

SOUTH SHORE CHARTER PUBLIC SCHOOL  
Board of Trustees Meeting  
February 8, 2024  
7:30pm

Meeting held at 700 Longwater Drive, Norwell, MA 02061  
Meeting available via Zoom

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:** Jimmy Juste (Chair), Natcha Julien (Clerk), T. Brown-Grier, Katie Cianelli, Tracy Deveau, Kiki Fluhr, Kathleen Sullivan, K. Trowbridge, Alisha Uhlenbrock-Furst

**Remote participation:** Raeven Charles, Andrew Sobers, Ken Poudrier (Treasurer)

**In absentia:** Vinnie Walsh (Vice Chair)

**Also in attendance:**

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

**Remote Staff:** K. Doble, M. Freitas

**Audience:**

**Remote Audience:**

**Meetings documents:**

- Meeting Agenda
- Draft Minutes from the December meeting
- Executive Director Report
- YTD Financial Statements

**Opening of Meeting:** J. Juste (Chair) called the meeting to order at 7:33pm

**Individual roll call:** J. Juste, K. Poudrier, N. Julien, T. Brown-Grier, R. Charles, K. Cianelli, T. Deveau, K. Fluhr, A. Sobers, K. Sullivan, K. Trowbridge, A. Uhlenbrock-Furst

**Board Business**

**Approval of Minutes:**

**MOTION:** A. Uhlenbrock-Furst moved to approve the minutes from the December 7, 2023 meeting. K. Sullivan seconded.

**Vote by individual roll call:** J. Juste, K. Poudrier, N. Julien, T. Brown-Grier, R. Charles, K. Cianelli, T. Deveau, K. Fluhr (abstained), A. Sobers, K. Sullivan, K. Trowbridge, A. Uhlenbrock-Furst

**School & Academic Report**

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

[Executive Director Report](#)

**Student Achievement:**

- The 2nd half of the school year has just begun. Mid-year assessments have been completed; DIBELS, WIDA ACCESS testing for EL Students, the Seal of Biliteracy

- Celebrations of Black History Month, BSU Historical Wax Museum, Read Aloud Week will be held next week, upcoming family event; African Diaspora Night

### Executive Director Goals: Mid year review

- **Goal 1: Student Learning Focus Indicators:** I:A Curriculum, I-B: Instruction, I-E: Data-Informed Decision-Making  
By late spring, the South Shore Charter Public School shall demonstrate sustained or improved academic achievement in at least nine of twelve grades by successful implementation of new and sustaining curricula.  
**Key Actions Completed:** Analyze statewide assessment data. (Fall 2023)  
Analyze PSAT and SAT data (Fall 2023)  
DESE Comparative Data (Fall - Winter 2024)  
**Benchmarks Completed:** Presentation on MCAS data school-wide. (Fall 2023)  
Board presentation on PSAT and SAT data. (Fall 2023)
- **Goal 2: Professional Practice** (Focus Indicators: II-B Human Resources Management and Development, IV-A Commitment to High Standards, IV-B Cultural Proficiency, IV-D Continuous Learning)
  - A. Goal setting and working towards those goals to meet the needs of all learners; (Fall 2023, Winter 2024, Spring 2024)
  - B. Looking at student work, assessments, data analysis, and using data to inform instruction; (Fall 2023, Winter 2024, Spring 2024)
  - C. Differentiated instruction for all learners; (Fall 2023, Winter 2024, Spring 2024)
  - D. Curriculum development, standards alignment, and/or classroom practices in one subject area; Fall 2023, Winter 2024, Spring 2024)  
iReady Math K-8, Wonders K-4, Collins Writing 5-12
  - E. Equity, diversity, and inclusion; (Fall 2023, Spring 2024)
  - F. Social/Emotional Learning (Fall 2023, Winter 2024, Spring 2024)
- **Goal 3: District Improvement:** Throughout the 2023-2024 school year, the South Shore Charter Public School shall continue to engage in culturally responsive and collaborative engagement, and communication practices that welcome every family to participate in the classroom and school community. (Focus Indicators: III-A Engagement, III-C: Communication, IV:Communications, IV-B Cultural Proficiency)  
**Key Actions Completed:** School-wide Events (Back-to-School Nights, SSCPS Road Race, Literacy Lane, SSCPS Enrollment Open House and Tuesday Visits, Craft Day, Fashion Show) Develop systems and processes to enhance community service, (Fall 2023) Work with the new after school and community service director to launch new programs and grow existing programs (Fall 2023 - Spring 2024)  
**Benchmarks Completed:** Develop systems for improved Community Service data tracking. (Fall 2023-Spring 2024)  
Develop systems for reviewing and surveying events to measure family engagement. (Fall 2023-Spring 2024)
- **Goal 4: District Improvement Goal:** The South Shore Charter Public School will continue to implement the highly successful regional transportation program, with targeted improvements to improve success in school and community. (Focus Indicators: II:D Law, Ethics and Policies, II-E Fiscal Systems, IV:Communications, III-D Family Concerns)  
**Key Actions Completed:** Provide ongoing communication when necessary through email and the Weekly Update. (Summer 2023, Fall 2023, Winter 2024, Spring 2024)  
Revamp bus routes to include stops at after school programs and libraries. (Summer 2023)  
**Benchmarks Completed:** Continue to address issues articulated during family communication via email and telephone. (Summer 2023, Fall 2023, Winter 2024, Spring 2024)
- **Goal 5: District Improvement Goal:** By the Fall of 2023, the South Shore Charter Public School will begin the process of developing a five-year strategic plan with institutional stakeholders. The plan will

include the school mission and vision and strategic goals to serve as a navigation tool over the next five years.(Focus Indicators: II-B Human Resources, Management, and Development, II-E Fiscal Systems, III-A Engagement, IV-E Shared Vision)

**Key Actions Completed:** Work with the Board of Trustees to oversee at least three milestones for development of the strategic plan; Recruit committee members and participants from key stakeholder groups; students, family members, faculty, staff, and trustees. (October 2023)

Develop a calendar and timeline for development of the plan. (November 2023)

**Benchmarks Completed:** Establishment of Strategic Planning Committee including Chair, Co-Chair, Committee Members, and Contributors (Fall 2023)

Strategic Planning Committee Meetings: 5/7 completed

Strategic Planning Focus Groups: 13 completed

### **Strategic Planning:**

- Districts and schools are now required to have a strategic plan to demonstrate a directional blueprint for the district.
- Charter schools are asked to undergo the process by the DESE by making submission of a strategic plan necessary for grant applications.
- SSCPS has undergone strategic planning before, even though it was not a requirement.
- We have used it as a blueprint for the renewal application.
- The last strategic plan was written in 2019 and implemented in 2020.
- Purpose of Focus Groups, Family, Students, Faculty, Staff Input:  
Each focus group (8-12 participants) is a part of larger community input and data gathering to inform our plans. Gather in-depth feedback and perspectives from stakeholders on their experiences of SSCPS, its strengths, and areas to prioritize for improvement. Provide concrete examples, stories and experiences are most helpful to inform our next steps. Inform the development of the new strategic plan's goals, objectives, and strategies. Build on the insights and expertise of the school community to create an optimal program. Generate investment and engagement with the school's ongoing improvement effort. Provide a window to perception data about that which may or may not be true.  
Thirteen Focus Groups were held with the Faculty/Staff. Family groups are upcoming
- How Focus Group Information Will Be Used  
Focus group participant names will not be shared and no decisions will be made during focus group sessions  
Focus group data is reviewed along with other sources like student achievement data and stakeholder surveys to create a comprehensive understanding of the school's current situation and future needs  
Key themes and insights from focus groups inform our strategic plan goals and action steps
- Thank you to the many members of the Strategic Planning Committee for all their time and hard work

### **Transportation Update:**

- SSCPS continues to work with First Student to optimize bus stops and routes
- Families have been asked to provide feedback through the SSCPS Family Survey.
- Transportation has been discussed in focus groups.
- The number of modifications to each afternoon's pick up continues to be high largely due to after school tutoring, the new enrichment program, and the music program.
- This year's Intent to Return form again includes a place for families to indicate whether or not they will be using transportation services next year. This practice assisted greatly with the return of last year's forms.
- This information is essential to the school and First Student; planning for next year's routes and stops is scheduled to begin in April. Families who indicate their transportation preferences on the Intent to Return form will be given first priority for next year's transportation services.

- Bus routes continue to be adjusted to meet students needs
- Family survey includes a question for feedback

### **Enrollment & Admissions:**

- Enrollment currently 1065
- Application has been open since November 1. SSCPS has received 530 applications as of January 30 which includes 150 for Kindergarten.
- Admission Events including an Open House and Talk to Us Tuesday tours/visits
- Application deadline February 29, Enrollment Lottery will be held March 8, 2024
- Acceptance packet will be distributed at the next meeting. Planning accepted student events.

### **DESE Enrollment Trends:**

- Reviewed the school's historical enrollment from 2010 to present. In 2010 the cap was 540 until a minor increase to 610 was approved. In 2016, the school requested and received a major expansion from 610 to 1075. School enrollment has increased yearly.
- Reviewed the Massachusetts Comparative enrollment trends from 2019-2024 for our top sending districts as well as a comparable school, Foxborough Regional Charter.
- SSCPS Percentage changes 2019-2024 Enrollment Trends

### **Board Business:**

#### **Board Recruitment: J. Juste**

- Looking for knowledge with Development expertise; corporate fundraising
- Expertise needed in finance with high level skills
- Advertise specific needs and expertise
- Notice in weekly Update. Use the PA Connect. Advertise in corporate publications; linkedin; facebook
- Post on website - sub committee descriptions; roles and responsibilities of a Board member
- Chair will put together and share with Board members

#### **Board Engagement: J. Juste**

- Board has a lot of work to do in a short period of time. Committee meetings need to be robust with work to be accomplished.
- For next year, Chair is considering all committees will meet two times per month and that the meetings are scheduled and on the calendar
- Possibility of adding an April meeting

### **Committee Reports:**

#### **Faculty:**

100: K. Trowbridge reported

- Our K-8 Best Buddies finally began in December and is now in full swing! Led by myself, Mariah, and first-year teacher, Angie Williamson, we have 25 students currently registered. Our student leaders have planned and organized our Valentines/Friendship party which we will host next week. We are currently in the planning process of celebrating Best Buddies Month in March and will also begin fundraising for the Best Buddies Walk in Boston. More news to come!
- World Reading Day this past week, parents and teachers volunteered to read to classrooms from K to 4th grade.
- Level I Winter Farm Visits are happening as we speak. Students are enjoying seeing how dormant the farm is, doing some exploring for animal tracks, and collecting different items around the farm.
- Level III's Building Bridges Workshop met at the Building Bridges competition this past weekend. While none of our students came out on top, many of them brought creative ideas to the competition.

- The Physical Education Department is in full swing with the Kids Heart Challenge. While raising money for the American Heart Association and our department, we are engaging students in heart healthy discussions and lessons during the month of February!
- Our Special Education community outings continued this past month. We visited the Dollar Tree Store, bought Valentine's Day supplies, and came back and made Valentines for their fellow friends!
- WIDA Access Testing for our English Language Learners is well underway. This helps determine service delivery for the following year.

At 700: K. Cianelli reported

- The high school lock-in is tomorrow night, and the seniors and juniors are very excited for the bonding opportunity.
- NHS is looking forward to hosting another movie fundraiser to support St. Mary's women's shelter, and we have already reached our maximum number of students in a matter of a few days. It will take place on March 8th for grades 1-4.
- The high school faculty had a PD half day focused on social-emotional learning, and best practices for effective teaching, such as posting objectives and maximizing learning time, as well as a refresher on what school discipline actually means and how we can enact it according to the law. We will continue our PD at our level meetings with teachers presenting to our colleagues according to our individual strengths. The two we had on Wednesday included classroom configuration and using AI in the classroom.

**Students:** R. Charles reported

- Annual Junior/Senior Lock-In is tomorrow night
- Senior Communications Class to visit the Isabella Stewart Gardner Museum

**Parents Association:** No report

**Finance:** K. Poudrier reported

- Reviewed financials per pupil increase small
- Transportation 79.5% reimbursement rate. Another three months
- Projections for next 3.5% increase; discussion on budget and how to spend money with cost of living
- Budgetary pressures for FY25 and going forward

**Development:** A. Uhlenbrock-Furst reported

- Met earlier and discussed Board members working on upcoming event
  - International Food Night
  - Senior Fair
  - Harvest Run - Tracy
  - Literacy Lane TBD in the fall of 2024
- Document event planning roles and responsibilities and create document for running event
- Small group of parents corporate sponsorships brainstorming
- SSCPS Connect - soft launch at the PA meeting next Monday. Creating a database of people in the community that would like to volunteer and share knowledge/expertise. Community engagement.

**Governance:** N. Julien reported

- Revisions to the Bylaws continue and the committee reviewed the draft. A meeting to specifically discuss the draft will be scheduled. Once a final draft is ready, it will be presented to the full Board.
- Post for additional board members, three members terms are up. Chair will follow up with them

**Personnel:** T. Deveau/K. Fluhr reported

- Negotiations are in progress. Working toward consensus

- Administration will add language to the Annual Faculty Survey to note that the aggregate results will be shared with the Board. Survey will be conducted in March, results to the Board by May. Data will be used to inform the Executive Director evaluation

**Ad Hoc Facilities:** No report

**Audience:** Public Comment

**MOTION:** T. Deveau moved to adjourn the regular meeting. K. Sullivan seconded

**Vote by individual roll call:** J. Juste, K. Poudrier, N. Julien, T. Brown-Grier, R. Charles, K. Cianelli, T. Deveau, K. Fluhr, A. Sobers, K. Sullivan, K. Trowbridge, A. Uhlenbrock-Furst All in favor; motion carried unanimously.

Meeting Adjourned at 8:34pm

Respectfully submitted:  
Pam Algera

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Approved 3/14/2024