



SOUTH SHORE CHARTER PUBLIC SCHOOL

Board Of Trustees Meeting

Minutes of the 152nd meeting held December 16, 2004 at 100 Longwater Circle, Norwell, MA.

Notice of this meeting was sent to appropriate governmental agencies and press, and was published in the "South Shore Charter Public School Update".

Trustees:

In attendance: Kathy Arthur Tyler (Chair), Michael Nuesse (Treasurer), Bill Smyth (Clerk), Hannah Connolly, Jessica Engebretson (ex officio), Barbara Fournier, Bob Gass, Dorothy Galo, Dominic Slowey, Shelley Toleno (ex officio), Frank White.

In absentia: Miriam Brownwall (Vice Chair), Stephen Locke

Also in attendance:

Staff: Mike Munhall (Executive Director), Kristine Shipps (Business Manager), Tom Gorsuch (Principal), Rich Levitt (Development Director), Claire Overlee (FASA Representative)

Guests: Joel Aronson & Charles Webb from Alexander, Aronson, Finning & Co. (auditor), Maria Sullivan (Chair, Parents Association)

The Chair, Kathy Arthur Tyler, called the meeting to order at 7:05pm.

Approval of Minutes:

MOTION: (D. Galo) To approve the minutes to the 151st meeting as presented. Seconded M. Nuesse, motion carried unanimously.

Agenda: Remove section (G) under Executive Director Report.

Announcements and Calendar Events:

?? The next Board meeting will be on Wednesday, February 2, 2005.

?? The annual Board retreat will be held on Saturday, February 12, 2005 from 8:00am – 3:00pm.

?? The enrollment lottery will be held on Saturday, February 12, 2005.

Trustee Business:

MOTION: (B. Smyth) to accept the resignation of Daniel Matthews from the Board of Trustees. Seconded. Motion carried unanimously.

Open to the Audience: no comment

FASA: Claire Overlee. FASA is looking forward to working with Administration and the Board on the Budget process. A public thank you to the Parents Association and the Staff Appreciation Committee for their generous monetary gift to each teacher.

Parents Association: Maria Sullivan reported.

?? All fundraising efforts have been focused on funding a library.

?? The Volunteer Committee is working with Administration to better serve the classroom teachers.

?? PA is discussing funding the PA Budget.

School Council: T. Gorsuch.

?? Council reviewing the proposed Code of Conduct. Recommendations will be sent to Governance.

?? Council is beginning the process of creating a School Student/Parent Handbook.

Business Office: Michael Nuesse reported.

MOTION: (M. Nuesse) to accept the Budget Guidelines FY06 as presented by the Finance Committee. Seconded, motion carried unanimously.

Presentation of FY04 Financial Audit was given by Joel Aronson and Charles Webb of Alexander, Aronson, Finning & Co. Review of final Profit and Loss Statements, Balance Sheet, Ratios, Cash Flow Statements, and Audit suggestions and recommendations were presented to the Board.

MOTION: M. Nuesse to accept the Preliminary Audit report as the Final FY04 Audit Report. Seconded, B. Gass, motion carried unanimously.

Mike Nuesse thanked the auditors and the business office for all their hard work during the last year due to the number of unusual accounting transactions due to the purchase and renovation of 100 Longwater Circle.

Executive Director Report: Mike Munhall reported.

- ☞ Many School event have taken place during the early part of December. High School semiformal, Basketball season has begun, and the Winter Solstice Concert.
- ☞ Planning for the upcoming Budget process.
- ☞ Received the preliminary Renewal report. The administrative team reviewed and made edits. The final report should be received in the next few weeks with a DOE Board vote in January or February.
- ☞ The Learning Services Department had their audit and site visit. The preliminary report should be coming in the next few weeks.
- ☞ Enrollment is stable. Students enrolled as of 10/1/04 were 468.

Development: Rich Levitt reported.

- ☞ Offered impressions on the successes and failures of the Special Holiday Auction
- ☞ Indicated that meetings with Board members to discuss individual roles in fundraising will be scheduled in the New Year.
- ☞ Provided update on Annual Fund, which has surpassed \$10,000.

Strategic Plan: The Executive Committee is in the process of reviewing the plan and setting goals for continued implementation. Next meeting will be held on January 10th at the home of Frank White.

Governance Committee: Bill Smyth reported.

- ☞ By Laws – Cover letter is being reviewed by Chair and package will be sent to the DOE for approval.
- ☞ Code of Conduct – Governance will make a final review at their January meeting and present to Board at the February meeting for approval. Once approved by the Board the document will be sent to the DOE.
- ☞ Trustee Handbook – work on this will begin in March.
- ☞ Nominating – Committee is asking members of the Board and the School Community to make recommendations for new Board members. A notice will be placed in the School's update.

~~///~~ Succession of Board Officers – Board members are being asked to indicate their interest in these positions pending anticipated changes in the Board.

Personnel Committee: Frank White reported.

The committee has surveyed the School community (Trustees, employees, and parents) and presented a preliminary report on the evaluation of the Executive Director.

MOTION: (F. White) to accept the preliminary report pending presentation of a final report in February 2005. S. Locke seconded, motion carried unanimously.

MOTION: (B. Smyth) to enter into Executive Session at 8:30 pm. It was moved and voted upon by unanimous roll call, individual voice vote, to enter Executive Session for purpose of contract negotiations.

At 9:33pm Executive Session adjourned back into Open Session.

Minutes of the Executive Session are in the possession of the Clerk.

It was Moved and Voted unanimously to adjourn the Open Meeting at 9:34 pm

Respectfully submitted:

Bill Smyth, Clerk

Pam Algera – Executive Assistant

