

MEETING NOTES

Board of Trustees Meeting

Wednesday, September 27, 2017

6:00 pm, Room 124

Members Present: Nina Cohen, Karen Cady, David Pabich, William Henning, Christine Wynne, Thomas Monroe, Michelle Aroko, Richard Jones, Alfonso Perillo

Members Absent: Joshua Biber, Janine Matho

Guests: Sean Gass, Stephanie Callahan, Diego Fellows, Kathy Egmont, Jennifer Lebzelter, Fawaz Abusharkh, Pam Rochna

I. Call to Order, Welcome
Nina Cohen, President

Nina Cohen called the September 27, 2017 Board of Trustees meeting to order at 6:12PM

II. Minutes of the Meeting of July 26, 2017 (Vote) Attachment A
Rick Jones

Motion: The minutes of the July 26, 2017 Meeting were approved as written. Motion made by Richard Jones and seconded by Thomas Monroe. The Board voted unanimously to accept the minutes as presented.

III. Public Comment

Fawaz commented that he was very pleased with communication from the school in that it was informative and is not overkill.

IV. New Business
Goal setting for the year Nina Cohen

Nina Cohen began by thanking everyone for his or her service to the Board. She mentioned that it is important to set goals and invited members to think about what they want to accomplish in their terms.

V. Committee Reports
A. Finance Committee Report Thomas Monroe
Monthly Financials/ End of year financials Attachment B
Audit Process and update

Thomas Monroe began a three part discussion featuring the monthly financials, the end of year financials and audit update. Reminder that Salem Academy has enlisted the services of Central Source to assist with the audit. Kathy Egmont mentioned that a few questions regarding grants are being worked on and should be resolved soon. We will have a draft audit ready before the next finance committee meeting.

A few highlights.

- Our cash position is strong.

- The figure we receive from the state for each pupil is going to be slightly higher but we won't know details until December.
- We will be thoughtful on what we bring over from the foundation on line 1250.
- Our cash position has increased due to the buildings not being finished as early as we thought they would be when we wrote the budget. In addition, we received two large gifts in June.

B. SFC Report Pam Rochna

Pam Rochna informed the board that the SFC has not had its first meeting due to wanting to wait until the potluck to hand out flyers to get more families involved. Their first meeting will be October 4th and everyone is welcome! They will conduct elections for positions if needed and they will discuss the calendar for the year. A discussion followed around development ideas and planned events such as the Calendar Raffle and the Food for Thought Raffle. If you have something to donate email sfc@salemacademycs.org

C. Development Committee Christine Wynne

Christine Wynn gave an update on the Gym Dedication and announced upcoming events including the Chamber of Commerce Coffee Connection on October 17, at 7:30 a.m. as well as the Board Morning Mingle on October 4th at 7:30-8:15 with faculty members. Nina mentioned that with the unifying the databases of donors, it is going to become important that we continue to solicit and engage potential members and future donors.

D. HR Committee Karen Cady Attachment H

Karen Cady announced the completion of a new up to date employee handbook. This took a lot of effort and time. At this time, the handbook put us in compliance with the Affordable Care Act and all other labor laws. Also of note, SACS has implemented a bi-weekly payroll schedule. Kathy noted that SACS is still searching for three positions, a staff accountant, a front desk assistant and a part time custodian.

E. Facilities Committee David Pabich

David Pabich provided an update on Shetland discussions regarding the AC/duct systems that malfunctioned. He mentioned there are only a few more classrooms to fix. In addition to the AC challenges, there is increased attention on making the landscape surrounding the gymnasium look better. The SFC, according to Pam Rochna has allocated \$2,000 for a beautification project. Also discussed were storage challenges. Kathy brought an update on the rental agreement for the gym and art space. Looking to have that before the next board meeting. Lastly, the board discussed pick up and drop off routes in regards to crosswalks.

VI. Head of School Report Attachment E
Stephanie Callahan / Sean Gass

Stephanie Callahan with the assistance of Sean Gass presented an overview of the MCAS Data that is embargoed at this time for this past year. The pair continued with a discussion on ANet scores and the data that they are collecting. After some challenges presented by the departure of a former staff member in Upper School, Sean is hopeful that this year's new teachers will be up to the challenge of maintaining our high expectations in instruction. Stephanie mentioned that the math score for a certain grade level was lower than in previous years but that they are taking proactive steps to identify the missing gaps and provide instruction for those standards.

Sean discussed college preparations going on in school. SACS will have a strong group of students applying for the Posse Scholarship. A discussion ensued regarding the details of the scholarship.

Additionally, both Stephanie and Sean provided updates on upcoming events for the school. Included in this discussion was Professional Development opportunities that the schools are offering through IDP times. Stephanie also discussed the finalized academic hires.

VII. Executive Director Report
Enrollment status
Three-month update

Attachment F

Kathy began by providing an overview of the school numbers for this year, which stands at 476 pupils. She announced that the application process would begin in the next month for new students. She wants to focus on recruiting for high school. In addition, she wanted to thank everyone for helping her learn the ropes. She reemphasized the importance of the continued focus on Rediker training and development.

Following Kathy's report, a question was raised by Bill Henning in regards to the finance committee decision to extend the current loan. Thomas indicated that the decision to move forward was being implemented and Bill asked if this board needed to vote to authorize the person who will sign official documents and negotiate on behalf of the school. Thomas agreed that a motion was needed for signature authorization.

Motion:

Motion made by Thomas Monroe to approve Kathy Egmont to sign note and negotiate on behalf of the school and sign any documents that may be required to refinance the loan.

Seconded by Steve Palmer

The board voted unanimously to accept the motion as stated.

VIII. Vote to Adjourn (Vote)
Nina Cohen

Call for motion to adjourn made by Nina Cohen, so moved by Thomas Monroe and seconded by David Pabich. The meeting ended at 8:05PM