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Salem Academy Charter School
Minutes of the Monthly Meeting of the Board of Trustees
Wednesday, November 28th, 2018 at 6:00 pm, Room 114

Members Present: Nina Cohen, Michelle Aroko, Rick Jones, Daniel McCaughey, Shelby Morrison, David Pabich, Steve Palmer, Alfonso Perrillo, Mekka Smith

Members Absent: Christine Wynne, William Henning

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

Guests: Fawaz Abusharkh, Bessie Marashi, Richard Winter

I. Call to Order

The monthly meeting of the Salem Academy Charter School Board of Trustees was called to order on November 28th, 2018 at 6:16pm, in Room 114 by Chair, Nina Cohen.

II. Approval of the Minutes

The minutes of the October 24, 2018 meeting were presented for review. Rick Jones requested a motion to approve the minutes. David Pabich made a motion to accept the revised minutes, with the motion seconded by Daniel McCaughey it was approved to accept the October 24, 2018 monthly meeting minutes as written. The motion carried unanimously.

III. Public Comment

Fawaz Abusharkh wished everyone a Happy Thanksgiving.

IV. New Business

a. SACS Drama Program

Denise Granniss gave an overview of the Salem Academy Players 2018-19 program.

Denise shared that currently they are rehearsing for the Lower School production "The very persistent Gappers of Fripp by George Saunders" by George Saunders and the Upper School production "The Wreck of the 5:25" by Thornton Wilder.

Denise Granniss introduced two members of the Lower School cast, Skyler Winter and Gabe Navarro, both students shared being part of the SACS players program is a fun and amazing experience.

Denise also introduced Janae Beaver, who she said has done a phenomenal job at the program; she directed the first student directed one act last year, and was the first SACS student to participate on the METG monologue competition, which will be on Saturday, December 1st.

Janae Beaver shared her monologue with everyone.

Denise also added Shannon Murphy will also be competing on the METG competition in the costume design category and Carolina Soto will compete in January in the playwriting contest.

V. SFC Report

Bessie Marashi reported on November 14th the SFC hosted the first parent workshops on Grading, Rediker and Service Learning and it went very well. Bessie added the Calendar Raffle drawings will happen throughout December and the next SFC meeting will be on February 4th 2019.

VI. Committee Reports

a. Finance:

Alfonso Perrillo highlighted from the Summary Financials that the total revenue is \$2,622,239, very close to, what was budgeted for the year, which he described as remarkable, and also shared the total expenses are also very close to what was budgeted.

Alfonso highlighted from the key ratios, the school is considered to be low risk, the current ratio is 2.00 compared to 2.76 from last year, enrollment is 480 and cash on hand is 151 compared to 182 from last year. 106% of the total expenses are paid by the per pupil tuition.

Kathy Egmont asked Board members to complete a short survey for the Finance committee in regards to the compressed P&L, the Balance Sheet and Summary Sheet.

b. Governance - Revised By Laws

Rick Jones reported the governance committee has been working for the past few months on some edits to the Bylaws with a reviewer from DESE. The proposed Bylaws were presented to the Board for review and approval.

Rick Jones highlighted some key elements that were amended:

- Article II –Section 9 (f)-The Board of Trustees shall comply in all aspects with the Open meeting Law, G. L. 30A sec. 18-25
- Article IV –Section 6 - Voting by Trustees by proxies shall not be permitted. Members of the Board of Trustees may participate remotely in a meeting provided that such participation complies with the requirements of 940 CMR 29.
- Article VII- Section 2- “Trusteeship Committee” was replaced by Governance Committee.

Nina Cohen moved to approve the proposed Bylaws with amendments. The motion was seconded by Steve Palmer and voted unanimously.

Rick Jones announced there are two Board of Trustees candidates proposed for nomination, Felicia Pierce and Richard Winter.

Steve Palmer asked what area Felicia would like to focus on. Nina Cohen responded she is interested in supporting the Education and HR Committee but will be in the committee where she is most needed.

Steve Palmer moved to approve the nomination of Felicia Pierce to a permanent seat on the Board on January 2019. The motion was seconded by David Pabich and voted unanimously.

Richard Winter gave a summary of his professional leadership experience and explained why he is interested in joining the Salem Academy Board of Trustees.

Steve Palmer moved to approve the nomination of Richard Winter to a permanent seat on the Board on January 2019. The motion was seconded by Nina Cohen and voted unanimously.

c. Development

Diego Fellows thanked everyone who supported Giving Tuesday. The school raised \$1,400 on giving Tuesday and overall has raised \$11,500. Diego also shared \$2,518 were received from SEF grants and teachers are being very innovative by apply to the Donors Choose project, an online crowd-funding program. Diego also reported this year's annual fund goal is \$50,000 with a matching gift of \$10,000. The development committee is getting ready to launch the annual fund campaign next week and 15th Year Celebration Gala will be on March 22, 2019.

d. Facilities Committee

David Pabich shared The Shetland properties potential buyer is the largest holder of self-storage in the country and said he is hopeful it will be positive for Shetland properties.

VII. Head of School Report

Stephanie Callahan shared the quarterly report of how students performed at the end of the first Quarter. Stephanie reported in general the students performed similarly to last year or better and gave a summary of the results.

6th and 7th grade ELA, were strong and had a consistent performance. Math 7 was an area of concern, with students scoring significantly lower than last year and few students demonstrating proficiency. Stephanie shared there are some interventions in place, the 7th grade Math teacher and the Special Education Math teachers will continue to participate in ANET Math PD Cohort throughout the year, and Math tutors have been hired to support Lower School and Upper school students.

Lower School students will take the ELA ANET 2 next week and math ANET 2 the following week. The End of Quarter 1 Celebrations happened last week and with students and families.

Sean Gass shared the Upper School quarterly report. Sean highlighted 9th grade students are performing consistently compared to last year, with 35% of at risk students, mostly related to math and science grades. 10th grade students are performing significantly better, 18% gains in honor roll achievement and 21% drop in students at risk.

11th grade students have the largest drop in achievement in the Upper School. Some students have been through some social emotional struggles. 12th grade students are remaining consistent performers.

Sean Gass also shared as of November 15, 2018, 80% of the seniors submitted at least one application; students have completed 211 applications. Sean also shared SACS has five Posse finalists, which is the highest number ever to make it to this level.

VIII. Executive Director Report

Kathy Egmont reported there are currently 486 students enrolled, 218 in the Lower school and 268 in the Upper School. Applications are being accepted for the next year's lottery. The first admissions information session will be held on December 5th 2018. Kathy also added the 5th and 8th grade family lists will be requested to Salem Public schools, so we can send every family a letter and a lottery application.

Kathy shared the school is still awaiting for the Summary of Review for the Charter Renewal and anticipate to get it early in December.

Kathy shared SACS developed a wellness policy which includes guidelines for Physical Education, Athletics, Nutrition and Nursing office, it is in compliance with the National School Lunch requirements. In regards to staffing, Kathy added the school has hired a part time custodian who will be working closely with Shetland park and will be responsible for minor repairs, painting, receiving materials and other duties as requested.

Open Meeting Law Update

Kathy Egmont shared; Christine Wynne, Mekka Smith and Kathy attended an open meeting law training and she highlighted the following:

- If Board Members use their personal emails for SACS communications, their emails are considered to be public and in an investigation of a complaint, they will take your devices and inspect them all.
- Kristine Sgambellone is the school's Procurement Officer.
- No one, teachers, administrators or board member will accept any gifts worth more than \$50. If parents gives a teacher, a holiday gift over \$50 they will be encouraged to use the gift for their whole classroom.

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 David Pabich. The motion was unanimously approved and the meeting adjourned at 8:08 pm.