

# **RISING TIDE CHARTER PUBLIC SCHOOL**

## **Minutes**

### **Board of Trustees Meeting**

**June 21, 2021**

*Virtual Meeting due to Governor Baker's stay at home advisory.*

#### **Narrative Mission Statement:**

**What is the purpose of the school?**

**"...The Rising Tide Charter School provides students with community-based education each day, using the Town of Plymouth as a local yet dynamic textbook which will provide fertile ground for the development of higher-order thinking skills."**

#### **Leadership and Governance:**

**"In accordance with MA Charter School Law, the Board of Trustees is ultimately accountable for the school's educational mission, performance and adherence to its Charter."**

#### **Call to Order**

Chairman, Chris Schelleng, called the meeting to order at 7:00 PM. In attendance were Chris Schelleng, Norm DeCoste, Sean Kelly, Sandy Kozlowsky, Amy Norris, and Mary Schiess. Also in attendance were Michael O'Keefe, Head of School, and Eric Mello, Business Manager.

#### **Guests**

None

#### **Meeting Minutes**

**Attachments/Handouts:** May 17, 2021, Board Meeting Minutes; June 10, 2021, Special Board Meeting Minutes

Sean made a motion to approve the May 17, 2021, Board Meeting Minutes and June 10, 2021, Special Board Meeting Minutes. Sandy seconded the motion. All voted in favor.

#### **Financials**

**Attachments/Handouts:** RTCPS Financial Reports for the period ending May 31, 2021; Capital Budget FY 2021-2022 – Cash Flow Projection

Eric reviewed the May financials. We are in the final month of the year. On the Income side, our projected student enrollment and tuition numbers remain unchanged. We have accrued \$470,767 of our \$597,238 unbudgeted COVID grants. Year-to-date our total revenue is \$788,699 over budget.

Expenses are over budget by \$354,353, mostly related to COVID expenses.

Net Income year-to-date is \$434,346 and our Balance Sheet remains strong with a cash balance of \$2,548,301.

We've incurred the bulk of COVID expenses this year but have included anticipated on-going COVID-related expenses into the budget for next year.

Eric hopes to have final tuition and bus transportation reimbursement amounts before the next Board meeting.

Amy made a motion to accept the May financials. Sandy seconded the motion. All voted in favor.

Eric reviewed the Capital Budget for FY 2021-2022 that was discussed in the Finance and Audit Subcommittee meeting, including expenses for 6 facility maintenance projects, fixed loan payments, and IT capital expenses. Some facility projects need to be started soon. The largest expense is the replacement of 4 boilers. If we do all projects presented, we should still be well above the Charter School benchmark of 60 days cash reserve at the end of the year.

Sandy made a motion to approve the Capital Budget. Amy seconded the motion. All voted in favor.

### **New Business**

**Attachments/Handouts:** Rising Tide Charter Public School Wellness Policy, June 2021; Rising Tide Charter Public School Foster Care Policy; Rising Tide Charter Public School McKinney-Vento Policy

All public schools are required to have a Wellness Policy. The Health Advisory Committee, headed by Shawna Weekly, Rising Tide Wellness Director, spent the past year updating the old policy to include things the school was already doing. They broadened the scope of the policy to align with the "Whole School, Whole Community, Whole Child" model, which aims to improve each child's cognitive, physical, social, and emotional development.

Sean made a motion to approve the updated Wellness Policy. Mary seconded the motion. All voted in favor.

The Department of Elementary and Secondary Education (DESE) is conducting an Education Stability Review to ensure schools have policies in place that are inclusive of children with instability at home. Michael presented updated versions of Rising Tide's Foster Care and McKinney-Vento (homeless children) policies that include additional layers that DESE wants included.

Sandy made a motion to approve the Rising Tide Foster Care and McKinney-Vento policies. Sean seconded the motion. All voted in favor.

At 8:00 PM, Sandy left the meeting.

### **Old Business**

None

### **Board Subcommittees**

Nominating and Governance – Met with Michael and offered him a new contract for the next 3 years. Distributed the end of the year Staff Survey and will share results with the Board once they receive.

Finance and Audit – Nothing additional.

Communications and Advocacy – Meeting this Wednesday.

### **Public Comment**

None

### **School Report**

Health and Safety Summary – The school did a great job keeping COVID out of school. Over the course of the year, the school did not have a single case of COVID transferred at the school. Overall, only 5 staff (5%) and 24-25 students (3.5%) were positive due to non-school exposure. In comparison, Plymouth County had approximately 50,000 cases (10%).

Staff and Enrollment Update – We have more staff turnover this year than last. Four new positions have been added including an Upper and Middle School Dean of Community, a full-time ESL teacher, and Head of School assistant. There are 8 general education vacancies due to promotions from within and mid- and end-year departures. We only have a few positions left to fill.

We just opened another enrollment period through the end of July to fill 9-11 grade spots. About 2/3 of 8<sup>th</sup> graders are moving on to the Upper School. Michael will be focusing on ways to instill in 5<sup>th</sup> graders and their families a desire to stay at Rising Tide through graduation.

Planning for the Fall – The preliminary budget includes extra staff positions to provide academic support. Leadership is working on Middle School elective programming time. We have applied for money from the state's Acceleration Academies Grant fund to be used for a week-long support program in mid-August. The program will provide hands-on support to students going

into 8<sup>th</sup> and 10<sup>th</sup> grade who have struggled the most. Student support teams are working on strategies for mentoring struggling students this Fall.

**Adjourn**

Sean made a motion to Adjourn. Amy seconded the motion. All voted in favor to Adjourn.