

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

**Minutes of SABIS Board of Trustees Meeting – November 16, 2016**

In Attendance: Ellen McDonald, Luis Aponte, Linda Condino, Joyce Williams-Gondek, Chris Jasinski, Freddy Lopez, Maria Malmberg, Olivia Kynard, Anne Kandilis, Tracye Whitfield, Nick Massa, Rich Griffin, Patrick White

Guests: Karen Reuter, Steve Bissonnette, Kim Hollenbeck , Laura Domash and SICS Yearbook Staff Gabby & Colin; Khalid Shahemi, AQC

Not Present: Barbara Lindquist, Sonja Shaw

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I. Meeting called to order at 5:30 p.m.

II. **Approval of Minutes**

**Joyce Williams-Gondek moved to approve the minutes of the following meetings. Seconded by Maria Malmberg and approved, all in favor:**

- 10/24 & 11/9/16 finance committee meetings
- 09/21/16 regular meeting
- 10/12 & 10/13/16 Executive committee meetings
- 11/2/16 education committee meeting

III. **Students/Yearbook Committee**

Request made by the Yearbook committee that the Board sponsor a two-page ad in the yearbook as it has in the past at a cost of \$600. **Tracye Whitfield moved to approve the cost of \$600 for a two-page ad in the Yearbook. Seconded by Chris Jasinski and approved by voice vote/all in attendance: YES.** Yearbook staff will attend January meeting to take BOT photos and collect quotes.

IV. **Director's Report**

Karen Reuter reported.

- Review of accountability data/State Report Card which is available on DESE website. The school saw growth in PARCC and MCAS results for positive CPI. Student growth percentile (SGP) in ELA went from 36 to 57 (goal was 50) which is significant. Math SGP was 37 and 49 and we did not hit the goal of 50. The CPI growth was about 1.8%, positive growth but more work to do there. Very strong growth in previous year/one point from math threshold. No significant changes in science but results are at about the State level. Challenge: 5<sup>th</sup> & 8<sup>th</sup> grade tests are three-year tests (cumulative assessments). Commissioner has stated the Level is not as much of a concern but the focus is on the growth.

- Site visit held on October 21 with four visitors from DESE and a visitor from Springfield Prep (visits often include a leader from another charter school). Targeted visit was about instruction/ What progress was made/what has been done since conditions were implemented/ highlights from the report reviewed, including high levels of student engagement. Draft report expected in about six weeks.
- Coordinated program review to be held November 29-30, which measures how the school is meeting legal compliance around IEP timelines, etc. and will be on site December 12- 15. All schools do the reviews every few years.
- Seniors are taking finals this week. 61 out of 102 students were awarded the John & Abigail Adams Scholarships.
- Professional Development day held. Steven Battle, URI professor presented on understanding social construction and fostering social competence in urban public schools. How the needs of diverse communities are being met.
- Have added staff to meet compliance requirements around ELL population growth.
- Department of Education will release discipline data on all schools. Recent regulations and expulsion policy. The State is reviewing how schools discipline students. Our suspension rate is down from last year.
- Attending charter school meetings on Friday.
- National Honor Society induction ceremony to be held on Thursday, December 8.
- Student Life
  - Hosting staff v. student basketball game on December 17 and also alumni game to be held same night.
  - Gray House food drive/goal to collect and donate 4,000 pounds of food.

Thanked board for its work all year.

V. **Facilities Committee**

Rich Griffin noted that facilities/solar topic tabled for now until BOT talks at retreat meeting to decide on initiatives. Luis Aponte noted that Board iPads are ready to be picked up/new board members can contact IT department.

VI. **Finance Committee**

Olivia Kynard reported.

- Meeting held on October 24 with Moriarty & Primack for audit report/no findings. At the September 2016 meeting, the Board authorized finance committee to accept and sign the audit.
- Financial condition: YTD/net loss reported in last report has slightly improved.
- Contingent liability item referred back to finance committee. Committee to vet and make a determination as to whether or not we should continue to accrue – may no longer be required – with recommendation to Board in January 2017.
- Conference call scheduled for tomorrow with Oppenheimer to review bonds and five-year proforma/preliminary call with Scott Gibson. Karen Reuter noted that the school has reached out to MCPSA and State regarding the per-pupil funding. Some public schools were given relief under Ch. 75 but no updates yet.

VII. **Education Committee**

Discussed under Director's Report.

VIII. **Governance**

Olivia Kynard, Maria Malmborg, and Joyce Williams-Gondek represented the Board at the DESE site visit meeting. Noted that the governance committee is handling recruitment. Will advertise BOT positions. Include bylaws on the agenda for the Retreat meeting.

IX. **Executive Committee**

Maria Malmborg reported for five-year strategic plan. Current plan expires in 2017. Discussed whether this should be a three-year document or a five-year document. Board to work on this at its retreat. Assess accomplishments and develop goals.

Ellen McDonald reported that the committee met to review SABIS work on the Director's review and develop Board contribution to the evaluation. Board contribution circulated for Trustee review. Drafted goals included improvement on external test scores and internal performance, improved parent engagement, especially on surveys. **Richard Griffin moved to approve the goals recommend by the Executive Committee, to include them in the review, and to authorize a member of Executive Committee to sign approval of the document. Seconded by Tracye Whitfield and approved; all in favor.**

X. **Chair's Report**

Ellen McDonald reported.

- BOT has to evaluate SABIS. Tracye Whitfield and Joyce Williams-Gondek volunteered to work with Ellen McDonald to draft documents.
- Election of Officers:  
Kim Hollenbeck reviewed the slate of officers for ratification.

CHAIR	Ellen McDonald
VICE Chair	Sonja Shaw
TREASURER	Olivia Kynard
SECRETARY	Maria Malmborg

Richard Griffin moved to accept the slate of officers as presented. Seconded by Tracye Whitfield and approved; all in favor.

Tracye Whitfield moved to adjourn the meeting. Seconded by Olivia Kynard and approved/all in favor. The meeting adjourned at 6:35 p.m.

Respectfully submitted,

Joyce Williams-Gondek, Chair  
SABIS Board of Trustees

List of handouts  
Minutes of previous meetings  
DESE Report Card