

MEETING NOTES

Board of Trustees Meeting

Wednesday, December 13, 2017

6:00 pm, Room 124

Followed by Dinner at Turners, 7:30p.m.

Members Present: Richard Jones, David Pabich, Thomas Monroe, Karen Cady, Nina Cohen, Christine Wynne, Michelle Aroko, Steven Palmer, Bill Henning, Janine Matho

Members Absent: Alfonso Perillo, Joshua Biber

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

SFC Representatives: Pam Rochna Fawaz Abusharkh

Guests: Daniel McCaughey

I. Call to Order:

Nina Cohen called the meeting to order at 6:10PM.

II. Minutes of the Meeting of October 25, 2017(Vote)

Richard Jones

The minutes of the October 25, 2017 Meeting were approved as written without corrections. Motion made by Richard Jones and seconded by Karen Cady. The Board voted unanimously to accept the minutes as presented.

III. Public Comment

Fawaz wishes everyone happy holidays and announced two initiatives he is involved in, and that he believes Salem Academy might benefit from. The first is the Salem Children's Charity and the second is the Salem Seal of Bi-literacy campaign. He hopes that his group can help bring the Bi-Literacy program to the city and give students another way to display their abilities on their diplomas.

Pam Rochna – SFC Update: Pam announced that the SFC meeting have been moved to Mondays. Secondly, the SFC is in the process of the going through the Calendar raffle and she hopes that individuals will consider buying a ticket! Third, The Salem Education Foundation is hosting a Spelling Bee Fundraiser on February 2nd. We will be sending a lottery basket from Salem Academy to be auctioned off. Lastly, we sold 568 tickets for the Food for Thought Raffle.

IV. New Business

Strategic Plan Initiative and Motion:

Steve Palmer began by explaining the background of the strategic plan that we have been working under currently. It was noted that we've accomplished two objectives from the strategic plan (improving facilities and teacher pay). As we move forward, Steve outlined the discussions so far on what we will be looking for in this forthcoming strategic plan. Steve announced that the big goal of today is to receive approval from the Board to begin searching for an outside facilitator to help us with the strategic plan and also to gain a commitment from the Board to a

six-month working period. The board agreed that a clear timeline for input (and roles for committee members) will be decided once we have agreed on a facilitator.

Motion: A motion was moved by Bill Henning to allocate \$50,000 in available funds and a commitment from the Board to the process of hiring a consultant. This motion was seconded by Thomas Monroe. The Board voted unanimously to accept the motion.

Election of Officers & Committee Assignments:

The board has to approve new committee assignments. Steve Palmer reminds the Board that the named positions needed a vote to be confirmed. (See attachment for Slate).

Motion: A recommended slate was presented by Nina Cohen. The motion to adopt the slate was made by Rick Jones and seconded by David Pabich. The Board voted unanimously to adopt the Slate.

Motion: A motion was made by Bill Henning to elect the Slate as recommended. The motion was seconded by Janine Matho. The Board voted unanimously to elect the Slate as presented.

V. Committee Reports

A. Finance Committee Report

Bill Henning

Bill Henning began the discussion by providing an update on finances since the last meeting.

Highlights:

- We have hired a bookkeeper, Deborah Campbell.
- Our financial picture is healthy and we have some breathing room since we did not have to pay rent for the buildings that were not open until September.
- Once we have a completed report on our finances, we will need to think about short term & long-term plans for managing our reserves and investments.
- We have reasonable liquidity with our finances so that if circumstances change we will have some room.
- The note has been completely refinanced with the same terms at 4.5% and no fees or closing costs.
- We have budgeted liberally regarding our staff. That said, we were able to save money by moving personnel around and by lack of demand in areas we thought we would need. If demand grows we will revisit the need to hire an expert.
- We will begin looking at creating a source and uses report for our finances.

B. Facilities Committee

David Pabich

David begins the discussion by updating the Board on the gymnasium. There will have to be some landscaping done to ensure that the excess water is taken care of properly around the building. Additionally, we have installed a washer and dryer in the gym to keep uniforms clean. David goes on to discuss the Albright Center for the Arts, and how the building is in great shape. The committee will learn more and make some decisions regarding the HVAC and the sound in the rooms. The committee will also continue to evaluate the traffic flow around the campus.

Kathy Egmont indicated that she has created a rental policy agreement that she would like the Board to approve. Kathy explains that we have many community partners who would like to use our facilities and we hope to accommodate them with our new policy. She explains that school related functions or

activities will take precedent over other requests for space. A discussion ensued regarding the tax implications of renting/providing spaces to organizations to which no clear answer exists.

Motion: Kathy Egmont calls for a motion to vote on the final rental agreement. The motion was moved by Thomas Monroe. Richard Jones seconded the motion. The Board voted unanimously to accept the rental policy agreement.

VI. Head of School Report

Stephanie Callahan / Sean Gass

Stephanie Callahan gives the board an update on both the Upper School and Lower School happenings. Of note: The Upper School is preparing for their midterms when they return from break. The Lower School will be looking at how we approach learning centers for our students of which two thirds will participate. While the focus has been on academic instruction we are looking at how we might accommodate more social and emotional supports that they might need.

US: ELA Grade 10 overview.

Sean Gass provides an explanation for the Upper School Q1 Data. It is acknowledged that we have seen increases in high honors and honor roll. That said, we are also seeing a great area of need in our 9th grade group. Part of this is due to the large 9th grade class (86 students) with various needs coming in ranging from being new students to SACS and our culture and also from additional supports needed such as IEP's. On a more positive note, Sean explains that we had our first 9th grade parent night. This produced great attendance with 47 parents showing up. The parent night covered many areas of the high school experience ranging from the transition to high school to midterms and student supports available.

Sean announces that we will likely be offering tutoring over the February and April breaks. In the past we have done this tutoring as grade recovery but we are looking at changing the model for this year and focusing on skill development. We are aware that the 9th grade might be an anomaly in regards to academic concerns, but the staff is committed to ensuring that we are providing the resources necessary for our students to succeed.

VII. Executive Director Report

Kathy Egmont

Written report only.

Major thanks to both Thomas Monroe and Karen Cady for their work. A presentation of gifts was had before we closed the meeting.

VIII. Motion to adjourn entertained by Nina Cohen.

So moved by Karen Cady and seconded by Janine Matho. Voted unanimously

Meeting concluded at 7:20pm

Board of Trustees (January 1, 2018)

Nina V. Cohen Friend Salem, MA 12/31/19	Board Chair; ex-officio all committees Retired First Term 1/1/14 – 12/31/16; Second Term 1/1/17- 12/31/19
W. Stevenson Palmer Parent of Alumnae Salem, MA	Vice-Chair; Chair, Strategic Planning Committee Marketing Executive, Agilent, Inc. Third term 1/1/14 – 12/31/16; Fourth Term 1/1/17-12/31/19
Richard Jones Friend Salem, MA	Secretary; Member HR Committee; Chair, Governance Committee Owner and Principal, Jones Architecture A First Term 1/1/16 – 12/31/18
Alfonso Perillo Committee Friend Salem, MA	Treasurer; Chair, Finance Committee; Member - HR Committee Partner, Edelstein & Co. LLP First Term 1/1/17-12/31/19
Michelle E. Aroko Alumna '09 Salem, MA	Chair, HR Committee Claims Examiner, Liberty Mutual Insurance Co. First Term 1/1/17-12/31/19
Joshua Biber Friend Boston, MA	Member, Education Committee Executive Director, Massachusetts, Teach For America Second Term 1/1/16 -12/31/18
William Henning Friend Salem, MA	Member, Finance Committee, Governance Committee VP Commercial Lending, Beverly Cooperative Bank First Term 1/1/17-12/31/19
David Pabich Parent Salem, MA	Chair, Facilities Committee Owner & Principal, Salem Renewal LLC First term 1/1/16 - 12/31/18
Christine Wynne Parent Salem, MA	Chair, Development Committee Director, Presidential Functions, Boston University First Term 1/1/16-12/31/18
Janine Matho Alumni parent Salem, MA	Chair, Education V.P. Corporate Affairs, Global Product, Pearson Inc. First Term 1/1/17-12/31/19