



# MCCPS Board of Trustees

## Monthly Board Meeting

Amended on September 25, 2020 at 4:30 PM EDT

---

### Date and Time

Tuesday September 29, 2020 at 7:00 PM EDT

### Location

Monthly: <https://us04web.zoom.us/join/71469199663?pwd=YIZ0UUUpJUjVTZUpzQ3c2SzJlbmlCQT09>  
Join Zoom Meeting  
<https://us04web.zoom.us/j/71469199663?pwd=YIZ0UUUpJUjVTZUpzQ3c2SzJlbmlCQT09>  
Meeting ID: 714 6919 9663  
Passcode: MCCPS

---

### 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. Accept Remote Participation</b>   | Vote            | Artie Sullivan | 3 m            |
| In light of the ongoing COVID-19 coronavirus outbreak, Governor Baker issued an emergency Order on March 12, 2020, allowing public bodies greater flexibility in utilizing technology in the conduct of meetings under the Open Meeting Law. This committee makes a motion to accept this Executive Order for this meeting of the Board of Trustees, on September 29, 2020. |                 |                |                |
| <b>D. Approve Minutes</b>   | Approve Minutes | Karl Smith     | 2 m            |
| Approve minutes for Monthly Board Meeting on August 25, 2020  |                 |                |                |
| <b>II. Public Comment</b>   |                 |                | <b>7:05 PM</b> |
| <b>A. Public Comment</b>  | Discuss         | Artie Sullivan | 5 m            |
| <b>III. Review of Previous Meeting Action Items</b>   |                 |                | <b>7:10 PM</b> |
| <b>A. Review of Previous Meeting Action Items</b>   | Discuss         | Artie Sullivan |                |

- Identify potential candidates for the Board – Goal is 3 new members for SY2020-2021. Areas that need representation on the board –
  - Alumni
  - Parents of families residing outside of Marblehead.
  - Development
- Add communication with Marblehead Superintendent
- Charter amendment regarding enrollment - submitted to DESE for approval
- Board restricted funds
- Bylaws - submitted to DESE for approval

#### IV. Board Annual Items

##### A. Upcoming Meeting Agenda Items

FYI

Artie Sullivan

- 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
- Dec –
- Jan – HOS Mid-year review
- Feb - Adopt School Calander
- March – Set up Satisfaction Survey, Set Annual Board Retreat Date, Presentation of HOS Annual Evaluation Form
- April – Presentation by HOS of Annual Goals
- 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

##### B. Board Goals for SY 2020-2021

Discuss

Artie Sullivan

##### Goal-1 (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 2020-2021.
  - Identify key roles and skills, Development, HR, Attorney, Construction
  - Identify key constituencies, Parents, Alumni

##### Goal-2 (Development)

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

##### 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 2019 strategic plan and ensure the long-term success of MCCPS

##### Goal 4 (Support given the "New Normal")

- To support MCCPS with the "New Normal" for fulfilling the MCCPS Charter

#### V. HOS Report

7:10 PM

##### A. Monthly Report

FYI

Peter Cohen

20 m

HOS to share monthly report.

#### VI. Other Business

7:30 PM

##### A. Food Service Program Update and Family Meal Program

Vote

Danette Russo

15 m

##### B. Review and Approval of Head of School Goals for SY2020-2021

Vote

Peter Cohen

15 m

|  |         |                 |                |
|--|---------|-----------------|----------------|
| C. Review of Board Self Assessment - 2020-2021   | Discuss | Artie Sullivan  | 20 m           |
| D. Approve Committee Membership for 2020-2021  | Vote    | Artie Sullivan  | 15 m           |
| <b>VII. Committee Updates</b>  |         |                 | <b>8:35 PM</b> |
| A. Governance Committee<br>Update on member documentation  | Discuss | Karl Smith      | 5 m            |
| B. Finance Committee   | Discuss | Rudi Herve      | 10 m           |
| C. Personnel Committee<br>Vote to Update HOS Emergency Succession Plan                                       | Vote    | Artie Sullivan  | 2 m            |
| D. Academic Excellence   | Discuss | Jessica Xiarhos |                |
| E. Development   | Discuss | Ellen Lodgen    | 5 m            |
| F. Strategic Plan Committee  | Discuss | Rebecca Whidden | 2 m            |
| G. Communications, and Community Relations Committee   | Discuss | Ian Hunt        | 5 m            |
| H. Facilities Task Force   | Discuss | Rebecca Whidden | 2 m            |
| I. Charter Renewal - On Hold until Charter Amendment Status<br>Updates from DESE                             |         | Artie Sullivan  |                |
| J. By-Laws Task Force - On Hold until By-Laws Status Updates from<br>DESE                                    |         | Artie Sullivan  |                |
| <b>VIII. Public Comment</b>  |         |                 | <b>9:06 PM</b> |
| A. Public Comment  | Discuss | Artie Sullivan  | 5 m            |
| <b>IX. Board Member Comments and Resolutions</b>   |         |                 | <b>9:11 PM</b> |
| A. Board Member Comments and Resolutions<br>This is an opportunity for Board Member Comments and Resolutions | Discuss | Artie Sullivan  | 3 m            |
| <b>X. Closing Items</b>  |         |                 | <b>9:14 PM</b> |
| A. Recap Action Items<br>Clerk to review actions items, add any additional items discussed.                  | Discuss | Karl Smith      | 2 m            |
| B. Meeting Evaluation<br>Discuss how meeting went, did we stay on topic, meet goals, etc.                    | Discuss | Artie Sullivan  | 3 m            |
| C. Adjourn Meeting   | Vote    | Artie Sullivan  |                |