

SOUTH SHORE CHARTER PUBLIC SCHOOL
Board of Trustees Meeting
September 19, 2024
5:30pm

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), Katy Sullivan (Vice Chair), Natacha Julien (Clerk) (in person at 6:04), Tiffany Brown-Grier, Jerry Ford, Bruce Frost, Alisha Uhlenbrock-Furst, joined in person at 7:00pm Ken Poudrier (Treasurer)

Remote participation: Willow Shinney-Kalafatas, Rowena Samuels (joined remotely at 6:00p)

In absentia: Tracy Deveau, Nakeya Miller, Andrew Sobers, Kate Trowbridge

Also in attendance:

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

Audience:

Remote Audience: Kerri Doble, Adetoyin Olaoye, Matthew Tondorf

Meetings documents:

- Meeting Agenda
- Draft Minutes from prior meetings
- Executive Director Report
- Financials - Budget vs Actual, Statement of Financial Position, Cash Flow Projections

Opening of Meeting: J. Juste (Chair) called the meeting to order at 5:44pm

Individual roll call: J. Juste, K. Sullivan, N. Julien, T. Brown-Grier, J. Ford, B. Frost, W. Shinny-Kalafatas, A. Uhlenbrock-Furst

Board Business

Approval of Minutes:

MOTION: A. Uhlenbrock-Furst moved to approve the minutes from the July 29, 2024 Board Retreat meeting. K. Sullivan seconded

Individual roll call: J. Juste, K. Sullivan, N. Julien, T. Brown-Grier, J. Ford, B. Frost, W. Shinny-Kalafatas, A. Uhlenbrock-Furst

MOTION: A. Uhlenbrock-Furst moved to approve the minutes from the Finance/AdHocFacilities meeting of August 26, 2024. seconded.

Vote by individual roll call: A. Uhlenbrock-Furst, J. Ford, R. Samuels, J. Juste All in favor; motion carried unanimously.

MOTION: K. Sullivan moved to approve the minutes of the April 5, 2024 and May 2, 2025 joint meetings of the Personnel and Finance Committee. A. Uhlenbrock-Furst seconded.

Vote by individual roll call: K. Sullivan, A. Uhlenbrock-Furst, J. Juste, T. Brown-Grier, R. Samuels. All in favor; motion carried unanimously.

Succession Planning: DESE Compliance Document

DESE asked regarding a succession plan for both the Board and Executive Director. Refer to Governance Committee for plan: a) Board of Trustees; b) Executive Director

Minor Charter Amendment

Vote to explore the option of a minor enrollment increase. Includes communication with the DESE that indicates possibility.

- Some discussion has happened at committee meetings.
- Board needs to discuss the option to submit a request to DESE for an enrollment increase
- An email to the members of the Board was sent by the Board Chair
- Members should refer to the August 26, 2024 meeting notes
- Request permission to expand and then explore the feasibility of the increase in enrollment
- The process needs to start now in order to implement a plan in FY26.
- If approved, the Board could decide how to implement or not implement the increase in enrollment

MOTION: N. Julien moved to submit an application to DESE for a minor Charter Amendment to increase enrollment. A. Uhlenbrock-Furst seconded

Individual roll call: J. Juste, K. Sullivan, N. Julien, T. Brown-Grier, J. Ford, B. Frost, R. Samuels, W. Shinn-Kalafatas, A. Uhlenbrock-Furst All in favor, motion carried unanimously

Real Estate: FoxRock Update - J. Juste suggested that members refer to the August 26, 2024 meeting notes

Executive Session: Board Chair called an Executive Session with the intent to reconvene the regular meeting once the Executive Session is adjourned. The Board invited A. Savage, K. Bingham, J. McSheffrey, and P. Algera to join the meeting.

MOTION: J. Juste moved to enter into Executive Session for the purpose of discussion of real property and lease agreement. K. Sullivan seconded.

Individual roll call: J. Juste, K. Sullivan, N. Julien, T. Brown-Grier, J. Ford, B. Frost, R. Samuels, W. Shinn-Kalafatas, A. Uhlenbrock-Furst Motion carried unanimously

School & Academic Report

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

- Opening of School
- SSCPS held four academic summer programs providing enrichment and academic support:
 - Extended School Year Program
 - Title III Literacy program
 - Math Acceleration Academy
 - Launched this year *The Language of Science: Summer Watershed Awareness Education Program* through a partnership with Cohasset Center for Student Coastal Research (CSCR), with support from the National Oceanic and Atmospheric Administration (NOAA). Summer programs were held Title III, Math Acceleration, Summer of Science (NOWA)
- We are excited to begin our 30th Year!
- Exciting events are set to mark the occasion beginning with the SSCPS Annual Road Race on Saturday, September 28, 2024.
- Kindergarten and Freshman Orientation were held on Monday, August 26.
- The first day of school for all students on Tuesday, August 27, 2024.
- Transportation services began on Tuesday, August 27 with fifteen bus routes running throughout the South Shore.

- Fall sports are well underway with Cross Country, Soccer and Girls Volleyball.
- The School has hosted two Back-to-School Night, a Senior Parent Information Night, and a DESE Site Visit.
- Tomorrow we are hosting the Parents Association welcome coffee at 141 Longwater.
- Special thanks to the Facilities Team for all of the terrific work over the summer and throughout the month.
- 30th anniversary with Road Race September XX; 1st day August 27 with 15 bus routes; fall sports underway, back to school nights and senior parent night Welcome Coffee w/PA
- DESE Charter Renewal
 - DESE asked for edits that would add language to further define the Key Design Elements using the formal list and language that had been approved by the DESE. The narrative was rewritten and included in the final draft. It is highly similar to the earlier draft, but instead pulls language from another part of the application to make it clearer for the reader.
 - The South Shore Charter Public School remains in compliance with the terms of its charter and all applicable state laws and regulations, including the Statement of Assurances. There have been two compliance findings from previous accountability visits that have been addressed.
 - The Report Findings from 2020 and 2023 and the School's responses and remedies are included in the September ED Report.
 - All revisions are included in the September ED Report.edits to Renewal Application - clarifications requested by DESE revisions were shared with the Board. Including two compliance issues, state regulations teacher qualifications taken and passed MTEL two had not met this requirement. SPED teachers stated on IEP; teachers have passed the MTEL. In compliance. Board of trustees open meeting;
 - Site Visit Preparations - application for renewal comprehensive set of evidence with all of the appendix. Monday they met with the Board and Tuesday site visit three focus groups, Admn, K-8 and then HS. They visited 35 classrooms. They noted how welcoming the teachers were. Reviewed the documents that were submitted.
 - Next steps: complete and compile evidence Summary of review December 23 or so, we have a week for feedback and formal response. Then to the commissioner with formal decision by February/March
- Executive Director Goals [Draft Goals](#) - The draft goals will be shared with the Board for review and comments. Each goal has a focus indicator. If there is something that anyone would like to be added it would be helpful to have it added now before the school year progresses.
- Regional Transportation
 - Over the summer the School worked diligently with First Student to make deliberate adjustments to the regional transportation system in concert with new student enrollment.
 - There have been additional bus stops added and further adjustments have been explored to redistribute student ridership more evenly.
 - Some of these changes were outlined and communicated to families via email on August 24, 2024. Changes are ongoing.
 - South Shore Charter families have supported the program by remaining flexible with new stops, communicating the importance of good behavior on the buses, and articulating transportation needs and concerns.
 - The School is pleased to report that it has received a \$1,187.929.00 reimbursement for the FY23 school year. Transportation costs in FY23 were \$1,366.464.00. Preliminary calculations indicate that this reimbursement rate is over 86%.
- Enrollment
 - Indicated in the *FY25 Pre-Enrolled* columns is data used to determine the number of admission places the school is able to offer at the enrollment lottery in March
 - The number of seats available is determined by *Intent to Return* forms received and the number of

- students who will be promoted to the next grade
- There are 93 students in the Randolph waitpool who are ineligible for admission due to the mandated DESE enrollment cap
- There will be a Waitpool lottery on September 20, 2024. Early enrollment numbers indicate that for each seat that becomes available, there is a student on the waitlist ready to fill the seat.
- Special thanks to Pam Algera, Director of Admissions, and Karen Boyle, Transportation Coordinator.

Parent Association

Establishment of the Parents Association 501c3

Discussion on ramifications, responsibilities, organizational structure, fulfillment of compliance regulations, oversight, and relationships to the school and foundation

- The decision by the Parents Association 501c3 was based on some frustrations with running fundraising events. The inability to act and have access to finances and payments.
- There was some miscommunication between the school and the PA as to if this new entity would be financially reported as an additional entity of the school in regard to audits, financial reporting etc,
- The members of the PA and Administration met with the school's attorney who suggested that the PA dissolve the 501c3 and that the PA and the Foundation work together to establish guidelines.
- A request to the Auditors has been made to whey in on this. Waiting for a response on this issue and how this entity would be another component of the school with reporting and oversight by the school. Would it become another component of the School? Another concern was regarding the rules/regulations to run a non-profit. Cost of tax filings and solicitation permits for operations. The entity has the School's name and address.
- PA Treasurer and K. Bingham will meet to discuss options
- Fundraising flows through the Foundation and there has been confusion as to the process for approvals . Review of the current Fundraising Policy and Fundraising approval form and discuss the role of development and the PA and school.

Committee Reports:

Faculty: reported J. Ford

- High school - National Honor Society invitations have gone out to 30 juniors and six seniors who have been offered to apply
- School Store has opened and proceeds with fund school activities
- Finance Workshop working on a project where they have to make all of the financial decisions for a family over the next 60 days
- Grades 3 and 4 are working on independent reading, ELA writing and math regrouping and problem solving
- All level read aloud for Level III and IV
- Grade 5 is adjusting to the new schedule/format
- Level I farm trips have started

Students: W. Shinny-Kalafatas

- Nothing new to report

Parents Association: No update

Finance: K. Bingham reported

- Reviewed the Finance Committee meeting discussions
- Reviewed tuition numbers

- Reviewed the July-August YTD financials. Very early in the year
- Updated the Audit field work which is now concluded Audit presentation in October to the Finance Committee and then to the Board
- Discussed the PA 501 3c
- Discussed potential enrolment increase and update on real estate
- Transportation - reimbursement

Development: A. Uhlenbrock-Furst reported

- Committee met with interview of Alica and Kristine to gain historical information on fundraising and development
- Working on goals at the next meeting
- SSCPS connect is live. Invites will be sent out to connect members of the community with expertise that can support the school through professionals and helping with internships, etc.

Governance: N. Julien reported

- Meeting dates set for every two weeks
- Top priority to finalize bylaw revisions (succession plan) draft bylaws to Board and then to review by attorney and then to DESE. Draft to full board prior to the next meeting

Personnel: T. Brown reported

- Meetings have been scheduled for the year
- Executive Director evaluation
- Timeline for the academic year 25-26 with assessment in July and goals presented in July / September
- Collaboration between the Board and Executive Director. Ensure that the By Laws aligned with the Executive Director evaluation
- Talk about salary structure for next negotiation round

Ad Hoc Facilities - no report

Audience: Public Comment

There were no audience members and questions/comments in the Zoom chat.

Meeting Adjourned at 7:51pm

Respectfully submitted:
Pam Algera

Approved: 10/10/2024