

**SHHMCS Board of Trustees Meeting Minutes: January 3, 2017.  
6:45 PM**

**Call to Order:** Meeting called to order by Gene Zylkuski, Board Chair at 645 PM.

**Members In Attendance:** Gene Zylkuski, Paul Corriveau, Paula Desmarais, Euthemia Gilman, Russell Marino, William McCarthy, Margaret Shepherd, Joseph Sullivan.

**Members Absent:** Melissa Burns, Tiffany Ghrist, Sara Sanchez, Judith Tracey

**Additional Attendees:** Lisa Begley

**Approval of minutes:** Motion to approve minutes of 12/13/16 board of trustees meeting made by Mr. Marino; seconded by Mr. Zylkuski. Minutes approved 8-0 verbal vote.

**Public/Guest Comments** by Lisa Begley:

Ms. Begley made formal request in writing for executive session minutes regarding Ms. Shepherd's contract.

Ms. Gilman responded by explaining that the official contract needs to be released out of executive session into public session, voted on by the board of trustees and signed before it becomes a public document. Ms. Gilman further explained that the board was not prepared to vote on contract tonight and this will be done in February.

Mr. Zylkuski responded that when Margaret Shepherd requested the executive session recording regarding her contract, she was told she could not have them until the contract was finalized and made into public document. Ms. Shepherd confirmed this statement.

Mr. Sullivan verified that Ms. Gilman explanation is correct.

Mr. Marino questioned if executive session recordings are reduced to written minutes.

Mr. Zylkuski states that he doesn't believe that it is required.

Ms. Gilman states that the board will confirm this.

Ms. Gilman further responded to Ms. Begley that the board needs to review the document before it is signed and brought out of executive session and that the contract will not be released out of executive session into public document until this is completed. Ms. Gilman further explained that this is proper protocol and that the board will vote on the contract in February and Ms. Begley can receive the copy of the executive session minutes at that time.

Mr. Zylkuski questions to Ms. Begley if Ms. Gilman explanation and plan to release minutes in February constitutes a formal response to her formal request. Ms. Begley in agreement..

**Principal's Report:** Margaret Shepherd.

-Ms. Shepherd stated SH family(2 students) had unexpected death in family. She requests that board donates to this family along with staff. Ms. Shepherd suggests approaching landlord to question amount of month's rent for a monetary donation or gift card to market basket. Ms. Gilman states that in the past they have typically given gift cards.

-Ms. Shepherd states 85% attendance at fall parent teacher conferences.

-Ms. Shepherd stated budget due today. She has meeting on 1/10/17 with Brian O'Connell and Kathy Smith and will provide detailed data to the meeting in regards to reasoning for requested budget items. She is requesting: textbooks: okapi which was piloted by Pentucket Lake; scholastic guided reading short reads for Grade 5 to help improve comprehension. Request for \$10,000 for ST math , initially was funded through grant which was matched last year. Additional 10k needed that they will then match it and the license will be owned outright. Last year this was funded through title 3 grant, which the school does not have this year. Ms. Shepherd requests HPS fund ST math in lieu of Envision and also ST math has been funded in other HPS

-Ms. Shepherd states that the budget is showing Charlene Richard making \$200 per year and needs correction.

-Ms. Shepherd states that SHHMCS only HPS not offering integrated classrooms. States that staffing is not equitably funded as other Haverhill Public Schools. Ms. Shepherd is requesting one teacher per grade level or 6 ESP or 6 teachers in order to be equitable compared to other HPS.

-Ms. Shepherd states SHHMCS not provided with ABA this year, 9 children in substantially separate program in the school. States that HPS sends ABA in emergency situation only. She is requesting .5 ABA.

-Ms. Shepherd states she has been in contact with Angie EStevez from Mount Washington alliance and based on this outreach she may be requesting .5 staff to meet the needs of possible incr. ELL enrollment.

-Ms. Shepherd has requested in facilities budget incr. In fun to repair sidewalk and for incr. Staff parking.

-Ms. Shepherd **Planning Ahead Dates**

1/9/17: CIA. Discuss Charter renewal

1/12/17 and 1/14/17 open houses. Tours provided Wednesday by grade 5 student ambassadors.

1/24/17: board training 430 pm: SHHMCS.

1/27/17: lottery application deadline

2/4/17: mindfulness and yoga training.

2/10/17: Lottery at 10 AM. Mr. Zylkuski questioned who will be invited to lottery draw. Ms. Shepherd states she has invited HPS IT department as the drawing is computerized. Central office and school board members are also invited.

Lisa Begley clarifies that ESP are not providing classroom instruction as is stated on Ms. Shepherd rationale for ESP budget. Ms. Shepherd clarifies that ESP do not provide instruction and that is just breakdown of categories for ESP on the budget line items... ex: ESP for: computer, library, etc. Ms. Gilman confirms that this is correct.

**Motion to accept Principal's Report** by: Mr. Zylkuski.

Second by: Ms. Gilman.

Passed all in favor.

**Business & Finance Committee:**

Finance & Balance Sheet ending 1/3/17.  
Total liabilities and equity of \$43,662.24.

**Warrants:** by Ms. Shepherd

Warrant 17-53: \$202,089.12:

Motion to approve made by Mr. Zylkuski. Seconded by Mr. Marino.

Roll Call Vote as Follows:

G. Zylkuski: Yes  
P. Corriveau: Abstain  
M. Burns: Absent  
P. Desmarais: Yes  
E. Gilman: Yes  
T. Ghrist: Absent  
R. Marino: Yes  
W. McCarthy: Yes  
S. Sanchez: Absent  
M. Shepherd: Abstain  
J. Sullivan: Yes  
J. Tracey: Absent

Warrant 17-54: (\$203,950.46):

Motion to approve warrant by Mr. Zylkuski, seconded by Mr. Marino.

Roll Call vote as follows:

G. Zylkuski: Yes  
P. Corriveau: Abstain  
M. Burns: Absent  
P. Desmarais: Yes  
E. Gilman: Yes  
T. Ghrist: Absent  
R. Marino: Yes  
W. McCarthy: Yes  
S. Sanchez: Absent  
M. Shepherd: Abstain  
J. Sullivan: Yes  
J. Tracey: Absent

Warrant 17-55 (\$4,438.96):

Motion to approve warrant 17-55 made by Mr. Marino, seconded by Ms. Desmarais.

Roll Call Vote as follows:

G. Zylkuski: Abstain  
P. Corriveau: Yes  
M. Burns: Absent  
P. Desmarais: Yes  
E. Gilman: Yes  
T. Ghrist: Absent  
R. Marino: Yes  
W. McCarthy: Yes  
S. Sanchez: Absent  
M. Shepherd: Yes  
J. Sullivan: Yes  
J. Tracey: Absent

Warrant 17-56 (\$28,683.09):

Motion to approve warrant 17-56 made by Mr. Marino, seconded by Mr. Zylkuski

Roll call Vote as follows:

G. Zylkuski: Yes  
P. Corriveau: Abstain  
M. Burns: Absent  
P. Desmarais: Yes  
E. Gilman: Yes  
T. Ghrist: Absent  
R. Marino: Yes  
W. McCarthy: Yes  
S. Sanchez: Absent  
M. Shepherd: Abstain  
J. Sullivan: Yes  
J. Tracey: Absent

Warrant 17-57(\$31,675.62):

Motion to approve warrant 17-27 made by Mr. Marino, seconded by Mr. Zylkuski

Roll call vote as follows:

|               |        |
|---------------|--------|
| G. Zylkuski:  | Yes    |
| P. Corriveau: | Yes    |
| M. Burns      | Absent |
| P. Desmarais: | Yes    |
| E. Gilman:    | Yes    |
| T. Ghrist:    | Absent |
| R. Marino:    | Yes    |
| W. McCarthy:  | Yes    |
| S. Sanchez:   | Absent |
| M. Shepherd:  | Yes    |
| J. Sullivan:  | Yes    |
| J. Tracey:    | Absent |

**Finance Committee update** by: Gene Zylkuski.

Balance sheet showing net income of negative \$101,000 attributable to grant payroll. Confirmed by Ms. Shepherd.

**Academic Excellence Committee:** See principal's report.

**Governance Committee:** report by Mr. Zylkuski

Did not meet this month. Mr. Zylkuski states still opening for treasurer. After today 2 openings exist on board. Mr. Zylkuski states that 11 members after today and board can have 7-13 members.

**Development Committee:** Report by Ms. Desmarais.

12/21 meeting PR policy was discussed. It was decided that members in development committee would do research on current policies and bring information to next meeting. Discussed direction of development committee. Ms. Desmarais states that committee has invited foundation member to attend today's board meeting and provided them with a reminder. Ms. Desmarais scheduled to attend foundation meeting on every other scheduled. She is scheduled to attend next foundation meeting on 1/11/17 at 6 pm but has conflict. Mr. Zylkuski expresses that board member should attend in place of Ms. Desmarais. Ms. Gilman states she can attend this meeting.

**Foundation Report:** no representative present.

**Old Business:** Mr. Zylkuski, chair.

-Board training: 1/24/17 at SHHMCS at 430 PM.

-Charter renewal: Mr. Zylkuski discusses call that was made to DESI office. Ms. Shepherd further explains that only 4 Horace Mann charters exist in state. Allison Bagg reviewed SHHMCS charter and it has MOU and MOA. Ms. Gilman explained that MOA states when charter founded the local bargaining unit defined as: consisting of teachers in this district school. Ms. Begley states she needs copy of this as her MTA lawyers are not giving her this advice consistent with Ms. Gilman's explanation.

Ms. Gilman explained that purpose of MOA is to define the relationship between the Horace Mann Charter School and the local bargaining unit. She states that this is clearly defined. Ms. Gilman further explains that once the relationship is defined at the beginning of the charter, this school then decides if they are going to do anything different than the HPS contract. Ms. Gilman further states that however nothing different occurs other from the HPS contract.

Ms. Begley requests copy of definition to bring to MTA lawyers. Ms. Gilman further explains that the local bargaining unit defined here so that the teachers at this school could decide to do things differently from HPS, however they remain aligned. The MOA is a legal document and past practice.

Ms. Begley states that the language is different than how she understood this.

Ms. Gilman to send copy of charter bargaining unit definition to Ms. Begley and MTA lawyers.

Ms. Begley expressed concern that Ms. Gilman should not contact MTA district rep directly.

Ms. Gilman responds that she will also send copy to Allison Bagg, director of the office of charter schools and school redesign in Malden.

Mr. Sullivan confirms that Ms. Gilman should send email to all parties cc'd on one email.

Ms. Shepherd states that the teachers at this school recently had a vote to remain their own bargaining unit.

Ms. Begley questions whether the bargaining unit is teachers only. Ms. Shepherd clarifies that it is anyone who is HEA member. Mr. Corriveau confirms is any person who is HEA member.

Mr. Corriveau briefly explained how the vote was carried out.

**Ad Hoc Committee Updates:** Mr. Zylkuski

DESI(Dept. Of Ed short form) Rubric for evaluation for principals.

Ms. Gilman states the evaluations are filled out and ready to be tabulated by her over the weekend.

**New Business:** Closed

**Miscellaneous:** Mr. Zylkuski read resignation letter to board.

**Adjourn Meeting:** 1900 hours.

Next SHHMCS board of directors' meeting: February 7, 2016, 7 PM SHHMCS

Minutes by: Renee Morin, SHHMCS Board Clerk.



