

Seven Hills Charter Public School Board of Trustees
Minutes
Tuesday March 3, 2009
6:00pm – 8:00pm

Welcome

Meeting began at 6:03 PM. In attendance: Kevin Petrosino and Joe Giso from Tofias, Jim Diggins, Cindy Krackovic, Carlton Watson, Krista Piazza, Lee Cordaro, and Donna Lemoyne . Beth Gillis recorded meeting minutes.

Minutes

Minutes of the February 17, 2009, SHCPS Board of Trustees Meeting presented for approval.

Motion to approve the Meeting Minutes: Jim Diggins

Second: Lee Cordaro

All members voted in favor of the motion.

Public Comments

The BOT has allotted 15 minutes to those individuals from the community or staff who has 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. School Advisory Councils and PAC – Ms. Piazza reported that SAC has planned two major events to enhance networking and that PAC has been meeting to develop parent workshops.
- b. March 24, 2009 DOE Site Visit Preparation – Ms. Piazza distributed a handout and reviewed it briefly with the Board members. The Board did not have any questions.

2) Board Report:

- a. Board Work Plan: School Improvement update plan and board work plan to be revised.
- b. Update on recruitment – Meeting with potential new Board member tabled until April. Mr. Watson will be identifying another candidate and will report any new information at the next meeting.
- c. Retreat date: Tuesday April 7th 5:30pm to 9:00pm at Peppercorn’s Grill in Worcester

3) Old Business:

- a. Audit, final bound version provided

Mr. Petrosino reported that as of January 2009 Tofias merged with CBIZ and Mayer Hoffman McCann PC. The Board was assured that personnel, fees, and services were not changing due to the merger.

Mr. Petrosino distributed a handout and reviewed the new professional standards with the Board members. The Board did not have any questions as this time.

Mr. Joe Giso distributed a handout and discussed the new form 990 with the Board. During his review Ms. Krackovic asked for clearer definition of the term “key employee” as it relates to the new form and requested assistance when the time comes to identify the key employees for the school and the Foundation. Mr. Giso agreed. Ms. Krackovic also requested a sample of the compliance questionnaire and Mr. Giso noted that he would provide the information.

Lastly, Mr. Giso reviewed the 2007 Income Tax returns and brought particular attention to the fundraising aspect of the return. Questions were raised by the Board regarding donations from the Parent Guild and it was suggested that this, along with other donations, be given to the Foundation and then funneled down to the school. The Foundation should own all fundraising activities to ensure that Seven Hills meets the IRS's threshold requirement for broader based donations to maintain public status. Mr. Giso recommended changing the status of line 13 on page 12 of the return to Type III-Functionally Integrated for one year. In 2009, Seven Hills would return line 13 to Public Charity status.

Motion to go to Executive Session at 6:50pm: Donna Lemoyne

Second: Lee Cordaro

All members voted in favor of the motion.

5) New Business:

Written Information Security Plan (WISP) policy presented for approval. Document attached. The document was reviewed by Ms. Krackovic. The Board did not have any questions at this time.

Motion to approve WISP: Jim Diggins

Second: Lee Cordaro

All members voted in favor of the motion

- a) Grant 323-B Title 1 School Improvement Regional Grant awarded for a regional dollar total of \$200K. This grant will allow SHCPS to send staff members to week long summer training seminars. The number of staff allowed SHCPS is yet to be determined. See summary attached.
- b) Received Federal Food grant for second half of the year \$33,198, the first half was \$12,776. This has allowed more fresh fruits and vegetables to be served and provided a fresh salad option to the lunches. These have proven to be a big hit.
- c) MCAS Social Studies testing all grades canceled for FY2009 and FY2010. Document attached.

Two items added to New Business:

- d) Transportation for 2009-2010 School Year. Ms. Piazza reported that she spoke with Worcester Public Schools to discuss transportation for the upcoming school year. Since Worcester Public's coordination is contingent on their budget there is no new information at this time. Ms. Piazza will follow up with Worcester in April. The Board agreed that parents could now be included in discussions about the proposed 2009-2010 calendar to get their input.
- e) Additional Extended Days. Due to the snow day on Monday, March 2, 2009 an additional 8 extended days have been added to the March calendar. The Board all agreed that Seven Hills has certainly demonstrated a "good faith effort to make up lost instructional time" as requested by the DOE. A second Charter Amendment will be submitted to the DOE for the second round of extended days upon approval of the board.

Motion to Accept the Additional 8 Extended Days, and Charter Amendment Request: Lee Cordaro

Second: Donna Lemoyne

All members voted in favor of the motion.

6) Financial Report

- a) Personnel Update: None to report
- b) Enrollment Report as of 02/24/09: 671 enrolled waitlist 243, ADM 676
- c) Cash Balances: January 2009. Document attached. Presented there were no questions.

- d) January 2009 Balance Sheet and P/L. Document attached. Presented there were no questions.
- e) FY2009 Budget Amendment: Note Grant 323-B and 2nd half of Food grant not included, they were just awarded. Document attached. Ms. Krackovic reviewed the rationale behind the changes to the budget and noted that the Budget to Actual for 2nd quarter as well as the cuts proposed to the board on the three step plan were used in making the final changes. This is a conservative move, as there is still no final word on what if any impact the current financial situation will have on educational revenue for Worcester.

Motion to approve the Amended Budget: Donna Lemoyne

Second: Lee Cordaro

All members voted in favor of the motion.

Motion to adjourn: Donna Lemoyne

Second: Lee Cordaro

Meeting adjourned at: 7:41 PM

Next meeting: April 7, 2009

Minutes respectfully submitted by:

Beth Gillis

Administrative Assistant