

MCCPS Board of Trustees

Monthly Board Meeting

Amended on October 30, 2018 at 1:14 PM EDT

Date and Time

Tuesday October 30, 2018 at 7:00 PM EDT

Location

MCCPS, Room 8L

Agenda	Purpose	Presente	r Time
I. Opening Items			7:00 PM
A. Record Attendance and Guests		Paul Baker	
B. Call the Meeting to Order		Artie Sullivan	
C. Approve Minutes	Approve Minutes	Paul Baker	3 m
Meeting of Sept 25, 2018 Approve minutes for Monthly Board Meeting of	on Septemb	er 25, 2018	
II. Presentations			7:03 PM
A. Student Presentation	Discuss	Ellen Lodgen	5 m
Presentation made by MCCPS Students			
September - Members of the MCCPS 8th Grade B. PTO Liason	FYI	Artie Sullivan	5 m
PTO Liason			
III. Public Comment			7:13 PM
A. Public Comment	Discuss	Artie Sullivan	5 m
IV. Review of Previous Meeting Action Items			7:18 PM
A. Review of Previous Meeting Action Items	Discuss	Artie Sullivan	5 m

- Karl and Artie to draft letter thanking Peter for service on Finance Committee - SENT 9/28/18
- Fred and Nichole to set date for Faculty Social HELD ON 10/17/18
- 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 Complete
 - Academic Excellence
 - Development
 - Communication and Community Development
 - ٠ Strategic Planning
 - Governance
- · Submit Subcommittee members for reappointment to respective subcommittee.
 - Personnel Complete
 - Governance Complete
 - Development
 - Communication
 - Finance
 - Academic Excellence
 - Strategic Planning
- 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.
- Wordsmith Adopted Board Goals SY19

V. Other Business

Α.

7:23 PM

Update on Board Goals for SY 19	Discuss	Artie	5 m
		Sullivan	

- Goals
 - Strategic Plan
 - Implement the plan
 - GOAL Adopt 2018 Strategic Plan
 - · GOAL to implement Year 1 Objectives as Outline in the Plan
 - Board Development
 - Mentoring, Orientation, Training
 - GOAL Develop Board Member Handbook Online
 - 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
 - Strengthen engagement with Stakeholders, Head of School, Parents, Students, Educators and Community
 - Strong connection between Board of Trustees and Head of School
 - 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 Expectation
 - Fundraising Plan
 - Fundraising and Development Training for the Board
 - Participation of Board Members for Donations to Charter Fund
 - Board Participation in Securing non-board Donations to Charter Fund
 - Board Members attend at least one Fundraising or Development Event
 - 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.
 - 3 new members for SY-2019.
 - Communication
 - Board & HOS
 - Executive Committee to meet with Head of School at least once each Session
 - Board & Community
 - 100% of Board Members and 75% of Committee Members Attend Navigator Night
 - 100% of Board Members attend at least one community event each session.
 - PTO/Board Liaison
 - Board & Students
 - Student Presentations at a minimum of 6 Monthly Board Meetings.
 - At least one board member attend a minimum of 3 Student Council Meetings.
 - 100% of the Board members attend either 1 school breakfast or school lunch during each session.

B. SY 2017-2018 Audit Review and Adoption	Vote	Karl Smith	5 m
Presentation of the Audit for SY2017-2018			
C. Head of School Vision Presentation	Discuss	Nina Cullen- Hamzeh	30 m
Presentation by HOS for the vision of MCCPS for the next 2-3 years.			
D. Board Self Assessment Review	Discuss	Artie Sullivan	5 m
A discussion of the Results of the Board Self Assessment. Set meeting time for deeper discussion			

E. Development of Board Policies	Discuss	Artie
		Sullivan

DISCUSSIONS OF POLICY REVIEW AND DEVELOPMENT

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

Vote

Artie

Sullivan

5 m

A vote of Policy to Adopt Board Level Policies			
G. HOS Succession Plan	Vote	Artie Sullivan	5 m
HOS Succession Plan			
H. Strategic Planning Update	Discuss	Fred Ferris and Jen Jewell	5 m
I. Planning for SY 2020	Discuss	Artie Sullivan	3 m

Planning for upcoming SY 2020

- 25th Anniversary Celebration
- Charter Renewal Application Process
 - Submit Charter Renewal Application by August 1, 2019
 - Preparation for 3-day Site Visit in Estimated Fall 2019
 - Prepare Accountability Plan Draft

VI. Committee Updates

8:26 PM

A. Governance Committee	Discuss	Nichole Thompson	5 m
B. Finance Committee	Discuss	Karl Smith	5 m
C. Personnel Committee	Discuss	Artie Sullivan	
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	lan Hunt	5 m

VII. HOS Report

A. Monthly Report	

HOS to share monthly report.

VIII. Public Comment

9:00 PM

8:51 PM

9 m

A. Public Comment	Discuss	Artie	5 m
		Sullivan	

IX. Board Member Comments and Resolutions 9:05 PM

A. Board Member Comments and Resolutions	Discuss	Artie Sullivan	5 m

This is an opportunity for Board Member Comments and Resolutions

X. Closing Items

9:10 PM

A. Recap Action Items	Discuss	Paul Baker	2 m
Clerk to review actions items, add any addition	al items dis	cussed.	
B. Meeting Evaluation	Discuss	Artie Sullivan	3 m

Discuss how meeting went, did we stay on topic, meet goals, etc.

FYI

Nina Cullen-Hamzeh C. Adjourn Meeting

Vote

Artie

Sullivan