

Board of Trustees
Meeting Minutes ~ Regular Meeting
Tuesday, January 18, 2022 – 5:30 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 5:37 pm on Tuesday, January 18, 2022 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 – Absent
- g. Board Member Sathya Pholy – Present (Remote)

Guests: **In Person:** Dr. Laurie Hodgdon, Amy Wesley, Carl Nystrom, Jennifer Gikas, Corrine Clifford, Khristine Maraganis, Jennifer Cipolla, Jonathan Roman, Ashley Bailey, 3 SLO students, Vanessa Pileggi. **Remote:** Christi Seiple-Cole, Lara de Almeida, Ryan Meek, Guest.

III. School Mission: Entire Board recited the mission.

IV. SLO Update

Three students presented information on the latest updates in Student Life including work done by a Library Committee to help set up the high school library, efforts of the SLO Academic Department to organize peer tutoring during the SLO period and after school, and the Outreach Department, which is lending a hand in the cafeteria handing out lunches.

Currently, the SLC is following up with parents about the senior trip planned for Spain in 2023. The goal is to have all students registered by the end of February. The board wants to ensure that any senior who wants to attend is able to do so with financial support provided as needed. Upcoming events include a science fair for grades 7-11, and a high school winter formal on January 28.

V. Approval of the Agenda as presented – January 18, 2022

Motion to approve the January 18, 2022 meeting agenda was called by K. McCarthy, Seconded by E. Souza.

Yes=5 No=0. Motion approved.

VI. New Business

a. Covid-19 Update – Nurse Gikas

Commissioner Riley extended the mask requirements in K-12 school through February 28. Positive Covid cases now quarantine at home for 5 days instead of 10, as long as symptoms have improved and individuals are fever-free without medication for 24 hours. For participants in pooled testing, once an individual tests positive, they are out of the pooled test for 90 days. New guidance was released today (Jan 18) regarding testing. An update on this guidance will be provided at the next meeting.

b. Student Management Coordinator Introduction

Jonathan Roman introduced himself to the board. He provided an overview of his background and experience, as well as the goals of the Student Management Team. The team works with teachers, AQC's, and parents in a continued effort to support all students, both behaviorally and socially-emotionally.

c. Overview of Student Services at Collegiate

Individuals responsible for implementing MTSS, SPED, and ELL programs in the school introduced themselves and provided a general overview of each program.

d. Retaining Services by Jeff Dirk, Vanasse & Associates Inc. for Traffic Study

Motion to retain the services by Jeff Dirk, Vanasse & Associates Inc. for the Traffic Study was made by K. McCarthy. Seconded by E. Souza.

Yes=5 No=0. Motion approved.

VII. Approval of Minutes – December 14, 2021

A motion to approve the December 14, 2021 regular meeting minutes was made by E. Souza, seconded by A. Miller.

Yes=5 No=0. Motion approved.

VIII. Committee Reports

a. Finance

i. Budget v. Actual (October, November, December 2021)

The December budget v. actual was reviewed, as well as the revised budget v. actual for October and November 2021. A motion was made by A. Miller to accept the October, November, and December 2021 financials, seconded by K. McCarthy.

Yes=5 No=0. Motion approved.

ii. Update on RFP for Transportation

The RFP has been posted on the MA state website and the school website. Proposals are due March 15, 2022.

b. Facilities

i. High School Construction

The last coat on the gym floor was completed in December over the holiday break. The 5% holdback will remain for Kallidus until everything has been completed; a few items remain including locker caps.

ii. Update on Installation for Middlesex St. Signage

The land where the new permanent sign would be installed is owned by the condominium property at 1847 Middlesex St. C. Nystrom will continue to look into options to move forward with permitting and installation.

iii. Next Facilities meeting scheduled for February 15, 2022 at 5:00pm

The board discussed and agreed to move the facilities meeting to March 15, 2022 and instead hold a Finance committee on February 15 at 5:00pm.

c. Education

i. Director's 2020-21 Performance Review – Vote

Topic postponed to the next meeting.

d. Governance

i. Update on Strategic Plan Progress

The focus is currently on the first goal: growing to and sustaining full enrollment. Updates on the progress of the plan will be brought to the board and the board will be asked for their feedback.

ii. Ruby Payne Book Study, Chapter 1 Summary – W. McGrail

W. McGrail provided a summary of Chapter 1, Resources, 'Reality,' and Interventions: How They Impact 'Situated Learning'.

e. Outreach

i. Board Fundraising for Scholarship

The board discussed ways to raise funds for the scholarship the board set up through the Greater Lowell Community Foundation.

IX. Unfinished Business - None

X. SABIS Support Report

Amy Wesley provided an overview of support provided by SABIS during the period of December 15, 2021 – January 15, 2022. Support is provided in the areas of academics, finance, IT, HR, and marketing.

XI. Director's Report

a. Latest Commissioner Guidance: At this time, masks will be required through at least February 28, per the commissioner.

- b. Academic Update:** End of Term 1 results were shared. 2nd Graders have the highest average across the board 7th grade has the lowest average; the goal is for students to reach 80%. During the January 31 PD day, teachers and administrators in Grades 6-11 will dive further into analyzing the data from Term 1. Grades K-5 will be doing math training.
- c. Enrollment Update:** Enrollment currently stands at 1,094. The next count date is March 1, the goal is to get back to full enrollment at 1,107. As of January 11, a total of 256 applications have been generated for the 2022-23 school year.
- d. Discipline Update Including Suspensions per Grade:** Discipline infractions in the period from December 8 – January 6, 2022 were reviewed. The most recent analysis of behavior-related infractions shows an average decrease of 38%. With extra guidance and encouragement around making positive behavior decisions, the most significant decrease in infractions from the last reporting period was found in Grades 10 and 11. A report of suspensions in Term 1 was also provided. Total number of suspensions, 19; number of students, 14.
- e. Staffing Update:** At the end of Term 1, 2 teachers left to pursue other career opportunities. Recent hires include: 1 Special Education Academic Coordinator, 1 ELL Teacher, 1 MS/HS Art Teacher, and a Grade 1 Teacher. There are currently six open positions.
- f. Athletic Updates:** Winter sports results for middle and high school basketball as of January 11 was shared.
- g. Upcoming Events:** Upcoming events include January 13/14 Report Cards Released, January 17 School Closed MLK Jr. Day, January 26 High School Curriculum night, January 31 Staff PD No School.

XII. Marketing Report

An overview of how local schools (private and public) handle admissions timings was presented. Marketing efforts include the promotion of Open House dates and the application deadline. Ads that are planned for the *Lowell Sun*, *Khmer Post*, and *Brazilian Times* were shared in addition to post cards sent via Direct Mail to 3,121 households in Lowell. Post cards were also printed for distribution to local businesses and organizations. All ads and post cards have been translated into Portuguese, Spanish, and Khmer.

Facebook advertisements continue to promote Open House dates. A brochure is being finalized for the High School Curriculum night on January 26 for current 8th and 9th grade families.

XIII. Floor Open to the Public – No comments

XIV. Executive Session – N/A

XV. Adjournment

E. Souza motioned to adjourn the meeting. Seconded by K. McCarthy

Yes=5 No=0. Motion approved.

Meeting adjourned at 8:09pm.

Meeting Documents:

1. December 14, 2021 Regular Meeting Minutes
2. Budget v. Actual October 2021
3. Budget v. Actual November 2021
4. Budget v. Actual December 2021
5. Vanasse Annual Traffic Monitoring Agreement
6. SABIS Support Report
7. Director's Report
8. Marketing Report
9. PowerPoint Presentation – January 18, 2022 BOT Meeting

Minutes prepared by Vanessa Pileggi.

Respectfully Submitted,

Erika Souza,

Secretary Collegiate Charter School of Lowell Board of Trustees