

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

<b>Date of Meeting:</b> December 13, 2016		<b>Time:</b> 5:35		
<b>Members in attendance:</b> Gene Zylkuski, Paula Desmarais, Russell Marino, Judy Tracey, Margaret Shepherd, Joseph Sullivan, Melissa Burns, Euthemia Gilman				
<b>Members absent:</b> Paul Corriveau, Tiffany Ghrist, William McCarthy, Sara Sanchez.				
<b>Additional attendees:</b>				
TOPIC	DISCUSSION	OUTCOME	PERSON(S) RESPONSIBLE	STATUS
<b>Approval of Minutes</b>	Motion to approve minutes of December 13, 2016 made by Gene Zylkuski. Second by Paula Desmarais	Approved verbal vote 8-0.	N/A	Closed
<b>Public/Guest Comments</b>	N/A			Closed
<b>Principal's Report</b>	Agenda/Events	<p>-Ms. Shepherd discussed 11/7/16 faculty meeting which reviewed crisis Plans: Crisis in the classroom and/or Medical Student or staff (Code Blue). Code M: missing child and fire drill.</p> <p>-Ms. Shepherd reviewed 11/8/16 professional development: analyzing PARCC data; report card rubric, TLC webinar, and administration and scoring of Fountas and Pinnell.</p> <p>- Ms. Burns also discussed report card rubric. M. Shepard discussed that report cards went home Friday 12/9/16.</p> <p>-M. Shepherd discussed CIA (curriculum, instruction, and assessment) day on 11/28/16. Ms. Gilman present at CIA day and expressed staff commitment to education at Silver Hill Charter.</p> <p>-Ms. Shepherd discussed Yoga classes coming to Silver Hill.</p> <p>-Ms. Shepherd discussed ST Math program and purchasing ST Math licensing for Silver Hill. Coffee with Principal on 1/28/17 to discuss ST Math and expected to be well attended by parents.</p> <p>- Ms. Shepherd discussed open house on 11/30/16 and 23 prospective families in attendance. Open house tours to be given every Wednesday. Two additional open houses</p>	Margaret Shepherd	Closed

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		<p>scheduled for January.</p> <ul style="list-style-type: none"> <li>-Ms. Shepherd stated ROARS assembly on 12/15/16. Recognized students: young author, mathematician, art, music, gym.</li> <li>-Ms. Shepherd discussed School Works board training scheduled for 1/24/17.</li> <li>-Ms. Shepherd discussed budget timeline, due 1/3/17. Meeting with central office tentatively scheduled for 1/10/17.</li> <li>- Ms. Shepherd discussed partnering with modern woodmen which will match every \$1000 raises by HPS for families in need.</li> <li>- Mr. Zylkuski provided motion to accept the Principal's Report. Motion seconded by Ms. Gilman. Motion passed 8-0.</li> </ul>		
<p><b>Business and Finance Committee Report</b></p>	<p>Updates</p> <p>Business and Finance Balance sheet ending December 6, 2016.</p> <p>Warrant 17-45</p>	<p>Warrant 17-45(\$199,020.42)</p> <p>Approve warrant 17-45. Motion by Mr. Zylkuski, second by Ms. Gilman. Roll call to approve warrant 17-45 vote is as follows:</p>	<p>G. Zylkuski</p>	<p>Ongoing</p>



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	<p style="text-align: center;">Warrant 17-48</p>	<p>Roll Call Warrant 17-47 as follows:  G. Zylkuski Yes  M. Burns Yes  P. Corriveau Absent  P. Desmarais Yes  E. Gilman Yes  T. Ghrist Absent  R. Marino Yes  W. McCarthy Absent  S. Sanchez Absent  M. Shepherd Yes  J. Sullivan Absent  J. Tracey Yes</p> <p>Warrant 17-48 (\$2069.13)</p> <p>Motion to approve warrant 17-48 by Ms. Tracey. Second by Ms. Gilman.</p> <p>Roll Call 17-48 as follows:  G. Zylkuski Abstain  M. Burns Yes  P. Corriveau Absent  P. Desmarais Yes  E. Gilman Yes  T. Ghrist Absent  R. Marino Yes  W. McCarthy Absent  S. Sanchez \$ Absent  M. Shepherd Yes  J. Sullivan Yes  J. Tracey Yes</p>		
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	Warrant 17-49	<p>Warrant 17-49 (\$10,000)</p> <p>Motion to approve warrant 17-49 made by Ms. Tracey. Second by Mr. Zylkuski.</p> <p>Roll Call to approve warrant 17-49 is as follows:</p> <p>G. Zylkuski    Yes  M. Burns        Yes  P. Corriveau   Absent  P. Desmarais   Yes  E. Gilman       Yes  T. Ghrist        Absent  R. Marino        Yes  W. McCarthy   Absent  S. Sanchez      Absent  M. Shepherd    Yes  J. Sullivan      Yes  J. Tracey        Yes</p>		
	Warrant 17-50	<p>Warrant 17-50 (\$234.94)</p> <p>Motion to approve warrant 17-50 by Mr. Zylkuski. Second by Ms. Gilman.</p> <p>Roll call to approve warrant 17-50 is as follows:</p> <p>G. Zylkuski    Yes  M. Burns        Yes  P. Corriveau   Absent  P. Desmarais   Yes  E. Gilman       Yes  T. Ghrist        Absent  R. Marino        Yes  W. McCarthy   Absent  S. Sanchez      Absent  M. Shepherd    Yes  J. Sullivan      Yes</p>		



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		<p>M. Shepherd Abstain J. Sullivan Yes J. Tracey Yes</p>		
<b>Academic Achievement Committee Report</b>	Update	-See Principals Report.	Margaret Shepherd	Ongoing
<b>Governance Committee Report</b>	Update	<p>- Ms. Shepherd discussed new board member who was elected during the November Meeting is no longer interested. Motion made by Ms. Shepherd to officially remove board member, second by Mr. Zylkuski. Passed by all in favor verbal vote. - Mr. Zylkuski stated one vacant board position, position of treasurer.</p> <p>Mr. Zylkuski discussed that the by-laws are out of compliance with the state. Board will work on getting by-laws in compliance after board training on 1/24/17.</p> <p>Ms. Shepherd discussed MOA. Ms. Gilman discussed function/purpose of MOA. Ms. Shepard discussed that no original MOA copy existed in the Board Binder. Mr. Zylkuski stated no MOA in charter packet. Ms. Gilman stated that she would look for the original that was in the original Charter documentation. Ms. Gilman discussed that 80% of teachers within school voted for approving charter. Ms. Shepherd discussed charter renewal application requires majority (&gt;50%) of local bargaining unit. Unknown if is entire HEA. Ms. Shepard to have meeting about this with the charter office with Charter liaison Claire. Ms. Shepherd responded that charter office requested meeting dates of 1/4/17 or 12/21/17 at 2:00 pm. The meeting will be with current board chair and principal. Ms. Shepherd suggested that Ms. Gilman attend the meeting as well.</p>	Gene Zylkuski Ms. Shepherd	Closed

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		Ms. Gilman discussed that executive board of HEA gave approval to start the charter process.		
<b>Development Committee Report</b>		<p>Ms. Desmarais went to foundation meeting on 11/9/16. Foundation held gift card fundraiser. Foundation to launch annual giving campaign. PD secured matching funds through family business. HCS will match any donation up to \$5000. Foundation had gift card fundraiser.</p> <p>Ms. Desmarais will go to every other foundation meeting. Foundation will have rep on alternating board meetings.</p> <p>Ms. Desmarais had development committee meeting with Mr. McCarthy in attendance in December. Development Meetings to be held 3<sup>rd</sup> Wednesday of the month. Scheduled next meeting for 12/21/16 to be held at SHHMCS. To be put on calendar. Also January 18, 2017. All 3<sup>rd</sup> Wednesday except April. Goal to improve communication between foundation and board.</p> <p>A</p>	P. Desmarais W. McCarthy M. Burns	Ongoing
<b>Foundation Report</b>	Update	-N/A: no members present.		
<b>Old Business</b>	<p>Board Training</p> <p>Charter</p> <p>Election of Officers</p>	<p><b>Old Business</b></p> <p>-Board training is 1/28/17 4:30-7:30.</p> <p>-Next board meeting 1/3/17.</p> <p>-Discussed charter liaison meeting 12/21 2:30 pm or 1/4/17. To be held with chair and principal and Ms. Gilman.</p> <p>Election of board officers: Mr. Zylkuski letter of resignation given to Mr. Marino effective 1/2017.</p> <p>Discussed co-chairing of January meeting with Mr. Zylkuski</p>	M. Shepherd, G. Zylkuski	Ongoing



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		<p>and chair-elect. Ms. Tracey made motion to elect Ms. Gilman as next chair; seconded by Mr. Zylkuski. Passed by verbal vote 8-0.</p> <p>Ms. Shepherd nominated Sara Sanchez for position of secretary. Mr. Zylkuski seconded. All in favor verbal vote.</p>		
<p><b>New Business</b></p>	<p>Principal Review/ Evaluation</p>	<p><b>New Business:</b></p> <p>Mr. Sullivan, Ms. Desmarais, Ms. Gilman for survey committee. Ms. Gilman, Ms. Tracey, Ms. Sullivan for evaluation committee. Ms. Gilman discussed survey requirements. Ms. Shepard discussed rubric for caps. Ms. Burns discussed online validity of survey. Ms. Shepherd clarified that the survey is intended for instructional staff. Ms. Gilman also stated that the survey is only valid survey for instructional staff. Mr. Zylkuski states survey needs to be done by 1/31/17 per contract. Survey to be done anonymously by teachers. Mr. Zylkuski questioned how to make it anonymous. Ms. Shepherd clarified to ensure anonymity count number of instructional staff, and surveys collected. Mr. Sullivan stated need to change wording of survey if is intended for instructional staff only. Re-enforced that instructional staff given survey and meets stipulations of contract. Survey to be given to instructional staff per Ms. Gilman and Mr. Sullivan because instruction is being evaluated. Mr. Sullivan states use model survey for instructional staff only. Massachusetts school level evaluator ESE Model short form survey to be utilized with one board member present. Ms. Desmarais questioned how staff portion of contract is going to be fulfilled if only instructional staff given survey,</p>	<p>E. Gilman, J. Tracey, G. Zylkuski, P. Desmarais, J. Sullivan</p>	<p>Ongoing</p>

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	<p style="text-align: center;">Public Relations Policy</p>	<p>when contract states faculty and staff. Mr. Zylkuski stated that instructional staff to do survey for best interests of all staff.</p> <p>Mr. Zylkuski motioned to adopt ESE model short form evaluation for principal to be administered in January to instructional staff with at least one board member present. Seconded by Ms. Gilman and all in favor verbal vote.</p> <p>Mr. Zylkuski states school needs PR policy. Mr. Zylkuski stated that we could adapt policy from other charter schools. Mr. Zylkuski offered to assist development committee. Ms. Themia discussed how other schools are managing PR medias such as Instagram etc.</p> <p>Ms. Tracey discussed board joining the chamber. Ms. Desmarais added foundation will be joining the chamber. Ms. Gilman discussed ways to become a presence in community organizations such as boys and girls club, Community. Action, etc.</p> <p>Ms. Desmarais, Ms. Gilman, Mr. Zylkuski and Ms. Tracey to help develop public relations policy. Mr. Zylkuski to do research on policies and send to committee.</p> <p>Mr. Zylkuski discussed the need to establish a budget for PR/advertising. Mr. Zylkuski recommended that board members and future treasurer include line item for advertising budget. Ms. Shepherd discussed need for increased advertising for January with upcoming lottery. Discussed different advertising means. Ms. Tracey discussed adding sticky add-ins on front page of newspaper. Ms. Desmarais questioned effectiveness of newspaper advertising.</p> <p>Mr. Zylkuski fronted \$266.00 for advertisement in newspaper for open house.</p> <p>- Ms. Desmarais made motion to reimburse Mr. Zylkuski the amount. Seconded by Ms. Tracey.</p>		
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		<p>Roll call vote as follows:  G. Zylkuski Abstain  M. Burns Yes  P. Corriveau absent  P. Desmarais Yes  E. Gilman Yes  T. Ghrist Absent  R. Marino Yes  W. McCarthy Absent  Sara Sanchez Absent  M. Shepherd Yes  J. Sullivan Yes  J. Tracey Yes</p>		
<b>Executive Session</b>	None			Closed
<b>Adjourn Meeting</b>	Motion to adjourn meeting.	Approved verbal vote 8-0.		Closed
<b>Next Meeting</b>	January 3, 2017 at 5:30 PM SHHMCS Library		N/A	Open

**Additional documents:**

- Principal's Report
- Profit and Loss July 1, 2016-December 6, 2016
- Profit and Loss December 13, 2016
- Balance Sheet ending in December, 16, 2016
- Warrants ending December 13, 2016