

# F.W. Parker Charter Essential School

## Minutes

### Board Meeting

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#### Date and Time

Tuesday September 8, 2020 at 6:45 PM

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This meeting will be held at Parker School in the gym and can also be attended virtually via Teams by using the following link: <http://parker.school/boardoftrusteesmeeting>

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#### Trustees Present

C. Regan-Davi, G. Clancy, G. Penna, J. Saxe, M. Lindsey, M. Silva-Rosa (remote), M. Turnbull, M. VanderWilden, S. Reinhorn, S. Roach, T. Sumner, T. Testa, Z. Basma

#### Trustees Absent

*None*

#### Guests Present

D. Van Patten, K. Tedstone, M. Beganski, M. McKenna

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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 Tuesday Sep 8, 2020 at 6:47 PM.

#### C. Approve Minutes

M. VanderWilden made a motion to approve the minutes from Board Meeting on 06-10-20.

G. Penna seconded the motion.

George Clancy asked that language in the minutes be changed to clarify that the Officer Slate was presented by George Clancy not Christine Regan-Davi.

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

#### **D. Approve Minutes**

C. Regan-Davi made a motion to approve the minutes from Board Meeting on 08-11-20.

J. Saxe seconded the motion.

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

### **II. Connections**

#### **A. Connections**

Todd Sumner invited Board Members to share high points of their summer.

### **III. Parker's Reopening in Context**

#### **A. Parker's Reopening in Context**

Todd Sumner said that Parker is opening in remote plus mode with the hope of reopening campus and welcoming some students back to campus in some capacity in early October and initial, in-person opportunities will prioritize the new and most vulnerable students. Todd said Parker will remain focused on its mission, students, and how we want to do school.

Todd shared that 72% charter public schools are opening remotely, 26% charter public schools are opening hybrid, and 2% are opening in person.

Todd shared DESE metrics and guidance for opening schools. He displayed the Dashboard of sending towns and infection rates. Todd said that Parker will move to a hybrid model as circumstances warrant and the community allows.

Michelle McKenna detailed the approximately \$120K of COVID federal grant funding that she has worked to secure.

- 20K
- 90K Cares Act (flat per pupil) stipends, computer equipment, cleaning equipment
- 10K Summer School Expenses
- \$595 Technology grant

Todd suggested Board focus for this year will be:

- Student retention
- Enrollment
- Student attendance and engagement
- Health Safety and well being of the community
- Supporting staff, students, and families

Todd said that funding for FY21 should remain as expected and that funding for FY22 is uncertain and may require a review of budget and spending.

#### **IV. Facilities/Construction Update**

##### **A. Facilities/Construction Update**

Michelle McKenna said that the HVAC facilities project is almost complete. Michelle said that the largest change orders were:

- 52K to even out a classroom ceiling for lights, sprinklers, and aesthetics and avoid the need for a soffit
- 14K roof system - to relocate and upgrade an air exchange unit
- Reasphalting an area behind the school
- Additional potential charge - 20K for transformer replacement

Michelle said the project went well and the architect, project managers, and contractors were good to work with.

Martin Turnbull recapped the progress of the project and said that Phase 2 will take a little longer than expected.

#### **V. Principal's Report**

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

Todd Sumner delivered the Principal's Report. Todd said that a third party engineering firm has been hired to review HVAC systems in all three parts of building.

Todd said that he is working with Ben Benoit to review health and safety guidelines for sports.

Todd invited Tiffany Testa to speak about social emotional learning (SEL) and diversity and inclusion work.

Tiff said:

- Work in these areas began over the summer.
- Parker is working with CASEL (Collaborative for Academic, Social, and Emotional Learning) which has provided a roadmap to reopening.
- Faculty/staff will begin a futures protocol - look at future - goal oriented protocol - asking how do we grow as an antiracist school?
- Faculty and staff are reading *How to be an Antiracist* and *White Fragility*.
- Faculty is doing antiracism work together to learn how to facilitate this work with students.

## VI. Committee Reports

### A. Finance

Michelle McKenna said that due to the coronavirus, Massachusetts has suspended the FY21 budget and the State has approved operating under a 1/12th, monthly budget. Michelle said under this budget the State is providing schools with FY20 level funding with a 2% increase for inflation.

Michelle said this level should sustain Parker in the current year. She said insurance costs have been less than anticipated and Parker is currently slightly under budget in salaries. Michelle said that while not school is not in the building, some expenses are not incurred and there are savings in other areas too. Michelle said there may be stimulus money available and additional grant funding. She said next year's budget will be conservative.

Glenn Penna said the Audit went well.

Michelle said that the audit was clean with no findings or modifications. She said Parker's audit partner will be adding boiler plate language pertaining to impacts of COVID.

Michelle said the Parker ended the year favorably and that typically additional revenue goes into facilities reserve.

Steve Roach recognized Michelle McKenna's hard work.

### B. Development

Katrina Tedstone reported on Development work. Katrina highlighted:

- the end of the year saw an increase in gifts
- 70% of outreach phone calls ended in support
- large percentage of new families contributed - community conversations contributed to this

Jennifer Saxe said the Committee is working on cultivation and stewardship and she stated:

- Cultivation focuses on relationship, connections, and caring. Cultivation grows into stewardship.
- Stewardship focuses on thanking and showing how gifts make a difference. Stewardship feeds cultivation.

Katrina asked Board members to assist in reaching out to thank the Parker community for supporting the school.

Katrina said this year's Essential Question, "How do we stand up for what is right?" will translate to "Stand up for Parker" for fundraising efforts. Katrina said development work planned for this year includes:

- hard copy mailers
- virtual touchpoints spotlighting students, teachers, and alums
- fostering relationships with Devens businesses
- community conversations focusing on new families

Steve Roach thanked Katrina, Jennifer and the Development Committee for their work.

### **C. Governance**

Christine Regan-Davi said the Governance Committee is working to add another Trustee.

George Clancy said that Parker bylaws state that 3 members of the Board should be current Parker parents. George said either the Board should add another parent member or the bylaws should be revised to change the requirement to 2 parent members.

Steve Roach said that George Clancy has agreed to assist in chairing the Governance Committee.

### **D. Diversity and Enrollment**

Mario Silva-Rosa said the Committee had a productive meeting in July. Mario said at the July meeting, it was suggested the name of the committee be changed from Diversity and Enrollment Committee to Diversity, Equity and Inclusion Committee.

## **VII. Other Business**

### **A. Comments from the public**

teams indicated there was one member of the public present  
No comments from the public.

## **VIII. Votes**

### **A. Audit**

G. Clancy made a motion to accept the audit. The acceptance reads: "We, the Board of Trustees of Francis W. Parker Charter Essential School, have voted to accept the representations of management and the expression of the opinions made by Powers & Sullivan, LLC as embodied in the financial statements, supplemental schedules and independent auditors' report for the year ended June 30, 2020. We also certify that the

representations made by management and the disclosures in the financial statements are accurate and have been correctly and completely disclosed as required by accounting principles generally accepted in the United States of America and the Commonwealth of Massachusetts Charter School Recommended Audit Guide for the period ended June 30, 2020."

S. Reinhorn seconded the motion.

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

#### **B. Title IX**

T. Sumner made a motion to adopt revisions to the community handbook, the employee handbook, and grievance procedures as required by changes to the Title IX of the Education Amendments of 1972 which went into effect on 14 August 2020.

C. Regan-Davi seconded the motion.

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

#### **C. D&E Name Change**

G. Clancy made a motion to change the name of the Diversity and Enrollment Sub-Committee from Diversity and Enrollment to Diversity, Equity and Inclusion.

M. Lindsey seconded the motion.

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

#### **D. Fall Sports**

C. Regan-Davi made a motion to authorize school leadership to develop and execute plans to offer interscholastic sports during "remote plus" learning in the fall season, and subsequent seasons should such authorization be needed. Such plans will conform to relevant guidance from MIAA, DESE, and EEA.

T. Testa seconded the motion.

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

### **IX. Closing Items**

#### **A. Adjourn Meeting**

M. VanderWilden made a motion to adjourn the meeting.

G. Penna 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 8:11 PM.

Respectfully Submitted,

M. Lindsey