

Board of Trustees
Meeting Minutes ~ Regular Meeting
Tuesday, December 13, 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 5:38 pm on Tuesday, December 13, 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 – Absent
 - d. Secretary Erika Souza – Present
 - e. Board Member Pravin Patel – Present
 - f. Board Member Brian Chapman – Absent
 - g. Board Member Sathya Pholy – Present, Arrived 6:55pm

Guests: **In Person:** Adam Bakr, Carl Nystrom, Courtney Connors, Vanessa Pileggi, Ashley Bailey, Mike Mizzoni (Board on Track), Bree Sullivan (Gale Associates) **Remote:** Mahdi Kansou, Ryan Meek

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

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

V. **Approval of the Agenda as presented** – December 13, 2022

Motion to approve the December 13, 2022, meeting agenda was called by E. Souza
Seconded by K. McCarthy **Yes=4 No=0. Motion approved.**

VI. **Approval of Minutes**

a. **November 15, 2022 Regular Meeting:**

A motion to approve the November 15, 2022 Regular Meeting Minutes was made by K. McCarthy seconded by E. Souza. **Yes=4 No=0 Motion approved.**

VII. **SLO Update** – The Student Life Coordinator provided an update on the recent events at the school: fall semi-formal, and scholastic book fair. Upcoming events include a staff holiday party mid-December and science fair in January.

VIII. **Old Business**

a. **Graduation Committee Discussion**

i. **Graduation Date**

The board discussed and agreed upon creating a graduation committee to include two board members E. Souza and K. McCarthy as well as the School Director, Deputy Director for Academics, High School AQC, SLC, and SABIS Operations Manager. The committee will be responsible for planning the first senior graduation at CCSL. The committee will plan to meet in January and move forward with establishing a date.

- ii. **Scholarship Applications** - The board scholarship is set up through the Greater Lowell Community Foundation. Discussions included different ways to fundraise for the scholarship.
- iii. **Parent Connection** - The Parent Connection (PC) President recently met with the new School Director to share what the Parent Connection has been working on. The PC meets regularly on a monthly basis.

IX. New Business

- a. **Athletic Field – Gale Associates** – Bree Sullivan from Gale Associates presented an overview of the scope of work in preparation for the new athletic field. The proposal includes replacing the existing field with a MIAA regulation soccer field. The project design phase takes approx. 21 weeks from notice to proceed. Construction phase takes approx. 12 weeks. Anticipating having the project go out to bid in April.

E. Souza made a motion to approve the agreement between Gale Associates (AIA Document B104) and Collegiate Charter School of Lowell for the Multi-Purpose Turf Field Project. Seconded by P. Patel

Yes = 5 No = 0. Motion Approved.

- b. **Board on Track** – Mike Mizzoni of Board on Track provided a summary of services offered by Board on Track for the board’s consideration. Board on Track provides charter school boards with an online platform for storing documents, minutes, and can provide trainings for boards. The school Business Manager will look into the board’s budget for this option.
- c. **Calendar Update** –The high school will operate on a half-day schedule during December end of term exams.
- d. **Graduation Requirements Update** – The Graduation Requirements in the Student Parent Handbook were updated to reflect the state’s graduation requirements. The credit information for AP courses was added as well.

X. Committee Reports

- a. **Finance**
 - i. **Budget vs. Actual** – K. McCarthy made a motion to accept the Budget vs. Actual for November 2022. Seconded by E. Souza.
. Yes=5 No=0. Motion approved.
- b. **Facilities** – Athletic field discussed above. The exterior school sign on Middlesex. St. will likely be installed in the spring once the ground is no longer frozen.
- c. **Education** – The committee met prior to the regular meeting to review the 2022 MCAS scores in more detail.

d. Governance –

- i. Board Retreat –** Discussion around the option of having the board retreat at the end of March in MN. This would provide the BOT an opportunity to visit the SABIS School, International School of MN.

e. Outreach – Tabled to the next meeting.

XI. Interim Director's Report

- a. Academic Update:** Current overall averages in Grades 1 – 12 were presented by subject. There will be 5 days of revision prior to the end of term exams mid-December.
- b. Enrollment Update:** The current enrollment is 1,189 eleven students short from our 1,200 target. As of 12/7, the school has received 280 applications for AY23-24.
- c. Discipline Update:** The number of suspensions from November 8 – December 9 were reviewed. The School Director and Student Management Coordinator have been meeting daily to review what is working and what needs to be improved upon as it relates to discipline and compliance.
- d. Staffing Update:** Since the last reporting period, there were 2 new teacher hires. Resignations and terminations include 1 admin, 4 teachers, 2 building subs and 1 staff member. The current list of open positions were reviewed.
- e. Key Upcoming Dates:** Dates for school events occurring December were shared.

XII. Marketing Report – The next Open House will be on December 14 from 5-7pm. Additional dates include January 21 and February 15. Google Ads began running in early December to help direct viewers to our website. The mailing to the LCCPS middle school students is in process and scheduled to go out by January inviting students to visit Collegiate at an open house and consider the school as an option for high school.

XIII. SEM Update – None

XIV. Unfinished Business – None

XV. Executive Session – None

XVI. Adjournment – E. Souza motioned to adjourn the open meeting at 7:57pm. Seconded by P. Patel. **Yes=5 No=0. Motion approved.**

Meeting Documents:

1. November 15, 2022 Regular Meeting Minutes
2. Multi-Purpose Turf Field Proposal & Agreement
3. Budget v. Actual for November 2022
4. Interim Director's Report
5. PowerPoint Presentations: SLO Update, and Academic PPT

Minutes prepared by Vanessa Pileggi.

Respectfully Submitted,

Erika Souza,

Secretary Collegiate Charter School of Lowell Board of Trustees