

**Old Sturbridge Academy Charter Public School
Meeting Minutes**

Meeting Date: Wednesday, January 23, 2019

Meeting Location: Fuller Board Room,

Members present: Reed Hillman, Keith Blanchette, Pamela Boisvert, Dan Soucy, Jessica Miller

Members absent: Louis Fazen, Richard McGrath, Jasmin Rivas

In Attendance: Lisa DeTora, Jim Donahue, Tina Krasnecky, James Connally

Order of Business:

*Public Access 1*On docketed item*

Convene open session

1. Approval of Minutes – November 28, 2018 Meeting
2. Review of Year to Date Financial Performance Through December 31, 2018
3. Governance Committee Report
 - a. Resignation of Board Member Christine Tieri
 - b. Nomination of New Board Member Linda Denault
 - c. Executive Director/Principal Oversight and Evaluation
4. Development Committee Report
5. Principal's Presentation on Internal Standardized Testing (MAP)

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Meeting called to order at 5:23 p.m.

Quorum established.

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No Comments

Review and Approval of Meeting Minutes – November 28, 2018

1. Minutes were reviewed
Mr. Hillman entertained a motion to approve minutes with revisions.
MOTION: Mr. Blanchette made a motion for approval.
SECONDED: Ms. Boisvert seconded the motion
VOTE: ALL IN FAVOR
2. Review of Year to Date Financial Performance Through December 31, 2018

Ms. Krasnecky discussed that through the first six months of the fiscal year, the Academy is running very closely to plan. The categories this year are coming in much more in line over last year. This is attributed to having a year's experience with the Academy. Year to date, revenues are about \$1,497,000. This is slightly ahead of budget. Nutrition funding is under its budget. This is a very difficult figure to predict. Lunch is about 50% participation and breakfast is about 30%. We are not receiving the reimbursements that we thought we would receive with the program.

For direct public support, we did receive an individual gift of \$5,000, we budgeted \$30,000 for the year on this line, but it was back-ended.

Student revenues of \$10,000 is really the extended day care program, and that is running slightly ahead of plan.

For expenses, we are net \$7,000 less than plan. A lot of that figure is in personnel costs. We are seeing in our fringe benefits budget (payroll taxes, medical expenses, etc...) are favorable. We were very conservative when we budgeted that line because we did not have the renewals and we were not sure what teachers would take what plans. Salaries are running below plan, because we did not hire a Speech Therapist, however increased services have increased.

Administrative costs are \$127,000 year to date, \$114,000 of that is the OSV management contract.

Instructional services are on plan, as Ms. DeTora's team is adhering to the budget.

We have had changes in our student services. We are \$3,000 under plan. We are paying an additional \$6,500 for transportation due to an additional van service required for a student (IEP). Our food expenses are \$17,600 lower due to lower costs as a result of fewer student participating in the food program than anticipated. \$11,000 Extended Care Costs due to the fact that this is now a contracted service from the Village. This cost was originally budgeted for an OSA staff person, but the decision was made to shift the program to the Village.

We are under \$3,000 from other student activities. This is due to budget timing.

Operationally, the biggest expense is monthly rent, other expenses include the utilities for the school. Spending (year to date) is over plan by \$2,700 due to the timing of expenditures.

Year to date travel spending is over plan by \$2,700 due to the timing of the expenditures.

Our cash balance at 12/31/2018 was \$282,000; there was no borrowing on the line of credit during the first six months of FY2019.

Net income is \$130,460 compared to a plan of \$119,053 we foresee no issues with the next six months at this point. Cash flow is very good. At the end of December, the Academy has \$282,484 cash on hand.

Ms. Boisvert asked if the 50% participation in the food program reflects 50% of the student body, or 50% of what was anticipated. And that if the IEP transportation number was through six months or for the entire year.

Ms. Krasnecky replied that it was the total population. These numbers fluctuate throughout the school day. This is one of the more difficult numbers to predict. In addition, the IEP transportation number was for only the first six months.

3. Governance Committee Report

- a. Resignation of Board Member Christine Tieri
Mr. Soucy discussed that Ms. Tieri resigned from the board.
- b. Nomination of New Board Member Linda Denault
Mr. Soucy is excited to have her as a member of the Board

Mr. Hillman discussed Ms. Denault's job history at Burgess School as the Assistant Principal, Principal, and Superintendent. She is a DESE consult, and instructs new Superintendents. We are excited to have her expertise as an asset to the Academy.

Mr. Donahue added that she is an excellent seasoned educator, and resource to the team. Mr. Hillman entertained a motion to approve Linda Denault's nomination to the Academy Board.

MOTION: Mr. Soucy made a motion for approval.

SECONDED: Mr. Blanchette seconded the motion

VOTE: ALL IN FAVOR

- c. Executive Director/Principal Oversight and Evaluation
Mr. Soucy asked the Board to return their completed evaluation forms to the Governance Committee. By the next Board Meeting, the evaluations will be reviewed. Moving forward, school expansion and sustainable finances are the preliminary reoccurring trends in the evaluations. The scores are very high.

Mr. Hillman alerted the Board about recent news regarding the Boston Charter School Board. Ms. DeTora's attendance tracking mechanism will be monitored by the Trustees. Additionally, the Board will continue to monitor benchmarks, and create an Executive Director oversight Sub Committee, which does not include the Chair. There is one Credit Card, in position of Ms. DeTora, there are strict policies in place regarding the card. Additionally, we will look into staff evaluations of the leadership team.

Mr. Soucy discussed a bottom-up review.

Mr. Hillman discussed working with other schools to adapt their model.

4. Development Committee Report
Mr. Connally provided an overview of the Development Committee's recent activities. Two plaques were made to donors of the school, which will be hung outside two classrooms. The Development Committee will be attending the next Parent Organization, who have been active in fundraising, to coordinate with them. Ms. Rivas has been active working with them as well. Dr. Fazen is approaching members of the community to have them attend our weekly L.T.E. classes.
5. Principal's Presentation on Internal Standardized Testing (MAP)
Ms. DeTora discussed the Internal Standardized Testing, or Measure of Academic Progress (MAP) results. MAP growth measures what students know and what they are ready to learn next. This marks a shift in the Academy's use of data. This also prepares students for, and provides the Academy insight, on future standardized tests results. The Academy tests three times a year: fall; winter; and spring (on laptops and ipads). The data collected tells us which students are on, above, or below grade level. This is a nationally normed assessment. On average, Academy Kindergarten students are above the national norms in math and reading. On average, Academy First Grade students are above the national norms in

math and reading. On average, Academy students are slightly (by .2 points) below national norms in math, but above norms in reading. On average, Academy Third Grade Students are slightly below national norms in math (by 1 point) and reading (by .7 points). On average, Academy Fourth Grade students are above national norms in math and reading. This data allows teachers to work closely with students in key areas. Since this data has been used, individual students are seeing improvement and growth in specific areas. We are very excited to see growth from Fall to Winter. MAP growth information will go home with students on their Q2 report cards. This data will be used in EL Education's Midyear review. We will investigate giving a Science assessment for the Third and Fourth grades. We are confident that we will continue to see growth in individuals for the next MAP. We may consider summer options for learning as well.

Ms. DeTora added that these MAP scores are all about growth and is a tool that teachers use to provide the best possible one on one attention, where a student needs to grow. EL says that it will take about three years to see steady growth, and we are already seeing that after only the first year and a half. Also, MAP is just one benchmarking data point, we also look at character and other benchmarks for our students. The Instructional Leadership Team will analyze data and continue to track students identified for interventions. This data has been very helpful and is a great predictor for MCAS.

Mr. Blanchette asked if the data is compared to national data or data from New England.

Ms. DeTora added that the data is a national comparison. We would like to see how the Academy compares with other New England Schools. Students are very excited to see growth in their scores.

Mr. Hillman mentioned the possibility of approaching the data more from a group perspective. This would align with EL's crew mentality. We do not want students to feel discouraged by their individual scores. Every year, with 40 additional students, are you feeling optimistic about the future?

Ms. DeTora replied that she is very optimistic about the future, and that the foundation has been laid to increase capacity. We currently have 110 applications for next year.

Mr. Soucy commented that he is very excited about the growth, and that maybe once the Academy reaches the Junior High level, Civics and Social Studies will be a strength of the school.

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Next OSA Board meeting will be February 28, 2018, at 5:15 p.m.

Motion: Mr. Hillman asked for a motion to adjourn.

Seconded: Ms. Boisvert seconded the motion.

Vote: ALL IN FAVOR.

Meeting adjourned at 6:19 p.m.

Respectfully submitted by:

James A. Connally on behalf of Reed Hillman
Secretary, OSA Board

OSA Board