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**Salem Academy Charter School**  
**Minutes of the Monthly Meeting of the Board of Trustees**  
**Wednesday, October 24<sup>th</sup>, 2018 at 6:00 pm, Room 114**

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

Members Absent: Michelle Aroko, Steve Palmer

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

Guest: Fawaz Abusharkh, Pam Rochna, Felicia Pierce, Rick Winter

**I. Call to Order**

The monthly meeting of the Board of Trustees of Salem Academy Charter School was called to order on October 24, 2018 at 6:16pm, in Room 114 by Chair, Nina Cohen. Nina introduced Felicia Pierce, a Board member candidate; Youth build program Director at the North Shore CDC, Alex Dean 9th grade Math teacher and Curriculum Team Leader and Rick Winter, a parent who has expressed an interest in helping on some of the Committees and joining the Board.

**II. Approval of the Minutes**

**MOTION:** The minutes of the September 26, 2018 meeting were presented for review. Nina Cohen and Alex Dean requested minor edits. Rick requested a motion to approve the minutes as amended. Bill Henning made a motion to accept the revised minutes, with the motion seconded by Christine Wynne, it was approved to accept the September 26, 2018 monthly meeting minutes with amendments. The motion carried unanimously.

**III. Public Comment**

Fawaz Abusharkh reminded Board members to vote on November 6<sup>th</sup> 2018 and wished everyone a Happy Halloween.

**IV. Finance Committee**

**a. Audit Review**

Alfonso Perillo gave an overview of the Summary Auditors' report, highlighting the auditors unmodified opinion on the combined financial statements, with no findings or concerns on internal controls. Alfonso explained the school's financial ratio profile which DESE considers and highlighted that almost all of the ratios were low risk; he also went through the school's historical results over the years: Total assets, total liabilities, net position, total revenues, expenses and total change in net position.

Alfonso Perillo moved to approve the audit draft with amended recommendations. The motion was seconded by Daniel McCaughey and approved unanimously.

**b. Monthly Financials:**

Alfonso Perrillo reported the school is overall on track, considered to be at low risk and with 114% of the expenses paid by the per pupil tuition. Alfonso also reminded everyone the Read Foundation money will be transferred from the Foundation quarterly.

**c. Resolution Concerning 403b plan**

Kathy Egmont explained that over the summer it was announced the school would offer a 403b retirement plan to its employees and they would have the option to choose a pre tax or Roth 403b. This benefit is available to sign up twice a year.

Currently 26% of the staff are enrolled on the retirement plan, and the majority are operations staff who are not covered by the MTRS.

Kathy explained she needs the Board authorization to establish the 403b plan, Kathy presented a formal resolution that the Board members approve the 403b plan. The resolution needs to be approved retroactively to August 8, 2018, as this is when the retirement plan officially started.

Bill Henning moved to approve the resolution retroactive to August 8, 2018. The motion was seconded by Rick Jones and voted unanimously.

**V. Committee Reports**

**a. Governance**

Rick Jones reported the governance committee completed the performance evaluation of Kathy Egmont and presented the summary to the Board.

Nina Cohen stated as part of the evaluation process Survey Monkey was used to get feedback from direct reports, and there will also be a Mid-year check in meeting with the Governance Committee to go through goals and achievements. Nina highlighted how amazing it is that on her first year Kathy Egmont accomplished a Charter Renewal and Strategic planning.

Bill Henning moved to approve the evaluation as presented. The motion was seconded by David Pabich and voted unanimously.

Rick Jones announced, as part of Kathy's Evaluation the Governance committee recommended to extend her contract to 2-year contract and to give her the same salary increase of 3% given all the staff.

Rick Jones moved to approve Kathy's current contract to an extended 2-year contract through June 2020. The motion was seconded by Bill Henning and voted unanimously.

Rick Jones moved to approve the nomination of Shelby Morrison to fill the remaining term of Josh Biber. The motion was seconded by Christine Wynne and voted unanimously.

Rick Jones moved to approve the nomination of Shelby Morrison to a permanent seat on the Board on January 2019. The motion was seconded by Bill Henning and voted unanimously.

### **b. Development**

Kathy Egmont announced the school received a \$70,000 grant from the Amelia Peabody Foundation, which will be used to support our Math department with a Math coaching program. Kathy also added SACS has been invited to participate in the Boston Foundation Grant, Pozen price of \$80,000.

Kathy said she is very excited to announce SACS is one of the finalists to receive the Cummings Sustaining grant, which provides ongoing funding, typically from \$20,000 to \$50,000 annually, for up to 10 years. The Sustaining Grants Committee will conduct a site visit at SACS at the end of November 2018.

Additionally, Kathy reported the school accountant; Deborah Campbell is starting to track all the grants on QuickBooks.

Christine Wynne reported in general the school has made good progress fundraising. Christine also added the development committee is getting ready to launch the annual fund campaign and the plan is to extend the annual fund goal to \$50,000.

Christine stated she is excited to announce this year there is an anonymous donor that will be matching \$10,000 towards the annual fund.

Additionally, Christine announced the Celebration of the school's 15<sup>th</sup> Year Gala will be on Friday, March 22<sup>nd</sup>, 2019.

### **c. Facilities Committee**

David Pabich shared it is important to understand how Shetland properties potential sale might impact SACS, although at the moment our lease protects us. David also reported Rick Jones has experience on educational spacing and offered to look at our facilities and make some recommendations. David reported the Front door security system has been installed and explained that unfortunately it has been difficult to find artists interested in creating the mural due to the corrugated surface of the wall.

### **d. Education Committee**

Daniel McCaughey congratulated Stephanie Callahan, Sean Gass and Kathy Egmont for great MCAS results.

## **VI. SFC**

Pam Rochna announced the SFC is selling SEF Tickets and their goal is to sell 600 tickets. See her at the end of the meeting if someone is interested in buying SEF Tickets to support the school.

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

Stephanie Callahan shared a presentation of the MCAS and Accountability results of 2018. Stephanie gave an overview of the new accountability system, and explained it is designed to measure how a school or district is performing, and measured through different indicators.

Stephanie also shared the next generation MCAS results and explained this is the second year of next-generation MCAS results for grades 3-8 and the first year of the state's new accountability system and explained the Next-generation MCAS scores fall into four categories: Exceeding Expectations, Meeting Expectations, Partially Meeting Expectations and Not Meeting Expectations.

The Lower school students outperformed the state and the district in almost every exam. The only exception was 6<sup>th</sup> grade math, where 44% of our students demonstrated meeting expectations compared to 47% of students across the state.

Upper school students took the Legacy MCAS, and outperformed the state and the district in every exam.

Overall, as a district, SACS met 57% percent of its targets (75% is the goal) and therefore SACS accountability status is "Partially Meeting Targets" and "Not Requiring Assistance". As a school, SACS Accountability Percentile is 83 compared to similarly structured schools.

Additionally, Stephanie Callahan and Sean Gass shared some updates on the professional development programs the math team, Special Education and English Language development team will participate in this year.

#### **VIII. Executive Director Report**

Kathy Egmont reported there are currently 488 students enrolled. The state is counting siblings to make decisions about how the enrollment of siblings affects the cap and tuition proration. It appears there are many questions about the current situation for several cities. Superintendents and charter schools are hoping for clarity about moving forward.

Kathy reported she anticipates the written Charter Renewal report by Mid November. DESE asked for more information concerning the school's mission statement, which has had several iterations over the past 15 years.

Kathy requested an approval to request an amendment to the original SACS mission statement to reflect the current mission statement. Bill Henning moved to approve requesting approval from DESE for an amendment to the original mission statement. The motion was seconded by Rick Jones and voted unanimously.

#### **IX. Motion to Adjourn**

Nina Cohen requested a motion to adjourn the meeting. Daniel McCaughey made a motion to adjourn the meeting with the motion seconded by Rick Jones it was unanimously approved, the meeting adjourned at 8:02 pm.