APPROVED

F.W. Parker Charter Essential School

Minutes

Board Meeting

Date and Time
Wednesday March 13, 2019 at 6:45 PM

Location
Room 27 at the Parker School

Trustees Present
C. Regan-Davi, G. Penna, J. Bartsch, J. Saxe, K. Doherty, M. Munford, M. Turnbull, M. VanderWilden, S. Reinhorn, T. Espinola, T. Sumner, T. Testa

Trustees Absent
C. Igoe, C. Stack-Haan, S. Roach, Z. Basma

Guests Present
D. Van Patten, K. Tedstone, M. McKenna, N. Dudensing

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

M. VanderWilden called a meeting of the board of trustees of F.W. Parker Charter Essential School to order on Wednesday Mar 13, 2019 at 6:50 PM.

C. Approve Minutes

T. Espinola made a motion to approve minutes from the Board Meeting on 02-13-19 Board Meeting on 02-13-19.
M. Turnbull seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

C. Stack-Haan	Absent
M. VanderWilden	Aye

Roll Call

M. Munford	Aye
M. Turnbull	Aye
T. Sumner	Aye
J. Saxe	Aye
T. Testa	Aye
G. Penna	Aye
C. Igoe	Absent
Z. Basma	Absent
J. Bartsch	Aye
S. Roach	Absent
S. Reinhorn	Aye
T. Espinola	Aye
C. Regan-Davi	Aye
K. Doherty	Abstain

II. FY 20 Budget

A. Presentation of FY 20 Budget Proposal

Michelle McKenna described the budget process and presented the FY 20 budget proposal.

- Process overview and budget proposal are included in the Board Meeting Packet.
- Michelle said if the Board is comfortable with the budget, she and Todd would like to put contracts in the mail by the end of March.
- Theresa Espinola reported that the Finance Committee is pleased with the budget and she recommended that the Board approve.

III. Entrepreneurial Initiative

A. Entrepreneurial Initiative

Todd Sumner presented on the Entrepreneurial Initiative.

Todd addressed questions raised at the last Board meeting about the initiative.

In regard to fiduciary responsibility as stewards of the charter, Todd spoke with Alison Bagg, Director of the Charter Schools and School Redesign division of the Massachusetts Department of Elementary and Secondary Education (DESE) to inquire.

She had seven recommendations based on current schools doing similar work.

1. Governance should be separate from school
2. Clear Service Agreements with all parties
3. Clear Resource Agreements

4. Clear Staff Agreements
5. Treat Entity as a Component Unit
6.
7. Proactively seek legal advice

IV. Principal's Report

A. Principal's Report

Todd Sumner presented the Principal's Report.
Todd said that the Annual Campaign may fall short of the $150K goal.

V. Committee Reports

A. Development

Katrina Drew delivered the Development report.

- Parker received praise for how they prepared and hosted Senator Tran last month.
- Representative Harrington will be visiting at the end of the month.
- The Annual Fund is at $95K
- Participation is a big part of this year's push
- Participation will be key in next year's campaign to raise money to cover the upcoming heating project.
- Common Principles event is coming up. State Senator, Jamie Eldridge, will be attending the event.

Jennifer Saxe said that a group of families has organized a challenge donation of $12,000 if the goal participation rate of 40% is met.
The current participation rate is 29.3%

B. Governance

Christine Regan-Davi delivered the Governance Report.

Christine reported on the Board Assessment completed by Board members through Board on Track and led discussion.

- The overall score for the Board was "advanced"

- The Board discussed its role in Academic Oversight and how it should be more strategic than operational, how Academic Oversight might be defined and what it might look like.
- The full report and recommendations can be accessed in Board on Track under the Assessments tab.

Christine said that new board members will be recruited soon and the Board will discuss strategies for recruiting at a future date.

C. Facilities

Martin Turnbull delivered the the Facilities report with input from Michelle McKenna.
By Thanksgiving 2019, there should be a clear plan for the heating project.
Development will be involved in fundraising for the project.

D. Diversity and Enrollment

Mary Reid Munford delivered the Diversity and Enrollment Report.
The Diversity and Enrollment Committee will have a table set up and host a chalk talk for students and families on PLP day - March 15.

E. Finance

Theresa Espinola delivered the Finance report with input from Michelle McKenna.
Michelle said there is resolution material in the Board packet in regard to IRS changes to 403B regulations. The Board will need to vote to approve/disapprove the resolutions. This vote will be deferred to the next meeting.

F. Principal Evaluation

Christine Regan-Davi said the CEO Evaluation and Support Committee met in the fall to review Todd Sumner's goals for the year. The evaluation process began in February.

Christine outlined the evaluation process:

- Assess: self assessment by Todd, Board assessment (invitation to participate will be sent before end of March), and assessment by direct reports
- Align: review results, access feedback, and collaborate on forward looking goal-setting and/or adjustments
- Accelerate: report out to board (May-June)

VI. Second Reads and Statutory Items

A.

FY 20 Budget

M. VanderWilden made a motion to suspend the second reading of the FY 20 budget.
T. Espinola seconded the motion.
The board **VOTED** unanimously to approve the motion.
T. Espinola made a motion to approve the FY 20 budget.
J. Saxe seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

S. Roach	Absent
M. Turnbull	Aye
J. Bartsch	Aye
Z. Basma	Absent
T. Sumner	Aye
T. Testa	Aye
M. VanderWilden	Aye
K. Doherty	Aye
C. Regan-Davi	Aye
J. Saxe	Aye
C. Igoe	Absent
G. Penna	Aye
S. Reinhorn	Aye
M. Munford	Aye
C. Stack-Haan	Absent
T. Espinola	Aye

VII. Other Business

A. Comments from the public

There was no other business.
There were no comments from the public.

VIII. Closing Items

A. Adjourn Meeting

J. Bartsch made a motion to adjourn the meeting.
M. Munford 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 8:45 PM.

Respectfully Submitted,
S. Reinhorn