



MCCPS Board of Trustees

Monthly Board Meeting

Amended on March 26, 2019 at 7:03 PM EDT

Date and Time

Tuesday March 26, 2019 at 7:00 PM EDT

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 Jan 29, 2019			
Approve minutes for Monthly Board Meeting on January 29, 2019			
D. Approve Minutes	Approve Minutes	Paul Baker	5 m
Approve Minutes of Feb 26, 2019 meeting			
Approve minutes for Monthly Board Meeting on February 26, 2019			
II. Presentations			7:08 PM
A. Student Presentation	Discuss	Lauren Donadio	10 m
Presentation made by MCCPS Students			
Members of the MCCPS ADL Program, Camille Chandler, Gaby Ferullo, and Lucy Sabin. Lauren Donadio, coordinator			
B. PTO Liaison	FYI	Artie Sullivan	10 m
III. Public Comment			7:28 PM
A. Public Comment	Discuss	Artie Sullivan	15 m

IV. Review of Previous Meeting Action Items

7:43 PM

A. Review of Previous Meeting Action Items Discuss Artie Sullivan 5 m

- Development and Fundraising training for Board
- 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.
- Board Retreat - June 8th

V. Other Business

7:48 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 initials 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 20 m

C. Planning for SY 2019-2020 Discuss Artie Sullivan 5 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
- Board Leadership and Committee Chairs for SY 19-20
- Bylaws Review

D. HOS Search	Discuss	Artie Sullivan	20 m
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Update on HOS Search progress

VI. Committee Updates 8:38 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

Head of School Oversight Committee - Jen and Karl

Acting Head of School Evaluation

Amend HOS Succession Plan to include The Acting Head of School serves on Board of Trustees as Ex-Officio member and all rights and privileges as such."

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
H. Charter Renewal	Discuss	Artie Sullivan	5 m

Review of Meeting, Meeting Actions Items, Next Meeting April 3, 2019, at 7:00 am.

VII. HOS Report 9:18 PM

A. Monthly Report	FYI	William Sullivan	15 m
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HOS to share monthly report.

VIII. Public Comment 9:33 PM

A. Public Comment	Discuss	Artie Sullivan	5 m
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IX. Board Member Comments and Resolutions 9:38 PM

A. Board Member Comments and Resolutions	Discuss	Artie Sullivan	5 m
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This is an opportunity for Board Member Comments and Resolutions

X. Closing Items 9:43 PM

A. Recap Action Items	Discuss	Paul Baker	2 m
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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 January 29, 2019



MCCPS Board of Trustees

Minutes

Monthly Board Meeting

Date and Time

Tuesday January 29, 2019 at 7:00 PM

Location

MCCPS, Room 8L

Trustees Present

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

Trustees Absent

Ian Hunt

Guests Present

Carol McEnaney, Cathleen King, Christopher Quealy, Mercy Baez

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 Jan 29, 2019 @ 7:05 PM at MCCPS, Room 8L.

C. Approve Minutes

Karl Smith made a motion to approve minutes from the Monthly Board Meeting on 12-18-18.

Fred Ferris seconded the motion.

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

II. Presentations

A. Student Presentation

Student Presentation will take place at the 2/26/19 Board Meeting

B. PTO Liason

There was no PTO liason representative present

III. Public Comment

A. Public Comment

There was no Public Comment at this time

IV. Review of Previous Meeting Action Items

A. Review of Previous Meeting Action Items

Artie Sullivan ran through action items from 12/18/18 Board Meeting.

V. Other Business

A. Update on Board Goals for SY 2018-2019

Artie Sullivan gave a brief update on Board goals.

B. Strategic Planning Update

Co-chairs, Fred Ferris & Jen Jewell provided an update on Strategic Planning Committees progress to date.

C. Planning for SY 2019-2020

Planning for the new school year will be revisited at next Board meeting.

D. HOS Search

Artie Sullivan gave an update on HoS search committees formation and work. The committee will be meeting shortly and the advertisement for the position has been shared on the Schoolspring search site, among others.

VI. Committee Updates

A. Governance Committee

Nichole Thompson presented a brief update of Governance Committee and the ongoing need to continue to identify prospective members for the various committees and Board.

B. Finance Committee

Karl Smith presented a brief overview of school finances.

C. Personnel Committee

Artie Sullivan stated that Personnel committee had met on 1/14/19 and had drafted an Advertisement for the vacant HoS position.

D. Academic Excellence

Sean Killeen stated that the committee had met on January 9th and would be meeting again on 2/6/19.

E. Development

Chair, Ellen Lodgen noted that the committee had met on January 15th and were planning a Calendar raffle to be held in either April or May.

F. Strategic Plan Committee

Please see item B above in "other business".

G. Communications, and Community Relations Committee

In Ian Hunt's absence, co-chair Ellen Lodgen gave a brief update on the committees progress and noted that the committee needs to attract more members.

VII. HOS Report

A. Monthly Report

Bill Sullivan presented a very informative HOS report and noted that, to date, applications for the 2019/20 school year are down on previous years, especially those of 4th grade applicants.

Faithfulness to Charter

Coordinated Program Review; The Corrective Action Plan (CAP) Progress reports are due 01/25/2019, 03/29/2019, and 05/03/2019. There are three program areas of focus, Special Education, Civil Rights, and English Language Learners. The Summary of Required Corrective Action Plans follows this report. Updates to the board will follow as progress is made.

Not all elements for the Special Education, and ELL were ready for 1/25. A request for an extension until the February recess (2/15/19) was submitted and approved. We have put a lot of effort into revamping and strengthening our internal procedures to address the findings from the CPR. There was also some initial misunderstanding that an approved CAP status would include significantly more required elements than we had proposed. We are working with outside supports to develop and deliver certain trainings and procedures to make sure they satisfy the CAP, but most importantly, to best support our practices and the students we are responsible to.

Academic Success

It is important to support the growth of our staff as well. We are using the ½ day Friday's for deliberate and focused Professional Development. Matt Cronin and the rest of the Instructional Leadership Team are mapping out what we are doing for the rest of year, specifically with service learning, The recent and upcoming topics include the development of grade level Exhibition overviews, available grant opportunities, grant writing support, and elements of effective meetings.

Marblehead Community Charter School will participate in the National Assessment of Educational Progress (NAEP) on January 31, 2019. NAEP is the largest nationally representative and continuing assessment of what students know and can do in various subjects. NAEP is administered by the National Center for Education Statistics, within the U.S. Department of Education. NAEP is different from our state assessments because it is a common measure of achievement across the country. The results are released as The Nation's Report Card, which provides information about student achievement to educators, parents, policymakers, and the public.

WIDA ACCESS 2.0 Tests scheduled for early February.

ACCESS for ELLs (ACCESS) is the collective name for WIDA's suite of summative English language proficiency assessments. ACCESS is taken annually by English language learners in Kindergarten through 12th grade in WIDA Consortium member states.

**Organizational Viability
Staffing/Staff Retention**

Administration is working with Board Chair and Treasurer to develop a plan to accelerate the contract process for next year. Initial salary numbers with conditions and assumptions have been shared. Retention of staff is currently of particular concern. Moving up the process will serve to reassure the staff, hopefully lessen the impact of teachers leaving, and allow to Charter more time earlier in the process to interview and hire replacements. Intent to return forms will be distributed next week. One of our Inclusion Teachers has given use his letter of resignation. We were given 2 weeks notice, his last day will be Friday February 4th. All 4th grade students and parents of those students who receive Special Education services have been informed. A SchoolSpring ad has been placed for an Inclusion Teacher. Michael Condon has been following up with appropriate candidates. Mid-year replacements and challenging as the candidate pool remains limited. A plan is being developed to reallocate internal resources in the interim. We are also evaluating a service for bridge coverage.

We are looking to hire 2 maternity subs for this Spring

- **8th grade Humanities, Anticipated start 4/22; Posted on SchoolSpring**
- **Part Time OT, Due 4/8; Investigating contract services for remainder of the year**

Student Attrition

On Wednesday January 30th, at 6:30PM Parents of potential and existing upper grade students are invited to attend an informational presentation by the Acting Head of School and members of the faculty, followed by a brief question and answer period. Topics will include school curriculum for upper grades and what we do to help them prepare for and apply to high school.

A student intent to return form will be sent to existing families. Last year they were distributed March 1st.

2019-2020 Admissions Update

Enrollment for next year continues to be a top priority. The application window is now open. It runs from December 15, 2018 to February 15, 2019. The lottery will be drawn on February 27th, and the applicants will be notified very soon after.

VIII. Public Comment

A. Public Comment

There was no public comment at the time.

IX. Closing Items

A. Recap Action Items

B. Meeting Evaluation

A great deal of material was covered, meeting stayed focused and adjourned on time.

C. Adjourn Meeting

Karl Smith made a motion to adjourn the meeting.

Fred Ferris 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 9:25 PM.

Respectfully Submitted,

Paul Baker

Cover Sheet

Approve Minutes

Section: I. Opening Items
Item: D. Approve Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Monthly Board Meeting on February 26, 2019



MCCPS Board of Trustees

Minutes

Monthly Board Meeting

Date and Time

Tuesday February 26, 2019 at 7:00 PM

Location

MCCPS, Room 8L

Trustees Present

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

Trustees Absent

Jen Jewell

Trustees Arrived Late

Fred Ferris, Nichole Thompson, Sean Killeen

Guests Present

Amy Ruocco, Carol McEnaney, Cathleen King, Erin MacCallum, James Rogers, Jessica Xiarhos, Mercy Baez, Sarah Wilson, Stephen MacCallum, Stephen Veiga

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 Feb 26, 2019 @ 7:04 PM at MCCPS, Room 8L.

C. Approve Minutes

With the apologies of the Clerk of the Board....Due to unforeseen circumstances, the minutes for 1/29/19 Board Meeting were unavailable to approve. They will be presented for approval at the 3/26/19 Board Meeting.

D. Nomination of Stephen Veiga to the MCCPS Board of Trustees

Artie Sullivan made a motion to Nomination of New Trustee to the MCCPS Board of Trustees Artie Sullivan made a motion to present MCCPS teacher, Stephen Veiga as a nominee to the MCCPS Board of Trustees. Artie Sullivan made a motion to move that the Board appoint Stephen Veiga as a member of the MCCPS Board of Trustees to fill a term commencing immediately upon approval by the Department of Elementary and Secondary Education and expiring at the close of the February 2022 Regular Meeting of the Board of Trustees. Artie Sullivan moved that the Board invite the newly appointed Trustee, Stephen Veiga, to all Board Meetings and activities while his approval is pending with the Department of Elementary and Secondary Education. Stephen Veiga will be entitled to participate as provisional Trustee and will be able to participate in all activities and discussions, but will receive formal approval from the Department of Elementary and Secondary Education, and will not be counted when determining a quorum. The board VOTED unanimously to approve the motion. Karl Smith seconded the motion. The board VOTED unanimously to approve the motion.

Karl Smith seconded the motion.

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

II. Presentations

A. Student Presentation

Nichole Thompson arrived late.

5th grade students Flynn MacCallum & Padric Sullivan presented a very informative overview of their experiences at MCCPS to date.

B. SEPAC Presentation

SEPAC chairwoman, Amy Ruocco gave a presentation on SEPAC activities and her desire for the Board of Trustees to help garner more members. At present, Amy is the only member of the MCCPS SEPAC and would very much like a co-chair. Amy has also recently joined the Board of the Town SEPAC committee and is hoping for more collaboration between the two committees in order to better serve parents and children in the Marblehead School District.

III. Public Comment

A. Public Comment

Fred Ferris arrived late.

Sean Killeen arrived late.

There was no public comment at this time.

IV. Review of Previous Meeting Action Items

A. Review of Previous Meeting Action Items

Artie Sullivan reviewed previous meetings action items.

V. Other Business

A. Update on Board Goals for SY 2018-2019

The Renewal of the MCCPS Charter is front and foremost in the goals for the Board at the present time.

A meeting was scheduled at 7am on 3/20/19.

Criteria to be covered at the meeting include;

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

B. Strategic Planning Update

Please see below under Committee updates.

C. Planning for SY 2019-2020

Ellen Lodgen noted that the Annual Appeal notices will go out to parents and donors to coincide with Term 2 exhibition.

The much touted and anticipated Calendar Raffle will take place after the Spring Break in May.

D. HOS Search

To date, there had been 15 applicants to the HoS position, 2 of which have since dropped out.

Ten of the candidates were invited to complete assigned tasks, 6 of whom have done so to date.

The initial hiring committee is planning to schedule interviews with 4 of the applicants over the coming 2 weeks.

VI. Committee Updates

A. Governance Committee

Chair, Nichole Thompson noted that the committee was unable to meet during February.

The next scheduled meeting is 3/5/19 at 7pm.

B. Finance Committee

Chair, Karl Smith presented the finances for February. (Please refer to meeting packet for specifics)

Nothing untoward or unexpected were noted.

Karl presented a motion that the Board vote to approve presented budget numbers be sent to Eastern Bank.

Paul baker seconded the motion.

The motion carried unanimously.

C. Personnel Committee

Artie Sullivan presented the Policy for Hiring if a Potential Conflict of Interest - for its 2nd Reading. (please see agenda for details).

Artie Sullivan presented a motion to accept the above policy as presented.

Fred Ferris seconded the motion.

The motion carried unanimously.

D. Academic Excellence

Sean Killeen noted that the committee had met on February 6th.
Subjects covered included;
Academic Excellence: Data and Measures of Success and Progress
The focus of the conversation included
* MCAS Reporting
* Other common assessments utilized to measure student success and growth
* Surveys, rubrics and portfolios.
The next Academic Excellence meeting is scheduled for 3/6/19.

E. Development

Please refer to item C above in "other Business" section.

F. Strategic Plan Committee

In Jen Jewell's absence, Fred Ferris presented an update as to where the strategic plan is to date.
The Committee had decided to put a hold on any further work on the plan until a new HoS has been hired.
Doing so, will allow the incoming HoS input into the process going forward.

G. Communications, and Community Relations Committee

Co - Chair, Ian Hunt noted that the committee had not met in February but would be scheduling a meeting for March.

VII. HOS Report

A. Monthly Report

Interim HoS, Bill Sullivan presented his HoS report.
As usual, his report was succinct and informative....

Faithfulness to Charter

Coordinated Program Review; The Corrective Action Plan (CAP) As previously reported not all elements for the Special Education, and ELL were ready for 1/25. A request for an extension until the February recess (2/15/19) was submitted and approved. It was completed on time, I have had initial contact with our contact and await their feedback.

Academic Success

WIDA ACCESS 2.0 Tests took place February 6, 2019.

MCAS Dates have been finalized and we are building the accommodations schedule. Once groups have been created staff proctor trainings will take place.

Teachers were busy over the break putting the finishing touches on their Friends Grant submissions. Marblehead Charter has submitted 8 grants for ~24K in funding. This is up from last year (5 grants ~14K) The requests were for such things as;

Mosaics Program Art FMPS

Star Lab Grant

Tower Garden Lights

Classroom Library

STEM Day

Cognitive Connections

Guitar Ukulele

Improve Self Regulation

Organizational Viability

Grandparents' Day Breakfast ~ Thursday, February 28th from 8:30-10am.

A record 66 grandparents have RSVP'd, should be a fun event. Student performances, slide show, breakfast, school tour and group photo.

Integrated Sound Therapy and Neurofeedback: Brain-Based Therapies that Improve Intellectual, Emotional and Physical Function Presented by:Christine King, COTA/L and Kim Martell MS, OTR/L, BCN of Project CHILLD ~ Thursday, February 28th from 6:30-8pm.

Hercules performances the weekend of March 8th, 9th 10th.

Exhibition #2 ~ Thursday, March 14th at 6pm, half day for all Friday.

Professional Development Monday, March 18th

Staffing/Staff Retention

Intent to return forms were distributed and due before break. 4 remain outstanding, mosts intend to return. 8 staff have requested meetings to discuss. These will take place over the next 2 weeks.

Jeff and I are looking at contracts with stipulations and our needs for next year.

Currently there is a need to replace the 4th grade Inclusion Teacher, we also anticipate the need for another person in 5th grade.

Next year we anticipate needing

- **Part time School Adjustment Counselor**
- **Part time SPED admin support**

We are looking to hire 2 maternity subs for this Spring

- **8th grade Humanities, Anticipated start 4/22**
- **Part Time OT, Due 4/8; Investigating contract services for remainder of the year. Placing announcement in Highlights to see if there is community interest.**

Enrollment/ Student Attrition

On Wednesday January 30th, at 6:30PM Parents of potential and existing upper grade students attended an informational presentation by the Acting Head of School and members of the faculty, followed by a brief question and answer period. Topics included school curriculum for upper grades and what we do to help them prepare for and apply to high school. 15 parents attended the event. At least 1 parent applied after attending.

A student intent to return form will be sent to existing families. Last year they were distributed March 1st. After discussion Administration has decided to return to the May timeframe.

2019-2020 Admissions Update

Enrollment for next year continues to be a top priority. The application window is now closed. The lottery will be drawn tomorrow at 9:00AM. Diane Canty from National Grand Bank will be on campus to do the honors.

APPLICATIONS:

2018: Total Applicants at deadline = 177- (Salem + Lynn) = 129

2019: Total Applicants at deadline = 138- (Salem + Lynn) = 101

VIII. Public Comment

A. Public Comment

There was no Public comment at this time.

IX. Board Member Comments and Resolutions

A. Board Member Comments and Resolutions

Chair, Artie Sullivan joined the entire Board in thanking Board Member, Nichole Thompson for her stellar work, not only as a Trustee but as Chair of Governance for the past 4 years.

Nichole's term expired at the meeting.

Nichole will be sorely missed.

X. Closing Items

A. Recap Action Items

Additional Board meeting scheduled for 3/20/19 at 7am.

B. Meeting Evaluation

Meeting was productive, moved along at pace and concluded on time.

C. Adjourn Meeting

Artie Sullivan made a motion to adjourn the meeting.

Fred Ferris 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 9:03 PM.

Respectfully Submitted,
Paul Baker

Cover Sheet

Strategic Planning Update

Section: V. Other Business
Item: B. Strategic Planning Update
Purpose: Discuss
Submitted by:
Related Material: Strategic Plan Summary v2 2-26-19.pdf



Strategic Plan 2019 - 2022

The MCCPS Strategic Plan is designed to ensure that the human, financial, and capital resources of the organization are efficiently and effectively aligned to fulfill our mission, remain faithful to our charter, and reach our goals over the next three years. With input from faculty, students, parents and community members the following is a summary draft of the goals developed.

Student Success Goals

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

Goal 1: Provide seamless academic learning experience that leads to academic excellence in each grade.

Goal 2: Implement a social/emotional curriculum to facilitate healthy interpersonal relationships.

Goal 3: Implement strategies to support and increase student perseverance, leadership, initiative, and problem solving.

Goal 4: Develop system to quantify and assess multiple areas of student achievement.

Goal 5: Graduate student leaders who will confidently transition to either public or private high schools and be successful in all their endeavors.

Educator Success Goals

The professional experiences for faculty, staff, and administrators will honor their expertise, support their continual growth, and recognize their contributions to the achievement of the school's mission.

MCCPS mission is to foster 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.

Goal 1: Increase professional development so teachers continue to learn and stay current on best pedagogical practices.

Goal 2: Nurture an environment that supports the implementation of project based learning at all grade levels.

Goal 3: Celebrate student, faculty and community success and share best practices as leaders in innovative education.

Parent & Community Success Goals

Strong partnerships between and among students, staff, parents and sending community members will be a hallmark of our school.

Goal 1: Increase opportunities for parent involvement and deepening of relationships with teachers, staff and peers.

Goal 2: Expand outreach, exposure and support of Marblehead and our other sending communities through events, community partnerships, and service learning.

Goal 3: Build a strong alumni association.

School Operations Goals

The use of sound planning, clear policies and effective management are essential to success.

Goal 1: Create and implement a sustainable financial model that will support a high level of student learning.

Goal 2: Enhance the physical plant inline with the financial model.

Goal 3: Establish behavioral/social/emotional norms necessary to be successful now and in the future.

Goal 4: Recruit and retain a strong faculty and student body.

“Navigators Lead the Way”

MARBLEHEAD COMMUNITY CHARTER PUBLIC SCHOOL

17 Lime Street Marblehead, Massachusetts 01945 • 781.631.0777 • www.marbleheadcharter.org

Cover Sheet

Finance Committee

Section: VI. Committee Updates
Item: B. Finance Committee
Purpose: Discuss
Submitted by:
Related Material: FY19 Fundraising.pdf
MCCPS Fin Rpt, Feb-19.pdf
MCCPS-FY'19-20-Proposed Budget-March 20-public.pdf

FY19 Fundraising activities

3/15/2019

Karaoke Night

Revenue

At the door \$ 727.00 cash
 \$ 275.00 check

PayPal

	<u>Amount</u>	<u>Net</u>
-	\$ 150.00	\$ 146.40
	\$ 50.00	\$ 48.65
	\$ 75.00	\$ 73.05
	\$ 50.00	\$ 48.65
	\$ 50.00	\$ 48.65
	\$ 50.00	\$ 48.65
	\$ 25.00	\$ 24.32
	\$ 25.00	\$ 24.32
	\$ 50.00	\$ 48.65
	\$ 25.00	\$ 24.15
	\$ 550.00	\$ 535.49

also check for \$250

Bar \$ 345.00

Food/merch \$ 256.00

Sub TOTAL \$ 2,703.00

Expenses

Permit \$ 50.00
 Bank \$ 190.00 Front
 Beer/wine \$ 264.97
 Bar \$ 35.00 Cups, etc...
 Food \$ 225.00 Food
\$ 764.97

Net \$ 1,938.03

Conlin check \$ 1,000.00

\$ 2,938.03

We did not pay for: T shirts, DJ, graphic design

Yard Sale PTO
 Halloween Dance PTO
 Winter Dance PTO
 Family Game Night PTO

Upcoming Events

Annual Appeal
 Calendar Raffle
 Karaoke Night 2
 \$9,918 in requests submitted to MCCPS Education Foundation on 3/15/19

Get to Know You Night

Revenue (bar sales)

\$ 225.00

Expenses

Permit \$ 50.00
 BJs \$ 48.00 plates, cups, napkins
 Postcards (220) \$ 102.00 printing
 \$ 105.00 postage (est)
 Band \$ 200.00
 Superfine \$ 750.00 reduced from \$1,000
\$ 1,255.00

\$ (1,030.00)

Kappy's \$ 708.00 N/C

The Nightmare Before Christmas

Revenue \$ 2,991.00 Box Office
 Concessions
 Well wishes

Expenses

House Mgr #1 \$ 212.50

House Mgr. #2 \$ 212.50

\$ 2,566.00

Ex #1 - Pass the Hat \$ 850.00

Student Success Fund \$ 17,290.00

Recycling Event \$ 2,042.00 Gross
 \$ (552.25) Charge

\$ 1,489.75

Music Extravaganza \$ 1,038.00 Gross
 \$ (127.50) Food Svc
\$ 910.50

Five Guys (DC trip) \$ 525.00

Ex #2 - 50/50 Raffle \$ 630.00

Hercules

Revenue \$ 2,416.00 Box Office
 Concessions
 Well wishes

Expenses

House Mgr #1 \$ 100.00

House Mgr #2 \$ 287.50

\$ 2,028.50

3 of 5 Friends grants \$ 3,282.94 reimbursements (net is zero)

Annual Appeal \$ 2,600.00 prior to actual MCEF email

Dolan \$ 250.00 Donation to Music Dept.

Profis \$ 75.00 Donation to Music Dept.

TOTAL \$ 34,405.72



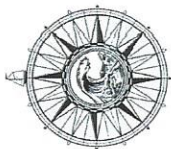
MCCPS

Balance Sheet Prev Year Comparis

As of February 28, 2019

Accrual Basis

	Feb 28, '19	Feb 28, '18	Increase/ (Decrease)	checks
ASSETS				
Current Assets				
Checking/Savings				
1073 — EBSB Payroll (8947)	22,694	27,602	(4,908)	
1072 — EBSB Operating (8934)	306,209	384,818	(78,609)	
1010 — Charter Hall (8202)	2,895	4,909	(2,013)	
1040 — Petty Cash (4534)	1,744	922	822	
1070 — Checking (4542)	85,416	68,551	16,866	
1085 — PayPal	2,821	4,753	(1,933)	
1090 — FoodService (5077)	12,725	3,703	9,022	-
Total Checking/Savings	434,504	495,258	(60,754)	-
Total Current Assets	434,504	495,258		
Fixed Assets				
1532 — 17 Lime Street				
1533 — Land - 17 Lime Street	687,400	687,400	-	
1532 — 17 Lime Street - Other	3,562,600	3,562,600	-	
Total 1532 — 17 Lime Street	4,250,000	4,250,000	-	
1530 — Building Improvements	33,184	33,184	-	
1531 — Fixed Assets	86,648	86,648	-	
1599 — Accumulated Depreciation	(509,308)	(414,407)	(94,901)	
Total Fixed Assets	3,860,525	3,955,426	(94,901)	
TOTAL ASSETS	4,295,028	4,450,683	(155,655)	
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 — Accounts Payable	2,817	65,963	(63,146)	
2010 — Accounts Payable FS		245	(245)	
Total Accounts Payable	2,817	66,208	(63,391)	
Other Current Liabilities				
2110 — Accrued Payroll	137,734	120,762	16,972	
2110-25 — Payroll Liabilities	(1,559)	1,690	(3,249)	
2111 — Accrued Payroll Taxes	4,661	2,600	2,061	
2160-25 — MTRB Liability	12,758	14,573	(1,815)	
2190-25 — Payroll Clearing Account	13,010	5,536	7,474	
2200 — Deferred Revenue		4,289	(4,289)	
2230 — Accrued Expenses	40,978	40,978	0	
Total Other Current Liabilities	207,581	190,428	17,153	-
Total Current Liabilities	210,398	256,636	(46,238)	
Long Term Liabilities				
2613 — East Boston Savings Bank	3,850,641	3,944,956	(94,314)	
Total Long Term Liabilities	3,850,641	3,944,956	(94,314)	-
Total Liabilities	4,061,040	4,201,592	(140,552)	
Equity				
3000 — Opening Bal Equity	(295)	(26)	(269)	
3900 — Retained Earnings	317,694	237,579	80,115	
Net Income	(83,410)	11,539	(94,949)	-
Total Equity	233,989	249,092	(15,103)	-
TOTAL LIABILITIES & EQUITY	4,295,028	4,450,683	(155,655)	



MCCPS
Profit and Loss Standard
 July 2018 through February 2019

Accrual Basis

Ordinary Income/Expense	Accrual Basis												Increase / (Decrease)	%age	Budget	Over / (Under)	%age			
	Jul '18	Aug '18	Sep '18	Oct '18	Nov '18	Dec '18	Jan '19	Feb '19	TOTAL		Prior Year									
Income	12,004	3,534	269,145	269,145	269,145	264,188	264,188	264,188	264,188	269,145	264,188	264,188	15,538	18,360	26,667	(1,128)	-41.7%	26,667	(1,128)	-41.7%
4057 — VACATION PROGRAMMI	269,144	269,144	269,145	269,145	269,145	264,188	264,188	264,188	264,188	269,145	264,188	264,188	2,138,287	2,022,098	2,070,000	68,287	3.3%	2,070,000	68,287	3.3%
4040 — INVESTMENT INCOME	5	11	11	11	9	9	9	9	3	6	3	3	60	61	67	(7)	-10.4%	67	(7)	-10.4%
4050 — OTHER INCOME	250	2,794	2,200	2,471	1,913	2,923	1,445	1,049	1,049	2,077	1,049	1,049	15,045	20,077	9,785	5,259	53.7%	9,785	5,259	53.7%
4055 — STUDENT SUCCESS FUND		3,350	8,629	1,508	400	2,250	850	154	154	2,437	850	154	17,140	25,421	13,333	3,807	28.6%	13,333	3,807	28.6%
4080 — REIMBURSEMENTS		310	556			2,437				3,253			3,304	698	3,333	(30)	-0.9%	3,333	(30)	-0.9%
4085 — MEDICARE REIMB.						3,253				3,253			3,253	2,791	13,333	(10,080)	-75.6%	13,333	(10,080)	-75.6%
4090 — FUNDRAISING	281,403	279,726	280,591	277,679	277,955	277,337	267,617	266,432	266,432	277,337	267,617	266,432	2,208,740	13,849	10,000	6,114	61.1%	10,000	6,114	61.1%
Total Income	281,403	279,726	280,591	277,679	277,955	277,337	267,617	266,432	266,432	277,337	267,617	266,432	2,208,740	13,849	2,146,519	62,221	2.9%	2,146,519	62,221	2.9%
Expense	187,548	191,381	197,288	195,615	179,352	220,352	201,035	193,082	193,082	179,352	201,035	193,082	1,565,653	1,411,791	1,533,550	32,103	2.1%	1,533,550	32,103	2.1%
5000 — PERSONNEL	33,801	35,518	25,914	33,922	32,223	31,087	33,510	33,759	33,759	32,223	33,510	33,759	259,735	240,708	233,333	26,402	11.3%	233,333	26,402	11.3%
5140 — BENEFITS	781	3,782	590	1,274	295	4,551	16	565	565	4,551	16	565	11,853	10,724	10,371	1,483	14.3%	10,371	1,483	14.3%
5160 — SEARCH COSTS			1,563										1,563	2,313	1,333	229	17.2%	1,333	229	17.2%
5200 — DIRECT STUDENT SUPPOF	3,953	7,892	6,085	3,260	4,994	3,453	4,177	5,181	5,181	4,994	4,177	5,181	38,995	51,345	48,792	(3,797)	-20.1%	48,792	(3,797)	-20.1%
5300 — OCCUPANCY	4,235	24,973	7,524	5,542	10,858	10,193	11,476	14,629	14,629	10,858	11,476	14,629	89,431	96,232	95,667	(6,236)	-6.5%	95,667	(6,236)	-6.5%
5400 — OFFICE & ADMIN	11,669	17,299	21,697	29,679	18,100	36,433	31,264	36,271	36,271	18,100	36,433	36,271	202,411	168,575	156,282	46,129	29.5%	156,282	46,129	29.5%
6100 — Depreciation	7,881	7,881	7,881	7,881	7,881	7,881	7,881	7,881	7,881	7,881	7,881	7,881	63,048	63,705	63,048	0	0.0%	63,048	0	0.0%
Total Expense	249,869	288,726	268,542	277,174	253,704	313,950	289,359	291,368	291,368	253,704	289,359	291,368	2,232,689	2,045,393	2,142,376	90,313	4.2%	2,142,376	90,313	4.2%
Net Ordinary Income	31,534	(9,000)	12,050	506	24,251	(36,612)	(21,742)	(24,936)	(24,936)	24,251	(36,612)	(21,742)	(23,949)	57,961	4,142	(28,092)	-67.8%	4,142	(28,092)	-67.8%
Net Income	31,534	(9,000)	12,050	506	24,251	(36,612)	(21,742)	(24,936)	(24,936)	24,251	(36,612)	(21,742)	(23,949)	57,961	4,142	(28,092)	-67.8%	4,142	(28,092)	-67.8%

MCCPS
Profit and Loss Standard
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Ordinary Income/Expense	Jul '18	Aug '18	Sep '18	Oct '18	Nov '18	Dec '18	Jan '19	Feb '19	Accrual Basis TOTAL
Income									
4057 — VACATION PROGRAMMING	12,004	3,534							15,538
4005 — STATE ALLOCATION	269,144	269,144	269,145	269,145	269,145	264,188	264,188	264,188	2,138,287
4040 — INVESTMENT INCOME									
4041 — Int Inc	5	3	8	5	3	4	4	3	35
4040 — INVESTMENT INCOME - Other									
4040 — INVESTMENT INCOME	5	11	11	6	9	5	9	3	60
Total 4040 — INVESTMENT INCOME									
4050 — OTHER INCOME	250	1,800	925	1,847	1,738	1,313	1,425	950	10,247
4051 — 17 Lime Rent		111					20		131
4054 — Misc. Inc.		883	1,275	431	175	1,610		99	4,473
4056 — Homework Club				193					193
4050 — OTHER INCOME - Other									
Total 4050 — OTHER INCOME	250	2,794	2,200	2,471	1,913	2,923	1,445	1,049	15,045
4055 — STUDENT SUCCESS FUND		3,350	8,629	1,508	400	2,250	850	154	17,140
4080 — REIMBURSEMENTS		310	556			2,437			3,304
4085 — MEDICARE REIMB.						3,253			3,253
4090 — FUNDRAISING									
4092 — Events				2,507	260		25	1,038	3,830
4094 — Musical					3,191				3,191
4090 — FUNDRAISING - Other		582	50	2,042	3,037	2,282	1,100		9,093
Total 4090 — FUNDRAISING		582	50	4,549	6,488	2,282	1,125	1,038	16,114
Total Income	281,403	279,726	280,591	277,679	277,955	277,337	267,617	266,432	2,208,740
Gross Profit	281,403	279,726	280,591	277,679	277,955	277,337	267,617	266,432	2,208,740
Expense									
5000 — PERSONNEL		17,208			(17,208)				7,800
5089 — Fellows									
5088 — Vactaion Programming	7,800								
Payroll Taxes									
5120 — Work Comp	4,019	1,383	1,357	1,360	1,360	1,360	1,360	1,360	13,559
5117 — Unemployment	1,280	1,205	1,530	(2,109)	532	538	2,162	2,032	7,170
5116 — Medicare	2,471	2,349	2,678	2,720	2,684	2,976	2,716	2,591	21,184
5115 — Soc Sec	2,308	2,343	3,338	3,483	3,264	3,649	4,039	3,739	26,164
Total Payroll Taxes	10,078	7,280	8,903	5,453	7,839	8,523	10,278	9,722	68,077
5005 — School Leader									
5006 — Separation Pay									
5005 — School Leader - Other	10,250	10,250	10,250	10,250	10,250	22,251	10,250	10,250	42,751
Total 5005 — School Leader	10,250	10,250	10,250	10,250	10,250	22,251	10,250	10,250	56,375
5010 — Business Manager	6,217	6,217	6,217	6,217	6,217	6,217	6,217	6,217	99,126
5012 — SPED Director	5,417	5,417	5,417	5,417	5,417	5,417	5,417	5,417	49,739
5020 — Admin-Clerical	3,844	3,940	3,940	3,940	3,940	3,940	3,940	3,940	43,333
5025 — Technology	6,130	6,130	6,130	6,130	6,130	6,130	6,130	6,130	31,423
5030 — Asst HoS									49,039

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MCCPS
Profit and Loss Standard
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	Jul '18	Aug '18	Sep '18	Oct '18	Nov '18	Dec '18	Jan '19	Feb '19	Accrued Basis TOTAL
5031 — Acting HoS Stipend						2,800	1,600	1,600	6,000
5030 — Asst HoS - Other						6,393	6,393	6,393	51,140
Total 5030 — Asst HoS									
5040 — Teacher	6,393	6,393	6,393	6,393	6,393	9,193	7,993	7,993	57,140
5041 — TA	44,067	39,383	45,474	45,474	45,474	8,908	8,268	7,928	356,294
5042 — IntArts	3,760	2,335	8,838	8,356	6,532	24,610	24,610	24,610	54,926
5045 — Specialist	23,698	24,610	24,610	24,610	24,610	47,921	49,090	42,830	195,968
5050 — Guidance	38,788	40,591	48,632	50,795	47,874	4,667	4,667	4,667	356,520
5055 — Nurse	4,418	4,667	4,667	4,356	4,356	4,356	4,356	4,356	37,085
5060 — Food Service	4,271	4,356	4,356	4,760	4,760	4,760	4,760	4,760	34,765
5065 — Facilities	4,667	4,760	4,760	4,686	4,686	250	4,686	4,686	37,987
5067 — Stipends	4,686	4,686	4,686						37,490
5068 — Other Earnings	75	169	101	75	113	75	342	38	250
5069 — HomeworkClub			924	1,048	864	1,221	694	481	987
5070 — Enrichment	2,990	2,990	2,990	2,990	5,965	5,965	2,990	2,990	5,231
5084 — House Manager					475	663	875	594	29,867
Total 5000 — PERSONNEL	187,548	191,381	197,288	195,615	179,352	220,352	201,035	193,082	1,565,653
5140 — BENEFITS									
5141 — Health	30,224	31,663	21,383	31,914	24,692	30,403	29,942	30,172	230,393
5142 — Dental	2,333	2,443	2,314	2,009	4,504	(732)	2,152	2,171	17,193
5143 — Life & Disability	1,244	1,412	2,217	3,027	1,416	1,416	1,416	1,416	12,149
Total 5140 — BENEFITS	33,801	35,518	25,914	33,922	32,223	31,087	33,510	33,759	259,735
5150 — STAFF DEVELOPMENT	781	3,782	590	1,274	295	4,551	16	565	11,853
5160 — SEARCH COSTS			1,563						1,563
5200 — DIRECT STUDENT SUPPORT									
5255 — Homework Club			360	204	312	1,628	449	434	213,388
5202 — Furnishings		631	289		280				1,201
5203 — Student Success Fund	113	2,740	369	362	2,062	1,183	294	2,129	9,253
5210 — Teachers supplies	164	154	194	421	202	180	82	28	1,425
5211 — Instructional Equipment	186	1,189	170	1,360	1,189	197	2,378	1,899	8,570
5215 — Curriculum supplies	10	123	870	301	285	162	230	265	2,084
5220 — Student supplies		201	27	178	192	162	113	329	1,201
5221 — SPED supplies		18	252	158	254		58	19	758
5222 — SPED Services		1,050							1,050
5240 — Computer Support		93	75	164	68	102	85	78	665
5241 — Technology - Hardware		1,283	150				350		1,783
5242 — Technology-Software			3,328						3,354
5250 — Nursing supplies	25	258		114	150		138		547
5260 — Enrichment									114
5290 — Vacation Programming									114
Total 5200 — DIRECT STUDENT SUPPORT	3,453	7,892	6,085	3,260	4,994	3,453	4,177	5,181	38,995
5300 — OCCUPANCY									
5320 — Maintenance									

MCCPS
Profit and Loss Standard
 July 2018 through February 2019

	Jul '18	Aug '18	Sep '18	Oct '18	Nov '18	Dec '18	Jan '19	Feb '19	Accrual Basis TOTAL
5322 — equip				200				35	235
5323 — HVAC		380		180	620	400			1,580
5325 — supplies		531		66	104	68		63	831
5326 — Repairs		273	560		150				983
5320 — Maintenance - Other	1,194	16,520	1,250	616	3,157	1,180	845	7,021	31,784
Total 5320 — Maintenance	1,194	17,704	1,810	1,062	3,880	1,798	845	7,119	35,413
5330 — CustSvc	2,532	2,740	2,740	2,740	2,740	2,740	2,740	3,640	22,612
5340 — CustSupplies				620	521	1,410			2,551
5351 — Utilities									
5352 — Electric		4,481	2,462	1,072	699	3,191	7,367	713	19,985
5354 — Water					2,971	538		3,109	6,618
5355 — Communications	509	48	512	48	48	516	523	48	2,252
Total 5351 — Utilities	509	4,529	2,974	1,120	3,717	4,245	7,890	3,870	28,855
Total 5300 — OCCUPANCY	4,235	24,973	7,524	5,542	10,858	10,193	11,476	14,629	89,431
5400 — OFFICE & ADMIN									
5492 — Mortgage Interest	10,728	11,063	11,041	10,664	10,997	10,621	10,952	10,930	86,994
5405 — FundraisingExp			750	1,110			552	32	2,444
5407 — Events									
5408 — Musical				174	200				200
5405 — FundraisingExp - Other									
Total 5405 — FundraisingExp		750		1,284	1,401		552	70	4,056
5410 — Supplies	130	152	580	839	712	955	119	1,145	4,631
5430 — Accounting			1,675	13,500	1,100		638		16,913
5431 — Legal	5	250	3,158	154	35	15,000	15,060	15,559	49,221
5440 — PayrollSvc	464	410	437	500	509	500	509	530	3,859
5450 — Printing&Copy									935
5460 — Postage	273	12	1,173	363	223	54	756	447	3,301
5470 — General Liability Insurance		5,097	2,296	2,296	2,296	2,296	2,296	2,296	18,875
5480 — Board					360	5,260		4,995	10,615
5486 — HoS Discretionary		99	250	10		424		75	857
5487 — Admissions		156	183		48	490	299	95	1,271
5497 — Bank Chrg	70	60	52	70	420		83	128	882
Total 5400 — OFFICE & ADMIN	11,669	17,299	21,697	29,679	18,100	36,433	31,264	36,271	202,411
6100 — Depreciation	7,881	7,881	7,881	7,881	7,881	7,881	7,881	7,881	63,048
Total Expense	249,869	288,726	268,542	277,174	253,704	313,950	289,359	291,368	2,232,689
Net Ordinary Income	31,534	(9,000)	12,050	506	24,251	(36,612)	(21,742)	(24,936)	(23,949)
Net Income	31,534	(9,000)	12,050	506	24,251	(36,612)	(21,742)	(24,936)	(23,949)



MCCPS
Profit and Loss by Class
 July 2018 through February 2019

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 Accrual Basis

Ordinary Income/Expense	01 - General Fund		20-school lunch		22 - Athletics (21 - Student Activities)		23 - Nature's Classroom (21 - Student Activities)		24 - Project Adventure (21 - Student Activities)		25 - Field Trips (21 - Student Activities)		30 - Enrichment		40-sped 142 (90 Federal Grants)		62 - Teacher Quality (140)		98 - MCEF (92 Private Grants)		95-PTO Reimb. (92 Private Grants)		94-FMPS Grant (92 Private Grants)		93-MCCPS Ed Found Grant (92 Private Grants)		TOTAL	
	Fund	lunch	(21 - Student Activities)	(21 - Student Activities)	(21 - Student Activities)	(21 - Student Activities)	(21 - Student Activities)	(21 - Student Activities)	(21 - Student Activities)	(21 - Student Activities)	(21 - Student Activities)	(21 - Student Activities)	(21 - Student Activities)	(21 - Student Activities)	(21 - Student Activities)	(21 - Student Activities)	(21 - Student Activities)	(21 - Student Activities)	(21 - Student Activities)	(21 - Student Activities)	(21 - Student Activities)	(21 - Student Activities)	(21 - Student Activities)	(21 - Student Activities)	(21 - Student Activities)	(21 - Student Activities)		
Income																												
4057 - VACATION PROGRAMMING	15,538																											15,538
4005 - STATE ALLOCATION	2,138,287																											2,138,287
4010 - FEDERAL & STATE GRANTS																												7,005
4020 - SCHOOL LUNCH		70,029																										70,029
4030 - STUDENT ACTIVITIES			15,835	13,651	3,520	2,856	35,862																					35,862
4040 - INVESTMENT INCOME	60																											60
4050 - OTHER INCOME	15,045																											15,045
4055 - STUDENT SUCCESS FUND	17,140																											17,140
4070 - PRIVATE GRANTS	3,304																											3,304
4080 - REIMBURSEMENTS	3,253																											3,253
4085 - MEDICARE REIMB.																												3,253
4090 - FUNDRAISING	16,114																											16,114
Total Income	2,208,740	70,029	15,835	13,651	3,520	2,856	35,862	14,538					14,538															2,336,624
Gross Profit	2,208,740	70,029	15,835	13,651	3,520	2,856	35,862	14,538					14,538															2,336,624
Expense																												
5000 - PERSONNEL	1,565,653																											1,565,653
5140 - BENEFITS	259,735																											259,735
5150 - STAFF DEVELOPMENT	11,853																											11,853
5160 - SEARCH COSTS	1,563																											1,563
5200 - DIRECT STUDENT SUPPORT	38,995																											38,995
5261 - STUDENT ACTIVITY			18,464	5,463	3,740	2,411	30,078																					30,078
5270 - SCHOOL LUNCH EXP	38,655																											38,655
5300 - OCCUPANCY	89,431																											89,431
5400 - OFFICE & ADMIN	202,411																											202,411
6100 - Depreciation	63,048																											63,048
Total Expense	2,232,689	67,436	18,464	5,463	3,764	3,086	30,778	16,388					16,388															2,420,034
Net Ordinary Income	(23,949)	2,593	(2,629)	8,188	(244)	(230)	5,085	(1,750)					(1,750)															(83,410)
Net Income	(23,949)	2,593	(2,629)	8,188	(244)	(230)	5,085	(1,750)					(1,750)															(83,410)



MCCPS
Financial Ratios

28-Feb-2019

Debt Service Coverage Ratio	(0.16)
Days of Cash	49
LUNA (liquid unrestricted net assets)	1.56

Debt Service Coverage Ratio	
Standard monthly payment (Principal and Interest)	224,430
Net operating Income - January	(23,949)
Projected based on Dec results	(35,924)
Calculated Debt Service Ratio	(0.16)

Debt-Service Coverage Ratio (DSCR) is a measure of the cash flow available to pay current debt obligations. The ratio states net operating income as a multiple of debt obligations due within one year, including interest, principal,

Days Cash	
Cash on Hand	434,504
Operating Expense Annualized	2,232,689
	3,349,034
Noncash expense	63,048
Depreciation Annualized	94,572
Days Cash	49

$$\text{Cash on hand} \div ((\text{Operating expenses} - \text{Noncash expenses}) \div 365)$$

Liquid Unrestricted Net Assets	
Unrestricted Net Assets	4,295,028
Fixed Assets	3,860,525
Liquid Unrestricted NA	434,504
Expense (Jan YTD)	2,232,689
Monthly	279,086
LUNA	1.56

Steps to Calculate LUNA and months of liquidity
 Step 1. Calculate LUNA:
 Subtract fixed assets from unrestricted net assets (property and equipment minus debt owed) = liquid unrestricted net assets (LUNA)
 Step 2. Divide LUNA by monthly expense
 LUNA / monthly expense = months of liquidity

**MCCPS
Profit and Loss Standard**

Proposed Budget - FY'2019-2020

Ordinary Income/Expense	Accrual Basis		
	Forecast - FY'18-19	Proposed Budget - FY'19-20	
Income			
4057 — VACATION PROGRAMMING	15,538	14,000	summer program, and vacations
			used 94% of FY'2020 to replicate calculated mean from Jeff's DESE / Demographic file - for 2019 - used 99% of amount provided to factor <230 enrollment
4005 — STATE ALLOCATION	3,163,093	3,243,899	
Total 4040 — INVESTMENT INCOME	96	100	
4050 — OTHER INCOME			
4051 — 17 Lime Rent		20,844	rent: 700+300+87+150, parking 6K over the year
4054 — Misc. Inc.		200	
4056 — Homework Club		6,000	
4050 — OTHER INCOME - Other		200	
Total 4050 — OTHER INCOME	19,551	27,244	
4055 — STUDENT SUCCESS FUND	19,137	22,000	More of a push
4080 — REIMBURSEMENTS	3,304	3,500	
4085 — MEDICARE REIMB.	6,753	5,000	
Total 4090 — FUNDRAISING	31,451	36,400	
Total Income	3,258,922	3,352,143	
Gross Profit			
Expense			
5000 — PERSONNEL			
5089 — Fellows			We are speaking with Endicott about next year, number is carried in salary sheet
5088 — Vactaion Programming			
5100 - PAYROLL TAX			
5120 — Work Comp		13,160	
5117 — Unemployment		11,058	
5116 — Medicare		33,325	
5115 — Soc Sec		48,000	
Total 5100 - Payroll Taxes		105,543	
5005 — School Leader			
5006 — Separation Pay			
5005 — School Leader - Other			
Total 5005 — School Leader			
Salaries worksheet - update above		2,275,443	
Total 5000 — PERSONNEL	2,343,073	2,380,986	
5140 — BENEFITS			
5141 — Health		378,000	Est. health at \$378K, dental at \$28.8 and L&D to \$17.4K
5142 — Dental		28,800	
5143 — Life & Disability		17,400	
Total 5140 — BENEFITS	384,932	424,200	
5150 — STAFF DEVELOPMENT	22,546	15,000	
5160 — SEARCH COSTS	2,563	2,500	
5200 — DIRECT STUDENT SUPPORT			
5255 — Homework Club		5,000	
5202 — Furnishings		3,000	
5203 — Student Success Fund		15,000	add'l expenses in other classes (field trips, etc...)
5210 — Teachers supplies		5,000	
5211 — Instructional Equipment		14,400	copiers
5215 — Curriculum supplies		5,000	
5220 — Student supplies		5,000	
5221 — SPED supplies		1,500	
5222 — SPED Services		1,500	
5240 — Computer Support		2,000	
5241 — Technology - Hardware		5,000	
5242 — Technology-Software		2,000	
5250 — Nursing supplies		1,500	
5260 — Enrichment			This line can go - should be Class 30
5290 — Vacation Programming		5,000	
Prepare detailed worksheet and update above			

**MCCPS
Profit and Loss Standard**

Proposed Budget - FY'2019-2020

	Accrual Basis	
	Forecast - FY'18-19	Proposed Budget - FY'19-20
Total 5200 — DIRECT STUDENT SUPPORT	58,174	70,900
5300 — OCCUPANCY		
5320 — Maintenance		
5322 — equip		500
5323 — HVAC		2,000
5325 — supplies		900
5326 — Repairs		1,600
5320 — Maintenance - Other		42,000
Total 5320 — Maintenance		47,000
5330 — CustSvc		32,000
5340 — CustSupplies		5,000
5351 — Utilities		
5352 — Electric		28,500
5354 — Water		8,500
5355 — Communications		3,750
Total 5351 — Utilities		40,750
Total 5300 — OCCUPANCY	126,652	124,750
5400 — OFFICE & ADMIN		
5492 — Mortgage Interest	130,823	129,706
5405 — FundraisingExp		
5407 — Events		3,500
5408 — Musical		500
5405 — FundraisingExp - Other		1,650
Total 5405 — FundraisingExp		5,650
5410 — Supplies		5,000
5430 — Accounting		18,000
5431 — Legal		20,000
5440 — PayrollSvc		6,000
5450 — Printing&Copy		1,200
5460 — Postage		3,500
5470 — General Liability Insurance		25,000
5480 — Board		20,000
5486 — HoS Discretionary		1,500
5487 — Admissions		1,500
5497 — Bank Chrg		950
Total 5400 — OFFICE & ADMIN	335,853	238,006
6100 — Depreciation	94,572	94,572
Total Expense	3,368,364	3,350,914
Net Ordinary Income	(109,442)	1,229
Net Income	(109,442)	1,229

let's hope this is high. FY16: \$1730,
FY17: \$11321 (incl \$4K Real Estate),
FY18: \$16K (incl \$3K R.E.)

\$10K strategic plan, \$6K BOT, \$4K
other - consulting, retreat, etc.

Cash Items not reflected:

Principal Repayment 93,607 94,724

Non-Cash Items to be added back:

Depreciation 94,572 94,572

Real needs budget items capital items - priorities:

Roof replacement \$265,000 2 options prposed by Chaffee Roofing (in 2017)
Replace fire panel \$15,481 Wayne Alarm (quote from a few years back)
New phone system \$11,000

Other real needs - operating:

Normalize Salaries to district \$260,000 approximate



Marblehead Community Charter Public School
Projected FY19 student population and PPE (tuition)

<u>Sending District</u>	<u>GRADE</u>					<u>PPE</u>	<u>Population by sending</u>	<u>TOTAL</u>
	<u>4th</u>	<u>5th</u>	<u>6th</u>	<u>7th</u>	<u>8th</u>			
Marblehead	43	32	41	27	28	\$14,196	171	\$2,427,516
Swampscott		8	2	3	3	\$14,760	16	\$236,160
Salem		6		5	4	\$14,149	15	\$212,235
Lynn	1	2	5	5	3	\$10,322	16	\$165,152
Beverly	1					\$15,805	1	\$15,805
Peabody	1	1	1	2	4	\$11,060	9	\$99,540
Nahant		1				\$13,847	2	\$27,694
Danvers					1	\$18,058	1	\$18,058
TOTAL	46	50	49	42	44			
					231		231	
								Weighted Avg PPE
								\$3,202,160 13,862.16
DESE FY19 projected revenue as of 4/24/18 (230)					230			\$3,188,298 \$13,862.16

Per DESE 2020 File:
 \$ 3,450,956.62

Projected population as of 4/27/18, as per K Boles and as submitted to DESE (230)

Data: <http://www.doe.mass.edu/charter/finance/tuition/fy19/projection.html>

3,195,043.00 Latest per file provided March - 2019

	FY'17 Approved	FY'16-17 Actual	FY'17-18 Approved	FY'17-18 Projected	V.1.0 FY'18-19 Proposed - Jeff	Notes	V3.0 FY'18-19 Proposed	Update notes
State Allocation	\$2,881,307	\$2,960,804	\$3,026,232	\$3,030,361	\$3,090,969	2%	3,105,000	See tab. DESE FY19 projection is \$3,195,782 as of 24 April
Other Income (Homework Club, Sumr	\$13,100	\$39,379	\$36,563	\$38,195	\$40,000	See expenses	40,000	
Student Success Fund	\$11,300	\$17,891	\$18,070	\$21,182	\$20,000	See expenses	20,000	
17 Lime St rent	\$0	\$11,375	\$10,812	\$14,678	\$11,375	\$800 x 12 + parking	14,678	Updated to projected year-end amount
Reimbursements	\$0	\$2,659	\$6,804	\$3,721	\$5,000	Medicaid	5,000	
MCEF	\$25,000	\$51,566	\$20,000	\$19,785	\$20,000		20,000	
School-based Fundraising	\$0	\$23,778	\$0	\$8,551	\$25,000	See expenses	15,000	Lowered due to projected year-end amount
Interest Income	\$250	\$83	\$50	\$63	\$100		100	
Total Income	\$2,930,957	\$3,107,535	\$3,118,531	\$3,136,537	\$3,212,444		3,219,778	1,609,889.00
					\$0			
Salaries	\$1,972,750	\$2,016,181	\$2,056,121	\$2,031,632	\$2,193,389		2,161,825	Majority of raises as follows: Below \$40K = 2.5%, \$40-\$50K = 2%, above \$50K = 1.5%
Expenses related to Other Income	\$0	\$28,928	\$15,000		\$17,500	See revenue	17,500	
Payroll taxes	\$100,800	\$87,260	\$100,000	\$101,410	\$105,000		105,000	
Enrichment	\$15,000	\$11,575	\$15,000	\$22,000	\$15,000		15,000	
Substitutes	\$1,000	\$1,025	\$663	\$680	\$1,000		1,000	
Benefits	\$275,000	\$286,152	\$301,143	\$358,640	\$330,000		350,000	Actual expense far exceed expectations
Professional Development	\$3,000	\$15,433	\$15,251	\$15,620	\$15,556	2%	15,556	
Dues & Association Fees	\$5,500	\$0	\$0		\$0		-	
Search Costs	\$1,350	\$2,628		\$6,973	\$1,500		2,000	School Spring
Total Personnel	\$2,374,400	\$2,449,182	\$2,503,178	\$2,536,955	\$2,678,945		2,667,881	
Teachers supplies	\$3,500	\$5,212		\$6,929	\$5,316	2% from FY17 actual	5,316	
Curriculum supplies	\$15,000	\$6,344		\$4,780	\$12,000		8,000	FALSE
Student supplies	\$3,500	\$2,101		\$700	\$2,143	2% from FY17 actual	2,143	
Instructional Equipment	\$11,844	\$14,244		\$14,463	\$14,529	2% from FY17 actual	14,529	
SPED supplies	\$1,000	\$931		\$1,827	\$1,000		1,000	
Computer Support	\$10,000	\$3,222		\$1,668	\$10,000	Always carried \$20K total of these 3 lines	8,000	Reduced to reflect projected amounts
Technology - Hardware	\$5,000	\$7,394		\$6,431	\$5,000	Always carried \$20K total of these 3 lines	5,000	
Technology-Software	\$5,000	\$1,698		\$4,308	\$5,000	Always carried \$20K total of these 3 lines	5,000	
MCEF expenses	\$0	\$35,868		\$13,379		TBD above \$20K revenue	2,000	

	FY'17 Approved	FY'16-17 Actual	FY'17-18 Approved	FY'17-18 Projected	FY'18-19 Proposed - Jeff	Notes	FY'18-19 Proposed	Update notes
Furnishings	\$3,000	\$3,259		\$6,143	\$3,500		5,000	Increased to reflect prior 2 years of actuals
Student Success Fund	\$11,300	\$14,636		\$10,338	\$20,000	See income	16,000	Decreased to reflect prior 2 years of actuals
Nursing supplies	\$1,000	\$980		\$1,880	\$1,200		1,200	
Total Direct Student Support	\$70,144	\$95,889	\$48,494	\$72,847	\$79,688		73,188	
Mortgage Payment	\$89,520	\$85,379	\$92,229	\$92,229	\$224,430	\$18,702.50 x 12 above	94,430	
Mortgage Interest	\$133,556	\$139,051	\$132,201	\$132,231	\$0		130,000	
Maintenance	\$44,000	\$52,580	\$52,832	\$55,768	\$53,889	2%	56,000	Increase based on projected amounts
CustSvc	\$25,000	\$27,180	\$28,864	\$31,000	\$29,153	1%	30,000	
CustSupplies	\$15,000	\$7,297	\$3,042	\$5,560	\$7,500		7,500	
Utilities	\$43,000	\$44,836	\$42,722	\$52,830	\$43,576	2%	50,000	Increase based on projected amounts
Total Occupancy	\$350,076	\$356,323	\$351,890	\$369,618	\$358,548		367,930	
FundraisingExp	\$0	\$10,410		\$5,562	\$7,500	See revenue	7,500	
Supplies	\$1,500	\$4,408	\$4,429	\$3,600	\$4,473	1%	4,473	
Accounting	\$15,000		\$18,200	\$33,517	\$18,200	flat	20,000	Increase based on projected amounts
Legal	\$10,000	\$11,321	\$5,813	\$11,074	\$7,500	variable	7,500	Variable/unknown
PayrollSvc	\$4,000	\$5,592	\$5,633	\$4,197	\$5,500		5,500	
Printing&Copy	\$1,500	\$2,469	\$1,516	\$1,990	\$2,500	Ex programs = \$2,100	2,500	
Postage	\$3,500	\$3,798	\$5,400	\$1,995	\$5,400	flat	5,400	
General Liability Insurance	\$25,801	\$27,220	\$27,925	\$32,437	\$28,484	2%	31,000	Increase based on projected amounts
Board	\$3,500	\$4,465	\$10,000	\$13,082	\$5,000	\$4K BoT	7,000	Increase based on projected amounts
Strategic Plan							10,000	Focused implementation of plan components / elements
Public Relations & Mktg	\$0	\$0	\$0		\$0	TBD?		
HoS Discretionary	\$2,000	\$2,678	\$1,800	\$1,414	\$1,800	flat	1,800	
Admissions	\$500	\$595	\$854	\$1,880	\$1,000	increase - marketing beyon Salem & Lynn	1,000	
Finance Charges (Bank Charges)	\$0	\$2,995	\$4,500	\$0	\$750	Maint fee on Operating Account	750	
Total Office & Administrative	\$67,301	\$75,951	\$86,070	\$110,749	\$88,107		104,423	
Total Expenses	\$2,861,921	\$2,977,345	\$2,989,632	\$3,090,168	\$3,205,288		\$3,213,422	1,606,711.00
Budget Excess / (Deficit)	\$69,036	\$130,190	\$128,899	\$46,370	\$7,156		\$6,356	
Real needs budget items (Priorities)								
Roof replacement	\$259K-\$278K	2 options prposed by Chaffee Roofing 8/17						
Salaries equal to local district FY18	\$271,781							
Salaries equal to local district FY19	\$267,271							
Replace fire panel	\$15,481	Wayne Alarm 9/16						
New phone system	\$11,000							

Cover Sheet

Personnel Committee

Section: VI. Committee Updates
Item: C. Personnel Committee
Purpose: Discuss
Submitted by:
Related Material: Emergency Succession Plan For MCCPS HOS.docx
HOS End of Year Review Template, 2019.docx

Marblehead Community Charter Public School Emergency Succession Plan for Head of School

Read October 30, 2018

Adopted November 13, 2018

The Board of Trustees of Marblehead Community Charter Public School recognizes that this is a plan for contingencies due to the disability, death, or departure of the Head of School. If the organization is faced with the unlikely event of an untimely vacancy, Marblehead Community Charter Public School has in place the following emergency succession plan to facilitate the transition to both interim and longer-term leadership.

The Board of Trustees of Marblehead Community Charter Public School has reviewed the job description of the Head of School. The job description is attached. The Board of Trustees has a clear understanding of the Head of School's role in organizational leadership, program development, program administration, operations, Board of Trustees relationships, financial operations, resource development, and community presence.

Succession Plan in Event of a Temporary, Unplanned Absence:

Short-Term

A temporary absence is one of less than three months in which it is expected that the Head of School will return to his/her position once the events precipitating the absence are resolved. An unplanned absence is one that arises unexpectedly, in contrast to a planned leave; such as a vacation or a sabbatical. The Board of Trustees is authorized (or authorizes the Executive Committee) of Marblehead Community Charter Public School to implement the terms of this emergency plan in the event of the unplanned absence of the Head of School.

In the event of an unplanned absence of the Head of School, the Assistant Head of School (or other highest ranking staff member) is to immediately inform the Board Chair (or highest ranking volunteer board member) of the absence. As soon as it is feasible, the Chair should convene a meeting of the Board of Trustees to affirm the procedures prescribed in this plan or to make modifications as the Board of Trustees deems appropriate.

At the time that this plan was approved, the position of Acting Head of School would be:

Assistant Head of School

Marblehead Community Charter Public School Emergency Succession Plan for Head of School

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Adopted November 13, 2018

Should the standing appointee to the position of Acting Head of School be unable to serve, the back-up appointee for the position of Acting Head of School will be:

Director of Curriculum

If this Acting Head of School is new to his/her position and fairly inexperienced with this organization, the Board of Trustees may decide to appoint a back-up appointees to the acting Head of School position. The Board of Trustees may also consider the option of splitting executive duties among designated appointees.

Authority and Compensation of the Acting Head of School

The person appointed as Acting Head of School shall have the full authority for decision-making and independent action as the regular Head of School.

The Acting Head of School serves on Board of Trustees as Ex-Officio member and all rights and privileges as such.

The Acting Head of School may be offered a temporary salary increase during the Acting Head of School Period as negotiated with the Board of Trustees.

Board Oversight

The Board of Trustees responsible for monitoring the work of the Acting Head of School shall be Board Chair, other board member appointed.

The above named people will be sensitive to the special support needs of the Acting Head of School in this temporary leadership role.

Immediate Action Items –

- The Acting Head of School and the Chair of the Board of Trustees will make notifications to the Massachusetts Department of Elementary Education of the change in leadership.
- The Acting Head of School and the Chair of the Board of Trustees will send a joint statement to the Marblehead Community Charter School community of the change in leadership.
- Removal of previous Head of School from all bank accounts.

Marblehead Community Charter Public School Emergency Succession Plan for Head of School

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- Change all passwords and security codes.
- Retrieve all keys in possession of previous Head of School
- Deactivate Head of School email address, and forward all email to Acting Head of School email address.

Communications Plan

Immediately upon transferring the responsibilities to the Acting Head of School, the Board Chair (or highest ranking Board member) will notify staff members, members of the Board of Trustees, and key volunteers of the delegation of authority.

As soon as possible after the Acting Head of School has begun covering the unplanned absence, Board members and the Acting Head of School shall communicate the temporary leadership structure to the following key external supporters of Marblehead Community Charter Public School. This may include (but not be limited to) Massachusetts Department of Elementary and Secondary Education, Town government officers (Police, Fire, Schools, Board of Health, Town Manager, Park and Recreation), foundation program officers, and major donors.

The Message to the Faculty, Staff, Students, Parents and Community shall be:

At this time NAME has notified the Board of Trustees of a Short-Term Leave of Absence.

As of this email, in accordance with the Emergency Succession Plan, NAME is the Acting Head of School.

The Board of Trustees will meet on DATE to formally appoint an Acting Head of School. All members of our community are invited to attend this very important meeting.

Completion of Short-Term Emergency Succession Period

The decision about when the absent Head of School returns to lead Marblehead Community Charter Public School should be determined by the Head of School and the Board Chair. They will decide upon a mutually agreed upon schedule and start date. A reduced schedule for a set period of time can be allowed, by

**Marblehead Community Charter Public School
Emergency Succession Plan for Head of School**

Read October 30, 2018

Adopted November 13, 2018

approval of the Board Chair, with the intention of working their way back up to a full-time commitment.

Succession Plan in Event of a Temporary, Unplanned Absence:

Long-Term

A long-term absence is one that is expected to last more than three months. The procedures and conditions to be followed should be the same as for a short-term absence with one addition:

The Board of Trustees will give immediate consideration, in consultation with the Acting Head of School, to temporarily filling the management position left vacant by the Acting Head of School. This is in recognition of the fact that for a term of more than three months, it may not be reasonable to expect the Acting Head of School to carry the duties of both positions. The position description of a temporary manager would focus on covering the priority areas in which the Acting Head of School needs assistance.

Communications Plan

Immediately upon transferring the responsibilities to the Acting Head of School, the Board Chair (or highest ranking Board member) will notify staff members, members of the Board of Trustees, and key volunteers of the delegation of authority.

As soon as possible after the Acting Head of School has begun covering the unplanned absence, Board members and the Acting Head of School shall communicate the temporary leadership structure to the following key external supporters of Marblehead Community Charter Public School. This may include (but not be limited to) Massachusetts Department of Elementary and Secondary Education, Town government officers (Police, Fire, Schools, Board of Health, Town Manager, Park and Recreation), foundation program officers, and major donors.

The Message to the Faculty, Staff, Students, Parents and Community shall be:

At this time NAME has notified the Board of Trustees of a Long-Term Leave of Absence.

Marblehead Community Charter Public School Emergency Succession Plan for Head of School

Read October 30, 2018

Adopted November 13, 2018

As of this email, in accordance with the Emergency Succession Plan, NAME is the Acting Head of School.

The Board of Trustees will meet on DATE to formally appoint an Acting Head of School. All members of our community are invited to attend this very important meeting.

Completion of Long-Term Emergency Succession Period

The decision about when the absent Head of School returns to lead Marblehead Community Charter Public School should be determined by the Head of School and the Board Chair. They will decide upon a mutually agreed upon schedule and start date. A reduced schedule for a set period of time can be allowed, by approval of the Board Chair, with the intention of working the way up to a full-time commitment.

Succession Plan in Event of a Permanent Change in Head of School

A permanent change is one in which it is firmly determined that the Head of School will not be returning to the position. The procedures and conditions should be the same as for a long-term temporary absence with one addition:

The Board of Trustees will appoint a Transition and Search Committee within 30 days to plan and carry out a transition to a new permanent Head of School. The Board will also consider the need for outside consulting assistance depending on the circumstances of the transition and the board's capacity to plan and manage the transition and search. The Transition and Search Committee will also determine the need for an Interim Head of School, and plan for the recruitment and selection of an Interim Head of School and/or permanent Head of School.

Communications Plan

Immediately upon transferring the responsibilities to the Acting Head of School, the Board Chair (or highest ranking Board member) will notify staff members, members of the Board of Trustees, and key volunteers of the delegation of authority.

Marblehead Community Charter Public School Emergency Succession Plan for Head of School

Read October 30, 2018

Adopted November 13, 2018

As soon as possible after the Acting Head of School has begun covering the unplanned absence, Board members and the Acting Head of School shall communicate the temporary leadership structure to the following key external supporters of Marblehead Community Charter Public School. This may include (but not be limited to) Massachusetts Department of Elementary and Secondary Education, Town government officers (Police, Fire, Schools, Board of Health, Town Manager, Park and Recreation), foundation program officers, and major donors.

The Message to the Faculty, Staff, Students, Parents and Community shall be:

The Board of Trustees would like to thank NAME for their service as Head of School for the MCCPS Community. At this time NAME has notified the Board of Trustees they have decided to leave MCCPS for future endeavors.

As of this email, in accordance with the Emergency Succession Plan, NAME is the Acting Head of School.

The Board of Trustees will meet on DATE to formally appoint an Acting Head of School. All members of our community are invited to attend this very important meeting.

Checklist for Acceptance of All Types of Emergency Succession Plans

- Succession plan approval. This succession plan will be approved by the Executive Committee and forwarded to the full Board of Trustees for its vote and approval. This plan should be reviewed annually.
- Job Descriptions. Two job descriptions are attached to this plan. The first Job Description reflecting the current responsibilities. The second job description reflects how the responsibilities will be assigned within the context of an emergency/unplanned absence of the Head of School.
- Copies. Copies of this Emergency Succession Plan along with the corresponding documentation shall be maintained by The Board Chair, the Head of School, the Acting Head of School Appointee, and the human resources department.

**Marblehead Community Charter Public School
Emergency Succession Plan for Head of School**

Read October 30, 2018

Adopted November 13, 2018

The Emergency Succession Plan and the supporting documents (the information and contact inventory, job descriptions) should be reviewed, updated and approved by the Board of Trustees annually. This plan must also be updated and approved by the Board of Trustees when one or more of the employees in this plan change.

This plan may also be implemented in the case of an unplanned absence of the Acting Head of School or Interim Head of School.

Adopted: _____

Appendix A

MARBLEHEAD COMMUNITY CHARTER PUBLIC SCHOOL

Marblehead Community Charter Public School Emergency Succession Plan for Head of School

Read October 30, 2018

Adopted November 13, 2018

FUNCTIONAL JOB DESCRIPTION

Position Title: MCCPS Head of School

Reports to: MCCPS Board of Trustees

Position Summary:

The Head of School (HOS) of the Marblehead Community Charter Public School (MCCPS) is expected to lead the Board, Faculty, Staff, Students, Parents and Community Members in further strengthening the vision of the school and implementing its strategic plan. The HOS will lead the continuous improvement process, advance the successful academic program consistent with the MCCPS mission and charter, and be accountable for the results. 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 is authorized to take such actions as may be necessary for proper conduct of the School, subject to the budgetary guidelines and in accordance with the school's strategic plan and related policies as adopted by 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.

Essential Functions:

1. Ensure that the Board of Trustees is kept fully informed on the conditions and operations of MCCPS. Attend and participate fully in Board meetings.
2. Establish a sound organizational structure for MCCPS, in consultation with the Board.
3. Plan, formulate and recommend for approval to the Board of Trustees policies and programs to further the mission of the School.
4. Ensure that all MCCPS funds, physical assets, and property are appropriately safeguarded, administered and maintained.
5. Hire, evaluate and set compensation package for all faculty and staff as necessary in accordance with School policy.
6. Enable the professional development of faculty and staff. Inspire innovation at every level.
7. Supervise curriculum development and ensure its continuous evaluation and improvement.
8. Oversee student services including student discipline and reporting to appropriate government agencies.
9. Communicate regularly and effectively with the MCCPS community in accordance with School policy.
10. Maintain and improve community relations, including relations with the town of Marblehead.
11. Substantially improve the development and fundraising capacity of MCCPS.
12. Understand and follow DESE regulations, state and federal laws, and any applicable regulations; recommend appropriate corrective actions and strategies for compliance.

Marblehead Community Charter Public School Emergency Succession Plan for Head of School

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Qualification/Education/Experience:

1. Must be able to perform each essential duty satisfactorily.
2. Master's degree (M.Ed.) in Education or Special Education preferred.
3. Two or more years of experience in education administration. Must have demonstrated experience with personnel supervision in a school.
4. Must hold a school administrator certificate or a state approved equivalent.
5. High energy level, superior interpersonal skills and ability to function in a team atmosphere.
6. Ability to communicate clearly and effectively in oral and written form.
7. Knowledge of modern principles, methods, and techniques of administration and program planning.
8. Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.

RECEIPT AND REVIEW OF FUNCTIONAL JOB REQUIREMENTS
--

I, _____, have read, understand and agree to the above functional job description. I understand the essential functions, qualifications, education, experience, and physical demands of the position and acknowledge that I am capable of performing all of the essential functions of this position without reasonable accommodation or I have informed you of my need for an accommodation. The MCCPS Board of Trustees reserves the right to change any part of this job description, as circumstances require.

It is intended that the terms of the executed employment contract, including any approved amendments to that contract, are incorporated within the job description for the duration of that contract and thereby become part of the job description.

Employee's Signature _____ Date _____

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Adopted November 13, 2018

Appendix B

Emergency HOS Succession Plan

Position Title: MCCPS Head of School

Reports to: MCCPS Board of Trustees

Overview of Position Responsibilities:

The Head of School (HOS) of the Marblehead Community Charter Public School (MCCPS or School) is expected to lead the MCCPS Board of Trustees (Board), Faculty, Staff, Students, Parents and Community Members in further strengthening the vision of the School and implementing its strategic plan. The HOS will lead the continuous improvement process, advance the successful academic program consistent with the MCCPS mission and charter, and be accountable for the results. 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 Board and is directly accountable to the Board. The HOS is authorized to take such actions as may be necessary for proper conduct of the School, subject to the budgetary guidelines and in accordance with the School's strategic plan and related policies as adopted by 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 policies and applicable laws.

	Essential Function from HOS Job Description	Designated Successor	Learning Needs/Action Plan
1.	Ensure that the Board is kept fully and regularly informed on the conditions and operations of MCCPS.	Assistant HOS	

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2.	Attend and participate fully in Board meetings, except when matters relating to the HOS' employment are at issue.	Assistant HOS	
3.	Establish a sound organizational structure for MCCPS in consultation with the Board.	Assistant HOS	
4.	Plan, formulate and recommend for approval to the Board policies and programs to further the mission of the School.	Assistant HOS	
5.	A. Hire, supervise, and evaluate for all faculty and staff as necessary in accordance with School policy.	Assistant HOS	
	B. Set compensation packages for all faculty and staff as necessary in accordance with School policy.	Assistant HOS w/Business Manager	
6.	Facilitate the professional development of faculty and staff.	Director of Curriculum, Instruction, & Technology	
7.	Supervise curriculum development and implementation and ensure its continuous evaluation and improvement.	Director of Curriculum, Instruction, & Technology	
8.	Inspire innovation at every level and demonstrate best practices in order to assure the success and continuous improvement of the academic program of the School.	Director of Curriculum, Instruction, & Technology	
9.	Oversee student services, including student	Assistant HOS	

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	discipline, special education and disability accommodations, and reporting to appropriate government agencies.		
10.	Communicate regularly and effectively with the MCCPS community, both internal and external, consistent with School policy, creating a climate of collaboration and collegiality among all constituents and stakeholders.	Assistant HOS	
11.	Maintain and improve community relations, including those with the town of Marblehead.	Assistant HOS	
12.	Work with the Finance Committee and the business manager to formulate and recommend an annual budget for the School.	Assistant HOS	
13.	Substantially improve the development and fundraising capacity of MCCPS in order to supplement the School's budget.	Assistant HOS	
14.	Ensure that all MCCPS funds, physical assets, and property are appropriately safeguarded, administered and maintained.	Assistant HOS	
15.	Comply with DESE regulations, state and federal laws, and any applicable regulations. Recommend appropriate corrective actions and strategies for compliance.	Assistant HOS	

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Appendix C

HOS Succession Plan, other tasks

(some overlap with HOS job description & superintendent's checklist)

Compliance

<u>Finances</u>	<u>Technology</u>	<u>Health & Safety</u>	<u>Educational</u>
<i>State/Fed Grants management</i>	<i>Develop, update, implement Tech Plan</i>	<i>certifications, trainings: AED, CPR, 1st aid & , restraint</i>	<i>Exhibition (educational, marketing, facilities concerns)</i>
<i>end of year report</i>	<i>EPIMS, SIMS, etc</i>	<i>Discipline & Commendations</i>	<i>Coordin Prog Rev</i>
<i>misc. filings</i>		<i>Supervision of Students, recess schedule</i>	<i>Annual Reports, Charter Renewal, & site visits</i>
<i>Monthly reimburs</i>	<i>Parents' & Teachers' Corners</i>	<i>Food Service</i>	<i>DESE directives</i>
<i>state auditor, inspect gener, MASBO</i>	<i>website – manage, update, etc.</i>	<i>health services</i>	<i>state standards, MCAS, ACCESS</i>
<i>insurance, liability, workers comp, disabil</i>	<i>maintenance, security, expansion of computers & access to technol</i>	<i>attendance, tardies</i>	<i>RTI, IEPs, 504s, accommodating for needs (OT, SLP)</i>
<i>manage/oversee various accounts</i>	<i>ordering, installing all hardware, software; maintain inventory</i>	<i>HIPPA</i>	<i>Reporting to parents – CUE, SPED progress reports, SPED PAC,</i>
<i>fincom duties</i>	<i>training for fac, staff, and students</i>	<i>athletics</i>	<i>Prof Devel Plans</i>

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<i>develop, manage budget</i>		<i>building needs</i>	
<i>accountables: quickbooks, annual audit, credit line, Mass Devel loan, Boston Private (2 accts), National Grand (checking, food service, payroll, petty cash)</i>		<i>grounds needs</i>	
<i>PayPal: food service, athletics, SAF, fundraisers</i>			
<i>finances, income, expenses</i>			
<i>vendors Acct Payable: lease, payables, purchase orders</i>			

Parent/Student Services

Curriculum	Assessment	Events	Parents
<i>Academic offered</i>	<i>MCAS</i>	<i>coordination of events, set-up, etc.</i>	<i>MAP goals</i>
<i>graduation</i>	<i>Academic Probation</i>	<i>yearbook, calendar,</i>	<i>volunteerism</i>
<i>materials, equip, furniture: storage, ordering, disposal, etc</i>		<i>grade level fundraising</i>	
<i>Exhibition program</i>		<i>fundraising events</i>	

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<i>Film Fest after Exhibition</i>		<i>community building events</i>	
<i>Enrichment & day after</i>			
<i>lesson plans/grades</i>			
<i>acceleration & remediation</i>			

Schoolwide

<u>Admin/ILT</u>	<u>Fundraising</u>	<u>Information</u>	<u>Development</u>
	<i>fundraising, donorschoose</i>	<i>Satisfaction Surveys</i>	<i>build relationships with community, other schools, local organizations, donors, etc.</i>
<i>plan, effectuate, evaluate prof devel</i>	<i>manage rentals</i>	<i>enrollment, open houses, admissions</i>	<i>Ed Foundation</i>
<i>School year calendar</i>	<i>grade level events to fund trips</i>	<i>Handbook</i>	<i>organize & structure formal giving: stewardships, corporate sponsorships</i>
<i>Academic Schedule: who teaches when</i>	<i>auction</i>	<i>regular emails/notices</i>	

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<i>Clean-up Crew</i>	<i>fashion show</i>	<i>Highlight, Constant Contact</i>	
<i>Recycling: paper, etc.</i>	<i>wine tasting</i>	<i>update databases, including Power School, Constant Contact, LGL, Salesforce</i>	
<i>sub coverage</i>	<i>calendars for sale</i>	<i>maintain, transfer student files</i>	
<i>student teachers, practicums</i>	<i>dances</i>	<i>publicity, getting articles into the newspaper</i>	
	<i>school store: note cards, school clothing, etc.</i>	<i>directory</i>	
	<i>in-school fundraising efforts</i>		

Human Resources

fac/staff		support	
<i>Hiring, Supervision, & Evaluation</i>	<i>legislative liaison</i>	<i>plan, effectuate, and evaluate prof devel</i>	<i>birthday list</i>
<i>insurance: health, dental, workmen's comp, unemploy</i>		<i>consult meetings</i>	<i>provide lunch on prof devel days and snacks on Wed</i>
<i>contracts</i>		<i>Induction/mentoring</i>	<i>teachers' contact list</i>
<i>MTRS, 403b</i>		<i>substitutes (nurse,</i>	

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		<i>too)</i>	
<i>payroll</i>		<i>graduate courses with area colleges</i>	
<i>board membership</i>		<i>internship program</i>	
<i>student records, staff records</i>		<i>department lunches</i>	
<i>CORI, SORI</i>		<i>school visits as prof devel</i>	
<i>fac/staff attendance, time off requests</i>			



1. End-of-Cycle Summative Evaluation Report: Superintendent

Superintendent: _____

Evaluator: _____

Name

Signature

Date

Step 1: Assess Progress Toward Goals (Complete page 3 first; check one for each set of goal[s].)

Professional Practice Goal(s)	<input type="checkbox"/> Did Not Meet	<input type="checkbox"/> Some Progress	<input type="checkbox"/> Significant Progress	<input type="checkbox"/> Met	<input type="checkbox"/> Exceeded
Student Learning Goal(s)	<input type="checkbox"/> Did Not Meet	<input type="checkbox"/> Some Progress	<input type="checkbox"/> Significant Progress	<input type="checkbox"/> Met	<input type="checkbox"/> Exceeded
District Improvement Goal(s)	<input type="checkbox"/> Did Not Meet	<input type="checkbox"/> Some Progress	<input type="checkbox"/> Significant Progress	<input type="checkbox"/> Met	<input type="checkbox"/> Exceeded

Step 2: Assess Performance on Standards (Complete pages 4–7 first; then check one box for each standard.)

Indicators	Unsatisfactory	Needs Improvement	Proficient	Exemplary
<p>Unsatisfactory = Performance on a standard or overall has not significantly improved following a rating of <i>Needs Improvement</i>, or performance is consistently below the requirements of a standard or overall and is considered inadequate, or both.</p> <p>Needs Improvement/Developing = Performance on a standard or overall is below the requirements of a standard or overall but is not considered to be Unsatisfactory at the time. Improvement is necessary and expected. <i>For new superintendents, performance is on track to achieve proficiency within three years.</i></p> <p>Proficient = Proficient practice is understood to be fully satisfactory. This is the rigorous expected level of performance.</p> <p>Exemplary = A rating of <i>Exemplary</i> indicates that practice significantly exceeds <i>Proficient</i> and could serve as a model of practice regionally or statewide.</p>				
Standard I: Instructional Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standard II: Management and Operations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standard III: Family and Community Engagement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Standard IV: Professional Culture	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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2. End-of-Cycle Summative Evaluation Report: Superintendent

Step 3: Rate Overall Summative Performance *(Based on Step 1 and Step 2 ratings; check one.)*

- Unsatisfactory**

 Needs Improvement

 Proficient

 Exemplary

Step 4: Rate Impact on Student Learning *(Check only one.)*

<p style="text-align: center;">Low</p> <p style="text-align: center;"><input type="checkbox"/></p>	<p style="text-align: center;">Moderate</p> <p style="text-align: center;"><input type="checkbox"/></p>	<p style="text-align: center;">High</p> <p style="text-align: center;"><input type="checkbox"/></p>
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Step 5: Add Evaluator Comments

Comments and analysis are recommended for any rating but are required for an overall summative rating of *Exemplary*, *Needs Improvement* or *Unsatisfactory* or Impact on Student Learning rating of *high* or *low*.

Comments:



3. Superintendent's Performance Goals

Goals should be SMART and include at least one goal for each category: professional practice, student learning, and district improvement.
 Check one box for each goal.

Goal(s)	Description	Did Not Meet	Some Progress	Significant Progress	Met	Exceeded
Professional Practice						
1	Communicating with the Board during Interim	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student Learning						
2	Instructional Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
District Improvement						
3	Day to Day Operations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Goals (if any)						
6	Family Communication Engagement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Culture

Performance Rating for Standard IV: Professional

