

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

Date of Meeting: November 1, 2016		Time: 5:40 p.m.		
Members in attendance: Melissa Burns, Jennifer Chmielecki, Paul Corriveau, Paula Desmarais, Tiffany Ghrist, Euthemia Gilman, Russell Marino, William McCarthy, Sara Sanchez, Margaret Shepherd, Joseph Sullivan, Gene Zylkuski				
Members absent: Judith Tracey				
Additional attendees: Lisa Begley				
TOPIC	DISCUSSION	OUTCOME	PERSON(S) RESPONSIBLE	STATUS
Approval of Minutes	Motion to approve minutes of October 4, 2016 made by Mr. Zylkuski. Second by Ms. Gilman	Minutes approved 12-0 verbal vote.	N/A	Closed
Public/Guest Comments	Lisa Begley	<ul style="list-style-type: none"> - Ms. Begley spoke about the upcoming November 8, 2016 Professional Development Day. Teachers would not get contractual pay rate and Ms. Begley said Principals may have to come up with any additional funds. District has about \$19,000 which would wipe out the majority of budget. - Ms. Shepherd commented that Silver Hill staff has to attend certain trainings per Charter standards/requirements. 		Closed
Principal's Report	Agendas and Events	<ul style="list-style-type: none"> - Ms. Shepherd turned over the agenda for the CIA meeting to Mr. Corriveau held on October 17, 2016. Staff talked about Basketball for the 2017 season and as of now there is no one to coach. 		Closed

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		<ul style="list-style-type: none">- Ms. Shepherd discussed that if no staff stepped forward, she would open it up to parents to coach.- Ms. Gilman advised that with her NECC connection she could possibly find a student who would be interested in coaching. - Mr. Corriveau mentioned the 1st ROARS assembly and that it was great. Mr. Corriveau advised that CIA is looking to create sub-committees for the charter renewal to help with each curriculum area. Mr. Corriveau discussed the November 18th DESE Fair at Fort Devens. Daniela Murphy, Margaret Shepherd and Sue Hickey are all scheduled to attend.- Mr. Corriveau discussed the upcoming PD day on November 8th. Teachers will be analyzing data from PARCC and rubrics for report cards. - Ms. Shepherd discussed the curriculum meeting and the teachers SMART Goals. There are 4 reports that are very important to read for an understanding of what a Horace Mann Charter is. The teams of teachers had to read these reports and write about what impacted them, surprised them and then submit their exit tickets. - Ms. Shepherd advised the Annual Report has been officially approved by DESE and the Commissioner of Education and sent out. It has been posted on our website.- Ms. Shepherd discussed that Silver Hill received 2		
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		<p>grants. ST Math, which is visual math that helps support EngageNY. Ms. Shepherd and Daniela Murphy wrote a grant, Matching Funds, for \$10,000 to cover hardware and license. The grant has been submitted but not yet approved.</p> <ul style="list-style-type: none"> - Ms. Shepherd discussed using Yoga 4 Classrooms to come on a Saturday (\$1600) for teachers. Grant 1880 would cover the cost of this training. - Ms. Ghrist advised that it was used at HeadStart about 7 or 8 years ago and they loved it. Ms. Shepherd invited Ms. Ghrist and any teachers from HeadStart as the \$1600 is a flat fee. The date has not yet been confirmed. - Ms. Shepherd held a meeting on October 25th as a joint meeting for the Foundation, PTO and Board of Trustees. \$23,000 operating costs are covered for this year, but brought up about how we'd cover those costs in the coming years. - Ms. Shepherd advised the PTO should raise money for the kids and not operating costs. We will start approaching local businesses more to help cover those operating costs. If we had more money for computers, Ms. Shepherd advised we'd have more money for other areas of the school. Mr. Zylkuski advised a member of the Board Development committee will try to attend a Foundation meeting each month to do more joint fundraising. 		
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		<ul style="list-style-type: none"> - Ms. Shepherd showed us a website that specifically gives detailed information about Horace Mann Charter schools. Per this website there are only 4 Horace Mann Charter schools left. There are 3 levels of Horace Mann's and the ones that appear to do well have a strong MOU. - Ms. Shepherd talked about meeting the Principal of the Barnstable Horace Mann. This Horace Mann is a level 2 and is smaller than Silver Hill. The principal of the Barnstable school spoke about coming to visit Silver Hill in the near future. - Ms. Gilman commented on how the Barnstable Horace Mann staff had come to the Silver Hill chartering back in February 2008. - Ms. Shepherd discussed the principal's meeting with Superintendent Scully. At the meeting Mr. Scully shared the Mayor's goals. Ms. Shepherd pointed out how Tilton is a main focus for the Mayor. The school committee will also create their own proposed district goals. - Ms. Shepherd discussed the proposal received from SchoolWorks for board training. Ms. Sanchez had contacted SchoolWorks and discussed times/dates for training. The training will be on a weeknight at either 4:30-8:30pm or 5-9pm. - Ms. Shepherd spoke about our communication/recruitment plan (draft). She requested any board member to provide any suggestions to be emailed to her. The Mt. Washington Alliance hired a director and Ms. Shepherd is hoping they will use Silver Hill for a neighborhood site. 		
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		<ul style="list-style-type: none"> - Ms. Shepherd advised she will be speaking at the District Parents Council meeting and will provide the facts of what a Horace Mann Charter is. - Ms. Shepherd communicated about the upcoming November 30, 2016 Open House. Tours will be available once a week and we will have a couple more open houses. Student Council students will be our ambassadors to help give the tours. We will do another daytime and evening open house. - Ms. Shepherd confirmed the 2017 Lottery date has been pushed out to February 10, 2017. - Ms. Shepherd asked Ms. Sanchez to show the updates to website and FaceBook. The school site is through HPS. - Ms. Shepherd commented on the Comcast program that provides computers and low cost internet. - Mr. Zylkuski provided a motion to accept the Principal's Report. Motion was seconded by Mr. Marino. No discussion. Motion passed 12 - 0 		
Business and Finance Committee Report	Business and Finance Balance sheet ending November 1, 2016. Warrant 17-34	Approve warrant 17-34 (\$197,389.33):	Jennifer Chmielecki	Ongoing

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	<p style="text-align: center;">Warrant 17-35</p>	<p>Motion to approve warrant 17-34 made by Mr. Marino. Second by Ms. Desmarais</p> <p>Roll Call vote: G. Zylkuski Yes M. Burns Abstain J. Chmielewski Yes P. Corriveau Abstain P. Desmarais Yes T. Ghrist Yes E. Gilman Yes R. Marino Yes W. McCarthy Yes S. Sanchez Abstain M. Shepherd Abstain J. Sullivan Yes J. Tracey Absent</p> <p>Approve warrant 17-35 (\$1,053.69):</p> <p>Motion to approve warrant 17-35 made by Mr. Zylkuski. Second by Mr. Marino.</p> <p>Roll Call vote: G. Zylkuski Yes M. Burns Yes J. Chmielewski Yes</p>		
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	Warrant 17-36	<p>P. Corriveau Yes P. Desmarais Yes T. Ghrist Yes E. Gilman Yes R. Marino Yes W. McCarthy Yes S. Sanchez Yes M. Shepherd Yes J. Sullivan Yes J. Tracey Absent</p> <p>Approve warrant 17-36 (\$197,185.02):</p> <p>Motion to approve warrant 17-36 made by Mr. Marino. Second by Ms. Desmarais.</p> <p>Roll Call vote:</p> <p>G. Zylkuski Yes M. Burns Abstain J. Chmielewski Yes P. Corriveau Abstain P. Desmarais Yes T. Ghrist Yes E. Gilman Yes R. Marino Yes W. McCarthy Yes S. Sanchez Abstain M. Shepherd Abstain</p>		
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	<p style="text-align: center;">Warrant 17-39</p>	<p>Roll Call vote:</p> <p>G. Zylkuski Yes M. Burns Yes J. Chmielewski Yes P. Corriveau Yes P. Desmarais Yes T. Ghrist Yes E. Gilman Yes R. Marino Yes W. McCarthy Yes S. Sanchez Yes M. Shepherd Yes J. Sullivan Yes J. Tracey Absent</p> <p>Approve warrant 17-39 (\$449.03):</p> <p>Motion to approve warrant 17-39 made by Mr. Zylkuski. Second by Ms. Desmarais.</p> <p>Roll Call vote:</p> <p>G. Zylkuski Yes M. Burns Yes J. Chmielewski Yes P. Corriveau Yes P. Desmarais Yes T. Ghrist Yes</p>		
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	<p style="text-align: center;">Warrant 17-40</p>	<p>E. Gilman Yes R. Marino Yes W. McCarthy Yes S. Sanchez Abstain M. Shepherd Abstain J. Sullivan Yes J. Tracey Absent</p> <p>Approve warrant 17-40 (\$214.05):</p> <p>Motion to approve warrant 17-40 made by Mr. Marino. Second by Ms. Desmarais.</p> <p>Roll Call vote:</p> <p>G. Zylkuski Yes M. Burns Yes J. Chmielewski Yes P. Corriveau Yes P. Desmarais Yes T. Ghrist Yes E. Gilman Yes R. Marino Yes W. McCarthy Yes S. Sanchez Yes M. Shepherd Yes J. Sullivan Yes J. Tracey Absent</p>		
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	Warrant 17-41	<p>Approve warrant 17-41 (\$5,517.00):</p> <p>Motion to approve warrant 17-41 made by Mr. Marino. Second by Mr. Corriveau</p> <p>Roll Call vote:</p> <p>G. Zylkuski Yes M. Burns Yes J. Chmielewski Yes P. Corriveau Yes P. Desmarais Yes T. Ghrist Yes E. Gilman Yes R. Marino Yes W. McCarthy Yes S. Sanchez Yes M. Shepherd Yes J. Sullivan Yes J. Tracey Absent</p>		
	Warrant 17-42	<p>Approve warrant 17-42 (\$500.00):</p> <p>Motion to approve warrant 17-42 made by Mr. Marino. Second by Ms. Desmarais.</p> <p>Roll Call vote:</p> <p>G. Zylkuski Yes</p>		

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	Warrant 17-43	<p>M. Burns Yes J. Chmielewski Yes P. Corriveau Yes P. Desmarais Yes T. Ghrist Yes E. Gilman Yes R. Marino Yes W. McCarthy Yes S. Sanchez Yes M. Shepherd Yes J. Sullivan Yes J. Tracey Absent</p> <p>Approve warrant 17-43 (\$21,502.33):</p> <p>Motion to approve warrant 17-32 made by Mr. Marino. Second by Mr. Zylkuski.</p> <p>Roll Call vote:</p> <p>G. Zylkuski Yes M. Burns Yes J. Chmielewski Yes P. Corriveau Abstain P. Desmarais Yes T. Ghrist Yes E. Gilman Yes R. Marino Yes W. McCarthy Yes</p>		
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Academic Achievement Committee Report	Update	See Principal Report	Margaret Shepherd	Ongoing
Governance Committee Report		<ul style="list-style-type: none"> - Mr. Zylkuski confirmed Sara Sanchez and Tiffany Ghrist's Board Member status has been officially approved. There are now 12 members. - Andy Vargas has submitted official letter of resignation. There is currently 1 opening and tonight is Jennifer Chmieleski's last night. Mr. Zylkuski thanked Ms. Chmieleski for her years of service. - Sub-committee met and interviewed candidates for Bookkeeper. One parent who interviewed expressed interest in being a member of the Boards. 	Gene Zylkuski Judith Tracey Margaret Shepherd	Ongoing
Development Committee Report		<ul style="list-style-type: none"> - Ms. Desmarais discussed attending the Foundation's meetings every month. - Ms. Desmarais confirmed that TD Bank will not have a branch at the school and has not been able to contact Pentucket Bank. Will ask the Foundation if they would be interested in making this a joint fundraiser. 	Paula Desmarais	Ongoing
Foundation Report	Update	<ul style="list-style-type: none"> - Mr. Zylkuski discussed inviting a Foundation member to the Board meetings quarterly and not monthly. 		
Old Business	Board Training	<ul style="list-style-type: none"> - Mr. Zylkuski discussed setting a few dates to provide SchoolWorks. Agreed on a time of 4:30-8:30 pm and the 		Ongoing

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	<p>Ad-hoc committee assignments</p>	<p>Shepherd, Ms. Tracey, Mr. Marino, Ms. Gilman.</p> <ul style="list-style-type: none"> - Finance: Mr. Marino, Ms. Shepherd, Mr. Zylkuski. <p>Mr. Zylkuski motioned to approve committee assignments. Mr. Marino seconded the motion. Verbal vote 12-0.</p> <ul style="list-style-type: none"> - Mr. Zylkuski discussed the principal's evaluation and had reached out to the Board members asking which ad-hoc committees they wanted to be a part of. - Mr. Zylkuski advised that Ms. Sanchez should call state ethics department on it being a conflict to be a part of evaluation of principal. - Ms. Gilman is the only member to request being on principal evaluation. Mr. Zylkuski commented on Ms. Tracey also being on the committee, if she accepts. - Mr. Zylkuski advised that Ms. Gilman, Mr. Sullivan and Ms. Desmarais are on the survey committee. <p>Mr. Zylkuski motioned to approve ad-hoc committees. Ms. Gilman seconded the motion. Approved verbal vote 12-0.</p>		
	<p>Bookkeeper position</p>	<ul style="list-style-type: none"> - Mr. Zylkuski confirmed that Kim Macki from the central office and 2 parents applied. The interview committee, Mr. Zylkuski, Kathy Smith, Brian O'Connell and Margaret Shepherd. All agreed that Kim Macki would be the best candidate for the job. 		

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		<p>Board.</p> <ul style="list-style-type: none"> - Mr. Marino suggested that we wait till December to allow those new members who may want to be Chair time to decided and then put their names in and transition by January. Mr. Sullivan seconded Mr. Marino’s suggestion. <p>Mr. Zylkuski motioned to elect officers in December with a transition in January. Mr. Marino seconded the motion. Approved verbal vote of 12-0.</p> <p>Mr. Marino motioned to elect Keith Bentley to the Board of Trustees. Mr. Zylkuski seconded. There was discussion regarding Ms. Shepherd contacting Mr. Bentley to determine when his paperwork should be submitted to the DESE office. Approved verbal vote 12 – 0 .</p>		
Executive Session	N/A	- N/A		Closed
Adjourn Meeting	Motion to adjourn 7:53 PM	<ul style="list-style-type: none"> - Motion to adjourn meeting by Mr. Zylkuski, seconded by Mr. Marino - Meeting adjourned at by verbal vote of 12-0. 		Closed
Next Meeting	December 6, 2016 at 5:30 PM SHHMCS Library		N/A	Open

Additional documents:

- Principal’s Report
- Profit and Loss July 1, 2016 to October 4, 2016
- Balance Sheet ending in 11-01-2016
- Warrants ending 11-01-2016