

**Paulo Freire Social Justice Charter School  
Board Committee Meeting  
Draft Minutes**

**May 28, 2019**

**1. Call to order – 4:50**

**Present:** Dr. Isabelina Rodriguez, Kevin J. Dumpson, Dr. Tom Gardner, Terrell Joyner, Rhonda Soto, Kira Jewett, Brenda Cepeda, Floyd Cammock, Eduardo Suarez

**Absent:** Edith Nunez

**2. Public Comments: None**

**3. President's Report: No Report**

**4. Executive Director's Report-**

**a. Update on Probationary Conditions-**

- Condition 2-Notification -met
- Condition 3- Weekly Enrollment- Ongoing
- Condition 4- Escrow- met
- Condition 5- Updated Strategic Plan by April 1- Approved
- Condition 6 – Transportation Plan- Deadline April 1- Approved
- Condition 7 – Demonstrate Readiness of the new facility... - Deadline May 1- Inspectors have visited the school, no major concerns, fees Submitted – All necessary permits and documents to date submitted other permits will be submitted upon moving.
- Condition 8- submit financial plan to meet criteria 10 – In process
- Condition 9- Enrollment/ Fiscal liability- Continued
- Condition 10 – Annual audit- Beginning preparations now
- Condition 11- sustained academic progress and growth- PD work with teachers focus has been on rigor.

**b. Update- New School/Move**

- I. Dr. Rodriguez met with Sodexo to talk about the move. They will continue to provide food services at the new site. They discussed with Dr. R. a new breakfast in the classroom program which is very exciting, as it has proven to improve attendance, and increase breakfast consumption.

Dr. Rodriguez met with Sitterly Movers to work out a plan for the move and came up with a three part-phase plan. They will be moving emptying out the classes and loading all the furniture and the boxes on to the

trailers on June 17 and 18. The administrator offices will stay until the end of July where they will finish moving and move into the new school on the first of August.

c. Conflict of Interest Form-

Dr. Rodriguez reminded the Board members to complete the Conflict of Interest form sent by DESE as it is a requirement.

d. Last Day of School-

- I. The last day of school for students is June 19, 2019 and the last day for staff is June 26, 2019.

Vote- Approve the SY20 School Calendar- Dr. Rodriguez reviewed the revised SY20 calendar. After discussion, it was moved for approval.

Rhonda motioned to approve the SY20 school calendar with the correction of May 14<sup>th</sup> being a half day professional development day not May 15<sup>th</sup>. Floyd seconded the motion. All in favor.

e. Other-

Dr. Rodriguez informed the Board that we now have a billboard advertising our school which will be rotating through Holyoke, South Hadley, Chicopee and West Springfield for the next six months. We are hoping that the billboard will help with enrollment and help promote the school.

5. Financial Report-

Mr. Joyner, Treasurer, provided a summary of the most recent Finance Committee and the accompanying documents. (See attached) Dr. Rodriguez informed the Board that the Holyoke Credit Union has completed their annual review and has approved our Line of Credit for an additional year.

Mr. Leary reviewed the documents included in the packet, including the April balance sheet showing activity for the month of April 2019. For the month of April there was draw on the line of credit leaving it at \$40,000, however, the final balance shows a positive ending balance.

Mr. Leary reviewed the comparative "Profit and Loss" sheet compares the year to date so from April 30<sup>th</sup>, 2018 to April 30<sup>th</sup>, 2019. There is an increase in revenues.

FY20 Preliminary Budget. Dr. Rodriguez presented to the Board the projected FY20 Preliminary Budget for discussion and approval. She reviewed funding

sources and expenses via overhead and handouts, and answered related questions. She explained the budget has been built on the tuition of 280 students with the remaining three tuitions held as contingency. Additionally, the budget is funding six (6) buses which anticipates an enrollment of 300 students, so she expects there will be a savings in this area as well. Finally, there are a few positions that Dr. Rodriguez is not filling until our enrollment numbers are final in October. The budget currently funds the positions that were eliminated this fiscal year, such as a math teacher and an English teacher. The additional positions of enrollment coordinator, parent outreach coordinator and a half time maintenance position, were funded, but are the positions that will not be funded until we are certain of the enrollment to fund them.

Finally, she pointed out the significant difference in lease, as the difference is almost 50% less for the first year.

After discussion and further questions, a motion was made to accept the budget as presented.

Mr. Joyner motioned to accept the budget as it has been presented by Dr. Rodriguez. Dr. Gardner seconded the motion. Motion Passed- All in favor

6. Presentation- Slate of potential trustee of election- Chair of Governance Committee
  - a. Vote- New Member
    - i. -

Dr. Gardner informed the Board that Dr. Jarvis was being recommended to Board as a potential trustee. The Board has the resume for review. Dr. Rodriguez added that he has been a great support to the school and she would love to have him on the Board.

Dr. Gardner motioned accept Dr. Jarvis as a new Board member. Rhonda seconded the motion. Motion Passed -All in favor.

7. Sub Committee Reports-
  - a. Academic Achievement Committee- No Report
  - b. Governance Committee- Written Report Provided
  - c. Social Justice Committee Report- No Report

Additional Reports –

- a. Principal's Report-

Kira reported that she has completed all the requirements to get her principals license. We are continuing to work on goals from our Action Plan around the collection and

effective use of data from diagnostics to improve academic outcomes. The History department is continuing to work with the Western Mass Writing Project to create well-aligned curricula. We will be finalizing a 2019-20 PD plan within the next several weeks. We successfully ran math MCAS with only a few more makeup tests to complete. As part of our Action Plan, we are administering surveys to staff and students around their understanding of academic rigor and their evaluation of the rigor in specific courses. Teachers continue to visit peer classrooms to look for evidence of specific practices. ELA, Science and Math department leaders will be visiting MATCH charter school on May 29 to look at exemplary practices. Several staff members attended a DESE session on preventing dropout through positive youth development and are considering implementing several good resources, including the book *Culturally Responsive Teaching and the Brain* by Zaretta Hammond.

b. Parent Report – No Report

c. Staff Report- No Report

8. Old Business – None

9. New Business- None

10. Executive Session-

Dr. Gardner motion to convene into executive session as per MGL 30A 21 (a) 3 for the purpose to discuss strategy with respect to collective bargaining as an open meeting may have a detrimental effect on bargaining position of the public body and the chair so declares. The Board will not reconvene to public session. All in favor.

11. Meeting adjourned- 7:00pm