

Barnstable Horace Mann Charter School
Board of Trustees Meeting
730 Osterville-West Barnstable Road - Marstons Mills, MA
School Library – 7:00 A.M.
Thursday, October 25, 2007
Approved November 29, 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*

Absent: Peter Leveroni, *Parent, Attorney at Law*

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

I. CALL TO ORDER – Lisa Miller called the meeting to order at 7:10 A.M.

II. PUBLIC COMMENT

There was no public comment.

III. APPROVAL OF MINUTES

One change to the minutes was noted – The new members (Faith Ingals, Nancy Meagher and Patty Ericson) were originally designated as non-voting members. However, the DOE had approved their nomination and should be corrected to show that they are in fact voting members as of the September meeting. With this change to the September minutes, a Vote was taken to approve the September 2007 minutes.

Vote: Upon motion duly made by Alan Hidenfelter and seconded by Tom Rugo, the vote was unanimous to approve the minutes (as amended) of the September 2007 Board of Trustees Meeting as amended.

IV. COMMITTEE REPORTS

A. Executive Committee:

1. New Member Orientation: Ms. Miller reported that the new member orientation was well received and informative. Ms. Miller specifically acknowledged and thanked the management staff for putting this orientation together.

2. Charter Renewal: On November 13, 2007 the Board will hold a workshop devoted entirely to the Charter Renewal Process. Other members of the school community (teachers, staff and parents) will also be invited to attend. It is hoped that a committee will be formed from this workshop to take responsibility for the development of the renewal application. Ms. Miller also reminded those in attendance of the upcoming PAC meeting currently scheduled for March 4th, which will also be devoted to the charter renewal process. Members of the Board are encouraged to attend.
 3. School Committee Workshop: Mrs Leary reported that she attended the workshop addressing governance. It was a well attended meeting with most school principals participating. Although the topic was governance, a majority of the discussion addressed similarities and differences between school councils and board of trustees.
 4. Charter School Association Annual Meeting: The annual meeting has been scheduled for November 15th in Shrewsbury. Topics to be discussed are the future of charter schools in Massachusetts, governance and charter renewal. Ms. Miller asked if anyone is interested in attending to please contact her.
- B. Finance Committee:
1. Financial Report: Alan Hidenfelter reviewed the financials as submitted with the members in attendance. Mr. Hidenfelter indicated that the school spending is within budget. The auditors will be completing their work and it is anticipated that the audit site visit portion will be completed by the middle of November. Mr. Hidenfelter noted the encumbrance number on the financials is not accurate, as we are waiting for a firm number from the central office. Mr. Hidenfelter anticipates receiving the actual amount before the next board meeting.
 2. Annual Agenda Item – Spending Plan. Because we have a firm spending plan and the school is within budget, there is nothing to report.
- C. Academic Affairs:
1. Internal assessment trends: At Mr. Leveroni's request, Mrs. Leary and Ms. McEvoy provided a brief presentation on internal assessments and why in some instances did the school not meet the annual goal. Ms. McEvoy explained that internal assessments are standards-based assessments administered at the end of every curriculum unit, created by teachers in the building and refined annually. In 5th grade there are currently 6 unit tests covering the math curriculum. There are 9 math unit tests for the 6th grade. Both the fifth and sixth grades have 3 unit tests for ELA. According to the accountability plan, we strive for 75% of our students to achieve 80% or above on the internal assessments. When comparing MCAS scores with other students in the state, the goal for our students is to test 5% above the state average. The accountability plan expires in 2009 and a new team will be convened to re-write it. The revised plan can address this discrepancy by either changing the internal assessments, reducing the number of student who are expected to reach 80% proficiency or change the proficiency level from 80 to 75%.
- D. Development and Community Relations Committee: Ms. Rodriguez reported that a number of students participated in the Youth at the Mall event through the No Place For Hate Initiative. The students distributed bookmarks to shoppers. In addition, the posters created by our students were also on display. Ms. Rodriguez reports that these posters will be on display at the Town hall and eventually be hung at the new community center.

Early this month members of the No Place for Hate Initiative presented to the PAC meeting. Janice Hall, Officer Reed and Bobbie Maritz all spoke before the parents. It was so well received that many

parents asked for Ms. Maritz to provide a parent workshop to discuss transition from Horace Mann to the Middle School. Ms. Rodriguez will follow up with Ms. Maritz to check on availability and the cost.

V. PRINCIPAL'S REPORT

- A. Staff in Service – October 24th: Ms. Peterson reports the in-service addressing the Charter Renewal was very well received, thanks in part to Janice Kinder's facilitation. It is hoped that staff members will come forward to work on the renewal application.
- B. Adopt a School: Mr. Smith reports that two officers from the Barnstable Police Department have volunteered their time to bring community policing to the school. Both officers, Ted Cronin and Chris Kelsy, are extremely professional and child/student friendly. Over the next several weeks they will be introducing themselves to the staff as well as meeting and greeting students during bus pick-up and drop-off. It is hoped they will be able to attend the next staff meeting.
- C. COBB Funds: Mrs. Peterson advised the Board that they have been granted the authority for the first time to administer the "mini COBB grants". COBB funds have been used to off-set field trips for students within the district. (For fifth grade students these funds are used for the Wellfleet field trip. The sixth grade students attend the ropes course at the YMCA.) In prior years, money left over from these field trips had previously been pooled and then distributed to teachers across the district in the form of "mini COBB grants." This year each school will be given the authority to distribute their portion of unspent funds to their teachers. Mrs. Leary and Ms. Meagher will get together to develop guidelines/applications for our staff to submit proposals for these "mini grants". Mrs. Peterson anticipates the total amount to be distributed will be around \$5,500.00.

VI. **PAC REPORT**: On behalf of the PAC, Ms. Peterson distributed a written report to serve as an update of the PAC activities. Of note, the magazine fundraiser has begun and has a one-week collection period.

VII. **VOLUNTEER REPORT**: Mrs. Peterson distributed Anna Snow's report on the volunteer office's activities. Mr. Rugo reminded the members to update their CORI application, if needed.

VIII: **OLD BUSINESS**: There was no old business.

IX. **NEW BUSINESS**: This year Board packets have been distributed exclusively via e-mail. Unfortunately several members were not able to open all the attachments for this month's packets. Ms Riley will now convert all packet materials to a pdf format. It is hoped that this small change will correct this problem. The Board will reconsider the electronic format distribution after the October meeting.

Mrs. Leary has asked the Board to consider "adopting a family" for the upcoming holiday season. Based on the response of the members in attendance, she will obtain more information (the family's needs, etc.) and report to the Board at the November meeting.

X. **ADJOURNMENT**: With no further business to discuss a motion was made to adjourn.

Vote: Upon motion duly made by Alan Hidenfelter and seconded by Susan Leary, the vote was unanimous to adjourn the September Board of Trustees Meeting at 8:15 am.