

# **RISING TIDE CHARTER PUBLIC SCHOOL**

## **Minutes**

### **Board of Trustees Meeting**

**August 26, 2024**

*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**

Chairperson, Chris Schelleng, called the meeting to order at 7:05 PM.

In attendance were Chris Schelleng, Laura Stearns-Flynn, Amy Norris, Ian Rivera, Sean Kelly and John Polvere. Also in attendance were Michael O’Keefe, Head of School, and Eric Mello, Business Manager, Zahra Williams, Principal/Assistant Head of School. Chris Talamo was not present.

#### **ATTACHMENTS/HANDOUTS:**

- **Board of Trustees/School Leadership Retreat Meeting Minutes from August 7, 2024**
- **Rising Tide Charter Public School Wellness Policy**
- **July 31, 2024 Financial Statements**
- **Rising Tide Charter Public School Wellness Policy August 2024**
- **Board of Trustees Meeting July 29, 2024**
- **Head of School Succession Plan**

#### **GUESTS**

None

#### **MEETING MINUTES**

Amy Norris made a motion to approve the July Board Meeting Minutes. Sean Kelly seconded the motion. There was clarification on new staff names. The motion passed unanimously.

#### **Retreat Minutes**

Sean Kelly made a motion to approve the Retreat Minutes. Amy Norris seconded the motion. There was clarification on new staff names. The motion passed unanimously.

## **PUBLIC COMMENT**

None

## **SCHOOL REPORT (Michael O'Keefe)**

Michael O'Keefe discussed how Rising Tide and staff are ready for the upcoming academic year. He mentioned how student leaders have been involved in welcoming new students. Schedules and Chromebooks have been handed out as well to students.

Zahra Williams 7:17 pm

Zahra talked about Opening Day and how the staff has been working diligently in preparation for August 27, 2024. There have been 3 days of faculty orientation, going over multiple subjects like safety protocols as well as getting classrooms ready. She also talked about the Aviation Maintenance Program from CCCC in its second year as well as the affiliation with Southern New Hampshire University in its second year. She updated on Department Chairs as well as working with the new Academic Dean. She provided an update on Middle and Upper School Back To School meetings.

## **Enrollment Update**

Michael O'Keefe at 7:18 pm

As of today we have about 630 students enrolled for this coming year. Mentioned additional opening and the process of going through the waiting list to fill those spaces.

He discussed the plan on offering 3 application deadlines for an additional enrollment period, to try to capture students at key points. The first is August 20<sup>th</sup> (catching students before school starts so they have a good chance of starting school on first day), the second is August 29<sup>th</sup> (2 days after start of school - to try and capture students who started school elsewhere and changed their mind), and lastly September 5<sup>th</sup> (one more window in case someone didn't catch the other 2; this allows time to get in before the drop/add period for classes).

There was discussion about new staffing for operations positions like hiring of a new office manager, applications have been received going through the process. He also discussed teacher vacancies that had been filled 08/26/2024.

## **NEW BUSINESS**

Michael O'Keefe at 7:21 pm

Michael discussed updates on the Wellness policy and adjustments on language. Spoke in regards to healthy foods clarification as well as not providing candy to the students. Viewers were able to review the drafts and language adjustments of the policy.

Sean Kelly made a motion to approve the wellness policy. Laura Flynn seconded the motion. The motion passed unanimously.

Michael O'Keefe at 7:27 pm

### **Subject of Succession Planning**

Need to update annually in the month of August. Michael recommended to the board that Zahra Williams be the interim Head Of School in the event Michael O'Keefe is unable to serve in the role.

Laura Flynn made a motion to approve the wellness policy. John Polvere seconded the motion. The motion passed unanimously.

Chris Schelleng at 7:29pm

Christ Schelleng talked about the annual goals and actions for the board; he elaborated regarding points on the presented slide regarding adding new members to the board, MCAS data as well as completed Head of School succession planning.

### **August 2024 Retreat**

The Board and Senior Leadership met and attendees expressed the great experience during the retreat.

Amy Norris made a motion to approve the wellness policy. Laura Flynn seconded the motion. The motion passed unanimously.

### **FINANCIALS**

#### **July Financials**

Eric presented the July 31, 2024, financials. The auditors completed their work the week prior to the August 26, 2024 meeting. Mentioned that Rising Tide had a very good financial year with a healthy cash balance.

Budgeted for 620 enrolled students (actual is 630). He updated on transportation for special individuals and how they are actively searching for a new company that can provide special transportation for students. He discussed how there is a need to advocate for such needs.

- 620 students at \$18,303.36/pupil.

- The transportation income budgeted at 80%.
- Total Income as of July 31, 2024 is over budget by \$3,601.

Total expenses year to date as of July 31, 2024 are under budget by \$33,914.

Laura Flynn made a motion to accept the June financials. Amy Norris seconded the motion. All voted in favor.

**Chris Schelling at 7:42pm**

#### **BOARD SUBCOMMITTEE REPORTS**

**Nominating and Governance** – Have not met.

**Communications and Advocacy** – Have not met.

**Finance and Audit** – John and Eric have met to go over details of Financials and audits.

#### **Goals for the year**

**Michael O’Keefe discussed adding new members to the committees.**

#### **OTHER BUSINESS**

None

#### **ADJOURN : 7:43 pm**

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