

**The SABIS International Charter School  
160 Joan Street  
Springfield, MA 01129  
Board of Trustees**

**Minutes of SABIS Board of Trustees Meeting – January 20, 2016**

In Attendance: Linda Condino, Ellen McDonald, Luis Aponte, Joyce Williams-Gondek, Maria Malmborg (Skype), Barbara Lindquist (Skype), Anne Kandilis, Chris Jasinski, Olivia Kynard, Tracye Whitfield, Richard Griffin

Guests: Steve Bissonnette, Kim Hollenbeck, Gina Martin-Ryan, Kathleen Dupuis, Ernie Floyd

Not Present: Nick Massa, Sonja Shaw

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I. Meeting called to order at 6:00 p.m.

II. **Approval of Minutes**

**Joyce Williams-Gondek moved to approve the minutes of the regular meeting of November 18, 2015; the education committee meeting of December 14, 2015; and the finance committee meeting of January 13, 2016. Seconded by Tracye Whitfield and approved; all in favor.**

III. **Narcan Presentation**

Kathleen Dupuis, RN presented information about Narcan and provided a handout.

IV. **Restraint Policy**

Kim Hollenbeck presented a copy of the Policy which is described as a last resort after other interventions. Policy to be reviewed with all parents. Student Management team will present it at the February Parent Connection meeting. Parents will also be informed about the policy through a call and with a copy of the policy being sent home. It will be incorporated into Student Handbooks moving forward. Kim Hollenbeck and Ernie Floyd answered questions from Board members about training, and notification requirements. The school has been working with the policy in compliance with the January 1 regulation. **Richard Griffin moved to approve the policy. Seconded by Joyce Williams-Gondek and approved by voice vote, YES: Linda Condino, Ellen McDonald, Luis Aponte, Joyce Williams-Gondek, Maria Malmborg (Skype), Barbara Lindquist (Skype), Anne Kandilis, Chris Jasinski, Olivia Kynard, Tracye Whitfield, Richard Griffin.**

V. **Student Life**

Gina Martin-Ryan reported.

- Academics: launched the Plus-6 initiative with banner and poster contest/visited classrooms to kick it off. Continuing to build peer tutoring partnerships. Looking to create trivia crack contest for staff/students.
- Social Responsibility Department has been very busy with a successful toy drive (doubled amount this year) and raised \$1200 for Shriners Children's Hospital and a large donation of food to Gray House. This month will benefit the American Red Cross and there will be a blood drive – signups are full. May have Red Cross return in May. This

event also offers a chance for a scholarship opportunity by having the additional drive. Need to develop criteria for scholarship.

- Lower school will be doing mentoring training /positive feedback. Training was held today for students who will work as teacher assistant (tutoring, assist with classroom items, etc.)
- Lower school held a movie night with 200 students in attendance
- Management department is finalizing schedules for second term
- Outreach department began monthly sunshine events for entire school (such as smiley sticker day and lollipop initiative).
- Sports and health department held student vs staff basketball game, next is volleyball marathon on March 18.
- SL training camp will be held in Greece; trip applications will go out soon.
- Camp Jewell last year there were 27 participants. This year, 54 students are engaged in fundraising to be able to go. Eleven students raised enough funds to attend free; another 11 are almost halfway to that goal.

## VI. **Director's Report**

Karen Reuter presented.

- Reported the passing of a staff member. Difficult time for school.
- Jazz band concert to be held on February 10 at Community Music School. Also producing CDs that will be for sale. Concert is free.
- DESE "report card" provided with overview.
- Term 1 closed. Review with SABIS in February to address needed areas. This year over last year showing improvement in math in grades 3-7. ELA results need some improvement. Diagnostic exams administered in English and math to identify weaknesses. Regional AQC also helping with analysis and identifying strategies.
- Working on PARCC readiness plan and continuing dialogue with SABIS.
- DESE adopted MCAS "2.0" for 2017 test cycle. Will continue grades 3-8 English and math PARCC. Provide end of term analysis to education committee.
- Roger Suade, SM at national level, continuing to work on behavior and other initiatives.
- Kindergarten registration going on, lottery on February 23.
- Davis Foundation visited the school. Working on initiatives – how to help teachers be effective and increase numbers, Springfield-wide initiative. Would like to organize charter school common challenges.
- Instituto Natura from Brazil visited to observe best practices. Developing partnerships and working on many schools in Brazil.
- Model Congress Team took first through fourth place at AIC. \$256K in scholarships awarded.
- Pioneer Institute asked for video footage on best practices on organizing data, will visit soon.
- Charter School Showcase to be held on February 6.
- Senator Fattman of Massachusetts will be visiting soon
- Alumni basketball game was held on December 19. Will have alumni council follow up with BOT and report on how they are working to contact former students. They are also planning a spring event.
- Will attend the Parent Connection meeting on January 26 to talk about accountability status.
- Hoophall Classic went very well.

- Girls on the Run program to be added as after-school program for girls in grades 3-5. Registrations will take place in February.
- For the National Honor Society trip to Paris and Spain, Explorica IS expecting it to run as scheduled.

VII. **Facilities Committee**

Luis Aponte reported that the committee met. He provided a summary of the January 19 Facilities committee meeting about the solar project status.

VIII. **Finance Committee**

Olivia Kynard reported that the committee met on January 13 and she provided a brief summary of the meeting report. Staff costs and other favorable variances. It was noted that Olivia Kynard and Maria Malmborg will be added as signers on the Berkshire Bank checking account ending in -280, removing the names of previous signers Anne Kandilis and Tracye Whitfield. Steve Bissonnette also provided a brief overview of the debt service accounting, as reviewed in the finance committee meeting.

IX. **Education committee**

The committee met on December 14 to outline goals of management contract. Required info was taken directly from management contract. Reviewed accountability template and preliminary DESE accountability plan and reached out to SES requesting modifications to reports. Requested SES to meet on February 18, 2016 at 6:00 p.m.—all trustees are encouraged to attend. SABIS will provide an in-depth analysis. The report will be provided to Trustees by February 16, 2016.

X. **Membership**

Anne Kandilis reported that resumes are expected from a couple people met at the On Board program. Currently BOT membership is at 13. Governance will draft some descriptions for officers.

X. **Chair's Report**

Ellen McDonald reported. If Board members have any questions or issues with iPads, let Joyce Williams-Gondek know for coordination. Need user/password information. Any subcommittee meetings planned for upcoming month let Joyce know, also need to schedule long range committee meeting.

Richard Griffin moved to adjourn the meeting. Seconded by Tracye Whitfield and approved/all in favor. The meeting adjourned at 8:23 p.m.

Respectfully submitted,

Ellen McDonald, Chair  
SABIS Board of Trustees

List of handouts

Minutes of previous meetings

Narcan information

Annual Report

School "report card" by DESE