

Barnstable Horace Mann Charter school
Board of Trustees Meeting
730 Osterville-West Barnstable Road – Marstons Mills, MA
BHMCS Library – 5:00 p.m.
Thursday, December 17, 2009

Voting Members Present:

Susanne Leary (Chair) *Community Representative*
Lisa Miller (Vice Chair), *Parent, Onset Computer Corp.*
Alan Hidenfelter, CPA (Treasurer) *Community Representative*
Barbara Dunn, *Teacher, Barnstable Horace Mann Charter School*
Meghann Welsh, *Teacher, Barnstable Horace Mann Charter School*
Robert Rice, *Parent, Merrill Lynch*
Fredrick Bsharah, *Parent*
Keeley Scales, *Parent, Sovereign Bank*
Graham Silliman, *Parent, Better Food, LLC*
Patty Ericson, *Community Representative, Cape Cod 5 Cents Savings*

Absent:

Kate McMahon, *Parent, Cape Cod Times*

Guests:

Kara Peterson, *Principal, Barnstable Horace Mann Charter School*
Peggy McEvoy, *Assistant Principal, Barnstable Horace Mann Charter School*
Melissa Collins, *Assistant Principal, Barnstable Horace Mann Charter School*
Ryan McGee, *Director of Technology, Barnstable Horace Mann Charter School*
Dorothy Lindlau, *Staff Accountant, Barnstable Horace Mann Charter School*
Faith Ingalls, *Teacher, Barnstable Horace Mann Charter School*
Dianne Beuke, *Teacher, Barnstable Horace Mann Charter School*

- I. **CALL TO ORDER** – The meeting was called to order at 5:03 p.m.
- II. **PUBLIC COMMENT** – There was no public comment.
- III. **APPROVAL OF MINUTES:**

The meeting minutes from November 19, 2009 were reviewed. The need for corrections in the Executive Committee section and in the New Business section were noted, and the minutes will be revised.

Vote: A motion to accept the minutes was made by Alan Hidenfelter and seconded by Graham Silliman. The vote was unanimous to approve the minutes of the November 19, 2009 Board of Trustees meeting.

IV. COMMITTEE REPORTS

A. Executive Committee

1. MOU

Susanne Leary reported that the MOU was signed at the School Committee meeting on December 15th, and that the original document is now in Gloria Franco's office. All suggested changes were approved.

2. Annual Agenda Items

Mrs. Leary reminded the Board about the Strategic Planning Workshop, which will continue on February 2nd. She asked the Board to take a look at the strategic planning documents, which actually have a title referring to "a plan for the next five years." There will be a BOT meeting before the workshop, an opportunity to look at the plan, continuing with the process of looking at the five-year cycle of the charter.

B. Finance Committee

Alan Hidenfelter reported that the Finance Committee met on December 10th and discussed the November Financial report. He noted that the audit entries have now been posted, but are not yet reflected on the balance sheet. He asked if the Board had any questions.

Mr. Hidenfelter said the audit reports had been received by the school; the Board had copies of the draft, which is identical to the final audit report. He noted that the reports had been mailed to BPS Administration and the DESE.

He reported that the budget for the year ending June 2010, the fiscal year we are working in, had been requested by the Chair last month, and that the Finance Committee had been asked to come up with a final budget to present at this meeting. Mr. Hidenfelter said the finance Committee was unable to do so, and elected not to, and has asked the Chair to postpone this to January 2010. He also reported that the management team, under the direction of Kara Peterson, presented a new budget, and that the temporary budget is in place in the meantime.

Mr. Hidenfelter reported on a proposal made by Savin Corporation in November in regard to replacing three photocopier machines owned by BHMCS. The Savin Corporation proposed maintenance at no charge for three years (the prior plan was a one-year warranty, with a fee for a maintenance agreement following that). The current lease and maintenance cost of three machines is \$11,495 per year. The cost of new machines is \$8,195 each. Mr. Hidenfelter further explained that three brand-new machines would cut expenses by \$12,000 per year out of the operating budget for the cost of the machines and the maintenance, for a total of \$36,000 over three years. Mr. Hidenfelter asked the Board to take advantage of this deal when it comes along again.

Mrs. Leary expressed her opinion that it sounded like a good deal, but had a concern regarding other capital types of expenditures that could be used in the same way—for example, other equipment, such as computer hardware, as technology is a critical part of our charter.

Mr. Hidenfelter continued explaining that in the initial, proposed and revised budget, Kara Peterson asked for \$55,000 in capital expenditures -- \$30,000 for computers and \$25,000 for copiers, and that is below the operating budget line. If \$12,000 out of the operating budget can be reinstated; it would give Ms. Peterson the opportunity to increase items for other purposes. Mr. Hidenfelter supports this plan.

Lisa Miller asked if the Board needs to submit requests for a capital budget from the district, and Ms. Peterson gave an example of capital improvements such as a roof or windows.

Mr. Hidenfelter asked Ryan McGee about duplicators (the Rizzo machines), and Mr. McGee reported that he had spoken to Xerox of Boston and they recently sent a proposal, which he will peruse.

Mrs. Leary spoke about copy use, and noted that we are looking at what is efficient and effective for children. She pointed out that in many cases there are no textbooks, and the materials are made here at BHMCS. She noted that it is management's decision to provide what the teachers need to teach, and to put it forth in the budget request. Mrs. Leary said that the Board needs to look at what we need to do to make the school function

well, so children get what they need, and to make good decisions for the school and for what the professionals in the school need.

Ms. Peterson noted that Mr. McGee has put together a \$30,000 proposal to upgrade technology; a total of \$55,000 for technology and photocopiers. Mr. Silliman noted that the governance role is not to get into line items. Rick Bsharah warned the Board about waiting until January to make a decision. Ms. Peterson reported that the copier deal came during a time when the Board was operating on the June budget, and that the bigger issue is to consider what the Board wants to spend on capital expenditures. Mrs. Leary suggested the Board pre-approve the copier purchase, in case the deal comes back. She also warned the Board about getting into line-item management.

Vote: A motion to approve a capital expenditure of no greater than \$25,000 for the purchase of three new Savin copy machines with a three-year maintenance contract was made by Alan Hidenfelter, and seconded by Lisa Miller. The vote to approve was unanimous.

V. SUB-COMMITTEES

A. Governance

Bylaw Amendment

Mrs. Leary suggested changes in two areas. First, a change in regard to replacing BOT members as they resign, to allow the Board to review and elect or appoint members during the year, taking office, upon approval of the DESE, the first of the following month. She noted that the DESE must approve our elections. Mr. Hidenfelter noted that the language needs to be revised in Article I Section IV; regardless of the number of years served, BOT member's terms will conclude on June 30th of their final year.

Vote: A motion to amend the By-laws to allow the election of Board members during the year, with those new members taking office the first of the month following their election was made by Susanne Leary, and seconded by Graham Silliman. The vote to approve was unanimous.

Mrs. Leary suggested the Board might want to include a PAC Executive Board member on the BOT to improve communication and connection between the BOT and the PAC. To do so, it will be necessary to add a second paragraph to Article

6, with appropriate language. She explained that the BOT would use the same process as when a regular trustee is coming in from the community.

Vote: A motion to amend the By-laws, as noted in the December 11, 2009 memo entitled “BOT Notice of Possible Change in By-laws” was made by Alan Hidenfleter, and seconded by Lisa Miller. The vote to approve was unanimous.

Discussion: Mr. Bsharah asked whether a BOT/PAC member resigning from the PAC would have to resign from the BOT. Mrs. Leary said yes; if they do not hold a position on the PAC Executive Board then they would no longer be eligible to be a trustee. Mr. Hidenfelter and Mrs. Leary noted that these changes need to be approved by the Barnstable School Committee, the Barnstable Teachers Association and the DESE because it is a by-law change.

B. Academic Affairs

1. MCAS Report

Peggy McEvoy presented her report and noted that the figures had been emailed to BOT members. She explained the figures, and how the BHMCS numbers compare to the state numbers. She also distributed the AYP report, and said that we are free of accountability status for this year. Ms. Peterson told the Board that the state is moving toward a growth model, using state-assigned student identification numbers, called SASIDS. Mr. Bsharah asked about seeing the variance or deviation numbers as an additional piece of data. Mr. McGee said he will look into it. Ms. McEvoy explained how the growth model will work.

C. Community Relations and Development

1. BHMCS brochure

Mrs. Leary suggested that we address what we do well as a school, and that we address the difference between a Horace Mann Charter School and a Commonwealth Charter School. She asked how the brochure will be used, and suggested the issue be tabled to the January meeting since members of the Community Relations and Development Committee were not present.

VI. PRINCIPAL REPORT

Ms. Peterson reported on parent conferences, and said that the Grade 4 teachers reported that parents were pleased, and that they received positive comments. Grade 5 teachers reported positive comments as well. Ms. Peterson noted that the H1N1 clinic had taken place the second week of December, and that turnout was lower than expected.

VII. PAC REPORT -- There was no PAC report.

VIII. VOLUNTEER REPORT -- There was no volunteer report.

IX. OLD BUSINESS:

A. Children Helping Children

Mrs. Leary thanked the Board for their participation and generosity, and said she would coordinate with Gloria France, as the pickup was scheduled for December 18.

X. NEW BUSINESS:

Graham Silliman reported that he had attended a BHMCS staff meeting, and that Ms. Peterson has challenges in developing a cohesive school culture, as the school is a Horace Mann Charter School that is not an option for students; all 4th and 5th graders in the town attend. Mr. Silliman expressed concern for the teachers and the changes they have endured due to the unique circumstances of the last year. He expressed the challenges BHMCS faces to obtain a cohesive school culture as it has a charter that is unique with the Barnstable Public Schools. Barbara Dunn made reference to some of those new challenges for the teachers of BHMCS. Ms. Miller noted that the 5th grade staff are great mentors to the Grade 4 teachers.

XI. ADJOURNMENT

Vote: Upon motion made by Alan Hidenfelter and seconded by Patty Ericson the December 17th board meeting was adjourned at 6:13 p.m.