

Board of Trustees
Meeting Minutes ~ Regular Meeting
Tuesday, June 21, 2022 – 5:30 p.m.
Collegiate Charter School of Lowell
1857 Middlesex St, Lowell, MA 01851

I. Call to Order – Kathleen McCarthy – Vice President

Vice President Kathleen McCarthy called the meeting of the Collegiate Charter School of Lowell Board of Trustees at 5:41 pm on Tuesday, June 21, 2022, at the school (1857 Middlesex St. Lowell, MA 01851).

II. Roll Call – Vanessa Pileggi conducted a roll call.

- a. President Walter McGrail – arr. 5:42pm (remote)
- 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 – Absent

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

III. School Mission: Entire Board recited the mission.

IV. Floor Open to the Public: The Chair of SEPAC expressed concerns regarding special education services provided to her son. Another parent shared concerns about middle school recess and student breaks during the school day.

V. Approval of the Agenda as presented – June 21, 2022

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

Yes=6 No=0. Motion approved.

VI. Approval of Minutes

a. **May 17, 2022: Regular Meeting, Governance Committee, and Facilities Committee**

A motion to approve the May 17, 2022, Regular Meeting, Governance Committee, and Facilities Committee minutes was made by E. Souza seconded by P. Patel.

Yes=6 No=0. Motion approved.

VII. SLO Update – No update, last day of school. SLC and high school students are on a field trip.

VIII. New Business

a. **Strategic Plan - Vote**

B. Chapman made a motion to accept the Collegiate Charter School of Lowell Strategic Plan. Seconded by A. Miller.

Yes=6 No=0. Motion approved

b. New Member Recruitment Process – Vote

The process outlines steps for nominating and recruiting new board members. E. Souza made a motion to accept the New Member Recruitment Process. Seconded by A. Miller.

Yes=6 No=0. Motion approved

c. Charter Renewal Application – Vote

The charter renewal application is in final draft form. The remaining action item includes sourcing letters of support from community-based organizations and partners to be included in the application's appendix. B. Chapman volunteered to solicit the letters of support. Following the board's approval of the charter renewal application, the BOT chair will sign the application's required Statement of Assurances and Certification Statements. The charter renewal application will be submitted by the August 1, 2022 deadline.

A. Miller made a motion to approve the charter renewal application subject to verification of accuracy of all the data, edits to any typos, and an update to the organizational chart. Seconded B. Chapman.

Yes=6 No=0. Motion approved

d. 2022-2023 Board and Committee Meetings Calendar – Vote

E. Souza made a motion to approve the 2022-2023 Board and Committee Meetings Calendar. Seconded by A. Miller.

Yes=6 No=0. Motion approved

IX. Committee Reports

a. Finance

i. Budget v. Actual

The May budget v. actual was reviewed. A motion was made by A. Miller to accept the May 2022 financials, seconded by B. Chapman.

Yes= 6 No=0. Motion approved.

b. Facilities

i. Update on Installation of Middlesex St. Signage

The condo President signed the release to install the sign on their property. The goal is to have it installed prior to September 6 election. The sign will be two-sided, approximately 3' x 5'.

- 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** – No updates
- e. **Outreach** - Discussions regarding approaching fundraising for the scholarship committee.

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 averages for Grades 1 through 11 were presented.
- c. **Enrollment Update:** Enrollment currently stands at 1,072. Enrollment for the 2022-23 school year is on target for 1,200 students.
- d. **Discipline Update:** Discipline infractions in the period from April 29, 2022 – May 31, 2022, were shared. In this period, there was a 15% decrease of behavior infractions in comparison to the average number of infractions per grade in the previous reporting period.
- e. **Staffing Update:** Collegiate held an in-person job fair on Saturday, May 21 that yielded three new employees for the 22-23 school year. Collegiate also participated in the virtual job fair hosted by DESE on June 15. The school continues to work with SABIS® to access and recruit the best candidates for open positions.
- f. **Upcoming Events:** Upcoming events and important dates for include the last day for students – June 21, last day for teachers June 22; Summer School June 27-July 22; Collegiate Summer Camp July 11-29; first day of school August 30.

XI. Marketing Report

The final article in the *Success at Collegiate* student and family series will be published in the *Lowell Sun* on Sunday, June 19, 2022.

XII. Unfinished Business – Discussion around transportation and dismissal times for half-days of school.

XIII. Executive Session – None

XIV. Adjournment

E. Souza motioned to adjourn the meeting at 7:14pm. Seconded by B. Chapman.

Yes=6 No=0. Motion approved.

Meeting Documents:

1. May 17, 2022 Regular Meeting Minutes
2. May 17, 2022 Governance Committee Minutes
3. May 17, 2022 Facilities Committee Minutes
4. Collegiate Charter School of Lowell Strategic Plan
5. New Member Recruitment Process
6. 2022-2023 Board and Committee Meetings Calendar
7. Budget v. Actual May 2022
8. Charter Renewal Application
9. Director's Report
10. Marketing Report
11. PowerPoint Presentation – June 21, 2022 BOT Meeting

Minutes prepared by Vanessa Pileggi.

Respectfully Submitted,

Erika Souza,

Secretary Collegiate Charter School of Lowell Board of Trustees