

APPROVED



# Collegiate Charter School of Lowell

## Minutes

### Regular Board Meeting

August 2024

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#### Date and Time

Tuesday August 20, 2024 at 5:30 PM

#### Location

Collegiate Charter School of Lowell  
1857 Middlesex Street, Lowell, MA 01851

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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 August 20, 2024, at 5:30 p.m. in room 128.

Posted to The Lowell Sun 8/18/2024.

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#### Trustees Present

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

#### Trustees Absent

E. Nelson

#### Guests Present

A. Bailey-O'Keefe, 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 Aug 20, 2024 at 5:35 PM.

**B. Record Attendance**

**C. School Mission**

Board recited School Mission.

**D. Approve Agenda**

B. Chapman made a motion to accept the agenda as presented.

A. Miller seconded the motion.

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

**E. Approve Minutes - May 2024**

B. Chapman made a motion to approve the minutes from Regular Board Meeting on 06-18-24.

A. Miller seconded the motion.

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

**II. Public Comment**

**A. Floor Open to the Public**

None.

**III. School Culture**

**A. Monthly Update**

No update during summer.

**IV. New Business**

**A. Bicknell Easement III - Settlement Payment Request**

- B. Chapman explained settlement on egress issue from school property site.
- B. Chapman requests discussion and vote by board to approve payment (\$45,000).
- P. Patel pointed out that Collegiate Charter School of Lowell not mentioned in the settlement.
- P. Patel asked how settlement could be liable to school post purchase.
- P. Patel asked when the settlement was discussed previously.

- P. Patel asked how we explain payment in financial documents.
- A. Miller asked why legal counsel negotiated 1/2 of original settlement but Collegiate solely responsible.
- A. Miller asked why original plan previous owner was to pay 1/2, Collegiate pay 1/2, but now only Collegiate pays.
- A. Miller acknowledges that we must appease neighbor, suggest paying 1/2 of settlement.
- W. McGrail asked what documentation will be furnished to prove payment was made.
- B. Chapman stated that the previous owners in 2010 didn't have written documentation of easement use. Builder who purchased prior to Collegiate made agreement.
- W. McGrail asked C. Nystrom, Director of Finance, of his recollection. Carl suggested sharing settlement information with legal counsel to explore options and how transaction gets recorded (deed?).
- P. Patel requests that Collegiate's name be included to show proper documentation of settlement and payment.

Item tabled until September meeting pending consultation with legal counsel.

A. Miller made a motion to table item until information received from legal counsel.

B. Chapman seconded the motion.

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

## **B. Organizational Chart for 2024-25**

Organizational chart presented by A. Bakr.

- K. McCarthy asks chain of command. Who is 2nd and 3rd following Executive Director?
- B. Chapman compares structure to city manager and structure.
- W. McGrail asked to have names listed on organizational chart. Asked to be shared at September meeting.

## **C. Director's Evaluation Sub-committee**

W. McGrail discussed that its been requested of A. Bakr to create timeline/overview of time since starting. Provided as part of Director Evaluation. Periods of November 2022 - June 2023, July 2023 - June 2024, and goals for 2024-25.

W. McGrail asks to form a sub-committee to partake in the evaluation development process.

Sub-committee: W. McGrail, K. McCarthy, A. Miller.

A. Bakr will update goal document and share with sub-committee.

**D. Board - Staff Appreciation Lunch**

Board provide lunch for staff on Friday, August 23rd @ 11:00 a.m.

**E. Student Opportunity Act Report**

A. Bakr requests board to postpone approval until September meeting.

A. Bakr provided an overview of what the report involves.

**V. Committee Reports**

**A. Finance**

June and July reports reviewed.

A. Miller requested formulas be reviewed to ensure accuracy.

A. Miller asked about increase in variances of certain line items.

A. Miller requested resubmission of report from June once audit is completed.

W. McGrail suggests finance sub-committee meeting monthly prior to board meetings.

A. Miller made a motion to table approval of June report until September.

D. Tucker seconded the motion.

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

A. Miller made a motion to accept the July financial report as presented.

K. McCarthy seconded the motion.

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

**B. Education**

No update.

**C. Facility**

No update.

**D. Governance**

No update.

**E. Community Outreach**

No update.

**F. Board Development**

No update.

**VI. Director's Report**

**A.**

### **Academic Dashboard**

C. Connors presented academic update on end-of-year results.

Reminder of goal to be 75% or exceeding in all subjects.

Plan to do in-depth analysis of internal data vs. external data.

Update on Summer School, Extended School Year.

Update on planned PD workshops with teachers returning in August.

### **B. Marketing**

C. Crane provided an update.

New possible partnership with local gym for sports teams.

Announcement of STEM grant press release.

### **C. Staffing**

T. Cameron provided an update.

### **D. Enrollment**

C. Nystrom provided an update.

### **E. Upcoming Events**

Update provided by A. Bakr.

## **VII. Unfinished Business**

### **A. Sub-Committee and Officer Nominations**

Tables until September annual meeting.

## **VIII. Closing Items**

### **A. Adjourn Meeting**

K. McCarthy made a motion to adjourn.

D. Tucker 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 7:39 PM.

Respectfully Submitted,

T. Cameron