

**Board of Trustees**  
**Meeting Minutes ~ Regular Meeting**  
**Tuesday, January 17, 2023 – 5:30 p.m.**  
Collegiate Charter School of Lowell  
1857 Middlesex St, Lowell, MA 01851

I. **Call to Order** – President Walter McGrail called the meeting of the Collegiate Charter School of Lowell Board of Trustees at 5:41 pm on Tuesday, January 17, 2023, 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 – Absent

Guests: **In Person:** Adam Bakr, Carl Nystrom, Courtney Connors, Alexis Ferrazzani, Pamela Rondo, Mahdi Kansou, Diana Abdel Samad, Vanessa Pileggi, **Virtual:** Ryan Meek, Ashley Bailey

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

IV. **Floor Open to the Public:** No comments.

V. **Approval of the Agenda as presented** – January 17, 2023

Motion to approve the January 17, 2023, meeting agenda was called by B. Chapman. Seconded by E. Souza. **Yes=6 No=0. Motion approved.**

VI. **Approval of Minutes**

- a. **December 13, 2022 Regular Meeting and Education Committee Meeting - Vote**  
A motion to approve the December 13, 2022 Regular Meeting Minutes and Education Committee Minutes was made by E. Souza seconded by A. Miller.  
**Yes=6 No=0 Motion approved.**

VII. **SLO Update** – No update provided.

VIII. **Old Business**

a. **Parent Connection Update**

The School Director connected with the President of the Parent Connection. A few parents are interested in joining; the President will be plan to attend the next regular meeting to provide an update.

b. **Graduation Committee Discussion**

The administration team have begun meeting with seniors to discuss plans for the first 12<sup>th</sup> grade graduation at Collegiate. Senior week will be held at the end of May with a variety of activities planned. Approximately 17 students will attend the spring trip to Puerto Rico.

- IX. New Business**
- a. SEM Annual Evaluation 2021-2022 – Vote**  
 The SEM evaluation was reviewed in the education committee prior to the regular meeting. A few board members expressed they would like more time to review prior to a vote. A. Miller made a motion to table this item to the next meeting. Seconded by E. Souza. **Yes=6 No=0 Motion approved.**
- X. Committee Reports**
- a. Finance -**
- i. Budget v. Actual**  
 Electric has gone up. Business Manager will provide the kw rate. A. Miller made a motion to approve the December 2022 Budget v. Actual. Seconded by B. Chapman. **Yes=6 No=0. Motion approved.**
- b. Facilities**
- i. Athletic Field Update –** Contract with Gale Associates was executed on January 9. Timeline has been reviewed, the goal is to have substantial completion by the end of September. Surveying has begun; next steps include schematic design and ensuring the size to have a regulation MIAA field. It is possible that a few parking spots may need to be removed.
- c. Education –** The Education Committee met prior to this regular meeting and reviewed the SEM evaluation.
- d. Governance**
- i. Board Retreat –** Looking into dates around March 30-31 in MN. Board members to send proposed retreat agenda topics to board secretary by end of January.
- e. Outreach –** A scholarship letter went out in December. Efforts continue along with Casey to secure scholarship donations.
- i. PR Update – Casey Crane**  
 Casey is working on press, partnerships, events, and special projects. Casey reported out on recent updates including the proposed pilot partnership with Middlesex for Dual Enrollment, and a living legend program launched in December with an event held at the school hosting a World War II veteran. Efforts continue to secure donations for the board’s scholarship fund. The board discussed the dual enrollment program.  
 K. McCarthy made a motion to pursue the dual enrollment as a pilot program with the two seniors this term. Seconded by A. Miller. **Yes=6 No=0. Motion approved**
- ii. Scholarships –** A letter soliciting scholarship donations went out end of December. The Outreach committee will work with Casey to do a quarterly report on the fund.
- XI. Director’s Report**
- a. Academic Update:** End of term 1 academic averages were reviewed, overall and by subject for grades 1-12.

- b. Enrollment Update:** The current enrollment is 1,194, six students short from our 1,200 target. As of 10/1, the school has received 256 applications for AY23-24.
- c. Discipline Update:** The number of suspensions from December 7 – January 10 were provided.
- d. Staffing Update:** Since the last reporting period, there were 4 new hires: 2 teachers, 1 paraprofessional, 1 building sub. There were 3 teacher resignations. The current list of open positions were reviewed. A new proposal to increase starting salaries is in discussion and will be presented to the board. School Director suggested the board to put together a list of questions to solicit feedback from the staff.
- e. Key Upcoming Dates:** Dates for school events occurring November and December were shared.

**XII. Marketing Report** – Fourteen families attended the December 14 open house. Additional open houses are planned for January 21 and February 15. Advertising for the open enrollment period include google ads, post cards, newspaper advertisements, as well as a pop-up on the school’s website.

**XIII. SEM Update** – None

**XIV. Unfinished Business** – None

**XV. Executive Session** – None

**XVI. Adjournment** – K. McCarthy motioned to adjourn the open meeting at 8:10pm. Seconded by E. Souza. **Yes=6 No=0. Motion approved.**

---

**Meeting Documents:**

1. December 13, 2022 Regular Meeting Minutes
2. December 13, 2022 Education Committee Minutes
3. Budget v. Actual for December 2022
4. Interim Director’s Report
5. PowerPoint Presentation: Academic/Marketing

Minutes prepared by Vanessa Pileggi.

Respectfully Submitted,

Erika Souza,

Secretary Collegiate Charter School of Lowell Board of Trustees