

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

Date of Meeting: August 10, 2016		Time: 5:35		
Members in attendance: Gene Zylkuski, Paula Desmarais, Russell Marino, Jennifer Russell, Judy Tracey, Margaret Shepherd, Andy Vargas				
Members absent: Joyce Bergeron, Jennifer Chiemleski, Joseph Sullivan				
Additional attendees: Paul Corriveau, Melissa Burns, Lisa Beagley				
TOPIC	DISCUSSION	OUTCOME	PERSON(S) RESPONSIBLE	STATUS
Approval of Minutes	Motion to approve minutes of July 20, 2016 made by Gene Zylkuski. Second by Jennifer Russell.	Approved verbal vote 5-0. Russell Marino and Paula Desmarais Abstain.	N/A	Closed
Public/Guest Comments	Melissa Burns Paul Corriveau Lisa Beagley	-No Comment - No Comment -Discussed the changes DESE has made to the teacher re-licensure requirements for SEI and SPED PDP's. Lisa Beagley spoke with Superintendent Jim Scully about making this requirement available to all staff that still needs this training. -Russell Marino states an alternative MTEL test is available. -Lisa Beagley responds that 50% fail the first time taking the test and not taking the class prior. -Margaret Shepherd states her staff had RTI (response to intervention) and will count for SEI endorsement. The classroom teachers and support staff are 100% in compliant. The teachers that will need the PDP requirement are the PE, music, and art teacher. -Margaret Shepherd states that Dr. Steven Scutio expressed interest in being a part of the board. He is a current chair for the board of chiropractors. Margaret Shepherd will ask for his resume and letter of intent.		Closed

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<p>Principal's Report</p>	<p>FY17 Grants Update</p>	<p>-Some grants are posted. Silver Hill has five grants. -262 Early Childhood grant SPED is a kindergarten grant and will be posted soon after school starts. -274 SPED programs Improvement grant for PBIS will be posted soon. -240 IDEA SPED grant has increased by \$524. Margaret Shepherd will finish writing this grant and will cover PBIS, 1 Integrated K teacher, 1 ELA Interventionist, Summer School, Technology, and various PD. -305 Title 1 grant and is has been reduced by \$35,543. The numbers used to calculate this is from 2014 and the issue with getting free and reduced lunch forms returned to the school has been solved. This will help to fund 1 Math Coach, and 0.5 Charter Community Liaison. -140 Title IIA has been reduced by \$938. This grant will be used for 0.2 grants management, Lucy Calkins PD, and professional development materials</p>	<p>Margaret Shepherd</p>	<p>Closed</p>
	<p>Personnel Update</p>	<p>-New Personal hired a new School Adjustment Counselor. New ELL's teacher from Lawrence Public, Special Education ESP for 1:1 position, and a new Grade 2 teacher. -A new Behavior Teacher has been interviewed but not nominated.</p>		
	<p>Annual Report 2015-2016</p>	<p>-The annual report has been submitted by July 31, 2016. It has not been approved and is not currently a public document.</p>		
	<p>Recruitment and Retention Plan</p>	<p>-This plan to recruit and retain high-risk students is important for the upcoming Site visit. The numbers at Silver Hill are back up. -Margaret Shepherd would like to thank Andy Vargas as he assisted in recruiting families that would be interested in charter school. If the students who are currently waitlisted make it in the numbers will improve significantly at Silver Hill. -Enrollment numbers are up at Silver Hill. -Washington Alliance has been offered space for parents at Silver Hill and this will allow us to have an interpreter on site.</p>		

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	<p>Open House /SHHHMCS Foundation Family Picnic</p>	<p>Enrollments are up at Silver Hill.</p> <ul style="list-style-type: none"> -Margaret Shepherd would like to have the school message available in both English and Spanish. -Russell Marino concerned about what the School Committee is viewing as Silver Hills neighborhood school. -Also interested to see if Silver Hill would be looking to offer a foreign language to students. -Margaret Shepherd states that the Kindergarten will be offered 40 minutes of instruction in Spanish. -On November 1 of 2017 the package needs to be submitted. On September of 2017 all signatures will be needed. Currently no letter has been received. Claire Smitney has stated that the last was a full site visit and that this year there is none currently scheduled. -A focus this year to demonstrate to the Haverhill Public School Committee to show the importance of Silver Hill is a high priority. -Margaret Shepherd has offered space to HPS for beginners ELL's class. The proposal has been started. Margaret Shepherd would not supervise this teacher a HPS administrator would be in charge. -August 27, 2016 Mount Washington Alliance fair held in the square. Andy Vargas and Judy Tracey are Mount Washington Alliance members. -2nd annual open house for new Silver Hill families will be on August 24, 2016 from 4-5 will be an open house presentation. Representation from the board and foundations and PTO. Then after the Bell's food truck is outdoors for a picnic. The new school adjustment counselor is helping with this event. -September 14, 2016 open house for all students. <p>Gene Zylkuski moves to approve the Principals Report as stated. Second by Paula Desmarais. Approved verbal vote 7-0</p>		
Business	Updates	-Update profit and loss and balance sheets provided.		Ongoing

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<p>and Finance Committee Report</p>	<p>Business and Finance Balance sheet ending July 20, 2016.</p> <p>Warrant numbered 16-123</p> <p>Warrant numbered 17-9</p>	<p>-Operating expenses that are needed to run SHHMCS is \$23,000. This needs to be stressed to the foundation. -Deb Connor has been the bookkeeper for 3 years and will stay through the audit but has now resigned. -The Foundation has provided \$10,000 to the school to be used at the board's discretion.</p> <p>Roll call to approve warrants 16-123 vote is as follows: G. Zylkuski Yes J. Bergeron Absent J. Chiemleski Absent P. Desmarais Yes R. Marino Yes J. Russell Yes J. Tracey Yes A. Vargas Yes M. Shepherd Yes J. Sullivan Absent</p> <p>Motion to approve warrant 16-123 made by Jennifer Russell. Second by Judy Tracey.</p> <p>Roll call to approve warrants 17-9 vote is as follows: G. Zylkuski Yes J. Bergeron Absent J. Chiemleski Absent P. Desmarais Yes R. Marino Yes J. Russell Abstain J. Tracey Yes A. Vargas Yes M. Shepherd Abstain</p>		
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<p>Warrant numbered 17-10</p>	<p>J. Sullivan Absent Motion to approve warrant 17-9 made by Andy Vargas. Second by Gene Zylkuski.</p> <p>Roll call to approve warrants 17-10 vote is as follows: G. Zylkuski Yes J. Bergeron Absent J. Chiemleski Absent P. Desmarais Yes R. Marino Yes J. Russell Abstain J. Tracey Yes A. Vargas Yes M. Shepherd Abstain J. Sullivan Absent Motion to approve warrant 17-10 made by Gene Zylkuski. Second by Judy Tracey.</p>		
<p>Warrant numbered 17-11</p>	<p>Roll call to approve warrants 17-11 vote is as follows: G. Zylkuski Yes J. Bergeron Absent J. Chiemleski Absent P. Desmarais Yes R. Marino Yes J. Russell Yes J. Tracey Yes A. Vargas Yes M. Shepherd Yes J. Sullivan Absent Motion to approve warrant 17-11 made by Paula Desmarais. Second by Jennifer Russell.</p>		
<p>Warrant numbered 17-12</p>	<p>Roll call to approve warrants 17-12 vote is as follows: G. Zylkuski Yes J. Bergeron Absent J. Chiemleski Absent</p>		

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		Second by Jennifer Russell.		
Academic Achievement Committee Report	Update	-See Principals Report, No meetings -Jennifer Russell states 20 Ipads have been provided to the Silver Hill all Grade 3 class. 5 Ipads for each class. ERATE \$\$ has provided funding to have the WIFI will in all HPS schools have had the wiring started. The goal is to have it start by the beginning of the year.	Margaret Shepherd	Ongoing
Governance Committee Report	Recruitment	-Margaret Shepherd has one potential new member Dr. Steven Scutio. -Margaret Shepherd will be meeting with a parent to discuss about being a part of the board. -Paula Desmarais states Mrs. Gobbi will not be interested as her district felt it would be a conflict of interest as her district. -Paul Desmarais would like to see more parents on the board. The letter will be sent out to all parents for parent representatives in September.	Gene Zylkuski Margaret Shepherd Judy Tracy	Ongoing
Development Committee Report	Mattress Fundraiser	-This was joint fundraiser and \$1500 was the board's portion. -Paula Desmarais will look further into reaching out to the community to enhance the marketing of Silver Hill.	Paula Desmarais Judy Tracey	Ongoing
Foundation Report	Update	-Gene Zylkuski emailed Beth and unable to have some one here at tonight's meeting will continue to keep up communication.		
Old Business	Principal Evaluation	-The Principal evaluation is not final. Gene Zylkuski motions to move the Principal Evaluation to Executive Session. Second by Jennifer Russell. Approved verbal vote 6-0. Margaret Shepherd abstains. Discussion: Margaret Shepherd had not viewed the evaluation and will be discussed in executive session. Russell Marino suggests that the Evaluation not be read for the public until it is final. Russell Marino amends the original motion to table all the entire the Principals Evaluation to the Executive Session and the public reading will be held during September's reading. Second Jennifer Russell. Approved verbal vote 6-0. Margaret Shepherd		Ongoing

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		<p>Motion to amended the above motion to change the meeting dates to the first Tuesday of each month at 5:30 made by Margaret Shepherd. Second by Jennifer Russell.</p> <p>Roll call to vote of changing the monthly meeting day to starting in October as follows: G. Zylkuski Yes J. Bergeron Absent J. Chiemleski Absent P. Desmarais Yes R. Marino Yes J. Russell Yes J. Tracey Yes A. Vargas Yes M. Shepherd Yes J. Sullivan Absent Approved verbal vote 7-0.</p>		
Executive Session	Yes			Closed
Adjourn Meeting	Motion to adjourn the meeting and move into executive session with the sole purpose to leave executive session to adjourn the meeting made by Russell Marino. Second by Jennifer Russell.	Approved verbal vote 6-0.		Closed
Next Meeting	September 7 2016 at 5:30 PM SHHMCS Library		N/A	Open

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Additional documents:

Principal's Report

Profit and Loss July 2015-August 2016

Profit and Loss August 10, 2016

Balance Sheet ending in August 10, 2016

Warrants ending August 10, 2016