



MCCPS Board of Trustees

Monthly Board Meeting

Amended on September 25, 2018 at 7:06 PM EDT

Date and Time

Tuesday September 25, 2018 at 7:00 PM EDT

Location

MCCPS, Room 8L

Agenda

	Purpose	Presenter	Time
I. Opening Items			7:00 PM
A. Record Attendance and Guests		Paul Baker	2 m
B. Call the Meeting to Order		Artie Sullivan	
C. Approve Minutes	Approve Minutes	Paul Baker	3 m
Meeting of Aug 28, 2018			
Approve minutes for August Board Meeting on August 28, 2018			
II. Presentations			7:05 PM
A. Student Presentation	Discuss	Ellen Lodgen	5 m
Presentation made by MCCPS Students			
September - Members of the MCCPS Student Council			
B. PTO Liason	FYI	Artie Sullivan	5 m
PTO Liason			
III. Review of Previous Meeting Action Items			7:15 PM
A. Review of Previous Meeting Action Items	Discuss	Artie Sullivan	5 m

- Board members to complete the Self Assessment on Board on Track by Sept 21. To be reviewed at September-2018 Board meeting. Email to complete sent separately.

- A meeting of the Strategic Planning Committee to be scheduled within the next couple of weeks. To review the Strategic Plan. The goal is to present the final version to the Board at September-2018 meeting.
- Karl and Artie to draft letter thanking Peter for service on Finance Committee.
- Fred and Nichole to set date for Faculty Social.
- Attend Navigator Night on September 27, 2018.
- Ellen to set up Development and Fundraising training for Board.
- Nominate Vice Chairs for subcommittees
 - Finance – Complete
 - Personnel
 - Academic Excellence
 - Development
 - Communication and Community Development
 - Strategic Planning
 - Governance
- Submit Subcommittee members for reappointment to respective subcommittee.
- Identify potential candidates for the Board – Goal is 3 new members for SY-2019. Areas that need representation on the board –
 - Alumni
 - Faculty/Staff
 - Community
 - Parents of families residing outside of Marblehead.
- Strengthen Subcommittees if needed
 - Communication and Development
- Review Documents located in Board Member Handbook Google Drive. Invitation sent by separate email.
 - Add documents that are needed.

IV. Other Business

7:20 PM

A. Board Self Assessment Review	Discuss	Artie Sullivan	20 m
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A discussion of the Results of the Board Self Assessment.

B. Discuss and Approve Board Goals for SY 19	Vote	Artie Sullivan	5 m
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- SY19 Goals –
 - Strategic Plan
 - Implement the plan
 - GOAL - Adopt 2018 Strategic Plan
 - GOAL - to implement Year 1 Objectives as Outline in the Plan
 - Fundraising Plan
 - GOAL - Fundraising and Development Training for the Board
 - GOAL - 100% Participation of Board Members for Donations to Charter Fund
 - GOAL - 100% Board Participation in Securing non-board Donations to Charter Fund
 - GOAL - 100% Board Members attend at least one Fundraising or Development Event
 - Policies
 - Adopt Board Policy Adoption Policy
 - Create a Table of Content or Index of all policies
 - Each Board Committee to prioritize policy review
 - GOAL - Each Board Committee to submit a minimum of 5 Policies for Board Review
 - Board Development
 - Mentoring, Orientation, Training
 - GOAL - Develop Board Member Handbook - Online
 - Recruitment
 - Identify potential candidates for the Board
 - Areas that need representation on the board –
 - Alumni
 - Faculty/Staff

- Community
 - Parents of families residing outside of Marblehead.
 - GOAL - 3 new members for SY-2019.
- Formalize succession plan for Executive Team and Committee Chairs
 - GOAL - Identify and approve Vice Chairs for each subcommittee
 - GOAL - Approve Succession Plan for Board Members and Board Officers
 - GOAL - Approve Succession Plan for Head of School and Key Employees
- Communication
 - Board & HOS
 - Executive Committee to meet with Head of School at least once each Session
 - Board & Community
 - GOAL - 100% of Board Members and 75% of Committee Members Attend Navigator Night
 - GOAL - 100% of Board Members attend at least one community event each session.
 - PTO/Board Liaison
 - Board & Students
 - GOAL - Student Presentations at a minimum of 6 Monthly Board Meetings.
 - GOAL - At least one board member attend a minimum of 3 Student Council Meetings.
 - GOAL - 100% of the Board members attend either 1 school breakfast or school lunch during each session.

C. Head of School Goals for SY 18-19	Discuss	Artie Sullivan	15 m
D. Development of Board Policies	Discuss	Artie Sullivan	10 m

DISCUSSIONS OF POLICY REVIEW AND DEVELOPMENT

1. Links to Policies
 1. Marblehead - <https://www.marbleheadschoools.org/district/mps-policy-manual>
 2. Salem - http://salemk12.org/pages/SPS_DistSchoolCom/SPS_Policy_Manual_Folder/toc
 3. MCSA - Sample Policies in Google Folder
2. Policies Submitted by Subcommittees
 1. Emergency Succession Plan - Personnel

E. Policy Adoption	Vote	Artie Sullivan	5 m
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A vote of Policy to Adopt Board Level Policies

F. Strategic Planning Update	Discuss	Fred Ferris and Jen Jewell	15 m
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G. Planning for SY 2020	Discuss	Artie Sullivan	5 m
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Planning for upcoming SY 2020

- 25th Anniversary Celebration
- Charter Renewal Application
 - Preparation for Site Visit in Estimated Fall 2019
 - Prepare Accountability Plan

V. Committee Updates

8:35 PM

A. Governance Committee	Discuss	Nichole Thompson	5 m
B. Finance Committee	Discuss	Karl Smith	5 m
C. Personnel Committee	Discuss	Artie Sullivan	10 m
D. Academic Excellence	Discuss	Sean Killeen	5 m
E. Development	Discuss	Ellen Lodgen	5 m
F. Strategic Plan Committee	Discuss	Fred Ferris and Jen Jewell	
G. Communications, and Community Relations Committee	Discuss	Ian Hunt	5 m

VI. HOS Report 9:10 PM

A. Monthly Report	FYI	Nina Cullen-Hamzeh	15 m
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HOS to share monthly report.

VII. Public Comment 9:25 PM

A. Public Comment	Discuss	Artie Sullivan	5 m
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VIII. Board Member Comments and Resolutions 9:30 PM

A. Board Member Comments and Resolutions	Discuss	Artie Sullivan	5 m
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This is an opportunity for Board Member Comments and Resolutions

IX. Closing Items 9:35 PM

A. Recap Action Items	Discuss	Paul Baker	2 m
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Clerk to review actions items, add any additional items discussed.

B. Meeting Evaluation	Discuss	Artie Sullivan	3 m
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Discuss how meeting went, did we stay on topic, meet goals, etc.

C. Adjourn Meeting	Vote	Artie Sullivan	
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