

**Seven Hills Charter Public School Board of Trustees**  
**Meeting Minutes**  
**March 4, 2008**

Welcome

Meeting began at 6:03 PM. In attendance: Carlton Watson, Donna Lemoyne, Rebecca Blodgett, Jim Diggins, Lee Cordaro, Cindy Krackovic and Krista Piazza. Kevin Petrosino (Tofias), Joe Giso (Tofias), Sheila Daw (Gr 8 Math Teacher) and Annette Colon (World Language Teacher) presenting. Beth Gillis recording meeting minutes.

Minutes

Minutes of the February 5, 2008 SHCPS Board of Trustees Retreat/Meeting presented for approval. Includes Board Goals

Motion to approve: Jim Diggins

Second: Donna Lemoyne

**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) World Language: Annette Colon

The World Language teaches Spanish to grades Kindergarten through 8<sup>th</sup> grade. It is a consistent and structured program. Annette Colon's goal over the next 2-3 years is to have all the students take the National Exam and to develop a placement test to help group students who have similar skills.

b) National Junior Honors Society: Sheila Daw (see attached information)

The National Junior Honor Society would allow our students to enter a national system so that they will receive information at home regarding scholarships, placement tests, enrollment deadlines and more. A committee has been formed to help build the program and promote it among SHCPS's parents and students. Regrettably, our 8<sup>th</sup> grade students will not be able to participate, however, grades 6 and 7 will be eligible. The board members suggested that program information be shared with the 5<sup>th</sup> Graders during Fly Up Night and added to our website.

c) FY09 Budget Update

- Time-Line – The time line has not changed. It was provided within the Board packet as information only.
- Personnel overview on impact of Worcester scale on the SHCPS -- See attached documents. Krista Piazza and Cindy Krackovic spoke about the budget impact, and challenges faced in remaining competitive with the Worcester teacher pay scale. The rationale behind the increase percentages and adjustments used to develop the personnel budget for FY09 was also discussed. A draft budget for personnel expenditure approval will be presented to the board in April.

## **2) Board Report:**

### **a) Delegate Assembly: Notice Provided**

It was determined that a board member should be in attendance as a delegate to represent SHCPS at the Delegate Assembly at Holy Cross on March 27. The board members will check their calendars and decide amongst themselves who will attend.

### **b) FY08 Audit Proposals –**

Proposals were provided to the board from Daniel Dennis & Company LLP and from Alexander, Aronson Finning & Co., P.C.. The cost structure of these proposals were significantly lower than the proposal from Tofias. The RFP requirements were in line with the DOE's requirements and comparable to that provided by Tofias.

Due to our history with Tofias they were invited to address the board.

Kevin Petrosino and Joe Giso presented on behalf of Tofias and addressed such issues as how Tofias has a significant history with Seven Hills. They helped restructure, streamline and simplify the school's processes. Tofias worked to assist Seven Hills through the Edison transition and helped Cindy Krackovic to develop new financing for SHCPS. Tofias not only provides auditing services for the school, but foundation auditing, ensuring compliance, reporting, communication, management and federal tax filing. Kevin Petrosino suggested to the board that they should consider experience, history, and continuity when selecting an Auditing company and, therefore, should continue the relationship with Tofias.

The board discussed whether they wish to investigate other audit providers and agreed that switching services now may prove to be very complicated and time consuming; despite any cost savings. Members of the board agreed that Carlton Watson should approach Tofias about the school's financial concerns, and if they could come back with a cost closer to \$40K for the audit the board's opinion was to remain with Tofias. Carlton Watson will report back to the board on Tofias' response to the financial concerns. Should the cost reduction meet the boards expectations a final vote will take place in April, but there will not be any further presentations requested of the firms that submitted proposals.

## **3) Old Business:**

### **a) 403 (b) proposal by Lincoln Investment Planning.**

Seven Hills is changing Investment Planners due to lack of support from our current investment company, and the new IRS regulations. We need to work with a more customer-service driven organization. (Comparison sheet attached). Investment knowledge, Employee education and Monitoring are the 3 criteria required of SHCPS based on the new IRS regulations. It is essential to Seven Hills that our 403(b) provider work to ensure that SHCPS is meeting all the requirements. Changing 403(b) providers to Lincoln Investment will ensure that we meet all these criteria. Lincoln Investments was recommended by HRKnowledge, and will provide our plan documents at no additional cost. Cindy Krackovic will follow up to obtain and check Lincoln's references. She will provide feedback on the references at April's Board of Trustees meeting so a vote can be taken.

### **b) Site Visit Update: Exit meeting notes attached**

The meeting with DOE after the site visit provided a lot of positive feedback. A draft report was received today. Although the report is positive it was not as enthusiastic as the information received in the meeting. Final report expected within 1 month.

**4) New Business:**

a) Year round employee discretionary days

All staff receives 10 discretionary days with 200+ contract days. Some of the year-round staff (and those who work more than 200 contract days) requested additional discretionary time and asked that this suggestion be brought before the board. The board feels that the staff is offered many opportunities for time off and agreed to keep the current policy regarding discretionary days in place.

b) FY09 Calendar

Teachers and staff have been discussing the FY09 Calendar with particular focus on start date, end date and the winter holiday break. Krista Piazza suggested closing the school on December 22 and 23 to create a 2-week winter break and approx. 68% of staff voted in agreement. There are currently 195 staff days on the calendar. If 2 mandatory evening events and 2 Saturday retreats (counted as 3 days) our teachers will meet their 200 day contract.

Motion to approve: Donna Lemoyne

Second: Lee Cordaro

**All members voted in favor of the motion.**

c) Superintendent Review

The Superintendent was evaluated based on her work, leadership and accomplishments. A final copy has been provided.

Motion to approve: Jim Diggins

Second: Lee Cordaro

**All members voted in favor of the motion.**

d) Superintendent Job Description

The Superintendent's job description is part of public record and reflect all discussion between the Superintendent and the Board of Trustees. The new job description has been updated to remove all Principal responsibilities. Job Description attached.

Motion to approve: Jim Diggins

Second: Donna Lemoyne

**All members voted in favor in the motion**

e) Superintendent Contract

The Superintendent Contract is a 3 year term to begin on July 1, 2008 and end on June 30, 2011 . The major change to the contract is that the allotted funds toward education will be payable directly to the Superintendent if unused by the end of the school year. Additional changes to the contract were salary and wage % increases over the additional two years, the match to the 403(b), coverage for benefits cost, a revised bonus calculation and the payout for un-used discretionary time up to a total equivalent to time worked over a three month period.

Motion to approve: Jim Diggins

Second: Donna Lemoyne  
**All members voted in favor of the motion.**

**5) Financial Report**

- a) Personnel Update
- b) Enrollment Report as of 02/25/08: 671 enrolled, waitlist 175, ADM 673
- c) Cash Balances: January 2008
- d) January 2008 Balance Sheet and P/L

Motion to adjourn: Lee Cordaro

Second: Jim Diggins

**Meeting adjourned at: 8:50 PM**

**Next meeting: Tuesday, April 2, 2008**

Minutes respectfully submitted by:

Elizabeth Gillis

Administrative Assistant