

Board of Trustees
Meeting Minutes ~ Regular Meeting
Tuesday, December 14, 2021 – 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 5:31 pm on Tuesday, December 14, 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, Martin Toe, Jennifer Gikas, Jaquelyn Saunders, Vanessa Pileggi. **Remote:** Christi Seiple-Cole, Ashley Bailey, Lara de Almeida

III. School Mission: Entire Board recited the mission.

IV. Approval of the Agenda as presented – December 14, 2021

Motion to approve the December 14, 2021 meeting agenda was called by K. McCarthy, Seconded by E. Souza.

Yes=7 No=0. Motion approved.

V. Floor Open to the Public – No Comments

VI. Approval of Minutes

a. October 26, 2021: Regular meeting, Education Committee, Finance Committee

A motion to approve the October 26, 2021 regular meeting minutes was made by B. Chapman, seconded by K. McCarthy.

Yes=7 No=0. Motion approved.

A motion to approve the October 26, 2021 education committee and finance committee minutes was made by K. McCarthy, seconded by B. Chapman.

Yes=7 No=0. Motion approved.

b. November 3 and 4, 2021: Board Retreat Meetings

A motion to approve the November 3 and 4, 2021 board retreat meeting minutes was made by E. Souza, seconded by B. Chapman.

Yes=7 No=0. Motion approved.

VII. Committee Reports

a. Finance

i. Budget v. Actual

The budget v. actual was reviewed for October and November 2021. A few formula errors were discovered; the documents will be updated and provided ahead of the next meeting for further review and approval in the meeting.

b. Facilities

i. High School Construction

The punch list for the high school construction is almost complete. The board agreed to release remaining funds due to the architect. The 5% holdback will remain for Kallidus until everything has been completed including an additional coat of polyurethane needed on the gym floor.

The sign installation on the end of the building seen from the bridge has been completed.

c. Education

i. Next Education Committee scheduled for January 18, 2022 at 5:00pm

d. Governance

i. Ranked Goals from Board Retreat – Amy Wesley

The goals that each board member ranked following discussions at the November board retreat reviewed and discussed. The five goals the board will focus on to be included in the Strategic Plan are as follows:

1. Board growth and succession planning
2. Grow to and sustain full enrollment
3. Staff retention and recruitment (with an emphasis on diversity)
4. Outperform the District & State on MCAS
5. High School Graduates and College Acceptances

ii. Ruby Payne Book Study, Chapter 8 Summary – Amy Wesley

Amy Wesley provided a summary of Chapter 8, Discipline: How to Manage Personal Behavior So One Can 'Win' in a Given Environment.

e. Outreach

A small group of Collegiate students enjoyed participating in the Lowell's City of Lights parade after Thanksgiving. They represented Collegiate, along with Wolfie, the school mascot.

VIII. Unfinished Business

a. Update on Installation of Middlesex St. Signage

The land where the current sign is located is not owned by the school. Permission may be required from the landlord of the condos in order to install a larger sign. Once there are further updates on the status of permitting and installation, the information will be shared with the board.

IX. New Business

a. School Counselor and Marketing/Outreach Coordinator Introduction

- i. The new Marketing and Outreach Coordinator, Martin Toe, was introduced to the board.
- ii. Jacquelyn Saunders, School College Counselor, provided an overview of the college counseling program/services, curriculum design, Advisory curriculum for grades 8-11, and plans for college counseling for 2022-23 seniors. A summary of work being done on a dual enrollment program slated to start in Summer 2022 were also presented.

b. RFP for Transportation

The proposed RFP for transportation was shared with the board. The RFP is required due to the challenges the school has had with LPS as the transportation provider. The RFP includes an option for transportation for grade 6-8 only and an option for K-8 with the intention of doing a staggered schedule. The RFP includes language that excludes the Board from being required to choose any submitted proposal. It is estimated that the school would be reimbursed for approximately 70% of the funds. The RFP will help the board make an informed decision regarding transportation for 2022-2023.

E. Souza made a motion to approve the RFP for Transportation. K. McCarthy seconded.

Yes = 7 No = 0. Motion approved.

The RFP will go out in January 2022.

c. ESP 2020-21 Performance Review – Vote

The Education Service Provider evaluation for 2020-21 was reviewed.

K. McCarthy made a motion to approve the ESP for 2020-21. A. Miller seconded.

Yes = 7 No = 0. Motion approved.

d. Special Education Process

A summary of Special Education and the IEP process was provided by Dr. Hodgdon.

X. Director's Report

a. Latest Commissioner Guidance

At this time, masks will be required through at least January 15, per the commissioner.

Covid-19 Update – Nurse Gikas

Nurse Gikas provided an overview of the 3 types of Covid-19 testing at the school, as well as the cases reported since August 2021.

b. Academic Update including a summary of ELL staffing and services

The current overall averages in English, math, science social studies, and Spanish for grades 1-11 were presented. Revision week began on December 9. Teachers use AMS and periodic data as basis to schedule more time to focus on the lowest scoring concepts in order to prioritize skills to review during revision.

An overview of ELL staff and services was provided by Dr. Hodgdon. Approximately 350 students (32%) are classified as ELs for the 21-22 school year.

c. Enrollment Update

Enrollment currently stands at 1,102. Six students will be enrolling at the beginning of Term 2 on January 3, 2022. Additional information regarding the 5th grade and 8th grade withdrawals was presented to the board. As of December 8, a total of 178 applications have been generated for the 2022-23 school year.

d. Discipline Update

Discipline infractions in the period from October 14-November 9 and November 10 – December 9, 2021, were reviewed. The highest number of infractions continue to be in Grades 6 and 8. The Student Management team is now fully staffed and are working cooperatively with leadership and teachers to reinforce student behavior expectations. As a result, we have seen an average decrease in behavior-related infractions of 12%. Specific grade levels have shown as much as a 50% decline in behavior infractions.

e. Staffing Update

Dr. Hodgdon presented data around teacher and staff turnover since the start of the 2021-22 academic year. Fifteen staff, including seven teachers have left Collegiate. Eighty percent (80%) of the staff who left had been at Collegiate for less than 1 year. Forty-seven percent (47%) reported to be leaving to earn a higher salary. Recent hires include: 1 Student Management Coordinator, 2 Student Management Assistants, and 1 MS Science Teacher. A list of open positions was shared.

f. Athletic Updates

100+ athletes are participating in winter sports being offered: HS boys basketball, HS girls basketball, HS cheer, MS boys basketball, MS girls basketball, and MS cheer.

g. Upcoming Events

A list of upcoming events was shared including: End-of-term exams on December 16-22; December 23 half-day of school; December 24-January 2 No School – Winter Break; January 3, 2022 Term two will begin.

XI. Marketing Report

a. Open Houses and 8th Grade Parent Information Session

Covid-19 Vaccine Clinics and K-10 Open Houses were held on November 21 and December 12, 2021. Additional upcoming Open Houses will be held on January 8th (Grades K-6), January 22nd (Grades 6-10), and February 5 (Grades K-10). Post cards for distribution within the Lowell community are being finalized in English, Portuguese,

Spanish, and Khmer and will include Open House and application information. Plans are underway for a Grade Parent Information Session in January.

XII. SABIS® Support Report

A written report that includes an overview of SABIS® support since the last board meeting in October was provided. Board members were encouraged to raise any questions they may have to Amy Wesley.

XIII. Executive Session – N/A

XIV. Adjournment

B. Chapman motioned to adjourn the meeting. Seconded by E. Souza.

Yes=7 No=0. Motion approved.

Meeting adjourned at 8:07pm.

Meeting Documents:

1. October 26, 2021 Regular Meeting Minutes
2. October 26, 2021 Education Committee Minutes
3. October 26, 2021 Finance Committee Minutes
4. November 3, 2021 Board Retreat Meeting Minutes
5. November 4, 2021 Board Retreat Meeting Minutes
6. Budget v. Actual October 2021
7. Budget v. Actual November 2021
8. RFP for Transportation
9. SEM Performance Evaluation 2020-2021
10. ELL Term 1 Update
11. Special Education Process
12. Director's Report
13. Marketing Report
14. SABIS Support Report

Minutes prepared by Vanessa Pileggi.

Respectfully Submitted,

Erika Souza

Secretary Collegiate Charter School of Lowell Board of Trustees