
Salem Academy Charter School
Minutes of the Monthly Meeting of the Board of Trustees
Wednesday, July 25th, 2018 at 6:00 pm, Room 114

Members Present: Nina Cohen, Steve Palmer, William Henning, Rick Jones, Daniel McCaughey, Christine Wynne, David Pabich, Alfonso Perrillo

Members Absent: Joshua Biber, Mekka Smith, Michelle Aroko,

Staff: Kathy Egmont, Stephanie Callahan, Sean Gass, Diego Fellows, Leni De los Santos

Guest: Fawaz Abusharkh

I. Call to Order

The monthly meeting of the Board of Trustees of the Salem Academy Charter School was called to order on July 25, 2018 at 6:15pm, in Room 114 by Chair, Nina Cohen. Nina began the meeting by reminding Board Members they must file their financial disclosure form by September 1, 2018 and they need to complete the Conflict of Interest training every two years.

II. Approval of the Minutes

MOTION: The minutes of the June 20, 2018 meeting were presented for review. Rick Jones made a motion to accept the revised minutes. With the motion seconded by Steven Palmer, it was approved to accept the June 20, 2018 monthly meeting minutes as written. The motion carried unanimously.

III. Public Comment

There was no public comment.

IV. Finance

a. Monthly Financials

Alfonso reported we ended the year where we expected to be financially. The school is still considered to be at moderate risk, with 45 days of cash on hand, needed 60 days to be considered low risk status. Alfonso highlighted letter I in the narratives section of the summary sheet, the operating cash surplus is \$26,722.

Alfonso also reported money coming from fundraising events should always go to SACS Foundation account.

b. Audit Update

Kathy reported the onsite audit will be on August 20, 2018 and it will be a joint audit with Salem Academy Foundation. Kathy explained it will be reviewed by the Finance Committee, then completed for the Board meeting in October and submitted on November 1, 2018.

V. New Business

a. Annual Report

Kathy Egmont began by highlighting some specific areas of the Annual Report.

- Recruitment and Retention chart data- Kathy explained some of SACS recruitment and retention strategies implemented since 2015-16 school year. These have not varied because they have worked well.
- Student Demographic Information:
 - 52% of our student population are students of color.
 - ELL students are only 4% of the entire student body. Kathy explained that by the time students reach Middle School, they are English proficient. Kathy added, although our ELL students percentage is low, our First Language not English population is 22%.
 - Special Education student population is close to the state average but much lower than Salem Public School.
- Accountability Plan
Kathy reported the first measure of the Academic Program Success objective is currently showing 88% of students met internal grade level proficiency requirement in all academic core classes and that the Principals are waiting on Summer school data to see if this figure goes higher.

Nina Cohen added she would like to see more outreach efforts among diverse populations, and explained that she believes the best recruitment strategy is to show what we can offer by encouraging our families to spread the word out to the community.

Nina also highlighted some areas of growth in the Parent satisfaction survey.

MOTION: Nina Cohen made a motion to approve the 2017-18 Annual report with minor modifications. With the motion seconded by Steve Palmer to approve the 2017-18 Annual Report. The motion carried unanimously.

b. Charter Renewal

Kathy Egmont shared the Charter Renewal Inspection site visit will be on September 27, 2018 and explained it would be a core visit, which means inspectors will not be doing a full review of everything, due to our high academic performance, stable leadership, solid finance, and happy families.

Kathy continued explaining inspectors will come for one day, do classroom observations; participate in focus groups, and meetings with different teams.

Kathy shared an overview of the Charter Renewal application; she explained there have been no significant changes in the school program, with the exception of greater importance on a safe and supportive school culture resulting from a deeper understanding of the impact of trauma on learning in the last four years.

Kathy also highlighted the number of suspensions rise this year, although of the forty-seven students that received suspensions this year, thirty-four of them had only one suspension, and were able to meet

the school's expectations without any other incidents. Kathy also clarified suspensions are given for behaviors that are a serious threat to other students and added the school is working on the challenges and developing new strategies to support students.

Kathy added on August 10, 2018 a list of documents will be submitted to DESE, and they will send us a list of the things they will like to have for the onsite Charter Renewal Inspection.

MOTION: Rick Jones made a motion to approve the Charter Renewal application draft with some minor modifications. With the motion seconded by Christine Wynne, the vote passed unanimously.

c. Governance nomination of Shelby

Rick Jones reported Shelby Morris is interested in joining the Board as of January 2019, and is interested in joining the Finance Committee. Rick added Josh Biber is stepping back due to his limited time and availability. He will resign as of the end of August.

Nina announced another prospective Board Member is Jackie Valatka, a parent, Business Manager, with a BA and MBA focused on Finance and Entrepreneurship from Northeastern University and teaches swimming lessons at the Salem YMCA. Fawaz Abusharkh added they are excellent people, and very dedicated.

VI. Head of School Report

Kathy clarified the Annual Report and Charter Renewal application were the Head of School report this month.

Stephanie Callahan reported eight teachers have been hired and they are now looking for a Biology teacher. She added they have interviewed three Academics Operations candidates today and they were all very strong.

Stephanie stated Summer School is almost over and they are getting ready for the new teachers to start in August 13, 2018 with the summer Institute and summarized what happens during the New Staff summer Institute.

Nina added the Board would appreciate if the Admin team asks the staff if one of them would like to represent the faculty and staff and come to Board Meetings.

VII. Executive Director Report

Kathy reported there are currently 494 students enrolled. All students are from Salem, except siblings of current students that are from other towns. We are not able to accept students from Lynn, due to the at cap status in Lynn.

Kathy explained there will be changes in the property and liability insurance in August. The new plan expands the school's coverage, which will include cyber insurance and international travel for the DR trip next year.

Kathy added the 403b program will begin September 2018.

Kathy stated she is expecting to establish to a Technology Committee at the school level, which will meet four or five times a year and will be writing a technology plan. Kathy asked members if they know anyone that would be interested, please let her know. She would love to have one or two Trustees or community members.

VIII. Short Reports

Development Report

Christine Wynne reported over \$50,000 has been raised cumulatively combining all the campaigns and nearly \$30,000 has been raised for the Annual fund. Christine added it was a very successful year and said the committee will be looking to grow the cumulative totals each year.

Kathy added the school received the following grants: \$414,000 from the Read Foundation including 45,000 for the new Environmental classroom, \$20,000 from the Mifflin Memorial Fund and \$33,000 from the Cummings Foundation.

Christine explained there is a new opportunity to be considered in regards to a ten-year sustaining grant from the Cummings Foundation based on non-profits who have received the 100,000 grant in the past, and this opportunity is to be decided as soon as September 2018.

Facilities Report:

David Pabich reported the new environmental classroom construction is in progress and added he continues to work with the North shore CDC in regards to painting the mural outside of the school's gymnasium.

Nina Cohen asked if there could be an additional painted crosswalk on Lynch Street to facilitate the access to recess yard area. Kathy said she would follow up with Shetland Properties.

Education Report:

Daniel McCaughey gave an overview of the Education Committee meeting in regards to enrollment, staffing, and highlighted the new accountability plan adopted for high school called ThinkCerca.

Sean Gass added ThinkCerca is about accountability and measuring students' progress, he added it will provide actual data and support teachers' efforts.

IX. Motion to Adjourn

Nina Cohen made a motion to adjourn the meeting. With the motion duly seconded by Steve Palmer and
unanimously approved, the meeting adjourned at 7:53 pm.