

**Board of Trustees**  
**Meeting Minutes ~ Regular Meeting**  
**Tuesday, March 21, 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 5:36 pm on Tuesday, March 21, 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 (arrival 5:41pm)
  - d. Secretary Erika Souza – Present
  - e. Board Member Pravin Patel – Present
  - f. Board Member Brian Chapman – Present
  - g. Board Member Sathya Pholy – Present (remote)

Guests: ***In Person:*** Adam Bakr, Carl Nystrom, Courtney Connors, Ashley Bailey, Casey Crane, Mahdi Kansou, Ryan Meek, Jose Afonso, additional guests in person and virtually approx. 60+ attendees.

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

IV. **Floor Open to the Public:** No comments provided at this time.

V. **Approval of the Agenda as presented** – March 21, 2023

Motion to approve the March 21, 2023, meeting agenda was called by E. Souza.  
Seconded by B. Chapman. **Yes=6 No=0. Motion approved.**

VI. **Approval of Minutes**

**a. January 17, 2023 Regular Meeting**

A motion to approve the January 17, 2023 Regular Meeting Minutes was made by E. Souza seconded by B. Chapman. **Yes=6 No=0 Motion approved.**

**b. February 15, 2023 Finance Committee Meeting**

A motion to approve the February 15, 2023 Finance Committee Minutes was made by K. McCarthy seconded by E. Souza. **Yes=6 No=0 Motion approved.**

**c. February 23, 2023 Special Board Meeting**

A motion to approve the February 23, 2023 Special Board Meeting minutes was made by E. Souza seconded by K. McCarthy. **Yes=6 No=0 Motion approved.**

**d. March 2, 2023 Special Board Meeting**

A motion to approve the March 2, 2023 Special Board Meeting Minutes was made by K. McCarthy seconded by E. Souza **Yes=6 No=0 Motion approved.**

**VII. SLO Update** – Ms. Bailey and two prefects presented the latest SLO updates to the board. Upcoming events include the term 1 honor roll assembly, parent teacher conferences, and the scholastic book fair. SLO will be doing random tokens of appreciation throughout this term for teacher appreciation.

**VIII. Old Business**

**a. SEM Annual Evaluation 2021-2022 - Vote**

E. Souza made a motion to approve the evaluation as presented in January. Seconded by K. McCarthy. **Yes=6 No=0 Motion approved.**

**b. Out of Budget Expenses – Vote**

In February, the Finance Committee reviewed the proposed teacher salary wage adjustment. A. Miller made a motion to accept the proposed teacher salary wage adjustment. Seconded by P. Patel **Yes=7 No=0 Motion approved**

**Public Comment Requested:**

- A parent, Rebecca Frascarelli, requested to address the board with public comments. The board chair accepted.
- A parent, Eileen Oliveira, requested to address the board with public comments. The board chair accepted.

**IX. New Business**

**a. Athletic Soccer Field Bid Proposal – Vote**

Bree Sullivan, of Gale Associates presented the design proposal for the athletic field. The field proposal includes a synthetic turf field with an MIAA regulation soccer field. An MIAA regulation field hockey and softball require much more extensive reconfiguring of the entry way and how the cars cue. Fire access needs to be taken into consideration as well. The board requested to see a proposal with field hockey and lacrosse for tournament play.

**b. Education Service Provider Agreement with Springfield Education Management LLC – Consideration of transition planning; expiration of five-year term on June 30, 2023**

The contract with SEM expires June 30, 2023. Neither party formally indicated in writing to the other 180 days in advance of their intent to renew the contract. The board requested for more information about how this will affect the bond and charter renewal.

**Public Comment Requested:**

- A staff member, Sage Paolillo, requested to address the board with public comments. The board chair accepted.

**X. Committee Reports**

**a. Finance -**

**i. Budget v. Actual**

A. Miller made a motion to approve the January 2023 and February 2023 Budget v. Actual. Seconded by B. Chapman. **Yes=6 No=0. Motion approved.**

**b. Facilities**

**i. Athletic Field Update** – Field update provided under New Business. The Middlesex. St sign should be installed this spring.

**c. Education** – No updates

**d. Governance**

**i. Board Retreat** – Retreat was put on hold per Board Chair.

**e. Outreach** – No updates

**XI. Director's Report**

**a. Academic Update:** Current academic averages were reviewed by subject for grades 1-12.

**Public Comment Requested:**

- A parent, Mr. Patel, requested to address the board with public comments. The board chair accepted.
- A staff member, Heather Rossbach, requested to address the board with public comments. The board chair accepted.
- A staff member, Sheila Caldwell, requested to address the board with public comments. The board chair accepted.
- A parent and staff member, Abigail Murphy, requested to address the board with public comments. The board chair accepted.
- A teacher, Liam Houle, requested to address the board with public comments. The board chair accepted.

**b. Enrollment Update:** The current enrollment is 1,194, six students short from our 1,200 target. The school has received 551 applications for the AY23-24 lottery.

**Public Comment Requested:**

- A staff member, Ashley Bailey requested to address the board with public comments. The board chair accepted.
- A teacher, Patricia Evelyn requested to address the board with public comments. The board chair accepted.

**c. Discipline Update:** The number of suspensions from January 11 – March 7 were provided.

**d. Staffing Update:** Since the last reporting period, new hires are as follows: 3 teachers, 1 SEAC, 1 ELL Coordinator, 4 building subs. There were 2 teacher resignations and 1 sub resignation. The current list of open positions were reviewed.

**e. Facilities Cleaning:** School Director provided an overview of facilities cleaning.

**XII. Marketing & Outreach Report**

- a. **Marketing Update** – Marketing efforts for the AY23-24 open enrollment period were summarized in the marketing report.
  - b. **PR Update** – Casey Crane provided an update on outreach efforts including scholarship fundraising and conversations with UMass Lowell regarding their UTeach program.
- XIII. SEM Update** – M. Kansou shared recent events to celebrate: the charter renewal application SEM submitted on behalf of the board that was approved for another 5-years with no conditions, the celebration of the first graduating class, and the strength of the 551 applications received for AY23-24 of which the majority were referrals.
- XIV. Unfinished Business** – None
- XV. Executive Session** – None
- XVI. Adjournment** – K. McCarthy motioned to adjourn the open meeting at 7:49pm. Seconded by A. Miller. **Yes=6 No=0. Motion approved.**
- 

**Meeting Documents:**

1. January 17, 2023 Regular Meeting Minutes
2. February 14, 2023 Finance Committee Minutes
3. February 23, 2023 Special Meeting Minutes
4. March 2, 2023 Special Meeting Minutes
5. Budget v. Actual for January 2023
6. Budget v. Actual for February 2023
7. Director’s Report
8. Marketing Report
9. PowerPoint Presentations: Academic & SLO

Minutes prepared by Vanessa Pileggi.

Respectfully Submitted,

Erika Souza,

Secretary Collegiate Charter School of Lowell Board of Trustees