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Salem Academy Charter School
Minutes of the Monthly Meeting of the Board of Trustees
Wednesday, February 27, 2019 at 6:00 pm, Room 114

Members Present: Nina Cohen, William Henning, Rick Jones, Daniel McCaughey, Shelby Morrison, David Pabich, Steve Palmer, Felicia Pierce, Mekka Smith, Richard Winter, Christine Wynne

Members Absent: Alfonso Perillo

Staff: Kathy Egmont, Stephanie Callahan, Sean Gass, Alex Dean, Leni De los Santos,

Guests: Fawaz Abusharkh, Pam Rochna

I. Call to Order

The monthly meeting of the Salem Academy Charter School Board of Trustees was called to order on February 27, 2019 at 6:15pm, in Room 114 by Chair, Nina Cohen.

II. Approval of the Minutes

The minutes of the January 23, 2019 board meeting were presented for review.

Bill Henning moved to approve the minutes the revised minutes, with the motion seconded by Steve Palmer. The motion passed unanimously .

III. Public Comment

Fawaz Abusharkh congratulated all Dominican families for the 175th Anniversary of Dominican Republic's Independence.

Fawaz also announced that on Saturday, February 28TH there will be a multi Faith Prayer gathering due to the International day of prayer at 24 St. Peter Street at 7:00pm. On Tuesday March 5TH at 7:00pm there will be a panel discussion regarding Food Insecurity in the North shore at the Abbott Library in Marblehead, sponsored by the Manna Project and everyone is welcomed to attend.

IV. New Business

Kathy Egmont presented a proposed organizational chart for Salem Academy and announced SACS will be hiring a Lower School principal for next year. Kathy explained the main reason for adding a Lower School principal is to provide additional support for teachers, families and students. This will also provide added time for the HOS to focus on the academic program, build innovation, promote dissemination and maintain cohesiveness between the Lower and Upper school. Stephanie Callahan will be the Head of School full time, functioning as the chief academic officer with all the academic leaders

reporting directly to her. This has been discussed and announced to all faculty and staff members. Board members asked questions and there was a discussion of the impact on the school structure, the students and families. We believe parents will have easier access to the middle school principal with this structure as well. There was a general consensus that this is a timely idea.

Kathy also shared that Sean Gass, Upper School principal has presented his resignation, and the news has been announced to students, parents and staff. Both Lower and Upper school principal positions have been publicized and will be open for internal as well as external candidates. Stephanie will be managing the search.

Kathy asked Pam Rochna if on the next SFC meeting she could add to the agenda an update regarding the principal's search, so parents have the opportunity to participate and know more about the process.

V. SFC Report

Pam Rochna announced the next SFC meeting will be on April 1st and also notified us that the Yankee Candle Fundraiser just kicked off and all students should have received their Yankee Candle packets this week. This is the only SFC fundraiser, where the school gets 40% profit, 20% of the sales go to Students accounts and 20% go to the SFC account. Pam added the SFC's goal this year is to reach \$15,000 in sales.

The SFC organizes prizes to incentives to promote sales:

- Every student who sells a minimum of one item will be entered into a raffle to win two \$20.00 prizes.
- The TWO students who sell the most items will each win a \$25.00 VISA gift card.
- The TWO students who sell the highest dollar amount will each win a \$25.00 VISA gift card.
- The US & LS classes that have the highest percentage of students who sold items will each win a Bagel World breakfast.
- The US & LS teachers that have the highest percentage of students who sold items will each win a \$25.00 STAPLES gift card.

VI. Committee Reports

a. Finance Report

Bill Henning reported that just as last month financially, things are going well. From the Summary Financials sheet, Bill highlighted the school's current Net Income is \$277,435, and comparing it to last month's that was 256,932, which reflects a 20,000 increase. Bill added the committees sense that although on some of the expenses the school is running below budget it is expected it will catch up with the budget by end of year. .

The school's Foundation Cash balance is \$318,059 and cash will continue to be drawn quarterly. All the ratios are considered to be at low risk.

Bill also reported Kathy Egmont gave the Finance committee an update on some of the operational type of expenses that have incurred throughout the year, either through grant money or through the maintenance budget, so there has not been any additional request for Capital outlay, which is great.

Bill also reported the Finance committee is starting to review a draft budget for next year. In March, the committee will need to have a Salary number approved by the Board in order to offer contracts to staff and faculty in April. The complete budget will be approved in June.

b. Development

Christine Wynne reported the committee is in the final planning stage of the 15th Anniversary Celebration, she thanked the Event planning committee for all their hard work planning for the event. Christine shared that the development committee is very excited, currently the school has raised \$13,000 in sponsorships, 100 tickets have been sold, 50 purchased by staff and the other 50 by community members. Christine added parent's ticket sales are low and the committee has been talking about some ways to get more parent participation.

Kathy Egmont added she is very excited Dr. Albright, Sean O'Neil and Rachel Hunt are coming to the 15th Anniversary Celebration.

Pam Rochna commented parent's sales are low due to ticket prices. Christine asked Pam to please let Kathy know if she knows of families that would really love to go but are feeling prohibited by the money.

c. Governance

Rick Jones reported the New Board member Orientation meeting held on January 30th went very well and the governance committee is also talking about the Board Self- Evaluation process.

d. HR Report

Rick Winter reported the HR Committee met on February 15th and went through the hiring and onboarding process, and reviewed the current salaries scales. Rick added the committee also talked briefly about the Massachusetts Family Leave Act, which he will summarize when he has fully reviewed and the draft.

e. Education Committee

Dan McCaughey reported the Education committee met last month, Stephanie Callahan and Sean Gass gave an overview of last quarter's achievement results in the Upper and Lower School and Kathy shared the Organization chart changes for the next school year.

f. Facilities Committee

Kathy Egmont gave an overview of the facilities projects that are coming up, and shared the priority is to create more small spaces for testing and for those students that need quiet spaces. Kathy shared that Rick Jones has presented a great proposal to the facilities committee to consider the idea of adding modular rooms in the Learning Common area. It is a simpler process than construction. Kathy added the school is also planning to create access to a bathroom with access from the nurse's office.

VII. Head of School Report

Stephanie Callahan reported that Quarter II ended on January 25th and presented the Quarter II achievement results for the Lower School students. Stephanie shared the Lower school students are

achieving at high levels which is very exciting. There are fewer students at-risk across all grades with a significant improvement over Q1. Stephanie announced for next year the choice block courses will be integrated in the Honor roll and high honor roll at the high school level and included in the GPA. There was discussion over how benchmarks are created for choice courses and concern was brought up by Mr. Abushark about students who are not talented in art, music or Phys Ed and if they will be penalized for lack of talent in required courses. It was explained that they are currently graded but those grades don't enter the GPA. This change will require clear benchmarks to ensure high expectations but not penalize students for lack of talent in a choice area. Just as in Physical Education, it will be based on learning the skills, doing the required work and benchmarks.

Sean Gass reported in the Upper School overall there were some increases in the achievement results but there are some areas that are still concerning.

- The 9th grade at risk number is 33% of the students, failing two classes or more, mainly involving Math and Science grades.
- The 10th grade students at risk went up significantly this quarter. Sean added he and the team are analyzing carefully what interventions need to be put in place for this group of students.
- 11th and 12th grade students improved over the course of the quarter, but 15% of the 12th grade students are at risk. The 12th grade team is meeting with these students individually.

Sean also shared there are two math interventions taking place in the Upper School. There is a 10th grade course for the 35% at risk students given throughout quarter III to help them be prepared for the MCAS and to build their skills.

Sean added, out of the eight students who retook the MCAS exam in November, four earned passing scores. Two 12th grade students and two 11th grade students did not pass the exam. These four students are in a tutoring session during support block.

February break school just ended and the students that were targeted to enroll from 8th, 9th and 10th grade received extra support in Math and ELA.

Stephanie gave an update in regards to staffing and highlighted the annual "Ideal Job Survey" went out to all the staff members and is due tomorrow.

Stephanie announced the School's ELD chair and ELD LS teacher, Sarah Sawyer just presented her resignation and will be leaving soon. Stephanie said Sarah is amazing and has been at SACS since she was a paraprofessional and announced Anna Kogos will be taking over the department chair responsibilities.

VIII. Executive Director Report

Kathy Egmont announced the Admissions Lottery for the 2019-20 school year will held on March 6th at 6:00pm. In total, there are 315 applications total. March 1st is the last date for applications to be received. Kathy also announced last night the school held an information session in Spanish for parents that had applied already and it was very well attended.

Kathy reported, each year the Department of Elementary and Secondary Education publishes a report card on each school. This year the substance and format have changed completely and she shared the link with Board members and guests.

Kathy also announced the Massachusetts Charter Public School Association has expanded their advocacy work and will be helping charter schools build relationships that are more positive with Legislators. Kathy asked if there is a Board member interested in advocacy and politics; please contact her to attend the meeting of the Comms4Charters and Advocates4 Charters communities on Friday, March 15th from 8:30AM - 3:30PM.

X. Motion to Adjourn

Nina Cohen requested a motion to adjourn the meeting. Bill Henning made a motion to adjourn the meeting with the motion seconded by Shelby Morrison. The motion was unanimously approved and the meeting adjourned at 8:09pm.