

# F.W. Parker Charter Essential School

## Minutes

### Board Meeting

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#### Date and Time

Wednesday October 11, 2017 at 6:45 PM

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#### Trustees Present

C. Regan-Davi, C. Stack-Haan, G. Penna, J. Bartsch, J. Howard, J. LaPlatney, J. Saxe, K. Reeves, L. Warner, M. Turnbull, M. VanderWilden, S. Roach, T. Sumner

#### Trustees Absent

C. Igoe, T. Espinola

#### Guests Present

D. Merriam, N. Dudensing, S. McNamara

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### I. Opening Items

#### A. Record Attendance and Guests

Katrina Drew was also present.

#### 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 Wednesday Oct 11, 2017 at 6:49 PM.

#### C. Approve Minutes

L. Warner made a motion to approve minutes from the Board Meeting on 09-13-17 Board Meeting on 09-13-17.

G. Penna seconded the motion.

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

### II. Academic Excellence

#### A. New item

Academic Dean Deb Merriam spoke to the board to share highlights of a year-long project she is leading with the staff. She asked the board to talk about what they understand to be ESSENTIAL to Parker. The premise: What is essential at Parker must be made visible. The goal of the project is to identify, articulate, and document core practices in our academic program so that they can be seen, shared, learned and implemented reliably and consistently over time and across generations of faculty. The work has two audiences: current and future Parker teachers, and the wider Parker community and beyond.

The two primary components are 1) collaborative work with domains, divisions, and teams to identify and document core practices and beliefs of Parker's academic program and 2) coordination of faculty-wide sharing of instructional practices to be used at faculty meetings.

D. Merriam answered board member questions.

### **III. CEO Update**

#### **A. New item**

T. Sumner and L. Warner discussed the Division 2 New York City trip. Some adjustments were made from the trip two years ago and it was a success.

T. Sumner gave a roof update. In general, the work is going according to schedule. The crews will be here through the months of October and into November.

T. Sumner had an interactive activity for the board members in regards to Francis W. Parker Charter Essential School history. After reviewing this history, Parker Board of Trustees can monitor developments that could impact funding and autonomies and continue outreach and advocacy with legislators.

### **IV. Committee Reports**

#### **A. Governance Committee**

C. Regan-Davi reviewed the draft of a CEO Succession Plan (in the event of an unexpected leaving by the incumbent Principal due to any circumstances). The Board will review the draft and have a second read at the next meeting. Please direct questions to C. Regan-Davi.

#### **B. Diversity and Enrollment Committee**

G. Penna and L. Warner presented an update to the board in regards to the work of the Diversity and Enrollment Committee. Progress to date includes seated committee

members, gathered demographic data, and preliminary review of data. The committee shared staffing and student demographics. Moving forward, the committee would like to continue evaluating the numbers, prioritize immediate focus, recruit additional members, and create a mission statement and objectives.

**C. Development Committee**

K. Drew gave an update of the Development Committee. In October, the committee looked at each of the categories of development work and wrote down goals for the upcoming school year. Areas include the Third Decade Fund, Major Donor Work, Grants, Public Relations, Business Outreach and Alumni. Development Committee members have been tasked with developing a relationship with someone outside of Parker that could be helpful to the school. This could be monetarily, a business connection, or a political connection.

**V. Second Reads and Statutory Items**

**A. Habits of Learning Proposed Revision**

T. Sumner reviewed the Habits of Learning for board members who were not present at the last meeting.

**B. Substance Abuse Prevention and Education Policy**

No questions or comments.

**VI. Votes**

**A. Habits of Learning Revision**

M. VanderWilden made a motion to approve the Habits of Learning Revision.  
K. Reeves seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**B. Substance Abuse Prevention and Education Policy**

J. Howard made a motion to approve the Substance Abuse Prevention and Education Policy.  
C. Regan-Davi seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**VII. Closing Items**

**A. Adjourn Meeting**

J. Howard made a motion to adjourn the meeting.  
C. Regan-Davi 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 9:00 PM.

Respectfully Submitted,  
L. Warner