

MEETING NOTES

Board of Trustees Meeting

Wednesday, October 25, 2017

6:00 pm, Room 124

Members Present: Nina Cohen, Joshua Biber, David Pabich, Karen Cady, Bill Henning, Rick Jones, Christine Wynn. Alfonso Perillo

Members Absent: Janine Matho, Thomas Monroe, Michelle Aroko

Guests: Sean Gass, Stephanie Callahan, Diego Fellows, Kathy Egmont, Jennifer Lebzelter, Fawaz Abusharkh, Nina Bridgeman, Bessie Marashi, Arlene Garcia, Service Learning Students:

I. Call to Order, Welcome
Nina Cohen, President

Nina Cohen called the October 25, 2017 Board of Trustees meeting to order at 6:10PM.

II. Minutes of the Meeting of September 27, 2017(Vote) Attachment A
Rick Jones

Motion: The minutes of the September 27, 2017 Meeting were approved as written (with corrections to spelling). Motion made by Richard Jones and seconded by Bill Henning. The Board voted unanimously to accept the minutes as presented.

III. Public Comment

Fawaz commented that he believes that the board makes good decisions and offered his thanks for all the board does. He went on to mention that he had come from the Knights of Columbus where a fashion show and business fair was happening. It was noted that there were many people and that was in part due to the great outreach done by event organizers. Thanks to all the partners for this event.

III. New Business
Student Service Learning Report Two students will share their experience with us.
Audit Review (Vote) Attachment B

Student Service Learning Report: Students joined the board to observe advocacy in action and also to present projects they have been working on. Two seniors, Maddie Luciano & Lyla Monihan explained to the board their projects, one on suicide prevention and awareness and the other on Cambodian education respectively. Additionally, the Service Learning Fair was announced. This Fair allows students to learn about different service organizations that exist and how they can get involved. We have 40 organizations attending thanks in large part to Kim Stanhouse who has done an amazing job getting organizations to come.

Audit Review:

Kathy began by introducing the materials present for the forthcoming discussion on the audit. After explaining various technicalities Bill Henning began to break down the financials in detail. The overall summary of the meetings had on the audit is that there are no findings. We have a

clean audit despite what the school has gone through over the past year due to situations beyond our control and turnover.

Highlights:

- We have a clean audit with no findings
- DESE ratios for financials have us listed as “low risk” according to guidelines and standards set by state. We have improved in this category in past years.
- DESE was impressed by the trend line indicating growth over time. During the last three years our assets (both fixed and otherwise) have grown to a valuation of 2.6 million while at the same our liabilities have gone down to a valuation of 735 thousand dollars in liabilities.
- Both recommendations that the audit team suggested have already been put in place. (Policies for both the donated artwork and the use of arts center/gymnasium).

A very good audit.

Motion: A motion was requested by Nina Cohen to approve the audit. This motion was moved by Richard Jones and seconded by Alfonso Perillo. The Board voted unanimously to accept the minutes as presented.

V. Committee Reports

A. Finance Committee Report Thomas Monroe

Monthly Financials

Update on Loan Negotiations

Attachment C

Thomas Monroe, Chair of the Finance Committee was not present and therefore the committee had no report.

B. SFC Report

Pam Rochna

Nina Bridgeman reported in the absence of Pam Rochna. Nina went over a synopsis of the first meeting in October. The group talked about the calendar event for the year. In her report Nina mentioned a few of the upcoming events. The first was the selling of the Food for Thought this Halloween weekend. They have a both on both Saturday and Sunday and are looking for volunteers. An added note is that we have sold over 400 as a school! This means that for every ticket sold we earn a dollar directly to our school. A discussion followed around how many we sell (7-8 hundred), prizes, and who the past winners were. Also reported on was the December Calendar raffle. They SFC is trying to get gift cards and prize baskets. The tickets will be distributed mid November. Lastly, the SEF Fundraiser will be in February. Each school donates something for the silent auction. Salem Academy will be doing a scratch ticket basket.

C. Development Committee Christine Wynne

Christine talked about the committee’s most recent meeting. She mentioned our focus on the Annual Fund and the strategy for this year. We have worked on a letter and are trying to establish whether we should hold the drive during the calendar year or the fiscal year. Additionally, we talked about the marketing plan. Christine discussed the Chamber of Commerce event, and how well it went. Lastly, the committee discussed giving support to our alumni. How can we support them not only in school but also beyond. We need to continue to engage our alumni in different ways so they feel connected to the school down the road.

D Facilities Committee

David Pabich

David Pabich reported only a few areas that need to be addressed. One of the main areas that needs to be addressed is the landscaping in front of the gym. We are working with Shetland Park to resolve drainage issues. Additionally the Committee is looking into getting a mural(s) on the exterior walls of the gymnasium. A conversation ensued about how to make this happen.

E. Education Committee Janine Matho

Kathy began the summary by explaining that the Committee has met once. The committee has begun thinking about their role as a group. They will be an advisory group, but not a decision making group. The larger part will focus on a careful analysis of our data. When concerns are brought up the committee will examine solutions. Lastly, the group agreed that when Janine Matho returns they will be able to provide a clearer explanation of their role. A discussion followed about how many people were on the committee and on the Board in general. There was a consensus that we need more people on the board and should begin vetting candidates.

F. HR Committee Karen Cady

No report.

VI. Head of School Report

Attachment D

Stephanie Callahan / Sean Gass

Sean Gass began the conversation by giving an update on the college application process. He then went on to discuss professional development. In this explanation, we learned that we have received \$10,000 from Wheelock to examine culturally relevant pedagogy. We want to put teachers in a better position in their classrooms. This course will occur in the third quarter. PD will also focus in other areas such as math and math assessments. The US is exploring a math labs model that has provided strong results in Chelsea. Moving to athletics, our fall sports are enjoying a strong season. We are hosting playoff games but not Championships, which are generally held on neutral turf. He went on to explain upcoming events such as the DR Service Trip info meeting, the Student vs. Faculty soccer game, the PTS conferences, the Service Learning Fair and the High School Open House. Stephanie Callahan offered some thoughts on the Spirit Week that culminates with the Student vs. Faculty soccer game.

In the second part, Stephanie Callahan went on to offer a detailed description of the MCAS scores that we have back. She reiterated the present situation regarding the Department of Elementary and Secondary Education leveling system and what actions we have taken to address it. Reporting error aside, she noted that our students did well and that she looks forward to celebrating the students achievements. It is hoped that the situation will be corrected by the Open House and the date the State Report Cards are delivered. Stephanie went on to discuss the various scores that Salem Academy received this year.

Highlights:

- ELA had high growth across the board.
- SACS outperformed the state in most areas.
- Adding PD for 6th and 8th grade teachers along with new teacher training to get them on the same level.
- 8th grade Science – 55% Proficient & Advanced. Highest total ever – and from a new teacher.

US: ELA Grade 10 overview.

Sean Gass provided an explanation for the Upper School MCAS scores.

Highlights:

- 98% scored advanced and proficient.
- No students in needs improvement.
- Only 1 student failed all tests.
- We know the areas that are needed for growth. (Math is area of greatest need).
- We did well with the Biology MCAS.

Math is our area of focus. In order to support, the Curriculum Team Leaders are helping to develop interim assessments. As mentioned before we are going to be developing targeted PD and additional curricula resources (both English and Spanish).

Following the discussion of MCAS scores, the discussion turned to that of the SAT scores and the correlation between MCAS and SAT and SAT and college preparedness. Sean noted that we are going to begin tutoring which is always triggered by class performance. As soon as we see the drop off, that is when the tutoring starts. People are notified in a parent report that goes out if their student is in need of tutoring.

To round out the report, Stephanie led a discussion about the work that teachers are doing to analyze the ANet data with their students. Questions were raised as to whether the students understand the relationship between the data and their MCAS scores. Stephanie explained that the relationship is generally clear as teachers analyze then report back to the student on areas for improvement. There was question as to whether we're just teaching to the test. In that we are so data driven, are there gaps that are being created by doing this? Are we graduating well-rounded students? Stephanie responded that students are gaining skills that include working with computer based testing. She added that it's not really teaching to a test since the test focuses on the standards and students are asked to think about informational texts rather than literature. Further discussion looked at the reasoning behind the tests. At the end of the discussion, it was agreed that Salem Academy did well this year given the circumstances.

NOT COUNTING MONEY ALBRIGHT DONATED. We also did not follow the recommendation to show contingency. Should look better next month when we have everything in order.

VII. Executive Director Report

Attachment E

Enrollment status

Projected enrollment numbers for next year

SIMS report/ Data

Kathy delivered the Executive Director Report. At this time we have 476 students. Already we have begun to look at what the numbers will be next year. Our goal is to be at 480 students or slightly above. We are advertising 72 openings in 6th and at least 72 in 9th grade, though we could go as high as 80 if we need to fill in. She noted that we want to keep it low as we're moving big classes up each year.

Additionally we discussed the Rediker information system and how we all need to be better at using it and entering the data as needed. Each individual must be responsible for this data. That said, everyone has to trust Rediker and know that it is important. Already we're seeing an improvement since the SIMS is ready today which it wasn't last year. Steph Sean, Christian, and Arlene have done a great job getting this information ready ahead of time.

VIII. Vote to Adjourn (Vote)

Nina Cohen

Motion to adjourn entertained by Nina Cohen

So moved by William Henning

Seconded by Richard Jones

Meeting concluded at 8:30pm

