

**Barnstable Horace Mann Charter school  
Board of Trustees Meeting  
730 Osterville-West Barnstable Road – Marstons Mills, MA  
Staff Lounge – 4:00 p.m.  
Thursday, October 8, 2009**

(Minutes approved at the October 22, 2009 Meeting)

**Voting Members Present:**

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

**Absent:**

Elizabeth Rabideau, *Parent, Rabideau Publishing*  
Meghann Welsh, *Teacher, Barnstable Horace Mann Charter School*

**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*  
Besty Cook, *Special Education Coordinator, Barnstable Horace Mann Charter School*  
Dorothy Lindlau, *Staff Accountant, Barnstable Horace Mann Charter School*  
Laurel Brown, *Curriculum Coordinator, Barnstable Horace Mann Charter School*

- I. **CALL TO ORDER** – The meeting was called to order at 4:09 p.m.
- II. **PUBLIC COMMENT** – There was no public comment.
- III. **APPROVAL OF MINUTES**: June 28<sup>th</sup>, 2009 – deferred to the October 22, 2009 meeting
- IV. **COMMITTEE REPORTS**
  - A. Executive Committee
    1. Ms. Miller noted that she was in receipt of a letter from the Department of Elementary and Secondary Education dated September 30, 2009 approving the appointments of Fredrick Bsharah, Barbara Dunn, Stephanie

Ellis, Keeley Scales, and Meghann Welsh to the board and therefore are considered voting members.

2. MOU: Ms. Miller noted that the Board still does not have a signed MOU however it is hoped that it will be wrapped up over the next several weeks. She explained that a conflict arose over the summer regarding Special Education costs. She noted that further discussion on this topic would be taken up during the Finance Committee portion of the agenda.
3. Principal Goals: Ms. Miller shared the Instructional Leadership Goals that Ms. Peterson developed over the summer and which she will be working towards during the school year. Her first goal is to develop a positive school culture the newly redesigned BHMCS 4/5. Her second goal is to continue positive working relationship with the Charter School Office and build further alliances within the charter school community. Her third and final goal is to continue her doctoral coursework and studies through Northeastern University. For each goal, Ms. Miller provided Ms. Peterson's rationale and measures of success.
4. Annual Agenda Items: Ms. Miller noted that the Annual Report and Accountability Plan will be reviewed and discussed at the retreat immediately following the meeting.
5. Quarterly workshop: Ms. Miller reminded members the quarterly workshop will be November 10<sup>th</sup> from 5:00-7:00 p.m and will be dedicated to reviewing and revising the Strategic Plan.
6. Ms. Miller noted that the Secretary position was still open. Mrs. Leary further explained that the exec committee was looking into hiring a profession to take and type up the meeting minutes which would alleviate some of the time commitment needed for the position. The remaining duties were clarified and it was pointed out that the by-laws listed a job description. Ms. Leary asked for members to consider volunteering for this position and to contact her if interested.
7. Ms. Miller stated that she would like to transfer her chairmanship to Sue Leary and that she would take over her role as Vice Chair. She explained personal and work commitments have caused her to not have the time needed for this role. Ms. Miller further explained that this change will be revisited in January.

**VOTE: A motion to temporarily put Sue Leary into the Chair person and Lisa Miller drop back to Vice Chair was made by Alan Hidenfelter and seconded by Sue Leary. The vote was unanimous.**

B. Finance Committee:

1. Financial Report: Mr. Hidenfelter reported that the finance committee met September 17th to review the various financial reports for both the year-end for FY 09 and FY10, copies of which were included in the Board packet. Mr. Hidenfelter noted for the benefit of the new members that the most important document that is reviewed by the Committee is the Budget vs. Actual report. He reminded the Board that temporary FY10 budget approved at the June meeting was based on the Finance Committee's estimated district allocation of \$6M and reserve spending of ~\$198K. He noted that the draft MOU proposes that the district allocation is \$6,143,265. The \$143,265 above the original estimate of \$6M covers the differences in salaries between the outgoing 6<sup>th</sup> grade staff and the incoming 4<sup>th</sup> grade staff. The draft MOU however has a major budget implication due to the fact that the school is being asked to pick up the Special Education salaries that had been previous covered by the district. This additional cost would be approximately \$250K causing the school to spend an additional \$50K from the reserve above the original ~\$198K approved in the temporary budget. He reminded the Board that it will need to approve a final FY10 budget once the MOU approved.
2. Audit: Dorothy Lindeau noted that Claude Boudwin has wrapped up the field work and will begin work on the actual report. Mr. Hidenfelter asked if there were any surprises to which Mrs. Lindeau responded no. Mrs. Leary noted for the benefit of the new members that this audit is a requirement of the state because we are a charter school. Mr. Hidenfelter further noted that the audit expense is budgeted and that it has been done by Claude Boudin's firm for at least the past three years. He also noted that he is waiting for the results of the audit, in addition to the approved MOU before presenting a final budget to the Board for approval. Ms. Miller asked when the district required the audit results. Mr. Hidenfelter responded that they would like the results December 15<sup>th</sup>.
3. Mr. Hidenfelter noted that Keeley Scales has replaced outgoing member Rick Penn on the Finance Committee.

V. **PRINCIPAL REPORT:**

Ms. Peterson asked if members were receiving the Friday Notes that she sends out every Friday. All indicated that they have been receiving them. Ms. Peterson explained that

the Notes were her way of communicating with the board on a weekly basis regarding what is happening at the school. She encouraged board members to ask questions, provide feedback, etc. She also noted that she distributes a weekly Staff Memo that contains information useful to the staff; Mrs. Leary and Ms. Miller receive it as well. She reported that things are going well and are coming together. There is still some adjusting going on but she is pleased as to the progress all are making. Ms. Peterson touched on the fact that the school is in Improvement Year 2. An appeal has been made to the DESE due to the restructuring that the school has undergone. She noted that the DESE recognized the restructuring of BIS, which was also in Improvement Year 2. Pending the appeal, the school will need to go forward with meeting the requirements of being in Improvement Year 2 which is to provide outside tutoring utilizing Title I grant funds.

- VI. **PAC REPORT:** There was no PAC report. Ms. Peterson noted there was a full slate of officers and that events have already been scheduled.
- VII. **VOLUNTEER REPORT:** A volunteer report was distributed
- VIII. **OLD BUSINESS:** None
- IX. **NEW BUSINESS:**

Alan Hidenfelter wanted to the board to consider changing the meeting time 7:00 a.m. There was some discussion regarding the pros and cons of either time. It was agreed that the time would remain at 5:00 p.m. for the time being and that the Board would revisit in a few months.

X. **ADJOURNMENT**

**Vote: Upon motion made by Sue Leary and seconded by Patty Ericson the October 8th board meeting was adjourned at 4:42 PM**

BARNSTABLE HORACE MANN CHARTER SCHOOL  
BOARD OF TRUSTEES MEETING  
THURSDAY, OCTOBER 22, 2009  
5:00 P.M. – BHMCS LIBRARY

REVISED AGENDA

- I. CALL TO ORDER
  - II. PUBLIC COMMENT
  - III. APPROVAL OF MINUTES: June 28, 2009 and October 8<sup>th</sup> meetings
  - IV. COMMITTEE REPORTS
    - A. Executive Committee
      1. MOU
      2. Annual Agenda Items – FY010 Spending Plan
      3. Sub-committees
      4. Reminder - Quarterly workshop Nov 10th
    - B. Finance Committee
      1. Financial report – September
      2. Audit update
  - V. PRINCIPAL'S REPORT
    - A. Parent Survey
  - VI. PAC REPORT
  - VII. VOLUNTEER REPORT
  - VIII. OLD BUSINESS
  - IX. NEW BUSINESS
  - X. ADJOURNMENT
- THE NEXT BOARD MEETING WILL BE **NOVEMBER 19, AT 5:00 PM. AT BHMCS LIBRARY.**