



# MCCPS Board of Trustees

## Board of Trustees Monthly Meeting

Amended on February 3, 2020 at 4:17 PM EST

### Date and Time

Tuesday January 28, 2020 at 7:00 PM EST

### Location

MCCPS, 17 Lime St, Marblehead MA

### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>7:00 PM</b>
Opening Items			
<b>A. Record Attendance and Guests</b>		Karl Smith	
<b>B. Call the Meeting to Order</b>		Artie Sullivan	
<b>C. Approve Minutes</b>	Approve Minutes	Karl Smith	2 m
Approve minutes for Board of Trustees Monthly Meeting on November 19, 2019			
<b>D. Approve Minutes - Charter Renewal Meeting</b>	Approve Minutes	Karl Smith	2 m
Minutes of Special Board Meeting - Charter Renewal			
Approve minutes for Charter Renewal Site Inspection Meeting on November 7, 2019			
<b>E. Approve minutes</b>	Approve Minutes	Karl Smith	2 m
Approve minutes for Board of Trustees Monthly Meeting on October 29, 2019			
<b>F. Approve Minutes</b>	Approve Minutes	Karl Smith	2 m
Approve minutes for Board of Trustees Monthly Meeting on September 24, 2019			
<b>G. Approve Minutes</b>	Approve Minutes	Karl Smith	2 m
Approve minutes for Board of Trustees Monthly Meeting on July 30, 2019			
<b>II. Public Comment</b>			<b>7:10 PM</b>
<b>A. Student Presentation</b>	Discuss	Ellen Lodgen	10 m
Student Presentation			
<b>B. Public Comment</b>	Discuss	Artie Sullivan	5 m

### III. Review of Previous Meeting Action Items

7:25 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 2019-2020. 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. Board Annual Items

#### A. Upcoming Meeting Agenda Items

FYI Artie Sullivan

- Jan – HOS Mid-year review
- Feb – Review Charter Renewal Report
- 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 and Student Opportunity Act 3-year Plan, 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
- Oct – Adoption of the Annual Audit (must be done by Oct 31), MCAS Presentation
- Nov – Presentation on HOS Evaluation Process by the Personnel Committee, Adoption of the Strategic Plan,
- Dec –

#### B. 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. **Adopted Nov-2019**

##### 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)

### V. HOS Report

7:25 PM

Academic Excellence Committee

#### A. Monthly Report

FYI Peter Cohen

10 m

HOS to share monthly report.

## VI. Other Business

7:35 PM

A. HOS Mid-Cycle Evaluation Presentation	Discuss	Peter Cohen	20 m
B. Approval of Committee Memberships for 2019-2020	Vote		5 m
C. State of the School - Debrief Review of State of the School, Mission Vision, Organization Development	Discuss	Peter Cohen	5 m
D. Charter Update Update on Charter Renewal and Enrollment Targets	Discuss	Peter Cohen	5 m

## VII. Committee Updates

8:10 PM

Board

A. Governance Committee Update on member documentation	Discuss	Karl Smith	10 m
B. Finance Committee	Discuss	Rudi Herve	5 m
C. Personnel Committee	Discuss	Artie Sullivan	2 m
D. Academic Excellence	Discuss	Jessica Xiarhos	5 m
E. Development	Discuss	Ellen Lodgen	5 m
F. Strategic Plan Committee	Discuss	Fred Ferris	2 m
G. Communications, and Community Relations Committee	Discuss	Ian Hunt	5 m
H. Charter Renewal	Discuss	Artie Sullivan	2 m
I. BY Laws Task Force	Discuss	Stephen Veiga	2 m

## VIII. Public Comment

8:48 PM

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

8:53 PM

A. Board Member Comments and Resolutions This is an opportunity for Board Member Comments and Resolutions	Discuss	Artie Sullivan	3 m
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## X. Closing Items

8:56 PM

A. Recap Action Items Clerk to review actions items, add any additional items discussed.	Discuss	Karl Smith	2 m
B. Meeting Evaluation Discuss how meeting went, did we stay on topic, meet goals, etc.	Discuss	Artie Sullivan	3 m
C. Adjourn Meeting	Vote	Artie Sullivan	