

APPROVED

# F.W. Parker Charter Essential School

## Minutes

### Board of Trustees Meeting

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#### Date and Time

Tuesday April 4, 2023 at 6:45 PM

#### Location

Parker School

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#### Trustees Present

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

#### Trustees Absent

A. Jolly

#### Guests Present

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

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### I. Meeting Notes

#### A. Meeting Objectives

1. To review the Parker Bylaws
2. To advance the work of the committees

#### B. To prepare for this meeting, please do the following...

1. Please RVSP through Board on Track
2. Read this agenda and the packet
3. Read the Parker Bylaws

### II. 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 Tuesday Apr 4, 2023 at 6:51 PM.

### **C. Approve Minutes**

Motion to approve the minutes from Board of Trustees Meeting on 03-15-23.

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

#### **Roll Call**

S. Reinhorn Abstain

A. Jolly Absent

C. Soderman Abstain

M. Turnbull Abstain

## **III. Reflections**

### **A. Reflections on Parker Bylaws**

Pam Gordon led the Board in reflecting on the Parker Bylaws. Pam asked members to divide into small groups and discuss the following questions:

- What do you see?
- What do you wonder?
- What questions do you have?
- What are the implications for our work as a Board.

The group discussed insights from their small group conversations. There were concerns that some language in the bylaws appears to give the Board more power over curriculum than should be held by the Board.

Christina Soderman asked that references to "Principal" be changed to "Head of School" to be consistent with the current title of that role.

Pam Gordon asked Members to direct any future questions or comments about the bylaws to the Governance Committee.

## **IV. Head of School Report**

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

Brian Harrigan presented the Head of School Report. Brian highlighted recent and upcoming events:

- Spoon Wars
- Celebrations of individual student achievements
- Senior Exhibition night - Wednesday, April 12th at 7pm
- Spring sports have kicked off

- Robotic team competitions have wrapped up

Brian discussed school safety. Brian said that the school takes safety seriously there are things that are done well and there is always room for improvement.

## **V. Strategic Plan**

### **A. Strategic Plan update and RFP**

Brian Harrigan referred Members to the draft of the Request for Proposal included in the meeting packet.

Mara Edgar discussed the process of the working group in developing the Plan and detailed the timeline for the Strategic Plan work.

Brian said the working team would like to issue the RFP this week. He said questions, edits, etc. should be sent to him by the end of the week. Brian said May 26 is the deadline for questions from potential consultants and June 22 is the deadline for submitting proposals.

Deb Merriam encouraged members to think about their networks and if there are known people doing this work. Mara Edgar said other avenues are also being explored to distribute the RFP.

Brian will email a Board Members a copy of the RFP to which they can add edits and he will include a link to a spreadsheet created by Monique to keep track of potential vendors.

Glenn Penna said the working team plans to have presentations by potential consultants in September and for the Strategic Plan to be finalized by spring 2024.

## **VI. Committee Reports**

### **A. Governance**

Matt Lindsey said the Governance Committee has worked to create a list of suggested materials to help welcome and on-board new members of committees and the Board.

This works is being spearheaded by Julie Fredericksen. Matt said GovComm suggests that each committee and the Board create the following materials for new members:

- welcome letter from the committee Chair or Board Chair
- brief overview of Parker's oversight
- short bio/photo/ contact information for the other committee members
- agenda for their first meeting and a list of upcoming meetings

- access to previous meeting minutes

Matt shared a draft Mission Statement that the GovComm has created to clarify their mission and purpose and encouraged other committees to draft a mission statement.

## **B. Facilities**

Martin Turnbull said the Committee looked at various use concepts for the entry space of the school. Brian said the current concepts will add 10 feet to the sidewalk and take 10 feet away from the lawn. Three renderings (included in the packet) were shared.

Michelle McKenna said that feedback has been collected from the Facilities Committee and from inside the school. She said that the third concept was universally preferred with some modifications.

The Board asked questions about the renderings and current use of the space.

Michelle asked the Board to send her any additional feedback or questions soon.

Martin said the group is thinking about the next phase.

Brian said a grant application has been submitted for funding of \$120K to install a therapeutic garden in the courtyard.

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

Sonia Razzetti said the DEI Committee has been working with Brian Harrigan to explore transportation options to Parker for communities that may need it. Sonia said the Committee is considering cost and feasibility and their goal is to have transportation options ready by November 2023 so they can be shared in the next school lottery.

Sonia said the two options the Committee is exploring and will explore further are:

- transportation subsidized by the State - buses \$450/day/route/bus
- fee based vans focused on towns that could benefit the most

Jennifer Saxe asked how the committee would determine where the need is. Sonia said as a DEI initiative, they would determine need to be where communities of color might like to attend Parker but transportation is an obstacle.

Stef Reinhorn asked if there are grants for DEI work that could be used to fund this. Brian said the State reimbursement - 50/70% a year later - is a significant undertaking. Mara asked about MBTA options. Sonia said leveraging public transportation is being explored.

## **D. Development**

Katrina Tedstone presented the Development report. Katrina said:

- The Annual Fund is a bit behind this point last year. The push typically done in March has been rescheduled for April due to donor fatigue around late year initiatives. The graduate family push launched yesterday and the current family push will launch next week.
- Stare Rep. Scarsdale visited Parker and shared about her visit on social media. Rep. Scarsdale was in NTC in 2010. She taught at Innovation through 2015, and is fond of Parker.
- There are two foundations and private donors that might be interested in funding a therapeutic garden project in the courtyard.

## **E. Finance**

Christina Soderman delivered the Finance Committee report. She said:

- The Finance Committee worked to update its policies.
- An extensive midyear audit of Parker's financials has been completed with no findings.
- The LIBOR index is ending and bonds indexed to it will now be indexed to the Secured Overnight Financing Rate (SOFR).
- The Committee is looking to add a new member and will continue this work at their May meeting.

## **VII. Other Business**

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

There were no comments from the public.

## **VIII. Votes**

### **A. International Trips**

Brian Harrigan outlined a proposed exchange trip with the Sophianum in Gulpen, Netherlands:

- 10 Parker students - limited to 10th-11th graders
- 2 adult chaperones
- over April break
- homestays - host families vetted through a CORI / CORI equivalent
- Dutch students would visit in May (3 days at Parker, 3-4 days touring)

Tiff Testa said the recent trip Andros was highly successful. Tiff proposed an eco-travel trip to Costa Rica for the 2023-2024 school year.

Tiff provided details of the trip:

- 14 youth in grades 10-12
- 2 chaperones
- 8 night trip
- using a third party vendor - Walking Tree Travel
- based on an itinerary Parker has done before

Michelle McKenna said that Parker's current liability insurance has approved both trips as described and has added an international rider for these trips.

There were no questions.

J. Saxe made a motion to approve both international trips.

M. Silva-Rosa seconded the motion.

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

C. Soderman made a motion to adjourn.

M. Silva-Rosa seconded the motion.

8:47

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

## IX. 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 8:47 PM.

Respectfully Submitted,  
M. Lindsey

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## Documents used during the meeting

- 2023 April Head of School Report.pdf
- Parker Strategic Plan RFP.pdf
- Parker School Entry Renderings\_2023-0309.pdf