

Board of Trustees
Meeting Minutes ~ Regular Meeting
Tuesday, March 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 5:36 pm on Tuesday, March 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 – Present
- g. Board Member Sathya Pholy – Present

Guests: **In Person:** Dr. Laurie Hodgdon, Carl Nystrom, Ryan Meek, Vanessa Pileggi, Ashley Bailey, SLO students, Jennifer L’Hereux, Eileen (?), parent. **Remote:** Amy Wesley, Christi Seiple-Cole, Lara de Almeida, and an unregistered guest.

III. School Mission: Entire Board recited the mission.

IV. Approval of the Agenda as presented – March 15, 2022

Motion to approve the March 15, 2022, meeting agenda was called by E. Souza, Seconded by B. Chapman.

Yes=7 No=0. Motion approved.

V. SEPAC Overview Presentation: The Chair of SEPAC expressed her concerns regarding special education services provided at the school.

VI. Floor Open to the Public: A parent shared her concerns around the reading program, recess/SLO, funding, and bullying related to Special Education.

VII. Approval of Minutes

a. February 15, 2022: Regular Meeting, Finance Committee, Governance Committee, and Outreach Committee meetings.

A motion to approve the February 15, 2022, regular, finance, governance, and outreach committee minutes was made by E. Souza, seconded by B. Chapman.

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

b. February 15, 2022 Executive Session minutes: Give the chair the authority and responsibility to review and approve the Executive Session minutes – vote

A motion to give the board chair the authority and responsibility to review and approve the Executive Session minutes was made by E. Souza, seconded by B. Chapman.

Yes=7 No=0. Motion approved.

The chair approved the Executive Session minutes.

VIII. SLO Update

Three high school students provided an update on the topics of: preparing for MCAS, upcoming events including family movie night, the *Cinderella* spring play, and fundraisers for the 8th grade Harbor cruise and the 2023 senior trip.

IX. New Business

a. Covid Pooled Testing

Nurse Gikas presented data around the drop in Covid-19 positive cases at the school in the last few weeks and requested the board vote to end pooled testing.

A motion to suspend Covid-19 pooled testing was made by B. Chapman seconded by A. Miller.

Yes=7 No=0. Motion approved.

b. Covid Bonus for the School Director – Vote

The board was asked to consider a one-time, \$5,000 Covid bonus for the School Director for keeping the school and students safe during the pandemic.

A motion to approve the \$5,000, one-time, Covid bonus was made by B. Chapman seconded by P. Patel.

Yes=7 No=0. Motion approved.

c. Bullying Prevention and Intervention Policy – Vote

Dr. Hodgdon shared that charter schools were recently asked to update their bullying prevention and intervention policy. The revised policy presented was vetted by the school attorney and approved by DESE. The updated policy will be added to the Student Parent Handbook once approved.

A motion to approve the Bullying Prevention and Intervention policy was by A. Miller, seconded by E. Souza.

Yes=7 No=0. Motion approved.

d. Discussion of School Events

The board inquired about outreach events held at the school. A. Wesley indicated that increasing community awareness is one of the goals included in the draft Strategic Plan. Currently the Marketing & Outreach position is vacant; the school continues to recruit for the position.

X. Director's Report

- a. **Latest Commissioner Guidance:** The DESE mask mandate ended on February 28, 2022. Masking on buses, per the CDC, ended on February 25.
- b. **Covid-19 Update:** Positive cases have dropped in recent weeks. There was only one positive case in the school in the period from February 24 – March 10.
- c. **Academic Update:** Current academic results in each subject for Grades 1 through 11 were presented.
- d. **Enrollment Update:** Enrollment currently stands at 1,085. As of March 10, ninety-seven (97) percent of students indicated they plan to return to Collegiate in 2022-23. During the open enrollment period from October 1, 2021 – February 28, 2022, 523 applications were generated for the 2022-23 school year. The Admissions Lottery was held on March 5, 2022, at the school.
- e. **Discipline Update:** Discipline infractions in the period from February 3, 2022 – March 2, 2022, were shared. Overall, the number of behavior infractions saw a 14% decline. The AQC and SMC are working to support students in classes where the number of infractions increased over the last reporting period.
- f. **Staffing Update:** The school continues to work with SABIS® to access and recruit the best candidates for nine open positions.
- g. **Upcoming Events:** Upcoming events and important dates include Half-Day Parent Teacher Conferences March 24, Professional Development March 30, and MCAS testing March 22 - June 7.

XI. Marketing Report

Online marketing efforts in the reporting period include Google ads, YouTube, Facebook, and Instagram ads. A print ad promoting 2022-23 enrollment ran in the *Lowell Sun*, *Sentinel & Enterprise*, and *Boston Herald* on February 17. The target of 500 applicants during the 2022-23 open enrollment period was surpassed, with a total of 523 applications. Next steps include a Collegiate student article series to be published this spring, as well as ongoing discussions around informational sessions for current and new parents.

SABIS Support Report

Amy Wesley provided an overview of support provided by SABIS during the period of February 15, 2022 – March 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 February 2022 financials, seconded by B. Chapman.

Yes=7 No=0. Motion approved.

ii. Grants Update

Budget v. actual for the grants was shared.

iii. Update on RFP for Transportation

No inquiries or proposals were received by the deadline.

b. Facilities

A facilities committee meeting was held prior to the regular board meeting on March 15. Discussions involved next steps for the athletic field.

c. Education – No updates

d. Governance

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

A summary of Chapter 3, Hidden Rules Among Classes: How They Impact Relationships with People Different From You was provided.

e. Outreach

i. Board Fundraising for Scholarship

The board continues to raise funds for the initial seed money needed to set up the scholarship. The committee is also looking to continue to strengthen relationships with nonprofits in the city.

XIII. Unfinished Business – None

XIV. Executive Session – None

XV. Adjournment

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

Yes=7 No=0. Motion approved.

Meeting adjourned at 7:56pm.

Meeting Documents:

1. February 15, 2022 Regular Meeting Minutes
2. February 15, 2022 Finance Committee Minutes
3. February 15, 2022 Governance Committee Minutes
4. February 15, 2022 Outreach Committee Minutes
5. SLO Presentation
6. Bullying and Intervention Policy

7. Budget v. Actual February 2022
8. Grants Update
9. Director's Report
10. Marketing Report
11. SABIS Support Report
12. PowerPoint Presentation – March 15, 2022 BOT Meeting

Minutes prepared by Vanessa Pileggi.

Respectfully Submitted,

Erika Souza,

Secretary Collegiate Charter School of Lowell Board of Trustees