

Old Sturbridge Academy Charter Public School

Meeting Minutes

Meeting Date: June 15, 2017

Members present: Reed Hillman, Christine Tieri, Richard McGrath, Pamela Boisvert, Jasmin Rivas, Keith Blanchette, Daniel Soucy

Members absent: Daniel Pear

In Attendance: Jim Donahue, Tina Krasnecky, Deb Friedman, James Connelly, Zaina Rivett

Order of Business

1. 5:00 PM Approval of minutes of May 18, 2017
2. 5:05 PM Welcome – new Board Member Daniel Soucy
3. 5:10 PM Operating Line of Credit review and vote
4. 5:25 PM Fiscal Policies and Procedures review and vote
5. 5:40 PM Fiscal 2018 Budget review and vote
6. 6:15 PM Executive Director Update

Mr. Hillman called the meeting to order at 5:05.

Agenda items may be taken out of order.

Mr. Hillman shared that all future meetings will begin with a 10 minute period of public comment.

Public Comment Time: No comments

Welcome – new Board Member Daniel Soucy

Approval of minutes of May 18, 2017

Mr. Hillman made a correction to the minutes, insert “to discuss negotiation strategies concerning contract” on pg. 5.

Mr. Hillman entertained a motion for approval.

MOTION: Mr. McGrath made the motion for approval with amendments to the minutes.

SECONDED: Mr. Soucy seconded the motion for approval.

VOTE: All in favor.

Operating Line of Credit review and vote

Mr. Donahue stated that going forward, all materials will be sent ahead of time to the board. Mr. Donahue and Ms. Krasnecky have worked with CountryBank to establish a line of credit of \$100,000. Mr. Blanchette stated that this is sound business practice.

Mr. Hillman entertained a motion for approval.

MOTION: Ms. Tieri made the motion for approval.

SECONDED: Ms. Rivas seconded the motion for approval.

VOTE: All in favor.

Fiscal Policies and Procedures review and vote

Mr. Donahue stated that normally materials would be sent out prior to the meeting. Mr. Blanchette has reviewed the draft fiscal policies and procedures this past week. Ms. Krasnecky shared the draft with the board. All charter schools must adopt a fiscal policy and procedure. DESE does provide a wonderful template that is not required but recommended. OSACPS will adopt all recommended practices from DESE. The fiscal policy and procedures need to be approved by OSACPS Board of Trustees and will then be sent to DESE for procurement policy approval only. The accounting practice at OSACPS will be as follow: Signatory policies for checks (other than where OSV is payee):

- The executive director, Mr. Donahue, has signatory authority on any check up to \$5000 that is within the approved budget.
- For checks over \$5000, and up to \$100,000, a dual signature with the Executive Director, Mr. Donahue and either the Treasurer, Mr. Blanchette, or the Chairman, Mr. Hillman.
- For checks over \$100,000, a dual signature with the Executive Director, Mr. Donahue, and the Chairman, Mr. Hillman.

Signatory policies for checks payable to OSV:

- Either the Treasurer, Mr. Blanchette, or the Chairman, Mr. Hillman, has signatory authority on any check up to \$5000.
- For checks over \$5000, a dual signature with the Executive Director, Mr. Donahue, and either the Treasurer, Mr. Blanchette, or the Chairman, Mr. Hillman.

Mr. Hillman asked if the entire fiscal policy and procedures must be returned to DESE for their approval. Ms. Krasnecky responded that DESE will review only the procurement policy. Mr. Blanchette asked if OSACPS has to adopt the DESE template for fiscal policies on procurement. Ms. Krasnecky responded that the DESE template is very well done. Ms. Boisvert asked if most charter schools adopt the state template. Ms. Krasnecky responded that yes, they do. Mr. McGrath asked about signatures for payroll checks. Ms. Krasnecky responded that checks will be automatically signed by the payroll company and that direct deposit will be required.

As stated prior in the meeting, the procurement policy will reviewed by DESE. Commonwealth Charter Schools are not subject to 30B however good business practices are expected by DESE. Ms. Krasnecky shared that OSACPS is required to have a certified procurement officer and that she has passed the certified procurement officer class. The synopsis of the procurement policy is:

- Under \$5000: a good sound business practices when procuring goods and services is required.
- \$5000-\$24,999 requires quotes from at least three vendors/companies. The business will be awarded to best price AND best quality. The purchase will not necessarily from the lowest price only. Ms. Krasnecky shared the example of School Brains. Although the price was the lowest, if another system fit OSACPS needs better, the purchase may be done on needs, not price.
- Over \$25,000 in purchase will require a more formal bid or RFP. Mr. McGrath noted that was with case with the bus contract when three companies were asked to submit a proposal for services.

Ms. Tieri asked if there is a time frame to rebid contracts stated in the policy. Ms. Krasnecky responded that it will develop as the board goes along. After the first year, there will be a review of policies. The one exception: a construction project taken on by OSACPS comes under 30B.

Mr. Hillman entertained a motion for approval.

MOTION: Ms. Boisvert made the motion for approval.

SECONDED: Mr. Blanchette seconded the motion for approval.

VOTE: All in favor.

Fiscal 2018 Budget review and vote

Mr. Donahue shared the budget summary and details that had been reviewed with OSACPS Treasurer Keith Blanchette. The summary sheet provided an overview of the \$2.6 million budget Mr. Donahue stated that the application budget was strong so that there is little change from that. The budget shows a firm revenue stream with little risk and reasonable contingency. Ms. Krasnecky stated that the revised budget is within \$5000-6,000 of the application budget. The OSACPS board of trustees approves the revised budget and then sends to DESE not for approval but for review. Budget includes salaries for 19 employees. The budget is funded through tuition dispersed from the state that receives it from sending towns. The first tuition payment is set to begin July 1 and will be reset half way through the year if need be. The budget is based upon full enrollment throughout the year. Some assumptions:

Revenue

Tuition- \$2,120,000

CSPG- \$200,000

Other Grants-\$107,000 other grants: title one, title two based upon enrollment demographic

Nutrition Funding Reimbursement for CEP program-\$91,109

Expenses

Salaries and fringe- \$1,226,383

Instructional materials- \$312,956

Building lease (not including utilities) \$236,000

Transportation-\$199,500

OSV management contract-\$190,800

School Lunch Program-\$106,580

Capital \$80,478 including classroom furniture

Contingency Funds- \$50,000

Other (includes \$45,000 for utilities) \$152,243

Universal lunch project is at a cost of \$106,000 with \$91,000 reimbursement. This will allow all students to take part in what is considered intentional learning time. Ms. Boisvert asked if OSACPS was using the new criteria for economically disadvantaged rather than low income. Yes, that is the criteria that is being used. Ms. Krasnecky shared that there will be a small surplus in year one of \$23,000. Mr. Blanchette stressed that the line of credit from CountryBank is critical. Ms. Krasnecky stated that reimbursement

comes late from Federal government. Mr. Blanchette shared that there is very solid revenue and expenses and that even the biggest expenses are well defined.

Mr. Hillman asked if there are any extra aides budgeted for should an IEP require it. Mr. Donahue stated that the current demographic indicate the budget will be sufficient. Mr. Blanchette said that he would recommend that the budget be approved as most line items are nailed down. It is a solid budget.

Mr. Hillman entertained a motion for approval for fiscal 2018 budget.

MOTION: Mr. Blanchette made the motion for approval.

SECONDED: Mr. McGrath seconded the motion for approval.

VOTE: All in favor.

In other business: Mr. Hillman brought up the July 1 deadline for the management contract between OSV and OSACPS. Mr. Donahue stated that there is need for a single agenda meeting to discuss the contract prior to July 1. Mr. Blanchette has spoken with Alyssa Hopkins of DESE regarding feedback for management contract. Ms. Hopkins was fine if the contract is not finalized prior to July 1.

Ms. Rivas and Mr. Blanchette left the meeting at this time.

Executive Director Update

Mr. Donahue's update:

- The school buildings are ahead of schedule and expected to both be in place by early July. Interconnect of solar by end of this month.
- Ms. DeTora and Ms. Rhodes have been very busy with finalizing curriculum, the student handbook, and doing kindergarten screenings.
- Update on faculty: 6 teachers hired and there are still plenty of good applicants for the two remaining positions. OSAPCS has lost one second grade teacher candidate due to timing. All faculty is invited to a staff dinner in June and will attend the OSACPS family event scheduled for July 1st.
- The school nurse and associate teachers will be sourced next. They will be entitled associate teacher rather than para-professionals as they are emerging teachers and viewed as cohorts. Associate teachers will be groomed to move into classrooms after year or two as an associate teacher.
- Student records have begun to arrive including IEPs. Occupational Therapy is the highest need as of now. Food allergies are also fairly common.
- Ms. DeTora and Ms. Rhodes are working with the EL Education school designer on the curriculum materials.
- August 1st will begin full time work for the teachers. They will make home visits to each student as well as participate in orientation for both parents and students. The plan is to have August 15th as the date that everything is ready to go. 1st six weeks will be mapped out to the smallest detail.

- Parent update meetings will be held on Tuesday, June 20th and Saturday, June 24th to share information about uniforms, transportation, Parent Advisory Council, school lunch, afterschool program.

Mr. Soucy inquired about Discovery Adventures that will take place on Wednesday afternoons and if that is a joint project with interpretation. Mr. Donahue shared that the process and procedures is being developed by Rhys Simmons, Director of Interpretation and Emily Dunnack, Director of Museum Education.

Ms. Tieri asked about the pool for teachers? Mr. Donahue responded that they are looking for a wide range of experience and will provide mentors for those newer teachers.

Mr. Hillman reviewed the standing committees and began discussion regarding their roles. Most of the committees will not need to be active until September. Finance committee is the most crucial at this time. The other committees will be placed upon the September agenda for further discussion.

Mr. Donahue stated that Development should be big and impactful in their vision.

Mr. Donahue reviewed the areas for recess at the school. Play is important. Paved play area to left, grass field in the rear as well as potentially a small playground. The OSV board would like to present a gift to the school.

Ms. Tieri spoke of her experience with TED. Through TED teachers apply for grants. Ms. Tieri said that people give more if there is a vision.

Mr. Hillman asked if there is an employment contract. Mr. Donahue stated that all receive a letter of hire and all are employees at will.

Mr. Donahue announced that another meeting date in June is necessary. There will be a single item on the agenda: Management Contract. Mr. Donahue proposed Thursday, June 22nd at 8:30 AM. Ms. Tieri, Mr. McGrath, Mr. Soucy, Ms. Boisvert and Mr. Hillman can all attend.

Public Comment Time: Ms. Zaina Rivett how about new board members are chosen. Governance Committee proposes new trustees who are then approved by DESE before the OSAPCS board votes approval. Is there a limit to the number of parent trustees? No, but there is one that has to be nominated by the Parent Advisory Council. Nothing precludes additional parents from being nominated for the board.

Adjournment

Mr. Hillman asked for a motion to adjourn.

MOTION: DS motioned to adjourn.

SECONDED: CT seconded the motion.

VOTE: All in favor.

Meeting adjourned at 6:50 PM

Respectfully submitted:
Debra Friedman

Documents in meeting package:
Agenda
Fiscal Policies and Procedures
Fiscal 2018 Budget