

**Seven Hills Charter Public School Board of Trustees**  
**Meeting Minutes**  
**October 2, 2007**

Welcome: Carlton Watson called the meeting to order at 6:05PM. Present were Carlton Watson, Krista Piazza, Cynthia Krackovic, Kathy Holton, Gerald Yung, Rebecca Blodgett, Jim Diggins, Richard Bisk.

Minutes

Minutes of the August 7, 2007 SHCPS Board of Trustees Meeting presented for approval.

Motion to approve: Rebecca Blodgett

Second: Jim Diggins

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

Minutes of the September 4, 2007 SHCPS Board of Trustees Meeting presented for approval.

Motion to approve: Carlton Watson

Second: Jim Diggins

**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:

- a. Character Education Programs (handout provided at September meeting): How do we as a school embrace Character Education...Krista Piazza presented (see handout), and addressed the Discipline and Core Value theme, as well as curriculum programs where Character Education is imbedded. Open Circle, the Go Program, Seven Habits of Highly Effective Teens, and Touchstones are just a few of the specific curriculums. The Harry Wong program provides teachers classroom management training to assist them in building skills to be successful. Krista Piazza reviewed the "CIA" (civility in action) program that is currently in place. She also went over the multi tier process and how individual plans or interventions if required are recognized and implemented. Intervention Central on the internet is another resource to support teachers. Stopping the behavior in the classroom is an immediate need. The teacher addresses the specific child and behavior as a re-

direction. If this is not successful they are re-directed to go to the “private workspace” a desk in the room set aside. If this is not effective the child will be removed to the class room with a reflection sheet to the “time out” or coach’s classroom. The coach’s job is to speak with the teacher before the end of the day around the student situation to assist and coach with the student situation to prevent re-occurrence. These are tracked, if there are 3 or more “reflection time-out scenarios” administration then gets involved and takes whatever the determined necessary action is. They also use the “apology of action” as a reflective process. A weekly Administrative meeting is held to review all the data and follow up to track the effectiveness. Carlton Watson questioned how we are able to gage if teachers are using the tools. Krista Piazza spoke to about “accountability to the process”. This process ensures that the teacher will own the consequence and is involved. Gerald Yung discussed how “stop cards” are utilized and how that aides in teaching the child how to manage themselves.

- b. Integration of Arts and Technology: Focus tonight on the Arts, and presented by Kathy Holton. A Celebration of Diversity Through the Arts...we are the world is the theme this year. See attached presentation. When the song was sung at their performance the verses were done in English, Spanish, Japanese and Sign Language, starting off the theme with different cultures and languages being emphasized. The Art Program is including the appreciation of the differences around various cultures, and how to be a global citizen. They will perform at the multicultural event on December 20<sup>th</sup> to be held at Mount Carmel. On Veterans Day Kathy Holton and the Show Choir is producing a Salute to the Veterans at the new Auburn High School and she put forth an invitation to the board.

- 2) Board Report: Andrew Feland submitted his resignation via email. Effective today the board accepted his resignation. Carlton Watson noted that he and Krista Piazza have interviewed Ernie Floyd and will continue following up with him as a potential board member

### **Strategic Planning / Subcommittees**

- **Academic Achievement**

*Math and Science Initiative:* (Rebecca Blodgett, Krista Piazza, Richard Bisk,) Teleconference held and Richard Bisk is trying to get student teachers on board, math content training. He addressed how the MTEL math requirement will change effective FY09. Richard Bisk visited some of the class rooms, and is very comfortable with Singapore Math and some of its short comings feeling that a course would be helpful.

- **Organizational Viability “Finance”**

*Funding Support:* (Donna Lemoyne, Carlton Watson, Cynthia Krackovic, Krista Piazza)

*Facilities:* (Rebecca Blodgett, Lee Corduroy, Gerald Yung, Krista Piazza (“development phase only”))

- **Faithfulness to Charter “Governance”**

*Population Served:* (Jim Diggins, Darrell Gibbs, Krista Piazza, and Gerald Yung) Eileen Diggins participated on the conference call and helped add some fresh insight. Children need “goals” in order to be motivated, and this needs to happen prior to the 8<sup>th</sup> grade, should start in the 5<sup>th</sup> grade. Getting them excited about the possibilities and keeping them motivated to obtain their goal by providing them with academic direction and showing them what students at specific schools “look like” so they know the avenues they need to take for successful acceptance. Our “gear up night” happens too late they want to start the process during the “fly up night”. Parental involvement in the process was also discussed.

*Dissemination:* (Lee Cordaro, Krista Piazza)

*Political Advocacy:* (TBD)

*Board Development:* (Rebecca Blodgett, Krista Piazza, Cindy Krackovic, Carlton Watson) DOE/Charter School trainings board members to attend minimum of one training per year. Cindy Krackovic emailed to all board members the notice that was sent by the DOE regarding the November 15<sup>th</sup> Charter Leader Meeting.

### 3) Old Business

- a) Coordinated Program Review Update (report still not received)
- b) Parking Update and Shuttle Service: WRTA will not provide service as requested 6:20am to 7:20am and 3:20pm to 4:20pm. Yellow Cab and Laidlaw were both also contacted, there was no interest from either party claiming that this is a busy time and they could not guarantee pick ups. Did not even provide a bid. Jim Diggins will make some initial contacts regarding our needs. Krista Piazza, Carlton Watson and Cindy Krackovic met with Representative Vincent Pedone and City Councilman Philip Calmari to discuss how to work with the constituents in order to get some reversal of the resident parking. A thank you letter was sent and we await their response with the “power contacts” in the neighborhood. We will continue to work on this.
- c) Maintenance and Capital needs will be reported in November, after the October meeting with facilities

### 4) New Business

- a. Richard Bisk new board member vote:

Motion to approve: Jim Diggins

Second: Rebecca Blodgett

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

b. October annual meeting and officer elections: Please refer to provided grid

Motion was made to approve the grid and officers as stated:

Motion : Rebecca Blodgett

Second: Richard Bisk

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

#### 5) Financial Report

- a) Personnel Update , presented, no questions.
- b) Enrollment Report as of 9/24/07: 678 enrolled, waitlist 187, ADM 674
- c) Cash Balances: August 2007 presented, no questions
- d) August 2007 Balance Sheet and P/L presented, no questions
- e) Audit Update: Field work completed, the audit went well and there are no “findings”. We met the loan covenant calculations at 1.27. Tofias handled the Edison debt by including the liability from the first 6 months of FY08 in the calculation, thus lowering the anticipated ratio of 1.33 to the 1.27. In addition the two internal controls ” 1) Inadequate Segregation of Duties, and 2) Lack of Basic IT general controls (based on utilization of QB) that we had earlier anticipated would require a “significant deficiency” or “material weakness, Jesse felt may not need noting as such, but was going to discuss further with Kevin P. Cindy Krackovic will provide Tofias with a draft End of Year Financial Report for their review on October 15<sup>th</sup>, upon approval by Tofias this will be ready to upload to the DOE. The DOE deadline is end of January, but the internal deadline is to have this uploaded by November 15<sup>th</sup>. Draft Financials will be ready for review by October 12<sup>th</sup>, and the Exit Conference is scheduled for October 22<sup>nd</sup>. Cindy Krackovic and Krista Piazza will meet with Tofias. The tax return due November 15<sup>th</sup> is always put on extension at the beginning of the audit and submission is based on Tofias internal scheduling. I anticipate submission of the audited financials to be completed before the January 1, 2008 deadline and would like to complete with deadline for EOYFR upload if all bound copies are provided by Tofias in time.

Motion to adjourn: Jim Diggins

Second: Rebecca Blodgett

**Meeting adjourned at: 7:50pm**

**Next meeting ; TBD due to Wednesday schedule issues for November meeting.**

Minutes respectfully submitted by:

Cynthia Krackovic

Business Manager

