

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

**Approved**

**Meeting Date:** May 30, 2018

**Meeting Location:** Fuller Conference Center, Kucharski Room

**Members present:** Reed Hillman, Keith Blanchette, Pamela Boisvert, Richard McGrath, Dan Pear, Dan Soucy, Christine Tieri, Jessica Miller

**Members absent:** Louis Fazen, Jasmin Rivas

**In Attendance:** Jim Donahue, Tina Krasnecky

**Order of Business**

Public Access 1\*

1. Approval of April 25, 2018, meeting minutes
2. April FY2018 Financial Performance
3. Bylaws – Review votes needed (2/3 vs. majority)
4. Principal’s Report
5. Executive Director’s Report

Public Access 2\*

Adjournment

Agenda items may be taken out of order.

Meeting opened at 5:30 p.m.; quorum was established.

**Public Access 1**

No Comments

**Review and Approval of Meeting Minutes – April 25, 2018**

1. Minutes were reviewed.

Mr. Hillman entertained a motion to approve minutes.

MOTION: Mr. Blanchette made a motion for approval.

SECONDED: Mrs. Boisvert seconded the motion.

VOTE: All in favor.

2. The financial statements for April FY2018 were reviewed by Tina Krasnecky. For the period ending April 30th OSA posted a net deficit of approximately \$ 19,758 compared to a forecasted deficit of \$16,124; a variance of \$3,633. Tuition revenues for March were higher than plan due February enrollment data submitted to DESE. Contracted professional spending was over plan due to continued high demand for special education services and assessment testing.

The forecast presented in March showed a full year surplus of \$18,006. To ensure that the forecast is met Management is monitoring all spending very carefully at this time, particularly expenses related to special education, and also that a look will have to be taken at the possibility of changing how the school breakfast and lunch programs (Nutrition Program) are funded.

Mr. Donahue *said that* the topic of the nutrition program as it is a significant line item in the budget as we prioritize spending for FY19. Noted the different demographics of the academy students; spending versus usage. No charter amendment would be necessary if school changed from universal to pay program.

Tina Krasnecky reviewed financial analysis on the OSA nutrition program. She concluded indicating that management was recommending moving to a pay program for FY19.

Keith Blanchette indicated that the Finance Committee supports management's recommendation.

Discussion ensued:

Pam Boisvert noted that we don't seem to have the luxury of trying it out for another year although reluctant to make a recommendation, was likely the best financial decision.

Jim Donahue noted that this change could be a bridge program to a permanent model.

Dan Pear noted that we will need to effectively communicate any change to the program to parents and families. Jim Donahue responded that he will socialize the potential change with parents through the weekly newsletter.

Chris Tieri noted her support for the change in meal program.

No vote was taken as this topic was for informational purposes only.

3. Bylaws – Review votes needed (2/3 vs. majority). Chair Hillman advised discussion will be postponed to later meeting pending review and recommendation by Governance Committee

4. Principal's Report. Chair advised Lisa DeTora is unable to attend tonight's meeting

5. Executive Director's Report

Overview of Process for Performance Reviews

Jim Donahue reported that Lisa DeTora has been doing performance reviews of all staff. Lisa DeTora will be reappointing all of the current classroom teachers for the second year – possibly to new grade assignments. As of now, all current classroom teachers have expressed the desire to continue on the faculty for our second year.

Jim Donahue recommends using the Massachusetts Model System for Educator Evaluation for evaluating Lisa DeTora's performance in this first year. He will supplement that with a document that he also uses with the senior management team at the Village that addresses more global leadership skills.

Reed Hillman suggested that the Governance Committee review this document before it is used. Governance Chair Dan Soucy agreed.

Reed Hillman asked whether this was the right timetable for evaluating the Principal. Jim Donahue responded that given all of the activities of the first year – and the fact that he felt Lisa DeTora's overall performance clearly merited a second-year appointment, July made sense.

If there were performance issues, they would have been addressed earlier. Jim Donahue also indicated that the full body of work, including standardized testing results, needs to be considered in the performance review.

The last day of school is scheduled for Thursday, June 28.

Kindergarten graduation is scheduled for Friday, June 22. Field Day for the whole school will happen on Tuesday, June 26. The Stepping Up Ceremony for students will happen on Wednesday, June 27.

Our third grade students completed their MCAS exams in May.

Security improvements that were recommended at earlier Board meetings have been implemented.

The students and teachers did a great job during a recent ALICE drill. In the future, these will be conducted twice each year – in the fall and in the spring.

We should have the draft report of the DESE Core Criteria Site Review in a few weeks.

Public Access 2\*

Zainha Rivett asked if the site review report will be made public; Jim Donahue responded that it will.

Zainha Rivett asked how data is gathered for Jim Donahue and Lisa DeTora's reviews. Jim Donahue responded that in the first year, the Board will evaluate him, and Jim and the Board will evaluate Lisa. Going forward, the school will develop ways to get parent, student and teacher feedback as part of the performance review process, as well as planning for the school.

Zainha Rivett asked if the universal lunch program is part of the recruitment? It was not highlighted? Need to get to parents information as soon as possible.

Sarah Risotti asked if a monthly schedule for food menu could be sent out. MR DONAHUE SAID Yes.

Mr. Hillman entertained a motion to adjourn.

MOTION: Mr. McGrath made a motion for approval.

SECONDED: Mr. Pear seconded the motion.

VOTE: All in favor.

Meeting adjourned at 6:25 p.m.

Respectfully submitted by:

Tina Krasnecky on behalf of Daniel J. Pear  
Secretary, OSA Board of Trustees

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Daniel J. Pear, Secretary  
OSA Board

Documents in meeting package:

OSACPS Board of Trustees Agenda May 30, 2018  
Meeting Minutes April 25, 2018  
Financial Performance for Period Ending April 30, 2018  
OSA Nutrition Program Financials for FY18  
Massachusetts Model System for Educator Evaluation