

SOUTH SHORE CHARTER PUBLIC SCHOOL
Board of Trustees Meeting
May 9 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), Vinnie Walsh (Vice Chair), Tiffany Brown-Grier, Katie Cianelli, Kiki Fluhr, Kathleen Sullivan, Alisha Uhlenbrock-Furst

Remote participation: Natcha Julien (Clerk), Andrew Sobers, Ken Poudrier, Kate Trowbridge

In absentia: Raeven Charles, Tracy Deveau

Also in attendance:

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

Remote Staff: Kerri Doble (Staff Accountant), Matthew Tondorf (Director of Learning Services),

Audience: Rowena Samuels, Bruce Frost, Jaguar Furst

Remote Audience: Jenna Brink, Siobhan Daly, Theresa Breen, Debra Sloan, Danni Lopez, Annette Golden, Joyce Dandrow, Elyse Kay, Laurie Hogan, Amy Koskowski, Krista Cafourek, Marion Whalen Finn, Angie Williamson, Micheal Dupuis, Dan Vasconcellos, Katie Curry, Kim Williamson, Alyssa Eich, Kelsey Gilmore, Julie Bartus, JP Marcellus, Nadeen Sullivan, Jamie Allen, Kelsey Raposa, Kate Seavey, Barbara Folan, Ana Jimenez, Darlene Parker

Meetings documents:

- Meeting Agenda
- Draft Minutes from the March meeting
- Resumes of proposal candidates
- Executive Director Report
- FY25 Calendar
- Draft FY25 Operating & Capital Budget Presentation

Annual Meeting Called to Order:

J. Juste call the Annual Meeting to order at 7:33pm

Individual roll call:

J. Juste (Chair), V. Walsh (Vice Chair), T. Brown-Grier, K. Cianelli, K. Fluhr, K. Sullivan, A.Uhlenbrock-Furst

Remote participation: N. Julien (Clerk), A. Sobers, K.Poudrier (Treasurer), K. Trowbridge

Governance Committee Chair, N. Julien, introduced the two candidates recommended for approval.

MOTION: K. Fluhr moved to approve the recommendation of the Governance Committee and approve the appointment of Bruce Frost to a 3-year term beginning July 1, 2024. K. Sullivan seconded

Vote Individual roll call: J. Juste, V. Walsh, T. Brown-Grier, K. Cianelli, K. Fluhr, K. Sullivan, A.Uhlenbrock-Furst, N. Julien, A. Sobers, K.Poudrier, K. Trowbridge

MOTION: A. Uhlenbrock-Furst moved to approve the recommendation of the Governance Committee and approve the appointment of Rowena Samuels as a trustee to a 3-year term beginning July 1, 2024. K. Sullivan seconded
Vote Individual roll call: J. Juste, V. Walsh, T. Brown-Grier, K. Cianelli, K. Fluhr, K. Sullivan, A.Uhlenbrock-Furst, N. Julien, A. Sobers, K.Poudrier, K. Trowbridge

MOTION: V. Walsh moved to approve the Slate of Officers as presented and as follows beginning July 1, 2024. J. Juste (Chair), K. Sullivan, (Vice Chair); N. Julien, (Clerk); K. Poudrier,(Treasurer) A. Uhlenbrock-Furst seconded
Vote Individual roll call: J. Juste (abstained) V. Walsh, T. Brown-Grier, K. Cianelli, K. Fluhr, K. Sullivan (abstained), A. Uhlenbrock-Furst
Remote participation: Natcha Julien (abstained), Andrew Sobers, K. Trowbridge

MOTION: V. Walsh moved to adjourn Annual Meeting A. Uhlenbrock-Furst seconded
Vote Individual roll call: J. Juste, V. Walsh, T. Brown-Grier, K. Cianelli, K. Fluhr, K. Sullivan, A.Uhlenbrock-Furst, N. Julien, A. Sobers, K.Poudrier, K. Trowbridge

Opening of Regular Meeting: J. Juste (Chair) called the meeting to order at 7:42pm
Individual roll call: J. Juste (Chair), V. Walsh (Vice Chair), K.Poudrier (Treasurer),T. Brown-Grier, K. Cianelli, K. Fluhr, K. Sullivan, A.Uhlenbrock-Furst, N. Julien (Clerk), A. Sobers, K. Trowbridge

Board Business

Approval of Minutes:

MOTION: V. Walsh moved to approve the minutes from the March 14, 2024 as amended and the March 25, 2024 meetings J. Juste, seconded.

Vote Individual roll call: J. Juste , V. Walsh, K. Poudrier (abstained), T. Brown-Grier, K. Cianelli, K. Fluhr (abstained), K. Sullivan, A.Uhlenbrock-Furst, N. Julien, A. Sobers (abstained), K.Poudrier (Treasurer), K. Trowbridge
Motion carried

K. Fluhr announced that she is resigning from the Board and would not complete her term which ends June 2025.

It was also noted that the renewing Board members would need to be voted on. The Board decided to reopen the Annual Meeting at the end of the regular meeting.

K. Cianelli commented that she would not be returning and Jerry Ford would be the replacement for the open Faculty Representative seat. There should be a recommendation from the Faculty to the Board. The Faculty and Student representatives could be voted on at the July meeting.

School & Academic Report

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

[Executive Director Report](#)

Student Achievement and School Updates:

- Exhibitions of Mastery, AP Exams, MCAS, the Jaguar and Color Games, finals and senior internships are the exciting capstones of the school year.
- The last day of Kindergarten is June 7. Kindergarten screening begins on June 10.
- May 1 was college decision day for the Class of 2024.
- We are honored to induct 13 members of the Class of 2024 into the Fraternity of Thirteen, a prestigious recognition for students who have been attending South Shore Charter since kindergarten. Commencement for the Class of 2024 is Friday, June 7 to be held at UMass Boston
- Congratulations to the SSCPS Mathletes for an outstanding first performance at the Northeastern University Calculus Field Day Competition. Reviewed the list of college acceptances.

- SSCPS has held some exciting April events. Thank you to all the volunteers for their help with these events. Special thank you to Natacha Julien, Tiffany Brown-Grier, and Melissa Frietas.
 - Multicultural Food Night
 - SSCPS/Kohl's Community Service Day
 - SSCPS Spring Fair
 - Literacy Night is May 15, 2024
- Happy Teacher Appreciation Week to our terrific faculty and staff.

Executive Director Goals 2023-2024

Student Learning Goal

Focus Indicators: I:A Curriculum/I:B Instruction/I:E Data-Informed Decision-Making

Description: *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.*

Reviewed the key actions, benchmarks, data reviewed, and evidence

Professional Practice Goal | Professional Development

Focus Indicators: II-B Human Resources Management and Development/IV-A Commitment to High Standards/IV-B Cultural Proficiency/ IV-D Continuous Learning

Description: *By late spring, the faculty and staff will have had the opportunity to participate in one high quality professional development in the following areas: Goal setting and working towards those goals to meet the needs of all learners; Looking at student work, assessments, data analysis, and using data to inform instruction; Differentiated instruction for all learners; Curriculum development, standards alignment, and/or classroom practices in one subject area; Equity, diversity, and inclusion; and/or Social/Emotional Learning.*

Reviewed the key actions, benchmarks, data reviewed, and evidence

District Improvement Goal 1 | Family Engagement

Focus Indicators: III-A Engagement/III-C: Communication/IV:Communications/IV-B Cultural Proficiency

Description: *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.*

Reviewed the key actions, benchmarks, data reviewed, and evidence

District Improvement Goal 2 | Transportation

Focus Indicators: II:D Law, Ethics, Policies/II:E Fiscal Systems/IV:Communications/III:D Family Concerns

Description: *The South Shore Charter Public School will continue to implement the highly successful regional transportation program, with targeted improvements to increase success in school and community*

Reviewed the key actions, benchmarks, data reviewed, and evidence

District Improvement Goal 3 | South Shore Charter Public School Strategic Planning 2025-2029

Focus Indicators: II-B Human Resources, Management, and Development/ II-E Fiscal Systems/ III-A Engagement/ IV-E Shared Vision

Description: *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.*

Reviewed the key actions, benchmarks, data reviewed, and evidence

Reviewed the draft Strategic Plan document.

FASA Negotiations FY25-FY27 Update: J. Juste reported

- The negotiations team agreed to an increase to the salary grid of 4% in FY25; 4% in FY26; and 3% in FY27. Also agreed to increase the health insurance percent that the school funds from 65% to 70%. There was also a decrease in the number of Professional Development days for faculty.
- The funding of these items are included in the proposed FY25 budget which Finance will be presenting for a vote.
- Work will need to continue prior to the next negotiations for the economic state of the school.
- Finance Committee suggests looking at pay schedule going forward in able to be sustainable prior to the next round of negotiations and keep in competitive with sending districts

Finance Committee: K. Bingham reported
[FY25 Operating and Capital Budget Presentation](#)

How did we do? Review FY24

- The School projects an additional \$121,000 in tuition revenue vs. budget due to higher DESE projected per pupil tuition revenues.
- Average Per Pupil revenue is projected to be \$18,200 based on an enrollment projection of 1,055 FTE.
- The School received federal and state reimbursement to offer free breakfast and lunch for all students.
- The School received \$287,552 in competitive DESE grants
- The School projects receiving 79.5% reimbursement from the DESE for FY23 regional transportation expenditures.
- The School recorded approximately \$20,000 in donated technology, office and classroom furniture and in-kind services.
- The School invested in the following capital expenses:
 - Leasehold & Major Equipment Improvements: \$195,186
 - New Technology: \$165,373
 - New Furniture :\$10,808
- The School anticipates an end of year with a Net Income of \$563,639 and a quasi-cash income of \$697,280.

FY25 Budget Highlights

- Budget serves 1,065 students with a pre-enrollment of 1,075 students. This allows shifts in enrollment all year. The school will budget \$18,632 in per pupil tuition revenue.
- Revenues are estimated to be \$22,515,679 which is 2% higher than projected in FY24.
- Budgeted FY25 DESE Entitlement IDEA & ESSA Grant Revenues and Expenditures. Loss of ESSER III Grant in FY25 which is the last of the COVID grant funds.
- Program revenues include federal and state reimbursement for SSCPS to offer free breakfast and lunch in 2024-2025 for all students.
- Program revenues include an 80% Regional Transportation reimbursement rate for eligible FY24 regional transportation costs.
- Expenditures are estimated to be \$22,494,838 which is 4% higher than projected FY24. The bulk of this increase is due to funding salary increases, increase in costs of health benefits, and lease renewal of the 700B space.
- The budget funds the 1st year of a new 3-year Faculty and Staff compensation and benefits agreement.
- Budgeted operating and rental costs associated with the added space at 700 B regarding our lease 8/1/24 renewal.
- Funded the Regional Transportation Program.
- Funded 100% Free Meals (Breakfast and Lunch) participating in the NSLP.
- Accounted for a 17.5% increase in the cost of health insurance premiums. Also, includes the funding of an additional 5% towards the premium of an SSCPS sponsored health insurance plan starting in July.

The employer paid portion will change from a 65% to 70% starting July 1, 2024 for those employees that work 30 or more hours per week. Budgeted an increase in enrollment in health benefits.

- Budgeted Depreciation to allow for ongoing replacement of capital equipment and building improvements.
- Budgeted Amortization and Capital Interest expenses related to our building capital leases.
- Budgeted capital for new technology, equipment, and leasehold improvements.

FY25 Program Enhancements or Changes:

- We will design and develop a plan for facilities improvement to create a state-of-the-art hub of learning and innovation to meet the needs of our school community, including an auditorium, physical education areas, and athletic fields.
- We will leverage technology to enhance educational experiences for students.
- We will explore transportation logistics to determine the feasibility of providing additional transportation services for after school and extracurricular activities.
- We will enhance and establish library services and seek to provide dynamic learning spaces for research and collaborative learning.
- We will explore the feasibility of dining areas to promote healthy breakfast and lunch options and social interaction.
- We will continue to evaluate our current building leases at 104 Longwater Drive and 700 Longwater Drive.

Reviewed:

FY25 FTE's & Prior Year Comparison

- Reviewed the employee FTE's
- FY24 total 172; FY25 proposed 165

Reviewed the FY25 Operating and Capital Budget Statement Schedule

Reviewed the FY25 Revenue Breakdown (%)

Tuition = 88% of Revenues
Total DESE Revenues = 96%

Reviewed the FY25 Expenditures

81% Salaries, Benefits, & Taxes
8% Transportation costs
5% Building Operations

Reviewed the FY25 Salaries by Percent

86% Instructional Services
9% Administration
4% Other Student Services

FY25 Capital Budget Request

Total Capital Request: \$392,708

Reviewed the Cash Flow Projections:

Reserves 3-6 months are recommended by the accountants.

Reviewed Ongoing Campus and Facility Needs

Comment from the Finance Chair, K. Poudrier

- Committee to look at the upcoming balloon payment for the mortgage at 100 which is due in the next few years in the amount of \$2.6M which can be paid off or refinanced
- Revisited the cost of transportation and the timing of reimbursement
- The committee chair thanked K. Bingham for all of her work on the budget

MOTION: V. Walsh moved to approve the FY25 Operating and Capital Budget as presented. A. Uhlenbrock-Furst seconded

Vote by individual roll call: J. Juste , V. Walsh, K. Poudrier, T. Brown-Grier, K. Cianelli (abstained), K. Fluhr, K. Sullivan, A.Uhlenbrock-Furst, N. Julien, A. Sobers, K. Trowbridge (abstained) Motion carried

Board Engagement: J. Juste reported

- Look at the meeting calendar and set the Committee Meeting schedule. Meeting prior to the board meeting is not enough time to finish all of the work so committees should plan another meeting during the month.
- Engage in crucial discussions and conversations.
- Creative problem solving tools; evaluate the process
- Top goals for the Board to work on. Corporate fundraising; financial sustainability; connect with Faculty/Staff to follow up on the salary grid
- Look for email for a survey to set July meeting date
- Board Chair will package all materials for evaluation of Executive Director; review with Executive Director and report out to the full Board
- Schedule another meeting regarding revisions on the Bylaws

Committee Reports:

Faculty: K Trowbridge and K. Cianelli reported

At 100:

- Third grade is working on science EOMs. Students are doing experiments in the classroom as a basis for their scientific/inquiry method EOMs. There is also a lot of research going on in third grade. Students are doing research as part of their EOMs and are also writing animal research papers. They're working on taking information from many sources and compiling them into one cohesive text. Everyone is getting excited and ready for Field Day next month!
- In January, grades 5-8 participated in a writing contest through the MaxCourage Curriculum. Four of our students were chosen to be published in The Courage of Children: Boston and Beyond Volume XXXIII. On May 23rd, these students, along with their families and teachers, will attend an awards luncheon in Boston.
- Also, the 8th grade Washington DC trip is 5/20-5/23. A schedule was designed for those who are not attending and it includes fun, structured group activities and events, as well as a field trip to Boston.
- English Language Education (ELE) Department We are excited to report that the ELE Department has expanded its G1-G6 summer school programming to include G7-G8 students (see brochures, attached). Invitations were recently sent to (127) current and former English Language Learners and enrollment will be capped at (70). Grants fund this popular program and there is no cost to participating families.
- We are preparing for Literacy Night on Wednesday, May 15th from 6:00 - 7:00. K-4th grade students and their families (this is not a drop off event) will rotate to different rooms to listen to teachers and parent volunteers read stories. If anyone is interested in reading please reach out to Kristen Gale: kgale@sscps.org

At 700:

- At the high school the counseling staff is helping facilitate a student-led Mental Health Seminar to each grade level to bring awareness to Mental Health Awareness Month. Along with awareness, students are helping educate each grade-level every Monday during advisory on the stigma of mental health, helpful coping strategies, and providing in-school and community resources. As part of this initiative, the team is encouraging everyone to wear green on May 29th for Mental Health Greenout Day.
- AP exams are in full swing.
- Jaguar Games was a successful field day on the past half day.
- Faculty were treated to a week full of surprises from the PTA and Stephanie Innis. We were given sweets, snacks, lunch, and raffled-off gift cards to five selected teachers. Thank you so much!
- May 1st was decision day for a lot of seniors for their college choices, and next week are their finals, followed by their internships. NHS is hosting another Blood Drive on June 3rd. Please consider coming and donating. We also received a \$250 scholarship to award a senior.

Students: No Report

Parents Association: A. Uhlenbrock-Furst presented

Initiative to revive and revise the PA leadership model to better serve the community

- Gain input from the members (parents)
- Establish opportunities for parents to help at an initiative level
- Develop a revised framework for newly elected officers to adapt upon assuming leadership positions
- Run successful election
- What happened to the PA?
- Up until January the PA had been inactive due to lack of interest in leadership candidates.
- During Parent Focus groups the complaint was resounding that we need an active PA.
- Since there has been decreased involvement over the last few years in the PA, it was decided that to make it successful, we would need to review/revise the groups' purpose, the elected officer roles and responsibilities, the committees used to carry out its work
- The Bylaws are the PA operating model so needed to be updated to reflect any changes
- PA Task Force: A group of 8 parents worked together over the course of 4 meetings, and in breakout groups to discuss and propose the following changes.

Evaluation to the PA's purpose:

- No changes made to mission statement, guiding principles, or goals of the PA

Proposed changes to elected roles:

- Three Co-chairs: one for K-4; one for 5-8; one for 9-12
- One Secretary
- One Treasurer
- Two year terms with a maximum of two consecutive terms; staggered term lengths during implementation for continuity

Proposed changes to standing committees: Fundraising; Community Outreach; Events

New Initiatives:

- Parent Directory – Complete, just need PA Ambassadors to teach parents how to opt-in
- Family Mentoring Program
- Teacher Appreciation
- SSCPS Connect
- Alumni Association
- Corporate Outreach for Fundraising
- Event Specific Initiatives – Fall 5k Road Race, Literacy Lane, etc.

[PA Update presentation](#)

Development: A. Uhlenbrock-Furst reported

- Parents Association getting it up and running
- Establish Alumni Association
- Launch the SSCPS Connect in the fall
- Corporate sponsorships and community reinvestment

Governance: N. Julien reported

- Reviewed the draft Bylaws and will schedule a special meeting for the full Board to review and continue to revise. Bylaws are ready for review. Please review prior to the special meeting
- New trustees were presented for approval
- Governance will schedule an additional meeting to recommend the new faculty representative as well as the two current members continuing for an additional term

Personnel: K. Fluhr Reported

- Teacher negotiations update
- Annual Executive Director survey will be going out in the new week or two
- The Personnel Committee requested data from the FASA survey. The results were not received to be presented
- Board Chair will use the data from the Faculty/Staff survey

Audience: Public Comment

Margaret Bulger, High School Faculty member spoke and asked if the Development Committee was under the umbrella of the Board of Trustees or the Parents Association. There are several faculty members that are interested in being part of the planning for the fundraising and corporate outreach effort. Interested members have some skills in finance, sales, and legal.

MOTION: K. Fluhr moved to adjourn the regular meeting. V. Walsh seconded

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

MOTION: K. Sullivan moved to reopen the Annual Meeting V. Walsh seconded

Jimmy Juste, Vinnie Walsh, Tiffany Brown-Grier, Katie Cianelli, K. Fluhr, Kathleen Sullivan, Alisha Uhlenbrock-Furst, Natcha Julien, Andrew Sobers, Ken Poudrier

Meeting called to order at 9:45pm

MOTION: K. Sullivan moved that we stand adjourned in Annual Meeting with this meeting being continued, suspended, held open until our meeting in July for the purpose of continuing to elect and reelect trustees. A. Uhlenbrock-Furst seconded

Vote by individual roll call: Jimmy Juste, Vinnie Walsh, Tiffany Brown-Grier, Katie Cianelli, K. Fluhr, Kathleen Sullivan, Alisha Uhlenbrock-Furst, Natcha Julien, Andrew Sobers, Ken Poudrier

MOTION: K. Sullivan moved to keep the Annual Meeting open and stands adjourned at 9:55pm

Vote by individual roll call: Jimmy Juste, Vinnie Walsh, Tiffany Brown-Grier, Katie Cianelli, K. Fluhr, Kathleen Sullivan, Alisha Uhlenbrock-Furst, Natcha Julien, Andrew Sobers, Ken Poudrier

Respectfully submitted:
Pam Algera

Approved 7/29/2024