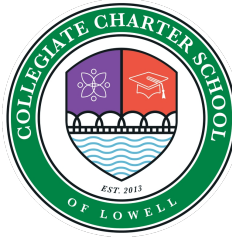


APPROVED



# Collegiate Charter School of Lowell

## Minutes

### Regular Board Meeting

December 2024

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#### Date and Time

Tuesday December 17, 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 December 17, 2024, at 5:30 p.m. in room 1223.

Posted to The Lowell Sun 12/15/2024.

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#### Trustees Present

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

#### Trustees Absent

B. Chapman, E. Nelson

#### 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 17, 2024 at 5:42 PM.

### **B. Record Attendance**

### **C. School Mission**

The board recited the school mission.

### **D. Approve Agenda**

A. Miller made a motion to approve minutes as presented.

D. Tucker seconded the motion.

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

### **E. Approve Minutes - October 2024**

K. McCarthy made a motion to approve the minutes from Regular Board Meeting on 11-19-24.

A. Miller seconded the motion.

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

## **II. Public Comment**

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

No members wishing to speak.

## **III. Activities Update**

### **A. School Events**

A. Bailey provided an update on school events.

- City of Lights 11/30
- High Honors, Honors and Prefect Attendance Awards (November/December for Q1)
- Pictures with Santa 12/15
- Staff Holiday 12/6
- North Pole Goes Rock & Roll 12/13 and 12/14

W. McGrail gave kudos to the Theater Club students and staff. The show was terrific.

## **IV. New Business**

#### **A. Cell Phone Use/Policy**

K. McCarthy discussed the current policy and the thought of using a system that locks up cell phones during the school day. Used a survey and program instituted at Wellesley Public Schools. Would like a committee organized to review the policy and thoughts about a "no cell phone policy" during the school day.

W. McGrail agrees that it is a good idea. Disheartening to see students with phones in class.

A. Bakr reviewed the current policy. Only High School has access to electronic devices during lunch. Enforcement of policy needs to be consistent.

K. McCarthy asked that we find out what teachers implement and think of the current policy. Request to have a few teachers volunteers to join committee to review and attend January board meeting.

#### **V. Committee Reports**

##### **A. Finance**

A. Miller made a motion to accept the monthly budget vs. actual report as presented.

K. McCarthy seconded the motion.

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

##### **B. Academic Excellence**

None.

##### **C. Facility**

Site review has started to forecast capital projects.

##### **D. Governance**

Meeting cancelled for December 2024. No update.

##### **E. Board Development (Fundraising)**

None.

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

Work continues.

#### **VI. Unfinished Business**

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

Work continues. Tabled to January 2025.

**B. Bicknell Easement III - Settlement**

E. Nelson not present. Request to be tabled to January 2025.

**C. Organizational Chart**

A. Bakr further discussed possibility of adding position to oversee operational positions. Shared suggestions of how that position could look.

A. Bakr will prepare a job description, prepare job posting, and create timeline for search committee.

Discussion on need for Assistant Finance Director in preparation for pending retirement.

Further information to be presented at January 2025 meeting.

**D. Staff Survey Update**

A. Bakr shared update.

- Met with leadership team
- Each grade level
- Teacher leaders

Major needs are further school wide professional development Instructional/Behavior Support.

Creation of School Culture Committee comprised of staff from each school to examine school culture and come up with ideas.

**VII. Director's Report**

**A. Academic Update**

C. Connors provided update on current state of academics.

- Review of current academic status of K-12
- Review of attendance goals
- Review of student discipline
- Parent Teacher Conferences 12/13
- Co-teaching updates. Consultant returns in January.
- Curriculum updates from Curriculum Coordinators.

**B. Marketing**

C. Crane provided update.

- Youth Christmas Project in collaboration with Lowell Police Dept.
- Reviewing other partnership options.

### **C. Schools Update**

A. Bakr provided an update.

- Review of events

## **VIII. Public Comment**

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

None.

## **IX. 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 7:30 PM.

Respectfully Submitted,  
T. Cameron