APPROVED

F.W. Parker Charter Essential School

Minutes

Board of Trustees Retreat

Date and Time
Friday September 12, 2025 at 12:00 PM

Location
Fruitlands and Congregational Church of Harvard, Harvard, MA

Trustees Present
C. Beasley, E. Moura, E. Sturgis, F. Fernau, J. Fredericksen, L. Hayner, M. Beam, M. Turnbull, N. Odekirk Hatlevig, P. Gordon, S. Razzetti, S. Reinhorn, T. Testa

Trustees Absent
None

Guests Present
B. Harrigan, K. Kintzing, K. Tedstone, K. Williams, M. Beganski, M. McKenna, R. Egan

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

P. Gordon called a meeting of the board of trustees of F.W. Parker Charter Essential School to order on Friday Sep 12, 2025 at 2:10 PM.

II. Minutes, Agenda and Goals

A. Approve Minutes

F. Fernau made a motion to approve the minutes from Board of Trustees Meeting on 06-12-25.
S. Reinhorn seconded the motion.
The board **VOTED** to approve the motion.

B.

Review Agenda and Meeting Goals

DEi and Development Committee will be leading activities. Executive Director and Chair will go over reports and compliance.

C. Debrief Fruitlands activity

J. Fredericksen, M. Beam, M.. Turnbill, L. Hayner, C. Beasley, E. Moura, B. Harrigan, K. Kintzing, T. Testa shared experiences about curiosity inspired by the museum

III. DEI

A. DEI Kickoff and training

L. Hayner and T. Testa led a training activity in DEI

The DEI subcommittee has a goal of bringing professional development to the board. The goal is to have the Board apply the lens of diversity, equity, inclusion. to all decision in order to improve all outcomes for every student.

The DEI Committee will revisit the training to the Board over the year.

T. Testa included an overview of the Parker School Mission and the principles that are particularly applicable to DEI.

L. Hayner went over norms and agreements
Be willing and curious
Stay the Course
Hold on to Multiple realities
Speak from you experience while considering others
Use the Parking Lot - write ideas that may not be immediately germane to the conversation as they come onto post its so we can come back to them later - it also is a way to bring subjects that may be uncomfortable

Identity work - there are identities that may or may not show, there are identities that may not be in the room, there are identities that share commonalities, there are some identities that someone may hide. The Board participated in an exercise of identity in groups of three.

DEI Data and SOA Report - data analysis activity
The board broke into small groups to look at the sets of data representing aspects of the Parker Community and shared analysis in structured facilitated rounds

L. Hayner encouraged the Board to share the experience here at home as a way to get more comfortable with the topics.

B. Break

IV. Development

A. Development kickoff and training

K. Tedstone and S. Reinhorn presented a development summary for the current year. With significant gifts over the summer, The Parker Fund is off and running. Last year's goals were higher than this year's due to the 30th celebration and other events from last year. New events this year include alumni social and a whole community event.

Exercise - Marshall Gantz and storytelling: include component Story of Self, Story of Us, Story of Now and finish with an ask

Start with a case statement that is meant to be a clear articulation of the problem we're trying to solve and the ways we are approaching the problem. The Board gave feedback about what they liked and what could be added to the document.

Think of an audience and how you are going to get them to agree to your ask. The Board broke into pairs to practice their elevator pitch.

The Board came back after small group work to discuss their own case statements and ideas of how to move forward with their own associates.

K. Tedstone informed the trustees they would be receiving names for thank-you calls to previous donors.

B. Break

V. Executive Director, Strategic Plan, Goal Setting

A. Executive Director Report, Strategic Plan Implementation – Year 2, Goal Setting exercise

B. Harrigan asked the Board to review the report from the meeting packet.

B. Harrigan discussed goal setting for the Board and for committees. He encouraged the Board and the Committees to review the strategic plan and to build the goals for the year around year 2 of the strategic plan. Year 2 of the plan is an implementation year. Goals should be built on a foundation of equity. Goals should be 'somewhat' SMART but don't feel beholden to specific numbers. Share your committee's draft goals at the October 9th meeting.

E. Sturgis asked if the Strategic Plan is broken into years. B. Harrigan will share the document the Board worked on last year.

The Charter Association is encouraging the Board to take on their own goals. P. Gordon and S. Razzetti will take the lead. They will present and there will be a whole board exercise next meeting.

B. Harrigan shared his own Executive Director goals:
Sustainable Financial Model
Outstanding Faculty and Staff - salary parity and the teacher pipeline
Professionalized Marketing
Next month he will more clearly define these goals

VI. Other Business

A. Revisions to the Bylaws

P. Gordon summarized the late spring and summer work changes to the by-laws with DESE advising on process. In June. DESE said more needed to be done and we have until Nov 1st of this year to be completed in the by-laws. A list of 18 things that need to be amended or made more specific in the by-laws. The changes have been passed through our lawyer. The by-laws with the changes were presented to the Board. Most pieces are wording changes and don't change the spirit of the by-law. Pam and Brian will be going back to the lawyer next week.

HOS chaged to ED
Roles of Trustees to ensure compliance with state and federal law
Documents needed from Trustees
Change number of meetings required
Make up of Board

Board needs to be aware that Monique will be contacting them if they need to update their disclosures and training for the state and members are asked to complete the needed documentation immediately.

B. Reminder to complete Financial Disclosure, OML and Conflict of Interest documents

P. Gordon and N. Odekirk informed the board that they may receive an email from Monique that certain documentation needs to be updated or completed with the state. Members were encouraged to complete their documents ASAP.

C. Comments from the public

D. Feedback on the Board and today's retreat

VII. 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 6:00 PM.

Respectfully Submitted,
N. Odekirk Hatlevig

Documents used during the meeting

- 2025 September Executive Director Report.pdf