SOUTH SHORE CHARTER PUBLIC SCHOOL
Board of Trustees July Meeting
July 24, 2025
10:00am

Meeting held 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 (Remote): Jimmy Juste (Chair), Katy Sullivan (Vice Chair), Tiffany Brown-Grier Clerk), Tracy Deveau, Gerald Fernandez, Jerry Ford, Bruce Frost, David Luu, Keisha O'Marde-JackRowena Samuels, Willow Shinney-Kalafatas, Andrew Sobers, Kate Trowbridge, Alisha Uhlenbrock-Furst (Treasurer)
In absentia:

Also in attendance:
Staff (remote): Alicia Savage (Executive Director), Kristine Bingham (Director of Finance), Matthew Tondorf, (Director of Student Services), Pam Algera (Director of Admissions)
Staff remote: Paul Hanlon
Audience:

Meetings documents:
- Meeting Agenda
- Draft Minutes from prior meetings
- Draft Board Meeting Calendar
- Draft Board Committee Assignments
- Annual Report
- Student Opportunity Act
- School Improvement Plan
- Draft Succession Plan
- Draft By Laws (revision)
- Student Handbook
- Athletic Handbook

Opening of Meeting: Jimmy Juste called the July meeting to order at 10:07am
Individual roll call: Jimmy Juste, Katy Sullivan, Tiffany Brown-Grier, Alisha Uhlenbrock-Furst, Tracy Deveau, Gerald Fernandez,, Bruce Frost, David Luu, Willow Shinney-Kalafatas, Kate Trowbridge
In absentia: Jerry Ford, Keisha O'Marde-Jack, Rowena Samuels,Andrew Sobers,

Board Business - Jimmy Juste
Approval of Minutes:
MOTION: T. Deveau moved to approve the minutes as presented from the June 12, 2025 Board Meeting. K. Trowbridge seconded
Individual roll call: J. Juste, K. Sullivan, T. Brown-Grier, A Uhlenrock-Furst, T. Deveau, G. Fernandez (abstain), B. Frost (abstain), D. Luu (abstain), W. Shinny-Kalafatas, K. Trowbridge Motion carried

Board Meeting Calendar for 2025-2026
- Reviewed the draft meeting calendar
- Committees should schedule their individual additional meetings

Committee Assignments for 2025-2026
- Reviewed the assignments

Executive Director School & Academic Report - Alicia Savage reported

School Improvement Plan - School Council met over the course of the school year with 14 community members. The committee looks at key stakeholders' documents. Helps guide strategic plan, yearly goals,

Goal 1: Improve Academic Performance for All Students
Goal 2: Improve Communication and Engagement with all Stakeholders
Goal 3: Foster a Welcoming School Culture that Engages the Community in the Mission

MOTION: A. Uhlenbrock-Furst moved to approve the School Improvement Plan as presented. T. Deveau seconded
Individual roll call: J. Juste, K. Sullivan, T. Brown-Grier, A Uhlenrock-Furst, T. Deveau, G. Fernandez (abstain), B. Frost, D. Luu (abstain), W. Shinney-Kalafatas, K. Trowbridge Motion carried

Student and Families Handbook Changes
Reviewed proposed changes for the 2025-2026 school year as discussed during School Council meetings in the 2024-2025 school year. There was some discussion regarding the changes proposed.
Draft pending Board approval
Some discussion regarding any DEI statements

MOTION: A. Uhlenbrock-Furst moved to approve the Student and Family Handbook as presented. B.Frost seconded
Individual roll call: J. Juste, K. Sullivan, T. Brown-Grier, A. Uhlenrock-Furst, T. Deveau, G. Fernandez (abstain), B. Frost, D. Luu (abstain), W. Shinney-Kalafatas, K. Trowbridge Motion carried

Student Opportunity Act
No vote needed. Table discussion and review for the September 2025 meeting.

Annual Report
- Attentees were given time to review the document
- DESE guidelines have changed slightly
- Reviewed the document by sections:
  - Introduction to the School
  - School Performance and Program
  - Implementation
  - Faithfulness to Charter
  - Academic Program Success
  - Organizational Viability - Unaudited financial statements are included in the Annual Report due to timing of closing out FY25. Balance sheet, profit and loss statement, and FY26 Budget
  - Accountability Plan Evidence
  - Recruitment and Retention Plan
  - School and Student Data Tables

Capital Plan Discussion - 700 Longwater Drive Expansion
The Capital Plan includes the work/construction for the expansion at 700 Longwater Drive. Initial plan phased in plan with temporary classrooms in the parking lot. Foxrock is unable to receive approvals from the town of Norwell. 700 A will occupy grades 7 and 8, and room for grade 9 and some of grade 10 classes in the A space.

New phase approach - temporary classrooms in the upstairs in 700 Longwater to house grades 11 and 12, some 10th grade classroom space will be used as well. Timeline of a full year of construction during nights, weekends, and school breaks.Completion by August of 2026. Staff is aware that the timeline could be extended. All information will be shared to the faculty August 1. We will also be communicating this to the families in August once plans are finalized. Meetings are held every Wednesday with the construction company, architects, and FoxRock. The permitting walkthrough was done this week.

MOTION: A. Uhlenbrock-Furst moved to approve the 2024-2025 Annual Report as presented. K. Sullivan seconded
Individual roll call: J. Juste, K. Sullivan, T. Brown-Grier, A Uhlenrock-Furst, T. Deveau, G. Fernandez (abstain), B. Frost, D. Luu (abstain), W. Shinney-Kalafatas Motion carried

Board Retreat - Jimmy Juste
- Discussion of Chair replacement since J. Juste is stepping down no later than January.
- Look at the responsibilities of the Chair keeping in mind the time commitment.
- There is a description of the Chair role and responsibilities in the By Laws, which was reviewed.
- Communication between the Board and the School Administration. Initiatives are being carried out. Commitment and time to be responsive.
- Add Board emails to the school communications
- Upcoming mid-cycle review in 2026-27, contract negotiations for FY27

Finance Committee - Kristine Bingham reported
- **SSCPS / SSCEF Lease Amendment -** Update. Tabled. Document is with Attorney for review
- **Update on the 700 Longwater Lease -** Foxrock working on a revised document

Development Committee - Alisha Uhlenbrock-Furst reported
- Nothing new to report.
- Road Race is on track for September 27, 2025

Personnel Committee
Executive Director Evaluation - Review and Approval at the September meeting

Succession Plan
- Reviewed the process to create a draft succession plan. A draft plan is ready for review and approval.
- Board reviewed the draft document
- The Board has the responsibility to hire an Executive Director. There are three scenarios addressed in the plan.
- In the event of the Executive Director resignation/retirement (planned) there are guidelines for an interim and search for permanent replacement. The plan also covers the immediate/emergency replacement. The Director of Student Services would step into the role. The Director of Teaching and Learning would be next in line.

MOTION: K. Sullivan moved to approve the Succession Plan as recommended by Personnel Committee as presented. B. Frost seconded
Individual roll call: J. Juste, K. Sullivan, T. Brown-Grier, A Uhlenrock-Furst, T. Deveau, G. Fernandez (abstain), B. Frost, W. Shinney-Kalafatas Motion carried

Governance Committee - Katy Sullivan reported
By Laws

- The Governance Committee has reviewed the Bylaws.
- The School's Attorney has reviewed the draft.
- Review/Discussion of draft By Laws which were reviewed by the School's Attorney.
- Amend the document title to reflect the Draft By Laws
- Roll call votes - keep as the current practice. Voice roll calls for all votes
- Formatting and typos have been corrected.
- Succession Plan - Article VI: 6.2 remove last sentence
- Execution of Papers - Executive Director is considered an Officer for the purpose of this section

MOTION: K. Sullivan moved to send the proposed Bylaws to DESE for provisional approval. T. Deveau seconded
Individual roll call: J. Juste, K. Sullivan, T. Brown-Grier, A Uhlenrock-Furst, T. Deveau, G. Fernandez, B. Frost, W. Shinney-Kalafatas Motion carried

Parent Association - no update

Faculty - no update

Ad Hoc Facilities - no update

Audience: Public Comment

Meeting Adjourned at 1:19pm

Respectfully submitted:
Pam Algera

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Approved: 09/25/2025