

**Board of Trustees**  
**Meeting Minutes ~ Regular Meeting**  
*Tuesday, October 16, 2018 – 6:00 p.m.*  
Collegiate Charter School of Lowell  
1857 Middlesex St, Lowell, MA 01851

I. **Call to order** – Walter McGrail – President

President Walter McGrail called to order the October meeting of the Collegiate Charter School of Lowell Board of Trustees at 5:05pm on Tuesday October 16, 2018 in the school. (1857 Middlesex St. Lowell, MA 01851)

II. **Roll Call** – Lara De Almeida conducted a roll call

- a. President Walter McGrail- Present
- b. Vice President Kathleen McCarthy- Present
- c. Treasurer Alan Miller- Present
- d. Secretary Erika Souza- Present
- e. Board Member Raquel Bauman- Absent
- f. Board Member Pravin Patel- Present
- g. Board Member Brian Chapman- Present
- h. Board Member Yun-Ju Choi- Present

III. **Executive Session**

B. Chapman made a motion to enter executive session to discuss soft costs of the next phase of construction, and building appraisals at 5:09pm. Seconded by K. McCarthy. Yes= 7 No=0. Motion approved.

IV. **Call to order** – Walter McGrail – President

President Walter McGrail resumed the regular meeting of the Board of Trustees at 6:22pm.

V. **Roll Call** – Lara De Almeida conducted a roll call

- i. President Walter McGrail- Present
- j. Vice President Kathleen McCarthy- Present
- k. Treasurer Alan Miller- Present
- l. Secretary Erika Souza- Present
- m. Board Member Raquel Bauman- Absent
- n. Board Member Pravin Patel- Present
- o. Board Member Brian Chapman- Absent
- p. Board Member Yun-Ju Choi- Present

VI. **School Mission:** Entire Board recited the mission

The mission of the Collegiate Charter School of Lowell is to provide an academically rigorous and successful world-class college preparatory public educational program that enables all students, regardless of their background, to achieve their full potential, to be prepared for success in college, equipped with the ability and desire for lifelong learning, and develop strong civic, ethical, and moral values in a safe, caring, and rigorous environment built on a school ethos that emphasizes high behavioral and academic expectations.

VII. **Approval of the Agenda as presented** – October

Motion to approve the October agenda was called by A. Miller Seconded by Y. Choi. Yes=6 No=0 Motion approved.

VIII. **Student Life Organization Presentation-** Jeff Shanahan (SLC)

J. Shanahan presented to the board about the upcoming international fair to be held at the school on Saturday October 20th.

IX. **Approval of Minutes** – September

September minutes will be presented for approval at the November meeting of The Board of Trustees.

X. **Approval of Minutes** – Annual Meeting

Annual meeting minutes will be presented for approval at the November meeting of The Board of Trustees.

XI. **New Business**

a. Draft Audit Report FY2018

Auditors presented to the board their findings. They stated it was a clean audit with no issues. Board reviewed the letter, audit and footnotes.

b. Audit Communication Letter

Board accepted for W. McGrail to sign the audit letter. Motion to accept the audit was made by E. Souza. Seconded by A. Miller. Yes= 6 No=0.

c. SABIS update – MCAS – K. Shehemi

K. Shehemi presented to the board about the new MCAS accountability measures. K. Shehemi and Dr. L. Spampinato presented the CCSL results from the 1718 school year.

XII. **Committee Reports**

a. Finance: Alan Miller, Pravin Patel – Monthly Budget Report, Updated June Budget

A. Miller and P. Patel reviewed the budgets reports. Motion to approve the finance report was made by A. Miller. Seconded by Y. Choi. Yes=6 No=0. Motion approved.

b. Governance: Kathleen McCarthy

No update

c. Outreach: Brian Chapman, Yun-Ju Choi report

No updates, Y. Choi will connect with Dr. Hodgdon about upcoming events.

d. High School Facilities: Walter McGrail

W. McGrail discussed the soft costs and the building sale, it is still in discussion and he will update next month. W. McGrail sought approval from the board to meet with R. Meek about a new appraisal to a new contract to not exceed \$5,000. Motion to approve was made by A. Miller. Seconded by Y. Choi. Yes=6 No=0.

- XIII. **Director's Comments** – Dr. Laurie Hodgdon (Director CCSL); **October 2018**  
Dr. Hodgdon presented to the board on her goals around MCAS, enrollment, and updated on events coming up at the school.
- XIV. **Unfinished Business**- None
- XV. **Floor open to the Public**- N/A
- XVI. **Adjournment**

Motion to adjourn was made by A. Miller at 7:35pm. Seconded by E. Souza. All in favor. Meeting Adjourned.

**Minutes Submitted by:** L. De Almeida