

Salem Academy Charter School
Minutes of the Monthly Meeting of the Board of Trustees
Wednesday, January 25, 2017 at 6:00 pm, Room 124

Members Present: Nina Cohen, Joshua Biber, Steve Palmer, Alfonso Perillo, Michelle Aroko, William Henning, Karen Cady, Christine Wynne, David Pabich, Thomas Monroe

Members Absent: Rick Jones, Leslie Tuttle, Paige Nalipinski,

Guests: Coree Dovev, Jennifer Lebzelter, Christian Foster, Sean Gass, Sean O'Neil, Fawaz Abusharkh, Stephanie Callahan

AGENDA

I. Call to Order, Welcome
Nina Cohen, Chair

The monthly meeting of the Board of Trustees of Salem Academy Charter School, 45 Congress St., Salem, MA was called to order on January 25, 2017 at 6:11 PM in room 124 by Chair, Nina Cohen.

II. Minutes of the Meeting of December 14, 2016
Rick Jones

Appendix A

Motion: The minutes of the December, 2017 meeting shall be approved with corrections. Motion made by Alfonso Perillo and seconded by David Pablich.

Resolved: The motion carried unanimously.

III. Public Comment

There was no public comment.

IV. New Business
A. Election of Trustee

Motion: Nomination of Michelle Aroko. This position will be held for a three-year term retrospectively starting January 1st, 2017 and ending on December 31st, 2019. The motion was made by Nina Cohen and was seconded by David Pablich.

Resolution: The motion carried unanimously. Michelle Aroko was elected to the Salem Academy Board of Trustees.

V. SFC Report
Pam Rochna, Pam Boardway

The SFC was not present.

VI. Head of School / Principal Report

Appendix B

Stephanie Callahan / Sean Gass

Lower School:

Stephanie Callahan outlined the partnership that Salem Academy Charter School has built with the Achievement Network. Salem Academy students have produced positive results for Quarter 2. Lower school staff will continue to use the ANet data and other resources to track student progress throughout the year.

Upper School:

2016 was the first year that 9th graders took the PSAT alongside the 10th graders. Sean Gass described the PSAT tests and outlined the upper school developments on these assessments. These tests will help teachers and staff track growth not only throughout the year but also across grades and school years.

Salem Academy is currently looking to fill a few open positions in the upper school. Discussion ensued around best practice strategies for hiring and support for Salem Academy teachers. A combination of both internal and external support is being provided to new staff.

VII. Executive Director Report
Sean O'Neil

Appendix C

The enrollment for Salem Academy is stable. The enrollment cap for Salem Academy is 480 students. Current enrollment numbers should stay the same next year. Sean O'Neil summarized the expected application and attrition number. Every year a letter is delivered to the general population. This year, the mailing will go out to around 700 5th grade and 8th grade parents.

There was an open house last week and will be another on February 8th. Additionally, Erik Sayce has been utilizing new technology, Instagram and Snapchat, for marketing campaigns. Thomas Monroe and Christine Wynne added to the conversation with ideas for marketing opportunities.

Sean concluded by sharing his thoughts on expanding Salem Academy's cap number in the future.

VIII. Committee Reports
A. Development Committee
Nina Cohen

Nina Cohen summarized the agenda and takeaways from the January 15th Development Committee meeting. The big initiative is fundraising the remaining \$80,000 for the new arts center.

There are also a number of important dates coming up:

Regular board meetings will take place on January to June 2017 are on Feb. 15, March 22, April 19, May 24 and June 21, 2017.

Interviews for ED finalists will be on February 8.

The school wide Lottery for places in the 6th and 9th grade classes is on March 8.

The Institute for Trustees, sponsored by Essex County Community Foundation, is on March 25, 2017.

The Arts Center opening is on March 29, starting at 5:30 pm

Upper school's graduation is June 16, and lower school graduation, award ceremony and 95% Breakfast is on June 29. The end of school Staff Party is June 30, 2017.

Additionally, greeting students at the door happens daily from 8:10 until 8:30 am.

B. HR Committee
Karen Cady

The HR committee met on January 20th to discuss the ED search and HR practices. Salem Academy is working to ensure that they are fully compliant with state and federal laws. Strategies for streamlining these processes are in development. High priority HR topics discussed included staff attendance, timing of CORI checks, compensation and the employee handbook.

C. Finance Committee
Thomas Monroe

Appendix D

Thomas Monroe summarized the minutes of the Finance Committee meeting. The budget for Salem Academy looks healthy. Allocation of funds will occur as soon as the number has been finalized for items such as building rent, utilities and furnishings.

D. Facilities Committee
David Pabich

The Arts Center is nearing completion. Tiling, carpeting, and the stage are complete although the certificate of occupancy has not yet been obtained. Salem Academy is hopeful that they can move classes into the Arts building in two weeks.

The Gym's beam skeleton has been erected. Progress is being made at a favorable pace for a June completion date.

IX. Search Committee Report
Steve Palmer

The Search Committee has been meeting regularly with Edgility. Alison Wyatt's plan from the fall is beginning to become a reality. Both cultivation and outreach recruitment tactics are being utilized in this search. February 8th and 14th have been set as final interview days.

X. Vote to Adjourn Regular meeting
Nina Cohen

On motion made and seconded, Nina Cohen adjourned the meeting at 8:34 PM.