

Seven Hills Charter Public School Board of Trustees
Meeting Minutes
August 7, 2007
11:00am to 1:00pm
Meeting Location: Leo's Restaurant

Welcome

The meeting was called to order at 12:30 pm. In attendance: Carlton Watson, James Diggins, Rebecca Blodgett, Lee Cordaro, Donna Lemoyne, Cindy Krackovic & Krista Piazza. Beth Gillis took meeting minutes.

Minutes

Minutes of the June 5, 2007 SHCPS Board of Trustees Meeting presented for approval.

Motion to approve: James Diggins

Second: Rebecca Blodgett

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) Presentation: Leadership Retreat Update and SHCPS Summer Programming (See attached)

SHCPS Administrative Retreat -- Presented by Krista Piazza. Goals, tools and "Success Factors" (action items) were reviewed. Krista Piazza will meet with the team twice a month and report back to the board with updates on the Success Factors.

SHCPS Summer Program --Rebecca Blodgett attended some of the Wednesday evening sessions and reported that many students from other schools participated and their parents inquired about the program & SHCPS. "It was very effective. It was exciting and adapted well to the individual student." Krista Piazza reported that there are approx. 40 students that attend on a regular basis and several "drop ins" that show up from time to time. Sixth grade teacher, Kate Ariemma will be attending the September board meeting to provide details about the program.

New Staff Orientation agenda -- Krista Piazza reported that Power School rolled out their program approximately 3 weeks late. It has put the school behind schedule and affected the information SHCPS was able to provide in the summer mailing. SHCPS was not able to supply students with their class schedules, or parents with their passwords and access. The custom formatting of the grade book and report card are also not available at this time. In the mean time, the school will have to use the Power School templates. Despite these hindrances, Krista Piazza reports that Power School is much more use friendly than CenterPoint and she is confident that the program will be successful.

- 2) Board Report - Carlton Watson asked each key person on the subcommittees to take the helm to work with Krista Piazza to get the subcommittee on task. All subcommittees faced the same

difficulties during summer break, however, it's time to "re-activate" efforts. Board members underlined are the "key person" within each subcommittee.

Strategic Planning

Priorities (in order of importance) : Plan and Time-Line presentations.

- **Math and Science Initiative:** (Rebecca Blodgett, Krista Piazza, , Andrew Feland) Grant application submitted that would provide 6 math mentors to the school.
- **Population Served:** (James Diggins, Darrell Gibbs, Krista Piazza, Gerald Yung)
- **Facilities:** (Rebecca Blodgett, Lee Cordaro, Gerald Yung, Krista Piazza "development phase only") The focus for this subcommittee has shifted from investigating off-site locations for the after-school program to improving and better utilizing our current space. Gerald Yung will update the board on the subcommittee's progress.
- **Funding Support:** (Donna Lemoyne, Carlton Watson, Cynthia Krackovic, Krista Piazza) Now that the subcommittee has identified a Grant Writer (Darrell Gibbs) they will pursue other fundraising opportunities.
- **Dissemination:** (Lee Cordaro, Krista Piazza) Staff survey conducted. Report on findings will be submitted once the information has been compiled.
- **Political Advocacy:** (TBD)
- **Board Recruitment:** (all board members) Carlton will email Richard Bisk regarding his decision to join the SHCPS board of trustees and touch base with Andrew Feland about his ability to remain active as a board member. Areas of expertise needed on the board remain Math/Science, Public Relations, Fund Raising and Technology.

3) Old Business

- a) Audit Schedule (attached). Please note that the date should read "8/1 to 8/30."
- b) Alert Letter Provided by Tofias (attached). Change in reporting on the management letter for auditing purpose resulting from new regulations were outlined.
- c) Approval of Accountability Plan from Commonwealth of Massachusetts DOE (attached)
- d) Annual Report (attached)- Donna Lemoyne questioned whether the board members' place of employment should be included in the Annual Report "Governance Profile". Cindy Krackovic will review the reporting guidelines and report back to the board at the next meeting.
- e) Formal Resignation Letter from Dorothy Escribano.

4) New Business

- a. Employee Policy and Benefits Guide (combined guides) there are no new policies or procedures at this time. This new guide only combines two existing documents. Minor typographical errors will be corrected before the guide is printed and distributed. Donna Lemoyne questioned the last sentence under the Holidays section that states "Employees will not receive holiday pay while on vacation." It was agreed by the board members that this sentence will be deleted from the guide.
- b. Staff Manual Revision (adoption of any new policies). There were no new policies presented, just the inclusion of those new policies and procedures in this document voted on over the course of FY07.

Motion to approve: James Diggins

Second: Lee Cordaro

All members voted in favor of the motion.

- c. MCPSA website provides board members documents and templates, hand out with the URL was provided to board members.

5) Financial Report

- a) Personnel Update : Report on New Hire Staff. Speech Pathologist and Physical Education are the only vacancies as of 8/1/07
- b) Enrollment Report: 668 enrolled, waitlist 243. Krista Piazza reports that the enrollment number listed is not correct, that as with last year we are well over enrolled . Cindy Krackovic confirmed actual enrollment at 689 with Leslie Price. Enrollment is reported monthly.
- c) Cash Balances: May 2007 and June 2007 reported, no questions.
- d) May 2007 and June 2007 Balance Sheet and P/L (pre audit) reported, no questions.
- e) Budget to Actual year end 06/30/07. Cynthia Krackovic summarized and reviewed the debt ratios that were included in the handout. There were no questions.
- f) FY08 Budget Revision and Changes Report was presented by Cynthia Krackovic for approval. It was noted that a Capital Improvement increase was also proposed from \$30,000 to \$60,000.

Motion to approve: James Diggins

Second: Donna Lemoyne

All members voted in favor of the motion.

- g) Teacher Incentive Fund Grant not approved.
- h) Grant Allocations, all entitlement, Kindergarten and Reading First grant expenditure budgets were presented to the board for approval.

Motion to approve: James Diggins

Second: Rebecca Blodgett

All members voted in favor of the motion.

For future discussion: 9+ Yr Employee Salaries

Several SHCPS teachers are approaching their 9-year anniversary and their salary will exceed budget allowances as well as the Worcester step scale. How can SHCPS address this issue without penalizing long-term teachers who have demonstrated excellent performance?

Motion to adjourn: Rebecca Blodgett

Second: Donna Lemoyne

Meeting adjourned at: 1:45 PM

Next meeting ; Tues, September 4, 2007

Minutes respectfully submitted by:

Elizabeth Gillis

Administrative Assistant