

**Silver Hill Horace Mann Charter School
Board of Trustees Minutes**

	Christopher Jayne	<p>lies ahead of the school this year during its charter renewal process</p> <ul style="list-style-type: none"> - Mr. Jayne spoke about his involvement as a former principal of the school and a member of the school staff during the initial charter application and the 1st renewal process. Mr. Jayne expressed his desire to be appointed to the Board of Trustees. 		
Principal's Report	Agendas and Events	<ul style="list-style-type: none"> - Ms. Shepherd discussed that the recent school opening was the smoothest, "best opening day" ever. Ms. Shepherd described the day as energetic and uneventful. - Ms. Shepherd described the current school's enrollment and the various grade enrollment numbers and waitlists. Currently the school has a waitlist of 5 students for kindergarten, 38 for 1st grade, 12 for 2nd grade, and 2 for 3rd grade. There are no waitlisted students for grades 4 and 5. - Ms. Shepherd described the school as "fully staffed" and provided a brief overview of the new staff members. - Ms. Shepherd discussed improved communication channels for this upcoming school year. She described a new Message Center for emails that will result in emails being sent in both English and Spanish. The school has a new Webmaster, Sara Sanchez, who will be responsible for both updates to the website and the school's social media profile. Sara will be filling the role of Charter Coordinator. Ms. Shepherd identified Victoria Torres as a parent who has volunteered to be the translator for the school. Victoria will help with Spanish translations for all communications to parents and guardians. 	Margaret Shepherd	Closed

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	Grant Funding	<ul style="list-style-type: none"> - Ms. Shepherd provided an overview of Grant funding for the upcoming school year. She stated that grants 262 (Early Childhood SPED) and 274 (SPED Improvement Plan) funding has not yet been established and is To Be Determined (TBD). Grant 240 (IDEA SPED) is \$126,954 for FY17 and has approximately \$524 carryover from FY16. Grant 305 (Title 1) is \$105,463 and has decreased approximately \$35,000 from FY16. Likewise Grant 140 (Title IIA) has decreased approximately \$900.00 from FY16 and is now \$21,225. - Ms. Shepherd detailed the FY17 positions that are currently being funded by grants and the various uses expected to be encumbered by grant moneys. - Ms. Tracy provided a motion to accept the Principal's Report. Motion was seconded by Ms. Desmarais. No discussion. Motion passed 7 - 0 								
Business and Finance Committee Report	<p>Business and Finance Balance sheet ending September 7, 2016.</p> <p>Warrant 17-14</p>	<p>Approve warrant 17-14 (\$6,888.51):</p> <p>Motion to approve warrant 17-14 made by Gene Zylkuski. Second by Paula Desmarais</p> <p>Roll Call vote:</p> <table style="margin-left: 20px;"> <tr><td>G. Zylkuski</td><td>Yes</td></tr> <tr><td>J. Bergeron</td><td>Yes</td></tr> <tr><td>J. Chmielecki</td><td>Yes</td></tr> </table>	G. Zylkuski	Yes	J. Bergeron	Yes	J. Chmielecki	Yes	Jennifer Chmielecki	Ongoing
G. Zylkuski	Yes									
J. Bergeron	Yes									
J. Chmielecki	Yes									

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		<p>P. Desmarais Yes R. Marino Absent J. Tracey Yes A. Vargas Absent M. Shepherd Abstain J. Sullivan Absent P. Corriveau Abstain</p>		
	Warrant 17-15	<p>Approve warrant 17-15 (\$5,543.89):</p> <p>Motion to approve warrant 17-15 made by Paula Desmarais. Second by Joyce Bergeron</p> <p>Roll Call vote: G. Zylkuski Yes J. Bergeron Yes J. Chmielecki Yes P. Desmarais Yes R. Marino Absent J. Tracey Yes A. Vargas Absent M. Shepherd Yes J. Sullivan Absent P. Corriveau Yes</p>		
	Warrant 17-16	<p>Approve warrant 17-16 (\$14,484.60):</p> <p>Motion to approve warrant 17-16 made by Gene Zylkuski. Second by Paula Desmarais</p> <p>Roll Call vote: G. Zylkuski Yes J. Bergeron Yes J. Chmielecki Yes</p>		

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		<p>P. Desmarais Yes R. Marino Absent J. Tracey Yes A. Vargas Absent M. Shepherd Abstain J. Sullivan Absent P. Corriveau Yes</p>		
	Warrant 17-17	<p>Approve warrant 17-17 (\$160,350.98):</p> <p>Motion to approve warrant 17-17 made by Judith Tracey. Second by Paula Desmarais</p> <p>Roll Call vote:</p> <p>G. Zylkuski Yes J. Bergeron Yes J. Chmielecki Yes P. Desmarais Yes R. Marino Absent J. Tracey Yes A. Vargas Absent M. Shepherd Abstain J. Sullivan Absent P. Corriveau Abstain</p>		
	Warrant 17-18	<p>Approve warrant 17-18 (\$176.66):</p> <p>Motion to approve warrant 17-18 made by Judith Tracey. Second by Paula Desmarais</p> <p>Roll Call vote:</p> <p>G. Zylkuski Abstain J. Bergeron Yes J. Chmielecki Yes</p>		

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		<p>P. Desmarais Yes R. Marino Absent J. Tracey Yes A. Vargas Absent M. Shepherd Yes J. Sullivan Absent P. Corriveau Yes</p>		
	Warrant 17-19	<p>Approve warrant 17-19 (\$90.00):</p> <p>Motion to approve warrant 17-19 made by Joyce Bergeron. Second by Gene Zylkuski</p> <p>Roll Call vote:</p> <p>G. Zylkuski Yes J. Bergeron Yes J. Chmielewski Yes P. Desmarais Yes R. Marino Absent J. Tracey Yes A. Vargas Absent M. Shepherd Yes J. Sullivan Absent P. Corriveau Yes</p>		
	Warrant 17-20	<p>Approve warrant 17-20 (\$500.00):</p> <p>Motion to approve warrant 17-20 made by Gene Zylkuski. Second by Judith Tracey</p> <p>Roll Call vote:</p> <p>G. Zylkuski Yes J. Bergeron Yes J. Chmielewski Yes</p>		

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		<p>P. Desmarais Yes R. Marino Absent J. Tracey Yes A. Vargas Absent M. Shepherd Yes J. Sullivan Absent P. Corriveau Yes</p> <p>Warrant 17-21 Approve warrant 17-21 (\$2,039.80):</p> <p>Motion to approve warrant 17-21 made by Gene Zylkuski. Second by Judith Tracey</p> <p>Roll Call vote:</p> <p>G. Zylkuski Yes J. Bergeron Yes J. Chmielecki Yes P. Desmarais Yes R. Marino Absent J. Tracey Yes A. Vargas Absent M. Shepherd Abstain J. Sullivan Absent P. Corriveau Yes</p> <p>Warrant 17-22 Approve warrant 17-22 (\$12,422.04):</p> <p>Motion to approve warrant 17-22 made by Paula Desmarais. Second by Judith Tracey</p> <p>Roll Call vote:</p> <p>G. Zylkuski Yes J. Bergeron Yes J. Chmielecki Yes</p>		
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	Finance Update	<p>P. Desmarais Yes R. Marino Absent J. Tracey Yes A. Vargas Absent M. Shepherd Abstain J. Sullivan Absent P. Corriveau Yes</p> <ul style="list-style-type: none"> - Finance Committee discussed coordinating with the foundation about operating expenses that need to be covered to maintain the charter. - Necessary annual costs are EPIM & SIMS \$7,000, Bookkeeping \$6,000 Audit \$10,000, & Board Clerk \$2,400. - The donation of \$10,000 from the foundation was discussed and identified as a start to funding the operating costs for the school. 		
Academic Achievement Committee Report	Update	See Principal Report	Margaret Shepherd	Ongoing
Governance Committee Report		<ul style="list-style-type: none"> - The fact that the school still has the recruiting goal of getting someone from Haverhill Head-Start was discussed. With the addition of new members that may be added as a result of the strong showing at this evening's meeting, the Board will need to consider how it will add someone from Head-Start. 	Gene Zylkuski Judith Tracey Margaret Shepherd	Ongoing
Development Committee Report		<ul style="list-style-type: none"> - Ms. Desmarais discussed the fact that it is easier to have joint fundraisers in conjunction with the Foundation and PTO. 	Paula Desmarais	Ongoing

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Foundation Report	N/A	N/A		
Old Business	Acceptance of the Bylaws	<ul style="list-style-type: none"> - Mr. Zylkuski made a motion to accept the latest version of the SHHMCS bylaws that had been provisionally approved by the DESE office. Ms. Tracey seconded the motion - Mr. Zylkuski discussed the importance of getting the new bylaws approved. - Ms. Shepherd expressed that she continued to have concerns regarding items in the bylaws that the Board would be unable to accomplish such as approving the budget or capital improvements to the school - Mr. Zylkuski stated that just because the bylaw states that the Board could do something, the bylaws do not require the Board to carry do it. For example, the bylaws state that the Board could purchase indemnification insurance for its Board members but that does not mean that the Board is required to purchase indemnification insurance. - Ms. Gilman identified situations where if an item is not identified as a being a power of the Board then the Board is relinquishing its ability to do things in the future. The example provided was if the school removed its ability to request capital improvements to the school and one day needed a flag pole then it would not have the procedure or the ability to add that to its proposed budget to the Haverhill District. - Mr. Jayne stated that given the fact that the bylaws are the rules by which the Board of Trustees must conduct itself and the fact that there will be numerous new members in the next 2 months, he suggested not approving the bylaws until new members were onboard and trained. This would enable the new members to understand what they were “signing up for” as well as have a say in the bylaws - Mr. Zylkuski withdrew his motion 		Ongoing

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	Board Training	<ul style="list-style-type: none"> - Ms. Shepherd made a motion to table the bylaws approval until new members were approved and trained. Ms. Bergeron seconded the motion. - Vote to table the approval of the bylaws until new members were approved and trained 7 – 0 - Mr. Zylkuski made a motion to continue to address individual bylaws concerns during the period that new members were added. Ms. Shepherd seconded the motion. Motion passed 7 – 0 - Motion to amend the agenda to discuss Board training was made by Ms. Desmarais. Seconded by Mr. Zylkuski - Motion was made by Ms. Chmielecki to have Ms. Shepherd get pricing from SchoolWorks for Board Training to be scheduled before the end of the year. Motion seconded by Mr. Zylkuski. Motion carried 7 - 0 - Mr. Zylkuski made a motion to table the discussion of Principal Evaluation to the Executive Session. Seconded by Ms. Desmarais. Motion carried 7 – 0 		
New Business	Approval of SHHMCS Board New Meeting Dates	<ul style="list-style-type: none"> - Mr. Zylkuski moved to accept the new 2016-2017 meeting dates as submitted in the packets with the September meeting information. Seconded by Ms. Desmarais. - -Approved verbal vote 7-0. 		Ongoing
Executive Session	N/A	<ul style="list-style-type: none"> - The need for an executive session to discuss Principal Evaluation, Trustee Code of Conduct, and new member discussion 		Closed
Adjourn Meeting	Motion to adjourn 8:47PM	<ul style="list-style-type: none"> - Motion to adjourn meeting by Mr. Zylkuski, seconded by Ms. Tracey - Meeting adjourned at by verbal vote of 7-0. 		Closed

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Next Meeting	October 4th, 2016 at 5:30 PM SHHMCS Library		N/A	Open
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Additional documents:

Principal's Report

Profit and Loss July 1, 2016 to September 7, 2016

Balance Sheet ending in 09-07-2016

Warrants ending 09-07-2016