



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

Draft

**Meeting Date:** Wednesday, April 27, 2022  
**Time:** 4:00 p.m. – 5:30 p.m.  
**Location:** Zoom Video Conference  
**Members present:** Vivian Brooks, Linda Denault, Jim Korman, Richard McGrath, Jessica Miller  
**Members absent:** Keith Blanchette, Pam Boisvert, Louis Fazen  
**Staff present:** Lisa DeTora, Jim Donahue, Dara Griswold, Melissa Hogan, Tina Krasnecky, Alex McConnon, Jasmin Rivas  
**Also present:** None

**Order of Business:**

Public Access 1 on Docketed Items\*

1. Approval of minutes – February 23, 2022 and March 30, 2022 meetings of the Board of Trustees.....Richard McGrath
    - **Motion: Approve the minutes of the February 23, 2022 meeting of the Board of Trustees**
    - **Motion: Approve the minutes of the March 30, 2022 meeting of the Board of Trustees**
  2. Principal’s Report.....Lisa DeTora
    - **Vote on the approval of 2022-2023 school calendar**
    - **Vote on changing the length of the school day on Tuesdays-Fridays from 3:30 to 3:00.**
  3. Discussion and Approval of Management Contract for July 1, 2022.....Jim Donahue
  4. Leases:.....Jim Donahue
    - **Discussion and approval of 5-year renewal of lease of Pine Grove Complex**
    - **Discussion and approval of 1-year lease of Oliver Wight Building and Fuller Conference Center**
    - **Discussion and approval of unique determination status of leased space**
  5. Presentation and approval of FY2023 Operating Budget.....Tina Krasnecky
  6. Report of the Governance Committee.....Richard McGrath
    - **Vote to approve giving community members a vote on Board committees**
  7. New/other business
- Public Access 2\*  
Adjournment

**Documents and Exhibits:**

- Draft minutes of the February 23, 2022 meeting of the Board of Trustees
- Draft minutes of the March 30, 2022 meeting of the Board of Trustees

- Framing Memo OSA April Board Meeting 2022
- Draft 2022-2023 school calendar English Spanish - 2021-2022 School Calendar (1)
- OSA FY23 Budget Narrative
- OSA March FY2022 Financials

Mr. McGrath called the meeting to order at 4:01 p.m.

Mr. McGrath conducted a roll call of the Board. Quorum was established.

*Public Access 1 on Docketed Items*

Mr. McGrath asked if there were any comments from members of the public. There were none.

1. *Approval of minutes – February 23, 2022 and March 30, 2022 meetings of the Board of Trustees.....*Richard McGrath

- **Motion: Approve the minutes of the February 23, 2022 meeting of the Board of Trustees**

**Motion: Approve the minutes of the February 23, 2022 meeting of the Board of Trustees.**

**By: Ms. Brooks** made the motion.

**Second: Dr. Denault** seconded the motion.

**All in favor. (Mr. Blanchette, Ms. Boisvert, Dr. Fazen – ABSENT)**

**Motion passed.**

- **Motion: Approve the minutes of the March 30, 2022 meeting of the Board of Trustees**

**Motion: Approve the minutes of the March 30, 2022 meeting of the Board of Trustees.**

**By: Dr. Denault** made the motion.

**Second: Ms. Miller** seconded the motion.

**All in favor. (Mr. Blanchette, Ms. Boisvert, Dr. Fazen – ABSENT)**

**Motion passed.**

2. *Principal's Report.....*Lisa DeTora

Ms. DeTora said she brought the draft 2022/2023 school year calendar to both the Parent Advisory Council (PAC) and the teachers and their preference was for the students to get out earlier in June. Ms. DeTora kept the August and June professional development days and also added one full professional development day in January and two half professional development days during the year. Ms. DeTora followed the requirement for a 190-days calendar and Mondays will still be the 2:15 p.m. dismissal.

Dr. Denault asked if it would be possible to have the students in school on the June 19<sup>th</sup> holiday for Juneteenth to do learning activities. Ms. DeTora said Old Sturbridge Academy (OSA) is required to take it off because it is a state Massachusetts holiday.

**Motion: Approve the school calendar for the 2022-2023 school year.**

**All in favor. (Mr. Blanchette, Ms. Boisvert, Dr. Fazen – ABSENT)**

**Motion passed.**

Ms. DeTora said the parents at PAC suggested a desire in changing the school hours. Per Ms. DeTora, there is a minimum of 900 hours for elementary and middle school students. Ms. DeTora also sent out a survey to teachers with a proposal to keep Monday the way it is from 8:00 a.m. to 2:15 p.m. followed by professional development. Tuesday through Friday is currently at a 3:30 p.m. end time and if bumped back to 3:00 p.m., OSA would still be at about 1,115 hours of time for the students. Per Ms. DeTora, the earlier dismissal will also give more options for after school activities as the after school programming is being developed. Ms. DeTora also sent out a survey to families and teachers and shared her results with the Board. There were 173 responses and 82.7% were in favor of ending at 3:00 p.m. on Tuesdays through Fridays. Ms. DeTora proposed to the Board to write a minor amendment to DESE to change the end time from 3:30 to 3:00 for Tuesdays through Friday so that it would be 8:00 a.m. to 3:00 p.m. on Tuesdays through Fridays and 8:00 a.m. to 2:15 p.m. on Mondays.

**Motion: Approve to change the length of the school days on Tuesdays through Fridays from 3:30 p.m. to 3:00 p.m.**

**By: Ms. Miller**

**Second: Mr. Korman**

Dr. Denault asked when actual instruction begins and ends. Ms. DeTora said around 8:02 a.m. while the students are eating their breakfast and starting crew and dismissal will start to happen about ten minutes before. Instructional time is not counted for lunch or play time.

Dr. Denault asked how DESE feels about shortening the day. Mr. Donahue said DESE did not have feedback on the amendment application. Per Mr. Donahue, it would be submitted and if they had questions, he would address them. Mr. Donahue explained that the total instructional time is higher than a typical public school and part of that is the Learning through Experiences (LTE) and Learning through Projects (LTP) time at Old Sturbridge Village (OSV). Per Mr. Donahue, the 3:00 p.m. dismissal would be better for the 21<sup>st</sup> Century Learning Center. Mr. Donahue expressed concern for the students saying that they seem tired by 3:00 p.m. and some of them have a long commute home so this earlier dismissal could help with that.

**All in favor. (Mr. Blanchette, Ms. Boisvert, Dr. Fazen – ABSENT)**

**Motion passed.**

3. *Discussion and Approval of Management Contract for July 1, 2022*.....Jim Donahue  
Mr. Donahue apologized and said that the management contract was never sent out.

Ms. Krasnecky shared the summary sheet and said the management contract is up for renewal in January 2022. This was presented at the OSA Governance meeting and sent to legal counsel. Legal counsel only made a couple of legal changes to the document. Ms. Krasnecky explained the changes.

Ms. Krasnecky noted that new changes are listed under section 4. Mr. Donahue said management recognizes that the approval of an amendment or replication of the school will be adding students and wants to ensure it accurately reflects what is needed. Next year may need revisions if management is able to get an amendment.

Mr. Korman asked about the fee structure. Ms. Krasnecky said it is consistent and there are no changes being made on that.

Ms. Brooks said she will not vote on something she has not had an opportunity to read. Mr. McGrath asked if it was possible to vote on it at the May meeting. Mr. Donahue said management will send the contract to the Board by tomorrow morning and will find out from DESE if a May submission is enough time. If not, he will reach out to the Chair to see if there could be a single topic Board meeting to vote on it.

4. *Leases*.....Jim Donahue

Mr. Donahue said these are leases that have been executed in the past. The operating budget does assume the management contract, the management fee, and the leases. Mr. Donahue asked that the Board approve the operating budget subject to the approval of the management contract.

Mr. Donahue said Ms. Krasnecky will walk the Board through three leases.

Discussion and approval of 5-year renewal of lease of Pine Grove Complex (modular building)

Ms. Krasnecky discussed the proposed a new 5-year term for the modular lease. The Board is acting upon their right to renew for another 5-year term from July 1, 2022 through June 30, 2027. The proposal from OSV is that the rental go up 3% from where it has been. The annual cost has been a \$323,952 increase to \$333,671. The only change will be the change in rate.

Discussion and approval of 1-year lease of Oliver Wight Building and Fuller Conference Center

Ms. Krasnecky proposed to sign for 11 months. Management would like the next lease to end June 30, 2023. The school would lease the same space it has today. The cost per square foot would increase 30% to \$20.60 from \$20.00. These are identical terms to the Oliver Wight building lease. These would be two one-year type leases for the incremental spaces needed to house grades 6, 7, and 8.

Dr. Denault asked if OSA will be ready with other space or if it is taking this a year at a time. Mr. Donahue said he wants to give OSA as much flexibility as possible which is why one year leases are being proposed. Mr. Donahue said the as OSA grows and matures, this might return for redetermination.

**Motion: Approve the 5-year lease for the Pine Grove Complex that Ms. Krasnecky put together.**

**By: Dr. Denault**

**Second: Ms. Brooks**

**All in favor. (Mr. Blanchette, Ms. Boisvert, Dr. Fazen – ABSENT)**

**Motion passed.**

**Motion: Approve the 1-year lease for Oliver Wight building and the Fuller Conference Center.**

**By: Ms. Miller**

**Second: Dr. Denault**

**All in favor. (Mr. Blanchette, Ms. Boisvert, Dr. Fazen – ABSENT)**

**Motion passed.**

Mr. Donahue asked the Board to approve the unique determination status of the leased space.

Ms. Krasnecky shared her screen with a full written resolution of the Board and explained because OSA is a public school, any lease that OSA chooses to enter needs to be publically bid. Ms. Krasnecky said the recitals in the document lay out everything in a way one would expect. Ms. Krasnecky described the details. Ms. Krasnecky said this acknowledges the leases that OSA will enter into and from here, OSA's legal team publishes it in the general register where it will sit for 30 days and assuming there are no complaints, then the Board has the right to enter into the leases. Per Ms. Krasnecky, this is something the school will be faced with to the extent it leases space.

**Motion: Approve this status of the lease space based on the resolutions that were just listed.**

**By: Mr. Korman**

**Second: Dr. Denault**

**All in favor. (Mr. Blanchette, Ms. Boisvert, Dr. Fazen – ABSENT)**

**Motion passed.**

*5. Presentation and approval of FY2023 Operating Budget.....Tina Krasnecky*

Ms. Krasnecky said she and Mr. Blanchette spent time reviewing all the elements of the budget and he is in support of it.

Ms. Krasnecky explained that revenues increase to an additional 40 students and there are step increases with the addition of new staff. The result is an operating surplus planned at approximately \$55K. Ms. Krasnecky said she will highlight key assumptions of the budget which is tuition, compensation (updated step matrix), staffing, leases, and the nutrition program.

Ms. Krasnecky said a significant change is that the facility aid rate has increased for the first time in the 5 years of OSA's history. There is about a 9% increase. The data calculated was based on information that DESE published and applied to the demographic. Ms. Krasnecky explained the 2023 student demographics by town.

Ms. Krasnecky said the next area is payroll expenses with a focus on updating the step matrix. Ms. Krasnecky described the changes and research. She recommended about a 6.5% increase for years 0-3 entering and 5.5% for 3-10 years and 5% after that. Ms. Krasnecky is hoping that OSA will be more competitive by making this change. Ms. Krasnecky explained the matrix with a bachelor's versus a master's degree. Ms. Krasnecky noted that one of the changes in this matrix is that it lowered the difference of bachelor's degree and a master's to \$2,500 from \$4,000. Management took a larger increase per staff at the bachelor degrees level but is competitive at that point. Management lowered the difference but took action at the bachelor's level and this is a solid place for it to be in terms of recruiting. Mr. Donahue emphasized the importance in staff strategy so there is the right mix of long-term and short-term teachers.

Ms. Krasnecky showed a current staffing model of OSA and described the positions that will be added.

Ms. Krasnecky showed the OSA rent analysis and the FY2023 proposed leases. The total cost for the buildings is budgeted at \$687,362.

Ms. Krasnecky explained the FY2023 nutrition program. A model was developed where management believes that the Oliver Wight (OW) kitchen can be shared and that self-operating meal preparation would be able to service the students better. Ms. Krasnecky said this will require about \$30,000 to \$40,000 investment. OSA will move back to charging the students for meals unless the USDA alters their position.

Ms. Brooks asked to consider holding off on this for a year as circumstances work out in the job market. Ms. Krasnecky said OSA has been fortunate in a past hire that it has made of Sarah Griswold who joined the nutrition staff and brings experience. Per Ms. Krasnecky, Ms. Griswold has full capacity to do menu planning and cooking for the school and key staff for the program are already there as well. OSA will also be contracting with Lisa Boden, Nutrition Director of the Ashland School System. Per Ms. Krasnecky, she will need to recruit one position but school nutrition hiring does not seem as difficult as the food industry in general. Ms. DeTora said OSA is receiving complaints from families and students who are asking for a higher quality nutrition experience.

Dr. Denault asked if the \$30,000 to \$40,000 would be coming from free cash and what would happen to the equipment. Ms. Krasnecky said all of the equipment will be able to be used in the new building and relocated. Dr. Denault asked if this is a capital expense outside of FY2023. Ms. Krasnecky said OSA has funds to invest in something, the operating statement will carry the depreciation for 7 years for these items.

Ms. Krasnecky said she has taken steps to sign up with the USDA and staff are working to ensure OSA is enrolled in programs for next year. Per Ms. Krasnecky, self-operation makes OSA more nimble and know further in advance.

**Motion: Approve the FY2023 operating budget for OSA.**

**By: Ms. Brooks**

**Second: Dr. Denault**

**All in favor. (Mr. Blanchette, Ms. Boisvert, Dr. Fazen – ABSENT)**

**Motion passed.**

6. *Report of the Governance Committee*.....Rich McGrath

Mr. McGrath spoke on Ms. Boisvert’s absence. Per Mr. McGrath, at the last Governance committee meeting, the committee had a majority vote on the recommendation to have community members vote on committees. Mr. McGrath asked for a motion on this with discussion.

**Motion: To let community members have a vote on committees.**

**By: Ms. Miller**

**Second: Mr. Korman**

Dr. Denault asked if there was a discussion on numbers of committees having a majority of community members. Mr. McGrath said there is a current issue of getting quorums for meetings and the majority of the committee felt community members should have a vote. Dr. Denault noted that the final vote would still be by the Board and Mr. McGrath confirmed.

Ms. Brooks said the current bylaws do not define the bylaws as such and the Governance committee will have to make a decision on that. Mr. McGrath said the Governance committee will have a meeting and the strategic plan has to be amended in concert with the bylaws as well.

Dr. Denault asked if this vote does not go into effect until the bylaws change. Mr. McGrath said no and that it would make a recommendation to go ahead to begin board recruitment and speak to legal counsel to get the bylaws amended and changed. The Board implemented the strategic plan and would need to amend that as well. Mr. McGrath said if this piece can be passed, the focus can be on Board recruitment/expanding committees.

**Vote: 4-1-0 (Mr. Blanchette, Ms. Boisvert, Dr. Fazen – ABSENT, Ms. Brooks – NO)**

**Motion passed.**

Mr. McGrath said the Governance committee is also putting together annual evaluations for the management contract, Trustees evaluation survey, and Executive Director and the Board should expect to be getting these in an email in the next month or so.

7. *New/other business*

Mr. Donahue thanked everyone for their votes and apologized again that they did not receive the management contract. Mr. Donahue will contact DESE to see if it can wait until May and if not, there may be a special meeting scheduled.

*Public Access 2*

Mr. McGrath asked if there were any comments from members of the public. There were none.

*Adjournment*

Mr. McGrath asked for a motion to adjourn.

**Motion: Ms. Brooks** moved to adjourn the meeting.

**Second: Ms. Miller** seconded the motion.

**Vote:** All in favor.

Mr. McGrath adjourned the meeting at 5:33 p.m.