

APPROVED



# Collegiate Charter School of Lowell

## Minutes

### Regular Board Meeting

December

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#### Date and Time

Tuesday December 12, 2023 at 5:30 PM

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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 December 12, 2023, at 5:30 p.m. in room 1224.

Posted to The Lowell Sun 12/10/2023.

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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. Nystrom, T. Cameron

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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 Dec 12, 2023 at 5:37 PM.

**B. Record Attendance**

**C. School Mission**

Mission recited by the Board.

**D. Approve Agenda - December 2023**

K. McCarthy made a motion to Approve agenda as written.

A. Miller seconded the motion.

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

**E. Approve Minutes - November 2023**

K. McCarthy made a motion to approve the minutes from Regular Board Meeting on 11-14-23.

B. Chapman seconded the motion.

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

**II. Public Comment**

**A. Floor Open to the Public**

No public comment.

**III. New Business**

**A. Nomination of New Board Member - D. Tucker**

K. McCarthy made a motion to approve the application as presented.

B. Chapman seconded the motion.

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

**Roll Call**

A. Miller Aye

P. Patel Aye

W. McGrail Aye

B. Chapman Aye

K. McCarthy Aye

**B. Nomination of New Board Member - E. Nelson**

B. Chapman made a motion to approve the application as presented.

A. Miller seconded the motion.

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

**Roll Call**

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

**C. 2023-24 Student Handbook**

A. Bakr presented a summary of the changes to the 2023-24 Student Handbook.  
A. Miller made a motion to approve the 2023-24 Student Handbook as written.  
P. Patel seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**IV. Committee Reports**

**A. Finance**

Update presented by A. Miller.  
A. Miller made a motion to accept the budget vs. actual as presented.  
B. Chapman seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**B. Education**

K. McCarthy briefed on the status of the academic dashboard. Summary of the data points and items to be reported.  
A. Bakr provided a more in-depth overview of the dashboard data points to be presented.

**C. Facility**

B. Chapman discussed Athletic Field opening. No further update.

**D. Governance**

P. Patel discussed meeting with prospective board members.

**E. Community Outreach**

B. Chapman reminded of meeting with Lowell Five.

**F. Board Development**

No update beyond new members joining Board.

**V. Director's Report**

**A. Marketing**

C. Crane updated on internships status and key partnerships.

**B. Academics**

C. Connors presented updated on current academic standing in core content areas.

**C. Staffing**

T. Cameron provided an update on current staffing.

**D. Enrollment**

C. Nystrom provided an update on student withdrawals.

C. Nystrom provided an update on enrollment for 2024-25.

**E. Discipline**

No update. Provided previously during academic dashboard.

**F. Upcoming Events**

A. Bakr referenced the new school newsletter and upcoming events section.

**VI. Unfinished Business**

**A. Board By-Laws Amendment**

T. Cameron provided update. Pending Commissioner approval.

**VII. Executive Session**

**A. Discussion of Legal Matter**

B. Chapman made a motion to enter executive session at 6:43.

K. McCarthy seconded the motion.

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

To discuss strategy with respect to litigation of the public body.

B. Chapman made a motion to exit at 6:49 p.m.

K. McCarthy seconded the motion.

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

**VIII. 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 6:49 PM.

Respectfully Submitted,

T. Cameron

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**Documents used during the meeting**

- student\_handbook\_23-24.pdf
- Budget vs Actual November 2023 v12.12.23.pdf