

**Board of Trustees**  
**Meeting Minutes ~ Regular Meeting**  
**Tuesday, August 17, 2021 – 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 5:37 pm on Tuesday, August 17, 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 – Absent

Guests: **In Person:** Dr. Laurie Hodgdon, Amy Wesley, Carl Nystrom, Liza Anderson, Siobhan Quinlan, Vanessa Pileggi. **Remote:** Christi Seiple-Cole, Lara de Almeida, Mike McNulty, John Harriss, Rebecca Frascarelli

**III. High School Construction – John Harriss Update:**

John Harriss provided an update regarding the close out of the high school/gym construction project. Certificate of substantial completion issued August 17, 2021, which is when warranties commence exclusive of the gym floor. Warranties are a general term of 1-year; the exception is the roof warranty, which is 20 years. Wood athletic flooring is 1-year warranty from the time the floor can be used. Punch list items have been completed with the exception of the gym floor. The gym flooring is 99% to his satisfaction; because of the humidity, the wood is swollen and created a bead at the seam. The gym will be useable by September 1<sup>st</sup>. Harriss reported that it is a quality control issue rather than a use issue. The installer wants to come back when the weather is better for the application and will plan to come when it is convenient for the school.

John Harriss anticipates the final certificate of occupancy to be issued on or around August 23<sup>rd</sup>, 2021. A final project binder will be shared. Included will be as-built drawings, warranties, complete directory of all vendors, extra materials as required by the contract, all submittals (shop drawings, specifications), all permits and the certificate of occupancy. These items will be put together in the next few weeks for the owner.

The board suggested putting together a quarterly checklist for the systems for this next year so if something happens there is enough time to implement the warranty structure.

Carl Nystrom noted there were a few minor items he will request to be added to the punch list and will reach out to John Harriss with that information asap. Balance to finish the project including retainage is \$76,300.

**IV. School Mission:** Entire Board recited the mission.

**V. SLO Update:** No update provided.

**VI. Approval of the Agenda as presented – August 17, 2021**

Motion to approve the August agenda was called by E. Souza Seconded by B. Chapman.

**Yes=6 No=0. Motion approved.**

**VII. Approval of Minutes – July 20, 2021**

A motion was made by E. Souza to accept the July meeting minutes as presented. The motion was seconded by A. Miller.

**Yes=6 No=0. Motion approved.**

**VIII. Committee Reports**

**a. High School Construction – updated provided at the start of the meeting.**

**b. Finance**

**i. Monthly Budget Report – Alan Miller, Pravin Patel**

The July 2021 budget v. actual was reviewed. The budgeted 21-22 column for high school construction is zero as it had been anticipated that the high school construction would be completed by June 30. \$822,287 will need to be paid out in FY22, at this time approx. \$461,000 has been paid out. A recommendation was made that the board amend the budget amount from zero.

A motion was made by A. Miller to reduce the FY21 Budget Amount for High School Construction to 3,840,043 and increase the FY22 Budget for High School Construction to 822,287.

The motion was seconded by K. McCarthy.

**Yes=6 No=0. Motion approved.**

A motion was made by A. Miller to approve the July financials. The motion was seconded by K. McCarthy.

**Yes=6 No=0. Motion approved.**

ii. **Grants Update** – No update provided.

c. **Governance** – The board retreat is still in the planning phase.

d. **Outreach** – The initial \$5,000 seed money is still a work in progress for the scholarship through the Greater Lowell Community Foundation.

**IX. Unfinished Business**

**a. Update on Athletic Field Restoration**

Progress has been made on the clean up of the field. Some funding is available through an ESSER grant, one of the conditions is trying to get additional space to hold PE classes and student social distancing. The intent is to use the field for student recess and PE hopefully by the end of September. Approximately \$30,000 has been spent on the field so far. The board may want to consider doing temporary fencing until a formal decision is made regarding an athletic field project. Another update will be provided at the next meeting.

**X. New Business**

A request was made for the school signage on Middlesex St. be revisited. The signage is very small and not visible. The sign on the outside of the building is expected to be installed in September.

Through the ESSER grant, nine outdoor picnic tables were ordered for the high school and two more for the lower/middle school.

Dr. Hodgdon introduced the new Athletic Director Paige Crimmin to the board. She will also be teaching health.

**XI. Marketing Report** – Liza Anderson

Liza Anderson presented the marketing report that provided the current enrollment for 2021-22. Fourteen new applications were received since the July board meeting. A summary of recruitment and marketing efforts designed to continue recruiting students was provided. Planning continues for the High School Grand Opening coming up on September 16.

**XII. Director's Report** – Dr. Hodgdon

**a. Latest Commissioner's Guidance**

Dr. Hodgdon shared that DESE strongly recommends K-6 masks indoors except for eating lunch or indoors. Masks are required on school buses. For those who are vaccinated it is a personal choice whether to mask or not. Collegiate plans to follow the new Test and Stay program for Covid testing.

## **b. Summer School Results**

Dr. Hodgdon presented a PowerPoint that included the summer school averages by grade and subject.

## **c. Enrollment Update**

Enrollment currently stands at 1,114, which is strategically over 100% of the target enrollment.

## **d. Staffing Update**

Since the end of the school year, four teachers have been hired and one AQC. Nine teachers have left since the July board meeting for various reasons. Recruiting efforts continue for open positions.

## **e. New School Year Start-Up**

### **i. Overview of new and returning staff workshops**

New teachers started training August 12, 13 and 16. All teacher training started August 17<sup>th</sup>.

### **ii. Key dates for Students/Families**

Upcoming key dates: Meet the Teacher night is August 26, First day for KG is August 30, and the first day for all students in August 31.

## **f. 2021-22 Busing Update**

The busing issue for grades 6-8 remains unresolved. It was communicated to 6-8 families that they will need to provide their own transportation until further notice. A timeline of the busing situation was provided for reference. The Lowell Planning board requires Collegiate to have a staggered schedule; there cannot be more than 850 students transported at any one time.

## **XIII. SABIS® Support Report**

The SABIS® Support report was provided ahead of the meeting for the trustees to review. SABIS® is providing is a new academic initiative, increasing the numbers of individuals working with Collegiate academics. Finance is preparing for the audit and reviewing grant applications. Additional preparations are underway for the new academic year in the area of IT.

**XIV. Floor Open to the Public**

Collegiate parent Rebecca Frascarelli requested to speak. Rebecca expressed disappointment in the recent dismissal of an employee and read letters aloud on behalf of a few other parents and students on the matter.

**XV. Executive Session – N/A**

**XVI. Adjournment**

B. Chapman Motioned to adjourn the meeting. Seconded by E. Souza. Meeting adjourned at 7:32pm.

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

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**Meeting Documents:**

1. July 20, 2021 Minutes
2. July 2021 Budget v. Actual
3. FY21 Capital Outlay
4. Harriss Associates Presentation for Project Closeout
5. Marketing Report
6. Director's Report
7. Busing Update
8. SABIS® Support Report

Minutes prepared by Kaleigh Brothers and Vanessa Pileggi.

Respectfully Submitted,

Erika Souza, Secretary

Collegiate Charter School of Lowell Board of Trustees