APPROVED

F.W. Parker Charter Essential School

Minutes

Board of Trustees

Date and Time
Tuesday April 12, 2022 at 6:45 PM

Location
Parker School

Trustees Present
C. Regan-Davi, G. Penna, J. Saxe, M. Lindsey, M. Turnbull, N. Odekirk Hatlevig, T. Sumner, T. Testa

Trustees Absent
A. Jolly, M. Silva-Rosa, S. Reinhorn, S. Roach

Guests Present
D. Merriam, D. Van Patten, K. Tedstone, M. Beganski, M. McKenna

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

C. Regan-Davi called a meeting of the board of trustees of F.W. Parker Charter Essential School to order on Tuesday Apr 12, 2022 at 6:46 PM.

C. Approve Minutes

C. Regan-Davi made a motion to approve the minutes from Board of Trustees on 03-08-22.
J. Saxe seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

S. Reinhorn	Absent
A. Jolly	Absent

Roll Call

T. Testa	Aye
M. Lindsey	Aye
N. Odekirk Hatlevig	Abstain
C. Regan-Davi	Aye
M. Turnbull	Abstain
G. Penna	Aye
S. Roach	Absent
M. Silva-Rosa	Absent
J. Saxe	Aye
T. Sumner	Aye

II. Disaggregated Student Data

A. Disaggregated Student Data

Deb Merriam presented disaggregated subgroup data sets for MCAS testing. The presentation is included in the meeting packet. Deb said that overall Parker students are doing fine and better than state averages.

Deb said that it is not possible to aggregate racial data at Parker as the numbers are not large enough to form a reliable statistical subgroup. Deb said the two subgroups that Parker can measure are students with disabilities and low income students. Tiffany Testa clarified that students can be in both subgroups.

Deb presented Parker's internal disaggregated data based on midyear survey questions asking student to respond to three prompts: how are you doing on a scale of 1-10 in each of the following three areas - overall, academically, and social-emotionally. The presentation is included in the meeting packet. Deb said that generally students are doing well with continued growth. Deb noted that students on 504s report slightly lower wellbeing than other students. Deb said that next steps are consulting with a therapist that assists teachers to support anxious students in the classroom.

Glenn Penna asked about percentages of students coming to Parker with IEPs. Christine Regan-Davi commented that the Internal SEL Data is a useful tool for Parker. Board members discussed the importance of support for student wellness.

Todd Sumner said keeping track of this data is relevant to governance.

Board members thanked Deb for her work. Deb left the meeting.

III. Principal's Report

A. Principal's Report

Todd Sumner invited Board members to attend the Senior Exhibition event scheduled for Wednesday, April 13. Todd said that graduation 2022 will look similar to pre-Covid graduations. Todd said that the Charter School Association Annual Meeting was last week and the lottery bill is still in discussion.

Jennifer Saxe said she enjoyed seeing the "dress like Todd" day pictures on social media.

IV. Committee Reports

A. Board/CEO Next Steps

Christine Regan-Davi said Brian Harrigan, the incoming principal, will be joining the May Board meeting. Todd Sumner said it will be a good opportunity for him to meet and get to know Board members and for him to share his onboarding experience.

There were no questions or comments from Board members.

B. Facilities

Martin Turnbull said that the Facilities Committee had nothing to report.

C. Development

Jennifer Saxe thanked Board members for participating in the Sumner Sidewalk Fund and for making Parker a philanthropic priority.

Katrina Tedstone highlighted items from her Development report. Katrina said:

- Teacher Appreciation Week is the first week of May. Events are scheduled throughout the week including chair massage.
- The Essential Commitment Fund is at $203K and 47% of current families have contributed. Graduate parents make up 37% of the fund.
- The Sumner Fund is at $86K. A matching fund was implemented and an alumni ask will go out in May.
- There is business outreach for support of the Sumner Sidewalk project.

Todd Sumner thanked Katrina for her leadership in development work.

D. Governance

Matt Lindsey said the Governance Committee reviewed the Board on Track Board assessment scores at their most recent meeting.

Matt summarized the results of the Board assessment:

- Overall the Board assessment is pretty good.
- The Board scored well in every category except Board composition. Board on Track expects that faculty will not hold seats on the Board and the Parker Board intentionally includes two faculty members.
- The score for Board diversity is 3/5.
- The Board did not have a high awareness of financial policies and procedures.
- In the category of academic oversight, Board on Track asks if there is an academic excellence committee. The Parker Board intentionally does not have such a committee.
- Board on Track asks explicit questions that do not align with Parker.

There was general discussion among Board members about assessment areas that do not align with Parker. Matt Lindsey said if the questions are being asked, the Board should consider how Parker is approaching and accomplishing these aims.

E. Diversity, Equity and Inclusion

Tiffany Testa presented an overview of the most recent DEI Committee meeting. Tiffany said:

- Ruth Whalen Crockett and Todd Sumner updated the DEI Committee about ways Parker connects with organizations and where diversity comes from especially among faculty.
- The Committee discussed how to increase diversity in the student population, how people come to Parker and where networking and connection happen.
- The Committee discussed getting information to families offered spots in the lottery to help them see themselves at Parker and perhaps including pictures of current students.
- There are new members on the DEI committee and the perspective is getting wider.

Todd Sumner said that recruitment is a DEI focus.

Christine Regan-Davi suggested outreach to organizations in Fitchburg to assist in increasing student diversity going into the lottery.

F. Finance

Glenn Penna said that Board members are responsible for a general awareness and understanding of Fiscal Policies and Procedures. Glenn said that Parker's policies are reviewed by FinCom annually and they are included in the meeting packet.

Michelle McKenna said the year-end audit will take place in August.

Tiffany Testa asked if the same firm completes the audit each year. Michelle McKenna said there is a rotation and audits are required to be peer reviewed by a third party.

Todd Sumner said that Parker undergoes a mid-year audit as an added assurance that control and checkpoints are in place.

The Board discussed generally how finances are managed and reviewed and the proposed changes to policies included in the Board packet.

V. Other Business

A. Comments from the Public

There were no comments from the public.

VI. Consent Agenda

A. Approve Consent Agenda

There were no items for a consent agenda vote.

VII. Votes

A. Fiscal Policies and Procedures

Glenn Penna said the Finance Committee is continuing to review Fiscal Policies and Procedures. Glenn said the Committee will present these to the Board for a vote in June.

VIII. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:37 PM.

Respectfully Submitted,
M. Lindsey

Documents used during the meeting

- Principal's Report 12 April 2022.pdf
- Year 27 FWPCS SVR FINAL APR22.pdf
- BOT highlights April 2022.pdf
- FY22 fiscal policy and procedures.pdf