

**Old Sturbridge Academy Charter Public School
Meeting of the Board of Trustees Meeting Minutes**

Draft

Meeting Date: Wednesday, January 29, 2020

Time: 4:00 p.m.

LOCATION: Fuller Conference Center

Members present: Reed Hillman, Jim Korman, Linda Denault, Louis Fazen, Jessica Miller, Pam Boisvert, Richard McGrath

Members absent: Keith Blanchette, Jasmin Rivas, Vivian Brooks

In Attendance: Jim Donahue, James Connally, Lisa Detora, Tina Krasnecky, Amy Herman

Order of Business

Public Access 1 On Docketed Item

1. Convene open session
 2. Approval of Minutes –December 18, 2019, Meeting
 3. Report of the Finance Committee
 - a. YTD Financial Performance
 - b. Staffing Needs
 - c. Update on the Lease Amendment
 4. Update from Governance
 - a. Recognition of Resigning Trustee Daniel Soucy Resolution
 - b. Appointment of Governance Committee Chair
 - c. Appointment of Academic Excellence Committee
 5. Review and Approval of the Revisions to the Bylaws
 6. Report of the Community Engagement Committee
 7. New Business
- Public Access 2*

Meeting was called to order at 4:04 p.m. by Reed Hillman.
Quorum was established.

Public Access 1
No Comment

Review and Approval of Meeting Minutes-December 19, 2019

Mr. Hillman entertained a motion to approve the minutes.

MOTION: Dr. Fazen made a motion to approve the meeting minutes of December 19, 2019.
SECONDED: Ms. Denault seconded the motion.

VOTE: All in favor.

Report of the Finance Committee

Ms. Krasnecky discussed the Financials. The Finance Committee reviewed the documents two weeks prior.

The next six months revenue projections will mostly be tuition. The school fiscal year begins in July. Timing is key. For the year, Management is projecting a full-year surplus of \$88,689 compared to a budget of \$75,851.

The Academy has not had a period requiring use of the line of credit.

Management performed a recast on Fiscal 2019. Surplus is projected as higher due to a higher projection for tuition. Management was conservative with the tuition number, but DESE is now projecting a higher figure.

The Academy received an extension of the CSP Grant (\$100,000). The Federal government and state allocated these funds to charters that were founded in the same year. Management is working with Ms. DeTora on how to best spend the money for the students, including for middle school equipment. This is reflected in the spending line.

More funding is being put behind professional development for the teachers, which is reflected in the spending line.

Dr. Fazen inquired about professional development.

Mr. Donahue discussed identifying needs for the lead teachers. Professional development will take place in the classroom. This includes working with consultants inside the Academy.

Mr. Donahue discussed additional staffing requests. This includes increasing the hours for the Occupational Therapist. This is based on the needs detailed in students' IEPs. Other needs include an educator in each K-2 classroom and hiring a new Special Educator. This feeds into a staffing strategy.

Ms. Denault asked about where this educator would be positioned.

Mr. Donahue discussed placing them in the primary grades. This model has made a significant difference. This individual has not yet been hired. The Finance Committee has seen and approved of these costs.

Mr. Hillman if the Board had additional questions.

There were none.

Ms. Krasnecky provided an update on the Lease Amendment. Financing for the new building has been approved by the bank. Management is now working with DESE. The Finance Committee discussed the details of the financing and lease amendment with legal counsel.

Mr. Donahue discussed working with DESE for approval of the lease and guarantee. If DESE does not approve this, it will set the construction timeline back. Management is working on a backup plan should the project become delayed. We do not want a disruption to the education of the students.

Update from the Governance Committee

Mr. Donahue discussed the resignation of Trustee Daniel Soucy from the Board. After seeing a significant increase of time required at his teaching position, he decided to step down from the Board. He will be involved with the Village as a volunteer.

Mr. Hillman asked for a motion to approve a resolution of recognition for the service of resigning Trustee, Dan Soucy

MOTION: Mr. McGrath made a motion to approve a resolution of recognition for the service of resigning Trustee, Dan Soucy

SECOND: Ms. Boisvert seconded the motion.

VOTE: All in favor

Mr. Hillman signed a certificate of appreciation for Dan Soucy's service on the Old Sturbridge Academy's Board of Trustees.

In lieu of the resignation of former chair of the Governance Committee, Dan Soucy, Mr. Hillman asked for a volunteer for Governance Committee Chair.

Mr. McGrath volunteered as the chair of the Governance Committee.

Appointment of the Academic Excellence Committee

Mr. Hillman discussed looking for members to form the Academic Excellence Committee.

Ms. Denault volunteered as chair of the Committee.

Ms. Miller and Ms. Risotti volunteered to serve on the Committee.

REVIEW AND APPROVAL OF THE BYLAWS

Mr. Donahue discussed DESE's suggested revisions and amendments to the Bylaws. The majority of these changes are technical. These changes include:

Section 5: greater clarification of the PAC trustee and the OSACPS trustee. Terms, and termination.

Section 6: Executive Oversight Committee which includes the review of the Executive Director.

Article VII Indemnification Clause, was revised using the language from the Lowell Community Charter School's clause.

Mr. McGrath requested that management send a copy of the indemnification clause to the insurance company for review.

Mr. Hillman asked for a motion to approve the revisions to the bylaws.

MOTION: Ms. Denault made a motion to approve the bylaws.

SECOND: Mr. Korman seconded the motion.

VOTE: All in favor.

Mr. Donahue discussed the management structure with Principal and vice-Principal model, in which the vice-principal reports directly to the Principal. The Principal receives direct support from the Executive Director.

Mr. Hillman asked for a motion to approve the management structure featuring a Principal and Vice-Principal.

MOTION: Mr. McGrath made a motion to approve the management structure.

SECOND: Ms. Boisvert seconded the motion.

VOTE: All in favor.

Report from the Community Engagement Committee

Ms. Miller discussed the last meeting of the Community Engagement Committee. The Committee is working on generating a list of community partners.

NEW/OTHER BUSINESS

Mr. Hillman discussed next month's meeting schedule.

Mr. Hillman asked if the Board had any further questions or comments.

There were none.

Public Access 2

Mr. Hillman asked members of the public if they had any comments on the items on the agenda.

There were none.

Mr. Hillman asked for a motion to adjourn.

MOTION: Mr. Korman made a motion to adjourn.

SECOND: Ms. Miller seconded the motion.

VOTE: All in favor.

Meeting adjourned at 5:03 pm.