APPROVED

F.W. Parker Charter Essential School

Minutes

Board of Trustees

Date and Time
Tuesday May 14, 2024 at 6:45 PM

Location
Parker School

Trustees Present
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

Trustees Absent
A. Jolly, T. Testa

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

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 May 14, 2024 at 6:48 PM.

C. Approve Minutes

Motion to approve the minutes from Board of Trustees on 04-09-24.
The board **VOTED** unanimously to approve the motion.

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

III. Head of School and Enrollment

A. Head of School Report and Enrollment Committee Update

Glenn and Brian invited Members to attend graduation on June 5th.

Brian Harrigan shared the Head of School report.

Brian gave an overview of current and target enrollment, racial diversity, acceptance rate, and withdrawals.

Glenn Penna said it seemed that withdrawals are often student-driven and asked if families could be assisted and supported to minimize the rate.

Matt Lindsey said it is difficult when students are determined to leave. Brian said the new parent and caregiver group is hosting an ice cream social this week and a potluck in August this will build community and belonging among current and new families and may help families feel engaged and could help with retention.

Mara Edgar said school budget cuts in area towns may drive families to Parker.

Brian shared Board meeting dates for next year. These are included in the meeting packet.

Brian said Greg Toppo from The 74 Million, an online education journal, spent time at Parker, had positive things to say about the school, and will be writing a piece about the school.

Brian said visitors from the Netherlands presented assessments of Parker and their time at the school.

Brian said the Sizer Teacher Center is getting calls about advisory. Stef Reinhorn said social emotional learning (SEL) needs in schools are great. She said that Parker needs to get on the radar of more schools who are looking for this type of guidance. Stef asked who is the face of this work at Parker. Brian said he writes the proposals and determines fees.

Brian said tomorrow he will be leading staff in the Strategic Plan work he is doing tonight with the Board.

IV. Draft Strategic Plan

A. Draft Strategic Plan

Brian shared the Strategic Plan Update.

Brian distributed a draft of the Strategic Plan Objectives. Members were divided into four groups and there were four ten minute rounds (5 minutes small group discussion 5 minutes sharing) to discuss each of the four objectives . Groups were asked to share:

Warm feedback: What works well? What seems right?
Cool feedback: What concerns do you have? What can you not support?

V. Committees

A. Committee Updates

Development Committee

Katrina Tedstone invited Matt Lindsey to talk about the alum event that was held last week. Matt said it was good to connect with former students and others in attendance. Katrina said over 100 alums attended. She said last year $100 was raised and this year $2,500 was raised - just shy of the $2,900 match goal. She expects the remainder will be raised in the coming week. The event was called a fundraiser and featured a slideshow with photos and methods of donating.

Stef thanked the Board for meeting and exceeding the $7,500 match challenge set at the last meeting.

Katrina said a Parker Community event is planned for June 14th at the Sterling Street brewery on Devens.

Katrina said she received a $30K donation from a donor who wishes to help cover the HVAC project.

Katrina presented the development finance update. She said over $166,000 has been raised for the Annual Fund thus far with just under two months remaining. She said with events in May and June and a few recurring donations en route, we are closing in on the $200,000 goal.

Katrina thanked Julie Fredericksen for securing donations from local businesses for future events.

Finance **Committee**

Christina Soderman said it continues to be a tight year. Christina said total revenue is down and this is primarily a function of the enrollment rate. She said expenses are a little lower than expected as there has been a focus on austerity. Christina said a year-end deficit of $208K is predicted. She said the $102K scheduled to go toward the facilities reserve won't happen and the $40K toward technology reserve won't happen. Other savings will come from limiting purchasing. Christina said these actions should have have the year-end finances close to the debt covenant ratio. Christina said if additional money is needed to reach this, it will come from reserves.

Christina said next the FY24-25 budget may be $140K behind at the start of the year because the per pupil rate is predicted to be lower than originally budgeted.
Christina added that next year's budget does not have money budgeted for Strategic Plan initiatives. She said the Committee and Board will need to discuss this and decide how to proceed. She said the Finance Committee would also like to address the salary gap, will need to refinance in future years, and hopes to keep reserves healthy.

Christina said the Board will vote to approve $75K for the AC project during this meeting. The project will be done over the summer.

Christina said the mid-year review went well. She said Michelle McKenna does good work and the auditors had no findings.

Glenn - asked about the budget deficit and how it relates to reserves.
Brian said the hope was to add $140K to facilities and tech reserves this year and this will not happen this year and there will be no addition to facilities reserves next year.
Christina said $40K toward tech reserves is hoped for next year.

Governance **Committee**

Matt said the Committee met last week and is working on the slate of new Trustees to present at the June meeting. He said Monique send an email with a link to the Board on Track end of year Board assessment. Matt asked Members to complete the assessment soon so the Committee can review and report on the finding at the June meeting.

DEI **Committee**

Sonia Razzetti said the DEI Committee met on May 6th. Sonia said Tiff Testa was voted in as Co-chair. She said the Committee spent time looking at the Strategic Plan through a DEI lens.

Enrollment **Committee**

Pam Gordon said Brian covered the Enrollment update earlier in the meeting.
Julie asked how quickly families accept enrollment offers. Monique said it varies.

Facilities **Committee**

Martin Turnbull said there are no new updates.
Brian said the front walkway project will be revisited in the fall in context of both the Strategic Plan and the Courtyard project which is already funded.

Sonia asked if there is a historic list of facilities needs that is revisited periodically. Glenn said a Capital Investment Plan was prepared years ago to document work needed to be done and this should be updated. Martin said there is 1-3-5 plan - projects to be planned in 1, 3, and 5 years. Martin said the list was updated before Brian arrived so he would be current on work needed to be done when he arrived. Martin said the Committee will be waiting to hear how some of these projects play into the Strategic Plan.

HOS Evaluation Committee Update

Stef said all Board members have responded and thanked them for completing the Head of School Evaluation. Stef said she, Pam, and Glenn will process the results with Brian's self evaluation and present at the June meeting.

Nicole Hatlevig asked how the composition of the Evaluation Committee is determined. Glenn said the Board Chair is typically part of the Committee. Stef said next year's Committee hasn't been determined.

VI. Other Business

A. Comments from the Public

There were no comments from the public.

B. Vote on AC Project

C. Soderman made a motion to approve the Divison 1 air conditioning project.
S. Razzetti seconded the motion.

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

VII. Closing Items

A. Adjourn Meeting

S. Razzetti made a motion to adjourn the meeting.
M. Turnbull 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 9:02 PM.

Respectfully Submitted,
M. Lindsey

Documents used during the meeting

None