

APPROVED

# F.W. Parker Charter Essential School

## Minutes

### Board of Trustees Retreat at Tower Hill

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#### Date and Time

Friday September 23, 2022 at 9:00 AM

#### Location

New England Botanic Garden at Tower Hill  
11 French Drive, Boylston, MA 01505  
nebg.org

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#### Trustees Present

A. Jolly, B. Harrigan, C. Soderman, G. Penna, J. Saxe, M. Lindsey, M. Silva-Rosa (remote), M. Turnbull, N. Odekirk Hatlevig, P. Gordon, S. Razzetti, S. Reinhorn, T. Testa

#### Trustees Absent

M. Edgar

#### Guests Present

D. Merriam, K. Tedstone, M. Beganski, M. McKenna

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### I. Opening Items

#### A. Record Attendance and Guests

#### B. Call the Meeting to Order

G. Penna called a meeting of the board of trustees of F.W. Parker Charter Essential School to order on Friday Sep 23, 2022 at 12:37 PM.

#### C. Approve Minutes

J. Saxe made a motion to approve the minutes from Board of Trustees on 06-14-22.  
S. Reinhorn seconded the motion.  
The board **VOTED** unanimously to approve the motion.

### II. Head of School Report

### **A. Head of School Report**

Brian shared his Head of School Report and began with a wordle with the ideas/thoughts he has heard over the past few months.

The need for a Strategic Plan was previewed by Brian- along with his hopes that this Spring we will start a new plan process. In the Fall , we will begin the process and include all of the stakeholders in that process.

Brian highlighted the important work of the DEIB committee and the task of working to increase racial and ethnic diversity in our community.

Enrollment numbers were presented by Brian along with thoughts on how we should expand our ideas on recruitment moving forward. Enrollment Task Force is going to be created in the near future.

Brian informed the board about staff compensation numbers and trends at Parker and our seven largest sending districts. A task force will be created to examine these numbers further. Parker is still in a favorable financial situation. Brian presented a possible incentive bonus for staff before the end of the calendar year.

Growth opportunities were presented- \$250K Annual Fund Goal, New Teachers Collaborative work, and the Sizer Teachers Center work.

### **III. Committee Reports**

#### **A. Development**

Katrina and Jennifer reported on the state of The Parker Fund before launch, a Chamber of Commerce event that will be held at Parker on 10/18, a grant overview, and the socials being held to welcome and introduce Brian to the Parker community.

Katrina also informed the board that she will be sending emails at the beginning of next week for board members to make thank you calls to FY22 donors.

#### **B. Diversity, Equity and Inclusion**

Brian, Mario, and Sonia informed the group about their recent meeting. They spoke about their goals and what their committee wants to achieve this year. Strategies are being formed as to how to reach more parents of color and how to support them at Parker. The committee has been talking about identifying smaller goals (along with their larger ideas) to be able to make forward progress.

#### **C. Facilities**

Martin presented the committee's work on the front walkway project. An RFP has been submitted so that the Summer 2023 timeframe is possible. They are looking at the drop-off zone, drainage, and retaining walls.

The 1,3,5 plan (short term projects) was mentioned as a report that board members should familiarize themselves with. What should we do with our facility moving forward.

FYI- the CNA is now 10 years old.

#### **D. Finance**

Christina reported that the Finance Committee met and had a report from the auditors on FY22. The audit focused on bank reconciliations, payroll testing, journal entries, grant activity, and accounts payables. The auditors raved about Business Manager Michelle and the state of Parker's books.

The facilities reserve increased by \$826K at the end of FY22.

#### **E. Governance**

Matt reported the committee met, reviewed their goals, and started thinking about the size of the board. They talked about the health of the size of the board and the possibility of increasing the number of members to 15-18. They acknowledge that there is an alumni position to fill.

### **IV. Goals**

#### **A. Goals**

Goals were established at the Board Retreat in January 2022. The group went through those goals to refamiliarize the committees and to allow Brian the opportunity to weigh in on them.

Glenn asked for goals to be clear, measurable, reportable, and timely.

### **V. Other Business**

#### **A. Comments from the Public**

None noted

### **VI. Consent Agenda**

#### **A. Overnight Student Travel (Andros Island)**

#### **B.**

**Contract Amendment (addition to title)**

**C. Approve Consent Agenda**

N. Odekirk Hatlevig made a motion to approve.

A. Jolly seconded the motion.

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

**VII. Votes**

**A. Year-End Audit**

suspended to October 2022 meeting

**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 2:54 PM.

Respectfully Submitted,  
G. Penna