

**Rising Tide Charter Public School (RTCPS)
Board of Trustees/School Leadership Retreat Meeting Minutes
Held at 59 Armstrong Road, Plymouth, MA
August 7, 2024 - 9:00 AM**

In attendance were Board members Chris Schelleng, Sean Kelly, Amy Norris, and Laura Stearns-Flynn. Board members John Polvere, Dr. Ian Rivera, and Chris Talamo were not present.

School Leadership in attendance were Michael O’Keefe, Head of School; Zahra Williams, Principal/Assistant Head of School; Eric Mello, Business Manager; Lauren Macpherson, Student Support Director; Anthony Papillo, Middle School Assistant Principal; Justin Howard, Middle School Dean of Community; Terri Carde, Upper School Assistant Principal; and Ben Quinn, Upper School Dean of Community.

Attachments/Handouts

Draft Principles & Priorities for 2024-2025 (School); Board Goals 2023-2024; RTCPS 2023-24 Annual Report; RTCPS Strategic Plan 2022-2027

Board Chairperson, Chris Schelleng, called the meeting to order at 9:06 AM.

The group went around the room and provided a quick introduction of themselves, their connection to the school, and something that gave them joy this summer. They went around a second time and shared a more in-depth explanation of their “why” – why they are a part of this school community.

Michael displayed/presented the RTCPS Annual Report and went through the criteria the Department of Elementary and Secondary Education (DESE) holds the school accountable. This report will set the baseline for new annual goals for the Board and Leadership team for the upcoming school year. The group reviewed/discussed:

- The educational offerings this past year, including dual enrollment with Southern New Hampshire State University, the Massachusetts state Seal of Biliteracy certification, and Aviation Maintenance program with CCCC.
- The streamlined organizational structure that has provided better communication and consistency this past year.
- New bi-weekly distribution of student grades.
- Student demographic information and discipline data and the impact on access/equity for students.
- Dissemination practices.
- MCAS and STAR data – where we currently stand and areas that need targeted support this Fall.
- The financial condition of the school (solid year).

The group then went through the Accountability Plan Evidence section of the Annual Report and discussed the areas where we Met/Did Not Meet measures set for specific objectives. Some of these objectives were intentionally not measured this past year but were held until this school year to be measured.

Individuals read through and reflected on the Strategic Plan for about 10 minutes, contemplating Board and Staff goals for the upcoming year. Then Board and Leadership met separately for about 40 minutes to come up with realistic goals for their group for next year. They shared and discussed each group's goals together.

Board Goals

- Add 3 more members
- Continue to monitor MCAS, STAR, and other data metrics
- Annual revisit/update of Head of School succession plan
- Schedule a couple of meetings so the Board can be better educated on the school's DBIE policy, so they are adequately prepared if any issues come to them
- Continue to have staff attend Board meetings, or events like today, to improve relationship/communication between the Board and staff
- Have Board subcommittees revisit their goals/reasons for being and get new Board members involved

The group discussed School staff joining Board subcommittees as a way to become more involved with the Board, as well as invited suggestions from staff on potential new Board members they might recommend.

School Goals

- Each teacher to be observed 10 times/year by Leadership Team collectively. Zahra is currently working on a system to keep track of who has been observed, when, by whom, and when feedback was shared with the teacher. There will also be comments that any member of the Leadership Team can access prior to their turn to review a teacher.
- Once every 4-6 weeks as part of Professional Development, training/workshops will be provided for teachers around DBIE – community building, best practices, Tier 1 intervention, etc.
- Castle Learning tool will be added as an additional bank of targeted support tools for teacher use.

Sean made a motion to adjourn. Laura seconded the motion. All voted in favor.

Meeting ended at 12:20 PM.