APPROVED

F.W. Parker Charter Essential School

Minutes

Board Meeting

Date and Time
Wednesday September 11, 2019 at 6:45 PM

Location
Room 27 at the Parker School

Trustees Present
C. Regan-Davi, G. Clancy, G. Penna, J. Bartsch, J. Saxe, M. Lindsey, M. Silva-Rosa, M. Turnbull, M. VanderWilden, S. Reinhorn, S. Roach, T. Sumner, T. Testa

Trustees Absent
K. Doherty, 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

S. Roach called a meeting of the board of trustees of F.W. Parker Charter Essential School to order on Wednesday Sep 11, 2019 at 6:48 PM.

C. Approve Minutes

G. Penna made a motion to approve minutes from the Board Meeting on 06-12-19 Board Meeting on 06-12-19.
C. Regan-Davi seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

J. Bartsch	Aye
T. Testa	Aye

Roll Call

M. Silva-Rosa	Abstain
C. Regan-Davi	Aye
G. Penna	Aye
M. Turnbull	Aye
S. Reinhorn	Aye
J. Saxe	Aye
S. Roach	Aye
T. Sumner	Aye
G. Clancy	Abstain
Z. Basma	Absent
K. Doherty	Absent
M. VanderWilden	Abstain
M. Lindsey	Aye

II. Introductions and Team Building

A. Introductions

The Trustees and guests introduced themselves. The group engaged in an ice breaking activity followed by partner-sharing hopes for what each person is hoping to contribute this year.

III. Norms Review

A. Norms Review

M. McKenna arrived.
Steve Roach reviewed norms for Trustees. Steve referred to the Norms document included in the Board Packet. Todd Sumner reminded Trustees that the Norms would be revisited throughout the year.

IV. Overview of the Year's Work

A. Year Overview

Todd Sumner reviewed Institutional Goals and Projects for 2019-2020.

six areas/themes Todd highlighted the following...

- Upgrade Facilities
  - better conditions in "old building"
- Support Teacher Innovation
  - Collaborative planning time
  - SEI (Sheltered English Immersion) endorsement/course
- Enhnace Technology to Support Student Learning
  - School issued devices for teachers

- Office 365 build-out and capacity
- Increase Diversity of Students and Staff
  - Students - Understand current student performance
  - Students - Advocate for weighted lottery
  - Staff - community conversations and school climate
- Increase Dissemination of Best Practices
  - TRSTC Next- Review governance structure
  - TRSTC Next- Explore additional opportunities (e.g. coaching whole system)
- Strengthen Connections to Key Constituencies and Partners
  - Events and Outreach - Community conversations with current families (Fall 2019)
  - Events and Outreach - Advocacy for charter sector
  - Institutions and Relationships -DESE charter renewal visit 4 November 2019

Todd invited questions from the group.

V. Charter Renewal Process

A. Charter Renewal

Todd Sumner presented the Charter Public School Authorizing - Charter Renewal Process.

- DESE makes a recommendation to Commissioner Jeff Reilly
- Commissioner Jeff Reilly makes a recommendation to the Board of Education
- Board of Education votes

The Charter Renewal site visit is scheduled for November 4, 2019.

Todd outlined the 4 Core Criteria for the site visit.

- Mission and key design elements
- Instruction
- Supports for all learners
- Governance

Todd outlined the site visit protocol focus groups

- Board of Trustees
- School Leaders / Administrators
- Special Education / ESL Administrators
- Special Education/ ESL Staff
- General Education Teachers

VI. Principal's Report

A. Principal's Report

Todd Sumner delivered the Principal's Report.

VII. Committee Reports

A. Finance

Michelle McKenna delivered the Finance Committee Report and highlighted the following:

- The fiscal year ended well. The main contributing factor for this is that tuition was above budget.
- The income surplus has been moved to facilities reserve.
- The audit went well - there were no findings.
- There is a potential update to the format and presentation of page 32 (see packet).
- The Teacher's Center broke even / $24,000 bottom line.
- A Teacher's Center reserve fund will be created to absorb potential future budget overruns.

B. Development

Jennifer Saxe described the upcoming Community Conversations and the role and importance of Board members at these events.
Emails will go out soon to invite families to attend a conversation.

Format for the events:

- Establishing community within the group - connecting to each other and Parker
- Fundraising in charter schools
- Third Decade Fund - what does the next phase look like?

Katrina Tedstone spoke about Development and highlighted

- Fundraising is already at $14,000 for the year
- This is Parker's 25th year - festivities are planned for May 1st and 2nd
- Speakers are being lined up for Ted talks
- Grant work - there is no longer an on-staff grant writer -Todd and Katrina are determining which grants to apply for
- There is work around building a more vibrant alum community

- Charter School Association is encouraging Parker to ramp up social media presence
- Trustees are asked to reach out to thank families for contributions

C. Governance

Christine Regan-Davi nothing to report at the time.

D. Facilities

Martin Turnbull gave an overview of current facilities priorities. Martin said that an engineer is reviewing the heating system and will be making recommendations. Recommendations should be ready by October 10.

VIII. Second Reads and Statutory Items

A. Suspend Second Read of Audit

M. VanderWilden made a motion to suspend second read of audit 2019.
J. Saxe seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

Z. Basma Absent
K. Doherty Absent

B. Procedures Report for Ayer/Shirley

G. Penna made a motion to suspend second read of Ayer/Shirley procedures.
S. Reinhorn seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Approve Audit

G. Penna made a motion to Approve audit.
J. Saxe seconded the motion.
The board **VOTED** unanimously to approve the motion.

IX. Other Business

A. Comments from the public

There was no other business.

X. Closing Items

A. Adjourn Meeting

M. VanderWilden made a motion to adjourn the meeting.
T. Testa 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 8:29 PM.

Respectfully Submitted,
S. Reinhorn