APPROVED

Collegiate Charter School of Lowell

Minutes

Regular Board Meeting

June 2025

Date and Time
Tuesday June 17, 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 June 17, 2025, at 5:30 p.m. in room 1223.

Posted to The Lowell Sun 6/15/2025.

Trustees Present
A. Miller, B. Malone, D. Tucker, K. McCarthy, P. Patel

Trustees Absent
B. Chapman, E. Nelson

Guests Present
A. Bakr, C. Connors, C. Crane, C. Nystrom, Dina Muldoon, H. Rossbach, T. Cameron

I. Opening Items

A. Call the Meeting to Order

K. McCarthy called a meeting of the board of trustees of Collegiate Charter School of Lowell to order on Tuesday Jun 17, 2025 at 5:40 PM.
K. McCarthy called a meeting of the board of trustees of Collegiate Charter School of Lowell to order on Tuesday Jun 17, 2025 at 5:40 PM.

B. Record Attendance

C. School Mission

The board recited the school mission.

D. Approve Agenda

A. Miller 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 - May 2025

B. Malone made a motion to approve the minutes from Regular Board Meeting on 05-20-25.
A. Miller seconded the motion.
The board **VOTED** unanimously to approve the motion.

II. Public Comment

A. Floor Open to the Public

No public comment.

III. Committee Reports

A. Governance

Application for new board member - Maria Porto - Q&A

- Finance world for 30+ years
- Long-time Lowell resident, now lives in Pelham.
- Attended Lowell Public and Lowell Catholic
- Children attended Lowell Public Schools
- Loves to cook, bake, and drive kids around
- Work at United Mitochondrial Research
- Previously worked at Jean D'Arc, Lowell School Dept.
- Served on multiple boards previously as President and member, Athletics at Lowell Catholic

- Focused on boards in fundraising

A. Miller made a motion to accept Maria Porto's application to join the Board of Trustees starting in September 2025.

D. Tucker seconded the motion.

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

Roll Call

K. McCarthy	Aye
B. Malone	Aye
P. Patel	Aye
E. Nelson	Absent
D. Tucker	Aye
B. Chapman	Absent
A. Miller	Aye

Discussion of additional applicant - David Leighton

Review of resume.

- Works at Lowell Five
- Grew up in Lowell
- Attended Lowell High
- Resides in Medford

Will invite David to the August 2025 meeting to meet with the Board of Trustees.

No further information on applicant Erin Rourke. C. Nystrom will follow up with applicant.

B. Finance

Review of Finance Sub-committee held prior to Regular Meeting.

- Review of budget vs. actual
- Review of FY 2025 End of Year
- Review of balance sheet

Questions:

- Health plan up due to higher staffing. Currently reviewing rate with vendor.
- Net profit accrual due to teacher salaries paid out through August.
- US Bank on balance sheet, regarding bond, is interest earned? Yes, at CD rate, which lowers our payment each year.

Note: we now offer pet insurance for our employees.

A. Miller made a motion to accept the budget vs actual for May as presented.

P. Patel seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Academic Excellence

No sub-committee update.

D. Board Development (Fundraising)

No sub-committee update.

E. Facilities Committee

Update provided by C. Nystrom.

- Summer painting has started - stairwells, 4th floor of MS and 3rd floor new STEM lab
- Removal of wall on 3rd floor to create STEM lab in MS tower
- Awaiting plans for maintenance garage for facilities storage, likely Spring 2026 install
- Outdoor concessions stand/shed being installed in August 2025
- Rubber roof membrane install pending
- HVAC unit replacement being solicited
- MADOT public info night on July 15th at Collegiate regarding Rourke Bridge Construction

Question - bathroom access during outside games on field. There is a port-a-potty by the field, locked and secured with padlock with code for use during games.

F. Executive Director Support and Evaluation Committee

Discussion to schedule sub-committee meeting for summer to check-in on goals.

Scheduled for morning of July 23rd at 10:00 a.m.

IV. Director's Report

A. School Updates

Summer Programming:

- Summer School, Extended School Year for students with disabilities
- Previously had 3-week summer camp, but wasn't providing what was needed for our families
    - Girls Inc. camp being hosted at Collegiate for MS and HS (about 30 students)

        - Possibly additional overnight opportunity provided, more info to be confirmed
    - Conducted survey for other options
        - About 35 families K-8 open to fee-based 3–4-week summer camp

Marketing/Partnerships:

- Partnership with Girls, Inc. - possibly future possibilities, grant opportunities.
- Visited by Draper Labs, Head of Education Dept., possibly internship being explored
- Lowell Sun articles
    - High School Graduation
    - Ad in Sunday paper showing graduating class of 2025
    - Spotlight articles on 6 graduating students

Academic Update:

- Review of measure and goals for new board members
    - Set goal of 75% of students receiving passing grades, college readiness, and 90% attendance rate or higher, and 10% or lower in chronic absenteeism, and discipline
    - Update monthly at meeting to show board internal progress
- All finals wrapped up, grades entered, report cards being printed
    - Students have done well in ELA and math
    - Students who didn't meet or exceed, invited to attend summer school
        - Currently 70-80 students Gr. K-11 invited to summer school
        - Summer school July 7th - 31st
- Attendance
    - All grades daily average attendance exceeded goal
    - Chronic absenteeism has dropped at all levels
- Suspensions
    - Dropped month-to-month in K-5 and 6-8, risen slightly in 9-12
    - Restorative workshops being attended over the summer by administrators

MAP Results:

- Students K-10 take exam 3x per year
    - Math K-2 in 61-73rd percentile, all 3 grades made exceptional growth from Fall to Spring
    - ELA K-2 in 38-55th percentile. More work to be done, but growth is being made.
        - Plan in place to further support students in EL and Special Ed, reinforcement of co-teaching model for 2025-26

- Science 3-10, progress being made

B. Items for Board Discussion

Review of drafted Board Meeting Calendar for 2025-26

- Discussion about possible change of day due to board member conflict with Tuesdays

A. Miller made a motion to approve the calendar with the change of March 17th to the 18th.
D. Tucker seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Items for Board Action

No further business.

V. Unfinished Business

A. Cell Phone Policy for 2025-26

Update on Yonder plan for students in August return to school.
A. Bakr provided an update to the new board members.

- Grades 5-12
- Meetings in August with students

VI. Closing Items

A. Next Board Meeting

B. Adjourn Meeting

A. Miller made a motion to adjourn meeting at 6:55p.
P. Patel 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 6:55 PM.

Respectfully Submitted,
T. Cameron

Documents used during the meeting

- Collegiate Charter School of Lowell BOT Application Form- MARIA PORTO.pdf

- Maria Porto Resume.pdf
- Maria Porto Letter of Recommendation.pdf
- Sample Board Candidate Interview Questions.docx
- Sample Board Candidate Evaluation Form.pdf
- David Leighton Collegiate Board of Trustees Application Form v7.1.2023.docx
- David Leighton Resume.docx
- Balance Sheet May 2025.pdf
- Budget vs Actual May 2025.pdf
- Draft 2025-26 Board of Trustees Calendar v6.14.25.pdf