

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

**Minutes of SABIS Board of Trustees Meeting – September 21, 2016**

In Attendance: Ellen McDonald, Luis Aponte, Linda Condino, Joyce Williams-Gondek, Chris Jasinski, Freddy Lopez, Barbara Lindquist, Maria Malmborg, Olivia Kynard, Anne Kandilis, Sonja Shaw, Patrick White, Tracye Whitfield

Guests: Karen Reuter, Gina Martin-Ryan, Nicole Cotto, Raymond Caquia, Justin Roberson

Not Present: Nick Massa, Rich Griffin

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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 following meetings. Seconded by Anne Kandilis and approved, all in favor:**

- 8/8 & 9/14/16 finance committee meetings / with correction of typo from “sport” to “support”
- 7/20/16 regular meeting
- 8/11/16 Executive committee meeting
- 8/3 & 9/12/16 education committee meetings
- 8/30/16 facilities committee meeting

The Board welcomed Patrick White to the Board.

III. **Student Life**

Nicole Cotto, Raymond Caquia, Justin Roberson of Student Life provided a summary of the Leadership Camp trip to Athens, which included support of Smile of a Child. Follow-up will include training for students here at the school and continuing to work on school-wide goals.

Gina Martin-Ryan provided an overview of Student Life activities including a camping trip which is being planned; coupon book fundraising; and Plus 6 initiative.

IV. **Director’s Report**

Karen Reuter reported.

- Opened well/22<sup>nd</sup> year, behavior & uniform standards continuing,
- Students go directly to first period classes at 7:10 a.m., no homeroom period. Announcements are being heard.
- PD week activities – special education with program coordinator from MN to review pacing/curriculum and how to use materials effectively.
- Retention rate 96.4%

- Making enrollment cap – new 2<sup>nd</sup> graders with reallocated staff, two academic support positions lost. Potential for Title 1 funds in January/still short a teacher. Next year the goal is to be fully staffed. Looking at solutions for support services. Answered questions from BOT.
- Increase in ELL population; service schedule being designed. Provide update to next education committee meeting.
- Teacher retention / lost 10 this year. New, very positive and energized teachers.
- A team met at regional office to talk about school-wide goals and achievement on internal and external tests.
- New three-day AQC training sponsored, two new AQCs.
- College fair held on Monday/almost 80 colleges in attendance, increase of about 10 schools
- Parent Connection meeting held last night. Next meeting will include a presentation on emergency management.
- MCAS and PARCC results expected around September 26.
- 4<sup>th</sup> & 8<sup>th</sup> grade will take the test on computer (state-wide requirement).
- DESE charter school office site visit will be held on October 21 to review items per last renewal visit. Visit will include board focus group, admin focus group, and classroom observations.
- Rep. Tosado visited the school on September 12.
- Hosting three new SABIS directors from Trenton, Detroit, and Shreveport on September 29.
- Former director to begin compliance audit on October 3.
- Homecoming is this Saturday.
- Charter School Showcase to be held in February.
- Board supported a trip request to inauguration /students are writing essays.

V. **Facilities Committee**

No report/report on solar next meeting

Luis Aponte noted that there are two iPads available. Three more board members are turning theirs in, in November.

VI. **Finance Committee**

Olivia Kynard reported.

- Gym flooring update, the project is coming in under budget at \$132K. Anticipating completion around October 10.
- Meeting with auditor on October 24 to review '15-16 report. **Olivia Kynard moved to authorize the finance committee to review and accept the auditor's report at the October 24 finance committee meeting and authorize the Treasurer to sign acceptance. Seconded by Anne Kandilis. Approved by voice vote, YES: Ellen McDonald, Luis Aponte, Linda Condino, Joyce Williams-Gondek, Chris Jasinski, Freddy Lopez, Barbara Lindquist, Maria Malmborg, Olivia Kynard, Anne Kandilis, Sonja Shaw, Tracye Whitfield.**
- Alumni council support request per strategic planning. Question/will they support themselves in future? The Board and council have supported three different events throughout the year: homecoming, alumni basketball event; and a spring event. **Linda Condino moved to allocate up to \$5K to support the alumni council and to request a**

**January update of its plans. Seconded by Olivia Kynard. Approved by voice vote, YES: Ellen McDonald, Luis Aponte, Linda Condino, Joyce Williams-Gondek, Chris Jasinski, Freddy Lopez, Barbara Lindquist, Maria Malmborg, Olivia Kynard, Anne Kandilis, Sonja Shaw, Tracye Whitfield.**

- S & P call was held on August 4 for triple B- rating. Speaking further with Bond holders to review plans.

VII. **Education Committee**

Ellen McDonald reported that the committee met on August 3 to review EOY results. Focus on benchmarks and 80% goals. Also met on September 12 to review factors that could affect goals. Expecting to review external results at next committee meeting.

VIII. **Executive Committee**

Maria Malmborg reported that the committee met and gym floor is in process. Talked about strategic plan process. Time to update/review accomplishments/ review content of plan and future plans. Committee will review in October.

IX. **Governance**

Joyce Williams-Gondek reported. There will be a few vacancies this November.

X. **Chair's Report**

Ellen McDonald reported.

- Role as trustees in governance/if public presents any issues, send them directly to the Chair.
- DESE visit
- Board retreat meeting is usually held in November – will tentatively schedule for January. Ad hoc committee is Maria Malmborg, Joyce Williams-Gondek, and Freddy Lopez.
- Annual meeting to be held on November 16 at 5:30 p.m. for meeting and then dinner at Latitude. Meeting will include election of officers/remember to send nominations to Kim Hollenbeck by November 1.

Joyce Williams-Gondek moved to adjourn the meeting. Seconded by Maria Malmborg and approved/all in favor. The meeting adjourned at 8:04 p.m.

Respectfully submitted,

Joyce Williams-Gondek, Chair  
SABIS Board of Trustees

List of handouts  
Minutes of previous meetings