal: Social Emotional Learning (SEL) Work with faculty and administration to support a school and classroom environment where students feel safe and are able to achieve. [Weekly Update 03292023](#) [South Shore Charter Professional Development Plan 2022-2023](#)
- 5) K-12 Operation Improvement Goal: To ensure that the new SSCPS transportation program is instituted effectively and efficiently so that families have access to regional transportation. [South Shore Charter Transportation Report 2022-2023](#)

DESE Indicators

- In addition to artifacts, additional evidence associated with each goal and the corresponding DESE standard is listed within the Executive Director Report.
- Also included for your review is evidence that pertains to each standard and indicator.
- The collection of evidence corresponds to the examples of common types of evidence associated with each standard and indicator provided by DESE.
- An example of evidence may be a measure of more than one goal or indicator and standard.
- A list of possible examples of common types of evidence may be found in the linked document [Superintendent Evaluation: Examples of Common Types of Evidence by Indicator](#) also included in the board packet and on the DESE website.

Indicator: Standard 1 - Instructional Leadership

A. Curriculum Indicator

Curriculum Maps

Literacy Curriculum Guides | [Kindergarten](#) | [Grade 1](#) | [Grade 2](#) | [Grade 3](#) | [Grade 4](#)

[Grade 1 Math Standards and Curriculum Overview](#)

[Grade 5 Math Standards Overview](#)

[Grade 8 Algebra Concepts Math Curriculum Guide](#)

[Grade 10 English Language Arts Curriculum Pre-AP](#)

Grade 10 Mathematics | [Geometry Curriculum Guide](#) | [Geometry Honors Curriculum Guide](#) | [Algebra II Curriculum Guide](#) | [Algebra II/Trigonometry Honors Curriculum Guide](#)

B. Instruction Indicator

Aggregated classroom walkthrough/observation data

[DESE Site Visit Report 2023](#)

C. Assessment Indicator

Report on District Assessments

[Executive Director Report | October 13, 2022](#)

[Executive Director Report | November 17, 2022](#)

[Executive Director Report | December 8, 2022](#)

[SSCPS Professional Development Plan 2023](#)

D. Evaluation Indicator

Compilation of Educator Goals

[Educator Goals by Department 2022-2023](#)

Analysis of school and classroom observation data

[DESE Site Visit Report 2023](#)

E. Data-Informed Decision-Making Indicator

[Executive Director Report | October 13, 2022](#)

MCAS pp.1-3

[Executive Director Report | December 8, 2022](#)

PSAT/NMSQT pp.1-2

[SSCPS Professional Development Plan 2023](#)

pp. 5-15

F. Student Learning Indicator

Statewide assessment data

Analysis of other performance data

[Executive Director Report | October 13, 2022](#)

MCAS pp.1-3

[Executive Director Report | November 17, 2022](#)

MCAS/Scholarships pp. 1-7

[Executive Director Report | December 8, 2022](#)

PSAT/NMSQT pp.1-2

[SSCPS Professional Development Plan 2023](#)

pp. 5-15

[Weekly Update | May 3, 2023](#)

College Acceptances 2023

Indicator: Standard 2 - Management and Operations

A. Environment Indicator

Analysis of student support systems, structures, or programs

[SSCPS DESE Tiered Focus Monitoring Report | Special Education and Civil Rights](#)

B. Human Resources Management and Development Indicator

Staff hiring and retention data

[SSCPS Annual Report 2021-2022](#) p. 31

School and District PD Plans

[SSCPS Professional Development Plan 2023](#)

C. Scheduling and Management Information Systems Indicator

Report on common planning time and professional development opportunities

[SSCPS Professional Development Plan 2023](#)

D. Law, Ethics, and Policies Indicator

[SSCPS Bullying Prevention and Intervention Policy](#)

[SSCPS DESE Tiered Focus Monitoring Report | Special Education and Civil Rights](#)

Policies and protocols governing confidentiality and district code of ethics

[SSCPS Employee Guidelines 2022-2023](#)

[SSCPS Enrollment Policy](#)

E. Fiscal Systems Indicator

Budget analyses and monitoring reports

SSCPS Annual Budget 2022-2023 (Board Packet)

Indicator: Standard 3 - Family and Community Engagement

A. Engagement Indicator

Examples of Outreach to Community Stakeholders

[Come Visit Our Living Wax Museum!](#) May 2, 2023

[Literacy Night Reminder | KPMG \\$1,000 Literacy Grant](#) May 1, 2023

[Financial Literacy Day \(Grades 11-12\)](#) April 5, 2023

[SSCPS Rowing \(Grades 7-9\)](#) March 23, 2023

[Annual Family Survey](#) March 2, 2023

[Enrollment Reminders 2023](#) February 13, 2023

[Enrollment 2022-2023](#) February 6, 2023

[Enrollment Reminder | Current Families](#) February 2, 2023

[Seal of Biliteracy \(Grades 10-11\)](#) January 19, 2023

[Talk to us Tuesday](#) January 5, 2023

[Happy Holidays | Craft Day Thank You](#) December 23, 2022

[Upcoming Winter Concerts](#) December 14, 2022

[Special Guest Speaker Dr. Englander](#) November 16, 2022

[*Bullying, Cyberbullying, and the Social Impact of the Pandemic*](#)

[Seal of Biliteracy \(Grade 12\)](#) November 10, 2022

[Tell a Friend | Sign up for the SSCPS Enrollment Open House!](#) October 10

[Story of Us Virtual Speaker Series: Alayna Dutcher, MPH](#) October 3, 2022

[The 2022 SSCPS Harvest Run 5K](#) September 9, 2022

Parents Association Meetings September 2022 - June 2023

B. Sharing Responsibility Indicator

Compilation of Parent Feedback

[SSCPS Annual Family Survey 2023](#)

C. Communication Indicator

District Websites and Newsletters

[South Shore Charter Public School Website](#)

[Weekly Update | May 3, 2023](#)

[Weekly Update | April 5, 2023](#)

[Weekly Update | March 1, 2023](#)

[Weekly Update | February 1, 2023](#)

[Weekly Update | January 4, 2023](#)

[Weekly Update | December 21, 2022](#)

[Weekly Update | November 2, 2022](#)

[Weekly Update | October 6, 2022](#)

[Weekly Update | September 7, 2022](#)

[Weekly Update | August 31, 2022](#)

[SSCPS Transportation Update | August 24, 2022](#)

[Welcome to the New School Year | August 17, 2022](#)

[SSCPS Transportation Update | August 11, 2022](#)

[Summer Updates | August 8, 2022](#)

D. Family Concerns Indicator

Compilation of Parent Feedback

[SSCPS Annual Family Survey 2023](#)

Indicator: Standard 4 - Professional Culture

A. Commitment to High Standards Indicator

School-site walkthrough data and follow-up reports

[DESE Site Visit Report 2023](#) (Linked/Board Packet)

[SSCPS DESE Tiered Focus Monitoring Report | Special Education and Civil Rights](#)

B. Cultural Proficiency Indicator

Related PD descriptions and/or feedback analysis

[SSCPS Professional Development Plan 2023](#)

Teacher Diversification PLC 2022-2023 [Session 5, TDPLC Resources 2022-2023](#)

C. Communications Indicator

Memos/newsletters to staff and public

[Weekly Update | May 3, 2023](#)

[Weekly Update | April 5, 2023](#)

[Weekly Update | March 1, 2023](#)

[Weekly Update | February 1, 2023](#)

[Weekly Update | January 4, 2023](#)

[Weekly Update | December 21, 2022](#)

[Weekly Update | November 2, 2022](#)

[Weekly Update | October 6, 2022](#)

[Weekly Update | September 7, 2022](#)

[Weekly Update | August 31, 2022](#)

[SSCPS Transportation Update | August 24, 2022](#)

[Welcome to the New School Year | August 17, 2022](#)

[SSCPS Transportation Update | August 11, 2022](#)

[Summer Updates | August 8, 2022](#)

D. Continuous Learning Indicator

Professional development for principals/administrators

[SSCPS Professional Development Plan 2023](#) (Linked/Board Packet)

Teacher Diversification PLC 2022-2023 [Session 5](#), [TDPLC Resources 2022-2023](#)

E. Shared Vision Indicator

District communications with staff, families, and community

[SSCPS Weekly Updates 2022-2023](#)

F. Managing Conflict Indicator

Compilation of feedback from staff, parents, and/or other community members

[SSCPS Annual Family Survey 2023](#)

Current and Projected Enrollment:

- FY23 current enrollment 1060; FY24 pre-enrolled is currently at 1070

Committee Reports:

Faculty: K. Cianelli and K. Trowbridge reported

K-8 - Kate Trowbridge

- Level I is finishing up their farm trips for the school year in the next two weeks.
- Level II is preparing for their Science EOM's! They will have a science fair to display their work!
- Level II MCAS is finished and we are winding up the year. 4th grade has a field trip to Blue Hills coming up on Monday - they'll be hiking and learning about animals and habitats. The math teachers are looking forward to incorporating project-based learning into the rest of the year for students to apply the skills they learned throughout the year in meaningful, fun ways.
- Level III specifically grade 5 has been working on their Wax Museum projects which will be presented next Friday. Level III will be having a middle school social dance next Friday as well.
- Level IV Students are also currently working on EOMs. For EOMs, students choose a company they admire and will explain the basics of the company, the business model the company follows, and discuss the success/failures of the company.
- Spring concert will be taking place next week as well in the gym for Levels I & II. Level III and above and have a concert on May 17th at night.
- K thru 4th grade will be doing a book swap to ensure each student has a book of their choosing to read over the summer.

High School - Katie Cianelli

- Most of the seniors just finished their finals and are out of the classrooms heading to their internships.
- AP Exams have finished up, as well.
- The Juniors go on a college fair field trip to Bridgewater State University soon.
- The Sophomores go to Newport Mansions on May 22nd.
- The Seniors started an Instagram page [@sscps.commit2023](#) where they're posting their college commitments for next year.
- Jaguar Games, hosted by the Student Board, was an enormous success. The students ran the whole event, and it was a fun day of community building and friendly competition.
- NHS students thoughtfully spent the movie fundraiser money on goods to donate to St. Mary's Women's Shelter. We will bring everything to them on the 18th, where we are hosting two tables at a fair for the women and children.

K-12 Comment

- There was a comment on the Faculty and Staff Survey that stood out to me, and it mirrors what Kathleen wrote in her letter. It said they couldn't name a single board member. I think that we should discuss ways for the board to introduce themselves to faculty and staff and be more of a presence in the community, while recognizing the difficulty of working full time and volunteering for this role.

Students: T. Sullivan no report

Parents Association: Alisha Uhlenbrock-Furst reported

- The PA self-nomination election process has been sent out. The PA has not received any volunteers for the officers and very little interest in the grade/level reps.
- Board will work with the PA on engagement

Board Business: Summer retreat - longer day to discuss school engagement; work on long term goals

Development: Ken Poudrier reported

- SSCPS Art Show June 8 3-30-7pm more details to be published
- Committee discussed community events: Corn Hole/ Carnival event
- Work is beginning on the fall Harvest Run. Looking for a theme.

Finance: Vinnie Walsh reported

- The committee met prior to this meeting to review the FY24 draft budget
- We reviewed per pupil tuition; grant activity; budget showed slight diminishing of grant activity for FY24
- FY24 highlights and key numbers: budgeting a conservative \$18,000 per pupil; with 1060 enrolled students
- There are eight anticipated faculty/staff vacancies to be filled; reviewed the capital needs of \$340,000
- Reviewed income and expense; anticipated transportation reimbursement in FY24
- Reviewed year over year comparison
- The Finance Committee voted to approve and recommend the FY24 Budget to the full Board
- Committee Chair opened for any questions on the Budget

Motion: K. Poudrier moved to approve the recommendation of the Finance Committee and approve the FY24 Operating and Capital Budget as presented.. N. Julien seconded.

Vote by individual roll call: William Smyth (Vice Chair), Vincent Walsh (Treasurer), Kathleen Trask (Clerk), Tiffany Brown-Grier, Katie Cianelli, Kiki Fluhr, Natacha Julien, Jimmy Juste , Ken Poudrier, Kate Trowbridge

Remote participation: Tracy Deveau

All in favor; motion carried unanimously

Governance: Kathleen Trask reported

- Most of the committee discussion has already been covered during the Annual Meeting. Congratulations and thank you to the new and returning members.
- The timeframe for the Board Self Evaluation has been extended to Monday May 15 to respond. Results and goal setting at the July meeting
- Thank you to everyone for their service to the Board

Ad Hoc Facilities: Ken Poudrier reported

- There has been some back and forth with FoxRock regarding additional space.
- A special meeting of Finance and the Ad Hoc Facilities Committees will be scheduled. What is the school's timeframe? FoxRock is looking for some information from the School

Personnel: Bill Smyth reported

- Meeting tonight - Thank you for Kiki and Tracy
- One person take minutes for all committees
- Exec Direct Survey Evaluation - some problems with exec session and OML
- Eval form sent out tomorrow 5/12; due by May 31 Survey Monkey link; compiled and results at July meeting
- Kiki faculty survey; Personnel to have input from Katie; Faculty Reps and Personnel to work together to create survey going forward

Ad Hoc Field Trip

- The committee reviewed the request for the sophomore class to travel to Newport RI.

Motion: K.Cianelli moved to approve the recommendation of the Ad Hoc Field Trip Committee and approve the Out of State field trip to Newport RI K. Fluhr seconded

Vote by individual roll call: William Smyth (Vice Chair), Vincent Walsh (Treasurer), Kathleen Trask (Clerk), Tiffany Brown-Grier, Katie Cianelli, Kiki Fluhr, Natacha Julien, Jimmy Juste , Ken Poudrier, Kate Trowbridge

Remote participation: Tracy Deveau

All in favor; motion carried unanimously

Additional Comments from Board and Audience:

No comments

MOTION: K. Poudrier moved to adjourn the regular meeting. J. Juste seconded

Vote by individual roll call: William Smyth (Vice Chair), Vincent Walsh (Treasurer), Kathleen Trask (Clerk), Tiffany Brown-Grier, Katie Cianelli, Kiki Fluhr, Natacha Julien, Jimmy Juste , Ken Poudrier, Kate Trowbridge

Remote participation: Tracy Deveau

All in favor; motion carried unanimously

Meeting Adjourned 9:45pm

Respectfully submitted:

Pam Algera

Approved by: Kathleen Trask, Clerk