

**Board of Trustees**  
**Meeting Minutes ~ Regular Meeting**  
**Tuesday, November 15, 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 5:43 pm on Tuesday, November 15, 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 (remote)
  - c. Treasurer Alan Miller – Arrived 6:30pm
  - d. Secretary Erika Souza – Absent
  - e. Board Member Pravin Patel – Present
  - f. Board Member Brian Chapman – Absent
  - g. Board Member Sathya Pholy – Present

Guests: ***In Person:*** Adam Bakr, Carl Nystrom, Courtney Connors, Mahdi Kansou, Diana Abdel Samad, Ryan Meek, Vanessa Pileggi, Ashley Bailey, Siobhan Quinlan, Pamela Rondon, Jonathan Roman, School Social Workers, SLO students

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

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

V. **Approval of the Agenda as presented** – November 15, 2022

Motion to approve the November 15, 2022, meeting agenda was called by P. Patel  
Seconded by S. Pholy. **Yes=4 No=0. Motion approved.**

VI. **Approval of Minutes**

a. **October 18, 2022 Regular Meetings:**

A motion to approve the October 18, 2022 Regular Meeting Minutes was made by P. Patel seconded by S. Pholy. **Yes=4 No=0 Motion approved.**

b. **October 18, 2022 Executive Session:**

A motion was made to give the chair the authority and responsibility to review and approve the October 18, 2022 Executive Session Meeting Minutes was made by P. Patel seconded by S. Pholy. **Yes=4 No=0 Motion approved.** Executive Session minutes approved by Chair.

VII. **SLO Update** – SLO students provided an update on the events for the remainder of this term through December. Other updates included Shadow Teacher training progress, and a few seniors updated the board on their college application process.

VIII. **Old Business**

a. **PR and Outreach Update**

Discussed the possibility of a PR contract to help promote the school to external audiences and to assist with the board scholarship fundraising. A PR contract is suggested for a 7-month contract/\$7,000 monthly retainer. The PR firm would report

to the board or sub-committee monthly. W. McGrail made a motion to approve the \$7,000 expenditure for a PR contract. Seconded by P. Patel. **Yes=4 No=0 Motion approved.**

- b. **Graduation Committee Discussion** – tabled to the next regular meeting.
  - i. **Graduation Date**
  - ii. **Scholarship Applications**

**IX. New Business**

- a. **Introduction of new School Director** – The board chair introduced Adam Bakr, Collegiate’s new School Director.
- b. **Parent Connection** – One of the SABIS network schools has a paid part-time Parent Connection position. SABIS recommended for the board to consider a paid position. The board would be interested in reviewing a job description at the next meeting.

**X. Committee Reports**

- a. **Facilities**
  - i. **Athletic Field Update** – Various proposals from the RFQ were shared with the board. The proposal submitted was for Gale Associates to begin the process to negotiate next steps pricing and scheduling, getting surveyors.
  - ii. **Selection of first selected finalist for Athletic Field Project - Vote**  
S. Pholy made a motion to approve Gale Associates as a selected finalist for the Athletic Field project. Seconded by P. Patel. **Yes=4 No=0. Motion approved.**
- b. **Education** – The Education Committee was rescheduled to December 13.
- c. **Governance**
  - i. **Board Retreat** – Tabled to the next meeting.
- d. **Outreach** – Tabled to the next meeting.
- e. **Finance** –
  - i. **Budget v. Actual**  
The October 2022 budget v. actual was reviewed. A. Miller made a motion to approve the October reports. Seconded by P. Patel **Yes=5 No=0. Motion approved.**

**XI. Interim Director’s Report**

- a. **Social Work Update:** The social worker team introduced themselves and provided the board with information around their roles and services for students. They shared how they support the school mission. The team provides individual counseling, group, crisis intervention, and consulting for teachers if they are having problems with behaviors in the classroom. The team is also working to engage parents in a more active way, including starting a CCSL parent workshop series beginning in January, which will include guest speakers from the community.

- b. **Academic Update:** Current overall averages by grade and subject were presented. 2022 MCAS scaled score results were presented from 2017 – 2022.
- c. **Enrollment Update:** The current enrollment is 1,195, five students short from our 1,200 target. As of 11/9, the school has received 238 applications for AY23-24.
- d. **Discipline Update:** The number of suspensions from October 13 – November 7 were reviewed. The Student Management Coordinator shared some of the regular issues seen in the high school includes vaping. Vaping detectors are a possible option for the bathrooms in the future. The school is also looking into costs for an E-Hall pass system.
- e. **Staffing Update:** Since the last reporting period, there were 10 new hires: 1 receptionist, 1 food service, and 7 extended day assistants. There was 1 admin resignation and 1 teacher resignation. The current list of open positions were reviewed.
- f. **Key Upcoming Dates:** Dates for school events occurring November and December were shared.

**XII. Marketing Report** – An Open House was held on November 5, the next one is scheduled for December 14. An ad ran at the end of October in the Lowell Sun, Sentinel & Enterprise, and Boston Herald. An e-mail blast was sent out to all families who have previously applied to attended Collegiate and invited families to consider re-applying for 23-24.

**XIII. SEM Update** – None

**XIV. Unfinished Business** – None

**XV. Executive Session** – None

**XVI. Adjournment** – P. Patel motioned to adjourn the open meeting at 7:45pm. Seconded by A. Miller. **Yes=5 No=0. Motion approved.**

**Meeting Documents:**

1. October 18, 2022 Regular Meeting Minutes
2. Budget v. Actual for October 2022
3. Interim Director’s Report
4. PowerPoint Presentations: SLO Update, and Academic/Marketing PPT

Minutes prepared by Vanessa Pileggi.

Respectfully Submitted,

Erika Souza,

Secretary Collegiate Charter School of Lowell Board of Trustees