Meeting Date: Thursday, July 20, 2023
Time: 5:30 p.m. – 7:00 p.m.
Location: 81 Plantation Street, Worcester, MA 01604
Members present: Pamela Boisvert, Susan Gately, Angele Goss, Amy Herman, Stacey Luster, Debra Maddox, Siobhan McKenna Dennis, Bertha-Elena Rojas, Jane Roseberry
Members absent: None
Worcester Cultural Academy Staff present: None
Old Sturbridge Inc. Staff present: Jim Donahue, Jamie Greenthal, Tina Krasnecky, Alex McConnon, Kara McCormick, Chris Tieri
Members of the Public Present: None

Order of Business:

1. Board Roll Call
   - Pamela Boisvert

2. Public Comment 1 on Docketed Items*

3. Approval of minutes – June 15, 2023 meeting of the Board of Trustees
   - Pamela Boisvert
     a. Motion: Vote to approve the minutes of the June 15, 2023 meeting of the Board of Trustees

4. Budget and Financials Discussion
   - Tina Krasnecky

5. Approval of Five-Year Budget and SY2023-24 Cash Flow Projection
   - Pamela Boisvert
     a. Motion: Vote to approve the Five-Year Budget and SY2023-24 Cash Flow Projection

6. Additional Votes
   - Pamela Boisvert
     a. Vote to approve the External Auditor
     b. Vote to approve the Student Handbook
     c. Vote to approve the Staff Handbook
     d. Vote to approve the Evaluation Process
     e. Vote to approve the Professional Development Plan
     f. Vote to approve the Expulsion Policy
     g. Vote to approve the Health and Medications Administration Plan

7. Facility Update & Discussion
   - Jim Donahue
8. Approval of delegating final facility plan for WCACPS…………………………………………………Pamela Boisvert
   a. Motion: Vote to delegate to the Head of School, Lisa DeTora, and the management
      organization the authority to finalize the facility plan for the school
   b. Motion: Vote to authorize the officers of the Board and the Head of School to allocate
      grant dollars to the execution of the final opening plan.

9. New/other business

10. Public Comment 2* on Undocketed items*

11. Adjournment

Documents and Exhibits:
- 2023-07-20_WCA Board agenda
- 2023-06-15_WCACPS Board Meeting Minutes_DRAFT
- WCA FY24 Budget Narrative July 2023_FINAL
- Audit Proposal AAFCPAs
- Audit Proposal Daniel Dennis LLP
- SY23-24 WCA Student_Family Handbook_DRAFT
- WCA Employee Handbook_DRAFT
- WCA Staff Evaluation Process 2023-24
- WCA Professional Development Plan_DRAFT
- WCA Expulsion Policy_DRAFT
- WCA Health and Medications Administration Plan_DRAFT

Ms. Boisvert called the meeting to order at 5:35 p.m.

Ms. Boisvert provided a roll call. A quorum was established.

Public Access 1 on Docketed Items

Ms. Boisvert asked if there were any comments from members of the public. There were none.

1. Approval of minutes – June 15, 2023 meeting of the Board of Trustees…………………………Pamela Boisvert
   • Motion: Approve the minutes of the June 15, 2023 meeting of the Board of Trustees.
     Ms. Boisvert asked “all in favor” and everyone said “yes”.

2. Budget and Financials Discussion…………………………………………………………………………..Tina Krasnecky
Ms. Krasnecky noted that the goal is to approve the budget for FY2024 which started July 1, 2023.

Ms. Krasnecky reviewed the plan and the enrollment numbers.

Ms. Krasnecky discussed pre-operating details and allowable expenses that the CSP grant covers.

Ms. Krasnecky presented tuition for 2024 and explained the foundation and sending district rates. Ms. Krasnecky also explained salaries. Discussion ensued about staff needs.

Discussion ensued on EL, internal capacity building, and cash flow.

3. **Approval of Five-Year Budget and SY2023-24 Cash Flow Projection**  
   
Pamela Boisvert

   **Motion:** Vote to approve the Five-Year Budget and SY2023-24 Cash Flow Projection.  
   **By:** Ms. Goss made the motion.  
   **Second:** Ms. Herman seconded the motion.

   Ms. Boisvert conducted a roll call vote.

   Susan Gately – Approve.  
   Angele Goss – Approve.  
   Amy Herman – Approve.  
   Stacey Luster – Approve.  
   Debra Maddox – Approve.  
   Siobhan McKenna Dennis – Approve.  
   Bertha-Elena Rojas – Approve.  
   Jane Roseberry – Approve.  
   Pamela Boisvert – Approve.

   All in favor.  
   Motion passed.

4. **Additional Votes**  

   **Discussion – AAF as the External Auditor:**

   Ms. Boisvert said that the management team made a recommendation to use AAFCPAs. Discussion ensued.

   **Motion:** Vote to approve AAFCPAs as the External Auditor.  
   **By:** Ms. Roseberry made the motion.
Second: Ms. Gately seconded the motion.
All in favor.
Motion passed.

Discussion – Student Handbook:

Mr. Greenthal said this was a team effort driven by Ms. DeTora based on her experiences at Old Sturbridge Academy Charter Public School. Per Mr. Greenthal, DESE has reviewed the student handbook and this document will also evolve over time based on suggestions from the families, the staff, and Trustees. Major changes will be brought back to the Board for review. The Board suggested several updates, including edits related to ESSA, partnerships with cultural institutions, and contacts at the school for families. Ms. Boisvert suggested that Mr. Greenthal take these suggestions into consideration and approve this as of July 20, 2023 and that anything is subject to change.

a. Motion: Vote to approve the Student Handbook as discussed subject to the edits and input of the Board of Trustees.
   By: Ms. Luster made the motion.
   Second: Ms. Goss seconded the motion.
   All in favor.
   Motion passed.

Discussion – Staff Handbook:

Ms. McCormick and her staff worked on this document.

b. Motion: Vote to approve the Staff Handbook.
   By: Ms. Gately made the motion.
   Second: Ms. Herman seconded the motion.
   All in favor.
   Motion passed.

Discussion – Evaluation Process:

Ms. Herman said that Ms. DeTora does an excellent job of doing staff evaluations.

c. Motion: Vote to approve the Evaluation Process as presented.
   By: Ms. Roseberry made the motion.
   Second: Ms. Gately seconded the motion.
   All in favor.
   Motion passed.

Discussion – Professional Development Plan:
Discussion ensued about adding additional professional development to the plan. Mr. Greenthal will add it.

d. **Motion: Vote to approve the Professional Development Plan.**
   By: Ms. Goss made the motion.
   Second: Ms. McKenna Dennis seconded the motion.
   All in favor.
   Motion passed.

   **Discussion – Expulsion Policy:**

   Discussion ensued about expulsion policy versus suspension policy. Mr. Greenthal noted that DESE reviewed the Expulsion Policy before sharing with the Board.

e. **Motion: Vote to approve the Expulsion Policy.**
   By: Ms. Maddox made the motion.
   Second: Ms. McKenna Dennis seconded the motion.
   All in favor.
   Motion passed.

   **Discussion – Health and Medications Administration Plan:**

   There was no discussion.

f. **Motion: Vote to approve the Health and Medications Administration Plan.**
   By: Ms. McKenna Dennis made the motion.
   Second: Ms. Rojas seconded the motion.
   All in favor.
   Motion passed.

5. **Facility Update & Discussion.................................................................Jim Donahue**

   Work is needed on the 81 Plantation St. building in order to fit the entire school population in the building. The plan is to occupy the main floor to start the school year. Supplemental temporary space is available across the street at 355 Grafton St. and the school could operate across a multi-building “campus” while the work is being done. The process to renovate 81 Plantation St. could take up to the full school year to complete. Discussion ensued.

   Discussion ensued on funding for the building, scheduling/timing/work being done from the consultant, and the safety of the students.
Ms. Luster expressed that this was a sad moment as 81 Plantation St. is where the school was supposed to open for all the students. Ms. Luster said that she is opposed to temporarily moving into the former La Familia School building across the street. Ms. Boisvert requested that the lines of communication continue to be open between the management team and the Board of Trustees. The management team agreed. There will also be a statement sent to local press about the facilities plans after notifying the families first.

6. **Approval of delegating final facility plan for WCACPS**

   **Motion:** Vote to delegate to the Head of School, Lisa DeTora, and the management organization the authority to finalize the facility plan for the school.
   **By:** Ms. Goss made the motion.
   **Second:** Ms. Roseberry seconded the motion.

   Ms. Boisvert conducted a roll call vote.

   Susan Gately – Approve.
   Angele Goss – Approve.
   Amy Herman – Approve.
   Stacey Luster – Approve.
   Debra Maddox – Approve.
   Siobhan McKenna Dennis – Approve.
   Bertha-Elena Rojas – Approve.
   Jane Roseberry – Approve.
   Pamela Boisvert – Approve.

   All in favor.
   **Motion passed.**

   **Motion:** Vote to authorize the officers of the Board and the Head of School to allocate grant dollars to the execution of the final opening plan.
   **By:** Ms. Roseberry made the motion.
   **Second:** Ms. Herman seconded the motion.
   All in favor.
   **Motion passed.**

7. **New/other business**

   Ms. Boisvert asked if there were any new or other business. There was none.

8. **Public Comment 2 on Undocketed items**

   Ms. Boisvert asked if there were any comments from members of the public. There were none.
Adjournment

Ms. Boisvert asked for a motion to adjourn.

**Motion:** Ms. Goss moved to adjourn the meeting.  
**Second:** Ms. Roseberry seconded the motion.  
All in favor.  
Motion passed.

Ms. Boisvert adjourned the meeting at 7:26 p.m.