

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

<b>Date of Meeting:</b> October 4, 2016		<b>Time:</b> 5:34		
<b>Members in attendance:</b> Melissa Burns, Jennifer Chmielecki, Paul Corriveau, Paula Desmarais, Euthemia Gilman, Russell Marino, William McCarthy, Margaret Shepherd, Joseph Sullivan, Judith Tracey, Gene Zylkuski				
<b>Members absent:</b> Joyce Bergeron, Andy Vargas				
<b>Additional attendees:</b> Sara Sanchez, Tiffany Ghrist				
TOPIC	DISCUSSION	OUTCOME	PERSON(S) RESPONSIBLE	STATUS
<b>Approval of Minutes</b>	Motion to approve minutes of September 7, 2016 made by Ms. Gilman. Second by Ms. Tracey	Minutes approved 11-0 verbal vote.	N/A	Closed
<b>Public/Guest Comments</b>	Tiffany Ghrist	<ul style="list-style-type: none"> <li>- Ms. Ghrist discussed her desire to become a member of the Silver Hill Horace Mann Charter School Board of Trustees. She discussed her role at Community Action, Head Start and the fact that the program currently has 300 students/children. Ms. Ghrist works as an Education Specialist and is a Professional Development Specialist. Her desire is to help the Board by strengthening the relationship with a key “feeder” into the SSHMCH kindergarten.</li> </ul>		Closed
<b>Principal’s Report</b>	Agendas and Events	<ul style="list-style-type: none"> <li>- Ms. Shepherd shared the format of the principal notes for new Board members and the accountability goals located at the top of her template.</li> <li>- Ms. Shepherd discussed the September 2<sup>nd</sup> professional development meeting which highlighted the year’s professional development goals and expectations.</li> </ul> <p>The school is continuing its professional development on Engage NY. There is a new initiative called ST Math which is an online system geared for ELL students and Special Education. The program has been used in HPS</p>	Margaret Shepherd	Closed

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		<p>(Consentino, Golden Hill, and Tilton) using Title III money. Expensive program which is likely to be paid through a grant. Starting in Grades 5, 4, &amp; 3.</p> <ul style="list-style-type: none"><li>- Continuing with Teaching and Learning Alliance (TLA). They will be helping to bring in the Lucy Calkins.</li><li>- Ms. Shepherd discussed the need to revise the standards based report card to account for the new Engage NY math program. This revision was completed during the September 6<sup>th</sup> professional development meeting. The rubric for grading was updated on the on the family resource center on the web site.</li><li>- Election day procedures were discussed</li><li>- Ms. Shepherd discussed the fact that Ryan Krieger, the school nurse, achieved a 95% return to classroom rate which was the highest in the city</li><li>- Ms. Shepherd discussed the CIA meeting on September 12<sup>th</sup>. Mr. Corriveau discussed the CIA goals and the purpose of the CIA. He also discussed a the “Comment Box” in the teacher’s lunch room as a new method for staff feedback to the administration.</li><li>- Ms. Shepherd discussed the school’s scores on the PARCC test. Overall the scores went down a little. The school’s Achievement scores have increased but the Growth scores have gone down. One grade level has impacted the overall scores for the school. There is a continuing discussion among the staff (staff meetings &amp; PLCs) on how to fix the trend. Ms. Shepherd discussed how the staff will focus on identification of the sub-group students and integrating content vocabulary into the curriculum. Since Grade 3 struggled in the economically</li></ul>		
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		<p>disadvantaged sub-group it will be important to highlight changes in Grade 4 to help these students.</p> <p>Ms. Shepherd discuss the challenges associated with the 1<sup>st</sup> time teaching Engage NY Math curriculum and that this year having the year experience will help better complete the curriculum. Ms. Burns discussed the fact that having students entering grade 4 with the concepts they learned in 3<sup>rd</sup> grade. Mr. Marino discussed the importance of now that the staff knows the full set of lessons they can better decide which lesson to possibly cut out later in the year should they need to spend more time on a lesson now.</p> <ul style="list-style-type: none"><li>- Ms. Shepherd discussed the need for technology improvements in the school to allow for the many new sensory based curricula that will be needed to adequately handle the ELLs and special education students. Specifically the ST Math program will require new technology. Mr. Zylkuski discussed the initial technology plan that had been developed in 2014 and the need to develop a new technology plan which identifies the needs for the new sensory programs. A new sub-committee will be formed to conduct a technology assessment for the new ST Math programs. Mr. Zylkuski discussed the need to find business sponsors to purchase the technology necessary for these new programs. Mr. Sullivan discussed the community reinvestment requirements of some of the banks and that those programs could be a source of funding for such initiatives.</li><li>- Ms. Shepherd discussed the Walk for Peace that is being done on Saturday October 15<sup>th</sup>. Anyone who would like to volunteer to help or participate should arrange to be at the school before 1:00 Pm on the 15<sup>th</sup>.</li></ul>		
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		<ul style="list-style-type: none"> <li>- Ms. Gilman discussed various community events that have been done in the past to help build the relationship between the school and surrounding community.</li>   <li>- Ms. Shepherd discussed the fact that the state has sent the Annual Report back and has requested the addition of a recruitment and retention plan for economically disadvantaged students. The information was included in the report but it was lumped into the ELLs student section. Ms. Shepherd will resubmit.</li>   <li>- Ms. Shepherd discussed the charter renewal requirements and the extensiveness of the submission. The submittal is due by August of 2017. Mr. Zylkuski discussed the need for a Charter Renewal subcommittee comprised of a member from each of the standing committees. Mr. Zylkuski discussed utilizing Ms. Gilman's idea of posting the renewal checklist on the web site and the need to communicate the renewal process to the school community.</li>   <li>- Mr. Zylkuski provided a motion to accept the Principal's Report. Motion was seconded by Ms. Desmarais. No discussion. Motion passed 11 - 0</li> </ul>		
<p><b>Business and Finance Committee Report</b></p>	<p>Business and Finance Balance sheet ending October 4, 2016.</p> <p>Warrant 17-23</p>	<p>Approve warrant 17-23 (\$250.00):</p> <p>Motion to approve warrant 17-23 made by Mr. Marino. Second by Ms. Desmarais</p>	<p>Jennifer Chmielecki</p>	<p>Ongoing</p>

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	<p style="text-align: center;">Warrant 17-24</p>	<p>Roll Call vote:  G. Zylkuski            Yes  J. Bergeron            Absent  M. Burns                Yes  J. Chmielewski        Yes  P. Corriveau            Yes  P. Desmarais            Yes  E. Gilman                Yes  R. Marino                Yes  W. McCarthy            Yes  M. Shepherd            Yes  J. Sullivan              Yes  J. Tracey                Yes  A. Vargas                Absent</p> <p>Approve warrant 17-24 (\$190,187.37):</p> <p>Motion to approve warrant 17-24 made by Mr. Marino. Second by Ms. Desmarais</p> <p>Roll Call vote:  G. Zylkuski            Yes  J. Bergeron            Absent  M. Burns                Abstain  J. Chmielewski        Yes  P. Corriveau            Abstain  P. Desmarais            Yes  E. Gilman                Yes  R. Marino                Yes  W. McCarthy            Yes  M. Shepherd            Abstain  J. Sullivan              Yes  J. Tracey                Abstain  A. Vargas                Absent</p>		
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	Warrant 17-25	<p>Approve warrant 17-25 (\$194,906.60):</p> <p>Motion to approve warrant 17-25 made by Mr. Zylkuski. Second by Ms. Gilman</p> <p>Roll Call vote:</p> <table style="border: none;"> <tr><td>G. Zylkuski</td><td>Yes</td></tr> <tr><td>J. Bergeron</td><td>Absent</td></tr> <tr><td>M. Burns</td><td>Abstain</td></tr> <tr><td>J. Chmielecki</td><td>Yes</td></tr> <tr><td>P. Corriveau</td><td>Abstain</td></tr> <tr><td>P. Desmarais</td><td>Yes</td></tr> <tr><td>E. Gilman</td><td>Yes</td></tr> <tr><td>R. Marino</td><td>Yes</td></tr> <tr><td>W. McCarthy</td><td>Yes</td></tr> <tr><td>M. Shepherd</td><td>Abstain</td></tr> <tr><td>J. Sullivan</td><td>Yes</td></tr> <tr><td>J. Tracey</td><td>Abstain</td></tr> <tr><td>A. Vargas</td><td>Absent</td></tr> </table>	G. Zylkuski	Yes	J. Bergeron	Absent	M. Burns	Abstain	J. Chmielecki	Yes	P. Corriveau	Abstain	P. Desmarais	Yes	E. Gilman	Yes	R. Marino	Yes	W. McCarthy	Yes	M. Shepherd	Abstain	J. Sullivan	Yes	J. Tracey	Abstain	A. Vargas	Absent		
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	Warrant 17-26	<p>Approve warrant 17-26 (\$7,031.27):</p> <p>Motion to approve warrant 17-26 made by Mr. Marino. Second by Mr. Zylkuski</p> <p>Roll Call vote:</p> <table style="border: none;"> <tr><td>G. Zylkuski</td><td>Yes</td></tr> <tr><td>J. Bergeron</td><td>Absent</td></tr> <tr><td>M. Burns</td><td>Yes</td></tr> <tr><td>J. Chmielecki</td><td>Yes</td></tr> <tr><td>P. Corriveau</td><td>Yes</td></tr> <tr><td>P. Desmarais</td><td>Yes</td></tr> <tr><td>E. Gilman</td><td>Yes</td></tr> <tr><td>R. Marino</td><td>Yes</td></tr> </table>	G. Zylkuski	Yes	J. Bergeron	Absent	M. Burns	Yes	J. Chmielecki	Yes	P. Corriveau	Yes	P. Desmarais	Yes	E. Gilman	Yes	R. Marino	Yes												
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	<p style="text-align: center;">Warrant 17-31</p>	<p>Motion to approve warrant 17-30 made by Ms. Tracey. Second by Ms. Gilman</p> <p>Roll Call vote:</p> <table style="width: 100%; border: none;"> <tr><td style="width: 80%;">G. Zylkuski</td><td>Yes</td></tr> <tr><td>J. Bergeron</td><td>Absent</td></tr> <tr><td>M. Burns</td><td>Yes</td></tr> <tr><td>J. Chmielecki</td><td>Yes</td></tr> <tr><td>P. Corriveau</td><td>Yes</td></tr> <tr><td>P. Desmarais</td><td>Yes</td></tr> <tr><td>E. Gilman</td><td>Yes</td></tr> <tr><td>R. Marino</td><td>Yes</td></tr> <tr><td>W. McCarthy</td><td>Yes</td></tr> <tr><td>M. Shepherd</td><td>Yes</td></tr> <tr><td>J. Sullivan</td><td>Yes</td></tr> <tr><td>J. Tracey</td><td>Yes</td></tr> <tr><td>A. Vargas</td><td>Absent</td></tr> </table> <p>Approve warrant 17-31 (\$2,962.06):</p> <p>Motion to approve warrant 17-31 made by Ms. Tracey. Second by Mr. Marino</p> <p>Roll Call vote:</p> <table style="width: 100%; border: none;"> <tr><td style="width: 80%;">G. Zylkuski</td><td>Yes</td></tr> <tr><td>J. Bergeron</td><td>Absent</td></tr> <tr><td>M. Burns</td><td>Yes</td></tr> <tr><td>J. Chmielecki</td><td>Yes</td></tr> <tr><td>P. Corriveau</td><td>Yes</td></tr> <tr><td>P. Desmarais</td><td>Yes</td></tr> <tr><td>E. Gilman</td><td>Yes</td></tr> <tr><td>R. Marino</td><td>Yes</td></tr> <tr><td>W. McCarthy</td><td>Yes</td></tr> <tr><td>M. Shepherd</td><td>Yes</td></tr> <tr><td>J. Sullivan</td><td>Yes</td></tr> </table>	G. Zylkuski	Yes	J. Bergeron	Absent	M. Burns	Yes	J. Chmielecki	Yes	P. Corriveau	Yes	P. Desmarais	Yes	E. Gilman	Yes	R. Marino	Yes	W. McCarthy	Yes	M. Shepherd	Yes	J. Sullivan	Yes	J. Tracey	Yes	A. Vargas	Absent	G. Zylkuski	Yes	J. Bergeron	Absent	M. Burns	Yes	J. Chmielecki	Yes	P. Corriveau	Yes	P. Desmarais	Yes	E. Gilman	Yes	R. Marino	Yes	W. McCarthy	Yes	M. Shepherd	Yes	J. Sullivan	Yes		
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	Finance Update	<p>P. Desmarais      Yes  E. Gilman          Yes  R. Marino          Yes  W. McCarthy      Yes  M. Shepherd      Abstain  J. Sullivan        Yes  J. Tracey          Yes  A. Vargas          Absent</p> <ul style="list-style-type: none"> <li>- Balance sheet for the school as of 10/04/2016 shows a total liabilities and equity of \$85,195.34</li> <li>- Receipt of the audit Management Letter and audit findings were discussed. The audit will be uploaded to the DESE site prior to the deadline of 1 November</li> <li>- The committee discussed the need to begin the interview process for a new business manager.</li> </ul>		
<b>Academic Achievement Committee Report</b>	Update	See Principal Report	Margaret Shepherd	Ongoing
<b>Governance Committee Report</b>		<ul style="list-style-type: none"> <li>- For the 1<sup>st</sup> time in 3 years the Board is full.</li> <li>- Mr. Zylkuski discussed Sara Sanchez’s status as a prospective Board Member. The fact that Ms. Bergeron’s resignation is effective on 5 October and Mr. Vargas is intending to resign due to other commitments.</li> <li>- The transition of the Board Treasurer was discussed and the need to continue recruiting someone with an accounting or finance background. This will be necessary within the next month to ensure coverage when Jen Chmielecki leaves.</li> </ul>	Gene Zylkuski Judith Tracey Margaret Shepherd	Ongoing

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		<ul style="list-style-type: none"> <li>- The continued need for a Board Member from the current “feeder” system such as Head Start or the YMCA after school programs was discussed.</li> </ul>		
<b>Development Committee Report</b>		<ul style="list-style-type: none"> <li>- Ms. Desmarais discussed a fundraiser that is being offered by TD Bank which provides banking and savings education to students and “gives back” to the school for every bank account opened.</li> <li>- The possibility of having banking in the school was discussed and Ms. Shepherd expressed that this could be integrated into the curriculum. Ms. Desmarais will contact Pentucket Bank and TD Bank to investigate various programs that could be brought into the school</li> <li>- Ms. Shepherd discussed the fundraising meeting that will be held with the PTO, Board, and Foundation on October 25<sup>th</sup>.</li> <li>- Ms. Burns discussed a recycleable bag fundraiser that could be help</li> <li>- Mr. Zylkuski discussed the Ford “test drive a car” fundraiser.</li> </ul>	Paula Desmarais	Ongoing
<b>Foundation Report</b>	N/A	N/A		
<b>Old Business</b>	Principal Evaluation	<ul style="list-style-type: none"> <li>- Mr. Zylkuski read for the record the Principal evaluation.</li> <li>- Mr. Zylkuski moved that the Board accept the Principal Evaluation as read. Motion seconded by Mr. Marino. Motion carried 11-0-1 with Ms. Shepherd abstaining.</li> </ul>		Ongoing
<b>New Business</b>	Board Training	<ul style="list-style-type: none"> <li>- Ms. Shepherd discussed the SchoolWorks training that was held in September of 2013 as part of the school’s charter renewal conditions.</li> </ul>		Ongoing

