



MCCPS Board of Trustees

Monthly Board Meeting

Amended on January 25, 2019 at 9:25 AM EST

Date and Time

Tuesday January 29, 2019 at 7:00 PM EST

Location

MCCPS, Room 8L

Agenda

	Purpose	Presenter	Time
I. Opening Items			7:00 PM
A. Record Attendance and Guests		Paul Baker	
B. Call the Meeting to Order		Artie Sullivan	
C. Approve Minutes	Approve Minutes	Paul Baker	3 m
Meeting of Dec 18, 2018			
Approve minutes for Monthly Board Meeting on December 18, 2018			
II. Presentations			7:03 PM
A. Student Presentation	Discuss	Ellen Lodgen	5 m
Presentation made by MCCPS Students			
Members of the MCCPS 5th Grade			
B. PTO Liason	FYI	Artie Sullivan	5 m
PTO Liason			
III. Public Comment			7:13 PM
A. Public Comment	Discuss	Artie Sullivan	15 m
IV. Review of Previous Meeting Action Items			7:28 PM
A. Review of Previous Meeting Action Items	Discuss	Artie Sullivan	5 m
<ul style="list-style-type: none"> • Ellen to set up Development and Fundraising training for Board. <ul style="list-style-type: none"> • Board Training set for the December Board Meeting • Nominate Vice Chairs for subcommittees <ul style="list-style-type: none"> • Finance – Complete • Personnel - Complete 			

- Academic Excellence - complete
- Development - complete
- Communication and Community Development
- Strategic Planning
- Governance - complete
- Submit Subcommittee members for reappointment to the respective subcommittee.
 - Personnel - Complete
 - Governance - Complete
 - Development -
 - Communication
 - Finance - complete
 - Academic Excellence - Complete
 - Strategic Planning
- Identify potential candidates for the Board – Goal is 3 new members for SY 2018-2019. Areas that need representation on the board –
 - Alumni
 - Faculty/Staff
 - Community
 - 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.
- Clock – Award - payment
- Set date for June Board Retreat

V. Other Business

7:33 PM

A. Update on Board Goals for SY 2018-2019 Discuss Artie Sullivan 5 m

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 (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 2018 strategic plan and ensure the long-term success of MCCPS.

Goal-4 (Board Operational Excellence)

- Review and refine key policy documentation to ensure the long-term health and sustainability of MCCPS, including the adoption of a “board policy adoption policy. The Board should review significant policies on an ongoing basis.
- Formalize a succession plan for Executive Team and Committee Chairs including the identification and approval of Vice Chairs for each subcommittee; a succession plan for board members and board officers and a succession plan for the head of school and other key employees.

B. Strategic Planning Update Discuss Fred Ferris and Jen Jewell 5 m

C. Planning for SY 2019-2020 Discuss Artie Sullivan 3 m

Planning for upcoming SY 2019-2020

- 25th Anniversary Celebration
- Charter Renewal Application Process
 - Submit Charter Renewal Application by August 1, 2019
 - Preparation for 3-day Site Visit in Estimated Fall 2019
 - Prepare Accountability Plan Draft

D. HOS Search Discuss Artie Sullivan 30 m

Discussion on HOS Search progress

Personnel Committee provides information

VI. Committee Updates			8:16 PM
A. Governance Committee	Discuss	Nichole Thompson	5 m
B. Finance Committee	Discuss	Karl Smith	5 m
C. Personnel Committee	Discuss	Artie Sullivan	10 m
Policy for Hiring if a Potential Conflict of Interest			
Conflict of Interest submission by Robert Erbetta			
Head of School Oversight Committee			
D. Academic Excellence	Discuss	Sean Killeen	5 m
E. Development	Discuss	Ellen Lodgen	5 m
F. Strategic Plan Committee	Discuss	Fred Ferris and Jen Jewell	
G. Communications, and Community Relations Committee	Discuss	Ian Hunt	5 m
VII. HOS Report			8:51 PM
A. Monthly Report	FYI	William Sullivan	15 m
HOS to share monthly report.			
VIII. Public Comment			9:06 PM
A. Public Comment	Discuss	Artie Sullivan	5 m
IX. Board Member Comments and Resolutions			9:11 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			9:16 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	

Cover Sheet

Approve Minutes

Section: I. Opening Items
Item: C. Approve Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Monthly Board Meeting on December 18, 2018

APPROVED



MCCPS

MCCPS Board of Trustees

Minutes

Monthly Board Meeting

Date and Time

Tuesday December 18, 2018 at 7:00 PM

Location

MCCPS, 17 Lime St, Marblehead

Trustees Present

Artie Sullivan, Ellen Lodgen, Fred Ferris, Ian Hunt, Jen Jewell, Karl Smith, Nichole Thompson, Paul Baker, Sean Killeen

Trustees Absent

None

Guests Present

Doris Hasbun de Hawthorne, Ed Harvey, Eric Larsen, Jeanne Smith, Jeremy Bumagin, John Sullivan, Matt Fletcher, Meagan Taylor, Michael Condon, Rob Whitman, Stephen Veiga, Steve Taylor, Tom Commeret, William Sullivan, Xhazzie Kindle

I. Opening Items**A. Record Attendance and Guests****B. Call the Meeting to Order**

Artie Sullivan called a meeting of the board of trustees of MCCPS Board of Trustees to order on Tuesday Dec 18, 2018 @ 7:00 PM at MCCPS, 17 Lime St, Marblehead.

C. Approve Minutes

Fred Ferris made a motion to approve minutes from the Monthly Board Meeting on 11-13-18. Karl Smith seconded the motion.

The board **VOTED** unanimously to approve the motion.

D. Approve Minutes - Public Session of December 13, 2018 Meeting

Karl Smith made a motion to approve minutes.
Fred Ferris seconded the motion.
The board **VOTED** unanimously to approve the motion.

II. Presentations

A. Student Presentation

6th Graders Quintain Fletcher and Gretchen Smith presented very informative and impressive overview of their 6th grade experiences to date.

B. PTO Liason

No PTO liason was present at meeting

III. Public Comment

A. Public Comment

Guests John Sullivan, Eric Larson, Xhazzie Kindle and Ed Harvey all addressed comments to the Board.

IV. Review of Previous Meeting Action Items

A. Review of Previous Meeting Action Items

All Volunteer Appreciation payments have now been made by the Board members.
Board Retreat has tentatively been scheduled for Saturday June 8th at a TBD location.

V. Other Business

A. Update on Board Goals for SY 2018-2019

Tabled until 1/29/19 meeting.

B. Strategic Planning Update

A Strategic Planning Meeting will be held at a date TBD in January 2019

C. Planning for SY 2019-2020

This agenda item was tabled until January 2019 Board meeting

D. HOS Search

Please see meeting packet.
There will be 2 HOS search coffee meetings on 12/19/18, 8am-9am and 1/10/19, 7pm-8pm.

E. Addition Of Bill Sullivan to the Board of Trustees

Nichole Thompson made a motion to temporarily add Bill Sullivan to the Board of Trustees in an ex officio capacity.
Jen Jewell seconded the motion.
The board **VOTED** unanimously to approve the motion.

F. Approval of Stipend for Acting HOS

Fred Ferris made a motion to approve the payment of a stipend to Acting HOS, Bill Sullivan, backdated to 11/13/18 and to remain in place until such time as a new HOS is hired.
Jen Jewell seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

Nichole Thompson	Aye
Paul Baker	Aye
Fred Ferris	Aye
Artie Sullivan	Aye
Ian Hunt	Abstain
Karl Smith	Aye
Sean Killeen	Aye
Ellen Lodgen	Abstain
Jen Jewell	Aye

G. Board member Tony Palladino Resignation

Jen Jewell made a motion to accept the letter of resignation from Tony Palladino.

Fred Ferris seconded the motion.

The board **VOTED** unanimously to approve the motion.

VI. Committee Updates

A. Governance Committee

Governance Chair, Nichole Thompson provided a brief update and stated that the committee is planning an open house/meeting for Jan/Feb 2019 in an attempt to garner more community interest in serving on the various committees or the Board

B. Finance Committee

Board Treasurer, Karl Smith presented a brief summation of the school finances to date. Please see meeting packet for details.

C. Personnel Committee

Personnel Chair, Artie Sullivan announced that the next meeting would be 1/14/19.

D. Academic Excellence

Committee Chair, Sean Killeen informed the Board that the next meeting would be held 1/9/19 at 7.30am.

E. Development

Development Chair, Ellen Lodgen expressed the need for more community help in fundraising events as MCCPS no longer employs a development Director.

Student Success Fund has "raised" \$15,187 to date.

Need a volunteer to manage Bidding For Good online auction.

F. Strategic Plan Committee

Please see Strategic Planning Update above.

G. Communications, and Community Relations Committee

Co-Chair Ian Hunt reported that the committee is in need volunteers, specifically those with communications and media arts backgrounds.

VII. HOS Report

A. Monthly Report

Acting HOS, Bill Sullivan presented his HOS report.

Please see packet for details.

VIII. Public Comment

A. Public Comment

Eric Larson, Rob Whitman, Jeremy Bumagin, Michael Condon all made comments regarding the vision for our school going forward.

IX. Board Member Comments and Resolutions

A. Board Member Comments and Resolutions

Board members briefly discussed possibility of renting out more of the warehouse space, the upcoming Alumni night at Wicks, and the need to promote our alumni accomplishments at the High School level and beyond.

X. New section

A. Vote on Minutes for Executive Session, December 13, 2018

Artie Sullivan made a motion to approve minutes.

Nichole Thompson seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

Artie Sullivan	Aye
Nichole Thompson	Aye
Ian Hunt	Abstain
Ellen Lodgen	Abstain
Karl Smith	Aye
Sean Killeen	Aye
Fred Ferris	Abstain
Paul Baker	Aye
Jen Jewell	Aye

XI. Closing Items

A. Recap Action Items

B. Meeting Evaluation

Meeting was held in the Community Room..a small number of guests were present and meeting was conducted as planned and on time.

C. Adjourn Meeting

Fred Ferris made a motion to adjourn the meeting.

Karl Smith seconded the motion.

The board **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:20 PM.

Respectfully Submitted,
Paul Baker

Cover Sheet

HOS Search

Section: V. Other Business
Item: D. HOS Search
Purpose: Discuss
Submitted by:
Related Material: HOS Ad, b.docx
HOS Search Process.docx



Marblehead Community Charter Public School
17 Lime Street Marblehead, MA 01945
Tel: 781-631-0777 Fax: 781-631-0500
Web: marbleheadcharter.org

MCCPS is in search of a new Head of School. The HOS will lead, inspire, and empower the faculty and staff to nurture the students and ensure that the human, financial, and capital resources of the organization are efficiently and effectively allocated. As a charter school in Massachusetts, MCCPS is mandated to fulfill three promises. They are:

1. to be faithful to the School's Charter;
2. to provide a learning environment that fosters academic success; and
3. to be a viable organization.

Mission

MCCPS fosters a community that empowers children to become capable, self-determining, fully engaged individuals who are critical and creative thinkers committed to achieving their highest intellectual, artistic, social, emotional, and physical potential. We are dedicated to involving, learning from, participating in, and serving our school community and the community at large.

Vision

The Charter Experience enables students to embody a strong sense of community, global responsibility, intellectual curiosity, interpersonal skills, and entrepreneurial dexterity. Via the school's rigorous, integrated, student-centered, project-based and service learning curriculum, student learning is personalized, reflective, and infused with the arts, technology, and student voice and choice. Through a committed partnership amongst all community members, including parents, faculty, students, alumni, and local community and business leaders, we strive to provide an engaging, innovative, and progressive learning environment that will enable all students to excel.

Student Success Goal

The learning experiences for students will be innovative, highly-engaging, and appropriately challenging so that each student will be empowered to reach his/her highest potential.

Essential Functions

The Head of School (HOS) of the Marblehead Community Charter Public School (MCCPS) is expected to lead the Faculty, Staff, Students, Parents and Community Members in further strengthening the vision of the school. The HOS will lead the continuous improvement process, advance the successful, inclusive academic program consistent with the MCCPS mission and charter. The HOS will promote school-wide innovation and cultivate an extraordinary professional team. The HOS will create and strengthen networking and optimize the school's financial and regulatory systems. The HOS is responsible for implementing policies established by the MCCPS Board of Trustees (Board) and is directly accountable to the Board. The HOS will ensure the school upholds and complies with the terms of the current Charter granted to MCCPS, as approved, and shall adhere to any and all applicable laws.

Qualification/Education/Experience:

1. Embrace and support Experiential and Project Based Learning.
2. Master's degree (M.Ed.) in Education or Special Education preferred.
3. Teaching experience strongly preferred.
4. Charter School and Special Education experience preferred.
5. Two or more years of experience in education administration. Must have demonstrated experience with personnel, budgetary supervision and financial development.
6. Must hold a school administrator certificate or a state approved equivalent.
7. High energy level, superior interpersonal skills and ability to function in a team atmosphere.
8. The ability to act as the face of the school by communicating clearly and effectively in oral and written form.
9. Knowledge of modern principles, methods, and techniques of administration and program planning.

Initial Questions

Applicants should include a detailed letter of interest addressing your qualifications, education, experience, and educational philosophy and how it relates to the MCCPS Mission and Vision.

Please Apply through www.schoolspring.com School Spring Job ID: 3042616

For Questions, email HOSSearch@marbleheadcharter.com

HOS Search Process

Jan 14, 2019	Personnel Committee develop and Approve HOS Ad
Jan 15, 2019	HOS Ad placed on School Spring, other sources
Jan 29, 2019	HOS Search Process and Committee approved
By Begin Feb-2019	HOS Search Committees meets
By End Feb-2019	HOS Search Committees Review applications (Review Performance Component)
By Begin Mar-2019	Initial Interviews scheduled
By Mid Mar-2019	Initial Committee recommends candidates for Second round of Interviews
By End Mar-2019	Board Committee Interviews of HOS Candidates
By Begin Apr-2019	Community Meetings with Finalists
By Mid Apr-2019	Selection of New HOS

Initial Committee

Ian Hunt, Communication, Chair
 Jen Jewell or Fred Ferris, Strategic Planning
 Steve Veiga, Board
 Michael Condon, Staff
 Carol McEnaney, Faculty
 Meghan Hale, Faculty
 Jessica Xiahros, Faculty
 Amy Rucco, Sepac
 Jeremy Bumagin, PTO
 Kim Hutchinson, Parent
 Rob Whitman, Parent

Board Committee (Chosen from Committee Charis)

Artie Sullivan, Personnel, Chair*
 Karl Smith, Finance *
 Sean Killeen, Academic Excellence*
 Nichole Thompson, Governance*
 Ellen Lodgen, Development
 *Contract negotiating committee

Consider including a performance component

- Review an exhibition project
- On Demand, answer a complaint letter/email form a parent, Letter to a major donor

Cover Sheet

Finance Committee

Section: VI. Committee Updates
Item: B. Finance Committee
Purpose: Discuss
Submitted by:
Related Material: Dec-18.xlsx

Cover Sheet

Personnel Committee

Section: VI. Committee Updates
Item: C. Personnel Committee
Purpose: Discuss
Submitted by:
Related Material: HOS Oversight Committee.docx
Policy for Hiring if a Potential Conflict of Interest.docx

HOS Oversight Committee

Members – Personnel Chair and Finance Chair

Purpose

- Ensure on a quarterly basis that the ED adheres to all policies
- Ensure that the ED ensures that all staff adhere
- Track and record the hours worked and use of leave time of the Head of School

Rationale from IG report “actively oversee the executive director, including...time and attendance...Subject all administrators, including the executive director, to the timekeeping and leave time policies that apply to all full-time, year round employees. Specifically, the Board should require the executive director to report hours worked and use of leave time to the school business manager and Board Chair.”

Marblehead Community Charter Public School Policy for Hiring if a Potential Conflict of Interest - DRAFT

Read Adopted

If there is within the hiring process or if a conflict of interest or appearance thereof may occur between a new or existing employee and a supervisor.

1. Full written disclosure by the related supervisor of the employee's financial interest;
2. Written determination by the Board that the interest is not so substantial as to be deemed likely to affect the integrity of the services that the School might expect from the superior employee
3. Filing of written disclosure and Board determination with the state Ethics Commission.

From the MCCPS Financial policies,

- Related individuals within the scope of this definition include spouses, parents, and children, spouses of children, grandchildren, siblings, father-in-law, mother-in-law, brother-in-law and sister-in-law of a Board member or school employee.

Attachments

The following files are attached to this PDF: You will need to open this document in an application that supports attachments (i.e. [Adobe Reader](#)) in order to access these files.

Dec-18.xlsx