

Board of Trustees
Meeting Minutes ~ Regular Meeting
Tuesday, May 17, 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 5:40 pm on Tuesday, May 17, 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 (remote)
- g. Board Member Sathya Pholy – Present

Guests: **In Person:** Dr. Laurie Hodgdon, Carl Nystrom, Ryan Meek, Vanessa Pileggi, Ashley Bailey, SLO student, parents - Jennifer L'Hereux, Eileen Oliveira **Remote:** Amy Wesley, Mahdi Kansou, Christi Seiple-Cole, Vanessa Pileggi

III. School Mission: Entire Board recited the mission.

IV. Floor Open to the Public: The Chair of SEPAC wanted to follow-up on concerns expressed regarding special education services provided at the school in the March board meeting. Another parent also wanted to follow-up after having spoken at the March board meeting and expressed concerns around special education services provided to her son. A meeting will be scheduled between the SEPAC chair and SABIS® to discuss further.

V. Approval of the Agenda as presented – May 17, 2022

Motion to approve the May 17, 2022, meeting agenda was called by E. Souza Seconded by A. Miller

Yes=7 No=0. Motion approved.

VI. Approval of Minutes

a. April 12, 2022: Regular Meeting and Finance Committee Meeting

A motion to approve the April 12, 2022, Regular Meeting and Finance Committee minutes was made by E. Souza seconded by A. Miller

Yes=7 No=0. Motion approved.

b. April 12, 2022 Executive Session: Give the chair authority and responsibility to review and approve the Executive Session minutes – Vote

A motion to give the board chair authority to review and approve the April 12, 2022, Executive Session minutes was made by E. Souza seconded by A. Miller

Yes=7 No=0. Motion approved.

The board chair approved the April 12, 2022 Executive Session minutes.

VII. SLO Update

A high school student presented about the end-of-year events at Collegiate including the *Cinderella* play, science fair, and junior prom.

VIII. New Business

a. 2022-2023 Academic Calendar - Vote

The board was provided with two calendars for review, Option 1 and Option 2. A. Miller made a motion to accept the Option 1 2022-2023 Academic Calendar Seconded by K. McCarthy. This will allow Collegiate to participate as a primary election voting location on Tuesday, September 6, 2022.

Yes=7 No=0. Motion approved

IX. Committee Reports

a. Finance

i. Budget v. Actual

The April budget v. actual was reviewed. A motion was made by A. Miller to accept the April 2022 financials, seconded by E. Souza.

Yes=7 No=0. Motion approved.

ii. The next Finance committee meeting is scheduled for June 21, 2022.

b. Facilities

i. Update on Installation of Middlesex St. Signage

Still trying to contact condo association to request release to install sign on property. Going to contact apartment complex on adjacent side of street as a secondary option.

Additional facilities update: volleyball netting will be installed end of July/early August, interior lower school stairwell painting is being addressed, the committee is moving forward with a plan for the athletic field project.

c. Education – No updates (Monthly academic performance included in Director’s report.)

i. The next Education Committee meeting is scheduled for July 19, 2022

d. Governance

i. Update on Strategic Plan

Amy Wesley provided an overview of the current draft of the Strategic Plan. The plan incorporates the five goals identified by the board during the November 2021 board retreat. Board members will have the opportunity to review the draft and provide feedback to Amy Wesley prior to the June meeting. The goal is to have a final draft ready for a vote at the next regular meeting on June 21, 2022.

ii. The next Governance Committee meeting is scheduled for June 21, 2022

e. Outreach

i. Board Fundraising for Scholarship

The committee is reaching out to the Parent Connection to see if they are interested in contributing to the fund. The next step will include writing the letter to SABIS® for the match.

X. Director's Report

- a. Covid-19 Update:** There has been an uptick in positive Covid cases since the last board meeting. For positive cases, students and staff are out for 5 days and then come back wearing a mask.
- b. Academic Update:** Current academic results in each subject for Grades 1 through 11 were presented.
- c. Enrollment Update:** Enrollment currently stands at 1,075. Total applications for the 2022-23 school year are currently at 669, with a waitlist of 475.
- d. Discipline Update:** Discipline infractions in the period from March 24, 2022 – April 28, 2022, were shared. In this period, there was a 13% increase of behavior infractions across the school. Behavior plans have been developed for students struggling with behavior. In the period from January 21, 2022 – April 31, 2022, there were a total of 25 suspensions in Grades 3-11, reflecting 17 students.
- e. Staffing Update:** Staff departures for 2021-2022 to date were reviewed including the reason for leaving. The majority of departures were due to salary; other reasons were personal. The school continues to work with SABIS® to access and recruit the best candidates for nine open positions.
- f. 2022 Collegiate Parent Survey Results:** The annual parent survey results were reviewed. This year parents were invited to take the survey either online or in-person on paper during Parent-Teacher conferences. This resulted in the highest response rate thus far in the school's history.
- g. Upcoming Events:** Upcoming events and important dates for May include May 21 job fair at Collegiate; Junior Prom; May 30 Memorial Day school is closed; and MCAS testing continues through June 7.

XI. Marketing Report

The *Success at Collegiate* student and family article series began running on Sunday, May 1, 2022 in the *Lowell Sun*. The article series will continue every Sunday through June 19, 2022. Select articles will be translated into Portuguese and Khmer to be published in the *Brazilian Times* and *Khmer Post*.

XII. Unfinished Business - None

XIII. Executive Session – None

XIV. Adjournment

K. McCarthy motioned to adjourn the meeting at 7:21pm. Seconded by P. Patel.

Yes=7 No=0. Motion approved.

Meeting Documents:

1. April 12, 2022 Regular Meeting Minutes
2. April 12, 2022 Finance Committee Minutes
3. Academic Calendar 2022-2023 Option 1
4. Academic Calendar 2022-2023 Option 2
5. Budget v. Actual April 2022
6. Strategic Plan Draft
7. Director's Report
8. Parent Survey Results
9. Marketing Report
10. PowerPoint Presentation – May 17, 2022 BOT Meeting

Minutes prepared by Vanessa Pileggi.

Respectfully Submitted,

Erika Souza,

Secretary Collegiate Charter School of Lowell Board of Trustees