

Board of Trustees
Meeting Minutes ~ Regular Meeting
Tuesday, September 20, 2022 – 5:45 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 6:03 pm on Tuesday, September 20, 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
- g. Board Member Sathya Pholy – Present

Guests: ***In Person***: Carl Nystrom, Mahdi Kansou, Jose Afonso, Vanessa Pileggi, Courtney Connors, 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** – September 20, 2022

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

VI. **Approval of Minutes**

a. **August 16, 2022: Regular Meeting**

A motion to approve the August 16, 2022 Regular Meeting minutes was made by E. Souza seconded by B. Chapman. **Yes=7 No=0 Motion approved.**

b. **August 16, 2022 Executive Session**

E. Souza made a motion to give the board chair authority and responsibility to review and approve the Executive Session minutes. Seconded by K. McCarthy. **Yes=7 No=0 Motion approved.**

Executive Session minutes approved.

VII. **SLO Update** – SLO students provided an update on recent events at the school including grandparents day and the SLO Job Fair. Upcoming events in October include K-2 costume party and Trunk-or-treat.

VIII. **Old Business**

a. **Charter Renewal Update**

The Charter Renewal Site visit is confirmed for Tuesday, September 27. Focus groups include: Board of Trustees, Administration, Teachers, EMO Representatives. DESE requested a few revisions to the charter renewal application. The revisions were submitted to DESE and approved last week.

b. School Director Recruitment Update

Discussion and update provided on the status of the School Director recruitment. Two candidates have been short listed following the initial round of interviews.

K. McCarthy made a motion to create an ad hoc committee for the purpose of interviewing the two short listed School Director candidates; to include 3 board members, and an alternate board member. Board members included: K. McCarthy, A. Miller, S. Pholy, with W. McGrail as an alternate if needed. Seconded by A. Miller. **Yes =7 No=0. Motion approved.**

IX. New Business

a. BOT Self-Evaluation Survey Results - The board reviewed the results of the anonymous board self-evaluation survey conducted in August 2022.

X. Committee Reports

a. Finance

i. Budget v. Actual

The revised June budget v. actual was reviewed. A. Miller made a motion to approve the June report. Seconded by P. Patel. **Yes=7 No=0. Motion approved.**

The July and August budget v. actual was reviewed and tabled to next month.

b. Facilities - The Middlesex St. sign application is still in the approval process. C. Nystrom will attend the Board of Variance Appeals meeting in October to seek final approvals.

c. Education – No updates

d. Governance - The committee met prior to the regular board meeting to discuss the upcoming Charter Renewal Site Visit.

e. Outreach – The committee would like to have a link made available on the website where people can donate to the scholarship fund. Instructions will also be provided for people who prefer to mail in a check to the Greater Lowell Community Foundation.

XI. Interim Director's Report

a. Academic Update: In 22-23 with the new addition of 12th grade, there are new AP course offerings, as well as a new robotics elective. Updates have been made to the music series and arts curriculum. High school students are also taking web programing this year. New MCAS mock exams have also been developed.

b. Enrollment Update: Enrollment currently stands at 1,198. Enrollment max. for the 2022-23 school year is 1,200 students. The goal is to be at 1,200 for the October submission to DESE.

c. Staffing Update: Currently there are 14 open positions, as compared 29 last month. Jobs are posted on School Spring, Zip Recruiter, Indeed, and SABIS careers. Openings include 6 Teaching (primary), 4 Teaching (special education/ELL/other), 2 Administration, 2 Other.

d. Key Upcoming Dates: September 27 – Charter Renewal Site Visit.

XII. Marketing Report – Collegiate’s new Marketing & Outreach Coordinator began on September 1 and has been in training with SABIS on the school’s website, social media, and marketing for enrollment. Information about Catie’s Closet was shared on the school’s website and social media to remind parents and students about the availability of the closet.

XIII. Unfinished Business – None

XIV. Executive Session – None

XV. Adjournment - A. Miller motioned to adjourn the open meeting at 8:04pm. Seconded by E. Souza. **Yes=7 No=0. Motion approved.**

Meeting Documents:

1. August 16, 2022 Regular Meeting Minutes
2. BOT Self-Evaluation Survey Results
3. Budget v. Actual
4. Interim Director’s Report
5. PowerPoint Presentation – SLO Update

Minutes prepared by Vanessa Pileggi.

Respectfully Submitted,

Erika Souza,

Secretary Collegiate Charter School of Lowell Board of Trustees