



# MCCPS Board of Trustees

## Governance Monthly Meeting

Amended on October 2, 2020 at 1:28 PM EDT

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### Date and Time

Tuesday September 15, 2020 at 7:00 PM EDT

### Location

Remote during Covid 'lock-down'  
17 Lime Street once over

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September Governance Meeting:

Join Zoom Meeting

<https://zoom.us/j/9632600993?pwd=RWlpMzR1bjVUTFJ2VFo2YXpiNVNtUT09>

Meeting ID: 963 260 0993

Passcode: k0yHtB

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### Agenda

|  | Purpose         | Presenter  | Time           |
|--|-----------------|------------|----------------|
| <b>I. Opening Items</b>  |                 |            | <b>7:00 PM</b> |
| <b>A. Record Attendance</b>  |                 | Karl Smith | 5 m            |
| <b>B. Call the Meeting to Order</b>  | 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 September 15, 2020. |                 |            |                |
| <b>C. Approve Minutes</b>  | Approve Minutes | Karl Smith | 5 m            |
| Approve minutes for Governance Monthly Meeting on August 4, 2020   |                 |            |                |
| <b>II. Governance Matters</b>  |                 |            | <b>7:15 PM</b> |
| <b>A. Board Meeting Update</b>   | Discuss         | Paul Baker | 20 m           |
| <b>B. Board Composition</b>  | Discuss         | Karl Smith | 15 m           |
| There is one remaining open seat left on the board.  |                 |            |                |

We are seeking parents, and / or people with experience in the fields of HR, legal, and construction.

- |   |         |      |
|---|---------|------|
| <b>C. Review calendar items for coming months</b> | 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** **8:00 PM**

- |                                       |         |            |     |
|---------------------------------------|---------|------------|-----|
| <b>A. Planning for future meeting</b> | Discuss | Karl Smith | 5 m |
|---------------------------------------|---------|------------|-----|
- New Trustee training

The first Tuesday in October is the 6th. If there are no objections, this will be the meeting date - 7 PM.

- |  |         |            |      |
|--|---------|------------|------|
| <b>B. Board training discussion / planning</b> | Discuss | Karl Smith | 10 m |
|--|---------|------------|------|

**IV. Closing Items** **8:15 PM**

- |                           |      |
|---------------------------|------|
| <b>A. Adjourn Meeting</b> | 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 August 4, 2020



## MCCPS Board of Trustees

### Minutes

#### Governance Monthly Meeting

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**Date and Time**

Tuesday August 4, 2020 at 7:00 PM

**Location**

Join Zoom Meeting

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

Meeting ID: 861 7433 6370

Passcode: 6wDfTj

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August Governance Meeting:

oin Zoom Meeting

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

Meeting ID: 861 7433 6370

Passcode: 6wDfTj

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**Committee Members Present**

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

**Committee Members Absent**

Jeanne Smith

**Guests Present**

James Rogers, NDack Toure

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**I. Opening Items****A. Record Attendance**

**B. Call the Meeting to Order**

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

Elizabeth Burns 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 August 4, 2020. The committee **VOTED** to approve the motion.

**Roll Call**

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

**C. Approve Minutes**

Karl Smith made a motion to approve the minutes from Governance Monthly Meeting on 07-07-20.

Paul Baker seconded the motion.

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

**Roll Call**

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

**D. Approve minutes from special by-laws meeting**

Kay O'Dwyer made a motion to approve the minutes from Governance Committee Meeting - By-Laws Approval on 07-16-20.

Christopher Riegler seconded the motion.

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

**Roll Call**

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

**II. Governance Matters**

**A. Board Meeting Update**

Paul Baker and Peter Cohen updated the committee on the board's last meeting as well as the second day of the annual board retreat.

Among the topics discussed included:

- Remote learning plan
- Approval of the annual report
- By-laws approval
- Charter re-wording to address the charter renewal condition
- Updated succession plan
- Training from BOT during retreat
- Approval of the accountability plan

General discussion ensued and several members expressed their support for Peter's plan and proposed execution steps.

#### **B. Board Composition**

There have been no updates from the last meeting, and the focus turned to interviewing the two candidates for open seats.

#### **C. Membership - interviews and voting on new Board members**

Both candidates' resumes were distributed to the committee members for their review. We began with talking to Ndack Toure about her motivation for joining MCCPS' board and she explained how the school has made a significant impression on her. She felt she should become more involved and contribute to the continuation of all of the fine work that is being performed.

James Rogers was interviewed second and he also helped the committee members understand further of his interests in becoming a board member. He explained that throughout his career he has taught at very large school systems and felt his voice was not necessarily heard. With this teaching job at MCCPS, he believes he can make a positive impact and he is motivated to participate based on the relatively small size of the school.

Both candidates believe they can collaborate, continue on with their positions on sub-committees and are even willing to join more if needed.

Members of the committee fully explained the commitment both would need to make to be effective and contributing trustees.

#### **D. Vote for new board members**

Karl Smith made a motion to propose potential BOT candidate Ndack Toure for approval at the August 25th Board meeting.

Elizabeth Burns seconded the motion.

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

##### **Roll Call**

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

Karl Smith made a motion to propose potential BOT candidate James Rogers for approval at the August 25th Board meeting.

Cynthia Canavan seconded the motion.

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

**Roll Call**

|                     |        |
|---------------------|--------|
| Kay O'Dwyer         | Aye    |
| Karl Smith          | Aye    |
| James Rogers        | Absent |
| Elizabeth Burns     | No     |
| Christopher Riegley | Aye    |
| Cynthia Canavan     | Aye    |
| Jeanne Smith        | Absent |
| Peter Cohen         | Absent |
| Paul Baker          | Aye    |

**E. Review calendar items for coming months**

Dr. Cohen suggested the committee consider 'flipping' the months of October and September.

The committee would focus on training materials for the board members in September and open meeting law in October.

There were some brief discussions on the school calendar, goals, potential presentations to the board.

Kay O'Dwyer suggested that the group focus on recruitment and membership needs in January instead of March.

**III. Other Business**

**A. Planning for future meeting**

Calendar discussion

**B. Board training discussion / planning**

In September we hope to focus on orientation materials.

**IV. Closing Items**

**A. Adjourn Meeting**

Karl Smith made a motion to adjourn the meeting.

Christopher Riegley seconded the motion.

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

**Roll Call**

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:17 PM.

Respectfully Submitted,  
Karl Smith

**Documents used during the meeting**

- MCCPS Trustees Composition Report-August-2020.docx
- MCCPS Governance Calendar-SY-2020-21.docx



# Cover Sheet

## Board Composition

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



## MCCPS Board of Trustees Composition Report

August 4, 2020

### **Overview:**

*Number of Trustees:* 13 total

*Number of MCCPS Teachers:* 3

*Number of MCCPS Parents of Current Students:* 4

*Number of Unaffiliated Members:* 5 (mostly parents of former students, other community members, and one spouse of current teacher)

*Ex Officio:* 1 total

Vacancies and Pending Vacancies: 2 terms expiring October 2020 – two member awaiting state approval

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

### **Current Board Status:**

***Chair:*** Arthur Sullivan, MCCPS Parent, voting, serving first 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

Ndack Toure, MCCPS Parent, voted in by the Board in August - conditional upon state approval

James Rogers, MCCPS Faculty, voted in by the Board in August - conditional upon state approval

# Cover Sheet

## Review calendar items for coming months

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

## 2020-2021 MCCPS GOVERNANCE COMMITTEE CALENDAR

Updated September 1, 2020

### ***September***

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

### ***October***

OML training and review of public record keeping compliance for Board and committees  
Review goals and progress made

### ***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***

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

### ***February***

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

### ***March***

Annual review of the MCCPS By-Laws

### ***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