



MCCPS Board of Trustees

Board of Trustees Monthly Meeting

Amended on January 15, 2020 at 9:21 PM EST

Date and Time

Tuesday October 29, 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
Approve minutes for Board of Trustees Monthly Meeting on July 30, 2019			
D. Approve Minutes - Charter Renewal Meeting	Approve Minutes	Karl Smith	3 m
Minutes of Special Board Meeting - Charter Renewal			
II. Public Comment			7:06 PM
A. Student Presentation	Discuss	Ellen Lodgen	10 m
Student Presentation			
B. PTO Liason	FYI	Artie Sullivan	10 m
PTO Liason			
C. Public Comment	Discuss	Artie Sullivan	10 m
III. Review of Previous Meeting Action Items			7:36 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 2019-2020. 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. Yearly Meeting Agenda Items

7:36 PM

A. Upcoming Meeting Agenda Items FYI Artie Sullivan 5 m

- Oct – Adoption of the Annual Audit (must be done by Oct 31), Adoption of the Strategic Plan, MCAS Presentation
- Nov – Presentation on HOS Evaluation Process by Personnel Committee,
- Dec – an update on the Board Member Mentoring
- Jan – HOS Mid-year review, Review Site Inspection,
- 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, Open Annual Board Self Assessment
- Sept – Review Annual Board Self Assessment, Approve Committee Memberships and Vice-Chairs

V. Other Business

7:41 PM

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

Goal-1 (Strategic Plan Implementation):

- Define and adopt a 3-year strategic 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 2019-2020.

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. Adoption of MCCPS Strategic Plan, 2020-2023 Vote Fred Ferris 15 m

Presentation and Adoption of MCCPS Strategic Plan, 2020-2023

D. MCCPS MCAS Presentation Discuss Peter Cohen 15 m

Presentation of MCCPS MCAS Results

E. Annual Audit Vote Rodolphe Herve 10 m

Presentation and Adoption of FY2019 Audit

VI. Committee Updates			8:21 PM
A. Governance Committee	Discuss	Karl Smith	5 m
B. Finance Committee	Discuss	Rudi Herve	5 m
C. Personnel Committee	Discuss	Artie Sullivan	5 m
D. Academic Excellence	Discuss	Jessica Xiarhos	5 m
E. Development	Discuss	Ellen Lodgen	5 m
F. Strategic Plan Committee	Discuss	Fred Ferris	
G. Communications, and Community Relations Committee	Discuss	Ian Hunt	5 m
H. Charter Renewal	Discuss	Artie Sullivan	5 m
I. BY Laws Task Force	Discuss	Stephen Veiga	5 m
VII. HOS Report			9:01 PM
A. Monthly Report	FYI	Peter Cohen	15 m
HOS to share monthly report.			
VIII. Public Comment			9:16 PM
A. Public Comment	Discuss	Artie Sullivan	5 m
IX. Board Member Comments and Resolutions			9:21 PM
A. Board Member Comments and Resolutions	Discuss	Artie Sullivan	3 m
This is an opportunity for Board Member Comments and Resolutions			
X. Closing Items			9:24 PM
A. Recap Action Items	Discuss	Karl Smith	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	