

# F.W. Parker Charter Essential School

## Minutes

### Board Meeting

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#### **Date and Time**

Monday March 20, 2017 at 6:45 PM

#### **Location**

Room 27 at the Parker School, 49 Antietam Street, Devens MA 01434

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#### **Trustees Present**

C. Regan-Davi, C. Stack-Haan, J. Bartsch, J. Howard, J. Wood, L. Warner, M. VanderWilden, S. Roach, T. Sumner

#### **Trustees Absent**

C. Beasley, C. Lower, J. Adams, K. Reeves, P. MacDonald, T. Espinola

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### **I. Opening Items**

#### **A. Record Attendance and Guests**

#### **B. Call the Meeting to Order**

S. Roach called a meeting of the board of trustees of F.W. Parker Charter Essential School to order on Monday Mar 20, 2017 at 6:45 PM.

#### **C. Approve Minutes**

J. Howard made a motion to approve minutes from the Board Meeting on 02-15-17 Board Meeting on 02-15-17.

J. Wood seconded the motion.

The board **VOTED** unanimously to approve the motion.

### **II. Items for Discussion**

#### **A. Budget for Next Academic Year**

T. Sumner walked the Board through the Fiscal Year 2018 Budget, which is a "steady state" budget. A few highlights: no major programmatic changes, tuition revenue is

projected at a 1.5% increase from FY17 projected, 2% average increase in salary, Staff Development Fund increases to \$15K, and .75 FTE increase. Members of the Board asked questions about the allocation of funds for the roof project and about projecting for health care benefit cost increases. FinComm unanimously recommended that the Board should accept the budget as presented. The Board voted unanimously to suspend the second read of the budget in order to vote during this meeting. S. Roach J. Bartsch seconded the motion.

#### **B. First Read: Amending the charge of the Enrollment Committee**

L. Warner explained the proposed revision to the Enrollment Committee, to include the new charge of working with the school leadership to increase the diversity of the Parker's staff and student body. She explained that this proposed subcommittee change has come out of conversations during the Board retreat, from the faculty's focus on cultural competency and race, and from the past few years of a targeted recruitment plan to increase the number of students applying for the lottery who were categorized as English Learners, Economically Disadvantaged, or in minority race categories. T. Sumner talked about the work that Mass Development, MBTA and the towns of Ayer-Shirley have done in regards to providing consistent shuttle bus service to Devens for students and for employees of nearby businesses. Members of the Board asked questions about specificity of the charge, and M. Vanderwilden recommended that we be specific about the word "diversity" in the charge. The charge will come back to the Board for a second read and vote in April.

### **III. Principal's Report**

#### **A. Principal's Report**

T. Sumner reported on the search for the Teacher's Center Director and explained the interview process that has been happening at Parker. He gave an update on The Third Decade Fund which is currently at 190K, about 38% of the way to the \$500K that needs to be raised to replace the roof. We are looking to raise the \$500K by January 2018. He explained that Katrina Drew and volunteers will be reaching out to families who have not yet contributed to the fund.

### **IV. Committee Reports**

#### **A. GovComm**

C. Regan-Davi reported out about our targeted recruitment for subcommittee and Board of Trustee work during recent conferences. We have had more success with personal outreach to potential candidates than we have with a blanket "Call for Nominations" email.

Gov Comm is requesting that as many Trustees as can will come to the Senior Project Night and bring someone with them as a recruitment tool for potential Board members or new families.

**B. Facilities Committee**

**C. Roof Project**

T. Sumner explained a legal document about signatories and the Board discussed the procedure for how additional funds will be allocated during the roof project, so that the Board does not have to vote on every additional expense. This will go back to the Facilities Committee for oversight.

The roof project is scheduled to begin after the end of the school year, to be concluded by the beginning of summer planning in August.

**V. Votes**

**A. Votes this month**

M. VanderWilden made a motion to Approve the budget for Fiscal Year 2018 as presented.

J. Bartsch seconded the motion.

The board **VOTED** unanimously to approve the motion.

T. Sumner made a motion to Approve the Authorization Form.

L. Warner seconded the motion.

The board **VOTED** unanimously to approve the motion.

**B. VOTE**

**VI. Closing Items**

**A. Adjourn Meeting**

J. Howard made a motion to adjourn the meeting.

C. Stack-Haan seconded the motion.

The board **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:05 PM.

Respectfully Submitted,

L. Warner