

Board of Trustees
Meeting Minutes ~ Regular Meeting
Tuesday, July 20, 2021 – 5:00 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 5:09 pm on Tuesday, July 20, 2021 at the school. (1857 Middlesex St. Lowell, MA 01851)

II. Roll Call – Kaleigh Brothers 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, Ryan Meek, Liza Anderson, Ashley Bailey, Vanessa Pileggi. **Remote:** Christi Seiple-Cole, Stacia Vogel.

III. School Mission: Entire Board recited the mission.

The mission of the Collegiate Charter School of Lowell is to provide an academically rigorous and successful world-class college preparatory public educational program that enables all students, regardless of their background, to achieve their full potential, to be prepared for success in college, equipped with the ability and desire for lifelong learning, and develop strong civic, ethical, and moral values in a safe, caring, and rigorous environment built on a school ethos that emphasizes high behavioral and academic expectations.

IV. SLO Update:

Ashley Bailey shared a PowerPoint presentation to update Trustees about SLO initiatives and activities in the last month of school. She also presented information on planning for the upcoming school year including: July/August – Welcoming new staff and students; September/October – The International Fair and SLO job and club fair; November/December – Sports leagues are being planned for in school, as well as holiday drives and the start of power study sessions. The first Collegiate junior prom is tentatively planned for May 21st at the school. Board member Brian Chapman noted it would be a good to get the Z-list to cover the first junior prom at Collegiate.

V. Approval of the Agenda as presented – July 20, 2021

Motion to approve the July agenda was called by B. Chapman Seconded by A. Miller.

Yes=7 No=0. Motion approved.

VI. Approval of Minutes – May 18, 2021

A motion was made by E. Souza to accept the May meeting minutes as presented. The motion was seconded by K. McCarthy.

Yes=7 No=0. Motion approved.

VII. Committee Reports

a. Finance

i. Monthly Budget Report – Alan Miller, Pravin Patel

The May and June 2021 budget v. actual were reviewed. Board Members Pravin & Miller request the Business Office to re-submit the monthly budget vs actuals showing the month-on-month spending for the capital outlay section.

A motion was made by A. Miller to accept the budget with the changes once they come in. The motion was seconded by B. Chapman.

Yes=7 No=0. Motion approved.

ii. Grants Update – Carl Nystrom

Carl Nystrom provided an update on grants. Alan Miller inquired as to who writes the grants. Dr. Hodgdon informed the board that she and Carl Nystrom work together to write and allocate grant funds. ESSER II and ESSER III grants will be applied for the coming school year.

b. Governance – Board retreat discussion to follow under Unfinished Business.

c. Outreach – Brian Chapman

Brian Chapman provided an update on the status of the scholarship fund the board would like to establish through the Greater Lowell Community Foundation. There is a requirement to have \$5,000 to start. The board agreed upon Brian Chapman as chair for the scholarship fund and Kathleen McCarthy as successor to the chair.

The board discussed various ways to source the initial \$5,000 seed money: board member donations, donations from community members, fundraisers, etc.

d. High School Construction – Walter McGrail

Chairman McGrail reported that recent conversations with John Harris, the architect for the high school construction, centered on the punch list. The punch list will be presented to Carl Nystrom and Walter McGrail soon for review. A walk through will be planned before final funds are distributed. The board wants to make sure the last payment is not made until everything required and being paid for is completed. The board would like John Harris to come back in the spring and take another look at the

building and assess it to make sure what is being paid for is holding up through the winter. They would like to request that he attend the next board meeting to provide an update. Carl Nystrom noted the completion date will likely extend beyond July 30 and may roll into the first week of August for the occupancy permit.

VIII. Unfinished Business

a. Fundraising/Scholarship Update – Agenda item discussed within the Outreach update.

b. Update on Railroad Track Work and Fence Repair

Carl Nystrom reported that the MBTA owns the railroad track, and the MBTA stated they do not do fence repairs. One fence quote came in at \$15,000 for fencing on the school's side of the property line. Carl Nystrom will look into other quotes. The school would like to have the fence up and running prior to students return in September.

c. Athletic League Update

Dr. Hodgdon reported that a decision was made that Collegiate will plan to participate in the EAA for grades 5-8 and the MIAA for grades 9-11. The new Athletic Director, Paige Crimmin, will begin in the role on August 1. She will also be in the building teaching as a health teacher. Ms. Crimmin will attend the August meeting to meet the board members and introduce herself.

IX. New Business

a. Discussion Using Turf As Is (Until a plan is in place)

Kathleen McCarthy shared that the board would like to figure out a way to have the field in a useable state for the students. The board engaged in a discussion of steps that need to be taken to make this happen. Carl Nystrom will look into quotes to have the field cleaned up and useable for recess. Once cleaned up, the board can look into next steps for a public bid for the field. As previously discussed, Ryan Meek noted that with a regulation field, parking by the field may need to be addressed and modified. Carl Nystrom and Ryan Meek will focus on the field for FY22 and will look into a formal plan to share at the August meeting.

b. 2021-2022 Board Meeting Calendar

Alan Miller noted Veterans' Day and Christmas need to be updated on the calendar. Vanessa Pileggi will make the edits to the calendar and circulate it to the board.

Kathleen McCarthy suggested Board meetings start at 5:30pm moving forward starting with the next meeting in August.

A. Miller made a motion to approve the 2021-2022 Board Meeting Calendar with the corrections and 5:30pm start. The motion was seconded by B. Chapman.

Yes = 7. No = 0. Motion approved.

c. Board Retreat Discussion and Date Selection

The board discussed possible dates for their annual board retreat and intention to work on the board strategic plan. The trustees agreed upon September 17 (from 1 PM) and 18, 2021, for their retreat and the board annual meeting.

d. Starting Salaries for Teachers/How Raises are Determined

Dr. Hodgdon shared that raises are merit/performance based. This includes student data, observations, and student management. A percentage is determined based on these factors and bonuses are provided for high performance. Starting salaries are determined based on various factors, degree, experience, and range from approximately \$44,000 - \$50,000.

Erika Souza inquired about the recruiting process. Amy Wesley shared that staff recruitment is part of the service provided by SABIS. Shortlisted candidates are passed by SABIS onto the school, which completes the interview and hiring process. Dr. Hodgdon reported it has been very successful.

X. Marketing Report – Liza Anderson

Liza Anderson presented the marketing report that provided the current enrollment for 2021-22 and a summary of recruitment and marketing efforts designed to continue recruiting students. Marketing efforts include social media, digital and print ads, open houses, community outreach, and networking.

XI. Director’s Report – Dr. Hodgdon

a. End-of-Year Academics

Dr. Hodgdon presented a PowerPoint on end-of-year academics, which compared 2020-21 year-end internal academic averages with 2018-19 year-end averages. 2018-19 was chosen as a point of comparison as it was the last complete academic year for which results were available. Even though 2020-21 presented many challenges, Collegiate students’ year-end academic results were generally on par with 2018-19. Grade levels in which 2020-21 student results declined over 2018-19 were identified and will receive intensified focus as curriculum and pacing is planned for 2021-22.

b. MCAS & Latest Commissioner Guidance

MCAS was completed at the beginning of June, Collegiate had close to 100% attendance each day in grades 3-10 both onsite and online. 100% of high school students were onsite for testing.

c. Covid-19 Update

Pooled testing ran through the end of the academic year. At the end of school, Collegiate had 200+ students and 15 staff registered for Covid-19 pooled testing. DESE stopped collecting data after June 11.

A mobile vaccine clinic at Collegiate in collaboration with the City of Lowell will be held on Saturday, August 14 in the foyer. Thank you to board member Brian Chapman for suggesting Collegiate as a site to the organizers.

d. 2020-21 SABIS Parent Survey Results for Collegiate

Dr. Hodgdon shared the 2020-21 parent survey results and provided a summary. The survey was taken by 249 individuals, 33% of Collegiate families. The largest percent of the families who completed the survey were parents of 1-3rd graders (41%) followed by 4-6th graders (31%). Curriculum and standards was the most popular reason why families decided to enroll at Collegiate: 46%. The second most popular was discipline and safety (24%) and college-prep mission (17%). 98% are happy with the academic standards at the school. 98% indicated that the school staff reinforces moral, ethical, and civic values.

e. 2021-22 Enrollment Target and Current Status

Collegiate's enrollment at the end of the academic year was 1,004. Collegiate attendance rate as of June 8 was 98%. The school was recognized as having the 4th highest attendance rate in the state of Massachusetts as reported by MassLive on June 4, 2021. Enrollment currently stands at 1,106 students with the target enrollment of 1,107.

f. 2021-22 Staffing Development and Staff Survey Results

Since the end of the school year, Dr. Hodgdon has successfully hired 7+ positions. Recent hires include the College Counselor and Athletic Director. Dr. Hodgdon along with HR are actively recruiting and interviewing for open positions.

Teacher Attrition: 16 out of 55 teachers left during 2020-21; 7 for personal reasons or to go to a new career; 9 (16%) left to pursue employment in another school.

Staff Survey: The survey was completed by 50% of the staff, a follow-up survey will be conducted in October 2021.

g. 2021-22 Busing Update

Busing issue remains unresolved. Dr. Hodgdon met with Dr. Boyd on June 16 to discuss busing. The meeting did not lead to a resolution of the school's busing needs. Alison Bagg met with Dr. Boyd and Dr. Hodgdon was informed that Dr. Boyd will be reaching out in the next week to discuss busing again. In the meantime, and suggested by Attorney MacAvoy and Alison Bagg, Dr. Hodgdon filed a PRS (Problem Resolution System) with MA DESE on behalf of Collegiate Grades 6-8 students, who will not receive access to busing by LPS. As of today, a hearing has not been scheduled.

XII. SABIS® Support Report and Transition to E-Books – Amy Wesley

The SABIS® Support report was provided ahead of the meeting for the trustees to review. Trustees were invited to contact Amy Wesley if they had any questions. Amy Wesley noted that Collegiate will be transitioning to E-Books, starting in 2021-22 grades 3-12 will be a one-year transition from traditional, printed books to E-Books for all SABIS®-provided courses.

XIII. Floor Open to the Public - No public comments.

XIV. Executive Session – N/A

XV. Adjournment

B. Chapman Motioned to adjourn the meeting. Seconded by E. Souza. Meeting adjourned at 7:51pm.

The next meeting of the Collegiate Board of Trustees is scheduled for Tuesday, August 17, 2021 at 5:30pm.

Meeting Documents:

1. May 18, 2021 Minutes
2. May 2021 Budget v. Actual
3. June 2021 Budget v. Actual
4. Grants Update
5. Proposed 2021-2022 Board Meeting Calendar
6. Athletic Report Update
7. 2020-2021 Parent Survey Results Data
8. 2020-2021 Parent Survey Results Narrative
9. 2020-2021 Staff Survey Results
10. Marketing Report
11. Director's Report
12. SABIS® Support Report

Minutes prepared by Kaleigh Brothers and Vanessa Pileggi.

Respectfully Submitted,

Erika Souza, Secretary

Collegiate Charter School of Lowell Board of Trustees