

SOUTH SHORE CHARTER PUBLIC SCHOOL
Board of Trustees Meeting/Retreat
July 24, 2026
10:00 a.m.
Meeting held at 141 Longwater Drive, Suite 100, Norwell, MA 02061
Meeting available via [Zoom](#)

Notice of this meeting was sent to the appropriate governmental agencies and was posted on the school's website.

Trustees:

In attendance: Katy Sullivan (Chair), David Luu (Vice Chair), Alisha Uhlenbrock-Furst (Treasurer), Tiffany Brown-Grier (Clerk - arrived after roll call), Rowena Samuels, Jerry Ford, Jenna Brink (pending DESE approval), Jitin Mediratta (pending DESE approval), Glen Palmer (pending DESE approval)

Remote participation: Keisha O'Marde-Jack (departed meeting prior to voting), Katie Aucella-Miller (pending DESE approval), Joseph Rucker, Jr. (pending DESE approval), Amelie Wing (pending DESE approval - arrived after roll call)

In absentia: Andrew Sobers, Bruce Frost, Nicholas Molchan (pending DESE approval)

Also in attendance:

Staff: Alicia Savage (Executive Director), Kristine Bingham (Director of Finance), Joe McSheffrey (Technology Support Specialist), April Robino (Administrative Assistant)

Remote staff: N/A

Audience: N/A

Meeting documents:

- [Meeting Agenda](#)
- [2025-2026 Annual Report](#)
- [Proposed NHS Handbook Wording](#)
- [2026-2027 Student and Family Handbook](#)
- [Draft FY27 Board Meeting Calendar](#)
- [Financial Record Disposal Request](#)
- [Washington, DC Field Trip Approval Form](#)
- [Executive Director Evaluation](#)
- [FY27 School Improvement Plan](#)
- [Enrollment Policy](#)
- [Enrollment Application](#)

OPENING OF MEETING: K. Sullivan called the meeting to order at 10:14 a.m.

Individual roll call: K. Sullivan, D. Luu, A. Uhlenbrock-Furst, R. Samuels, J. Ford, K. O'Marde-Jack (remote), J. Mediratta, J. Rucker, Jr. (remote), G. Palmer, K. Aucella-Miller (remote), J. Brink

In absentia: T. Brown-Grier (arrived after roll call), A. Sobers, B. Frost, N. Molchan, A. Wing (arrived after roll call)

Welcome:

- K. Sullivan welcomed all new Board members.
- All attendees introduced themselves and provided their professional background and connection to the school. New members described their reasons for joining the Board and what they hope to contribute.

Role of Board:

- K. Sullivan discussed the role and duties of the Board.
- Board members shared what they believe are the most important roles/duties of the Board and what makes a good Board member.

Board Google Folder/Technology:

- A. Robino walked attendees through access to the Board Google folder, sub-folders, adding items to starred/favorites, Board calendar access.
- J. McSheffrey instructed attendees on how to log in appropriately using their Board Google account and not using personal accounts.

Public Notice and Quorum Requirements:

- K. Sullivan explained that Board and committee meetings must be public and notice posted at least 48 hours in advance.
- K. Sullivan outlined what constitutes a quorum and the restrictions related to Board discussions outside of a quorum and public meeting.

Committees:

- K. Sullivan explained that Representatives are not required under by-laws to sit on two committees, but can be appointed, and can also attend any committee meetings. K. O'Marde-Jack, J. Brink and A. Wing are not current sitting committee members.
- Committee assignments are for one year.
- During retreat breakout sessions, committees should discuss the priorities and goals for the year.

LUNCH BREAK AND COMMITTEE BREAKOUT SESSIONS (10 minutes each):**Finance Committee:**

- A. Uhlenbrock-Furst will continue as Chair.
- K. Bingham can set up a meeting with new members to go over how charter schools are funded, audit documents, reports, financials, and the budget process.
- Priorities - look at policies and procedures, threshold for expenditures, formal cash management plan for school & foundation.
- Currently using QuickBooks software that is antiquated. Need to update the financial system.
- Will be modernizing the meal services/POS system.
- A lot of overlap between the Finance and Personnel Committees, including faculty contract negotiations and health insurance.

Development Committee:

- K. Aucella-Miller is going to be the new Chair.
- Missing out on private sector funding. There is a gap in funding that needs to be filled. Foundation used to give unrestricted funds to fill in budget gaps.
- Goals - ways to pull in money and make the fundraising process flow smoothly.
- Committee discussion related to if this is an action or oversight committee - has been more operational in the past, but is a working group that could create policies.
- A. Uhlenbrock-Furst will keep working on the Alumni Association.

Governance Committee:

- K. Sullivan will continue as Chair.
- Priorities:
 - Rewriting Board's by-laws. Sent to DESE for provisional approval. They made suggestions/asked questions. K. Sullivan will have the final draft in September for the Board to vote to implement. She will also send the draft by-laws as currently stands to Governance to get familiar with them.
 - Creating self-assessment for Board members to give Board feedback about how they are doing and what changes should be made. Survey with questions about your own role on board, attendance, core duties, what can be improved on individually, make suggestions, and rate the Board as a whole. To be used as feedback for implementing new procedures, trainings.
 - Committee discussion surrounding what drove the changes in the by-laws - outdated policies, best practices and accountability.

Personnel Committee:

- T. Brown-Grier will continue as Chair.
- Committee is responsible for Executive Director evaluation and understanding it and being timely about it, FASA salary negotiations, healthcare, faculty and staff policy changes and procedures.
- Often work in partnership with the Finance Committee.
- Goals - contract negotiations, health insurance, reviewing policies to make sure they are updated with new laws and thresholds.
- Policies of school are the responsibility of the Personnel Committee to provide oversight and recommend new/updated policies to Board for approval.
- Finance Committee may need help with drafting policies that auditors recommend. Auditors will make recommendations and Finance and Personnel will work together to prioritize.
- Items for next Personnel meeting: Employee guidelines to be looked at during negotiations and salary schedule/grid.

BOARD MEETING RESUMED AFTER LUNCH BREAK AT 1:07 p.m.

BOARD/SCHOOL BUSINESS:

Annual Report:

- The 2025-2026 Annual Report was reviewed by the Board.
- Board members discussed:
 - The report's finding that the community-service objective was not met and how the underlying data was collected. ED explained that data is captured through a Google Form. Not equitable for everyone to complete community service outside of school and now building time into the school day for it. School is doing more than is truly represented. Partially met is not an option for a response to the objective.
 - The Board discussed AP participation and the annual report's measure concerning the percentage of AP exam scores of 3 or higher. ED explained that syllabus and curriculum are the same for all AP classes in that subject all across the country. Students are encouraged to take classes even if they don't score high. Most colleges accept a score of 3-5. It is an advantage for college tuition savings. Talking about other alternatives to AP, like early college initiatives.
 - Discipline data is reported for 2024-2025 and not 2025-2026. ED advised this data is always reported a year behind.

MOTION: K. Sullivan moved to approve the Annual Report, as presented. D. Luu seconded.

Vote by individual roll call: K. Sullivan (aye), D. Luu (aye), A. Uhlenbrock-Furst (aye), T. Brown-Grier (aye), R. Samuels (aye), J. Ford (aye). Motion carried unanimously.

Proposed Changes to National Honor Society (NHS) Handbook Wording:

- J. Ford presented the proposed changes to the eligibility language for acceptance into the NHS. The language has already been approved by the School Council.
- Language presented changes the NHS required cumulative GPA from 3.8 to 4.1 on a not severely modified curriculum.
- NHS is large for this size school.
- No students would be removed if the requirement is changed.
- Board members raised questions about:
 - How many current or previously eligible students would have failed to qualify under the proposed 4.1 GPA threshold?
 - Whether the 4.1 GPA standard aligns with sending-districts' policies and broader best practices.
 - Whether NHS membership should be limited to a particular percentage of the high-school population.
 - Whether the proposed changes are sufficiently rigorous.
 - How GPA data can be obtained and analyzed consistently.
 - Should parents be informed of the change prior to being implemented?
- ★ Action item: Have someone from the School Council come speak to the Board about the changes and reasons behind it.

MOTION: A. Uhlenbrock-Furst moved to approve the changes to the National Honor Society wording for the Student and Family Handbook, as presented. J. Ford seconded.

Vote by individual roll call: K. Sullivan (aye), D. Luu (aye), A. Uhlenbrock-Furst (aye), T. Brown-Grier (no), R. Samuels (no), J. Ford (aye). 4 in favor, 2 against - Motion carried.

2026-2027 Student and Family Handbook:

- Reviewed the updated Student and Family Handbook.
- Changes to the handbook include a sentence added related to bus tardies, updated civil rights policy wording, and the updated NHS language.

MOTION: A. Uhlenbrock-Furst moved to approve the 2026-2027 Student and Family Handbook, as presented. D. Luu seconded.

Vote by individual roll call: K. Sullivan (aye), D. Luu (aye), A. Uhlenbrock-Furst (aye), T. Brown-Grier (aye), R. Samuels (aye), J. Ford (aye). Motion carried unanimously.

FY27 Board Meeting Calendar:

- Reviewed the draft meeting calendar.
- Meetings are typically not held in June, January or April.
- Committees should schedule their own individual additional meetings.
- Any other additional Board meetings can be scheduled, if necessary.

MOTION: K. Sullivan moved to approve the Board meeting calendar, as presented. R. Samuels seconded.

Vote by individual roll call: K. Sullivan (aye), D. Luu (aye), A. Uhlenbrock-Furst (aye), T. Brown-Grier (aye), R. Samuels (aye), J. Ford (aye). Motion carried unanimously.

Financial Record Disposal Request:

- K. Bingham presented a request to dispose of old records for FY18 and prior. Includes accounts payable, invoices, purchase orders, payments, accounts receivable, bank deposits, copies, receipts, bank reconciliations, bank statements, and general business office correspondence. Complies with the document destruction policy, but requires Board approval.

MOTION: K. Sullivan moved to approve the Financial Record Disposal Request, as presented. A. Uhlenbrock-Furst seconded.

Vote by individual roll call: K. Sullivan (aye), D. Luu (aye), A. Uhlenbrock-Furst (aye), T. Brown-Grier (aye), R. Samuels (aye), J. Ford (aye). Motion carried unanimously.

Budget Override:

- K. Bingham presented a request for a budget override for FY27 to hire 5 additional paraprofessionals to help with programming and meal distribution for the lower levels.
- Total cost is estimated at roughly \$214,000 (\$180,000 for salaries, \$20,000 for premium benefits, and \$14,000 in taxes).
- Received feedback from Grade 3 teachers that additional support is needed.
- Board member discussion:
 - Long-term funding implications of adding the new positions and addressing future personnel needs through existing resources.

MOTION: K. Sullivan moved to approve the budget override request, as presented. D. Luu seconded.

Vote by individual roll call: K. Sullivan (aye), D. Luu (aye), A. Uhlenbrock-Furst (aye), T. Brown-Grier (aye), R. Samuels (aye), J. Ford (aye). Motion carried unanimously.

Washington, DC Field Trip Approval:

- J. Ford presented a request to approve a field trip to Washington, DC. It is the typical DC field trip that is approved each year.

MOTION: K. Sullivan moved to approve the Grade 8 Washington, DC field trip, as presented. A. Uhlenbrock-Furst seconded.

Vote by individual roll call: K. Sullivan (aye), D. Luu (aye), A. Uhlenbrock-Furst (aye), T. Brown-Grier (aye), R. Samuels (aye), J. Ford (aye). Motion carried unanimously.

Executive Director Evaluation:

- The Executive Director Evaluation was reviewed by the Board. An opportunity was offered for questions and discussion by the Board, but none was given.

MOTION: K. Sullivan moved to approve the Executive Director evaluation, as presented. T. Brown-Grier seconded.

Vote by individual roll call: K. Sullivan (aye), D. Luu (aye), A. Uhlenbrock-Furst (aye), T. Brown-Grier (aye), R. Samuels (aye), J. Ford (aye). Motion carried unanimously.

FY27 School Improvement Plan (SIP):

- J. Ford presented the updated SIP and information as provided by M. Lappas.
- SIP is focused on improving academic performance for all students, improving communication with all stakeholders, and fostering a welcoming school culture that engages the community in the school's mission.
- Board member discussion:
 - Potential for adding a second teacher conference to the calendar. Would need to be worked into the calendar and negotiated with FASA. It is currently a day off for students and a work day for faculty.
- ★ Action Item: A. Uhlenbrock-Furst will add it to her School Council agenda to discuss the addition of another teacher conference day.

MOTION: A. Uhlenbrock-Furst moved to approve the FY27 School Improvement Plan, as presented. D. Luu seconded.

Vote by individual roll call: K. Sullivan (aye), D. Luu (aye), A. Uhlenbrock-Furst (aye), T. Brown-Grier (aye), R. Samuels (aye), J. Ford (aye). Motion carried unanimously.

Enrollment Policy & Application:

- A. Savage emailed the most updated version from July to the Board members during the meeting. The previous version included in the Board folder was from May.
- The policy changes have already been voted on.
- A. Savage will provide an update in September.
- There were some changes made to the Growth Plan that everyone should review.

Building walkthrough of 700 Longwater:

- Board members can attend a building walkthrough immediately after adjournment of the Board meeting to see construction progress.
- K. Sullivan reminded Board members not to deliberate, but take notes only.

Audience: Public Comment

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

Meeting Adjourned at 2:12 p.m.

Respectfully submitted:
April Robino

Approved: September 10, 2026