

APPROVED



# Collegiate Charter School of Lowell

## Minutes

### Regular Board Meeting

November

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#### Date and Time

Tuesday November 14, 2023 at 5:30 PM

#### Location

Collegiate Charter School of Lowell  
1857 Middlesex Street, Lowell MA 01851  
Rm. 1224 - High School Music Room

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#### Meeting Notice

The Collegiate Charter School of Lowell, 1857 Middlesex Street, Lowell, MA will hold a Board of Trustees monthly meeting on Tuesday, November 14, 2023, at 5:30 p.m. in room 1224.

Posted to The Lowell Sun 11/12/2023.

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#### Trustees Present

A. Miller, B. Chapman, K. McCarthy, P. Patel, W. McGrail

#### Trustees Absent

*None*

#### Guests Present

A. Bakr, C. Connors, C. Crane, C. Nystrom, T. Cameron, prondon@collegiatelowell.org

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## **I. Opening Items**

### **A. Call the Meeting to Order**

W. McGrail called a meeting of the board of trustees of Collegiate Charter School of Lowell to order on Tuesday Nov 14, 2023 at 5:34 PM.

### **B. Record Attendance**

### **C. School Mission**

Board Members recited the School Mission.

### **D. Approve Agenda - November 2023**

B. Chapman made a motion to Accept the agenda.

A. Miller seconded the motion.

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

### **E. Approve Minutes - October 2023**

A. Miller made a motion to approve the minutes from October 2023.

K. McCarthy seconded the motion.

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

## **II. Public Comment**

### **A. Floor Open to the Public**

No comments from the public.

## **III. Student Life and School Culture**

### **A. Update**

Presentation of Student Life School Council - DeAndre, Emily, Marianna, Julia.

Homecoming and Sprit Week.

Student Council Event

Transition

Mill City Santa - December

Mrs. McCarthy asked about families in need during the holiday season.

## **IV. New Business**

### **A. Tuition Reimbursement**

Mr. Bakr presented to the board a proposal for a tuition reimbursement program.

Discussion on requirements of program. Grading requirements discussed. Discussion on relevancy of course work in the area in which employee works. Discussion surrounding funding and availability dependent upon number of staff members who participate in the program.

A. Miller made a motion to approve the tuition reimbursement policy as written.

P. Patel seconded the motion.

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

## **V. Committee Reports**

### **A. Finance**

Discussion of monthly budget vs. actual report by committee chair, Alan Miller and Business Manager, Carl Nystrom.

A. Miller made a motion to accept the finance sub-committee report as presented.

B. Chapman seconded the motion.

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

### **B. Education**

No report. Sub-committee meeting scheduled for 12/12/23 @ 4:30 p.m.

### **C. Facility**

Update from B. Chapman. Turf field nearing completion. Expected completion within 1-2 weeks. Grand opening ribbon cutting being planned for November 28th. Scoreboard installation expected in Spring 2024.

Discussion surrounding acoustics in the Physics lab and need for soundproofing. C. Nystrom exploring pricing options. Potentially similar in the cafeteria.

### **D. Governance**

Discussion of Board By-Law amendment and feedback from DESE on necessary changes.

B. Chapman made a motion to accept the changes requested by DESE and to submit to DESE for approval.

K. McCarthy seconded the motion.

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

Discussion from K. McCarthy regarding update on status of school, post transition and feedback from stakeholders. A. Bakr seeking feedback from stakeholders and present to Board in January or February 2024.

### **E. Community Outreach**

Update by B. Chapman regarding update with Lowell Five and partnership, including financial literacy program. Seeking to further expand the partnership between Collegiate and Lowell Five.

#### **F. Board Development**

Discussion regarding expanding the board of trustees members. Discussion on potential candidates.

### **VI. Director's Report**

#### **A. Marketing**

Presentation by C. Crane. Discussion on strategic partnerships.

- Veterans day assembly with former military
- Open House update 7/13/23
- Connection with Lowell Community Charter for enrollment
- MassHire partnership
- Seeking guest for field ribbon cutting
- Meeting with seniors re: internship opportunities

#### **B. Academics**

Presentation by A. Bakr regarding MCAS results. Reviewed accountability report results from DESE. No assistance or intervention required. Moderate progress overall.

Reviewed growth, achievement, AP courses, attendance - elementary and high school. Shared comparison between Collegiate, state, Lowell Public, and neighboring charter school(s).

Presentation by C. Connors on MAP testing results from Fall 2023. Breakdown of results K-8 math and Reading. MAP expected to be a prediction of MCAS abilities.

Discussion of Academic Dashboard presentation to board monthly to show progress.

Dashboard to be discussed during December Academic Sub-committee meeting.

#### **C. Staffing**

T. Cameron shared data on staffing progress over past month. A. Bakr expanded upon current coverage of vacant positions.

#### **D. Enrollment**

C. Nystrom shared current enrollment data. Discussed new students and withdrawals.

#### **E. Discipline**

Update by A. Bakr.

- Full day of PD on 11/7 on classroom management strategies and positive behavior interventions.
- Teacher involvement increase. Suspensions decreasing.

## F. Upcoming Events

Update by A. Bakr.

- Football 11/22 @ Greater Lowell Tech - 1:00 p.m.
- Open House 11/28
- Field Ribbon Cutting 11/28
- Turkey Bowl 11/22
- Christmas Party 12/15
- STEM Fair 1/8

## VII. Unfinished Business

### A. Board on Track Update

Discussion on trial.

### B. Board By-Laws Amendment

Discussed during Governance Committee update.

## VIII. Closing Items

### A. Adjourn Meeting

K. McCarthy made a motion to adjourn.

A. Miller 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 8:03 PM.

Respectfully Submitted,

T. Cameron

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## Documents used during the meeting

- Board of Trustees Minutes 10.17.23 Draft.pdf
- November Student Life Presentation.pdf
- Budget vs Actual October 2023 v11.8.2023.pdf

- Director's Report 11.14.2023.pdf