

Seven Hills Charter Public School Board of Trustees
Meeting Minutes
Tuesday February 2, 2010
6:00pm-8:00pm
Held in the Library at Seven Hills Charter Public School

Welcome

Meeting began at 6:02 PM. In attendance: Carlton Watson, Joanne Newcombe, Kevin Bradley, Beverley Bell, , Suzanne Buglione, Melissa Haffty, Joseph Hungler, Robert Ramirez, Krista Piazza and Cindy Krackovic. Also in attendance: Donna Clark-Cranham (2nd grade teacher) and Renee Underwood (2nd grade teacher). Beth Gillis took meeting minutes.

Minutes

Minutes of the January 26, 2010 SHCPS Board of Trustees Meeting presented for approval.

Motion to approve the meeting minutes: Kevin Bradley

Second: Suzanne Buglione

All voted to approve. Ms. Newcombe abstained from the vote since she did not attend the January 26 board meeting.

Public Comments

The BOT has allotted 15 minutes to those individuals from the community or staff who have notified the Board in advance that they would like to speak on a topic that may or may not be on the agenda.

1) Presentations:

- a. Student Achievement Mid-Year Report. Reviewed by Ms. Piazza.
- b. School Accountability Plan Mid-Year Report. Ms. Piazza reviewed the attached report.

In response to questions about the increased attendance in after school tutoring programs, Ms. Clark-Cranham felt that the new SLC format helped parents identify specific areas in need of improvement. She also felt that having the SES tutoring on-site improved communication between the teachers, parents and tutors and made it easier to identify concerns. Ms. Piazza clarified the role of the SES Tutoring program. It is not meant to be a “homework completion” program. It was designed to remediate gaps in learning.

Ms. Piazza reviewed the mid year achievement data and explained how the data is used by teachers to make instructional decisions. She said that they use the broad stroke data to adjust pacing calendars and areas of preview or review and they use the more specific student level data to design whole group and small group lessons and to determine what each student should be working on during centers and independent work stations. They also use the data for tutorial designations. Students are then progress monitored in the areas in which they are receiving interventions. Ms. Clark Cranham gave examples of how her grade level team uses these processes. She described the grade level data and planning meetings that occur regularly. Ms. Newcomb asked if anyone takes minutes at the meetings and Ms. Clark Cranham said that no minutes are taken but the changes they make as a result of those discussions are evident in their lesson plans as they note changes to tutorial assignments, groupings, etc. -

Board members discussed the attendance of parents at conferences. Ms. Piazza clarified that although 42 of the parents attended the first round formal conferences this year (the second round is next week have participated in a parent – teacher meeting at one point or another over the course of the first half of the year. - Ms. Underwood and Ms. Clark-Cranham reported that there is continual communication both formally and informally throughout the year. Some communications are through informal meetings that the parent or teacher schedule to discuss various issues, others are through FASST meetings, special education meetings or piggybacking on other events. If they have difficulty getting a parent to come in for a conference, they meet them at parent pick up, at the village desk or when they come by the school for other reasons. They seize any opportunity they can to communicate with parents. Ms. Newcombe asked how the informal meetings are documented and the teachers said that they do maintain contact logs but sometimes they forget to log those impromptu meetings. Ms. Piazza also said that the school uses the guest sign in log to determine what parent meetings are taking place as well. In response to a question from the Board, Ms. Piazza explained that the school does monitor how many “hits” Power School receives from parents so we know who is and is not using the program and how often it is being used.

Ms. Clark-Cranham requested that the Mid-Year Accountability Report be updated to reflect that the School Advisory Council’s efforts to provide ELL classes for parents are currently underway. Classes have already begun. She would like actual data, i.e., number of parents attending, staff involved, etc. to be included in the report.

2) Board Report:

- a. Board Work Plan: Sub-Committee updates and procedure for information sharing. The minute taker from the subcommittee meetings will email the minutes to all participants. In addition Cindy Krackovic will save in the subcommittee sub-folder in the BOT shared folder on our website.
 - Parent and Family Partnership Committee has planned their first event for February 22, 2010. A flyer was attached to the January 26 meeting minutes. Ms. Buglione reported that the committee has two components; (1) assessment to look at demographic data and (2) action plans to develop strategies grounded in the information collected. Ms. Clark-Cranham inquired about the role of SAC relative to the Committee’s efforts. Ms. Buglione responded that one of their action plans is to examine the relationship with other programs such as SAC.
 - Student Motivation Committee also has an event scheduled for February 22. Students are invited to attend a “Meet & Greet” for dinner and dessert to share ideas. Mr. Hungler requested that a staff person help to drum up interest in the students so that they will attend.
- b. Annual Financial Disclosure: Forms provided to trustees for calendar year ended 2009
- c. Update on recruitment. Mr. Hungler noted that recruitment efforts should be made to bring on a financial person.

Reminder: The next BOT Retreat will take place in May and will focus on reporting outcomes of school and subcommittee work. An independent consultant will facilitate.

3) Old Business:

- a. Letter on Update to Honor Roll Policy was presented.
- b. Instructional Coach Job Description – Ms. Clark-Cranham asked if someone who was already teaching full time would take on this responsibility and Ms. Piazza explained that it was a job unto itself, not just an added responsibility. Ms. Clark Cranham agreed that this would be best so the coach could be present in the classroom. Ms. Piazza explained the different roles of “coaches” within the school. The grade level or departmental coaches already in place help to facilitate daily planning times. They ensure that teachers understand how to use data effectively

and design high quality instruction. This new role focuses more on the supervision of implementation. It is designed as a measure taken to address concerns where specific staff may not be implementing the plans and strategies that they are developing with their teams. Ms. Bell asked if the term Instructional Coach may cause confusion with other Coaching positions in the building. Ms. Piazza agreed that this may not be the best title but said that when they posted the position under other titles, they had very little response. When posted under this title, qualified applicants sent resumes, perhaps just because this is a common industry title so they knew what they were applying for. Mr. Watson felt that the title is an accurate description of the position and should not be changed. In response to a question from the Board, Ms. Piazza clarified that this is not a Teacher's Aid position; it is a supervisory role. The Instructional Coach will participate in the development and implementation of teacher / class improvement plans but will not conduct the final evaluation. Ms. Piazza explained the training plan for new hires to this role. She also clarified that, although the coach will be a contributing member of the assigned team and will provide (and receive) collegial support within and across teams, s/he will have supervisory responsibilities for specific classrooms. Ms. Piazza explained that the position was designed not just to address performance concerns in specific classrooms, but also to build an internal candidate pool should openings arise.

Motion to approve the job description: Joanne Newcombe
Second: Suzanne Buglione
All voted in favor

- c. Site Visit Reminder: Board Members Tuesday February 9th at 9:00am.

5) **New Business:**

- a) Federal Programs Renewal Inspection: Site visit scheduled for June 1st and 2nd.
- b) Lease Agreement for approval: Document previously emailed for review. Lease cost increase approved at last meeting.

Motion to approve the Lease Agreement: Joe Hungler
Second: Joanne Newcombe
All voted in favor.

- c) Staff Retreat: District Standards and Indicators Self Assessment (hard copy provided) The state provided a rubric for schools / districts to complete self assessments. Ms. Piazza has scheduled a staff retreat to work on this on Saturday and Sunday, February 27 and 28. The first day will consist of subgroups reviewing each area of the rubric and collecting evidence as to where they see our school and then developing action plans for gaps or weaknesses that surface. Each subgroup will share their plans on Sunday so the larger group can provide feedback. The dates for this retreat were selected in order to align with the budget timeline and the already scheduled professional development plans for March. Mr. Watson suggested that the first item on the rubric, "School Committee Governance," should be a discussion by the board members at the May Board Retreat.

6) **Financial Report**

- a) Personnel Update: Presented, no questions
- b) Enrollment Report as of 01/26/2010: 671 enrolled, waitlist 452, 673 ADM
- c) Cash Balances: December 2009: Presented, no questions.
- d) December 2009 Balance Sheet and P/L: Presented, no questions

- e) 2nd Qtr Budget to Actual period ended 12/31/09. Ms. Krackovic reported that the health insurance line item is over budget in part due to Massachusetts requirement for medical insurance, plus the number of changes from individual to family plans. Further analysis is being performed. Also the school is covering more staff members at a higher plan rate. Ms. Krackovic also reported that the Substitute Teacher budget is over in part due to coverage areas using long term substitute teachers. Other variances were mostly due to historical timing of expenditures.
- f) FY2010 Budget revision proposal - Ms. Krackovic reviewed her recommendations for revisions to the Revenue and Expenses. She asked that the meeting minutes reflect the FY2011 numbers presented on the three year projection may be adjusted as the FY2011 budget process unfolds. The FY2011 budget time line is on the agenda for the March meeting, and as the budget process unfolds more information will be presented. Mr. Hungler suggested that the Board add a member with a strong financial background. He explained that an Accountant or Financial Expert would be an asset; that there is a big difference between someone who reviews a budget and someone who works with financials all day.

Motion to approve the revisions: Joanne Newcombe
Second: Joseph Hungler
All voted in favor

7) School Communication: Also visit www.sevenhillscharter.org

- a) Weekly Staff Notes: November, accessed via link provided
- b) Weekly Newsletter: visit www.sevenhillscharter.org

Motion to Adjourn: Joanne Newcombe
Second: Suzanne Buglione
Meeting adjourned at: 8:00 AM

Next meeting: March 2, 2010

Minutes respectfully submitted by
Elizabeth Gillis