

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

Approved

Meeting Date: Wednesday, June 27, 2018

Meeting Location: Fuller Conference Center, Kucharski Room

Members present: Reed Hillman, Keith Blanchette, Louis Fazen, Richard McGrath, Dan Pear, Jasmin Rivas, Dan Soucy, Christine Tieri, Jessica Miller

Members absent: Pamela Boisvert

In Attendance: Jim Donahue, Tina Krasnecky

Order of Business:

Public Access 1*

1. Approval of May 30, 2018, meeting minutes
2. Approval of SY2018-2019 School Budget
3. Bylaws – Review votes needed (2/3 vs. majority)
4. Report of the Governance Committee
5. Slate for OSA Board
6. Executive Director’s Report

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Adjournment

Agenda items may be taken out of order.

Meeting opened at 5:00 p.m.; quorum was established.

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No Comments

Review and Approval of Meeting Minutes – May 30, 2018

1. Minutes were reviewed.

Mr. Hillman entertained a motion to approve minutes.

MOTION: Mr. Blanchette made a motion for approval.

SECONDED: Mr. McGrath seconded the motion.

VOTE: ALL IN FAVOR.

2. School Budget for FY28-19

Keith Blanchette, Chairman of the OSA Finance Committee reported that the Finance Committee met earlier today and approved the OSA School Budget for Fiscal Year 2018-2019 for July 1, 2018- June 30, 2019, as presented.

Tina Krasnecky reviewed the summary income statement in detail starting with Tuition payments that are budgeted at \$2,542,299 per current advice published by DESE. These rates will be in effect until December when they are updated based on demographic data OSA submits as of October 15.

CSP Grant funding is planned at \$150,000; this is the remaining amount from the \$675,000 granted upon opening of the school. In FY19 this will be used to fund expenses related to the incoming fourth grade as well as teacher professional development.

Title I/II/SPED Grants – districts will not be notified on entitlement grant allocations until mid to late July. For this reason the budget assumes the same per-pupil rate received in FY18.

Other Gifts and Grants are being worked on by the OSV Development office. They are targeting \$35,000 in gift and grant revenues. OSA in FY18 received \$21,000 in grants and \$500 in individual gifts.

Revenues for Extended Care Program are assumed flat from current year; we do expect increased participation, however, it is likely to be offset by increased labor expenses.

Transportation Reimbursement - historically this reimbursement has been about 70% of incurred costs; but for budget purposes we have assumed only 50%. These amounts are not typically paid out until the following school year.

Student Nutrition will be changing due to the high cost of providing universal meal program this budget assumes that OSA will move to a traditional “pay” meal program. Under this program OSA will receive payments from students who are eligible for free meals and OSA will continue to receive reimbursements from the NLSP (federal and state funded). This year the budget assumes that breakfast will be provided by OSV’s culinary division and lunch will continue to be provided by Revolution Foods.

Louis Fazen asked about the deficit for the nutrition program and do we need to meet certain qualifications if the school runs it directly. Ms. Krasnecky noted that all of our districts have a pay for lunch program. That we will look at what the districts currently charge and follow their lead. Those who qualify for the free-lunch will continue under this new program. Keith Blanchette asked if we have informed the parents. Mr. Donahue noted that we have informed the parents and only received a couple parents that do not have any issues with the changes. Louis Fazen asked if students can bring their own lunch. Yes, they can and currently a decent size of the population does bring their own lunch.

Salary and Fringe matrix was reviewed. With the addition of fourth grade; a fourth grade teacher has been added into the budget. Contracted professional cost in FY18 included the costs to contract for OT and Speech; in FY19 OSA will hire two full-time staff for these services rather than contract out.

OSV LTE (The Learning Through Experience program is the program developed in partnership with OSV staff that provide a unique learning opportunity for OSA students and is a key element of the school's charter application. OSA teaching staff uses this time to meet as a team and this serves to fulfill professional development requirements.

Instructional materials costs will increase due to the new fourth grade curriculum and technology needs.

Building lease rent will increase over FY18 due to the fact that the lease did not begin until September last year; this includes July and August. Other building costs include a third-party cleaning service that comes in to do a more thorough cleaning on vacations and weekends.

Other student activities reflect costs of civic/community activities as well as OSV Camp program to be held as part of the first week of school opening.

Louis Fazen asked if all charter schools traditionally raised more funds versus public school. Mr. Donahue noted while there are PTA associations and grants for public schools, charter schools do more fund-raising versus public schools. Individual donations are tax deductible. These donations are put into a contingency fund for the school.

Mr. Fazen asked the Academy had a Library; Mr. Donahue that each classroom has books so it is decentralized. A library in the long-term needs to be discussed.

Christine Tieri noted that she belonged to the TED (Tantasqua Education Program) and they raised funds that supplied grants to teachers who applied for specific things or items.

Keith Blanchette asked if there were any further questions.

No questions.

Mr. Blanchette entertained a motion to approve the OSA School Budget for FY18-19 as presented.

MOTION: Mr. Blanchette motion for approval.

SECONDED: Mr. Fazen seconded the motion.

VOTE: All IN FAVOR.

3. Bylaws: Votes required were lifted up again from a previous discussion from an earlier meeting this year. OSA Bylaws state that 2/3 votes is required for approvals. Previous meeting discussion around changing to a majority vote was tabled. Keith Blanchette inquired why we would like to change it. Mr. Donahue noted having it be a "majority" versus "2/3" may help in approvals if there are not enough people at a meeting. OSA Board decided not to change the Bylaws and voting requirements. This recommendation was withdrawn.
4. Governance Report was provided by Chairman Daniel Soucy. The Governance Committee met earlier today to discuss the Slate of Directors and Officers. The committee would like to recommend to the OSA Board the following:

Director's re-nominated for a three-year term (2018-2021):

Richard McGrath

Christine Tieri

Officers for the ensuing year 2018-2019:

Chairman of the Board:	Reed Hillman
Vice Chairman:	Jasmin Rivas
Treasurer:	Keith Blanchette
Secretary:	Daniel Pear

Daniel Soucy entertained a motion to approve the Slate of Directors for three years.

Keith Blanchette asked why Richard McGrath and Christine Tieri terms were up. Mr. Donahue explained that the terms were staggered for Directors so that not everyone came up for term-renewal or terming off all at the same time.

MOTION: Mr. Hillman made a motion for approval.
SECONDED: Mr. Pear seconded the motion.
VOTE: ALL IN FAVOR.

Daniel Soucy entertained a motion to approve the Slate of Officers for one year.

MOTION: Mr. Hillman made a motion for approval.
SECONDED: Daniel Pear seconded.
VOTE: ALL IN FAVOR.

- 5. Executive Director’s Report. Mr. Donahue referred to a template in the packet of materials he would use for Lisa DeTora’s annual evaluation. Mr. Donahue will use this template along with what he uses for the OSV Senior Management team. He will have Ms. DeTora’s evaluation done by the end of July.

The OSA Board will need to evaluate Jim Donahue; the Governance Committee will conduct that evaluation after they receive some school data i.e., student test scores and some other data to help with Mr. Donahue’s evaluation. This will be conducted in September.

Mr. Donahue read a couple letters to the Board from the students. He also passed around the OSA Academy year books.

Mr. Donahue handed out the staffing plan for FY18-19. He reported that all staff working today will be returning next year. All contracts are out and need to be returned by August 13; but as of today all teachers are returning although they may be teaching a different grade level. Mr. Donahue spoke about the strategy:

- 1. Meet the needs of the students that we now know we have.**
- 2. Balance experience levels within each teaching team.**
- 3. Balance looping with grade-level stability.**

Staffing:		
Kindergarten	Amy Herman (stay)	Brianna Pike (promoted)
First Grade	Kate Szumita (stay)	Cassie Kimball (loop)
Second Grade	Liv Berger (stay)	Seana Moran (loop)
Third Grade	Sam McGuire (stay)	Meg Hislop (stay)

Fourth Grade Holidaie Filkins (jump) Steve Lee-David (new but experienced EL)

Mr. Donahue noted that Steve Lee-David comes from Genesee Charter School with a great deal of EL experience and will also have him helping with the LTE's. Mr. Fazen asked his pay scale because of all his experience. The Village will provide him a stipend to work on the LTE's.

Mr. Fazen asked about Jim Donahue's salary. He is paid by OSV management and the time he spends on the school is contracted through the management agreement.

Dani Napolitano, School Adjustment Counselor
Tracy Burlingame, Special Educator
Rebekah Andino, Special Educator (New)
Kristina Provenzano, Spanish and ELL
Sophia Romeri, Wellness and Associate Teacher
Karen Proulx, School Nurse
Cara Childs, Associate Teacher in First Grade
Two Kindergarten Teaching Assistants
One Behavioral Aide in Second Grad (tentative)
One Part-time Art Teacher
Nita Brunell, Administrative Assistant

Reed Hillman asked about creating a Development Committee. Jim Donahue will works with Mr. Reeder to put that together.

Mr. Donahue reported that plans are being drawn up to improve the play area for the students. We will also need more classrooms and other spaces as the school grows. In the fall we need to begin to look at what improvements as well as the spaces are needed for the school; also a potential high school has been discussed, but needs further thoughts. This includes classrooms, indoor and outdoor facilities, etc. We are working with an anonymous foundation on a master plan for the school and looking at building a structure to accommodate the growth of the school. Keith Blanchette asked what we would do with the modular. Mr. Donahue reported that he feels we could continue to use them for the lower grade levels.

Mr. Hillman asked if OSA playground was expanded could the town use it. Mr. Donahue noted that yes, the town could have access, and in the summer when school is out potentially visitors could utilize the play area.

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Zainha Rivett asked about the staffing plan for social thinking and music. Mr. Donahue noted that when he said art that includes music – so yes we will continue to have art and music. Social Thing for K-1 will also continue.

Sarah Risotti asked about "looping" teachers for the long term. Mr. Donahue noted that teachers can go grade levels up as well as down; looking at two year loops, maybe three year loops. We look at the whole picture, students, student relationships with each other, other classrooms and teachers in an effort to make these kinds of decisions.

Christine Tieri asked if we will mix up classrooms each year. Mr. Donahue replied yes as it offers students new opportunities and relationships, but all factors are taking into consideration.

Mr. Hillman thanked members of the public.

Next OSA Board meeting will be September 26, 2018, at 5:00 p.m.

MOTION: Mr. Hillman made a motion to adjourn.

SECONDED: Mr. Blanchette seconded the motion.

VOTE: ALL IN FAVOR.

Meeting adjourned at 6:30 p.m.

Respectfully submitted by:

Renée M. Chambers on behalf of Daniel J. Pear
Secretary, OSA Board

Daniel J. Pear, Secretary
OSA Board

Documents in meeting packet:
OSACP Board of Trustees Agenda for June 27, 2018
Meeting minutes: May 30, 2018
FY18-19 BUDGET
Bylaws
Slate
Staffing Plan for School for FY18-19