

**Board of Trustees**  
**Meeting Minutes ~ Regular Meeting**  
**Tuesday, August 16, 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 5:35 pm on Tuesday, August 16, 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 arrive 5:45pm
- g. Board Member Sathya Pholy – Absent

Guests: **In Person:** Carl Nystrom, Mahdi Kansou, Jose Afonso, Vanessa Pileggi, Courtney Connors, Amanda Gaudreau, Alexis Ferrazzani, Siobhan Quinlan, Ashley Bailey, Pamela Rondon, Khristine Maraganis **Remote:** Jennifer Soule, ‘Guest’, Jeff Shanahan, Jenn

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

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

V. **Approval of the Agenda as presented** – August 16, 2022

Motion to approve the August 16, 2022, meeting agenda was called by E. Souza  
Seconded by K. McCarthy. **Yes=7 No=0. Motion approved.**

VI. **Approval of Minutes**

a. **June 21, 2022: Regular Meeting and Finance Committee Meeting**

A motion to approve the June 21, 2022, Regular Meeting, and Finance Committee minutes was made by E. Souza seconded by K. McCarthy. **Yes=6 No=0 Abstain=1. Motion approved.**

VII. **SLO Update** – Prefects put together a used book sale to make space for more age appropriate material in the high school library. The money raised will go towards senior activities and age appropriate books for the library. The Collegiate school theme of the year is “We rise by lifting others”.

VIII. **Old Business**

a. **Charter Renewal Update**

i. **Site Visit and BOT Focus Group Attendees**

The Charter Renewal Site visit is confirmed for Tuesday, September 27. Focus groups include: Board of Trustees, Administration, Teachers, EMO Representatives. Additional information will be shared leading up to the visit.

**IX. New Business**

**a. Renewal of Board Member Terms: Pravin Patel, Alan Miller, Kathleen McCarthy, Walter McGrail, Brian Chapman - Vote**

E. Souza made a motion to renew the board member terms for Pravin Patel, Alan Miller, Kathleen McCarthy, Walter McGrail, and Brian Chapman. Seconded by B. Chapman. **Yes=7 No=0. Motion approved**

**b. BOT Self-Evaluation Survey**

A BOT Self-Evaluation will be conducted in August via an online anonymous survey. Results will be shared with DESE as a part of the charter renewal process.

**c. Administration Update**

**i. Interim School Director – Vote**

E. Souza made a motion to approve Carl as Interim School Director. Carl Nystrom has served as the School Business Manager since 2013 and is in the process of having his Superintendents license renewed. Seconded by B. Chapman. **Yes=7 No=0. Motion approved.**

**ii. Introduction to Deputy Director for Academics**

C. Connors was introduced to the board as the new Deputy Director for Academics. AQC's were also present and introduced.

**iii. School Director Recruitment**

Several applications have been received for the School Director position. Qualified candidates are being contacted for interviews. Candidates will have two rounds of interviews before they are brought forth to the board for consideration. The goal is to present the top two candidates the interviewing team would recommend to the board.

**d. Promotion Criteria – Vote**

The updated Promotion Criteria for 22-23 was presented and reviewed by the board.

B. Chapman made a motion to approve the Promotion Criteria. Seconded by E. Souza. **Yes=7 No=0. Motion approved**

**e. Uniform Policy Update – Vote**

Administrators recommended an update to the school Uniform Policy as it relates to the gym uniform options. Gym uniforms should include school logos and this change will help reduce any uniform violations.

E. Souza made a motion to approve the updated Uniform Policy. Seconded K. McCarthy. **Yes=7 No=0. Motion approved**

**f. Complaint Procedure – Vote**

A new Complaint Procedure was presented to the board. This procedure was created in order to have a transparent process for addressing complaints from students, teachers, administration, or parents. The board would like to have some more information clarified and included within the procedure. This item will be discussed further at the next meeting prior to a vote.

**X. Committee Reports**

**a. Finance**

**i. Budget v. Actual**

The June budget v. actual was reviewed. A few edits are recommended to the file. An updated version will be prepared for review and approval at the next meeting.

**ii. Proposed budget adjustment for FY23**

Budget adjustment reflects the increase in MCPSA membership dues, by \$19,921. A recommendation was made to increase the staffing in special education to include an additional Special Education grade 10-11 teacher as well as the addition of three paraprofessionals. Totaling 220K into the FY23 budget.

B. Chapman made a motion to approve the proposed budget adjustment for FY23. Seconded by A. Miller. **Yes=7 No=0. Motion approved**

**b. Facilities – No updates**

**c. Education – No updates**

**d. Governance –**

**i. Potential New Board Member**

Board Chair requested to move topic to Executive Session.

**e. Outreach –** A local radio show has expressed interest in having the school on a morning show. Good opportunity to share the positive news coming out of Collegiate. Lowell 5 Financial literacy program will be underway for the first time this year as a high school elective. Discussion around BOT scholarship for seniors and how to accept donations.

**XI. Interim Director's Report**

**a. Academic Update:** Summer school results, information about the number of students who participated, and number of students retained were presented to the board.

**b. Enrollment Update:** Enrollment currently stands at 1,204. Enrollment for the 2022-23 school year is on target for 1,200 students. A new section in Grade 1 was opened.

**c. Transportation Update:** Over 600 parents signed up for transportation K-8. Bus passes will be available at Meet Your Teacher Night for pick up. If not picked up, they will be sent via mail.

**d. Staffing Update:** Collegiate has hired 43 new staff this year. Since June 30, 28 teachers have left; currently there are 29 open positions. Jobs are posted on School

Spring, Zip Recruiter, Indeed, and SABIS careers. Postings should be updated to include competitive salary. A job fair was held at Collegiate on August 10 and 15; 1 teaching position was filled as a result.

i. **Teacher Training:** New Teacher training began August 16; returning teachers will begin training August 22. A food truck for staff is set up for August 26 from the BOT. Board members are invited to attend.

e. **Upcoming Events:** Upcoming events and important dates include: August 25 - Meet Your Teacher Night, August 29 - KG First Day (Half-Day), August 30 - First Day of the 22-23 school year.

## **XII. Marketing Report**

A half-page ad was published in the Back-to-School section of the *Lowell Sun*, *Boston Herald*, and *Sentinel & Enterprise* on Thursday, August 11 and reached over 400,000 readers.

## **XIII. Unfinished Business – None**

**XIV. Executive Session** – A motion was made by E. Souza to enter into Executive Session to consider the value of real property where an open meeting may have a detrimental effect on negotiating; and to consider applicants for the Board where in an open meeting it would have a detrimental effect. Seconded by B. Chapman. Roll Call Vote conducted – **Walter – yes, Kathleen – yes, Erika – yes, Brian – yes, Pravin – yes, Alan – yes, Sathya – yes. Yes=7 No=0. Motion approved.**

BOT Chair indicated that following the Executive Session the board will return to open session to entertain a motion to adjourn the open meeting. BOT entered into Executive Session at 7:55pm.

## **XV. Adjournment**

BOT returned to the open meeting following Executive Session adjournment at 8:18pm. E. Souza motioned to adjourn the open meeting at 8:18pm. Seconded by B. Chapman. **Yes=7 No=0. Motion approved.**

---

## **Meeting Documents:**

1. June 21, 2022 Regular Meeting Minutes
2. June 21, 2022 Finance Committee Minutes
3. 2022-2023 Promotion Criteria
4. Uniform Policy Update
5. Complaint Procedure
6. Budget v. Actual June 2022
7. Interim Director's Report
8. Marketing Report
9. PowerPoint Presentation – SLO Update

Minutes prepared by Vanessa Pileggi.

Respectfully Submitted,

Erika Souza,

Secretary Collegiate Charter School of Lowell Board of Trustees