

## Head of School Report

6/27/2023

Stephanie Brant

Interim Head of School

### Admissions

Projected Enrollment:

187 to 201 (contingent upon how many of 14 offers out ultimately accept)

4<sup>th</sup> grade: 42 with 1 offer out & no wait list

5<sup>th</sup> grade: 41 with 9 offers out & no wait list

6<sup>th</sup> grade: 48 with 4 offers out & no wait list

7<sup>th</sup> grade: 29 with no offers out & no wait list

8<sup>th</sup> grade: 27 with no offers out & no wait list

### Budget

Budget is still in flux:

- Original budget was drafted for an enrollment of 210 which had us at 167K in the black
- New budget drafted for an enrollment of 200 with personnel changes (special ed liaisons combining grades) gets us to 30K in the black

### Potential Cuts:

60K if we eliminate full time French position; numbers indicate it *could* be a part-time position

Numbers of students currently taking French at MCCPS:

- Rising 6<sup>th</sup> graders: 16 (completed one year of French)
- Rising 7<sup>th</sup> graders: 9 (completed two years of French)
- Rising 8<sup>th</sup> graders: 12 (completed three years of French)
- 37 students in total who have French language study in progress

35K for admin support

## Staffing Updates

### **\*New Hires: Michael McCarthy & Claire Hunt**

#### **4<sup>th</sup> grade team:**

Rachel March (Humanities/Special Ed)  
Jenn Stoddard (Math/Science)  
Michelle Kalellis Instructional Assistant

#### **5<sup>th</sup> grade team:**

Michael McCarthy (Humanities)  
Mary Buckley (Math/Science)  
\*TBD Special Ed liaison  
Kathy Small (Instructional Assistant)

#### **6<sup>th</sup> grade team:**

Joey Van Bragt (Math/Science)  
Jenny Prag (Humanities)  
Katie Cooper (Special Ed Liaison)  
Kate Crane (Instructional Assistant)

#### **7<sup>th</sup> grade team:**

Molly Wright (Humanities)  
Claire Hunt (Math/Science)  
Katie Cooper (Special Ed Liaison)  
Matt Taranto (Instructional Assistant)

#### **8<sup>th</sup> grade team:**

Jess Xiarhos (Math/Science)  
Nick Santoro (Humanities/Special Ed Liaison)  
Skyla Brooks (Instructional Assistant)

### **Immediate Hiring Needs:**

#### Spanish

- Posted on 6/21/2023
- No interviews have been conducted
- One applicant

#### School Counselor:

- 3 candidates have been interviewed
- Two offers were made—both candidates accepted other positions.
- Interview scheduled for 7/6
- We have a good field of applicants

#### 5<sup>th</sup> grade Special Ed teacher

French: full-time/part-time or phase out

### **Additional Hiring Needs:**

**Administrative Support Personnel** (to help manage admissions tasks, clerical support for the school-ie, transfers, records, record keeping, correspondence)

**Instructional Support** (as enrollment increases)

**Marketing/PR:** (part-time or contracted hours)

\*See addendum Recruiting and Marketing plan per MCCPS Charter

\*This is currently budgeted for 5K for FY 23-24

**Objective:** Develop and support an effective and targeted marketing and communications strategy to promote the school's unique educational approach and increase enrollment.

#### **Performance Tasks:**

- Create engaging content that effectively communicates the benefits of our hands-on and project-based learning model, service-learning opportunities, and holistic education philosophy.
- Manage the school's website, ensuring it is up-to-date, visually appealing, and reflects the school's brand and values.
- Oversee and curate content for the school's social media platforms, including Facebook and Instagram, to engage with our target audience and increase community awareness.
- Proactively seek opportunities to collaborate with local media outlets, including newspapers and online platforms, to generate positive publicity and highlight the school's achievements and programs.

- Cultivate and maintain relationships with local media (journalists, editors etc) to secure media coverage and arrange interviews or feature stories about our school.
- Collaborate with internal stakeholders, (including teachers, administrators, and parents) to gather content, testimonials, and success stories that showcase the school's impact on students.

**Next Steps:**

- \*Meeting with Flatrock Creative on Thursday 6/29
- \*Post/Vet other potential contractors for this position
- \*Newspaper Campaign

**Summer Happenings:**

Admin summer planning days scheduled for July 6, July 18 and July 27—full Leadership team (Brant, Wright, Hale, Xiarhos, Doyon, Moleti) will meet to plan for summer tasks (professional development for 23-24 including PD for 8/21-8/25, master schedule, new staff training, mentoring program, duty rosters, enrichment)

Meghan Hale start date July 5<sup>th</sup>.

Admin team to attend DESE conference for Instructional Leaders: Aug 1-3 at Tufts University

Hiring

Statewide Reporting

SEPAC planning for 2023-2024

Oversight of Building repairs/upgrades: paint/carpeting/cleaning, outside landscaping and establishing use of outdoor spaces adjacent to the school

Handbook reviews (student and faculty) to include sign off

Summer packets to families (moving to electronic forms when feasible)

Select and purchase SEL curriculum.

Safety policies and procedures overview

Finalize process for time and attendance recording



## 5. Recruiting and Marketing Plan

In order to ensure a large applicant pool, the Marblehead Community Charter Public School will implement an aggressive marketing and recruitment campaign annually. As a public school, MCCPS is open to all, and will remain in full compliance with all state and federal regulations.

To create an awareness of the school's purpose, as well as to promote ownership and involvement throughout the community, information about the school will be distributed to a variety of groups and individuals, including:

- the parents or guardians of all current third grade students in Marblehead and surrounding cities and towns
- Marblehead Public School staff
- pediatricians
- religious organizations
- youth advocates
- social service agencies
- private schools
- civic organizations
- PTA's
- the Marblehead/Swampscott YMCA, Marblehead Jewish Community Center, and Marblehead Community Counseling Center
- therapists
- other individuals and organizations working with children.

During the admissions period, a series of open houses will be held to disseminate information about the school. Trustees, faculty and staff will be assiduous in portraying MCCPS as a school for students who have a wide range of academic skills and who come from families of diverse racial, ethnic, and socio-economic backgrounds. The Admissions Committee will work with the above groups to inform the community of the alternative programs provided by MCCPS.

The faculty, staff, and Trustees will create opportunities for:

- Marblehead Public Schools staff and Marblehead Community Charter Public School faculty and staff to become familiar with each other and to address current issues in education
- parents and students to explore their attitudes, questions, and concerns about education while becoming familiar and comfortable with MCCPS.
- individuals, including those representing organizations, an opportunity to join together in finding solutions to the problems that face all youth
- community members to learn how MCCPS integrated technology into education
- anyone interested to become involved.

These interactions will be a continuing component of the school's effort to inform and stimulate active and provocative consideration of steps toward transformation. Community resources will be tapped to publicize the recruitment process through all media outlets, including radio, community public access television, and the local newspapers. MCCPS will continually inform the community about the progress of the school and invite citizens to participate in making the school an integral part of the life of Marblehead.

These efforts will communicate the intention of MCCPS to be an integral part of the public school community, as an autonomous ally and pioneer. In this manner, bridges will be constructed so that MCCPS is viewed not as a threat, but as a forecaster, explorer, and investigator for new routes to enliven