

APPROVED



# Collegiate Charter School of Lowell

## Minutes

### Regular Board Meeting

November 2024

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#### Date and Time

Tuesday November 19, 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 November 19, 2024, at 5:30 p.m. in room 1223.

Posted to The Lowell Sun 11/17/2024.

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#### Trustees Present

A. Miller, B. Chapman, D. Tucker, E. Nelson, K. McCarthy (remote), P. Patel, W. McGrail

#### Trustees Absent

*None*

#### Guests Present

A. Bakr, C. Connors, C. Nystrom, P. Rondon, 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 Nov 19, 2024 at 5:45 PM.

### B. Record Attendance

### C. School Mission

Board recited the school mission.

### D. Approve Agenda

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

D. Tucker seconded the motion.

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

### E. Approve Minutes - October 2024

B. Chapman made a motion to approve the minutes from Regular Board Meeting on 10-15-24.

D. Tucker seconded the motion.

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

## II. Public Comment

### A. Floor Open to the Public

No comments.

## III. Activities Update

### A. School Events

Presentation by Mrs. Bailey and three members of the Student Council - Beatriz De Oliveira, Emily Delarosa, and Chloe Silva.

- Students shared info on HOCO 2024.
- Info on student volunteer opportunity @ Dwelling House of Hope preparing food.
- Wolves of the Week celebrating students and staff.
- Upcoming events - honor roll/perfect attendance assemblies, pictures with Santa, school play

### B. Athletics

Presentation by Mr. Henderson, Athletics Director.

- Update on fall sports.
- Shared that visiting schools admire our field/courts.
- Update on understanding of power-rankings
- Look ahead at winter sports.
- Student volunteers for various jobs.

### **C. Performing Arts**

Update from Mr. Bakr on behalf of Mr. Abrams.

- Play "North Pole Goes Rock & Roll" - 12/13 @ 6:30p and 12/14 @ 12:00 p.m.

## **IV. New Business**

### **A. Uniform Policy**

Mr. McGrail requested clarification on the current uniform policy.

Mr. Bakr provided an update on the current policy and rational behind minor changes made.

### **B. Staff Survey Update**

Mr. Bakr provided an update on progress made post-survey.

- Leadership meetings and staff meetings held to discuss strengths and weaknesses.
- Will have updated info to share at December board meeting.

Mr. Nelson asked about context of questions asked and what is typical questions.

### **C. Building Projects**

Mr. Nystrom discussed updates and plans. Garage build-out for facility storage needs. Update on new sound systems in the cafeteria and the gym.

Mr. Chapman provided an update on contracting with third party company to conduct survey. Additionally, discussed past rental success of new field.

## **V. Committee Reports**

### **A. Finance**

Mr. Miller provided summary of September and October budget vs. actual discussions from sub-committee meeting. Audit has been submitted.

A. Miller made a motion to accept the September 2024 report as presented.

B. Chapman seconded the motion.

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

A. Miller made a motion to accept the October 2024 report as presented.

P. Patel seconded the motion.

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

**B. Academic Excellence**

None.

**C. Facility**

Mr. Chapman provided update. Releasing RFP for maintenance garage build-out.

Mr. Nystrom discussed Catie's Closet move of location.

**D. Governance**

None.

**E. Board Development (Fundraising)**

None.

**F. Director's Evaluation Sub-Committee**

Mr. McGrail requested to table until December board meeting.

**VI. Unfinished Business**

**A. Approval of Executive Director's Evaluation for 2023-24**

Mr. McGrail requested to table until December board meeting.

**B. Bicknell Easement III - Settlement**

Mr. McGrail provided an update based on legal advice.

Mr. Miller is in favor, with explicit guarantees to protect future needs.

Mr. Patel reviewed and summarized the current deed.

Mr. Nelson suggests having a Real Estate Conveyance Attorney review the deed for guidance.

Mr. Nystrom will contact said specialized attorney for review and guidance.

**C. Organizational Chart**

Mr. Bakr discussed suggested additional position and recommendation on search.

Mr. McGrail requested to table until December board meeting.

**VII. Director's Report**

**A. Marketing**

Ms. Crane provided an update on recent events. Veterans Day festivities, front page of Lowell Sun.

Dwelling House of Hope turkey giveaway - 55 complete meals for Collegiate families.

## **B. Schools Update**

Ms. Connors provided an update on happenings at each school.

- Academic Summary
- College Readiness Update
- Professional Development Day Summary

## **C. PTA Updates**

Mr. Bakr provided update on initial plans to increase parent engagement - PTA, School Council.

## **D. DESE Updates**

Mr. Bakr provided update on upcoming MCAS change as a result of November 5th election.

DESE visit is expected February 7th.

## **E. Events**

Mr. Bakr provided an update.

## **VIII. Closing Items**

### **A. Adjourn Meeting**

A. Miller made a motion to adjourn.

B. Chapman 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 7:42 PM.

Respectfully Submitted,

T. Cameron