APPROVED

F.W. Parker Charter Essential School

Minutes

Board of Trustees Meeting

Date and Time
Tuesday November 8, 2022 at 6:45 PM

Location
Parker School

Trustees Present
B. Harrigan, C. Soderman, G. Penna, M. Edgar, M. Lindsey, M. Turnbull, N. Odekirk Hatlevig, P. Gordon, S. Razzetti, S. Reinhorn, T. Testa

Trustees Absent
A. Jolly, J. Saxe, M. Silva-Rosa

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

I. Meeting Notes

A. Meeting Objectives

From the meeting packet:
1. To review Parker's plans to grow enrollment
2. To discuss Board role in advancing the Annual Fund
3. To vote on bonuses and the sidewalk project
4. To review one SMART goal per committee

B. Meeting Preparation

From the meeting packet:
To prepare for this meeting, please do the following...
1. Please RVSP through Board on Track
2. Watch the Board on Track video: Committees Not in Name Only (20 minutes)
3. Read this agenda and the packet
4. Come prepared to update the Board on your goal discussions in committee

II. Opening Items

A. Student Video

B. Record Attendance and Guests

C. 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 Tuesday Nov 8, 2022 at 6:50 PM.

D. Approve Minutes

G. Penna made a motion to approve the minutes from Board of Trustees Meeting on 10-11-22.
M. Turnbull seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

M. Lindsey	Aye
T. Testa	Aye
B. Harrigan	Aye
S. Razzetti	Aye
M. Silva-Rosa	Absent
J. Saxe	Absent
A. Jolly	Absent
M. Edgar	Aye
C. Soderman	Aye
G. Penna	Aye
M. Turnbull	Aye
N. Odekirk Hatlevig	Abstain
S. Reinhorn	Aye
P. Gordon	Aye

E. Debrief Board on Track video: Committees Not in Name Only

Glenn Penna asked for feedback on the Board on Track committees video. Trustees shared their thoughts about the video. Glenn said the Committee tool has useful functions that could be employed by committees.

III. Advisory Activity

A. Parker Advisory kick off activity

Matt Lindsey led the board in an advisory activity to build group dynamics.

IV. Essentials of Parker Video

A. Essentials of Parker Video

Brian shared the “Essentials of Parker” video. Brian said Parker is working with the videographer to get 15 second shorts from video that can be used in marketing and development.

V. Head of School Report

A. Head of School Report

Brian shared his Head of School report.

Brian spoke about recent events, he said that the Div 1 Nature’s classroom trip was a great learning opportunity and that Alex Hirshberg's presentation on supporting student anxiety and distress in the classroom was well attended.

Brian said that it is progress report season and in response to feedback from families, work is being done refine report messages. Deb is working with staff to share less general information, tailor messages to each student, and clarify how families can support students at home.

Brian stated that Katrina has done a great job with the Annual Fund mailer. He said staff compensation is centered in the campaign and it has been well received by families and is off to a good start.

Brian said a new law regarding student suspension is going into effect this month. The law updates and expands alternative remedies to suspension. Brian said this will not be a big change for Parker but that disciplinary letters and the student handbook will need to be updated. Glenn asked if this needed to be voted on by the Board. Brian said it did not require a vote as it is in compliance with state law and that they updated handbook may be addressed later in the year.

Brian invited questions. There were no questions from the Board.

B. Enrollment and Staff Compensation

Brian said there were 2 meetings of the enrollment task force committee with 10-15 attendees at each. He said there has been a lot of good energy. Monique created a flyer based on ideas generated.

Brian highlighted some details of the Family Ambassador Program:

- 2-3 per town and affinity based who will engage on social media and in person
- Parker will provide content and training
- Partner with DEI Committee

- track ambassador progress

Brian said staff bonuses would be approximately 6.5% of current salary for all faculty and staff
with a min of $2500 adjusted by FTE. Bonuses will be paid 12/15/22.

Brian said faculty has been engaged in a discussion of bonuses and compensation. Faculty and staff expressed appreciation and welcomed the opportunity to have a voice in the process of evaluating compensation. Brian said the focus will be:

- How do we increase compensation to attract and retain exceptional, committed and diverse staff?
- How do we create a transparent process with staff voice and input?

VI. Committee Reports

A. Finance

Christina Soderman said the Finance Committee had started work on SMART goals.

She said, at the recommendation of the FinCom, the Board would be voting later in the evening on suspending the second read of the staff bonus plan so the initiative could move forward.

Christina said the audit was signed off on and she gave an overview of first quarter finances saying they are in a good place and in line with where they were expected to be which provides increased comfort with the proposed bonus initiative.

Michelle McKenna presented Q1 Financial Dashboard report. She said financials are on track for the year. Michelle invited questions. Mara asked if per pupil rate is variable based on the town the student comes from and Michelle said yes.

Michelle said it might be a good time to run the Finance 101 workshop for the Parker community to clarify understanding of charter school finances.

Christina Soderman reviewed the considerations factored in recommending the allocation of funds for bonuses. She said the numbers work and do not make us vulnerable - she reiterated confidence stating that of the $900,000 surplus from the FY22 budget, one third is being allocated for the proposed bonuses.

Mara asked about variables that might affect available funds and if the numbers account for inflation. Christina said that budgeting has been conservative and the bonus money is a one year expense with funds coming from FY22.

B. Development

Katrina Tedstone said the annual fund campaign has launched. She said mailers are being sent in waves. New families have not received a mailer yet this will take longer so families have an opportunity to understand why it's important and time to understand the funding model at Parker. Katrina added that new families will get an additional mailing with excerpts from Brian's Friday letter and faqs.

Katrina said there was a wonderful Nashoba Valley Chamber of Commerce meeting at Parker last month. She said there was a social event to meet Brian in a Concord home and another is scheduled at the Littleton Library on December 4th.

Katrina referred Board members to data on Trustee giving in the meeting packet that indicate 20-27% of total giving has come from the Board. Katrina said that a the Board participation rate is an important message to the Parker community and she asked that Parker be a philanthropic priority for Trustees.

Glenn asked if longer term board members remembered any discussion about expectation of giving when they joined the Board. Steph said there was it was not discussed when she joined but the Board participation rate is important and making Parker a priority is important. Glenn said it would be good to convey to new members a gentle expectation of giving when they sign on. Steph said the expectation should be accessible and the ask should fit Parker community culture— as we think about recruiting, giving is part of the conversation not about an amount or a minimum but about participation.

Tiff said she appreciated that Glenn initiated the conversation. Tiff said the value of what people can give to a board isn't always monetary. She said there could be a shift in culture around giving and she wouldn't want the Board to intimidate people especially when it is trying to be more diverse.

Nicole Odekirk Hatlevig said naming a suggested donation may deter people from donating over that amount.

Board members discussed how to frame conversations about giving with potential members and the culture of giving at Parker.

C. Facilities

Martin Turnbull said that one proposal had been received for the sidewalk project. The decision was made the decision to go with the firm and the project is ready to move forward.

Michelle McKenna said the Board had reviewed resolutions for proceeding with the project during last month's meeting and there is a vote this month to a suspend second reading to allow the project to progress.

Martin said as the project moves forward, the committee will keep the Board updated.

D. Diversity, Equity and Inclusion

Sonia Razzetti said the DEI committee met recently and discussed trying to connect their work with the initiative to increase enrollment. The committee suggested having a DEI member on the enrollment team

Sonia said subtitles for Parker promotional videos would be helpful. The Board discussed having community outreach events coordinated with enrollment events. Brian said State legislation to give preferential lottery weighting to BIPOC students is progressing.

Tiff Testa said the committee struggled to boil down a nice and SMART goal. She said the goal of connecting to enrollment feels clear and she feels good and hopeful about the work. She said it feels like Board work and she likes where it's heading.

Brian said the *Essentials of Parker* videographer is coming back and hoping to get better representation of BIPOC students.

Deb Merriam said much work has been done to increase the percentage of BIPOC students. She said that the number has doubled but there is still much work to do.

E. Governance

Matt Lindsey said the Governance Committee had recently discussed board composition. Matt said some of the questions raised were:

- What is the current board composition?
- What tools are need to evaluate?
- What tools are available?

Matt said the committee discussed how people are onboarded, hopes for the process, and how to articulate the recruitment process. Matt said the committee also discussed accessing subcommittee minutes - specifically how to make sure they are made public and able to be viewed.

There were no questions for the Governance Committee.

VII. Comments, next steps, reflections on our November BOT

A. Comments, next steps, reflections on our November BOT

Brian asked for feedback from tonight's meeting. He asked: What worked? What could be changed?

- Pam Gordon said there was good conversation about board giving and the transparency around this is great.
- Stephanie Reinhorn said she liked the data being shared.
- Mara Edgar said she liked the DEI Committee presentation.
- Glenn Penna said he appreciated the Finance Committee work and presentation.

Glenn said he will create a google doc with ideas for the January retreat.
Steph asked if committees have items they would like to cover in the retreat.

VIII. Other Business

A. Comments from the Public

There were no comments from the public.

IX. Votes

A. Suspend second read on staff bonuses

N. Odekirk Hatlevig made a motion to suspend the second read on staff bonuses.
M. Turnbull seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

S. Reinhorn	Aye
N. Odekirk Hatlevig	Aye
T. Testa	Aye
C. Soderman	Aye
M. Edgar	Aye
G. Penna	Aye
S. Razzetti	Aye
P. Gordon	Aye
M. Silva-Rosa	Absent
A. Jolly	Absent
B. Harrigan	Aye
J. Saxe	Absent
M. Turnbull	Aye
M. Lindsey	Aye

B. Staff Bonuses

N. Odekirk Hatlevig made a motion to approve the plan for staff bonuses.
S. Reinhorn seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

M. Lindsey	Aye
J. Saxe	Absent
S. Reinhorn	Aye
A. Jolly	Absent
T. Testa	Aye
M. Turnbull	Aye
G. Penna	Aye
M. Edgar	Aye
N. Odekirk Hatlevig	Aye
C. Soderman	Aye
P. Gordon	Aye
S. Razzetti	Aye
B. Harrigan	Aye
M. Silva-Rosa	Absent

C. Resolutions for sidewalk project

M. Lindsey made a motion to approve the resolutions for the sidewalk project.
M. Turnbull seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

B. Harrigan	Aye
P. Gordon	Aye
N. Odekirk Hatlevig	Aye
S. Razzetti	Aye
G. Penna	Aye
M. Silva-Rosa	Absent
S. Reinhorn	Aye
M. Turnbull	Aye
J. Saxe	Absent
M. Edgar	Aye
A. Jolly	Absent
C. Soderman	Aye
M. Lindsey	Aye
T. Testa	Aye

X. 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 8:45 PM.

Respectfully Submitted,
M. Lindsey

Documents used during the meeting

- Head of School Report November 2022.pdf
- Dashboard Q1 FY23.pdf
- FY23 Bonus Nov Board.pdf
- BOT highlights November 2022.pdf
- Parker resolutions.pdf