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Salem Academy Charter School
Minutes of the Monthly Meeting of the Board of Trustees
Wednesday, December 19th, 2018 at 6:00 pm, Room 114

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

Members Absent: Alfonso Perillo, Richard Winter

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

Guests: Fawaz Abusharkh

I. Call to Order

The Annual meeting of the Salem Academy Charter School Board of Trustees was called to order on December 19, 2018 at 6:06pm, in Room 114 by Chair, Nina Cohen. Nina began the meeting by encouraging all Board members to participate on the Massachusetts Charter Public School Association webinars when offered. She described the recent webinar as a well worth lesson on how to apply the principles of trusteeship to a Charter School.

Steve Palmer shared an overview of the webinar and emphasized there were some interesting recommendations focused on the Executive Director's compensation and relationship with the Board. Overall he shared SACS Board is running with many of the standards that are presented and reinforced on the webinar.

Steve highlighted some of the recommendations made:

- The ED Evaluations should be done by an ED evaluation committee and chaired by someone else other than the Board Chair.
- The Executive Director compensation should be part of the audit process.

II. Approval of the Minutes

The minutes of the November 28, 2018 board meeting were presented for review. Kathy Egmont shared that a few edits were made to the original version that was previously sent. Bill Henning moved to approve the revised minutes, with the motion seconded by Steve Palmer. The motion passed by unanimous vote.

III. Public Comment

Fawaz Abusharkh wished everyone a Happy Hanukkah and a Merry Christmas.

IV. New Business

a. Election of Officers:

Rick Jones announced the governance committee nominated the following slate of officers for the coming year:

Chair of the Board	Nina Cohen
Vice-Chair	Steve Palmer
Secretary	Richard Jones
Treasurer	Alfonso Perillo

Bill Henning moved to approve the slate as presented. The motion was seconded by Christine Wynne and approved unanimously.

b. Review of Board Terms:

Nina Cohen announced Rick Jones, David Pabich and Christine Wynne are continuing for a second term as trustees. Nina moved to elect all three Trustees to a second term. The motion was seconded by Steve Palmer and approved by unanimous vote.

c. Committee Assignments

Rick Jones asked Board members to review the list of Board committee assignments. Nina Cohen noted that the by-laws call for the Board to elect the Chair of the Governance committee with confirmation by a vote of the Board. Nina moved to approve Rick Jones to another term as Chair of the Governance committee. The motion was seconded by David Pabich and approved by unanimous vote.

Michelle Aroko presented her formal resignation to the board; she will be relocating to New York and will not be able to continue serving the Board. Michelle was presented with a plaque in appreciation for her service as a Board Member. Kathy Egmont thanked Michelle for all her support with the HR Committee developing new benefits and going through all the insurance decisions during her tenure..

V. Committee Reports

a. Finance:

Kathy Egmont highlighted from the Summary Financials that the total Net Operating Income at this time is \$377, 366 and the school’s operating expenses are trending close to what was budgeted, she added that the money has not been moved from the Foundation account and the current balance in the Foundation is \$388,418. Kathy also shared that by December 30 2018; the school will know its projected tuition amount for this year.

Kathy announced that in January, the Summary Sheet will be changed to reflect a different per pupil tuition rate as right now, it is \$15,174, which is actually the Salem rate, and the actual rate is less than that.

Kathy Egmont shared the feedbacks provided by Board Members to the Finance committee in regards to the compressed P&L, the Balance Sheet and Summary Sheet were all positive.

b. Development

Christine Wynne shared the Development Committee is working out some strategies for all the Fundraising activities and the 15th Year Celebration. Christine pointed out that Diego Fellows mailed the Annual Fund letters, which included a new pamphlet with photos highlighting the student's and the school's accomplishments of the past year.

Christine also shared that Nina Cohen brought to the development committee a great idea to honor Dr. Albright in a different way this year. The committee is tentatively planning to host the event on June 2019 with the purpose of deepening the partnership with the Foundation.

Kathy Egmont shared that the school will be notified about the Cummings Sustaining grant and the Pozen Prize around April 2019.

Nina Cohen shared the Development Committee is currently working on the 15th Year Celebration event planning and the goal is to highlight the school accomplishments. There will be student performances, guest speakers; overall a fun, festive evening full of food, drinks and dancing.

c. Facilities Committee

David Pabich shared the principal focus right now is the Shetland properties potential sale. He stated that Shetland moved their due diligence period to January.

David also shared there are a few upcoming projects such as the recess playground improvement, but the reality is the school needs to know what is happening before moving on with future projects.

David also announced that the Facilities Committee is working with Rick Jones in regards to school interior space and immediate needs.

Nina Cohen thanked Rick Jones for all his support with the school facilities planning.

d. HR Committee

Michelle Aroko reported the HR Committee met last week and discussed exit interviews protocol and how they want to handle interviews in the future. Michelle confirmed the committee came to an agreement and asked Kathy if she would like to share with the Trustees.

Kathy Egmont shared that in the past the exit interviews were performed by Board members and were done confidentially but informally. There is no written reports, or feedbacks that can be shared with the direct reports. Kathy recommended the committee to use the school's HR consultant, Jane Callahan for exit interviews. Jane can help create a form where everyone will be asked the same questions and the information will be shared with supervisors.

VI. Head of School Report

Stephanie Callahan shared the PSAT scores were released and all students in grades 9-11 received their PSAT score reports through their online College Board accounts. SACS hosted a parent evening on December 12, in both English and Spanish to teach parents how to interpret these scores and to share all the resources available for support.

Sean Gass announced three of the seniors have become Posse scholars this year. Two will be joining Posse group in Denison University in Ohio and one will be attending Bucknell University in Pennsylvania.

Stephanie shared the Lower and Upper school counselors have been working with SPUR to provide extra support to families in need, over the holidays.

Spur organizes an annual fundraiser through which community members can sponsor a child and deliver a bundle of cheer to children and teens in need. This year, 28 of SACS students received a bundle of cheer. The Bundle of cheer wish list includes items the child wants, items the child needs, items to wear and something to read.

VII. Executive Director Report

Kathy reported she received the draft of the Summary Review; the school's administration has reviewed it and said she is very happy to announce the school "met" every criteria in which it was rated.

Kathy reported there was one issue that came up. A few years ago, there were several teachers that were moved from sub to teaching positions and they never took the MTELS as required. Kathy confirmed a plan of action has been taken and they will be in compliance by the end of the year.

Kathy also announced that the school will work on a response to DESE to point out some items that could be misinterpreted, such as:

- Moving the \$400,000 donation to the foundation creates the appearance of loss of assets.
- 100% of SACS students take the SAT exam, which is why the school average score is lower than other schools. Kathy clarified SACS gives access and opportunity to all its students.

Kathy pointed out given that the school hit the cap, the school needs to review options and possibilities and explore the different opportunities deep and thoughtfully to develop a plan to be financially stable.

Kathy also reported as part of the Strategic Plan update, the school has made progress and has taken action on every goal at several different levels, and on the primary things that were concerning.

Kathy announced she is very excited that as part of the school's 15th anniversary celebration the school administration has agreed to recognize the longevity of the faculty and staff. On January 7, everyone who have been at SACS five, ten and fifteen years will be recognized. It is something the school will be doing yearly from now on.

IX. 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 Bill Henning. The motion was unanimously approved and the meeting adjourned at 7:06 pm.