

Silver Hill Horace Mann Charter School Board of Trustees

Meeting Minutes

September 5, 2017

5:30 PM

Members Present: T. Ghrist, W. McCarthy, S. Sanchez, M. Shepherd, J. Story, J. Tracey.

Public Guests: Atty. Greg Vanden-Eykel; PTO members: Andrea Barman, Kristina Morowski, Nicole Kardos, Mike Murphy. Foundation member: Devan Ferreira.

Call to Order: Meeting called to order at 5:30 PM.

Approval of Minutes: August Meeting minutes approved 6-0 vote.

Public Comments: Attorney Vanden-Eykel in attendance to advise board members re: closing procedures i.e.: repercussions of failure to complete closing procedures in timeline set forth by Dese. These include: immediate state takeover of school to convert to Haverhill public school and/or board trustee members being held responsible for failure to complete. Attorney present during duration of meeting and provided advice as needed as board went through line items of closing procedure document.

Principal's Report:

Ms. Shepherd discussed that opening week went smoothly, enrollment numbers are down, as a number of children have withdrawn. Forty-four children as of year –end report on July 31st have moved out of Haverhill and others have also withdrawn above the 44 children since July 31st. Of other children who withdrew but did not move, they were going to a level 1 school, such as Bradford Elementary or Hunking.

Silver Hill has doubled the number of ELLs children, up to 45 children. However Silver Hill continues to have one Ell teacher vacancy.

Ms. Shepherd has nearly finished writing the grants which are important to fund staff. Federal government has cut back on title I money. Fewer children now qualify, largely reduced lunch children.

Jill Story has offered to be the board chair, however, awaiting approval by ESE as they have not received her resume.

3 teachers resigned as union reps for SHHMCS, only 1 rep remains for the school.

Status of closing procedures: DOE has contacted principal that we are not in compliance. Ms. Shepherd states that it is imperative that the BOT has a chair and the board member numbers are increased to avoid penalties.

Lawyer spoke re: procedure timeline: in which board is behind on 10 day procedure. Lawyer suggests subgroup to task out assignments. Dese requires in writing document of dates that things have been accomplished and who is the point person. Need to show good faith response, otherwise DESE can bring in 3rd party at schools expense to complete tasks, or school could be transitioned back to HPS. The onus falls on the board members.

Board of Trustees went through entire closing document: and delegated and tasked out assignments to various board members, PTO members, as was suggested by lawyer

The following is a brief synopsis of outcome/plan for each line item in numerical order :(Refer to closing document for description of each line item).

3b) Ms. Ghrist and Ms. Sanchez are going to meet 9/7/17 to collate data on notifications of where students are going.

5) Ms. Shepherd states there is no insurance specific for board of trustee members. Lawyer states that board must verify with HPS that HPS maintains the insurance. Board member will submit to Brian O'Connell of HPS.

6) Provide contact info for all current board members. This has not been provided yet. Ms. Sanchez will update member directory and their contact info and send to Allison Bagg and Claire. Atty. advises to ask status of Jill's chair application at this time as well.

7) Bill McCarthy volunteers to be contact for this line item.

8) Completed on 8/14.

9) Cannot vote tonight as agenda was not posted. Respond to DESE that this will be addressed at next board meeting.

10) Per lawyer, answer is: "as is", as this has always been maintained by HPS. Lawyer suggests that sending letter from board to HPS that board expects that HPS will continue to maintain x,y,z such as school records etc. (Keep running list of things or records that HPS maintains and include in letter.

11) Lawyer explained this item. He suggests which amount of funds will be set aside to effectuate the closure. He suggests phone call with ESE to determine expectation for funds as school does not have unlimited funds.

12) Ms. Shepherd has sent out written notification as of 6/30/17 to student parents and guardians. Summer programs will be cancelled for upcoming school year b/c this was funded by grants. Lawyer suggests that another letter listing all bullet points under item 12a and b: must go out to both staff and student parents/guardians. Ms. Ferreira volunteered to draft letter on behalf of board. Lawyer suggests writing in letter to parents/guardians, "before year ends, you (meaning parents/guardians) you have opportunity to obtain copy of student records. "

b) Ms Ferreira offered to draft letter of notification to employees.

d) Per Ms. Shepherd no debts will apply. Answer will be the terms of the grants will be ended on these days. All other costs covered under HPS.

13) Financials documents and grants etc: Kim will complete this item.

14) Independent auditor was voted on by board vote last year. Lawyer confirms can be standard yearly audit since school is not closing.

15) a/b). Children who are leaving SH: standard procedure is that SH will automatically send records. Must send contact person which will be: Sara Sanchez as parent liaison.

c) Per lawyer, all records will be assumed by HPS and destroyed according to HPS record retention policy.

d) Per lawyer, a small plan needs to be written: titled student records transition plan. Devan Ferreirai will draft the plan for S. Sanchez.

16) Completed. Ms. Shepherd states only grants which will be finished.

17) Per Lawyer, have until Oct 1st, items 14-17 is due Oct. 1.

After 60 days:

18) see above.

19) per HPS, add to HPS letter.

20) HPS responsibility.

Bill McCarthy is going to be point person to submit line items to DESE.

Public Comments(cont'd): Devan Ferreira distributed written letter re: converting to innovation school. She states that parents are willing to take the lead on converting school to innovation school.

Per her meeting with Allison Bagg: most schools that have transitioned away from Horace Mann have successfully transitioned to conversion school.

Ms. Ferreira suggested a timeline: and feels that October would be appropriate time to present prospectus to school committee and superintendent. (see handout)

Ms. Ferreira sent out short survey to staff re how they feel about converting to innovation. She received 8 responses from staff which she feels is indicative of a positive response from those surveyed. .

Ms. Shepherd cautions against having the school community torn apart if strong opinions for and against innovation school exists amongst staff especially, and also parents/guardians, other schools, and greater community. Ms Shepherd advises to present idea of innovation school conversion in a positive light and positive impact for teachers and not more work for the teachers.

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Meeting adjourned: 7:20 PM.

Next meeting scheduled for: October 3, 2017 at 5:30 PM.

Additional documents: Closing Procedures; principal's report; Innovation school conversion handouts by Ms. Ferreira.