APPROVED

F.W. Parker Charter Essential School

Minutes

Board of Trustees

Date and Time
Tuesday April 9, 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. Merriam, D. Van Patten, Ellen Sturgis, K. Tedstone, 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

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

1. RVSP through Board on Track
2. Read the agenda, Head of School Report 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 Apr 9, 2024 at 6:50 PM.
Glenn Penna welcomed Ellen Sturgis, a guest and potential Board member.
A Parker graduation speech video was shared.

C. Approve Minutes

Motion to approve the minutes from Board of Trustees on 03-12-24.
The board **VOTED** to approve the motion.

Roll Call

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

III. Head of School and Enrollment

A. Head of School Report and Enrollment Committee Update

Brian revisited a graphic shared by the DEI Committee. Brian said that graphic helps illustrate that DEI and Equity are the foundation of all decisions made at the school.

Tiff Testa shared that the term "Belonging" replaced the term "Safe Space" as the foundation of the pyramid graphic. Tiff said "Belonging" encapsulates "Safe Space" and includes feeling seen and represented.

Brian presented proposed Board Meeting Dates for 2024-2025 with meetings being held Thursdays instead of Tuesdays. Brian said meetings next year may be hybrid to allow Board members from other locations to join. Brian will send proposed dates out as a poll.

IV. Facilities

A. Front Walkway Update and AC Project

Martin Turnbull said bids came in far above what was discussed and approved by the Board at last month's meeting. He said the project is on hold and will be revisited next year.

Glenn said the funds donated for the project will be held and more fundraising may be done or the project could be scaled back.

Michelle McKenna said the architect reached out to all 3 bidders and the high cost estimate was tied to timing of the project. If the timeline can be broadened, it may help toward cost savings. Michelle said if the proposal is sent out again in October and can be scheduled for next summer, it may make a difference in price.

Stef asked if there is an advantage to linking this project with the courtyard project. Martin said this is being considered but there are challenges. Michelle add that the challenges of combining the projects are related to bidding/procurement regulations.

Brian said any decision ultimately made will be made in the context of the Strategic Plan.

Michelle said part of the NEASC Equity/Student Experience review highlighted that one-third of classrooms are not air conditioned. Michelle said the next phase 2 of HVAC work is not yet fundable. Michelle said window units for those classrooms is being discussed. The cost of the project would be $50K-$70K. This includes updated electrical work, window bracing, and the units themselves.

Christina Soderman asked how many donors donated to the Sidewalk Project and if the donors could be contacted to ask about repurposing the funds. Katrina said donors are being kept updated on the status of the project.

Glenn said consideration for future fundraised projects should included total funds required to carry through proposed work.

V. Strategic Plan

A. Vision Statement and Strategic Priorities

Brian presented the timeline for future Strategic Plan work.

Brian said the Committee is looking for feedback and buy-in from Board members as they head into their May work. He shared a document with Strategic Priorities and Goals (this material is in the meeting packet).

Stef asked if action steps would be created to implement the outlined goals.
Mara said the consultants should have discrete steps and a framework for meeting these.

Goals and measures for the four Strategic Priorities were shared by Committee members:

Pam Gordon presented Outstanding Faculty and Staff.
Brian Harrigan presented Sustainable Financial Model.
Sonia Razzetti presented Proven Student Outcomes.
Luciana Hayner presented Professional Marketing.

Glenn Penna said the proposal of relaunching NTC should be examined.

Brian invited Board members to identify which goals resonated for them and which they wanted more information/discussion on.

The Board met in small groups to discuss their responses. Small groups shared their discussions with the wider group. Notes were taken in the small groups and will be shared with consultants.

VI. Development

A. Development Plan

Katrina shared an updated list of upcoming community events and invited Board members to attend.

Katrina said a contract has been signed with the Bull Run for hosting the 30th Anniversary Gala in April 2025.

Stef shared a Development Financial update. Board participation is at 100%. Stef asked Board members to discuss what they notice about the update and asked what ideas Board members have to help Parker meet this year's goals.

Matt Lindsey said he could reach out to past students.
Stef suggested Members bring people who are not currently connected to Parker to events.
Julie Fredericksen said a a letter could be sent to graduate families.
Stef asked Board members to consider contributing to doubling the match currently being provided for the alumni social.
Glenn suggested establishing a process for receiving legacy gifts.

VII. Committees

A. Committee Updates

Head of School Evaluation Committee
Stef and Glenn reminded Board members to complete the Head of School survey.

Governance
Matt Lindsey said the Board Assessment will be rolled out after the Head of School Assessment.

VIII. Other Business

A. Comments from the Public

Ellen Sturgis said it was great to watch the process of determining Strategic Priorities.
Glenn thanked her for attending.
Brian shared that Richard Madamba is stepping off the Board and Finance Committee effective immediately and stated that Richard is not able to dedicate time he would like to these roles.

B. Vote on Fingerprinting and CORI Policy

M. Edgar made a motion to approve the Fingerprinting and CORI policy.
T. Testa seconded the motion.
The board **VOTED** to approve the motion.

C. Vote on AC Project

This will be voted on during the May meeting.

IX. Closing Items

A. Adjourn Meeting

C. Soderman made a motion to adjourn the meeting.
S. Razzetti 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 8:47 PM.

Respectfully Submitted,
M. Lindsey