

**Board of Trustees**  
**Meeting Minutes ~ Regular Meeting**  
**Tuesday, October 18, 2022 – 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 5:36 pm on Tuesday, October 18, 2022, 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 arrived 5:45pm
  - g. Board Member Sathya Pholy – Present

Guests: **In Person:** Carl Nystrom, Courtney Connors, Vanessa Pileggi, Ashley Bailey  
**Virtual:** Patrick Leary, Sharon Blazejowski.

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

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

V. **Approval of the Agenda as presented** – October 18, 2022

Motion to approve the September 20, 2022, meeting agenda was called by E. Souza  
Seconded by K. McCarthy. **Yes=7 No=0. Motion approved.**

VI. **Approval of Minutes**

- a. **September 20, 2022 Meetings: Regular Meeting, Annual Meeting, Governance Committee Meeting, Finance Committee Meeting**  
A motion to approve the September 20, 2022 Meeting Minutes was made by E. Souza seconded by K. McCarthy. **Yes=7 No=0 Motion approved.**

VII. **SLO Update** – SLO students provided an update on the events for the remainder of this term through December. Some of the events included are a fall formal for the middle school, K-2 Disney dance, and high school movie night. Two seniors also introduced E-Sports.

VIII. **Old Business**

a. **School Director Recruitment Update**

The selection of the School Director has been made and agreed upon by the board. Final steps are being taken.

b. **BOT Secretary Position Update**

The job has been posted and we are beginning to receive resumes. Qualified applicants will undergo an initial screening to be completed by Carl N. and Vanessa. The board chair and board secretary will then conduct the interviews.

- IX. New Business**
- a. Introduction of Athletic Director** – Kyle P. was introduced to the board of trustees. An overview of the athletic programming this year was shared.
  - b. Graduation Committee Discussion** – Once the new School Director is on board, we can discuss establishing a graduation committee to begin planning for Collegiate’s first 12<sup>th</sup> grade graduation.
  - c. PR and Outreach Update** – The board discussed the idea of having someone in a role part-time to support PR and Outreach of the school and focus on raising the profile of the school. More information will be provided at the next meeting.
  - d. Senior Trip** – The board discussed the senior trip and agreed upon supporting a student who does not have the funds to attend. The school will work with the student to create jobs they can do to earn the cost of the trip, \$2,375.
- X. Committee Reports**
- a. Finance**
    - i. Audited Financial Statements Presentation from M&P – Vote**

M&P presented the board communication letter and the FY22 final draft audit statements with financial highlights and comments section completed. No audit findings or issues.

A. Miller made a motion to approve the financial statements and FY22 audit. Seconded by P. Patel. **Yes = 7 No = 0. Motion Approved.**
    - ii. Budget v. Actual**

The July, August, and September 2022 budget v. actual were reviewed. A. Miller made a motion to approve the July, August, and September reports. Seconded by K. McCarthy. **Yes=7 No=0. Motion approved.**
  - b. Facilities** - The Board of Variance Appeals approved the Middlesex St. signage with some conditions; next steps are to finalize the design and installation. An RFQ is out for the athletic field project. Proposals are due October 28.
  - c. Education** – The next Education Committee meeting will be November 15.
  - d. Governance** – Discussion around date selection for the annual board retreat.
  - e. Outreach** – The committee will reach out to contacts regarding Edwards Field and the possibility of having a permanent walking path from the school to the field.
- XI. Interim Director’s Report**
- a. Academic Update:** Current overall averages by grade and subject were presented. 2022 MCAS results were presented – meets/exceeds as compared to Lowell public schools and the state. Further MCAS analysis will be presented in November.

- b. **Enrollment Update:** The enrollment target of 1200 was met for our October submission to DESE. Waitlist currently stands at 227.
  - c. **Discipline Update:** The number of suspensions from August 29 – October 12 were reviewed.
  - d. **Staffing Update:** Since the last reporting period, there were 12 new hires, 4 teacher resignations, and two terminations. The current list of open positions were reviewed.
  - e. **Key Upcoming Dates:** Dates for school events occurring in October, November, and December were shared.
- XII. Marketing Report** – Carl Nystrom was recently a guest on WCAP radio to talk about the school. The school’s website has a new calendar of events that will be continuously updated by the Marketing & Outreach Coordinator. Open House dates have been established and are currently being advertised on social media, the school website, and in upcoming newspaper ads. Two rear LRTA bus ads will be on display from 10/31 – 12/25.
- XIII. Unfinished Business** – None
- XIV. Executive Session** – None
- XV. Adjournment** - A. Miller motioned to adjourn the open meeting at 7:58pm. Seconded by E. Souza. **Yes=7 No=0. Motion approved.**
- 

**Meeting Documents:**

1. September 20, 2022: Regular Meeting Minutes, Governance Committee Minutes, Finance Committee Minutes, and Annual Meeting Minutes
2. Athletic Director Introduction and Game Schedules
3. Draft Audit Financial Statements FY22 and 2022 Board Communication
4. Budget v. Actual for July 2022, August 2022, and September 2022
5. Interim Director’s Report
6. PowerPoint Presentations: SLO Update and Academic Report

Minutes prepared by Vanessa Pileggi.

Respectfully Submitted,

Erika Souza,

Secretary Collegiate Charter School of Lowell Board of Trustees