APPROVED

F.W. Parker Charter Essential School

Minutes

Board of Trustees

Date and Time
Tuesday March 12, 2024 at 6:45 PM

Location
Parker School

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

Trustees Absent
R. Madamba

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

I. Meeting Notes

A. Meeting Objectives

1. To review and advance the work of multiple committees
2. To review and advance the work of the 2024-2029 Strategic Planning Committee
3. To review and vote on the FY25 Budget

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

1. RVSP through Board on Track
2. Read the agenda, Head of School Report, budget slides and Strategic Planning materials

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 Mar 12, 2024 at 6:50 PM.

C. Approve Minutes

Motion to approve the minutes from Board of Trustees on 02-15-24.
The board **VOTED** to approve the motion.

Roll Call

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

III. Head of School Report and Enrollment Committee Update

A. Head of School Report

Brian Harrigan shared Parker hosted successful basketball clinics at the Boys and Girls club.

Brian stated that the NEASC visit went well and their recommended priority areas are detailed in the Head of School Report (attached). He said the main recommendations were around facilities improvements. Brian said this was a terrific experience for self study and added that he is proud of the outcome.

Brian shared that Senator John Cronin visited yesterday and it was a good visit. Katrina said he expressed interest in coming back for Senior Exhibitions.

Brian said students from the country of Georgia are currently visiting and the visit is going well.

Brian invited Board members to the Looking at Student and Teacher Work workshop scheduled for March 27 from 12:45-3:45pm.

Stefanie Reinhorn shared that she saw State data showing that Parker students are scoring in the top 20% in the State on AP exams.

B. Enrollment Committee Update

Brian shared that application numbers were up from last year and Parent and Student Ambassadors were helpful to increase lottery numbers.
Pam Gordon shared that the newly formed Enrollment Committee had a successful first year and there is a lot of energy to continue this work in future years.

Mara asked if increased promotional activity had more of an impact than moving the lottery to March. Pam said there were a number of events and a lot of promotion in the extra month.

Brian said the next step is to increase the acceptance rate and offers are being overextended with the hope this will result in higher sustained enrollment. Brian said reducing withdrawals is another focus and work is being done around onboarding and orientation. He added that Accepted Students Days will be focused on connection and fun.

IV. Vision Statement and Strategic Priorities

A. Vision Statement and Strategic Priorities

Brian shared a document with the working Vision Statement and strategic priorities and asked Trustees to reflect on the direction of these.

Working Vision Statement
"Parker has leveraged its transformative student-centered learning design to forge relationships and develop partnerships that provide sustained access to knowledge and funding sources."

Strategic Priorities
(general categories - details on the shared document)

- Sustainable Development Program
- Professional Marketing
- Proven Outcomes
- Outstanding Faculty and Staff

Brian asked the Trustees to discuss in small groups and then invited the groups to share what had come up in their discussions.

V. FY25 Budget

A.

FY25 Budget

Michelle McKenna presented the Budget Proposal materials in the meeting packet (attached).

Glenn asked if increasing resources to Assessment is a result of NEASC recommendations. Brian said it has been a need and it was also a NEASC recommendation.

Nicole asked if the Assessment resources are people. Brian said they are testing resources that can be done in house but can also be done by outside contractors. Matt Lindsey said it is difficult to get testing done in house on the timeline required.

Mara asked when the school becomes aware of the special needs of incoming students. Brian said these needs are disclosed upon enrollment and receipt of school records.

Brian said that bringing NTC back is a goal because it is central to the internal and external work of Parker.

Christina Soderman reported that the Finance Committee sees conservatism built into this budget and they voted unanimously to endorse it. She added the committee sees this budget as a one year response to declining enrollment and they are optimistic for next year.

VI. Committee Updates

A. Committee Updates

Development Committee

Katrina said the Annual Fund is slightly ahead of where it was in the past two years. Katrina is working with a donor who is interested in matching gifts at upcoming community events. Katrina shared the Development Dashboard showing donations by alums, current families, friends of Parker, and Trustees and she shared a calendar of coming events.

Stefanie Reinhorn encouraged Trustees to check on whether or not they've donated to the fund this year. Stef also encouraged Trustees to recruit people to help with organizing and running events.

Brian and Katrina said the DevComm is an energetic group doing good work.

Facilities Committee

Martin Turnbull said the committee met last week and the final design for the Sumner Sidewalk has gone out to bid. Martin said bids will likely be more expensive than originally expected.

Michelle McKenna said the Board vote at this meeting is identical to the previous vote to approve funds with the exception of the adjusted amount - $300K original to $450K to allow room for cost increases.

Glenn asked about funding and why another vote is required. Michelle said the money is coming from Sizer and reserves and requires Board approval.

Mara asked about the increase in the cost of the project from the $125K fundraised to $450K especially in the current budget situation. Michelle said though $125K was fundraised, the project cost was originally estimated at $300K and some reserves would be needed. Martin said foundation work needed underneath the library and the Todd Sumner sidewalk project are combined and the delay in beginning the project and rising materials costs have contributed to the increase in cost.

Board members expressed concern about the cost increase and raised the need for fundraising on top of an increased capital campaign for future work.

Governance Committee

Nicole Odekirk Hatlevig and Matt Lindsey reported that GovComm continues to reach out to potential Board members.

Evaluation Committee

The Evaluation Committee is moving into evaluation of Brian Harrigan, Head of School. The process will begin with his self evaluation and the survey to stakeholders will follow.

The Committee is determining if the survey will be consistent with the Board on Track format provided or if they will make adjustments.

DEI Committee

Tiffany Testa shared a video of a graduation speech by a student speaking of her experience as a BIPOC student at Parker.

Tiff shared that members of the DEI Committee met with BIPOC students for conversations about their experiences at Parker. Together, they determined that a BIPOC affinity group could be a valuable source of support for BIPOC students.

The group would work for equity in

- advocacy/activism
- education
- safe space

Amy Jolly asked if the State has best practices around this type of work.

VII. Other Business

A. Comments from the Public

There were no comments from the public.

B. Vote on Fingerprinting and CORI Policy

Glenn Penna said the Board will vote on this at the April meeting.

C. Vote to approve the updated resolutions for the sidewalk project as attached to packet to increase approved funding level per current estimates

M. Edgar made a motion to approve the updated resolutions for the sidewalk project as attached to packet to increase approved funding level per current estimates.
C. Soderman seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

P. Gordon	Aye
R. Madamba	Absent
M. Turnbull	Aye
G. Penna	Aye
L. Hayner	Aye
C. Soderman	Aye
T. Testa	Aye
S. Reinhorn	Aye
J. Fredericksen	Aye
N. Odekirk Hatlevig	Aye
M. Edgar	Aye
A. Jolly	Aye
B. Harrigan	Aye
S. Razzetti	No
M. Lindsey	Aye

D. Vote to approve FY25 Budget as presented

C. Soderman made a motion to suspend the second read of the budget.
T. Testa seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

R. Madamba	Absent
S. Razzetti	Aye
G. Penna	Aye
M. Turnbull	Aye
M. Lindsey	Aye
J. Fredericksen	Aye
N. Odekirk Hatlevig	Aye
P. Gordon	Aye
M. Edgar	Aye
A. Jolly	Aye

Roll Call

T. Testa	Aye
L. Hayner	Aye
S. Reinhorn	Aye
C. Soderman	Aye
B. Harrigan	Aye

C. Soderman made a motion to approve the FY25 Budget as presented.
T. Testa seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

M. Edgar	Aye
G. Penna	Aye
L. Hayner	Aye
M. Turnbull	Aye
R. Madamba	Absent
N. Odekirk Hatlevig	Aye
S. Reinhorn	Aye
S. Razzetti	Aye
J. Fredericksen	Aye
T. Testa	Aye
P. Gordon	Aye
M. Lindsey	Aye
B. Harrigan	Aye
C. Soderman	Aye
A. Jolly	Aye

VIII. Closing Items

A. Adjourn Meeting

S. Razzetti made a motion to adjourn the meeting.
C. Soderman seconded the motion.
The board **VOTED** unanimously to approve the motion.
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

- 2024 March Head of School Report.pdf
- FY25 budget presentation Board.pdf
- Parker Fingerprinting and CORI Policy.pdf

- Parker resolutions.pdf
- Parker resolutions - updated March 2023.pdf