

## **CLCS Board of Trustees Meeting Minutes**

October 23, 2018, 5:00 pm - 7:30 pm

133 Hancock Street, Dorchester, MA

**Present:** Kay Sloan, Martha Kleinman, Lynn Cetrulo, Takiya Anthony-Price, Bob Grinberg, Tyrone Sutton, Melanie Sheffield, Erika Sanchez, Brad Richardson, Sandy Yeung, Gary Gut, Lisa Wong, Cerefina Murrell

**Absent:** Elaine Chow, Kimberly Nelson, Kitty Pell, Rev. Groover

**Staff:** Linda Nathan (CAS), Allison Chow (CLCS), Zakiyyah Sutton (CLCS), John Chistolini (CLCS), Nicole Mack (CLCS), Jill Davidson (CAS), Allida Warn (CLCS Foundation), Rick Tagliaferri (CLCS Foundation), Andres Barraza (CLCS), Mikel Oliver-Brand (CAS), Missy Kinch (CLCS)

**Guests:** Seth Racine, Liz Curtis, Jonathan Garland

Kay called the meeting to order at 5:12pm.

The meeting began with introductions of everyone in the room as well as an educator highlight given by Missy Kinch (Gr. 2 teacher) focused on her students' work with the non-fiction writing process.

### **I. Public Comment**

A. There was no public comment.

### **II. Introduction of Zakiyyah Sutton, Special Projects Coordinator**

A. Kay introduced Zakiyyah Sutton as the new staff liaison to the CLCS Board of Trustees.

### **III. Approval of September 2018 Board Meeting minutes**

A. Kay invited the motion approve the September 2018 board meeting minutes. Martha moved to approve the minutes; Brad, Lynn, and Melanie seconded the motion to approve the minutes. There was no further discussion of the minutes. The vote passed unanimously, none were opposed.

### **IV. Committee Reports**

A. **Governance Committee**

#### **1. Vote on 2 new Trustees**

- a) Martha introduced the two individuals recommended by the Governance Committee for full trusteeship:
    - (1) Ceferina Murrell, current Chief of Staff for State Senator Nick Collins. Recommended as a new trustee.
    - (2) Erika Sanchez, current CLCS Board parent rep. Recommended for full trusteeship.
  - b) Martha invited a motion to vote to approve Ceferina and Erika as Trustees to the Board. Bob made the initial motion, Lynn and Brad seconded the motion. There was no further discussion. The vote passed unanimously, none were opposed.
2. Martha introduced and welcomed Takiya Anthony-Price as the new FAN representative to the Board, as selected on by CLCS's Family Action Network (family council).
  3. Martha reminded all committees to submit mission statements and that the governance committee's role is to discuss prospective new trustees. Kay additionally reminded the Board that the by-laws permit 25 total board members.

**B. Finance Committee**

Bob gave the finance committee update. The finance committee met earlier this month to review fiscal quarter 1, and the budget is on track. Bob thanked Linda, John and Nicole for their hard work in keeping things on track. Bob also re-introduced Andres Barraza as the Director of Finance.

**1. Vote on FY18 Audit**

- a) Bob reviewed the CLCS audited financials that the finance committee has reviewed and that, by law, the CLCS Board of Trustees must submit by the end of the month. The audit, conducted by Ziner & Murphy, adheres to MA and GASB (federal) reporting requirements and the auditor has found no deficiencies in the school's financials.
- b) Bob reviewed that the CLCS Foundation is no longer being listed as a component unit of the school for the CLCS audit.
- c) Bob additionally reviewed the operating revenues and expenses, as well as the net change in position. He explained the surplus reflects the required surplus for the Columbia Road project.
- d) Kay invited the motion to approve the audit as presented. Martha made the motion and Melanie seconded the motion. There was no further discussion. All voted in favor, none were opposed

**C. Development Committee**

Melanie Sheffield gave the Development Committee update. Notwithstanding the Cedar Tree Foundation's generous restricted grant for environmental science programming, we are at 20% of our Annual Fund goal which is healthy growth in the absence of an Annual Fund Director. Melanie reviewed ways Board members can help support the Development efforts in both the areas of the Annual Fund and the Capital Campaign.

**1. Capital Campaign update**

- a) Rick Tagliaferri gave a capital campaign's progress to date.
- b) Gary additionally gave a brief update on some of the progress made on the financing of the Columbia Road project since the last Board meeting.

**D. Education Committee**

1. Linda shared that information from the Education Committee's walk thru of the Upper and Lower schools earlier this fall will be shared with the Board at a future date.

**V. Update on state testing and accountability rating**

- A. Nicole Mack and Seth Racine reviewed CLCS's spring 2018 MCAS data with the Board. This included background on the recent history of assessments, as well as the proficiency and growth data from the spring 2018 MCAS for ELA, math and science for all students and for particular sub groups of students.

**VI. Review and Discuss**

**A. CLCS school reports**

**B. CAS report**

Linda Nathan reviewed three exciting partnerships for CLCS that were the result of the relationship between CLCS and CAS:

- The formal partnership with Berklee College of Music, which was also facilitated by Trustee Tyrone Sutton
- Cedar Tree Foundation's generous multi-year environmental science grant
- Thompson Island Outward Bound

**VII. Review and discuss the strategic plan developed with TDC (90 minutes)**

- A. Martha thanked the Joint Strategic Planning Committee, including Kay, Gary, Danna Mauch (CAS Board), Linda, Jane Feinberg (CAS Board), Stephanie Perrin (CAS Board), John Paoella (CLCS Foundation Board), Myriah Johnson (former Board parent rep), Seth Racine, Cecilia Soriano (former CLCS staff), and Staverne Miller (former CLCS Board member and parent). Martha also thanked CLCS Trustee Kitty Pell for her involvement in the process as well as Liz and Rachel of TDC.

- B. Martha Kleinman gave an overview of the 2+ year strategic planning process and introduced Liz Curtis of TDC. This included the previous decision by all 3 Boards to have 3 separate plans – one for each entity. It is the school’s plan that is being presented tonight.
- C. Martha and Lisa gave an overview of the strategic plan including:
  - 1. The suggested creation of a coordinating committee with representatives from all 3 Boards to evaluate the needs of the 3 entities and to increase communication.
  - 2. The evaluation of the CLCS and CAS relationship halfway through the 5-year plan
  - 3. The 4 main goals of the strategic plan as well as their objectives and action steps, including some specific middle school objectives.
  - 4. Lisa and Martha also noted that the comments and feedback for clarity that Gary previously submitted particularly around financials would be incorporated into the plan.
  - 5. Liz Curtis gave additional context on the portion of the strategic plan addressing financial sustainability, underscoring the need for agreement on the assumptions that the school will use going forward pertaining to financial planning over time. The goals presented in the plan can facilitate progress toward this end.
- D. Discussion of the strategic plan:
  - 1. At the next meeting of the Board of Trustees, Kay would like to appoint a working group to work and report back to the full Board with a concrete model addressing some of the Board’s questions about financial assumption
  - 2. Board members acknowledged that a strength of this strategic plan is that contains both concrete milestones as well as providing for the establishment of processes to adhere to (e.g. an ongoing drive to increase faculty compensation and a mechanism for communication among the 3 Boards).
  - 3. Board members acknowledged that the middle school objectives are an opportunity to solicit family and student input, and Kay suggested that a task force on the middle school could be an additional follow up step to the plan along with the previously discussed coordinating committee and working group focused on the financial questions.
  - 4. There was discussion regarding how the Board would benchmark its progress toward the goals and action items. It was decided that there would be an annual check in on the strategic plan at a CLCS Board of

Trustees meeting and that this annual update would be added into the conclusion of the strategic plan.

5. It was re-iterated that this is the CLCS's board's strategic plan to execute in partnership with the school's senior leadership team, and that the coordinating committee would be an additional mechanism for the school to be apprised of the Foundation and of CAS's progress on their own strategic plans.

Martha made the motion to approve the strategic plan with the suggested and submitted amendments and edits. Lisa seconded the motion. There was no further discussion. All were in favor, none were opposed.

Kay invited a motion to adjourn the meeting. Martha moved to adjourn the meeting and Melanie seconded the motion. All were in favor and the meeting adjourned at 7:16pm.

#### **Documents/Exhibits Used During Meeting**

1. October 23, 2018 CLCS Board Meeting Agenda
2. September 20, 2018 CLCS Board Meeting Minutes
3. Resumes for Erika Sanchez, Ceferina Murrell, Takiya Anthony-Price
4. FY18 CLCS Audit Draft
5. Development Report
6. Director of Annual Fund Job Description
7. Data Slides: 2018 MCAS Summary and Fall 2018 STAR data summary
8. School Reports, CAS Report
9. Strategic Plan 2019-2024