

Board of Trustees
Meeting Minutes ~ Regular Meeting
Tuesday, September 28, 2021 – 5:45 p.m.
Collegiate Charter School of Lowell
1857 Middlesex St, Lowell, MA 01851

I. Call to order – Walter McGrail – President

President Walter McGrail called the meeting of the Collegiate Charter School of Lowell Board of Trustees at 6:00 pm on Tuesday, September 28, 2021 at the school. (1857 Middlesex St. Lowell, MA 01851)

II. Roll Call – Vanessa Pileggi 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 Pravin Patel – Present
- f. Board Member Brian Chapman – Present
- g. Board Member Sathya Pholy – Present

Guests: **In Person:** Dr. Laurie Hodgdon, Amy Wesley, Carl Nystrom, Liza Anderson, Vanessa Pileggi, Ashley Bailey, SLO students. **Remote:** Christi Seiple-Cole, Ryan Meek

III. School Mission: Entire Board recited the mission.

IV. SLO Update:

A group of SLO students shared information about the SLO period, academic support, upcoming events, and their senior trip proposal. Additional academic support and tutoring for all students is available during the SLO period. Students are busy preparing for the International fair on October 9 and Scholastic book fair on October 12. Other events in October include a movie night, canned food drive, and trunk or treat for K-8. At the next board meeting, students will provide more information about their proposed senior trip for spring of 2023. The goal is to have all seniors attend the trip. If payments can be started now it will be as low as \$143 per month.

V. Approval of the Agenda as presented – September 28, 2021

Motion to approve the September 28, 2021 meeting agenda was called by E. Souza
Seconded by A. Miller.

Yes=7 No=0. Motion approved.

VI. Approval of Minutes – August 17 2021

A motion was made by B. Chapman to accept the August 17, 2021 meeting minutes as presented. The motion was seconded by E. Souza.

Yes=6 No=0 Abstain=1 Motion approved.

VII. Committee Reports

a. Finance

Budget v. Actual was reviewed.

A motion was made by A. Miller to accept the budget v. actual as stated. The motion was seconded by B. Chapman.

Yes=7 No=0. Motion approved.

b. Governance

i. Board Retreat Date Selection

The dates discussed and agreed upon for the board retreat are November 3 and 4, starting at 5:00pm on both days.

c. Outreach

The committee is looking out for events that will be occurring in the city this fall and winter for Collegiate to participate in. For the scholarship fund, SABIS has agreed to match funds raised up to \$5,000.

d. High School Construction

Items on the punch list are still a work in progress. 5% is being withheld pending completion of the punch list. The punch list will be shared at the next meeting.

VIII. Unfinished Business

a. Update on Athletic Field Restoration

Maintenance is occurring on the field so it can be used as soon as possible. If there is enough growth within the next few weeks, it should hopefully be useable at that time.

b. Update on Middlesex St Signage

Lowell city guidelines for the Middlesex St. signage is 2 ft. from where the sidewalk ends and is supposed to be 2 ft. off the property line. The sign will replace the current sign on Middlesex. The design will be white with green lettering at 3 ft. wide x 5 ft. high. A mock up draft will be provided in approximately a week. Once approved, it will be submitted to the city for a permit for installation.

IX. New Business

a. Annual Report 2020-2021 – vote

Dr. Hodgdon reported that the 2020-2021 Annual Report was approved by DESE with no changes necessary.

A motion was made by A. Miller to approve the 2020-2021 Annual Report. The motion was seconded by B. Chapman.

Yes=7 No=0. Motion approved.

b. Review of Updated Enrollment Policy and Submission of Charter Amendment

The current Enrollment policy is outdated; Dr. Hodgdon has been working with DESE and their guidelines to update the Enrollment policy.

A motion was made by A. Miller to update the Enrollment policy and submit the charter amendment. The motion was seconded by K. McCarthy.

Yes=7 No=0. Motion approved.

X. Director's Report

a. Latest Commissioner Guidance

The Commissioner extended the mask mandate through at least November 1st. Collegiate is participating in Covid-19 pooled testing and the Test & Stay program. Approximately 300 are currently enrolled in the Test & Stay program. Through the ESSER grant, the school has been able to hire an additional nurse.

b. Academic Update

Initial MCAS results were shared. Collegiate outperformed LPS in all grade levels for English, science, and in math at all grade levels except for grade 4. Collegiate outperformed the state in grade 10 math and grades 6-8 in ELA. Results will be discussed further in October.

c. Transportation Update

C. Nystrom is looking into an RFP for busses for next year for 6-8, and K-8. Currently 800 students are riding buses. Two busses are chronically late for afternoon pickup. LPS is reporting a driver shortage, which is affecting the schedule. Every Friday a report is sent to the LPS Transportation Director with the average time the busses depart for that week.

d. Enrollment Update

The new enrollment application cycle opens on October 1st. Current enrollment is 1,106. As of the October 1 count date Collegiate plans to be at 1,107. In 9th grade, 27 students did not end up enrolling for 2021-22. They left for various reasons – wanting a larger HS experience, football, to pursue a trade.

e. Student Management Update

Reviewed current discipline as compared to AY1920 as it was a full non-Covid year. There is a current national trend with student behavior and social emotional issues as students re-adjust to regular schooling.

f. Staffing Update

i. Number of Teachers Under Emergency License

41 teachers are licensed; 20 are under emergency license, and 1 under an International license. Emergency licenses have been extended by DESE through December 2022. Charters are not required to hire licensed teachers in the first year of employment. With Covid, there has been a backlog for specialized licenses.

ii. Number of Staff Who Have Left/Reasons for Leaving

Recent hires include ELL Coordinator, MS Intensives teacher, Student Management Assistant. Two teachers have left since the August board meeting. Turnover of non-teaching staff at the end of 2020-21 involved 15 individuals.

g. Athletics Update

100+ students registered for the fall sports season. There are enough student athletes to field teams in both EAA and MIAA. Preparations for the winter season is underway.

h. Marketing Report

58 new applications were generated since the last board meeting on August 17. The majority of applicants heard about Collegiate through referrals. Efforts to increase the Lowell community's awareness of Collegiate is working. Existing parents are speaking positively about the school.

XI. SABIS Support Report

An overview of SABIS support since the last board meeting in August was provided.

XII. Floor Open to the Public – No comments.

XIII. Executive Session – N/A

XIV. Adjournment

B. Chapman motioned to adjourn the meeting. Seconded by E. Souza. Meeting adjourned at 7:48pm.

Meeting Documents:

1. August 17, 2021 meeting minutes
2. Budget v. Actual
3. 2020-2021 Annual Report
4. Enrollment Policy
5. Director's Report
6. Marketing Report
7. SABIS Support Report

Minutes prepared by Vanessa Pileggi.

Respectfully Submitted,

Erika Souza, Secretary

Collegiate Charter School of Lowell Board of Trustees