

# **RISING TIDE CHARTER PUBLIC SCHOOL**

## **Minutes**

### **Board of Trustees Meeting**

**July 17, 2023**

*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 7:00 PM. In attendance were Chris Schelleng, Norm DeCoste, Laura Sterns Flynn, 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**

None

#### **MEETING MINUTES**

**Attachments/Handouts:** June 20, 2023, Board Meeting Minutes

Sandy made a motion to approve the June 20 Board Meeting Minutes. Laura seconded the motion. All voted in favor to approve.

#### **SCHOOL REPORT**

##### **Update on Summer Hiring/Enrollment Prospects**

Michael shared that Tim Walker started his summer painting studio last week which continues for a second week this week.

Team leaders and department chairs will be in tomorrow for a 2-hour summer check-in around curriculum work. The focus will be on work that began in the Spring that will continue into the Fall on grading practices, rubrics, and consistent feedback to students/families.

Current enrollment projections are a little better than expected. Michael shared online the dynamic 2023-24 Enrollment spreadsheet. We currently project 663 students to start the year, but that may dip before the start of school. We've budgeted for 635 students.

Eric pointed out that after this year the total number of students will be better since there is currently a small Grade 12 cohort.

There were 2 Upper School math/science teachers who left and will not be replaced. Due to the lower number of students in the Upper School, we will be able to staff the classes needed.

For the preliminary budget, we have 2 fewer teachers in addition to the other changes we made to a single principal model and leadership structure. Chris asked about feedback from staff on the single principal model, and Michael said so far it has been pretty positive. The hope is that it will bring some cohesiveness to the Middle and High School programs.

By the end of June, all of the open teacher positions were filled short of a paraprofessional role. Recently there were a few more departures that we hope to fill in the next couple of weeks.

### **Facilities Update**

Eric went over projects being done over the summer. The North face of the building is being reconditioned and painted. The Middle School hallways, bathrooms, stairs and railings have been repainted. Carpets have been deep cleaned and floors have been waxed. There are plumbing repairs being completed. The parking lot will have the lines restriped. We've changed over HVAC contractors due to the retirement of the current contractor. The new contractor handling the AC units handled them for PartyLite. There are still improvements to be made with the controls of the system and we may need to hire a consultant for those. New flooring material for the theatre area has been ordered but will not be able to be installed until over a break this upcoming school year. There's been a big improvement on consistent cleaning since we hired our own personnel.

### **NEW BUSINESS**

#### **Board Goals**

Michael reviewed the 2022-27 Strategic Plan goals for the Board. The Board discussed ideas we could implement this year including tapping into public resources for diversity goals; annual fundraising; building community with the annual 5K event and adding a Boosters club; diversifying and expanding the Board; grant writing committee; integration with the Foundation Board; and work on our "elevator speech". Chris will work with the Nominating & Governance subcommittee to come up with a synopsis of these ideas to present at the next Board meeting.

## **FINANCIALS**

### **June 2023 Financial Report**

**Attachments/Handouts:** RTCPS Financial Reports for the period ending June 30, 2023

Eric presented the unaudited financials for the year. He reviewed the tuition enrollment numbers and per pupil rates over the course of the year. We ended the year with 626.3 students and a per pupil rate of \$17,349. Total Income is under budget by (\$321,734).

Savings on Expenses helped. They were under budget by (\$204,959). The year-to-date Net Income compared to budget is (\$116,775).

At the end of June, the total cash balance was \$1,731,784. A week later, we received the bus transportation reimbursement of \$342,944 (80% of our expenses – we had budgeted 90%). If you combine these 2 balances, it brings us right around to the \$2 million cash balance we were shooting for this year. Moving forward, we will work to maintain balanced budgets and on adding to that surplus year by year.

We had planned for a Net Income deficit of (\$416,037) but ended with a deficit of (\$532,812).

The audit will start this month. The auditors typically present their report at the October Board meeting.

Sandy made a motion to accept the June financials. Laura seconded the motion. All voted in favor.

## **BOARD SUBCOMMITTEE REPORTS**

**Nominating and Governance** – Did not meet.

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

**Communications and Advocacy** – They toured the Jones River Trading Post where we are having the 25<sup>th</sup> Anniversary Gala in September. We're working on picking the menu and are meeting on Wednesday to start fine-tuning details for the event.

## **PUBLIC COMMENT**

None

## **OTHER BUSINESS**

None

## **ADJOURN**

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