

Board of Trustees
Meeting Minutes ~ Regular Meeting
Tuesday, February 15, 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 5:46 pm on Tuesday, February 15, 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 – Absent

Guests: **In Person:** Dr. Laurie Hodgdon, Amy Wesley, Carl Nystrom, Ryan Meek, Vanessa Pileggi, Student **Remote:** Christi Seiple-Cole, Lara de Almeida, Guest.

III. School Mission: Entire Board recited the mission.

IV. Floor Open to the Public – No comments

V. Approval of the Agenda as presented – February 15, 2022

Motion to approve the February 15, 2022 meeting agenda was called by E. Souza, Seconded by A. Miller.

Yes=5 No=0. Motion approved.

VI. Approval of Minutes – January 18, 2022 Regular Meeting and Education Committee

A motion to approve the January 18, 2022 regular meeting minutes and Education Committee minutes was made by A. Miller, seconded by E. Souza.

Yes=5 No=0. Motion approved.

VII. SLO Update

One of the high school athletes provided an update on the winter athletics season as it comes to a close.

VIII. New Business

a. Physical Restraint Policy and Procedures –Vote

Dr. Hodgdon provided a summary of the physical restraint policy and procedures. The policy and procedures were created with the help of the school's attorney and reviewed by DESE.

A motion to approve the physical restraint policy and procedures was made by K. McCarthy seconded by A. Miller.

Yes=5 No=0. Motion approved.

Dr. Hodgdon reported that communication will go out to the parents regarding the updated policy. Parents will receive an abbreviated version of the key points of the policy as well as link to the full policy. The Student Parent Handbook will also be updated, and the full policy will be made available on the school's website.

IX. Director's Report

- a. Latest Commissioner Guidance:** The DESE mask mandate is ending on February 28, 2022. Masks will still be required on busses per federal order.
- b. Covid-19 Update:** Based upon the updated DESE guidance released on January 18, 2022, the school has discontinued contact tracing and the Test and Stay Program in exchange for the at-home antigen testing for students and staff. Each participant takes an at-home test on Sunday provided by the school. If they test positive they are to report it to the school nurse and quarantine for 5 days. Pooled testing will continue as well.
- c. Academic Update:** Current academic results in each subject for Grades 1 through 11 were presented.
- d. Enrollment Update:** Enrollment currently stands at 1,091. The next count date is March 1. The wait list in the previous reporting period was 68. It is now down to 16. Students will be taken off the wait list and placed in classrooms as physical space allows. Families typically do not want to change schools at this time of the year.

As of February 10, 96% of students indicated they plan on returning to Collegiate in 22-23. As of February 15, a total of 439 applications have been generated for the 2022-23 school year. Lottery will take place on March 5, 2022.

- e. Discipline Update:** Discipline infractions in the period from January 7, 2022 – February 2, 2022 were shown. The most recent analysis of behavior-related infractions shows an increase in infractions over the previous period. Teachers and students are receiving targeted support. For every 3 infractions a student receives, a call is made to the parents, and the student remains for detention.
- f. Staffing Update:** Recent resignations include the Athletic Director and College Counselor. Recent hires include: Grade 1 Teacher. There are currently nine open positions.

- g. Upcoming Events:** Upcoming events include February 16 Open House, February 21-25 Winter Break, and March 5 lottery for 22-23.

X. Marketing Report

Marketing efforts continue in order to build the waitlist for 22-23. Open House registrations and attendance have been significantly higher than in 20-21. Facebook ads are running to promote the open house dates and application deadline. Ads were published mid and late January in the *Lowell Sun*, *Khmer Post*, and *Brazilian Times*. Efforts are underway to hit a target of 500 applications by February 28, 2022.

XI. SABIS Support Report

Amy Wesley provided an overview of support provided by SABIS during the period of January 17, 2022 – February 15, 2022. Support is provided in the areas of academics, finance, IT, HR, and marketing.

XII. Committee Reports

a. Finance

i. Budget v. Actual

The January budget v. actual was reviewed. A motion was made by A. Miller to accept the January 2022 financials, seconded by P. Patel.

Yes=5 No=0. Motion approved.

ii. Update on RFP for Transportation

No inquiries or proposals have been received at this time.

b. Facilities

i. Update on Installation for Middlesex St. Signage

C. Nystrom will follow-up and continue to look into options to move forward with permitting and installation.

ii. The next Facilities committee meeting scheduled for March 15, 2022 at 5:00pm

c. Education

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

A. Miller made a motion to accept the Director's 2020-21 Performance Review and salary increase. Seconded by K. McCarthy.

Yes=5 No=0. Motion approved.

d. Governance

i. Ruby Payne Book Study, Chapter 3 Summary – K. McCarthy

Not covered; postponed.

e. Outreach

i. Board Fundraising for Scholarship

The board began raising funds starting with board member donations in order to raise the initial seed money needed to set up the scholarship.

XIII. Unfinished Business

K. McCarthy asked questions for clarification around the cell phone policy.

XIV. Executive Session – A motion was made by W. McGrail to enter into Executive Session for the purposes of discussing possible litigation. Seconded by E. Souza.

Yes=5 No=0. Motion approved.

XV. Adjournment

Executive Session adjourned at 7:51pm. W. McGrail motioned to adjourn the public meeting. Seconded by A. Miller.

Yes=5 No=0. Motion approved.

Meeting adjourned at 7:51pm.

Meeting Documents:

1. January 18, 2022 Regular Meeting Minutes
2. January 18, 2022 Education Committee Minutes
3. Physical Restraint Policy and Procedures
4. Budget v. Actual January 2022
5. Director's Report
6. Marketing Report
7. SABIS Support Report
8. PowerPoint Presentation – February 15, 2022 BOT Meeting

Minutes prepared by Vanessa Pileggi.

Respectfully Submitted,

Erika Souza,

Secretary Collegiate Charter School of Lowell Board of Trustees