**MINUTES**

Excel Academy Charter Schools Board of Trustees

December 9, 2014

Biogen Idec, Inc., Cambridge, MA
7:30-9:00 AM

Board Members Attending In Person: Chris DeLorey (Chair), Juan Rivera (Vice-Chair), Tom Ellis (Treasurer), John Casais (Clerk), Susan Passoni, Steve Mugford, Mark Taber, Matt Ottmer, Minnie Joung, Lauren Kushman

Foundation Board Members Present: Seth Reynolds

Others Present: Owen Stearns, CEO; Shane Dunn, Managing Director of Strategic Growth and Development; Buzay, Managing Director of Finance and Network Operations; Rebecca Cass, Managing Director of Network Programming
Board Members Not Present: Ben Howe

Juan Rivera, Board Vice-Chair, in place of Chris DeLorey who was running late, called the meeting to order at 7:34 am and presided over the beginning meeting. Shane Dunn kept the minutes of the meeting. Juan Rivera and Owen Stearns ascertained that sufficient Trustees were present at the meeting, and that, accordingly, a quorum existed.

1. **APPROVE MEETING MINUTES**

Motion to approve Minutes from October 22, 2014 meeting made by Susan Passoni. Seconded by Matt Ottmer. Motion carried with a UNANIMOUS vote.

1. **CHELSEA FACILITY UPDATE**

Owen Stearns updated the Board on the existing facility needs and options available for our Chelsea campus. After many years, there is an option on the table to increase space at the campus. Owen’s recommendation was for the Board to vote to delegate authority to decide on the acquisition of additional property in Chelsea to the Finance Committee once the finances related to the project are cleared up.

Motion made by Mark Taber to delegate Chelsea facility project to the Finance Committee. Seconded by Susan Passoni. Motion carried with a UNANIMOUS vote.

1. **CEO UPDATE**

Owen provided an update on the status of the organization. The schools had a strong, positive start to the 2014-2015 academic year. Owen also announced an upcoming leadership transition at Excel Academy – Chelsea, where Stephanie Morgan will leave at the end of the year to join the Network Team for 40% of her time in a leadership development role and will work with Building Excellent Schools for 60% of her time. An update was also provided on other possible leadership transitions across the schools that will be well known over the coming weeks. The board asked several questions around policies related to part-time and flexible schedules for leaders and teachers and encouraged management to be more explicit here.

Owen also updated the board on the high school construction project. A high school construction manager, WT Rich, has been confirmed. On the programming side, things are moving along and Nina Keough is settling in making significant strides before leaving for maternity leave.

1. **ACADEMIC UPDATE**

Rebecca Cass gave an update on our schools’ MCAS and academic trends. She provided an overview of our practices around academic alignment across the curriculum at all three schools. She and Owen also reviewed how MCAS scores have changed over time as our SPED student population has increased significantly. Rebecca also told the board how Excel is preparing for the PARCC exams in the Spring; this will be the first year Excel takes PARCC (Common Core Standards assessment) instead of the MCAS.

1. **ADJOURN**

Motion to adjourn made by Susan Passoni. Seconded by Minnie Joung. UNANIMOUS approval to adjourn meeting at 9:10 a.m.

Respectfully Submitted,

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 Chris DeLorey, Chair