



MCCPS Board of Trustees

Governance Monthly Meeting

Amended on August 4, 2020 at 5:24 PM EDT

Date and Time

Tuesday August 4, 2020 at 7:00 PM EDT

Location

Join Zoom Meeting

<https://us02web.zoom.us/j/86174336370?pwd=SFhPV2YyMDNIUFdnVDM1aFQ2SDVoUT09>

Meeting ID: 861 7433 6370

Passcode: 6wDfTj

August Governance Meeting:

Join Zoom Meeting

<https://us02web.zoom.us/j/86174336370?pwd=SFhPV2YyMDNIUFdnVDM1aFQ2SDVoUT09>

Meeting ID: 861 7433 6370

Passcode: 6wDfTj

Agenda

	Purpose	Presenter	Time
I. Opening Items			7:00 PM
A. Record Attendance		Karl Smith	5 m
B. Call the Meeting to Order	Vote	Karl Smith	5 m
In light of the ongoing COVID-19 Coronavirus outbreak, Governor Baker issued an emergency Order on March 12, 2020, allowing public bodies greater flexibility in utilizing technology in the conduct of meetings under the Open Meeting Law. This committee makes a motion to accept this Executive Order for this meeting of the Governance Committee, on August 4, 2020.			
C. Approve Minutes	Approve Minutes	Karl Smith	5 m
Approve minutes for Governance Monthly Meeting on July 7, 2020			
D. Approve minutes from special by-laws meeting	Approve Minutes		5 m
Approve minutes for Governance Committee Meeting - By-Laws Approval on July 16, 2020			
II. Governance Matters			7:20 PM

A. Board Meeting Update	Discuss	Paul Baker	20 m
B. Board Composition	Discuss	Karl Smith	15 m
As noted, the Board is looking for possible candidates to bring on as soon as feasible. If possible, candidates would be welcome to join the Board retreat in June.			
C. Membership - interviews and voting on new Board members	Discuss	Karl Smith	25 m
James Rodgers Ndak Toure			
D. Vote for new board members	Vote	Karl Smith	5 m
E. Review calendar items for coming months	Discuss		10 m
As requested, a draft governance calendar of events has been prepared. It is meant to capture the anticipated deliverables and detail out the objectives of the committee by month.			
III. Other Business			8:35 PM
A. Planning for future meeting	Discuss	Karl Smith	5 m
New Trustee training			
The first Tuesday in September is the 1st. If there are no objections, this will be the meeting date - 7 PM.			
B. Board training discussion / planning	Discuss	Karl Smith	10 m
IV. Closing Items			8:50 PM
A. Adjourn Meeting	Vote		

Cover Sheet

Approve Minutes

Section: I. Opening Items
Item: C. Approve Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Governance Monthly Meeting on July 7, 2020

DRAFT



MCCPS

MCCPS Board of Trustees

Minutes

Governance Monthly Meeting

Date and Time

Tuesday July 7, 2020 at 7:00 PM

Location

<https://us02web.zoom.us/j/84327407591?pwd=ei9mRzI2QU9OM1E1d2xMRnU3YmJEUt09>

July Governance Meeting:

Join Zoom Meeting

<https://us02web.zoom.us/j/84179925999?pwd=QTZSRIBhc0FteFBrek9rNkpTSVgzZz09>

Meeting ID: 841 7992 5999

Password: 006377

Committee Members Present

Christopher Riegle (remote), Cynthia Canavan (remote), Karl Smith (remote), Kay O'Dwyer (remote), Paul Baker (remote), Peter Cohen (remote)

Committee Members Absent

Elizabeth Burns, Jeanne Smith

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

Karl Smith called a meeting of the Governance committee of MCCPS Board of Trustees to order on Tuesday Jul 7, 2020 @ 7:08 PM at

<https://us02web.zoom.us/j/84327407591?pwd=ei9mRzI2QU9OM1E1d2xMRnU3YmJEUt09>

Karl Smith made a motion to Accept the Governor's executive order allowing for remote meetings.

Paul Baker seconded the motion.

In light of the ongoing COVID-19 Coronavirus outbreak, Governor Baker issued an emergency Order on March 12, 2020, allowing public bodies greater flexibility in utilizing technology in the conduct of meetings under the Open Meeting Law. This committee makes a motion to accept this Executive Order for this meeting of the Governance Committee, on July 7, 2020 The committee **VOTED** to approve the motion.

Roll Call

Kay O'Dwyer	Aye
Paul Baker	Aye
Jeanne Smith	Absent
Cynthia Canavan	Aye
Christopher Riegler	Aye
Elizabeth Burns	Absent
Karl Smith	Aye

C. Approve Minutes

Paul Baker made a motion to approve the minutes from Governance Monthly Meeting on 06-02-20.

Kay O'Dwyer seconded the motion.

The committee **VOTED** to approve the motion.

Roll Call

Paul Baker	Aye
Kay O'Dwyer	Aye
Christopher Riegler	Aye
Karl Smith	Aye
Elizabeth Burns	Absent
Jeanne Smith	Absent
Cynthia Canavan	Aye

II. Governance Matters

A. Board Meeting Update

Paul Baker updated the Governance Committee on the latest Board meetings. In order of occurrence, the 3 hour retreat (first of two meetings) held on Saturday, June 13th.

He highlighted the topics covered, including (but not limited to):

- MCCPS by-laws
- Board committee goals
- Job descriptions
- Development efforts
- Voting of the Officers and Chairs
- Re-opening scenarios - 3 standard

Additionally Mr. Baker provided the update for the Board of Trustees meeting held on June 30th.

For this meeting, Paul and Dr. Cohen provided their insights on the following topics covered during that meeting:

- HOS report
- Development
- Results of the teacher and parent surveys
- Enrollment estimates
- Charter renewal remediation item (incorporate Nahant and Swampscott into 'district')

Based on some questions and requests posed by the group, Dr. Cohen noted he will approach the superintendents of both towns and plan meetings within the next few weeks.

B. Board Composition

The group reviewed the recent developments to the team including the departure of Steven Viega and Fred Ferris, along with the pending term expiration of Ellen Lodgen and Ian Hunt - both in October 2020.

Additional discussions surrounded the potential candidates based on the interest they have expressed.

Specifically the following individuals were reviewed:

- Ndak Toure
- James Rogers
- Alf Wilson

It was noted that the group should consider searching for a new Chair of Development to replace Ms. Lodgen when her term expires.

C. By-Laws Update

Based on the remaining open items regarding the Charter By-Laws checklist that was circulated in advance of the meeting, the group discussed in detail the proposed responses and updates.

Each item was reviewed and deliberated with suggested edits being updated on the latest draft by-laws document.

As not all members were able to re-read the updated document entirely, it was suggested that Governance hold a special meeting next week in order to vote on, (hopefully) approve the document, and send it along to the Board of Trustees for their review and approval, and have that provided at least two weeks in advance of the next scheduled Board retreat / meeting.

Karl Smith made a motion to Schedule a special meeting of Governance Committee to review and approve the final draft of the updated by-laws to presentation to the Board of Trustees. Proposed date: Thursday, July 16th - 7 PM.

Paul Baker seconded the motion.

The committee **VOTED** to approve the motion.

Roll Call

Karl Smith	Aye
Christopher Riegle	Aye
Paul Baker	Aye
Jeanne Smith	Absent
Elizabeth Burns	Absent
Cynthia Canavan	Aye
Kay O'Dwyer	Aye

D. Review of Proposed Calendar

Special meeting now scheduled for Thursday, July 16th - 7 PM (15 minutes)

August 4th - 7 PM - plan is to conduct potential Board member interviews on prospective candidates.

September - Board handbook / orientation

October - Review of BOT / binder.

Any additional areas of training to be considered as needed / identified.

III. Other Business

A. Planning for future meeting

B. Board training discussion / planning

Some suggestions regarding the August 1st board retreat included training for Open Meeting Laws -

Possibly requesting from the Essex county Attorney General's office training or the availability of a recorded session.

Additionally the group considered contacting BOT - maybe they can provide some training to the Board.

Karl Smith made a motion to adjourn the meeting.

Kay O'Dwyer seconded the motion.

The committee **VOTED** to approve the motion.

Roll Call

Jeanne Smith	Absent
Paul Baker	Aye
Christopher Riegler	Aye
Elizabeth Burns	Absent
Cynthia Canavan	Aye
Kay O'Dwyer	Aye
Karl Smith	Aye

IV. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:30 PM.

Respectfully Submitted,
Karl Smith

Documents used during the meeting

- MCCPS Trustees Composition Report-May-2020.docx

Cover Sheet

Approve minutes from special by-laws meeting

Section: I. Opening Items
Item: D. Approve minutes from special by-laws meeting
Purpose: Approve Minutes
Submitted by:
Related Material:
Minutes for Governance Committee Meeting - By-Laws Approval on July 16, 2020

DRAFT



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MCCPS Board of Trustees

Minutes

Governance Committee Meeting - By-Laws Approval

Date and Time

Thursday July 16, 2020 at 7:00 PM

July Governance Meeting - By-Laws Approval:

Join Zoom Meeting
amended - new link provided.

Committee Members Present

Christopher Riegler (remote), Cynthia Canavan (remote), Elizabeth Burns (remote), Karl Smith (remote), Kay O'Dwyer (remote), Paul Baker (remote)

Committee Members Absent

Jeanne Smith, Peter Cohen

I. Opening Items

A. Record Attendance

Karl Smith made a motion to Accept the Governor's emergency order to allow remote meetings.

Paul Baker seconded the motion.

In light of the ongoing COVID-19 Coronavirus outbreak, Governor Baker issued an emergency Order on March 12, 2020, allowing public bodies greater flexibility in utilizing technology in the conduct of meetings under the Open Meeting Law. This committee makes a motion to accept this Executive Order for this meeting of the Governance Committee, on July 16, 2020. The committee **VOTED** to approve the motion.

Roll Call

Karl Smith	Aye
Jeanne Smith	Absent
Peter Cohen	Absent
Cynthia Canavan	Aye

Christopher Riegler Aye
Elizabeth Burns Aye
Paul Baker Aye
Kay O'Dwyer Aye

B. Call the Meeting to Order

Karl Smith called a meeting of the Governance committee of MCCPS Board of Trustees to order on Thursday Jul 16, 2020 @ 7:08 PM.

II. Governance Matters

A. By-Laws Final Review and Approval

Numerous items were edited and discussed throughout the document. The group focused on removing duplicate language, clarifying the different formats, and striving for as much consistency as possible.

Karl Smith made a motion to Approve By-Laws to be recommended for presentation to the Board of Trustees for its approval prior to their submission to DESE.

Christopher Riegler seconded the motion.

The committee **VOTED** to approve the motion.

Roll Call

Paul Baker Aye
Karl Smith Aye
Elizabeth Burns Aye
Kay O'Dwyer Aye
Peter Cohen Absent
Cynthia Canavan Aye
Jeanne Smith Absent
Christopher Riegler Aye

III. Closing Items

A. Adjourn Meeting

Karl Smith made a motion to Adjourn the meeting.

Paul Baker seconded the motion.

The committee **VOTED** to approve the motion.

Roll Call

Karl Smith Aye
Christopher Riegler Aye
Elizabeth Burns Aye
Cynthia Canavan Aye
Kay O'Dwyer Aye
Peter Cohen Absent
Paul Baker Aye
Jeanne Smith Absent

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:46 PM.

Respectfully Submitted,
Karl Smith

Documents used during the meeting

- BYLAWS Working Copy, 2020-July 13, 2020.docx

Cover Sheet

Board Composition

Section: II. Governance Matters
Item: B. Board Composition
Purpose: Discuss
Submitted by:
Related Material: MCCPS Trustees Composition Report-August-2020.docx



MCCPS Board of Trustees Composition Report

August 4, 2020

Overview:

Number of Trustees: 11 total

Number of MCCPS Teachers: 2

Number of MCCPS Parents of Current Students: 3

Number of Unaffiliated Members: 6 (mostly parents of former students, other community members, and one spouse of current teacher)

Ex Officio: 1 total

Vacancies and Pending Vacancies: 1 term expired May 2020, 1 resignation / departure in July, and 2 terms expiring October 2020

Current Available Seats: 4 full, three year terms, 1 two year term

Current Board Status:

Chair: Arthur Sullivan, MCCPS Parent, voting, serving second full term
Term expires January 2021

Vice Chair: Paul Baker, Unaffiliated Member, voting, serving second full term
Term expires August 2022

Treasurer: Rodolphe Herve, MCCPS Parent, voting, serving first full term
Term expires December 2022

Clerk: Karl Smith, Clerk, Unaffiliated, voting, serving second full term
Term expires September 2022

Ian Hunt, Unaffiliated Member, voting, serving first full term
Term expires October 2020

Ellen Lodgen, MCCPS Faculty, serving second full term
Term expires October 2020

Peter Cheney, Unaffiliated Member, voting, serving first full term
Term expires July 2022

Richard Doron, MCCPS Parent, voting, serving first full term
Term expires July 2022

Rebecca Whidden, Unaffiliated Member, voting, serving first full term
Term expires July 2022

Jessica Xiarhos, MCCPS Faculty, serving first full term
Term expires August 2022

Cover Sheet

Review calendar items for coming months

Section: II. Governance Matters
Item: E. Review calendar items for coming months
Purpose: Discuss
Submitted by:
Related Material: MCCPS Governance Calendar-SY-2020-21.docx

2020-2021 MCCPS GOVERNANCE COMMITTEE CALENDAR

September

OML training and review of public record keeping compliance for Board and committees

October

Review and update, as necessary, orientation materials for new Board members

Review of Governance binder and BOT, identify any missing materials

Identify additional areas of Board training needed

November

Review current copy of the MCCPS Charter to ensure it reflects typographical changes made for clarification and approved by the Board in prior years

December

Catch up on any outstanding tasks

January

Annual review of the MCCPS By-Laws

February

Review and update, if necessary, informational Governance materials and make sure necessary State documentation is in current form

March

Conduct general information session for those interested in Board or Committee service

April

Catch up on any outstanding tasks

May

Committee self-evaluation

June

Discuss and set Governance goals for next school year

July

Review Board attendance and regularity of committee meetings

August

Catch up on any outstanding tasks

Ongoing Monthly:

Review current Board composition, upcoming vacancies, and areas of expertise needed

Interview potential Board candidates