

Old Sturbridge Academy Charter Public School

Meeting Minutes

Meeting Date: September 7, 2017

APPROVED BY BOARD: OCTOBER 27, 2017

Members present: Jasmin Rivas, Daniel Soucy, Keith Blanchette, Dan Pear, Chris Tieri, Louis Fazen

Members absent: Richard McGrath, Pamela Boisvert, Reed Hillman

In Attendance: Jim Donahue, Tina Krasnecky, Lisa DeTora, Kristen Rhodes

Order of Business

Public Access 1

1. Minutes: June 15, June 22, July 20, and August 10, 2017
2. Financial Report
3. Building Lease Approval
4. School Nutrition Plan Change and Approval
5. Management Contract Final Draft and Approval
6. Executive Director's Update

Public Access 2

Adjournment

In the absence of Chairman Reed Hillman, Vice Chair Jasmin Rivas called the meeting to order at 5:30 pm.

Agenda items may be taken out of order.

Public Access 1

No Comments

Review and Approval of Meeting Minutes – June 15, June 22, August 10

Note: The agenda has an error – the June 15th meeting minutes were approved at the July 20th meeting.

Mr. Donahue indicated that the minutes for the meetings on June 22, July 20, and August 10 were still in process and not available for this meeting. They will be brought before the next Board meeting.

Fiscal 2017 Financial Performance

Ms. Krasnecky reviewed financials for Fiscal 2017 which was the pre-operating period from March through June 30th. She indicated that AAF was currently working on their review of the statements which is due to DESE on or before Nov 1. Performance was consistent with plans provided to DESE during the application process. OSA had \$139,002 in grant revenues from the CSP grant and \$130,002

expenses were incurred against that grant resulting in a net income of \$0 for the period. OSA held a cash balance of \$118,049 due to funds advanced on the CSP grant; these monies will be sent in July.

Ms. Krasnecky reviewed financial performance for the period ending July 31, the first period of Fiscal 2018. Revenues for the period of \$291,993 included the school's first tuition payment of \$180,995 as well as CSP grant funds of \$ 110,998. Expenses for the period were \$99,877. The largest spending was in supplies and instructional materials as the school is ramping up. OSA held a cash balance of \$11,268 at period end; there was not need to use the line of credit during this period. Overall the school is meeting its financial plans.

Building Lease Approval

Ms. Krasnecky reviewed the proposed lease for the school building. The lease was also reviewed by the school's legal counsel. The initial lease term is five (5) years and the total square footage of the buildings is 19,056. The lease rate is \$17.00 per square foot annually for a total annual cost of \$323,952. This amount will be prorated for Fiscal 2018 with the lease taking effect on September 7. The total cost for Fiscal 2018 will be \$264,561; this cost is \$28,461 higher than budgeted. The reasons for this increase are: 1) final building was slightly larger than original projections by approximately 1,000 square feet, 2) the final lease rate is \$17.00 per square foot compared to the \$15.00 per square foot estimated in the budget. Ms. Krasnecky felt that this increase would not have a material impact on the full year budget. OSA is responsible to pay its own utility bills; electricity, gas, water/sewer.

Ms. Rivas entertained a motion to approve the lease of the school building.

MOTION: Mr. Blanchette made a motion for approval.

SECONDED: Ms. Tieri seconded the motion.

VOTE: All in favor.

Board Vote to delegate signatory authority to Vice Chair Jasmin Rivas

Mr. Donahue informed the Board that in order to execute any agreements at this meeting signature authority would need to be delegated to another Board member due to Chairman Hillman's emergency absence. He recommended that the Board delegate this authority to Vice Chair Rivas.

Ms. Rivas entertained a motion to approve the signatory delegation to Vice Chair Rivas for the purpose of executing contracts approved at this meeting

MOTION: Mr. Soucy made a motion for approval.

SECONDED: Mr. Blanchette seconded the motion.

VOTE: All in favor.

School Nutrition Plan Change and Approval

Mr. Donahue explained to the Board that changes in the schools nutrition program.

- 1) Decision to use Revolution Foods as meal supplier

The original plan, as presented in the charter application, was to have OSA enter into a contract with OSV's Culinary Division to provide meals for the school. OSV did provide a quote for these services. Additionally, upon the recommendation of other charter schools, Ms. Krasnecky contacted Revolution Foods to provide a proposal. After reviewing the two quotes, it was determined that OSA would use Revolution Food and a one year contract was signed. Overall Revolution was able to provide better pricing than OSV can currently as well as a fully turn-key operation could be set up. This was critical to getting the program started up in a timely manner.

Ms. Rhodes and Ms. Krasnecky provided additional detail on Revolution and answered any Board member questions.

2) Increased cost of program

A key element of school's nutrition program is to offer free breakfast and lunch to all students regardless of income eligibility. The OSA team felt this was a very important aspect to the schools culture. The budget was set with the understanding that this type of program would result in some expense to the school as the cost could not be fully offset with federal/state NSLP reimbursements. The budget also assumed that student demographics would be weighted toward income eligible students and as such would qualify the school for a special funding program.

Final student demographics find that a much lower percentage of the population is eligible for free/reduced meals. Under these figures the cost of the meal program is currently forecast to be \$70,000 higher than originally planned. Mr. Donahue indicated that the entire OSA team still felt strongly that the school should stay with its plan to offer this program. The budget overruns are material however he and Ms. Krasnecky indicated that they would work on plans to mitigate this impact.

Board members discussed this matter and were in general agreement that this program was very important to the school. Discussion ensued around possible grants or other funding opportunities that might also exist to help with the cost.

Mr. Donahue asked the Board to approve this change in plan due to the impact on the budget.

Ms. Rivas entertained a motion to approve the change to the budget.

MOTION: Mr. Pear made a motion for approval.

SECONDED: Mr. Soucy seconded the motion.

VOTE: All in favor.

Management Contract Final Draft and Approval

Mr. Donahue indicated that no changes had been since the last review. The Board had some discussion. Mr. Donahue indicated that the OSV Board had accepted the contract as well as DESE.

Ms. Rivas entertained a motion to approve the Management Contract.

MOTION: Mr. Blanchette made a motion for approval.

SECONDED: Ms. Tieri seconded the motion.

VOTE: All in favor.

Report of the Executive Director

Ms. Rivas introduced the report of the Executive Director.

Mr. Donahue covered plans for opening day (9/11), the grand opening ceremony planned for 10/13.

Ms. Detora and Ms. Rhodes gave updates on staff hiring; at this time the teaching staff and support staff needed to start the year are on board.

Public Access 2

Ms. Rivas introduced the second public access period.

Ms. Zaina Rivett indicated that the Friday newsletter from the school has been great and overall general communications from the school to parents has been good.

Ms. Rivas entertained a motion to adjourn.

MOTION: Mr. Soucy made a motion for approval.

SECONDED: Mr. Pear seconded the motion.

VOTE: All in favor.

Meeting adjourned at 7:05 PM

Respectfully submitted:

Daniel J. Pear
Secretary, Board of Trustees

Documents in meeting package

OSACPS Board of Trustees Agenda, September 7

Executive Director Framing Memo

OSA Building Lease

Revolution Foods Contract and Proposal

Financial Performance - Fiscal 2017

Financial Performance – July 2017 (P1 FY2018)

Management Services Agreement