

Seven Hills Charter Public School Board of Trustees
Board Meeting Minutes
Tuesday May 5, 2009
6:00pm – 8:00pm
Held at Seven Hills Large Conference Room

Welcome

Meeting began at 6:05 PM. In attendance: Lee Cordaro, Carlton Watson, Suzanne Buglione, Donna Lemoyne, Cindy Krackovic, and Krista Piazza. Beth Gillis recorded meeting minutes. Mr. Watson welcomed Ms. Buglione to the meeting as she considers joining the Board of Trustees. Ms. Buglione works in the college education field, has her own business in community planning assisting coalitions, and has a vested interest in neighborhoods. She offers a diverse array of experiences.

Minutes

Minutes of the April 7, 2009, SHCPS Board of Trustees Meeting presented for approval.

Motion to Approve Meeting Minutes: Lee Cordaro

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. Standards Based Reporting and Promotion Criteria

Promotion Criteria discussion was tabled until the next Board meeting.

Ms. Piazza presented a sample of the proposed Student Learning Contract (SLC) to be used for the 2009-2010 school year. The SLC was modified to enhance parent understanding and to ensure purposefulness of instruction. The format is generally the same for all grades with just a few minor differences that are grade specific. Staff is 100% supportive of this model; but some may not understand how much work will be involved in the process. Those that understand the amount of work believe it to be worthwhile. This format has not been reviewed by parents to date, but they will be notified via newsletter, focus groups, advisory councils, etc. Their feedback will inform the training requirements.

Motion to accept the modified SLC: Lee Cordaro

Second: Donna Lemoyne

All members voted in favor of the motion.

- b. School Advisory Council Report

Report attached. A member of SAC was not available to attend the Board meeting so Ms. Piazza presented the SAC report. She expressed the committees need for a community representative.

2) Board Report:

- a. Board Work Plan: School Improvement update plan and board work plan to be revised during the June retreat.
- b. Retreat schedule for June 2, 2009 at Peppercorns from 5:30pm to 9:00pm – The June meeting will be a regular Board meeting and the Retreat will be rescheduled to a day during the week of June 23 based on trustee availability. The Superintendent’s evaluation will be presented during the Retreat.
- c. Update on recruitment – Mr. Watson informed the Board that there are currently 7 candidates being considered for the Board; John Galvin, Mo Boisvert, Karyn Card, Ken Mudzingwa, plus 3 others. The Retreat was rescheduled in hopes of having some of the new members on board.
- d. Succession Planning – tabled until the next board meeting.

3) Old Business:

- a. Spirit of Knowledge Academy (SOKA) update – Ms. Piazza reported that although Seven Hills will act as sponsor for the grant for SOKA, the school has backed away from any long-term partnership ideas since the charters are so different.
- b. 2008-2009 Report Card provided – Attached – Ms. Buglione asked whether this is the same report generated by the Research Bureau. Ms. Piazza explained that data is drawn from this report but that the Research Bureau generates their own.

4) New Business:

- a) FY2010 Calendar – Attached. Ms. Piazza explained that the proposed calendar has a moving end date to accommodate snow days and ensure a 190-day student calendar. Ms. Piazza will modify the calendar to make sure it’s clear that June 21st is not a PD day. Ms. Lemoyne expressed concern about making Good Friday a half day and feels that attendance will be poor on that day.

Motion to approve the 2009-2010 calendar with the June 21st adjustment: Donna Lemoyne

Second: Lee Cordaro

All members voted in favor of the motion.

- b) Employee Benefits and Policy Guide updates for FY2010 – Attached. Ms. Krackovic, Ms. Lemoyne and Ms. Roy (Facilities Manager) met to review the policy manual to update Seven Hill’s policy and remove Edison policy. Ms. Krackovic highlighted the following selections:
 - Holidays – Removed references to a 12-month year, added Patriot’s Day to the list of holidays, “winter recess” changed to “Christmas Day,” and procedure for holidays that fall on a weekend removed. The Board recommended that Veteran’s Day be included on the Holiday list with the explanation that it will be honored only if it falls on a weekday.
 - Vacation – Policy changed to “if applicable as outlined in your contract.”
 - Discretionary Time – Policy changed to remove the old Edison policy terminology and to consolidate all staff under the one discretionary time policy. Employees who have accrued

discretionary time under the former policy will be grandfathered with the understanding that they will not continue to accrue additional time until after they fall within the guidelines as outlined in the one consolidated existing policy.

- Bereavement Leave – Grandparent, mother & father-in-law removed from policy outlining the 5 consecutive day allowance, and is included under the 3 day allowance.
- Perfect Attendance – Ms. Piazza explained that the Perfect Attendance policy was put into place to help improve attendance. She will investigate whether this policy has been successful in this manner. The Board agreed that either (1) the \$500 incentive be removed from the policy or (2) the entire policy is removed so staff members who are sick are not encouraged to come to school and spread illness. Also, the Board agreed it is not unreasonable to expect professionals to maintain best attendance practices without a monetary incentive. Ms. Piazza will ask for staff input and report back to the Board at the next meeting.
- Maternity Leave – Verbiage added to include the Massachusetts Maternity Leave Act.
- Compensation – Verbiage added about direct deposit and compensation as it relates to snow days, or break closures.
- WISP – Board approved plan was added to the policy manual.
- Computer Use Policy – Verbiage was added to reflect the training that students are given around internet safety.

Motion to approve policy changes pending Perfect Attendance update: Donna Lemoyne
Second: Lee Cordaro

All members voted in favor of the motion.

- c) Teacher Contract Changes FY2010 – Refer to attached document

Motion to approve: Lee Cordaro
Second: Donna Lemoyne

All members voted in favor of the motion.

- d) Change in Per-Diem substitute rate from \$90 to \$75 effective FY2010. Discussion regarding “grandfather” of existing per-diem subs. Worcester scale attached. Ms. Piazza reported that a survey was conducted in the surrounding communities and our per-diem substitute rate was high. The proposed rate change is based on the Worcester scale.

Motion to approve: Donna Lemoyne
Second: Lee Cordaro

All members voted in favor of the motion.

- e) Press Statement and Family Letter provided. Anticipate additional press coverage due to the court date of May 7, 2009.
- f) Drama Program Ad from board \$100

Motion to approve: Lee Cordaro
Second: Carlton Watson

All members voted in favor of the motion.

- g) Swine Flu Dept. of Public Health Notice provided - included in package. No cases reported at Seven Hills. Update to notice was provided as a hand out, and no longer calls for school closure.

6) Financial Report

- a) Personnel Update – attached, and presented by Cynthia Krackovic, there were no questions.
- b) Enrollment Report as of 04/28/09: 666 enrolled, waitlist 402, ADM 674
- c) Cash Balances: March 2009 – attached and presented by Cynthia Krackovic, there were no questions.
- d) March 2009 Quarter Balance Sheet and P/L – attached and presented by Cynthia Krackovic, there were not questions.
- e) Budget to Actual 3rd Qtr March 2009 – attached and presented by Cynthia Krackovic. It was noted that the revenue actual and budget variance is due to the budget reduction in anticipated 4th qtr pp tuition on the budget, but not yet realized in our payments received. The reduction on the budget is based on a conservative approach to the potential for a 4th qtr revenue reduction. It was further noted that a number of the expense account variances are due to the historical “timing” of expenditures.
- f) FY2010 Budget – attached -- ARRA funds for Title One \$142K and IDEA \$114K are not included in this draft proposal due to the published amounts not being available at “press time”, also published tuition is \$300K over budgeted. Advisement has been that this tuition figure is VERY preliminary and subject to change so we retained our projected PP figure until further information becomes available. Adjustment to the FY2010 budget will be made upon approval of the RFP’s on the ARRA funding noted above. The personnel portion of the budget was discussed, and the FY2010 proposed raise structure of A=0%, M=3%, and E=3.5% was presented. The difference between the M and E being so small was questioned. The rationale behind this was that the budget did not allow for larger increases, and the intent was to try an provide all M and E rated staff a COL%, so it only allowed for a .5 differential.

Motion to approve the FY2010 budget and personnel raise structure: Donna Lemoyne

Second: Lee Cordaro

All members voted in favor of the motion.

- g) Mr. Watson asked the Board members to note the Debt Ratio calculation now included the data on loan balance for the DCU building loan and the Edison loan.

Motion to adjourn: Lee Cordaro

Second: Donna Lemoyne

Meeting adjourned at: 8:15 PM

Next meeting: June 2, 2009 at Seven Hills

Minutes respectfully submitted by:

Beth Gillis

Administrative Assistant