APPROVED

F.W. Parker Charter Essential School

Minutes

Board of Trustees

Date and Time
Tuesday September 19, 2023 at 6:45 PM

Location
Parker School

Trustees Present
B. Harrigan, G. Penna, J. Fredericksen, L. Hayner, M. Edgar, M. Lindsey, M. Turnbull, N. Odekirk Hatlevig, P. Gordon, R. Madamba, S. Razzetti, S. Reinhorn, T. Testa

Trustees Absent
A. Jolly, C. Soderman

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

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 Tuesday Sep 19, 2023 at 6:45 PM.

C. Approve Minutes

N. Odekirk Hatlevig made a motion to approve the minutes from Board of Trustees Meeting on 06-13-23.
S. Reinhorn seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

A. Jolly	Absent
S. Razzetti	Aye

Roll Call	
G. Penna	Aye
C. Soderman	Aye
J. Fredericksen	Abstain
N. Odekirk Hatlevig	Aye
M. Edgar	Aye
R. Madamba	Abstain
M. Turnbull	Aye
M. Lindsey	Aye
L. Hayner	Abstain
P. Gordon	Aye
B. Harrigan	Aye
T. Testa	Aye
S. Reinhorn	Aye

II. Kick-off Activity & BOT Norms

A. Kick-off activity

Brian opened the meeting by encouraging trustees to introduce themselves and share a piece of good news. Trustees went in a round and engaged in introductions.

Non-trustees in attendance also introduced themselves and their role at Parker.

Matt and Tiffany then led the board through the icebreaker activity "Meet me in the middle."

B. BOT Norms

Matt and Tiffany led the board through a reflective activity using the Board's norms. Board members read the norms aloud and shared with a partner one norm they value.

Tiffany finished by asking trustees to reflect to themselves on which norm is one that challenges them or that they think they will focus on.

III. Kick-off Reflection

A. Kick-off Reflection

Brian asked trustees to read a letter from Ted Sizer and reflect on Parker's history. At table groups, trustees shared passages that resonated with them.

Following small group discussions, Brian asked trustees to read about the role of the Board. Martin Turnbull read the Role of the Board and trustees shared the word that resonated for them. Trustees chose the words "life", "participating", "viable",

Finally, Brian asked each Board member to find a partner to share their "why" for volunteering to be a trustee. Trustees engaged in partner conversation.

IV. Strategic Plan

A. Strategic Plan

Mara Edgar reminded the Board of the Strategic Planning working group's work over the summer. She shared that the group was able to learn what should go into a strategic plan and that Parker should anchor around sustainability as an organization.

Mara shared that the group selected the Pacific Consulting Group (PCG) as the Board's partner for the strategic planning work.

Glenn shared about the passion and commitment PCG demonstrated through the process.

Brian shared the recruitment for the Strategic Planning Committee is in process and the Committee will kick off its work with the Board on October 26th.

Glenn asked how the recruitment process has been rolled out. Brian responded that the rollout occurred in the Friday Announcements.

Glenn reminded the trustees to use the recruitment form to submit their interest in joining the committee.

V. Head of School Report

A. Head of School Report - Enrollment

Brian requested that trustees ensure they have read the report prior to the meeting. This year he will focus trustees on specific portions of the report, rather than discussing the report in its entirety.

Brian then shared data on Parker's enrollment and trustees discussed the data in small groups.

Trustees then shared wonderings and questions about the data.

Nicole asked, what happens when a student declines to attend Parker? Brian responded Parker has just started to collect that data.

Richard asked how Parker's demographics compare to surrounding towns. Brian responded Parker is less diverse than surrounding towns.

Sonia shared wonderings about the across-the-board decline in enrollment for all schools in the area.

Luciana noted that it is important to look at the community Parker exists in and whether that community is welcoming.

Mara noted it is hard to parse underlying reasons for changes without more data.

Stef shared personal experiences as a parent related to the decision to attend Parker or remain at Parker.

Julie wondered about messaging about Parker to the outside community.

Brian then shared the short-term enrollment strategy.

- Parker will do a Fall Lottery for 7th and 9th grade.
- Parker will also be sending a mailing to local families advertising Parker.

Julie asked about the impact of sharing about our enrollment challenges.

Pam Gordon shared the intention to propose an Enrollment Committee to think strategically long-term about Enrollment.

Trustees engaged in conversations about how the Board thinks about enrollment strategically.

Sonia stated that reclaiming the story of Parker and success stories could be valuable.

Richard stated his group is wondering whether what Parker offers is what communities are looking for.

Mara reminded trustees that enrollment is a lagging indicator and it is about what has been happening, but also being prepared for what is coming next.

VI. Committee Reports

A. Development

Katrina noted Parker had a great closeout to the Annual Fund last year and she intends to share this year about what happens in the stewardship of the funds once the fund closes. Each trustee is being asked to reach out to donors from last year to thank them for donating last year. The Annual Fund goal for this year is 200 thousand for this year. The Development Committee is attempting to become a more task-oriented group to plan events.

B. Diversity, Equity and Inclusion

Sonia shared the DEI Committee is currently talking about transportation and enrollment. The Committee also has a recent alumni who has joined the Committee.

C. Facilities

Martin Turnbull said construction on the Sumner Sidewalk project has been delayed.

D. Finance

Richard reported that the Finance Committee met and had a report from the auditors on FY23. 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

E. Governance

Nicole noted Governance did not have a meeting in September, but rather sent out a comprehensive email. The focus is currently on orienting new members.

VII. Other Business

A. Comments from the Public

There were no comments from the public.

VIII. Votes

A. Enrollment Committee

T. Testa made a motion to approve the creation of an Enrollment Committee as described by Brian Harrigan and documented by the Charge to Create the Enrollment Committee.
S. Reinhorn seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Approve the audit as presented

T. Testa made a motion to accept the 2022-2023 Audit results as presented.
P. Gordon seconded the motion.
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 8:45 PM.

Respectfully Submitted,
M. Lindsey

Documents used during the meeting

- Parker Charter School-PCG Statement of Work_8.8.23.pdf
- Parker Enrollment - September 2023.pdf
- 2023 September Head of School Report.pdf
- Updated DRAFT - Francis W. Parker Charter Essential School FY2023 Financial Statements.pdf