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

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Members Present: Nina Cohen, Daniel McCaughey, Shelby Morrison, David Pabich, Steve Palmer, Alfonso Perillo, Felicia Pierce, Mekka Smith, Richard Winter, Christine Wynne

Members Absent: Rick Jones, William Henning

Staff: Kathy Egmont, Stephanie Callahan, Diego Fellows, Alex Dean, Leni De los Santos,

Guests: Fawaz Abusharkh, Pam Rochna, Shelby Hypes

**I. Call to Order**

The monthly meeting of the Salem Academy Charter School Board of Trustees was called to order on March 27, 2019 at 6:12pm, in Room 114 by Chair, Nina Cohen.

**II. Approval of the Minutes**

The minutes of the February 27, 2019 board meeting were presented for review.

Nina Cohen moved to approve the minutes, with the motion seconded by Christine Wynne. The motion passed by unanimous vote.

**III. Public Comment**

Fawaz Abusharkh expressed his condolences to all the victims and their families of the New Zealand tragedy. Fawaz announced the "Open Mosque Day" event will be on Sunday, April 28, 2019 from 1:00-3:30pm, hosted at the Islamic Society of the North Shore in Lynn, MA. Fawaz said it is an opportunity to learn about the Islamic Faith and their role in the community. All faiths and backgrounds are welcome.

**IV. SFC Report**

Pam Rochna announced the Yankee Candle Fundraiser sales were just over \$7600; much lower than past year's sales. The school profit is 40%, 20% sales go to the Student accounts and the other 20% goes to the SFC account. The next SFC meeting will be on April 1<sup>st</sup> at 6:00pm in the Learning Common.

**V. Advocacy Report from MCPSA**

Nina Cohen shared that she and Kathy attended a Massachusetts Charter School Association workshop on March 15th. The Massachusetts Charter School Association is the membership association for all the Charter schools in Massachusetts, with a total of 74 members and 42,600 students. Their goals are

mostly advocacy and technical assistance; they want to ensure the charter schools in Massachusetts are going to keep presenting high quality, fully funded, autonomous education institutions. They are hoping to expand to areas of unmet needs, to be innovative, to be accountable and to disseminate to districts. This meeting was about capacity building and networking to strengthen the advocacy message and the public awareness message.

Nina stated at SACS we have good relationships with the legislators and community members in Salem but need to build relations with legislators from surrounding communities.

Kathy Egmont added the Massachusetts Charter School Association meets twice a year for a delegate assembly to vote on Board members and review annual goals. Right now, the association is focused on advocacy, and at the workshop they were teaching members how to advocate for a facilities reimbursement increase.

### **ECCF Institute for Trustees Report**

Felicia Pierce shared she was able to attend the Institute for Board of Trustees from ECCF, and said it is a great resource for new and previous board members. The institute goal is to teach members the importance of their role as representatives of the organization. They highlight the importance of goal setting, and the ways to support and help the organization's growth through development, effective board practices and leadership.

### **VI. Finance Committee Report**

Alfonso Perillo reported that overall things are going well, the school Net Income is \$231,543. The expenses are lower compared to what was budgeted. The foundation cash balance is \$331,404 available on a quarterly basis.

Alfonso shared the Budget Proposal for the 2019-2020 school year, highlighting the last three columns with three different scenarios for next year; a worst case scenario, in between and best case scenario budget proposal. Kathy Egmont presented a list of the possible new positions being suggested and the new positions from this year that will be included on the next year's budget. Kathy stated the budget overall shows a 4% increase in salaries, plus additional positions for an 8% overall increase in salaries.

Steve Palmer moved to authorize the Salaries and Wages totals as presented in line 5000 on the F Y 20 Budget Proposal V9. With the motion seconded by Felicia Pierce. The motion passed by unanimous vote. Kathy also announced she will be doing a Salem Academy Finance 101 meeting for faculty and staff, where she will explain next year's budget and the revenue streams for SACS.

### **Development Committee Report**

Christine Wynne shared the 15<sup>th</sup> Anniversary Celebration raised a total of \$25,758 of which \$11,000 will go towards the Annual Fund. Christine reported the Development committee is meeting this week to debrief on the strategies that worked well, and those things that could have been done differently. Christine said that overall, she is very proud of how well the event went, and all the support received from the community, the Board, and the school planning committee.

Diego Fellows shared the student volunteers working at the event did a great job, and helped raised \$2000 through the Giving wall.

Christine added she would like to educate herself more in terms of fundraising and endowments within the charter context.

### **Facilities Committee Report**

David Pabich reported there are major facilities needs that the school is looking to address:

- ❖ Breakout spaces in the Learning Common for 1:1 work, counseling and testing.
- ❖ Office space for the leadership team, to accommodate two principals.
- ❖ Meeting space for group work for students and for teachers and administration.
- ❖ Bathroom access for the Nurse's office.

David shared the facilities committee received a proposal from Seger Architecture and Engineering to create a design. The facilities committee has approved the proposal and now needs the Board's approval to move forward, contracting Seger Architecture to proceed with the design, engineering and bidding process to have a clear idea of the costs. The cost of the engineering and design contract is \$25,500.

Steve Palmer moved to authorize the expenditure of \$25,500 to contract Seger Architecture to proceed with design and engineering process. With the motion seconded by David Pabich a vote was taken and passed by unanimous vote.

### **VII. Head of School Report**

Stephanie Callahan reported the Seniors are in the process of presenting their complete Service Learning projects and most of them are also in the college decision process. Every year on May 1<sup>st</sup> SACS celebrates "decision day" when students make the final decision about where they will go next year. Stephanie added the 10<sup>th</sup> grade students had the computer based ELA MCAS this week, which went really well.

In regards to staffing, Stephanie reported the school is hiring two new principals. Matt Chuchul is the middle school principal internal finalist candidate. As such he participated today in a full day interview process with the administration team, Education committee, faculty, operations team and parents.

Stephanie shared the Search committee is in the process of determining who the semi finalist will be for the Upper School Principal position and added out of the total slate of candidates for the Upper School principal, 80% were people that identified themselves as people of color.

Stephanie also added there are still vacancies for next year: LS ELD Teacher, ELA 8, Art 6-12 and US History Teacher and the HS Biology teacher hiring is pending.

As part of the school events Stephanie, highlighted SACS is very excited to announce the first musical this year, The Wizard of Oz. The performances will be 5/31-6/2.

Quarter three Arts Capstone night on April 10<sup>th</sup> at 5:00pm and the Service Learning Dominican Republic trip will be on April 10<sup>th</sup> –April 17<sup>th</sup>.

**VIII. Executive Director Report**

Kathy Egmont reported the Admissions Lottery for the 2019-20 school year was held on March 6<sup>th</sup> and presented a Lottery and Enrollment report. Kathy highlighted SACS is over enrolled for next year with 511 students. We expect to be at about 491 by the beginning of the school year.

Kathy announced the visit from the Read Foundation is on June 11, 2019. This meeting was moved from the expected date to meet Dr. Albright on June 5. At the meeting, we will outline the school's proposal for next year, goals, share information from the science teachers and students and give an update of the highlights of the year.

Kathy reminded everyone that any request for information about the Board or the school should go to her, she is the point person of contact for the Freedom of Information Act (FOIA requests). All requests must be treated in a manner that follows the rules for FOIA requests.

**X. Motion to Adjourn**

Nina Cohen requested a motion to adjourn the meeting. Steve Palmer made a motion to adjourn the meeting with the motion, seconded by Christine Wynne. The motion was unanimously approved and the meeting adjourned at 7:44pm.