

AGENDA

Board of Trustees Meeting

Wednesday, April 2, 2018

6:00 pm, Room 114

Members Present: Daniel McCaughey, Alfonso Perillo, Rick Jones, Christine Wynne, Bill Henning, Steve Palmer

Members Absent: Michelle Aroko, Joshua Biber, Nina Cohen, David Pabich

Staff: Stephanie Callahan, Kathy Egmont, Sean Gass, Diego Fellows

Guests: Mekka Smith, Pam Rochna, Fawaz Abusharkh

I. Call to Order, Welcome

Steve Palmer, Chair

Steve Palmer called the meeting to order at 6:27PM.

II. Minutes of the Meeting of March 28 , 2018 [VOTE]

Attachment A

Rick Jones

Steve Palmer requests a motion to approve the minutes. Bill Henning motioned to approve the minutes as written. The motioned was seconded by Rick Jones and ultimately approved by 6 votes with 1 abstention.

III. Public Comment

None

IV. Strategic Planning Report – Steve Palmer

Update and Retreat Invitation

Steve Palmer began by giving an update on the Strategic Plan process, which he mentioned, is going well. A conversation followed to determine if the strategic plan should be finalized by the June 5th Read Foundation visit. He explained that the Steering Committee would meet the following Tuesday and that the Process Management Team would have a phone call by the end of the week. Steve followed this up by inviting Trustees to check the date for a May 19th retreat. Kathy mentioned that the Salem Academy Foundation would meet June 4th.

V. New Business

A. Nomination of Board Candidate: Mekka Smith

Attachment B

See Governance.

B. Read Trust Meeting Tuesday, June 5 at 9:00 am

C. Graduation June 15 6:00 p.m. in Gymnasium

Year-end Gathering with Faculty and Staff June 29 Place TBD

Kathy explains the process for graduation and that the Board will have reserved seating. It was strongly suggested that the Board members be present at Graduation. A discussion followed explaining the general procedures and history of the graduation exercises at Salem Academy.

VIII. Finance Committee Report

Alfonso Perillo

Attachment C

Alfonso Perillo led the discussion of the Finances for Salem Academy. Among the highlights included:

- A review of the new finance report format
- A discussion of the revenues following the reduction per pupil rate from the State.
- A discussion on the ratios provided by DESE.
- We have 2-3 months of cash on hand.
- A discussion on how money comes into the Foundation and its restricted/unrestricted nature.
- A year out look of our financial picture, which includes a surplus if we do well at budgeting.

IX Short Reports

A. SFC Report Pam Rochna

Kathy added that the Yankee Candle orders are coming in the next week.

B. Governance Report Rick Jones

Rick Jones entertained a motion to invite Mekka Smith to the Board of Trustees with a 3 Year Term. Steve Palmer motioned to approve Mekka Smith to the Board of Trustees. Bill Henning seconded the motion. The motion to accept the candidacy of Mekka Smith to the Board from January 2018 to December 2020 was passed with 6 in favor and 1 abstention.

C. Development Committee Christine Wynne Attachment D

Christine led a discussion on the progress of the Development Committee. She first thanked everyone for their support of Arts Alive! She announced that Salem Academy has reached its goal of \$10,000 to meet the challenge set by the matching gift. At present, she estimated that that Salem Academy has raised \$26,000 for the Annual Fund. A discussion followed focusing on the matching gift and committee functions.

E. Facilities Committee David Pabich

With David's absence, Kathy led the discussion of the work of the Facilities Committee. She announced that the school is planning to add a new science classroom during the summer and that in the next few weeks we plan to put awnings up on the buildings. A discussion followed on logistics and plans for the aforementioned projects.

F. Education Committee Dan McCaughey

Daniel McCaughey led the discussion on the progress of the Education Committee. He announced that he has met with the committee to learn about the curriculum. The plans for the Committee include adding members and work around testing and results.

VI Head of School Report

Attachment E

Stephanie Callahan began by giving an update on the Lower School. The update included information about Quarter 3 grades, and ANet results. A discussion followed regarding the schools formative and summative assessments.

Sean Gass provided an update on the Upper School. He explained that the End of Quarter Report that was included in the packet. The update included information on the at-risk students, and the expectations going forward to ensure that students are successful. Additionally, his report

included a discussion on plans for student support as they students enter the high school from Salem Academy or other institutions.

VII. Executive Director Report

Attachment F

Kathy Egmont began her report with a discussion about the proposed Academic Calendar for 2018-2019. She explained that we did not have to send an amendment to the state in regards to the five snow days. She continued with an explanation on enrollment figures, insurance broker plans, and Leading The Nation proposal to DESE. She concluded by mentioning that contracts will be signed by Friday and that Arts Alive went well!

Kathy Egmont

VIII. Vote to Adjourn [VOTE]

Steve Palmer

Steve seeks a motion to adjourn. The motioned was moved by Rick Jones and seconded by Alfonso Perillo. The Board voted to adjourn with a 6-vote majority and 1 abstention.

Meeting Adjourned 7:49PM