



MCCPS Board of Trustees

Monthly Board Meeting

Amended on January 15, 2019 at 7:42 AM EST

Date and Time

Tuesday December 18, 2018 at 7:00 PM EST

Location

MCCPS, 17 Lime St, Marblehead

Agenda

| | Purpose | Presenter | Time |
|---|-----------------|----------------|----------------|
| I. Opening Items | | | 7:00 PM |
| Opening Items | | | |
| 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 Nov 13, 2018 | | | |
| Approve minutes for Monthly Board Meeting on November 13, 2018 | | | |
| D. Approve Minutes - Public Session of December 13, 2018 Meeting | Approve Minutes | Paul Baker | 5 m |
| Approve Minutes - Public Session of December 13, 2018 Meeting | | | |
| II. Presentations | | | 7:08 PM |
| A. Student Presentation | Discuss | Ellen Lodgen | 5 m |
| Presentation made by MCCPS Students | | | |
| Members of the MCCPS 6th Grade | | | |

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|--|---------|----------------|----------------|
| B. PTO Liason | FYI | Artie Sullivan | 5 m |
| PTO Liason | | | |
| III. Public Comment | | | 7:18 PM |
| A. Public Comment | Discuss | Artie Sullivan | 15 m |
| IV. Review of Previous Meeting Action Items | | | 7:33 PM |
| A. Review of Previous Meeting Action Items | Discuss | Artie Sullivan | 5 m |

- 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 - Complete
 - Strategic Planning
- Identify potential candidates for the Board – Goal is 3 new members for SY 2018-2019.
 - 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.
- Clock – Award - payment
- Set date for June Board Retreat

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|--|---------|----------------|----------------|
| V. Other Business | | | 7:38 PM |
| A. Update on Board Goals for SY 2018-2019 | Discuss | Artie Sullivan | 5 m |

Goal-1 (Strategic Plan Implementation):

- Define and adopt a 5-year strategy plan that is fully aligned with the mission of MCCPS. To include full implementation of year-1 objectives as defined in the plan and staging for the subsequent year.

Goal-2 (Board Health & Sustainability)

- Continue to build and develop a strong and diverse board to ensure the long-term health and sustainability of MCCPS, through creative mentorship and training programs (in collaboration with governance committee). To include identification of 2-3 new board members SY 2018-2019.

Goal-3 (Communication and Community Development)

- Strengthen the engagement with key stakeholders (e.g. Head of School, Parents, Students, Educators, PTO and Community) to support the growth and development of MCCPs role within the community and enhance the ongoing school initials and fundraising efforts. To include fostering a strong working relationship between the Board of Trustees and HOS to drive implementation of the 2018 strategic plan and ensure the long-term success of MCCPS.

Goal-4 (Board Operational Excellence)

- Review and refine key policy documentation to ensure the long-term health and sustainability of MCCPS, including the adoption of a “board policy adoption policy. The Board should review significant policies on an ongoing basis.
- Formalize a succession plan for Executive Team and Committee Chairs including the identification and approval of Vice Chairs for each subcommittee; a succession plan for board members and board officers and a succession plan for the head of school and other key employees.

| | | | |
|-------------------------------------|---------|----------------------------|-----|
| B. Strategic Planning Update | Discuss | Fred Ferris and Jen Jewell | 5 m |
| C. Planning for SY 2019-2020 | Discuss | Artie Sullivan | 3 m |

Planning for upcoming SY 2019-2020

- 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

| | | | |
|----------------------|---------|----------------|------|
| D. HOS Search | Discuss | Artie Sullivan | 30 m |
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Discussion on HOS Search progress

Personnel Committee provides information

VI. Committee Updates

8:21 PM

Board

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

| | Purpose | Presenter | Time |
|--|-----------------|----------------------------|----------------|
| 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 | | | 8:46 PM |
| Academic Excellence Committee | | | |
| A. Monthly Report | FYI | William Sullivan | 15 m |
| HOS to share monthly report. | | | |
| VIII. Public Comment | | | 9:01 PM |
| A. Public Comment | Discuss | Artie Sullivan | 5 m |
| IX. Board Member Comments and Resolutions | | | 9:06 PM |
| A. Board Member Comments and Resolutions | Discuss | Artie Sullivan | 5 m |
| This is an opportunity for Board Member Comments and Resolutions | | | |
| X. New section | | | 9:11 PM |
| A. Vote on Minutes for Executive Session, December 13, 2018 | Approve Minutes | Paul Baker | 5 m |
| Vote on Minutes for Executive Session, December 13, 2018 | | | |
| XI. Closing Items | | | 9:16 PM |
| A. Recap Action Items | Discuss | Paul Baker | 2 m |
| Clerk to review actions items, add any additional items discussed. | | | |
| B. Meeting Evaluation | Discuss | Artie Sullivan | 3 m |
| Discuss how meeting went, did we stay on topic, meet goals, etc. | | | |
| C. Adjourn Meeting | Vote | Artie Sullivan | |