

**Seven Hills Charter Public School Board of Trustees**  
**Meeting Minutes**  
**Tuesday October 6, 2009**  
**6:00-8:00pm**  
**Held in room #210 at Seven Hills Charter Public School**

Welcome

Meeting began at 6:05 PM. In attendance: Carlton Watson, Suzanne Buglione, Lee Cordaro, Donna Lemoyne, Kevin Bradley, Joanne Newcomb, Krista Piazza, Shelly Hinds, Michelle Hennessey, Cindy Krackovic and Kate Clark. Joe Hungler from Boys & Girls Club also in attendance as a possible new board member. Beth Gillis recorded meeting minutes.

Minutes

Minutes of the September 1, 2009, SHCPS Board of Trustees Meeting presented for approval.

Motion to Approve Meeting Minutes: Lee Cordaro

Second: Joanne Newcomb

**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. Curriculum Overviews – Ms. Piazza reviewed the curriculum descriptions in the SHCPS Staff and Family Handbook Curriculum Overviews and the Academic and Behavior Support Guide including the 3-tiered model of curriculum, instruction and support. She described the SHCPS lesson planning process and shared internally developed tools such as the K-8 Skill Progression, Pacing Calendars and Alignment Charts. She outlined the school’s Response to Intervention approach and methods used to differentiate instruction to meet individual student needs. Questions were answered relative to staff use of the tools and implementation of the programming. The role of the coaches was referenced in support to the regular data analysis and lesson planning processes. Questions were also answered regarding the use of common planning time. Each instructional team has 1 hour per day of common planning time, in addition to 45 minutes of school wide common planning time at the end of each day.
- b. FASST – Acronym stands for “Family And Student Support Team.” Ms. Piazza reviewed the handout. The process starts when a ticket is logged. After that, the intake process can be time consuming because it’s based on specific circumstances. All plans of action must be exhausted before taking the next step. Parent participation in the FASST process has been a struggle. Ms. Buglione offered her assistance since she has experience preparing parents for team meetings. A board member asked how the program is evaluated. Ms. Piazza reported that there is a follow up process after the intervention as well as a review of the appropriateness of special education referrals that result once the process has been exhausted.

**2) Board Report:**

- a. Board Work Plan: School Improvement update plan and board work plan to be revised at November retreat. The retreat will be scheduled when the board is fully seated. There are currently 6 board members and 8 in process. Since the DOE Site Visit is schedule for January, the board agreed that the Retreat cannot be delayed too long.

- b. Board Development: Feedback/conversation from board members re: processing information and integrating. Carlton Watson will provide questions to create a survey intended for feedback on prospective board member orientation. Suzann Buglione will “post” survey to be taken electronically.
- c. Update on recruitment
  - a) Beverly Bell and David Ishola for consideration of school board trustee. (resumes attached) David Ishola declined, and Beverly Bell was put forward for nomination. Motion to Approve Nomination: Joanne Newcomb  
Second: Suzanne Buglione  
**All members voted in favor of the motion.**
  - b) Judy Verdini declined
  - c) DOE approval of Joanne Newcombe attached.
  - d) DOE approval of Kevin Bradley attached.
  - e) FY2010 Meeting Schedule provided.
  - f) November 2<sup>nd</sup> meeting will be a regular board meeting that will meet from 6 PM to 8 PM at SHCPS. The Retreat is TBD and notification will forthcoming.
  - g) Updated board member contact and term information provided. Errors noted on the Board Contact Information sheet. Change email address for Joanne Newcombe to “jjnewcombe” and Beverly Ball’s name to “Bell”.
  - h) Mr. Watson reported that Ms. Cordaro and Ms. Lemoyne resigned from the board effective October 7, 2009. Both members said that their involvement with the school and board has been very positive and they regretted that personal circumstances require them to expend their energies elsewhere at this time. Ms. Piazza expressed her gratitude for their support for the school and the board over the years. Ms. Krackovic requested formal letters of resignation for the record.
  - i) Ms. Newcomb inquired about the update in the packet regarding Mr. Soule. Ms. Krackovic informed the board that reporting is required due to DESE reporting requirement on educator misconduct, and this was just a status update.

### 3) Old Business:

- a. H1N1 update on recommendations from September 4<sup>th</sup> training.  
Ms. Piazza reported that there have been no changes since reporting to the Board last month. The training session was geared to vaccine discussions. Residential schools will be offering onsite vaccines, however all other schools should advise parents to contact their personal physician. In the meantime, the school will be promoting healthy hygiene habits such as washing hands, etc
- b. Summer School: Performance Outcomes  
Presented by Kate Clark. Ms. Clark provided an overview of the summer program to the board members and reviewed the handout outlining the results of the program. The goal was to decrease regression of the summer, and, preferably, increase student achievement in reading and math. The results outlined some success in decreasing instances of regression in reading. Due to technical glitches, the math assessments compared end of year results for two different grade levels, thus negating the validity of the post testing. Although attendance at the courses was quite good, the program did not reach the intended students. Those who were identified for the program due to their at risk status often failed to report to the sessions, despite continuous outreach from the classroom teachers, administration and program director. Mr. Bradley inquired about the collaboration with the Worcester Public Library and Ms. Clark reported that the Worcester Library was very supportive of the Summer Program at Seven Hills. Ms. Buglione asked about accessibility and Ms. Piazza explained that families have said that the library is a

more convenient location than the school due to its proximity to the center of the city and the fact that it is on the bus line. SHCPS offered transportation (grant funded) to families in need but even still, they did not attend.

**5) New Business:**

a) FY2010 Grants Overview

Ms. Krackovic reported on the grant information and asked the Board to vote for approval.

Motion to Approve: Joanne Newcombe

Second: Lee Cordaro

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

**6) Financial Report**

a) Personnel Update: Ms. Piazza reported that the personnel information has changed due to some recent transitions. Changes were explained verbally and will be documented in the next Personnel Report provided to the Board at the November board meeting

b) Enrollment Report as of 9/29/2009: 678 enrolled, waitlist 475, 673.59 ADM

c) Cash Balances: August 2009, Ms. Krackovic presented, there were no questions.

d) August 2009 Balance Sheet and P/L, Ms. Krackovic presented, there were no questions.

e) Audit Update: Draft Financial Provided. Ms. Piazza commended Ms. Krackovic and her team for their excellent work during the audit. Exit conference is scheduled for October 14<sup>th</sup>, final draft will be presented at the November board meeting for approval, and Tofias will present to board at the December board meeting.

f) FY2010 Amended Budget, Ms. Krackovic reviewed the proposed changes, there were no questions.

Motion to Approve the Amended Budget: Suzanne Buglione

Second: Joanne Newcombe

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

**7) School Communication: Also visit [www.sevenhillscharter.org](http://www.sevenhillscharter.org)**

a) Weekly Staff Notes: Aug 17<sup>th</sup>, 25<sup>th</sup>, 31<sup>st</sup>, Sept 8<sup>th</sup>, 14<sup>th</sup>, 21<sup>st</sup>, and 28<sup>th</sup>.

b) Weekly Newsletter: Aug 21<sup>st</sup>, 28<sup>th</sup>, Sept 4<sup>th</sup>, 11<sup>th</sup>, 18<sup>th</sup> and 25<sup>th</sup>.

In order to cut down on the size of the board packages, the future availability of these documents will be on the website. Board members are asked to access these documents accordingly.

Motion to adjourn: Joanne Newcombe

Second: Kevin Bradley

**Meeting adjourned at: 7:57 PM**

**Next meeting: Nov 2, 2009**

Minutes respectfully submitted by:

Beth Gillis

Administrative Assistant