APPROVED

Collegiate Charter School of Lowell

Minutes

Regular Board Meeting

March 2025

Date and Time
Tuesday March 11, 2025 at 5:30 PM

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

Meeting Notice
The Collegiate Charter School of Lowell, 1857 Middlesex Street, Lowell, MA will hold a Board of Trustees monthly meeting on March 11, 2025, at 5:30 p.m. in room 1223.

Posted to The Lowell Sun 3/9/2025.

Trustees Present
A. Miller, B. Chapman, D. Tucker, E. Nelson, K. McCarthy, P. Patel, W. McGrail

Trustees Absent
None

Guests Present
A. Bakr, C. Connors, C. Nystrom, P. Rondon, T. Cameron

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 Mar 11, 2025 at 5:48 PM.

B. Record Attendance

C. School Mission

Board recited the school mission.

D. Approve Agenda

A. Miller made a motion to accept agenda as presented.
K. McCarthy seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Approve Minutes - January 2025

B. Chapman made a motion to approve the minutes from Regular Board Meeting on 01-21-25.
K. McCarthy seconded the motion.
The board **VOTED** unanimously to approve the motion.

II. Public Comment

A. Floor Open to the Public

None.

III. Activities Update

A. School Events

- Middle School Sweetheart Dance in February
  - Food, DJ, dancing - looking forward to semi formal in June
- Student Council
  - Matt MacDonald taking over Advising Role effective in April
  - Adjusting Mission/Roles/Goals to meet "student council" format
  - Planning end of year activities and field day
- International Fair
  - June 6th times TBD
  - K-8 grade

IV. New Business

A.

Business Department Program Update

- New Business Program
- Licensed DECA Charter
- Developed Pathways
- Course Overview
- Field trips to experience business in action
- 9th grader, John won and is heading to National Conference

B. Approval of Amended 2024-25 School Calendar

K. McCarthy made a motion to approve the amended calendar as presented.
B. Chapman seconded the motion.
The board **VOTED** unanimously to approve the motion.

V. Committee Reports

A. Finance

A. Miller and P. Patel provided brief update of finance sub-committee meeting where January and February budget vs. actual was discussed.
A. Miller made a motion to accept report as presented.
B. Chapman seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Academic Excellence

K. McCarthy provided brief update of academic sub-committee meeting held prior to this board meeting. C. Connors to provide a full presentation of current academic standing during this meeting.

C. Facility

No update available at this time. Review of immediate needs and long-term development is being conducted and an update in April is expected.

D. Governance

No update at this time. Sub-committee meeting to be scheduled.

E. Board Development (Fundraising)

- St Patrick's Day Breakfast 3/15 with local representatives and business officials. Board members and school leadership to attend.

F. Director's Evaluation Sub-Committee

Review of documentation. No questions. Will vote to approve.

VI. Unfinished Business

A. Approval of Executive Director Evaluation Process

Summary review of process and timeline provided. No additional changes needed. Vote to approve.
A. Miller made a motion to adopt the process as presented.
B. Chapman seconded the motion.
The board **VOTED** unanimously to approve the motion.

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

Summary of evaluation presented by sub-committee. No additional questions or edits requested. Vote to approve.
E. Nelson made a motion to approve the Executive Director's Evaluation as presented.
D. Tucker seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Cell Phone/Security Update

- Review of product option, unsuccessful to meet the needs
- Review of Yonder program for cell phones. Leadership will continue to move forward with this option. Additional update to be provided in April.

D. MCAS/Competency Determination Update

- Discussion on what options exist for accountability
- School will require passing score
- Provide pathway to show proficiency if not passing score
- Discussion continues with internal leadership
- Review of current graduation requirements
- Discussion on addition of military entrance in lieu of college application
- Leadership will amend graduation requirements and return to the board in April for review and potential approval

VII. Director's Report

A. Academic Update

- Review progress from last school to current school year
- Planned field trip to Middlesex for students who will be attending
- College Fair April 15th - 63 colleges attending
- Course selections for 2025-26 has begun
- Electives Fairs held to introduce students to course offerings for 2025-26

- Attendance update - Daily Attendance has improved in Middle School and High School as compared to last school year
- MAP data progress in K-10 in Math, ELA and Science
- Review of February Professional Development Sessions
- Review of New Teacher Institute February session - climate, culture
- ELA MCAS bootcamp over February vacation, Math MCAS bootcamp over April vacation
- Review of activities happening in each subject area - reading buddies, ST math competition, social studies projects

Update provided on Lottery results from March 6th. Accepted students have been notified. Waitlist details have been shared. Estimated 115 new students accepted and 325+ students created waitlist at all grade levels.
E. Nelson made a motion to suspend regular meeting to enter Executive Session for discussion with legal counsel regarding real estate settlement and negotiations.
B. Chapman seconded the motion.
The board **VOTED** unanimously to approve the motion.

VIII. Executive Session

A. Bicknell Easement - Settlement

E. Nelson made a motion to enter executive session at 6:48 p.m.
B. Chapman seconded the motion.
The board **VOTED** unanimously to approve the motion.
Entered executive session at 6:48 p.m.

Legal counsel provided details on settlement options regarding prior real estate dealings for property at 1857 Middlesex Street, Lowell. Board reviewed and considered legal counsel's guidance. Approved legal counsel to move forward with contacting other parties to discuss settlement option. Update expected at April meeting.
E. Nelson made a motion to exit executive session and return to the regular meeting at 6:58.
B. Chapman seconded the motion.
The board **VOTED** unanimously to approve the motion.
Exited executive session at 6:58 p.m.

IX. Closing Items

A. Next Board Meeting

W. McGrail shared the details of the next Board Meeting to be held on April 15th at 5:30.

A. Miller shared feedback from DESE visit in February regarding minutes of board meetings and expectations moving of DESE.

B.

Adjourn Meeting

A. Miller 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 7:48 PM.

Respectfully Submitted,
T. Cameron

Documents used during the meeting

- 2024-25 School Calendar v.3 3.5.25 Amended.pdf
- Budget vs Actual January 2025.pdf
- Budget vs Actual February 2025.pdf
- Executive Director Evaluation Process and Resources.pdf
- Board of Trustee Evaluation Subcommittee 2023-24 Executive Director Review.pdf
- Director's Report 2.19.25.pdf