

Salem Academy Charter School
Minutes of the Monthly Meeting of the Board of Trustees
Wednesday, June 20th, 2018 at 6:00 pm, Room 114

Members Present: Nina Cohen, Steve Palmer, Michelle Aroko, William Henning, Rick Jones, Daniel McCaughey, Christine Wynne

Members Absent: Joshua Biber, David Pabich, Alfonso Perrillo, Mekka Smith

Staff: Kathy Egmont, Stephanie Callahan, Sean Gass, Diego Fellows, Leni De los Santos

Guest: Fawaz Abusharkh, Shelby Morrison

I. Call to Order

The monthly meeting of the Board of Trustees of the Salem Academy Charter School was called to order on June 20th, 2018 at 6:12pm, in Room 114 by Chair, Nina Cohen. Nina Welcomed Shelby Morrison, prospective Board Member and summarized her resume highlighting she is the Director of Operations at Raw Art Works, a graduate of Marblehead Charter School and a resident of Salem.

II. Approval of the Minutes

MOTION: The minutes of the May 23rd, 2018 meeting were presented for review. Bill Henning made a motion to accept the revised minutes. With the motion seconded by Rick Jones, it was

RESOLVED: to accept the May 23rd, 2018 monthly meeting minutes as written. The motion carried unanimously.

III. Public Comment

Fawaz Abusharkh initiated his comment by congratulating all the families that celebrate Idul Fitr and Juneteenth. Fawaz also announced the second Multi-Faith Festival would be celebrated in Salem on Sunday, June 24th from 1-4pm at Tabernacle Church. This festival celebrates the diversity of Faith in the Northshore and there will be music, speeches, food, and everyone is welcomed.

IV. Finance Committee Report

Kathy Egmont reported we are where we expected to be due to our loss, and highlighted some changes in the narratives section of the summary sheet, starting with:

A - Tuition rate dropped by approximately 800 per pupil, total loss \$228,558.

Kathy Egmont explained last month it showed to be \$380,000 and now it is \$228,558 because last month it was measured against 475 students and this month it has been calculated against the variance of the budget, which is based on 468 pupils rather than the 475 we enrolled.

Kathy also explained the change reflected in:

J- The forecasted operating cash deficit is now \$69,274, which is due to some expenses of the end of the year that were not anticipated.

Bill Henning reported this month our ratio is currently 1.59, and the school is still considered to be at low risk. Some Cash on hand was used because our year loss and because some of it was grant money that was given for this year's expenses. 54 days of Cash on Hand is considered to be at medium risk. The school has more assets than liabilities, which is low risk.

Bill Henning also reported we are fortunate there were some areas of the budget that performed well this year such as salaries and facilities.

Proposed Budget

Nina Cohen explained the proposed budget was provided to Board members last month and shared that the state funding was estimated to be \$15,141 per pupil, and expenses such as salaries were based on the current plan, not adding or eliminating any positions.. Nina added that a conservative position was taken when producing next year's budget.

Kathy Egmont stated she feels very comfortable with the proposed budget and explained last month a list was produced with all the things that were not included in the budget and said none of these would affect the academic core program at this time. She added that we are writing grants to help fund things that were not added to the budget, one example is a Math Coach.

Rick Jones asked why the change in Health Insurance expense. Kathy replied we are now working with a new broker, Fred C Church, and we changed our Health Insurance benefits to a deductible program. They also shopped our plan around and got us better rates. This plan includes a **\$2000 / \$4000 Deductible**. Employees will be responsible for the first **\$500 / \$1,000** of deductible, the school will pick up the balance of the deductible as needed. We believe this is a good plan for the school and the staff.

Christine Wynne asked if the additional expenses on the facilities were reflected under facilities. Kathy replied there is a capital expense line reflecting \$57,220 and added it has been agreed not to move forward with any of the facilities expenses that were planned for this year until we are sure of our grants and revenue.

MOTION: Nina Cohen made a motion to approve the 2019 proposed budget. With the motion seconded by Christine Wynne to approve the 2019 proposed budget. The motion carried unanimously.

V. Strategic Planning Committee

Steve Palmer presented the final draft of the Strategic Plan and said he envisions the Strategic Planning Committee will meet in September to work on recommendations and implementation of the timeline. Steve Palmer described the plan as aspirational and achievable and also highlighted that some goals are already in process and being worked on. Steve introduced Liz O'Connor and Josh Moulton from Strategy Matters to talk about the process, and to provide some external reference.

Liz O'Connor explained they have a lot of experience working with schools and were very excited about this project in particular due to its unusual leadership structure, having Head of School and a new Executive Director enthusiastically involved, having an active and engaged planning committee, and an engaged, thoughtful and strategic community. Liz said she is hopeful this aspirational and achievable plan works for the school and helps it continue to do what it's doing well: community engagement, REACHING for college and at the same time help to experiment new ideas. She described the school's plan as striving for simple and elegant solutions and thanked everyone for their time and energy. Josh Moulton added this strategic plan was distinctive, due to the number of stakeholders engagement.

Steve Palmer asked Liz and Josh what would they recommend or advise for the next strategic plan. Liz replied she would've liked to have more time to work with all the school's metrics, talk more about the data, and have more opportunity to discuss it with stakeholders.

Stephanie Callahan added the faculty wants to make sure they are still a priority, that faculty retention is still valued.

Steve Palmer explained they are reviewing some digital publicizing options. Kathy Egmont recommended the presentation of the plan could be done during the fall, during an SFC meeting or during the faculty and staff orientation meeting. Kathy Egmont also shared; she and Stephanie Callahan will be working throughout the summer on the academic core values presentation.

MOTION: Steve Palmer made a motion to approve The Strategic Plan. With the motion seconded by, Christine Wynne. The motion carried unanimously.

VI. New Business

2018-19 Board of Trustees meeting dates:

All members reviewed the proposed 2018-19 Board meeting dates and Stephanie Callahan requested the meeting on June 26, 2019, be moved to June 19, 2019.

MOTION: Bill Henning made a motion to accept calendar of meeting dates, with the amended date of June 19, 2019. With the motion seconded by Rick Jones, the motion carried unanimously.

The following are the 2018-19 Board of Trustees meeting dates:

Wednesday, September 26, 2018
Wednesday, October 24, 2018
Wednesday, November 28, 2018
Wednesday, December 19, 2018
Wednesday, January 23, 2019
Wednesday, February 27, 2019
Wednesday, March 27, 2019
Wednesday, April 24, 2019
Wednesday, May 22, 2019
Wednesday, June 19, 2019
Wednesday, July 24, 2019

VII. Development Report

Diego Fellows presented a report of all the work the Development Committee has done throughout the year. This presentation was also shared with the Foundation Board on June 4th 2018.

Diego shared all the fundraising events that were held during the year and how each event performed. The events were: Reach the Beach, Arts Alive, Annual Fund and Second Decade Senior Seats. The Annual fund performed best, raising \$27,000 due to a matching gift received from an anonymous donor. Diego also highlighted the increase in online contributions and the continuous work that is being done to support the donor relations growth.

Christine Wynne explained, this year they have been working in a more consistent way, tracking the data, looking at the numbers of donors, and behaviors in a more accurate way. Christine added for next year they are starting to think about the 10th year anniversary of Reach the Beach and also the school's 15th year anniversary.

Additionally, Diego shared that this year a quarterly newsletter was sent to donors, and next year it will be done each trimester. Nina Cohen added this is when the Board members can help build the donors relations and send Diego information on their contacts.

VIII. Head of School Report

Stephanie Callahan reported the Academic Program closes next week, and we have received the preliminary MCAS results for machined –scored items on the computer-based tests and next Friday will receive the full MCAS results for Lower School.

Staffing update: Stephanie reported a dance teacher and a 7th grade math teacher were hired. They are conducting interviews for the other opening positions.

End of Year events: The Alumni event was great, we inducted Fallon Burke and Brian Rodriguez into the Hall of Fame. There was a Music Concert, in the Meche Theater, and The Slam Poetry team hosted a coffeehouse-style event.

Sean Gass added the class of 2018 graduation was a complete success. It was exciting to have two of our students that joined the early college program at the North Shore Community College come back and participate in this year's graduation.

Stephanie Callahan explained the Dress code changes for the 2018-19 school year, conforms to reasonable for health, safety, and cleanliness.

The dress code is as follows:

Headscarves, or headwraps, are allowed. Additionally, any head covering used for religious or medical reasons is permitted. Footwear must be worn at all times and outerwear. Students may NOT wear:

- pajamas, sleepwear, or slippers
- violent, gang-related, explicit, or drug/alcohol language or images/items
- hats, caps, and hoods worn on heads
- tube tops, midriff-baring tops, or see-through clothing
- undergarments as the only layer of clothing (e.g. camisoles, undershirts, etc.)

Sean Gass explained when the discussion on dress code policy started; the reason was based on consistency and enforcement. There were many conflicts and contradictions. Although the dress code was enforced and students were getting consequences, they were not changing their behavior. Stephanie Callahan shared we have been working on culturally relevant pedagogy, diversity, and want students to express who they are and this is the opportunity for them to express themselves. Steve Palmer added he is fully in favor of reducing the amount of time spent on disciplinary issues around dress code, and that reinforcing that dress is a choice, and we are offering choice as part of our mission.

Kathy Egmont clarified board members do not need to vote to approve the dress code policy as they will be voting on the Student Handbook in September 2018.

IX. Executive Director Report

Nina Cohen asked how many ninth graders are currently enrolled. Kathy Egmont replied the number is approximately 85, and we over-enrolled due to the number of eighth graders leaving, and estimate it will come down to 75.

Nina Cohen asked if the DESE Charter Renewal visit date is scheduled. Kathy Egmont replied they have not set a date yet.

Kathy Egmont invited Board members to the 3.8 Brunch celebration, on Thursday, June 28th in the Cafeteria at 9:15 am.

Kathy stated she is very happy with the all the corrective action plans that have been completed to be in compliance for the Coordinated Program Review.. She will be working on the Annual Report and Charter Renewal application and added the school will be opened during the summer for summer school and the House of Seven Gables will be using our facilities for their summer program. The Albright Center will be completely shut down.

X. Short Reports

HR Report:

Michelle Aroko reported she has been conducting exit interviews with faculty members that are leaving.

Kathy Egmont thanked Michelle Aroko for all her help with HR benefits going through all the insurance decisions.

Facilities Report:

Kathy Egmont reported we have two or three contractors that are bidding on the Environmental classroom, hopefully, work will be starting next week. The admin team will be talking about a backup plan in the event, the classroom is not ready for the beginning of the school year.

Governance Report:

Nina Cohen announced an Executive Director Annual Evaluation survey was sent out to direct reports and the leadership team and is expected to be filled out by July 4th. Kathy Egmont added a Board Self-evaluation was also sent out. Nina added we've received comments back from our reviewer at the Charter office about our bylaw changes and she made some requests of things that need to be clarified.

XI. Motion to Adjourn

Nina Cohen made a motion to adjourn the meeting. With the motion duly seconded by Will Henning and unanimously approved, the meeting adjourned at 7:59 pm.