

# **RIISING TIDE CHARTER PUBLIC SCHOOL**

## **Minutes**

### **Board of Trustees Meeting**

**November 21, 2022**

*Virtual Meeting*

#### **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 7:05 PM. In attendance were Chris Schelleng, Norm DeCoste, Sean Kelly, Sandy Kozlowsky, and Amy Norris. Also in attendance were Michael O’Keefe, Head of School; Eric Mello, Business Manager; and Maureen Herrmann, Assistant to Head of School.

#### **GUESTS**

Dr. Karen Baynes, Curriculum Director

#### **MEETING MINUTES**

**Attachments/Handouts:** October 17, 2022, Board Meeting Minutes

Maureen shared the October Board Meeting Minutes onscreen.

Sandy made a motion to approve the October Board Meeting Minutes. Sean seconded the motion. All voted in favor to approve.

#### **SCHOOL REPORT**

Dr. Baynes presented the recent MCAS analysis prepared by her; Cindy Favret, Humanities Curriculum Coach; and Theresa Szczepanski, STEM Curriculum Coach. Karen reviewed the achievement results, strengths and areas of growth, and action plans for each grade level by academic subject. There were many strengths in areas which we should strive to replicate moving forward. There were some areas for growth, especially in science. There have been some inconsistencies with how science resources are being used, and we may need to budget money for more textbooks.

The new Curriculum Coach roles created this year have been extremely helpful. Cindy and Theresa are a great resource, especially with the training of new teachers.

Michael acknowledged that some areas for growth are due to staffing turnovers. A combination of Middle School students coming out of hybrid learning as well as new students coming in from area middle schools contributed somewhat to the science results not being what we traditionally see. With professional development and strategies implemented by Cindy and Theresa, we will be able to meet students where they are.

Karen left the meeting at 7:41.

## **NEW BUSINESS**

### **Request from SEPAC for Funding**

Michael stated that we have a robust Special Education Parent Advisory Council (SEPAC). SEPAC is a parent-led organization that structurally falls under the Board of Trustees. The group relies heavily on Lauren McPherson, Student Support Director, for support and guidance. Michael wanted to inform the Board they may ask for money in next year's operating budget, as well as present fundraising ideas. Money would be used for guest speakers, workshops, and other resources to support students and families.

### **Head of School Updated Goals for Next Year**

The Head of School goals have used Charter School performance criteria as a guide over the last few years. Michael discussed with the Nominating & Governance Subcommittee how he would like to broaden the scope of his goals going forward. He wanted to present his ideas to get feedback/suggestions from the Board. In addition to fulfilling the school's mission, key design elements, and compliance elements, he would like to include DESE standards for effective administrative leadership as well as initiatives from our 5-year Strategic Plan to come up with specific action steps and benchmarks. He provided an example of a specific action item, with specific steps to achieve it. The Board agreed with the approach. For the next Board meeting, the Nominating & Governance Subcommittee will have a fully developed list of goals for the Board's approval.

Sean left the meeting at 7:54.

## **OLD BUSINESS**

### **October 24 Site Visit Overview**

The DESE Site Visit was successful. They were impressed with how well we were prepared. Maureen played an integral part gathering information from various staff in preparation for the reviewers. We are on track to go before the Commissioner in February for a renewal decision. We have to get back to them on a few staff compliance items by tomorrow. We should get a

draft version of their Summary Review the first week of January, at which time we can give feedback. We should receive a final decision in early March, but we expect we will be renewed.

## **FINANCIALS**

### **October 2022 Financial Report**

**Attachments/Handouts:** RTCPS Financial Reports for the period ending October 31, 2022

Eric presented the October financial report, which is for the first 4 months of the Fiscal Year. At the last meeting we voted on the updated budget based on tuition of \$17,381/student and 640 students for the year. Our current enrollment is 632 students, which is affecting the budget year-to-date.

Income year-to-date is down \$82,403. Expenses are also down \$40,290. Year-to-date Net Income is (\$42,113). Our cash balance at the end of October is \$2,234,061.

To summarize the Income side, for State Transportation we are projecting reimbursement of 90% of actual costs. State Tuition is down \$40,573 year-to-date and will continue to go down through the end of the year to a reduction of at least \$100,000 because of the decline in enrollment. Our grants should even out over time. Lunch revenue is down but will catch up with time.

On the Expense side, we are overspending on Instructional Services year-to-date by \$31,343 because we've paid the curriculum fees upfront. Pupil Services are under expensed – mostly with the food service program which will wash out over time. There have been savings under Fixed Charges with health insurance.

We will get updated per pupil rates from DESE in December, which hopefully helps us.

Amy made a motion to accept the October financials. Norm seconded the motion. All voted in favor.

## **BOARD SUBCOMMITTEE REPORTS**

**Nominating and Governance** – We have 2 potential new Board members we're trying to schedule meetings with. There are 3 parents looking to help on Subcommittees. One was interested in the Communications and Advocacy Subcommittee. Sandy has reached out to her and is waiting to hear back to see what days might work best for her. She is hoping to make Monday's meeting. Sean reached out to someone interested in Finance and Audit Subcommittee and is waiting to hear back from them. Chris didn't hear back from the third who didn't say what committee they were interested in.

They also discussed Head of School Goals and will have something to present at the next Board meeting.

**Finance and Audit** – Nothing to add.

**Communications and Advocacy** – Meeting next Monday.

**PUBLIC COMMENT**

None

**OTHER BUSINESS**

None

**ADJOURN**

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