

F.W. Parker Charter Essential School

Board of Trustees Retreat

Published on September 10, 2025 at 11:50 AM EDT

Date and Time

Friday September 12, 2025 at 12:00 PM EDT

Location

Fruitlands and Congregational Church of Harvard, Harvard, MA

Agenda

	Purpose	Presenter	Time
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I.	Meeting Notes		12:00 PM
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A. Meeting Objectives

1. To welcome new Board members and prepare for the year ahead
2. To provide DEI and Development training and discussion
3. To frame the process and parameters of goals for the Executive Director, Board and Subcommittees

B. To prepare for this meeting, please do the following...

1. RVSP through Board on Track
2. Completed mandated documents - Financial Disclosure, OML and Conflict of Interest documents
<https://www.doe.mass.edu/charter/governance/default.html?section=governance-viewall>
3. Complete the Development Survey <https://forms.office.com/r/2VEn70kUNh>
4. Read the Executive Directors Report

	Purpose	Presenter	Time
II. Welcome			12:00 PM
A. Lunch and Activity			90 m
Fruitlands Museum			
102 Prospect Hill Rd, Harvard, MA 01451			
B. Drive to Congregational Church of Harvard			15 m
Fellowship Hall			
5 Still River Rd, Harvard, MA 01451			
III. Opening Items			1:45 PM
Opening Items			
A. Record Attendance and Guests		Pam Gordon	
B. Call the Meeting to Order		Pam Gordon	
IV. Minutes, Agenda and Goals			1:45 PM
A. Approve Minutes	Approve Minutes	Pam Gordon	5 m
Approve minutes for Board of Trustees Meeting on June 12, 2025			
B. Review Agenda and Meeting Goals	FYI	Pam Gordon	5 m
C. Debrief Fruitlands activity		Brian Harrigan	5 m
V. DEI			2:00 PM
A. DEI Kickoff and training	Discuss	Luciana and Tiff	55 m
<ul style="list-style-type: none"> • Norms and expectations • Why does DEI matter to Parker Board? • Personal reflection 			
B. Break			5 m
VI. Development			3:00 PM

	Purpose	Presenter	Time
A. Development kickoff and training	Discuss	Stef and Katrina	55 m
<ul style="list-style-type: none"> • Review and personalize Case Statement Parker Case Statement Draft 9-2025.docx • Practice your pitch • Prepare for Thank-a-Thon 			
B. Break			5 m
VII. Executive Director, Strategic Plan, Goal Setting			4:00 PM
A. Executive Director Report, Strategic Plan Implementation – Year 2, Goal Setting exercise	FYI	Brian, Pam and Sonia	30 m
Executive Director Report Strategic Plan Implementation – Year 2 Goal Setting exercise <ul style="list-style-type: none"> • Executive Director Goals • Board-Level Goals • Subcommittee Goals 			
VIII. Other Business			4:30 PM
A. Revisions to the Bylaws	Discuss	Pam and Nicole	10 m
June Proposed Parker School Bylaws Amendment			
B. Reminder to complete Financial Disclosure, OML and Conflict of Interest documents	Discuss	Pam and Nicole	10 m
C. Comments from the public			5 m
D. Feedback on the Board and today's retreat			5 m
IX. Votes			
X. Closing Items			
A. Adjourn Meeting	Vote	Pam Gordon	