

Board of Trustees
Meeting Minutes ~ Board Retreat Meeting
Wednesday, November 3, 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 board retreat meeting of the Collegiate Charter School of Lowell Board of Trustees at 5:11 pm on Wednesday, November 3, 2021 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, Amy Wesley, Carl Nystrom, Lara de Almeida, Vanessa Pileggi, Ryan Meek **Remote:** Christi Seiple-Cole

III. School Mission: Entire Board recited the mission.

IV. Approval of the Agenda as presented – November 3 and 4 board retreat.

Motion to approve the November 3 and 4, 2021 retreat meeting agenda was called by E. Souza Seconded by K. McCarthy.

Yes=7 No=0. Motion approved.

V. Floor Open to the Public – No comments.

VI. Charter Renewal Timeframe

Key steps for the upcoming Charter Renewal were presented. The current charter is through June 30, 2023. The renewal application is due no later than August 1, 2022.

VII. Discussion and Development of Strategic Plan

According to DESE, a good strategic plan includes clear goals, action plan, objectives and benchmark. The objective of the two-day board retreat is to identify the main goals and prioritize them.

- a. **Foundation for Discussion**
 - i. **Discussion of DESE Year 8 Site Visit Report**

The virtual site visit was held March 30-31, 2021; the visit report was received in July. The board reviewed the areas of findings within the report: academics, admissions, curriculum, student management, social/emotional learning, and governance. These are areas requiring further focus ahead of the charter renewal. Plans to address these areas are underway and were discussed further.

ii. Review of Collegiate Accountability Plan

The Accountability Plan objectives and measures for the current charter term were reviewed. The plan was written in 2018, when Collegiate was a K-8 school. Progress made toward the objectives was discussed. Some measures were unable to be met due to Covid-19. The goal is to have all measures met by 2023.

iii. Financial Status and 5-year Financial Feasibility

The financial status for this year and the next five years was reviewed and discussed. The next academic year will see Collegiate becoming a full K-12 school with 1,200 students. Further financial scenarios will be prepared as they relate to the prospect of salary increases and how that will affect the projection. Additional models can be put together once we have options and pricing related to the possibility of an athletic field.

iv. Academic Performance Overview

A PowerPoint overview of the SABIS® Point System was presented. Discussion was held around whether parents are familiar with the system and what efforts can be made in order to provide a review for parents. Dr. Hodgdon will look into having information on the SABIS® system during Parent/Teacher Conferences, or at the Meet Your Teacher night annually in August.

A question came up as to whether students are offered extra credit. Students do have a chance to retake their tests, but extra credit is not an option, as students shouldn't think they don't need to try their hardest because they can get extra credit. This helps teach them accountability.

Agenda topics to be continued on Day 2 of the board retreat, November 4, 2021.

VIII. Adjournment

A. Miller motioned to adjourn the meeting. Seconded by K. McCarthy.

Yes=7 No=0. Motion approved.

Meeting adjourned at 8:09pm.

Meeting Documents:

1. DESE Year 8 Site Visit Report
2. Collegiate Accountability Plan 2018-2023
3. 5-Year Financial Feasibility

Minutes prepared by Vanessa Pileggi.

Respectfully Submitted,

Erika Souza, Secretary - Collegiate Charter School of Lowell Board of Trustees