

**Barnstable Horace Mann Charter School
Board of Trustees Meeting
730 Osterville-West Barnstable Road - Marstons Mills, MA
School Library – 7:00 A.M.
Thursday, November 29, 2007
Approved: December 20, 2007**

Voting Members Present:

Lisa Miller (Chair), *Parent, Onset Computer Corp.*
Susanne Leary (Vice Chair), *Community Representative*
Christine Riley (Secretary), *Parent, Cape Cod Advocate*
Alan Hidenfelter, (Treasurer) *Community Representative, CPA (retired)*
Richard Penn, *Parent, President, Puritan of Cape Cod*
Raquel Rodriguez, *Parent, Site Coordinator, Lesley University*
Thomas Rugo, *Parent, Attorney at Law*
Karen Ryder, *Parent, Marketing Manager, Cape Cod Times*
Faith Ingals, *Teacher, Barnstable Horace Mann*
Nancy Meagher, *Teacher, Barnstable Horace Mann*
Patty Ericson, *Community Representative, Cape Cod 5 Cents Savings*
Peter Leveroni, *Parent, Attorney at Law*

Absent: None

Guests: Peggy McEvoy, *Assistant Principal, Academic Affairs, Barnstable Horace Mann*
Kara Peterson, *Principal, Barnstable Horace Mann Charter School*
David Smith, *Assistant Principal, Student Affairs, Barnstable Horace Mann*

I. CALL TO ORDER – Lisa Miller called the meeting to order at 7:08 A.M.

II. PUBLIC COMMENT

There was no public comment.

III. APPROVAL OF MINUTES

VOTE: Upon motion duly made by Alan Hidenfelter and seconded by Raquel Rodriguez, the vote was unanimous to approve the minutes of the October 25, 2007 Board of Trustees meeting.

IV. COMMITTEE REPORTS

A. Executive Committee:

1. Annual Agenda Item – Strategic Plan Review: The annual agenda item for November is the Strategic Plan Review. The Executive Committee decided to

bump this item from this month's agenda because this will be addressed during the charter renewal process.

2. Charter Renewal – Ms. Miller reported that nine members attend the first meeting. Subcommittees have been assigned which corresponds to the sections of the renewal application. Bonnie Schulman, a TA, will be chairing the renewal committee. A wiki space has been created for this process. (A wiki space is a simple website that this group will use as a communication tool.) For the time being it will be a closed site, however, it is anticipated that the site will be open to the public in mid-winter. The committee is still looking for a few more volunteers and a letter/announcement will be sent to parents in the December principal's newsletter. On January 22, 2008 the PAC will be holding a charter renewal "round table" to get parent input on the vision for the school. The committee will also be reaching out to the 4th grade parents (via school councils) from the feeder schools to participate in discussion. Janice Kinder will be facilitating.

The School Committee Workshop will be rescheduled. When a new date has been scheduled, Ms. Miller will advise the Board.

3. Charter School Association Annual Meeting: The annual meeting took place in Worcester on November 15th. No members from this Board attended due to scheduling conflicts (1/2 day for students).

B. Finance Committee:

1. Financial Reports – October: Mr. Hidenfelter reviewed the financials as submitted with the members in attendance. Mr. Hidenfelter indicated that the school spending continues to be on track and within budget. The encumbrance for salaries has not yet been finalized. The town finance department is now providing us with monthly interest rate used in the interest calculation that is credited to our account as interest income. By getting this information, we can now verify the reasonableness of the amount that gets posted to and shows in our financial statements. At this time it appears that we are on target for the amount of \$250,000 for the year.
2. Audit: Mr. Hidenfelter reports the auditors have not yet submitted their findings, although he anticipates this information any day now.
3. Subcommittee on Equitable Funding. Kara Peterson and Alan Hidenfelter attended a meeting with Dr. Grenier, School Committee Chairperson, Mark Milne and other members of the School Committee subcommittee charged

with determining the method of level per pupil funding (an Equitable Funding formula). After much discussion, the subcommittee determined that as mentioned in previous meetings, this type of funding is nearly impossible. Costs for elementary, middle and high schools are different. The number of students per school vary greatly, thereby skewing the per student fixed costs to run and maintain the various facilities. Other factors such as the number of SEPD students, teachers years in service and other varying costs all are factors that cause per pupil calculations to differ from one facility to another. The subcommittee concluded that it would permanently table the idea unless something were to change in the future. The attendees did express their concern that they did need some kind of “best estimate” of the next year’s revenue so they could begin their budgeting process. Mr. Milne stated that his preliminary number would probably be about a 3% increase, as that it is the amount needed to cover staff contractual increases. Dr. Grenier stated that her preliminary thoughts were that we would be looking at “level service” for the next fiscal year.

- C. Community Relations Subcommittee: Ms. Meagher reported the members of the subcommittee have begun addressing their responsibilities as outline in the by-laws, specifically developing a Development Policy as a complement to the Reserve Policy. The subcommittee members will continue research these types of policies and will be reporting back to the full board.
- D. Children Helping Children: Mrs. Leary explained to the members that family #22 has been assigned to the Board. A sign-up sheet was distributed to the members and purchases made on behalf of this family should be dropped off to the main office by December 14, 2007.
- E. Academic Affairs: Mrs. Leary explained to the members that the school MCAS scores have exceeded the state average by 5%. A full report will be presented at the December meeting.
 - 1. COBB grants: Mrs. Leary reports that 6 applications were submitted for the COBB grants. Out of the six, the Academic Affairs subcommittee has recommended the Board approve 4 of the applications. The two that were excluded either did not service a large population or did not support the curriculum. After a brief discussion, the Board proceeded with the following vote:

VOTE: Upon motion made by Peter Leveroni and seconded by Alan Hidenfelter, the Board voted to approve the 4 grant applications recommended by the Academic Affairs subcommittee. The motion carried. Nancy Meagher reclused herself from this vote.

- F. Principal's Report: Ms. Peterson thanked Susan Leary and Nancy Meagher for developing the grant application and process. This information has been disseminated to the elementary schools. The November newsletter inadvertently omitted from the Board packet was distributed to the Members
- a. Parent Survey: Ms. Peterson briefly summarized the findings from the fall survey. The common themes were the school is a safe environment, which is warm and welcoming. Two main complaints: parent pick-up and school lunches. Ms. Peterson is investigating hosting a "parent lunch", which would allow interested parents to come to the school and experience a school lunch. Then asking those participating for their comments. It was noted that 30% of the distributed surveys were returned.
 - b. Literacy Month: The book fair will be held during the first full week of December. On Tuesday, December 5 the school will be open at night so that parents can visit the book fair and enjoy an ice cream social.
 - c. School Lock-Down Drill: Later this morning the Barnstable Police will be participating and evaluating in the school lock down drill. The students and staff have practiced the drill several times. Ideally a full lock down should take less than 90 seconds.
 - d. 2008-2009 Proposed School Calendars: Ms. Peterson will be e-mailing 4 proposed school calendars developed by the School Committee. The School Committee is requesting feedback from this board.
- G. PAC Report: On behalf of the PAC, Ms. Peterson distributed the budget for the PAC.
- H. Volunteer Report: The November Volunteer Report was distributed to the Board.
- I. Old Business: None
- J. New Business: Ms. Miller explained that she has made contact with Ralph Cahoon and Dr. Grenier to schedule a presentation before the full School Committee. When a date and time has been secured she will notify the entire Board.
- K. Adjournment: With no further business to discuss a motion was made to adjourn.

Vote: Upon motion duly made by Alan Hidenfelter and seconded by Peter Leveroni, the vote was unanimous to adjourn the November Board of Trustees Meeting at 8:05 am.