



MCCPS Board of Trustees

Board of Trustees Monthly Meeting

Amended on September 19, 2019 at 1:10 PM EDT

Date and Time

Tuesday September 24, 2019 at 7:00 PM EDT

Location

MCCPS, 17 Lime St, Marblehead MA

Agenda

| | Purpose | Presenter | Time |
|---|-----------------|----------------|----------------|
| I. Opening Items | | | 7:00 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 |
| II. Public Comment | | | 7:03 PM |
| A. Public Comment | Discuss | Artie Sullivan | 10 m |
| B. PTO Liason | FYI | Artie Sullivan | 10 m |
| PTO Liason | | | |
| III. Review of Previous Meeting Action Items | | | 7:23 PM |
| A. Review of Previous Meeting Action Items | Discuss | Artie Sullivan | |
| • 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 – | | | |
| • Alumni | | | |
| • 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. Yearly Meeting Agenda Items | | | 7:23 PM |
| A. Upcoming Meeting Agenda Items | FYI | Artie Sullivan | 5 m |

- Sept – Presentation of the Strategic Plan by the Strategic Planning Committee, Approve Committee Memberships and Vice-Chairs
- Oct – Adoption of the Annual Audit (must be done by Oct 31), 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
- July - Adopt Annual Report, by July 31, Adopt Annual Board Goals
- August – Adopt HOS Goals.

V. Other Business

7:28 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 Self Assessment Discuss Artie Sullivan 20 m

Review of Board Self Assessment

VI. Committee Updates

7:48 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 | 10 m |

| | | | |
|--|---------|----------------|----------------|
| G. Communications, and Community Relations Committee | Discuss | Ian Hunt | 5 m |
| H. Charter Renewal | Discuss | Artie Sullivan | 5 m |
| VII. HOS Report | | | 8:43 PM |
| A. Monthly Report | FYI | Peter Cohen | 15 m |
| HOS to share monthly report. | | | |
| VIII. Public Comment | | | 8:58 PM |
| A. Public Comment | Discuss | Artie Sullivan | 5 m |
| IX. Board Member Comments and Resolutions | | | 9:03 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 | | | 9:08 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 | |