



MCCPS Board of Trustees

Board of Trustees Monthly Meeting

Amended on August 27, 2019 at 8:01 PM EDT

Date and Time

Tuesday August 27, 2019 at 7:00 PM EDT

Location

MCCPS, 17 Lime St, Marblehead MA

Agenda

	Purpose	Presenter	Time
I. Opening Items			07:00 PM
A. Record Attendance and Guests		Karl Smith	
B. Call the Meeting to Order		Artie Sullivan	
C. Approve Minutes	Approve Minutes	Karl Smith	3 m
Meeting of June 25, 2019			
Approve minutes for Monthly Board Meeting on June 25, 2019			
II. Public Comment			07:03 PM
A. Public Comment	Discuss	Artie Sullivan	10 m
III. Review of Previous Meeting Action Items			07:13 PM
A. Review of Previous Meeting Action Items	Discuss	Artie Sullivan	
<ul style="list-style-type: none"> • Development and Fundraising training for Board • Identify potential candidates for the Board – Goal is 3 new members for SY 2019-2030. Areas that need representation on the board – <ul style="list-style-type: none"> • Alumni • Parents of families residing outside of Marblehead. • Strengthen Subcommittees if needed <ul style="list-style-type: none"> • Communication and Development • Review Documents located in Board Member Handbook Google Drive. Invitation sent by separate email. 			

- Add documents that are needed

IV. New section

07:13
PM

A. Upcoming Meeting Agenda Items FYI Artie Sullivan 5 m

- August – Adopt Annual Report (needs to be adopted by July 31st in future years), an update on the Board Member Mentoring, adopt HOS Goals.
- Sept – Presentation of the Strategic Plan by the Strategic Planning Committee, Approve Committee Memberships and Vice-Chairs
- Oct – Adoption of the Annual Audit, Adoption of the Strategic Plan, Presentation on HOS Evaluation Process by Personnel Committee
- Nov – Review Site Inspection if available
- Dec – Review Site Inspection, an update on the Board Member Mentoring
- Jan – HOS Mid-year review
- Feb –
- March – Set up Satisfaction Survey, Set Annual Board Retreat Date
- April – HOS Goals Presentation
- May – HOS Annual Evaluation, Budget Adoption
- June – Annual Board Retreat

V. Other Business

07:18
PM

A. Board Goals for SY 2019-2020 Discuss Artie Sullivan

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 (Development)

1. Funding Streams
2. Grants & Fundraising
3. Board Responsibility

Goal 4 (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 initiatives and fundraising efforts. To include fostering a strong working relationship between the Board of Trustees and HOS to drive implementation of the 2019 strategic plan and ensure the long-term success of MCCPS.

Goal-5 (Bylaws Review)

B. Planning for SY 2019-2020 Discuss Artie Sullivan

Planning for upcoming SY 2019-2020

- 25th Anniversary Celebration
- Charter Renewal Application Process
 - Submit Charter Renewal Application by August 1, 2019 **Submitted**
 - Preparation for Site Visit week of Nov 7, 2019
 - Prepare Accountability Plan Draft
- Board Leadership and Committee Chairs for SY 19-20, **Completed**

- Bylaws Review

C. Board Member Mentoring	Discuss	Artie Sullivan	15 m
Status Update of Board Member Mentoring			
D. Annual Goal Setting for Head of School	Vote	Artie Sullivan	15 m
DRAFT of HOS Goals for SY 2019-2020			
E. Approve Annual Report	Vote	Artie Sullivan	15 m
Review Annual Report			

VI. Committee Updates **08:03 PM**

A. Governance Committee	Discuss	Karl Smith	5 m
B. Finance Committee	Vote	Rudi Herve	5 m
C. Personnel Committee	Discuss	Artie Sullivan	15 m
D. Academic Excellence	Discuss	Jessica Xiarhos	5 m
E. Development	Discuss	Ellen Lodgen	5 m
F. Strategic Plan Committee	Discuss	Fred Ferris	5 m
G. Communications, and Community Relations Committee	Discuss	Ian Hunt	5 m
H. Charter Renewal	Discuss	Artie Sullivan	5 m

VII. HOS Report **08:53 PM**

A. Monthly Report	FYI	Peter Cohen	15 m
HOS to share monthly report.			

VIII. Public Comment **09:08 PM**

A. Public Comment	Discuss	Artie Sullivan	5 m
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IX. Board Member Comments and Resolutions **09:13 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 **09:18 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