

**Minutes of the Annual Meeting of the
Board of Trustees of Salem Academy
Wednesday, December 18, 2019, 6:00 pm, Room 114**

Members Present:

Nina Cohen, Rick Jones, Dan McCaughey, Shelby Morrison, David Pabich,
Alison Palmer, Steve Palmer, Alfonso Perillo, Felicia Pierce, Mekka Smith, Rick
Winter, Christine Wynne, Bill Henning

Staff Present:

Stephanie Callahan, Matt Chuchul, Alex Dean, Kathy Egmont, Diego Fellows

Guests:

Fawaz Abusharkh, Eddie Aroko, Ben Arlander

Recorder:

Kathy Egmont

I. Call to Order, Welcome

The monthly meeting of the Salem Academy Charter School Board of Trustees was called to order by Chair Nina Cohen at 6:10 PM on December 18, 2019, in Room 114. Nina welcomed SACS graduate Eddie Aroko, a candidate for Board membership, and Ben Arlander, a community member.

II. Approval of Minutes

Rick Jones presented the minutes of the Meeting of October 23, 2019. A correction was noted in that Pam Rochna was present at the October meeting. David Pabich moved to accept them as corrected for that error as well as typos, seconded by Steve Palmer. The minutes were accepted unanimously.

III. Public Comment

Ben Arlander, a community member, spoke to the Board about his concern regarding the plan to remove the Palmer Cove baseball field. This park and fields provide important opportunities for neighborhood and local schools to practice and play baseball. If it is removed all three high schools in Salem will have to share the field at Gallows Hill. Mr. Arlander requested that the school send someone to the January 21st meeting and make comments supporting maintaining the field at Palmer Cove. The point was made that the field is also used by neighborhood teams, the Latino league and is an important part of the community. There was some discussion about the need for the field re softball fields that are available, etc. The Board agreed to take it under advisement.

IV. Committee Reports

- A. Governance Report was presented by Rick Jones. He explained that he would be presented the slate of officers for next year and the nomination of two new trustees and Alison Palmer to move from filling an open term that ends in December to a full term beginning January. Mr. Jones presented the following slate:

Salem Academy Board of Trustees January 1, 2020

David Pabich
Parent
Salem, MA

Chair; Chair, Facilities
Principal, Salem Renewal LLC
First term 1/1/16 - 12/31/18; Second Term
1/1/19 - 12/31/21

Richard Jones
Friend
Salem, MA

Vice - Chair; Chair, Governance
Principal, Jones Architecture
First Term 1/1/16 – 12/31/18; Second Term
1/1/19 - 12/31/21

Mekka Smith
Friend
Malden, MA

Secretary; Member, Education Committee;
Advocacy Advisory
Chief of Staff, KIPP MA
First Term 1/1/18 - 12/31/20

Shelby Morrison
Friend
Salem, MA

Treasurer; Chair, Finance Committee
Director of Operations, Raw Art Works
First Term 1/1/19 - 12/31/21

William Henning
Committee
Friend
Salem, MA

Member, Finance Committee, Governance
VP Commercial Lending, Northshore Bank
First Term 1/1/17-12/31/19; Second Term
1/1/19 -12/31/21

Daniel McCaughey
Friend
Hamilton, MA

Chair, Education Committee
Partner, Ropes and Gray, LLP.
First Term 1/1/18 - 12/31/20

Felicia Pierce
Committee
Friend
Lynn, MA

Member, HR Committee, Development
Chief Program Officer, North Shore CDC
First Term 1/1/19 - 12/31/21

Richard Winter
Parent
Director of HR
Salem, MA

Member, Finance Committee, Chair, HR
Brookwood Financial Partners, LLC; Sr. VP &
First Term 1/1/19 - 12/31/21

Christine Wynne
Parent
University
Salem, MA

Chair, Development Committee
Director, Presidential Functions, Boston
First Term 1/1/16-12/31/18; Second Term
1/1/19 - 12/31/21

Alison Palmer Alumna Fitchberg, MA	Member Development Committee, Alumni Advisory Sustainability Coordinator, Divert, Inc. First Term 9/1/19- 12/31/19; Second Term 1/1/20 - 12/31/22
Edward Aroko Alumnus Miller Dorchester, MA	Member Development Committee, Alumni Advisory People and Culture Coordinator, Isaacson- First Term 1/1/20 - 12/31/22
Peter Copelas Friend Salem	Member, Finance Committee Principal, Naumkeag Management First term 1/1/11 – 12/31/14; Second term 1/1/14 – 12/31/16; Third term 1/1/20 -12/31/23

Committee Members

Finance

Chair, Shelby Morrison
Members: Bill Henning, Peter Copelas, Rick Winter, Alfonso Perillo (vol.)
Staff: Kathy Egmont, Deb Campbell

Governance

Chair, Rick Jones
Members: Bill Henning, Kara McLaughlin (vol.)
Staff: Kathy Egmont

Facilities

Chair, David Pabich
Members: Rick Jones, Mark Meche (vol.)
Staff: Kathy Egmont, Krissy Sgambellone, Stephanie Callahan

Development

Chair, Christine Wynne
Members: Alison Palmer, Felicia Pierce, Eddie Aroko, Jennifer Lussier
(vol.), Mikki Wilson (vol.)
Staff: Kathy Egmont, Diego Fellows, Stephanie Callahan

Human Resources - ad hoc as needed

Chair, Rick Winter
Members: Felicia Pierce
Staff: Kathy Egmont, Krissy Sgambellone

Education

Chair, Dan McCaughey
Members: Mekka Smith, Nina Cohen (vol.)
Staff: Stephanie Callahan, Kathy Egmont, Matt Chuchul, Drea Jacobs

Advocacy Advisory

Nina V. Cohen & Mekka Smith

Strategic Planning Committee ad hoc as needed

Steve Palmer

A question was posed by Bill Henning as to whether we could cast one vote for the entire slate, including officers and new trustees. It was agreed that the Board could do that. Mr. Henning moved that the new slate of officers, members and committees be accepted as presented. Dan McCaughey seconded the motion. The motion was passed unanimously.

B. Finance Committee

Alfonso Perillo reviewed the monthly financial statements, which continue to show the school spending at below budget in several areas. We have had some unexpected expenses in special education and homeless transportation. Our numbers look positive but we are aware that the state will send out adjusted projections on Dec. 30. We will be monitoring the tuition revenue. We budgeted very conservatively and will continue to be diligent about our spending.

C. Development Committee

Christine Wynne reported on the progress of our annual fund. She reviewed the efforts we have taken to build our Giving Tuesday response, it was low key but brought in additional funds, and we will be pursuing an end of year request as well. We are well on the way to our March 20, 2020 event, a gala fundraising that we hope will produce significant results. Ms. Wynne asked all board members to look at a shared document which will be sent to them; she hopes we can create an expanded list of potential sponsors, donors and friends to invite as part of our efforts to build our corporate contacts and partnerships.

On another note, we have been fortunate to meet our first \$5,000 match and are moving forward on the second \$5,000 match. We are still looking for a third \$5,000 donor to complete the matching program. The fundraising event will be at the Hawthorne; information about sponsorships has been sent out and will continue to be sent. We appreciate all the help we can get with this effort. Board members will be receiving save-the-date invites soon. A short discussion followed on the event.

D. HR Committee

Rick Winter explained that the school will be filing to request an exemption of the MA FMLA, as we will sign for a private plan with Omaha of Nebraska. The exemption request is due by 12/20. We will continue to withhold the same amount as the state tax to give us time to decide which plan to move forward with. There are many unknowns in this plan, and we would like to keep our options open, and not make a final decision yet,

Bill Henning moved to file for exemption and segregate deductions taken and/or accrued quarterly with money put aside into separate cash reserve. This includes

bringing the money back from a payroll company to a restricted cash account. Steve Palmer seconded the motion and it was passed unanimously.

Kathy Egmont explained that the administration is considering a proposal to create a shared sick bank of days not used each year; this could be shared with staff who are experiencing an FMLA eligible incident. The goal would be to provide 5 to 10 days of additional time off with pay for staff who have extreme circumstances. The administration will review and create a proposal which will come to the HR committee.

We will also look at paying staff for unused sick/personal days if possible.

VII Head of School Report

Stephanie Callahan reported that the first grading period for quarter 1 revealed that we did not see any big swings in impact on students' GPAS by adding choice blocks grades into grading. We had wondered if there would be a significant impact, either negatively or positively, but there was not.

Stephanie reviewed the Upper School academic data from Quarter 1 and Matt Chuchul, Lower School Principal, reported on our Lower School achievement. We have used some new strategies in our Lower School. Math teachers meet weekly and now lead the learning center instruction on math through videotaped mini-lessons. -We are implementing a new reading support program for sixth graders called READ 180; it is being implemented in Learning Center. Following A1 we used an ANET ELA coach to support our new teacher in grade 8. Our 7th grade ELA program is piloting "Wit and Wisdom" and using interventions. Performance in both 7th and 8th grades is improving.

Discussion followed focused on specific questions: Do teachers have testing data broken into sub groups? Yes, we are looking for achievement gaps. Are scores for the entire grade? Yes, includes demographics of students of color, low income, ELL. We find some gaps in one of them, however. For low income, the average is close to the grade level average. The A2 scores are the highest math and ELA ANet for years; we are seeing improvement over time. We have not seen many big changes at the high school level. The percent of tenth graders at risk is really high, interventions are being put in place, thinking out of the box and using new strategies for individual students as well as groups. Our Teacher Assistance Team (TAT) process is used school-wide to help us pinpoint struggling students' needs and to determine how best to support them. When a TAT does not resolve concerns, it serves as a pre-referral for special education.

After quarter 1 and parent teacher conferences, we are currently using this process (TAT) on 5 or 6 Upper School students. At this point we are seeing the impact of emotional issues for some tenth graders, issues that grow from middle school to high school, deepening and becoming more complex. Our tenth grade team is feeling empowered, taking steps, communicating well with parents and getting feedback, and using data to make decisions. The 11th grade has been impacted by emotional issues and absences due to mental health, requiring plans to help make up for time missed due to their needs, any planned absences and support to help making up work.

We have seen an Increase in 504s and are aware of the need for support for those students; teachers are going above and beyond. Seniors have improved over last year; many are doing better. They are participating in college classes and are more focused

on what is ahead of them, senior privileges, etc. They have stepped up and we are seeing this.

VIII. Acknowledgement of Appreciation

At this point in the meeting, gifts were presented to Nina Cohen, Steve Palmer and Alphonso Perillo to thank them for their service. David Pabich and Dan McCaughey spoke specifically about how Nina's leadership has been strong and made such a difference over the past two years.

IX. Adjournment

David Pabich moved that we adjourn. Bill Henning seconded the motion and it was approved unanimously at 7:20 p.m.