

# **RISING TIDE CHARTER PUBLIC SCHOOL**

## **Minutes**

### **Board of Trustees Meeting**

**October 21, 2019**

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

#### **Guests**

Sharon Riley (former board member); Chrissy (former board member) & Herb Gurney; Colleen D’Alfonso of Daniel Dennis & Company

#### **New Business**

Chris thanked Sharon and Chrissy for their years of service to the Board. Michael presented gifts to them and thanked them for their dedication to and support of the Rising Tide community. Eric also expressed his thanks for their key part in the new building project.

Colleen D’Alfonso presented the FY2019 Auditors’ Report. She said monthly statements were reliable. There were no material weaknesses over financial reporting or reportable issues of non-compliance. She reviewed the financial ratio profile, which is monitored by DESE, and the ratios were good. Unrestricted days cash was in the Moderate Risk category due to the state depositing June tuition on July 1<sup>st</sup>. If deposited by June 30, we would have been in the Low Risk category. Overall our numbers are great and consistent with prior years.

Sean made a motion to accept the Auditors’ Report. Sandy seconded the motion. All voted in favor to accept the Auditors’ Report.

Potential new board member, Kevin Hennessey, met with Michael, Sean and Chris over the last several weeks. They presented his resume and recommended he be appointed as a trustee. Sandy made a motion to recommend Kevin as a Board member. Norm seconded the motion. All voted in favor to recommend Kevin as a Board member.

Chris reviewed goals for Head of School for the 2018-19 school year. The Performance Review group felt Michael did a great job this year. There were a couple areas they felt could be improved on including attending more networking events for external communication about the school. MCAS goals fell a little short, but the review group felt Michael has made good corrective actions for this year. Enrollment goals were not quite where they were expected. Some tweaks should be made moving forward for Performance Review next year, including using average of last 3 years MCAS scores when comparing to current results. Subcommittee recommended compensation bonus of \$4,500.

Sean made a motion to approve a Head of School compensation bonus of \$4,500. Norm seconded the motion. All voted in favor to approve the compensation bonus. Sandy abstained from voting.

### **Old Business**

None

### **Minutes**

Sean made a motion to approve the September meeting minutes. Sandy seconded the motion. All voted in favor to approve the September meeting minutes.

### **Financials**

Eric updated the Board on the September financials. Last month the Board voted on the Final Budget which is reflected in the current report. State tuition was budgeted on 660 students at \$14,850/student. Actual enrollment is projected to be 655 students. We are 3 months into the year and total revenue is down \$9,768 due to the lower tuition amount.

Expenses are lower than budget by \$24,313 due to savings in hiring personnel as well as accompanying benefits. Net income against budget is positive \$14,545.

Looking into premiums for disability insurance to see if Family Medical Leave Act will cover some of those benefits when it starts in January 2021. Goal is to be fiscally responsible while making sure there's no loss of benefits for staff.

Cash balances are solid.

Shade contractor to come in over December break and replace the remaining 10 shades that aren't working. Payment of funds will not be made until shades are working and we receive final construction drawings.

Sandy made a motion to approve the September Financials. Sean seconded the motion. All voted in favor to approve the September Financials.

### **Board Subcommittees**

Nominating and Governance – Met with potential new board member Kevin Hennessey. Would like to add 3 additional Board members by the end of the year.

Finance and Audit – none

Communications and Advocacy – Presented Board with Subcommittee charter draft to review. Will discuss/vote to approve at next Board meeting. Next Subcommittee meeting scheduled for November 18<sup>th</sup> at 5:30 PM at Rising Tide.

### **School Report**

Michael believes enrollment will be up to 658 students by tomorrow morning. This may drop by February (cutoff for final actual enrollment for FY20). Applications have dropped at the 5<sup>th</sup> grade level most likely due to students staying in elementary schools. Applications are higher for 6<sup>th</sup> grade than last few years. Messaging before primary enrollment period for the 2020-2021 school year will be to inform families interested in applying for the lottery that the main entry point is in 5<sup>th</sup> grade.

There will be a family meeting this fall to discuss sport program interests, specifically lacrosse, for next school year. The Cape & Island league that we are now a part of has doubled in size the last 2 years. Based on new MIAA rules, any school in the league that is at 500 or better will be included in tournament play starting in about a year.

Michael is having weekly meetings with teachers in small Monday Committee groups to discuss ways to improve the school community, while giving them the opportunity for faculty leadership.

There was positive feedback from families during the recent shelter in place that occurred. They thought the school did a great job communicating updates to them. Michael said the kids did great and were calm. Eric mentioned that prior ALICE training got the staff thinking during the incident. Monthly meetings with RT crisis response team have included tabletop exercises that Michael developed where staff has to run through various scenarios that might realistically happen, which also helped with staff preparedness.

### **Adjourn**

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