

Seven Hills Charter Public School Board of Trustees
Minutes of the Annual Meeting & Retreat
Monday November 3, 2008

Welcome: Meeting began at 5:09 PM. In attendance Richard Bisk, Jim Diggins, Lee Cordaro, Carlton Watson, Krista Piazza, Cindy Krackovic, Donna Lemoyne, Gerald Yung, Beth Gillis recorded meeting minutes.

Minutes

Minutes of the October 14, 2008, 2008 SHCPS Board of Trustees Meeting presented for approval. Cynthia Krackovic noted that there is an error in the second to adjourn, correct to state Rebecca Blodgett.

With correction – Rebecca Blodgett

Motion to approve the Meeting Minutes: Richard Bisk

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) Retreat Intro:

- a. Review of the strategic purpose – review 2008-09 goals (attached). Mr. Watson reviewed the goals as outlined in the attached 2008-09 goals. These goals were set at last year's February retreat and were part of a plan to continue through the school year. The goal of this retreat is not only to review progress toward these goals but also to review overall school progress and determine if any adjustments need to be made to this plan as part of an overall plan for school improvement.

2) Presentations:

- a. MCAS Achievement Results and School Improvement Plan, Corrective Action:
See hand outs

How we are doing: The Board had previously received end of year achievement report based on internal data. This report now compares those internal results with the MCAS results that came in this fall. An explanation was provided about the various information presented in the handouts. Board members noted the discrepancies between individual teacher performances at each grade level, as well as issues around grade level growth versus cohort growth, compared to the sending district and state. There were discussions about what to do when there is a resistant or underperforming teacher at a mid year point and the difficulty that mid year transitions, and lack of high quality mid year candidates, creates for students. Additional time was allotted to the board members to review the information and present questions once the information has been digested.

Review 2008-09 School Improvement Plan – The plan that was shared at the end of last school year (based on revisions to the operational plan of that school year) was revisited, with detailed explanations and discussion around each item, to set a framework for additional topics to be explored as part of an updated plan for this year now that MCAS results have been analyzed.

Key points:

Correlation was done between internal measures and MCAS performance. There was a 100% correlation between mastery of 70% or more of the YPP math standards and proficiency on MCAS. The literacy profiles based on a series of assessments was also highly correlated with MCAS success.

A history of curriculum selection and rationale was provided, along with projected outcomes. Although a variety of factors influence curriculum decisions and transition timelines, core programs are thoroughly reviewed at a minimum of every five years (most much more frequently). Last year was a science year, resulting in a change of programs to increase student exposure to the scientific process and lab based experiences at every grade level. This year, we will review our social studies program. The math and ELA programs have been revised and gradually stepped up per grade level over the course of several years. As of this year, we are now fully implementing Scott Foresman reading and Singapore / Everyday Math in all Primary and Elementary grades. Teachers have alignment charts and calendar maps to guide their planning processes.

A history of PD goals was provided, with feedback on success and follow through on the action plans. Staff now has an increased understanding of literacy and numeracy development, and interpretation of data to determine areas of strength and weakness. They have received training in general pedagogy and intervention tools and techniques and are now focusing more heavily on monitoring student response to interventions in order to make curricular and instructional adjustments. In addition to content and pedagogical training, we have done intensive work around Open Response strategies.

Additional discussion was held around differentiated staff development and professional goal setting processes and ROUNDS.

Discussions around school culture focused not only on the implementation of our character education programs but also on the Positive Behavior Intervention Support (PBIS) model and the necessity for staff to be modeling the attitudes and behaviors (toward each other) that we want our students to adopt.

The Board also discussed parent involvement and dissemination efforts.

New considerations for the Improvement Plan – Krista Piazza reviewed the responsibilities of the school in light of our designation as a school in Restructuring – Year 2.

Parent notification is required, and has taken place.

Technical assistance required without outside provider. Seven Hills continues to partner with Community Partners Initiative (CPI).

School improvement adjustments: See Handout

The Board discussed causes of failures and an array of action items to be considered. The Board agreed that administration should move forward with more detailed proposals in each of the action item areas. Some actions are self explanatory and can be immediately implemented. Others require additional investigation and planning. The topics most highly debated among board members were the criteria for promotion determinations (one grade to the next), the tools used to report student progress, the effective use of the staff bonus structure to recognize high quality performance and teamwork, the ability to provide breaks for staff (lunch, recess coverage), the staffing and standards for our special education programs, extended learning and the school calendar (the possibility of year round schooling – to be delayed as a discussion until the next charter cycle). Krista Piazza will form subcommittees to create detailed proposals about each of these areas.

Carlton Watson noted that due to the time constraint, and the need to revisit the plan again, that we could come back to some of the final items noted at another time. Krista Piazza did an overview of the remaining items on the plan. Krista did speak to the fact that Professional Development of 20% is required to be paid out of Title One funds to provide tutoring, to the amount of around \$80K. She also shared information about school choice and staffing and leadership adjustments that have been and need to be explored in light of our school performance.

3) Board Report:

- a. Election of Officers: The following officer positions were put to vote.

Carlton Watson, Chair
Rebecca Blodgett, Vice Chair
Donna Lemoyne, Treasurer
James Diggins, Secretary

Motion to approve the Officer Nominations as noted: Lee Cordaro

Second: Jim Diggins

All members voted in favor of the motion.

It was noted that in the event that an officer should resign their position a nomination and vote will be taken at that time to fill the vacant position.

4) Old Business:

- a. Refinement of Board Work Plan from FY2008 Retreat – Upon review of priorities based on the achievement data and corrective action, an updated plan from which to assign work plan projects will be created.

Legislative follow up on the Parent Liaison: email provided

4) New Business:

- a) 403 (b) Plan Document Completed: Documents provided, Cynthia Krackovic noted that MASBO had approved this plan document for utilization by educational institutes, and is in place prior to the January 1, 2009 IRS deadline, and as previously voted in utilization of Lincoln Investments.

5) Financial Report

- a) Personnel Update : Presented, there were no questions.
- b) Enrollment Report as of 10/28/08: 678 enrolled waitlist 242, ADM 680.12
- c) Cash Balances: September 2008 : Presented, there were no questions
- d) September 2008 1st Qtr Balance Sheet and P/L : Presented, there were no questions
- e) Budget to Actual 1st Qtr ended September 2008 : Presented, there were no questions

6) Executive Session

- a) Superintendent Contract, Succession Planning

Motion to go move into executive session 7:44pm, to return to open meeting: Richard Bisk

Second: Rebecca Blodgett

All members voted in favor of the motion: Carlton Watson, Richard Bisk, Donna Lemoyne, Rebecca Blodgett, Jim Diggins, Lee Cordaro

Motion to return to regular session 8:35pm: Rebecca Blodgett

Second: Jim Diggins

All members voted in favor of the motion.

No further business

Motion to adjourn: Donna Lemoyne

Second: Lee Cordaro

All members voted in favor of the motion.

Meeting adjourned at: 8:37pm

Next meeting: Tuesday December 2, 2008

Minutes respectfully submitted by:

Elizabeth Gillis

Administrative Assistant