

SOUTH SHORE CHARTER PUBLIC SCHOOL
Board of Trustees Meeting
May 8, 2025
5:30pm

Meeting held at 700 Longwater Drive and 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: Katy Sullivan (Vice Chair), Ken Poudrier (Treasurer), Tiffany Brown-Grier, Tracy Deveau, Jerry Ford, Rowena Samuels, Willow Shinney-Kalafatas, Kate Trowbridge, Alisha Uhlenbrock-Furst,

Remote participation: J. Juste (Chair), Andrew Sobers

In absentia: Bruce Frost, Keisha O'Marde-Jack, Natacha Julien (Clerk)

Also in attendance:

Staff (remote): Kristine Bingham (Director of Finance), Joe McSheffrey (Technology Support Specialist), Pam Algera (Director of Admissions), Matthew Tondorf (Director of Learning Services), Kerri Doble (Staff Accountant)

Staff remote: Alicia Savage (Executive Director), Angie Pepin, Ralph deGennaro

Audience: A. Golden

Remote Audience: NA

Meetings documents:

- Meeting Agenda
- Draft Minutes from prior meetings
- Executive Director Report
- Executive Director Goals
- Executive Director Contract
- [FY26 Budget Presentation](#)

Opening of Meeting: J. Juste (Chair) called the meeting to order at 5:39pm

Individual roll call: K. Poudrier, J. Juste, T. Brown-Grier, T. Deveau, J. Ford, R. Samuels, W. Shinny-Kalafatas, K. Trowbridge, K. Sullivan, A. Uhlenbrock-Furst, A. Sobers

Board Business

The Board Chair welcomed everyone and invited all to attend the next meeting which is the SSCPS Annual Meeting where much gets decided as we move forward to the next school year. He encourages all to attend as many meetings as they can.

Approval of Minutes:

MOTION: T. Deveau moved to approve the minutes as presented from the March 6, 2025 Board Meeting. R. Samuels seconded

Individual roll call: K. Poudrier, T. Brown-Grier (abstain), T. Deveau, J. Ford, R. Samuels, W. Shinny-Kalafatas, K. Trowbridge, A. Uhlenbrock-Furst, K. Sullivan, J. Juste, A. Sobers Motion carried

MOTION: R. Samuels moved to approve the minutes as presented from the December 11, 2024 Special Board Meeting. K. Trowbridge seconded

Individual roll call: K. Poudrier (Abstain), T. Brown-Grier, (Abstain) T. Deveau, J. Ford, R. Samuels, W. Shinn-Kalafatas, K. Trowbridge (Abstain), A. Uhlenbrock-Furst, K. Sullivan, J. Juste, A. Sobers (Abstain)
Motion carried

Board Business: Annual Meeting to be scheduled. Board agreed on June 12, 2025 at 5:30pm

Executive Director School & Academic Report

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

[Executive Director Report](#)

State of the School/Student Achievement

- 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 6. Kindergarten screening begins on June 9.
- May 1 was college decision day for the Class of 2025.
- We are honored to induct 9 members of the Class of 2025 into the Fraternity of Thirteen, a prestigious recognition for students who have been attending South Shore Charter since kindergarten.
- Commencement for the Class of 2025 is
- Friday, June 6.
- Congratulations to the SSCPS Mathletes for an outstanding first performance at the Northeastern University Calculus Field Day Competition.
- SSCPS has held some exciting spring events:
- Literacy Night
- African Diaspora Night
- STEM Night
- Multicultural Food Night - held in April. Well attended and thank you to the hard working committee.
- SSCPS Spring Fair - 2nd year of the fair. Great fun event that was well attended. Thank you to the Fair Committee for all their hard work and to the staff who helped on the event as well.
- Student run event tomorrow, heart screenings will be held. Thank you to Emily Houghton for spearheading this screening.
- Thank you to the Parents Association for all they have done for our faculty. Happy Teacher Appreciation Week to all faculty and staff.
- Reviewed the Class of 2025 College Acceptance

Enrollment

- Reviewed 5-year enrollment trends. Compared local charters and highest sending district vs. SSCPS
- Enrollment lottery was held March 7. Received 760 applications. Reviewed the applications received by grade. Reviewed the applications by town.
- Current enrollment 1058

Executive Director Goals

There have been additional benchmarks reached regarding the year long executive director goals at this link:

[Executive Director Goals 2024-2025](#) (Updated)

New for the May ED Report is the following:

Goal I: [DIBELS Data](#) Mid Year Diagnostic Results

Goal II: [Year 2 Curriculum Implementation K-8 Mathematics iReady](#)

Goal IV: [Family Focus Group Summaries 2025](#)

Instructional Growth Family Information Sessions

- Met with families to update on the expansion and growth
- Recently learned that the 700 project will be done in phases:
- Phase one - October/November projected completion
- Phase two - December/January projected completion
- This means the need to install temporary classrooms for high school students
- Updates will be communicated to community as information becomes available

Executive Director Contract: J. Juste presented

Members reviewed the draft contract for discussion

Motion: K. Sullivan moved to approve the Executive Director contract as presented. K. Poudrier seconded
Individual roll call: K. Poudrier T. Brown-Grier, T. Deveau, J. Ford, R. Samuels, W. Shinny-Kalafatas, K. Trowbridge, A. Uhlenbrock-Furst, K. Sullivan, J. Juste, A. Sobers Motion carried unanimously

FY26 Budget Presentation - K. Bingham reported

Review FY25 Financial Performance

- The School projects an additional \$100,396 in tuition revenue vs. budget due to higher DESE projected per pupil tuition revenues. SSCPS budgeted \$18,632 per pupil based on 1,065 students.
- Average Per Pupil revenue is projected to be \$18,868 based on an EOY enrollment projection of 1,057 students.
- The School received federal and state reimbursement to offer free breakfast and lunch for all students.
- The School received \$517,641 in federal and state entitlement grants.
- The School was awarded \$297,954 in competitive grant funding from the following grants:
 - Appleseeds Grant: \$70,000
 - Teacher Diversification Grant: \$42,556
 - Math & Science HQIM Grant: \$22,271
 - Vacation Acceleration Academy Grant: \$50,500
 - Proficiency Based Outcomes in Languages other than English Grant: \$19,686
 - CS Engage Grant: \$32,959
 - Genocide Grant: \$40,000
 - BWET Grant: \$6,782
 - Mass Cultural Council Grant: \$5,000
 - Citadel Grant: \$5,000
 - Financial Innovation Educational Fund Grant: \$3,200
- The School projects to receive 80% reimbursement or \$1,115,678 from the DESE for eligible FY24 regional transportation expenditures.
- The School invested in the following capital expenses:
 - Leasehold & Major Equipment Improvements: \$111,155
 - New Technology: \$148,646
 - New Van \$65,000
- The School anticipates an end of year net income of \$871,683 and a quasi-cash income of \$1,055,278.

FY26 SSCPS Operational & Capital Budget

FY26 Budget Highlights

- SSCPS was granted a charter amendment to increase enrollment starting FY26.
- This Budget serves 1,150 students with a pre-enrollment of 1,165 students. This allows shifts in enrollment all year.
- The school will budget \$19,155 in per pupil tuition revenue which is \$287 more per pupil than FY25.

- Revenues are estimated to be \$25,488,550 which is 10% higher than projected in FY25 due to increase in enrollment, the addition of the CSP grant, and increased projected program revenues.
- The Budget includes FY26 DESE Entitlement IDEA & ESSA (Title I, Title IIA, Title III, Title IV, Sped Program, Sped Early Childhood, and Sped Program Improvement) grant revenues and accounts for grant expenditures.
- The Budget assumes that SSCPS will receive CSP Grant funds towards expansion expenses in the amount of \$750,000 in year one. Grant funding will be used to offset capital expenditure costs related to the purchase of new technology & equipment, a new van, new curriculum, professional development, and additional maintenance and technology salary expenses related to expansion.
- Program revenues include federal and state reimbursement for free breakfast and lunch for all students.
- Program revenues include an 80% Regional Transportation reimbursement from the DESE towards eligible FY25 regional transportation costs.
- Expenditures are estimated to be \$24,756,849 which is 11% higher than projected FY25. This is due to our expansion programming costs, additional staffing, and increases in the cost of employee benefits, instructional materials, student transportation, and food services expenditures.
- The budget funds the 2nd year of the 3-year Faculty and Staff compensation and benefit agreement.
- Budgeted operating and lease expenditures associated with our building leases which includes the newly amended lease agreement for additional space at 700 Longwater Drive.
- Assumes there is no debt on the 100 Longwater Circle property.
- Funds the Regional Transportation Program which includes adding two additional buses.
- Funds 100% Free Meals (Breakfast and Lunch) participating in the NSLP.
- Accounts for a 28% increase in the cost of health insurance premiums, a 3% increase in dental insurance premiums, and 20% increase in PFML benefits.
- Budgeted Depreciation to allow for ongoing replacement of capital equipment and building improvements.
- Budgeted Amortization and Capital Interest expenses related to the building capital lease for 104 Longwater.
- Invested in capital for new technology, equipment, and leasehold improvements.

FY26-FY30 Enrollment Growth Plan

Enrollment growth plan

Enrollment Chart 2025-2030

Additional Faculty & Staff in FY26

Instructional:

- 5 General Ed Teachers
- Increase Phys Ed FTE
- 1 Learning Service Teacher
- 1 Learning Service Reading Specialist
- 1 ELL Teacher
- 2 Paraprofessionals and/or 1:1

Administration:

- HR Generalist (Jan 2026)
- PT Technology Assistance
- PT Admin/Clerical Support

Operations:

PT Maintenance & Food Service Assistance

ILT Organizational Changes

- Director of Teaching & Learning
- Director of Student Support Services

- K-6 Dean of Students (new)
- Change role of Assistant Principals to:
 - a. K-6 Principal
 - b. 7-8 Principal
 - c. High School Principal
- Learning Services Team Chair (new)

FY26 FTE's & Prior Year Comparison

Reviewed the chart

South Shore Charter Public School Operating & Capital

Budget Summary

Reviewed the individual line items FY25 budget vs proposed FY26

FY26 Revenue Breakdown

Reviewed chart:

- Tuition 86.42%
- DESE Federal & State Grants 5.10%
- School Meals & Transportation
- Reimbursement 7.07%
- Other Program Revenue 1.27%
- SSCEF and Private Grants .13%

Operating Expenditure Chart

- Salaries, Benefits & Taxes 77%
- Transportation 8%
- Building Operations and Utilities 7%
- Professional Development 1%
- Director Academic Program Support 3%
- Office Costs 1%
- Other Costs 3%

FY26 Salary Breakout

- Administration
- Instructional Services
- Other Student Services
- Operations & Maintenance

FY26 Capital Budget Request

Reviewed the schedule

Tech Equipment

Tech Infrastructure

Furniture & Equipment

Building Systems

Vehicles

LHI

Total Capital: \$1,148,000, (\$607,000 of this is grant funds)

Cash Flow Projection

Reviewed the FY25 Projected vs FY26 Budget

Revenue & Expense Trends

Reviewed the 10 year trend of revenues vs. expenses

Comments from Board:

- Board committed experiential learning for the school
- CSP grant only for expansion expenses only
- Development Committee or PA with wishlist; tangible items to fundraise
- Fundraising for field trips, community building
- School has written and received many grants to fund experiential learning through field trips and in class experiences from experts

MOTION: A. Uhlenbrock-Furst moved to accept the FY26 Operating and Capital Budget as presented. K. Sullivan seconded.

Individual roll call: K. Poudrier, K. Sullivan, T. Brown-Grier, T. Deveau, J. Ford, R. Samuels, W. Shinn-Kalafatas, K. Trowbridge, A. Uhlenbrock-Furst, A. Sobers, J. Juste Motion carried unanimously

Expansion Update and Communication

- The timeline of the expansion and construction will be in phases.
- Phase 1 in October/November; Phase 2 in December/January
- Zoom community institutional growth was well received
- Most members of the community will understand construction delays, seems well received
- Communication to come from the Board as stated in the expansion proposal.
- Delay due to supply chain and permitting may cause further delays
- Ask for feedback from community members in the fall, reminder in the fall that Board meetings are open to the public
- Share a timeline and update as to what has been already
- Monthly update on progress; materials that have been received, Include photos of the update from the Board
- Ad Hoc Communications Committee will meet. Provide a letter with visuals to the community, summer update, and in the fall. Committee members will be conducted to meet to finalize a plan.

Committee Reports:

Faculty: J. Ford reported for 9-12 and K. Trowbridge reported for K-8

Level 1:

- Gearing up for the end of the year:
- Kindergarten has started their end-of-the-year alphabet countdown, where we have a fun day for each year. Kindergartners also will be presenting their second EoM's soon which will be teaching their friends "How To..." do something.
- 1st and 2nd graders have resumed and are finishing out their trips to the farm this year!

Level 2:

- In third grade, students have been preparing for Math MCAS through a lot of project-based experiences, including designing a playground to practice area/perimeter and practicing fractions by following clues to catch a "fraction bad guy". In ELA, the kids have been working on animal research projects and have begun their last novel study, reading The Year of the Dog.

Level 3:

- 5th graders will be presenting their Wax Museum projects tomorrow in the gym! They are representing present and historical figures in society! They have been working hard on this and are excited to see the end product tomorrow!

Level 4:

- Gearing up for the DC trip, Color Wars, and all the fun end-of-year activities that are in place!

High School

- The 9th grade will be taking a field trip to the USS Constitution on May 22. Students will be learning about the USS Constitution, its role in various conflicts, and the life aboard the ship. Students will focus on the role of the USS Constitution and the Africa Squadron's efforts to suppress the slave trade in the 1850s
- The adjustment counselors at both 700 and 100 are highlighting May as Mental Health Awareness Month. There are bulletin boards around the schools and there will be a Green Day on May 16th, when students and staff are encouraged to wear green in support of mental health awareness.
- The SSCPS Mathletes competed in our second appearance at the Northeastern Bridge to Calculus Field Day Competition on Wednesday, April 16th. Our students completed an hour exam in teams of three AP math categories. This year there were 170 students competing from schools including Boston Latin Academy, Boston Latin School, New Mission High School and the John D O'Bryant School of Mathematics and Science.
- The AP Calculus AB Team consisting of Sara Akonkem, Faith Manigat, and Esosa Osasere won 1st Place!!!! And the AP Calculus BC Team consisting of Daniel Olaoye, John Olaoye, and Uchenna Ejiogu won 3rd Place!!!!
- Major shoutout to teachers Greg Roaf and Kim Williamson for all of their work preparing the students in the days and minutes leading up to the competition.
- The Cultural Diversity Workshop recently hosted a meaningful and enriching cross-cultural exchange with high school students from the beautiful island of St. Lucia in the Caribbean. This virtual zoom meeting was an incredible opportunity for students on both sides to connect, share, and learn from each other's experiences and perspectives.
- During the exchange, students shared presentations about life as high school students in both Massachusetts and St. Lucia.
- May 1st, Mary Carter and I, took 6 students to a shadow day at Wolf and Company in Boston. Students found out what a job in accounting looks like and were able to ask questions of a panel of 5 that were newly hired by the company or graduating from college in May. Overall, every student loved the event.

Parent Association: no report**Students:** W. Shinny-Kalafatas reported

- The Student Board hosted a community spring fair with over 500 attendees. Thank you to all who helped with the event.
- Tomorrow is Jaguars Day and high school is hosting heart screenings.
- High School students are taking AP exams and preparing for finals
- The Jr/Sr Prom is next Friday

Finance: K. Poudrier reported

- Thank you to Kristine Bingham for her hard work on the FY26 Budget

Development: A. Uhlenbrock-Furst reported

- Committee meet and is working through the goals for the year
- Working to increase participation/sponsorship for fall road race
- Discussions on a new fundraiser idea of hosting "moth hour"

Governance: K. Sullivan reported

- By Laws - draft By Laws were sent out for the full Board to review. A clean copy, without the highlights and comments, is included in the shared folder for tonight's meeting.

MOTION: K. Sullivan moved to send the proposed Bylaws to the school's attorney for review and if there are no substantive changes made by the attorney then send the ByLaws to DESE for approval. K. Poudrier seconded

Motion amended after discussion.

- This draft is unable to be redlined, since these draft by laws are a complete rewrite.
- 2.1 (b) - question was raised as to the Board's oversight of hiring/firing of Administration. CMR requires Section 2 (a-i) the language required to cite "*Board is responsible for ensuring that the school operates in compliance. All the laws, including the laws around hiring, evaluating, removing*" The guidance from the Charter School Office states that this must be included in charter school bylaws. "*required to specify that the Board of Trustees must ensure that the school operates in compliance with all Federal laws, including, but not limited to, please include each component of the school's bylaws through i of section 2.*" It also states that the "*Board shall not interfere, govern, be in charge of the data to day operations which would include the administration under the Executive Director*".
- The old bylaws were not compliant with the current laws and practices of the school. This rewrite includes the required language and compliance with the law.
- Section 2.5: Terms of the Faculty Trustees; 2 consecutive 2 year terms; Amend draft for faculty terms to a maximum of 3 consecutive 2 year terms. All terms can
- Section 6.1: Powers and Duties of the Executive Director, section h and i - the draft verbiage seems hard to quantify/measure and seems to be more of an evaluation process. A Board member stated that it is appropriate as stated. More discussion has to be how this would be measured. Board members defended keeping this section as is. There was a question as to if the Executive Director had input into this section. The Executive Director was made aware of this new section when it had been added to the draft bylaws at a Governance meeting.

AMENDED MOTION: K. Sullivan moved to include the edit of section 2.5: Terms of Faculty Trustees which provides for faculty trustees a maximum of 3 consecutive 2 year terms and to send the proposed ByLaws to the school's attorney for review and if there are no substantive changes then send the ByLaws to DESE for approval. K. Poudrier seconded

Individual roll call: K. Poudrier T. Brown-Grier, T. Deveau, J. Ford, R. Samuels, W. Shinny-Kalafatas, K. Trowbridge, A. Uhlenbrock-Furst, K. Sullivan, J. Juste, A. Sobers Motion carried unanimously

Recruitment:

- Annual Meeting to be held in June to vote the slate of officers and election/reelection of members
- Governance would encourage members to think about increasing their level of commitment and take on leadership roles. The Finance Committee will need a Chair who is also the Treasurer which will need to be filled.
- Application date to apply to the Board can be opened and please send it to the Governance Chair.
- Governance recommends that there are only two faculty members as voting members to the Board to comply with the DESE guidelines
- Looking for members with finance and fundraising experience.

Announcement: Board Chair, J. Juste will be stepping down as Chair and has agreed to continue for a one year term.

Personnel: T. Brown-Grier reported

- Executive Director Evaluation - will begin soon. Members of the Board should receive an email from J. Juste which will include a timeline and a link to the evaluation survey. Also included will be the Executive Director report and goals with data for review of the evidence. The responses are anonymous. Two weeks to complete.

- Next meeting will be held on May 19th and committee will be discussing a Succession Plan draft
- Health insurance increase discussion

Board Announcement: Board Chair read resignation of N. Julien as of 06/30/2025

Audience: Public Comment

Meeting Adjourned at 8:20pm

Respectfully submitted:
Pam Algera

Approved: 06/12/2025