



MCCPS Board of Trustees

Monthly Board Meeting

Amended on November 13, 2018 at 3:28 PM EST

Date and Time

Tuesday November 13, 2018 at 7:00 PM EST

Location

MCCPS, Room 8L

Agenda

	Purpose	Presenter	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 on October 30, 2018			
II. Presentations			7:03 PM
A. Student Presentation	Discuss	Ellen Lodgen	5 m
Presentation made by MCCPS Students			
Members of the MCCPS 7th 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

- Fred and Nichole to set date for Faculty Social – Send Letter of Thank you to Superfine
- Ellen to set up Development and Fundraising training for Board.
 - Board Training set for the December Board Meeting
- Nominate Vice Chairs for subcommittees
 - Finance – Complete
 - Personnel - Complete
 - Academic Excellence - complete
 - Development - complete
 - Communication and Community Development
 - Strategic Planning
 - Governance - complete
- Submit Subcommittee members for reappointment to the respective subcommittee.
 - Personnel - Complete
 - Governance - Complete
 - Development -
 - Communication
 - Finance - complete
 - 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
- Clock – Award - payment

V. Other Business

7:23 PM

A. Update on Board Goals for SY 19	Discuss	Artie Sullivan	5 m
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- 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. Board Self Assessment Review	Discuss	Artie Sullivan	5 m
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A discussion of the Results of the Board Self Assessment. Set meeting time for deeper discussion

C. Development of Board Policies	Discuss	Artie Sullivan	
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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

D. Policy Adoption	Vote	Artie Sullivan	5 m
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A vote of Policy to Adopt Emergency Succession Policy

E. HOS Succession Plan	Vote	Artie Sullivan	5 m
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HOS Succession Plan

F. Strategic Planning Update	Discuss	Fred Ferris and Jen Jewell	5 m
G. 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

7:51 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	Ian Hunt	5 m

VII. HOS Report

8:16 PM

A. Monthly Report	FYI	Nina Cullen-Hamzeh	9 m
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HOS to share monthly report.

VIII. Public Comment

8:25 PM

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

8:30 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

X. Closing Items

8:35 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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