

MEETING NOTES

Board of Trustees Meeting

Wednesday, July 26, 2017

6:00 pm, Room 124

Members Present: Karen Cady, Alfonso Perillo, Michelle Aroko, Joshua Biber, Rick Jones, Christine Wynne, Thomas Monroe, Janine Matho, Nina Cohen,

Members Absent: Bill Henning, David Pabich,

Guests: Sean Gass, Christian Foster, Kathy Egmont, Fawaz Abusharkh, Stephanie Callahan, Diego Fellows

I. Call to Order, Welcome
Nina Cohen, President

Nina Cohen called the July 26, 2017 Board of Trustees meeting to order at 6:15PM.

II. Minutes of the Meeting of June 21 , 2017 (Vote) Attachment A
Rick Jones

Motion: The minutes of the June 21, 2017 meeting shall be approved as written. Motion made by Karen Cady and seconded by Michelle Aroko. The Board voted unanimously to accept the minutes as presented.

III. Public Comment

Fawaz officially welcomed Kathy Egmont to the Board of Trustees meeting on behalf of Salem Academy families.

IV. Finance Committee Report Attachment B
A. Monthly Financials/ End of year financials
Thomas Monroe

Thomas Monroe identified a few discrepancies in the finance report. These variances are small and will be cleaned up in a few days. Salem Academy has brought on an external consultant “Central Source” to help with finances and the end of year audit.

A few takeaways:

- Budget sheet is incredibly healthy
- A grant overview will be created by Kathy Egmont each month
- Salem Academy’s contingency fund is strong and stable

V. New Business

Annual Report (Vote) Attachment C
Kathy Egmont shared the Annual Report for the 2016-2017 school year with the Board of Trustees. She gave an overview of this report and fielded questions from Members.

Motion: The 2016-2017 Annual Report shall be approved as written. Motion made by Thomas Monroe and seconded by Karen Cady. The Board voted unanimously to accept the Annual Report as presented, with edits by the Head of the Board.

Charter Renewal Process Attachment D
Kathy Egmont

Kathy Egmont outlined three major questions that charter schools answer in their charter renewal applications.

- Faithfulness to the mission
- Whether the school has had academic success
- Organizational viability

There are also three major steps in the charter renewal process

- Schools can start their charter renewal application after March during the third year of the current charter
 - Filling out the application
 - Accumulation of backup of evidence
- Inspection teams are then sent out for school visits for 2-3 days
 - Class visits
 - Focus groups
 - Interviews
- The inspection team report is sent back to the charter school before a final report is sent to the commissioner
 - A dialog between inspectors and charter school staff ensues
 - Conflicts are discussed

Kathy followed this summary with a detailed outline of how Salem Academy staff will prepare for and process the charter renewal starting next year.

Board Members: Financial, Conflict of Interest reports for DESE. Due September 1, 2017

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

Salem Academy continues with its safe and supportive services program. A recent dissemination grant to share out this information with partner schools was not awarded to Salem Academy. That does not mean dissemination on safe and supportive schools will cease. Salem Academy still plans on sharing the information gathered and best practices on the safe and supportive work that we have done.

Stephanie Callahan reported that all students received passing grades in the Lower School, some with the help of summer school. She explained that historically, assessing students seemed to be harsher than other schools and because of that, the administration has changed policy to be more flexible and understanding for students that may just need a week or two of summer school to catch up to a passing grade.

Sean Gass shared that grades remained consistent with quarter 3. He identified “at risk” student percentages to the Board and explained that there is work to be done in this area. Sean Gass also explained that many of these “at risk” students are in summer school and the percentage will decrease with this additional work. 18% of Salem Academy upper school students attend summer school.

AP scores have been collected for the 2016-2017 school year. Sean gave an overview on the AP program at Salem Academy and shared the scores students earned on this year’s tests.

Stephanie Callahan spoke about hiring – noting that the increase in salaries has probably had a positive effect on the experience of teachers that Salem Academy is bringing in this year. She continued by explaining what onboarding is like at Salem Academy.

Athletic highlights were shared at the end of the Head of School report. Drew Betts, the athletic director at Salem Academy reported that 66% of students participated in one or more sports. He would like that number increased to 70-72% for the 2017-2018 school year.

VII. Executive Director Report
Kathy Egmont

Attachment F

There are 478 students currently enrolled for the 2017-2018 school year. As of this meeting, Salem Academy is fully staffed as well.

The opening of the gym will occur on September 7th, 2017. There will be a pep-rally at 2:30PM.

VIII. Short Reports

A. SFC Report Pam Rochna

Pam Rochna was absent from the meeting and thus, there was no SFC report.

C. Development Committee Christine Wynne

The Development Committee has been brainstorming fundraising ideas for the 2017-2018 school year. They will also be focusing for the next 6 weeks on the kickoff/pep rally/gym opening/Reach the Beach event.

D. HR Committee Karen Cady

The HR committee has reached out to departing staff for exit interviews.

E. Facilities Committee David Pabich

Kathy Egmont gave the Facilities Committee report and gave an overview of final touches on the gym and theater.

IX. Vote to Adjourn (Vote)
Nina Cohen

On motion made by Karen Cady and seconded by Thomas Monroe, Nina Cohen adjourned the meeting at PM.