



# MCCPS Board of Trustees

## Annual Board Retreat

Amended on June 12, 2020 at 3:45 PM EDT

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### Date and Time

Saturday June 13, 2020 at 9:00 AM EDT

### Location

Join Zoom Meeting

<https://us04web.zoom.us/j/3898394128?pwd=QndLYk9jVjcyNEJ5dXZGRWhnMDhSUT09>

Meeting ID: 389 839 4128

Password: MCCPS

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### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>9:00 AM</b>
Opening Items			
<b>A. Record Attendance and Guests</b>		Karl Smith	
<b>B. Call the Meeting to Order</b>		Artie Sullivan	
<b>C. Accept Remote Participation</b>	Vote	Artie Sullivan	3 m
In light of the ongoing COVID-19 coronavirus outbreak, Governor Baker issued an emergency Order on March 12, 2020, allowing public bodies greater flexibility in utilizing technology in the conduct of meetings under the Open Meeting Law. This committee makes a motion to accept this Executive Order for this meeting of the Board of Trustees, June 13, 2020.			
<b>D. Review Agenda and Expectations</b>		Artie Sullivan	5 m
•Review of Agenda			
•Expectations for the Day			
<b>II. Discussion</b>			<b>9:08 AM</b>
Development Committee			
<b>A. Discussion MCCPS Bylaws</b>	Discuss	Karl Smith	20 m
<b>B. Charter Amendment or Enrollment Plan</b>	Discuss	Artie Sullivan	20 m
Condition of Charter Renewal is to submit a Charter Amendment regarding Enrollment or an Enrollment Plan			
<b>C. Accountability Plan</b>	Discuss	Peter Cohen	17 m
As part of the Annual Report, an Accountability plan is required			

<b>III. Break</b>				<b>10:05 AM</b>
A. Break	FYI	Artie Sullivan		10 m
<b>IV. Board and Committee Goals</b>				<b>10:15 AM</b>
Community Relations Committee				
A. Board and Committee Job Descriptions Committee Goals	Discuss	Artie Sullivan		30 m
<ul style="list-style-type: none"> <li>•Review of Board Job Descriptions</li> <li>•Review of Committee Job Descriptions</li> <li>•Each Committee to reflect on progress toward 19-20 goals and begin to draft 20-21 goals</li> </ul>				
Governance				
Finance - Review of Financial Policies				
Development				
Communications / Community Engagement				
Academic Excellence				
Personnel				
Strategic Plan				
B. Selection of Board Officers and Committee Chairs for SY 20-21	Vote	Artie Sullivan		30 m
<ul style="list-style-type: none"> <li>• Elect officer roles for 2020/2021</li> <li>• Select Committee Chairs</li> <li>• Committee Assignments of Board Members</li> <li>• Board Vote</li> </ul>				
C. Board Recruitment	Discuss	Karl Smith		20 m
D. Reopening Scenarios	Discuss	Peter Cohen		20 m
E. Schedule Future Board Retreat/Training	Discuss	Artie Sullivan		10 m
Board on Track				
Governance Committee Training				
<ul style="list-style-type: none"> <li>• OML</li> </ul>				
<b>V. Closing Items</b>				<b>12:05 PM</b>
A. Adjourn Meeting	Discuss	Artie Sullivan		5 m

# Cover Sheet

## Discussion MCCPS Bylaws

**Section:** II. Discussion  
**Item:** A. Discussion MCCPS Bylaws  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** BYLAWS Working Copy, 2020-May 26, 2020.docx  
bylaws checklist-MCCPS-June 2020.docx

**By-Laws of the Marblehead Community Charter Public School**

**ARTICLE I**  
*Purposes*

**Section 1:** Recognizing that it takes an entire community to educate a child, the mission of the Marblehead Community Charter Public School (hereinafter the School or MCCPS) is to create a partnership among faculty, staff, students, parents and community members, and that will provide our early adolescents with the support necessary to reach their highest individual potential intellectually, artistically, socially, emotionally, and physically, so they are highly contributing members of our democratic society; and to provide a laboratory for examining, developing, and fostering the interrelatedness of the school as a learning community and the community as a learning environment.

**Section 2:** MCCPS is a public entity established by the granting of a charter by the Commonwealth of Massachusetts (hereinafter the State), pursuant to MGL Chapter.71, §89.

**ARTICLE II**  
*Board of Trustees*

**Section 1:** The Board of Trustees (hereinafter the Board) shall consist of at least nine (9) Trustees and not more than fifteen (15) Trustees. In alignment with the School’s Charter, “MCCPS is to be a teacher-led, student-focused school, faculty and staff members will be an integral part of every aspect of school operations,” MCCPS faculty and staff members (hereafter “Teachers”) are encouraged to serve on the Board. The Board of Trustees shall include at least one (1) current Teacher, and one (1) parent of a current Charter School student as members. Teachers can hold up to three (3) of the seats on the Board. MCCPS’ Board of Trustees is a public entity, which operates independently of any school committee. All Trustees will comply with the State Conflict of Interest Laws, M.G.L. 268A. The Head of School, as an ex officio member of the Board, is not considered a “Teacher” for the purpose of this seat limitation. All Trustees shall have identical rights and responsibilities, except where otherwise determined in these By-Laws. The Board is a public entity and its members are each considered special State employees pursuant to Massachusetts law. The Board holds the charter from the State and is responsible for:

- (a) ensuring that the School complies with all applicable laws and regulations; and
- (b) ensuring the school is an academic success, organizationally viable, faithful to the terms of its charter, and earns charter renewal.

**Section 2:** Board members shall be sought who reflect the qualities, qualifications, and diversity determined by the needs of the Board. The Board of Trustees may not discriminate against potential members on the basis of age, gender, sexual orientation, gender identity, race, national origin, ancestry, religion, marital status, or non-disqualifying handicap or mental condition.

**Section 3:** The Governance Committee shall present the qualifications of potential Trustees to the Board for review, discussion, and vote at any regularly scheduled Board meeting. Any Trustee positions to be filled on the Board shall be by an affirmative vote of a majority of the sitting Trustees attending the meeting, including those members of the Board who participate remotely in compliance with the legal requirements as set forth in M.G.L.c. 30A, section 20 (d), and 940 CMR 29.10 (the Open Meeting Law and the supporting Regulations).

**Section 4:** Trustees shall take office upon approval by the State. Trustees shall serve a term of three (3) years from the date of their appointments, or until their successors are seated. After appointment,

Comment [1]: Added language for checklist item #4

the term of a Trustee may not be reduced by a vote of the members of the Board except for cause as specified in these By-Laws, and removal shall follow the procedures as set forth in Article II, Section 7. No Trustee shall serve more than two (2) consecutive, three-year terms. Fulfilling an incomplete term is not considered part of the term limit. Trustees shall serve staggered terms in order to maintain Board continuity and ensure new perspectives.

**Section 5:** Any vacancy occurring in the Board of Trustees may be filled, upon recommendation of a qualified candidate by the Governance Committee, by the affirmative vote of the majority of a quorum of Trustees in attendance at the meeting, including those members of the Board who participate remotely in compliance with the legal requirements as set forth in M.G.L.c. 30A, section 20 (d), and 940 CMR 29.10 (the Open Meeting Law and the supporting Regulations). A Trustee approved to fill the vacancy shall be appointed for the unexpired term of their predecessor.

**Section 6:** A Trustee may resign at any time by filing a written resignation with the Chair or the Clerk of the Board. Such resignations shall be effective upon receipt. A Trustee who misses three regularly scheduled meetings of the Board of Trustees without cause during one academic year may be subject to removal pursuant to Article II, Section 7. Their place on the Board of Trustees shall be filled pursuant to Article II, Section 5 above.

**Section 7:** The Board may remove any Trustee for cause by two-thirds (2/3) vote of the seated Board of Trustees, in attendance at a meeting, including those members of the Board who participate remotely in compliance with the legal requirements as set forth in M.G.L.c. 30A, section 20 (d), and 940 CMR 29.10 (the Open Meeting Law and the supporting Regulations), at any regular or special meeting of the Board, provided that a statement of the reason or reasons for removal shall have been mailed by Registered Mail to the Trustee proposed for removal at least thirty (30) days before any final action is taken by the Board. This statement shall be accompanied by a "Notice" of the date, time, and location the Board is to vote on the removal. The Trustee shall be given an opportunity to be heard and the reasons for their removal are to be discussed and considered by the Board at the date, time and location designated in the "Notice".

**Section 8:** Members of the Board of Trustees shall:

- (a) Receive no payment or honoraria for services provided as a Trustee, except for reimbursement for reasonable out-of-pocket expenses incurred in the performance of voluntary School activities in accordance with School policies.
- (b) Serve the School with the highest degree of undivided duty, loyalty, and care and shall undertake no enterprise to profit personally from their position with the School.
- (c) Comply with any and all State law governing Conflicts of Interest.
- (d) Not exercise managerial powers over the day-to-day operations of the School.
- (e) Fulfill their fiduciary responsibilities, including but not limited to, the duty of loyalty and duty of care, as well as the obligation to oversee the School's budget.
- (f) Have no direct or indirect financial interest in the assets or leases of the School; any Trustee who individually or as part of a business or professional firm is involved in business transactions or provides professional services to the School shall disclose this relationship and shall not participate in any vote taken with respect to such transactions or services.

Comment [2]: Added text - items 11 and 12 of the checklist

**Section 9:** Powers:

The Board of Trustees shall oversee the affairs of the School and shall exercise all of the powers of the School, except as otherwise provided by law, by the Charter, or by these By-Laws. The Board of Trustees reserves itself alone the power to:

- (a) Ensure that the School's focus and mission is in accordance with the Charter and By- Laws;
- (b) Purchase or sell real estate, rent and/or lease property and enter into contracts related to any such matters;
- (c) Pledge, assign, create liens on or security interests in the real or personal property of the

- School;
- (d) Establish or modify investment policies;
  - (e) Ensure the School is in compliance with the State requirements for core curriculum;
  - (f) Select, appoint, evaluate and/or remove the School's Head of School;
  - (g) Delegate, from time to time, powers to the School's Head of School in accordance with these By-Laws except as otherwise provided by law or by the Charter;
  - (h) Propose amendments to the Charter to the State;
  - (i) Determine that school policies comply with federal and state laws; and
  - (j) Oversee the financial affairs of the school and approve the annual budget.

### **ARTICLE III** *Officers*

**Section 1:** There shall be four (4) elective Officers of the Board: a Chair, a Vice Chair, a Treasurer, and a Clerk.

**Section 2:** The Officers shall be nominated from among members of the Board. Members of the Board shall present qualifications of potential Officers to the Board for review, discussion, and vote at the Board's annual meeting. Officers shall be elected by an affirmative vote of a majority of the Trustees in attendance at the annual meeting, including those members of the Board who participate remotely in compliance with the legal requirements as set forth in M.G.L.c. 30A, section 20 (d), and 940 CMR 29.10 (the Open Meeting Law and the supporting Regulations). The School's Head of School may not serve as an Officer of the Board.

**Section 3:** The newly elected Officers shall take office on July 1 following the close of the previous fiscal year. Board Officers shall be elected for a term of one (1) year or until respective successors assume office. A Trustee may serve more than one (1) term in the same office, but not more than three (3) consecutive terms in the same office.

**Section 4:** The Trustees may remove any Board Officer without cause, by an affirmative vote of a majority of the Trustees then in attendance, including those members of the Board who participate remotely in compliance with the legal requirements as set forth in M.G.L.c. 30A, section 20 (d), and 940 CMR 29.10 (the Open Meeting Law and the supporting Regulations) at a publicly posted meeting. Any Board Officer may resign from their position at any time by providing oral notice at any meeting of the Board and/or by providing written notice to the Board Chair. Any time a Board Officer position becomes vacant due to removal or resignation, the Trustees shall review and discuss the qualifications of potential successors to fill that vacancy from among the members of the Board. Any new Board Officer shall be elected by an affirmative vote of a majority of Trustees then in attendance, including those members of the Board who participate remotely in compliance with the legal requirements as set forth in M.G.L.c. 30A, section 20 (d), and 940 CMR 29.10 (the Open Meeting Law and the supporting Regulations). Any newly elected Board Officer shall serve out the term of their predecessor. Fulfilling an incomplete term is not considered part of the term limit as a Board Officer.

**Section 5:** The Board Chair shall prepare the agenda and be responsible for disseminating necessary documents to be discussed at regular, special, and emergency meetings of the Board. The Chair shall preside at all meetings of the Trustees except as the Trustees shall otherwise determine. The Chair is responsible for managing the Board's development of strategic and accountability plans. The Chair shall work in collaboration with the School's Head of School to develop such reports as are necessary to keep the Board and community informed about the School's operations. The Chair or their designee is responsible to call all Roll Call votes in which remote participation occurs. The Board Chair shall serve as a non-voting ex officio member of all Committees and Task Forces and should not be included in the count when determining a quorum or in determining when a quorum is present. The Chair shall

have such other powers and duties as are usually incident to that office and as may be vested in that office by these By-Laws or by the Trustees. A member of the School's faculty or staff may not serve as the Board Chair.

**Section 6:** The Vice-Chair shall understand and fulfill the responsibilities of the Board Chair in the event the office of the Chair becomes vacant, or the Chair is unable to perform their duties. The Vice-Chair shall have such powers and duties as are usually incident to that office and as the Trustees may from time to time designate.

**Section 7:** The Treasurer shall oversee all financial operations of MCCPS and shall be subject to the direction and control of the Board. The Treasurer shall oversee and ensure that full and accurate books and records of the accounts of the School are maintained, and shall oversee all School funds, securities, and valuable documents, in accordance with School policies, as well as federal and state laws. The Treasurer shall oversee all preparation of, and filings of financial documents required by federal law, state law, the Internal Revenue Service, and any other governmental or regulatory agency. The Treasurer shall serve as the Chair of the School's Finance Committee; and ensure that the Finance Committee complies with School policies, as well as federal and state laws. The Treasurer shall present reports to the Board at its regularly scheduled meetings, or whenever else a report may be required, updating the Board on all financial matters and including a balance sheet which sets forth current assets and liabilities of the School. The Treasurer should also provide reports on income statements and cash flow projections, as well as provide an explanation of the expenditures of the School in which the Board may have an interest, or which may be of interest to the community. All such reports shall be made available to the Trustees and are considered public record. A member of the School's faculty or staff may not serve as the Treasurer.

**Section 8:** The Clerk shall record and maintain accurate records of the Board's meetings, including special meetings, emergency meetings, and executive sessions. It shall be the Clerk's duty to prepare a record of each meeting setting forth the date, time and place of the meeting, and recording the members present or absent, and action taken at each meeting, including the results of any votes. Records from executive sessions shall be withheld from public inspection for so long as the need for secrecy that justifies the executive session in the first place still applies, but no longer. The Clerk shall ensure that all records of the Board are maintained in a book, a series of books, or online tool kept for that purpose and are in compliance with MGL Chapter 30A, sections 18-25. The Clerk shall provide notice of meetings of the Board as is required in these By-Laws and in compliance with the MGL Chapter 30A, sections 18-25. In the absence of the Clerk at any meeting of the Board, the presiding Officer shall designate a Trustee to perform any and all of the duties of the Clerk for that meeting and thereafter until the elected Clerk is able to resume their duties, or a new Clerk is elected by the Board in accordance with Article III, Section 4. In the event there are vacancies in the positions of Chair and Vice-Chair of the Board, the Clerk, if eligible, shall assume the duties of the Chair until such time as a new Chair is elected by the Board in accordance with Article III, Section 4. A quorum of members, including the chair or their designee, must be physically present at the meeting.

**Section 9:** In the event the office of the Chair becomes vacant, the Vice-Chair, if eligible, shall become interim Chair until a scheduled meeting of the Board can be held. In the event the office of Vice-Chair, Clerk, or Treasurer becomes vacant, the Chair shall appoint interim Officers to fill such vacant offices until a scheduled meeting of the Board can be held. Vacancies will be filled at that scheduled meeting in accordance with Article III, Section 4 of these By-Laws.

## **ARTICLE IV**

### *Meetings*

**Section 1:** All meetings of the Board of Trustees shall be conducted in accordance with Chapter 30A

of the MGL, sections 18 to 25 and 940 CMR 29.00 (the “Open Meeting Law”), as the same may be amended from time to time, or any successor statute. Public notice of such meetings shall be given pursuant to MGL Chapter 30A, sections 18 to 25, and 940 CMR 29.03(1), (6), (7).

**Comment [3]:** I'm assuming that the last sections quoted pertain to training, notice of meetings, records of meeting, etc - as detailed in item 8 on the checklist

**Section 2:** Regular meetings of the Board of Trustees may be held at such times as the Board may determine. Meetings shall be held at the principal offices of MCCPS or at such other places within Massachusetts that the Board may determine that are accessible to the public and to persons with disabilities. The Board will meet at least nine (9) times annually and at least once a quarter. The frequency and the schedule of the meetings are specified by the Policies.

**Section 3:** The annual meeting of the Board of Trustees shall occur in June or as soon as possible thereafter in the event of unforeseen or extenuating circumstances. Notice shall be given to each Trustee in accordance with Massachusetts Open Meeting Law. Public notice of said meetings shall be given pursuant to MGL Chapter 30A, sections 18 to 25, and 940 CMR 29.00.

**Section 4:** Special meetings of the Board of Trustees may be called by the Chair or by a majority of the Board filing a written request for such a meeting with the Chair and stating the agenda, date, and hour of the meeting. Notice of said meetings shall be posted to the public pursuant to MGL Chapter 30A, sections 18-25. The Trustees will be notified by the Chair.

**Section 5:** The Board of Trustees may call Emergency Meetings in compliance with MGL Chapter 30A, sections 18-25 and applicable case law. An emergency meeting is a public meeting, although the Board need not comply with the Notice requirements as set forth in these By-Laws and/or pursuant to MGL Chapter 30A, sections 18-25 and 940 CMR 29.00. Notice of an emergency meeting should, however, be posted to the extent possible. An “emergency” is a pressing necessity, an exigency, a sudden and unexpected happening, an unforeseen occurrence or condition, an event or combination of circumstances that calls for immediate action. The subject matter to be discussed at the emergency meeting is strictly limited to that necessitated by the emergency. No other business may be discussed at an emergency meeting.

**Section 6:** More than fifty percent (50%) of the Trustees then in office must be physically present, including the Chair, or in the Chair’s absence, the person authorized by the Chair to chair the meeting, shall constitute a quorum for the transaction of business at any regular, special, or emergency meeting of the Board of Trustees, and before remote participation and voting can occur. Trustees who participate remotely must be in compliance with the legal requirements as set forth in MGL section 30A, section 20 (d), and 940 CMR 29.10.

**Section 7:** Provided a quorum of Trustees is physically present, a simple majority vote of the Trustees participating in the meeting is required to take action, unless a supermajority vote is required by these By-Laws or by any law, regulation or DESE requirement applicable to the Board.

**Section 8:** The Board shall select its own meeting format in accordance with Article VIII. Any such meeting, whether regular, special, or emergency complying with Sections 1, 2, or 3 of Article IV, shall constitute a meeting of the Board of Trustees and shall subscribe to the policies, procedures, and rules approved by the Board.

**Section 9:** Notice of all annual, regular or special meetings of the Board, an agenda of all items to be discussed at such meetings, and agenda support materials shall be circulated to all Trustees prior to the meeting. The attendance of a Trustee at any meeting shall constitute a waiver of their notice of such meeting, except where a Trustee attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened.

**Section 10:** Because the Attorney General’s Office encourages members of public bodies to physically



attend all meetings, a member of the Board, Committee or Task Force may participate remotely in a meeting provided that such participation complies with the requirements as set forth in MGL section 30A, section 20 (d), and 940 CMR 29.10 (5), only if physical attendance would be unreasonably difficult. After the member notifies the Chair of his or her desire to participate remotely, the Chair shall determine whether the member's physical attendance would be unreasonably difficult for him or her, which may include such things as Personal Illness, Personal Disability, Emergency, Military Service, or Geographic Distance.

**Section 11:** The Board of Trustees shall not allow Trustees to vote by proxy.

**Section 12:** The Board of Trustees will approve and keep a record of every meeting including the time, the date, and the location of the meeting, the members present or absent, and all actions taken at the meeting, including formal votes taken.

## ARTICLE V *Staff*

**Section 1:** The Board of Trustees shall appoint a Head of School, who shall be responsible for carrying out the work of the School in accordance with the policies established from time to time by the Board of Trustees and pursuant to applicable federal and state laws. The Head of School will be an ex officio member of the Board of Trustees, with all rights and responsibilities as other Trustees, except that the Head of School may not vote on any matter regarding their own employment, compensation, discipline, retention, or removal and may not serve as an Officer of the Board. As an ex officio member, the Head of School has exactly the same rights and privileges as do all other Trustees except as otherwise stated in these By-Laws including the right to vote on matters and to be counted when determining whether a quorum is present at board meetings. The Head of School shall serve as a non-voting ex officio member of all Committees and Task Forces and should not be included in the count when determining a quorum or in determining when a quorum is present.

**Section 2.** The Head of School shall have sole authority to exercise managerial powers over the day to day operations of the school and to select, appoint, evaluate, and/or remove the school faculty and staff in accordance with applicable federal and state laws and general School policies.

## ARTICLE VI *Committees and Task Forces*

**Section 1:** The Board shall have the power to create Board Committees or Task Forces as it may from time to time deem necessary, pursuant to a vote by a majority of the Trustees in attendance at the time of the vote. Committees or Task Forces shall be composed of at least three members, one of whom must be a Trustee, ~~who is the Chair, except for the Governance Committee~~ and may include other Trustees and community members, teachers, or parents as determined by the Board. **The Chair of a Committee or Task force is either a Trustee or a Committee / Task Force member, who is approved by an affirmative vote of the Board.** A Committee or Task Force Chair may serve more than one (1) year term, but not more than three (3) consecutive year terms. The Board shall approve Committees or Task Force members annually. The Board shall define and delegate the powers and duties of each Committee or Task Force it creates. Every Committee or Task Force shall prepare reports to be submitted and presented by a representative of that group to the Board at each regularly scheduled Board meeting, or as may be required by the Board at special and/or emergency meetings. The reports shall inform the Board of the members on the Committee or Task Force, what work the Committee or Task Force has done, what work still needs to be accomplished, and the time frame for completion of remaining work. The Board shall regularly assess and evaluate the need for continuation of specific

Task Forces or Committees and dissolve them when they are no longer necessary or fulfilling the needs of the Board. The duties of an existing Task Force or Committee may be expanded to meet new requirements as defined by the Board.

**Section 2:** There shall be a Governance Committee, which is a standing committee that is supportive of the Board of Trustees. Committee members shall be appointed and may be removed by a majority vote of the Board at a regular or special meeting. ~~The Governance Committee elects its own chair.~~ Committee members shall be appointed and may be removed by a majority vote of the Board at a regular or special meeting. The Governance Committee shall prepare reports to be submitted and presented by its chair, or a representative designated by its chair, to the Board at each regularly scheduled Board meeting, or as may be required by the Board at special and/or emergency meetings. The reports shall inform the Board of work done by the Committee, what it is working on, the time frame for completion of remaining work, and of any other matters that are within its jurisdiction.

The duties of the Governance Committee shall include but not be limited to the following:

- (a) Conduct a periodic review of the By-Laws and Charter, and to make recommendations to the Board;
- (b) Determine skills and qualities that would be useful for future Board members and identify potential candidates who possess those skills and qualities, and present the best qualified candidates to the Board as nominees to fill vacant positions on the Board as they become available;
- (c) Provide training and orientation to new and existing Trustees on the Charter, By-Laws, policies and procedures;
- (d) Develop and oversee a Trustee assessment process to ensure optimum performance;
- (e) Develop necessary policies and procedures, which shall be approved by the Board, to accomplish these duties.

**Section 3:** There shall be a Finance Committee, which is a standing committee that is supportive of the Board of Trustees. Committee members shall be appointed and may be removed by a majority vote of the Board at a regular or special meeting. The Treasurer shall serve as Chair of the Finance Committee, who shall be elected by an affirmative vote of a majority of Trustees then in attendance. Ex officio members of the Finance Committee shall be the Chair of the Board and the Head of School who shall serve along with other Trustees and non-Trustees who shall be appointed, and may be removed by a majority vote of the Board at a regular or special meeting. Except for the Head of School, the ex officio members have exactly the same rights and privileges as do all other Finance Committee members, including the right to vote on matters and to be counted when determining whether a quorum is present. The Finance Committee shall ensure compliance with all appropriate federal and state laws.

The duties of the Finance Committee shall include but not be limited to the following:

- (a) Assist and advise in preparing an annual budget for the charter school in collaboration with the School's Head of School;
- (b) Develop and annually revise a five-year financial forecast, and develop long-range financial plans based on the forecast in collaboration with the School's Head of School;
- (c) Review all unanticipated expenditures over limits set by policy and inform the Board;
- (d) Arrange for an annual independent audit with submission of the same to the Board for approval;
- (e) Report financial status and/or results for the most recent current period, year-to-date activity and forecasted cash flows for the end of the next reporting period to the Board at regular meetings of the Board;
- (f) Develop necessary policies and procedures to accomplish these duties, which shall be approved by the Board.

**Section 4:** There shall be a Personnel Committee, which is a standing committee that is supportive of

the Board of Trustees. Committee members shall be appointed and may be removed by a majority vote of the Board at a regular or special meeting. ~~The Chair of the Committee shall be chosen from among the current Trustees.~~ This Committee assumes the responsibility for advising the Board on matters pertaining to the School's Head of School. This responsibility shall, in no way, interfere with the authority of the School's Head of School to hire, supervise and terminate the remaining staff of the School, in accordance with federal and state laws and School personnel policies.

The duties of the Personnel Committee shall include but not be limited to the following:

- (a) Develop for Board review and approval of the annual process for the evaluation of the School's Head of School;
- (b) Review and propose recommendations for amendments to policies as they pertain to legal issues relating to employees, employee benefits, employee relations and recruitment;
- (c) Develop necessary policies and procedures to accomplish these duties, which shall be approved by the Board.

**Section 5:** Duties of all Standing Committees, Committees and Task Forces shall include:

- A. Selecting goals and actions for the academic year;
- B. Submitting goals to the Chair of the Board of Trustees;
- C. Filing reports at the end of each academic year and as requested by the Board;
- D. Adhering to MCCPS Policies and Procedures;
- E. Recommending updates to respective duties, policies and procedures, for approval by the Board.

## **ARTICLE VII**

### ***Fiscal Year***

The fiscal year of the School shall begin on July 1 of each year and terminate on June 30 of the following year.

## **ARTICLE VIII**

### ***Rules of Order***

Except where they may be in conflict with the laws of the State or the Charter or By-Laws of the School, the rules of order as set forth in the current edition of Robert's Rules of Order shall govern the conduct of all meetings of the School.

## **ARTICLE IX**

### ***Non-Discrimination***

The MCCPS is an equal opportunity education institution and will not discriminate on the basis of race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability or veteran status in its admissions procedures, educational programs, services, activities or employment practices as required by Title VI, Title IX, Section 504 and/or any other applicable federal statute.

## **ARTICLE X**

### ***Grievance Procedures***

**Section 1:** Any parent, guardian, or other individuals or groups who believe that the School has violated or is violating any provision of M.G.L. c. 71, §89, or 603 CMR 1.00 may file a complaint with the Board.

**Section 2:** The Board shall respond in writing to the complaining party no later than 45 days from receipt of the complaint.

**Section 3:** A complaining party who believes that complaint has not been adequately addressed by the Board may submit the complaint in writing to the Commissioner of Elementary and Secondary Education.

**Section 4:** In the event that a School is found in violation of 89 M.G.L. c. 71, §89, or 603 CMR 1.00, the Commissioner of Elementary and Secondary Education, or the Board of Elementary and Secondary Education may take such action as it deems appropriate.

**Section 5:** A parent, guardian, or other individuals or groups who believe that the school has violated or is violating any state or federal law or regulation regarding special education may file a complaint directly with the Department of Elementary and Secondary Education or pursuant to any federal laws they may feel is violated.

## **ARTICLE XI**

### ***Indemnification***

The School shall indemnify its Trustees, Officers, employees, and volunteers to the fullest extent permitted by the laws of the State and/or pursuant to any School insurance policies.

## **ARTICLE XII**

### ***Amendments***

The Charter or these By-Laws may be amended at a regular or special meeting by a two-thirds (2/3) vote of all Trustees then in office; provided that notice of the proposed amendment, together with a copy thereof, is mailed to each Trustee at least fifteen (15) days prior to the meeting at which the amendment is to be considered. Public notice of said meeting shall be given pursuant to MGL Chapter 30A, sections 18-25. All amendments to these By-Laws are subject to the approval of the State. All amendments approved by the Board shall be submitted to the State for approval within thirty (30) days of the affirmative vote of the Board.

## **ARTICLE XIII**

### ***Miscellaneous***

These By-Laws are intended to supersede all prior By-Laws. These By-Laws take effect upon the approval of the Commissioner of Education.

## Marblehead Community Charter Public School Board of Trustees Bylaws Checklist Spring 2020

The bylaws of every board of trustees must comply with state and federal laws and contain certain provisions. Please use the following checklist to guide the creation of your charter school bylaws.

The Bylaws must:	Location in Bylaws (page and section number)
1. State the name and purpose of the school and that the school is a public school. The name of the school must include the words “charter school”. <i>Citation: G.L. c. 71, § 89(c) and 89(k)(1)</i>	<b>Article 1 – Section 1</b>
2. Specify that the board of trustees holds the charter granted by the Commonwealth of Massachusetts. <i>Citation: G.L. c. 71, § 89(c)</i>	<b>Article 1 – Section 2</b>
3. Specify that the school’s fiscal year begins on July 1 and ends on June 30 of the following calendar year.	<b>Article 7</b>
4. Specify that the board of trustees of a charter school is a public entity, which operates independently of any school committee. <i>Citation: G.L. c. 71, § 89(c)</i>	<b>Article 2 – Section 1</b>
5. Specify that individual board members are considered special state employees. <i>Citation: G.L. c. 71, § 89(c)</i>	<b>Article 2 – Section 1</b>
6. Specify that members of the board of trustees will comply with the Commonwealth's state ethics requirements including, but not limited to, meeting all training requirements; complying with G.L. c. 268A, the conflict of interest law; filing all required disclosures under G.L. c. 268A; and filing all statements of financial interest in a timely fashion as required by G.L. c. 71, § 89(u). Failure to comply with state ethics requirements may result in removal of individual board members by the board of trustees or by the Commissioner. <i>Citation: G.L. c. 71, § 89(u); 603 CMR 1.06(2)(e)</i>	<b>Article 2 – Section 1</b>
7. Specify the frequency of board meetings, which must be held in Massachusetts, and occur at least quarterly. <i>Citation: 603 CMR 1.06(2)(c)</i>	<b>Article 4 – Section 2</b>
8. Specify that the board of trustees and its committees, irrespective of what the title may be, will comply in all respects with the open meeting law, G.L. c. 30A, §§ 18-25, and the regulations, guidance, and directives of the Office of the Attorney General. This includes, but is not limited to, training, notice of meetings, records of meetings, and executive sessions. <i>Citation: G.L. c. 30A, § 18-25</i>	<b>Article 4 – Section 1</b>
9. Specify that a member of the board of trustees may participate remotely in a meeting provided that such participation complies with the requirements of 940 CMR 29.10 including, but not limited to, meeting the permissible reasons for remote participation.	<b>New remote language – Article 4 – Section 6</b>
10. Specify that the board of trustees is a public employer for the purposes of tort liability under Chapter 258 of the General Laws and for collective bargaining purposes under Chapter 150E of the General Laws.  In <u>Horace Mann</u> charter schools, state that the school committee is the public employer for collective bargaining purposes under Chapter 150E of the General Laws.	<b>Not applicable</b>

<p>Citation: G.L. c. 71, § 89(y)</p>	
<p>11. Specify that board of trustees will not exercise managerial powers over the day-to-day operations of the school. Citation: 603 CMR 1.06(1)</p>	<p><b>Article 2 – Section 8</b></p>
<p>12. Specify that the board of trustees will fulfill their fiduciary responsibilities, including but not limited to, the duty of loyalty and duty of care, as well as the obligation to oversee the school's budget. Citation: 603 CMR 1.06(1)</p>	<p><b>Article 2 – Section 8</b></p>
<p>13. Specify that the boards of trustees must ensure that school operates in compliance with all applicable state and federal laws including, but not limited to (<i>please include each component in the school's bylaws</i>):</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Successfully completing the opening procedures process in accordance with G.L. c. 70, § 89; 603 CMR 1.00; and any guidelines issued by the Department;</li> <li><input type="checkbox"/> Requesting the Commissioner's appointment of any new trustees and receiving that approval prior to any new trustees beginning their service as members;</li> <li><input type="checkbox"/> Submitting timely annual reports;</li> <li><input type="checkbox"/> Submitting timely annual independent audits;</li> <li><input type="checkbox"/> Hiring, evaluating, and removing, if necessary, qualified personnel to manage the charter school's day-to-day operations and holding these administrators accountable for meeting specified goals;</li> <li><input type="checkbox"/> Approving and monitoring progress towards meeting the goals of the school's Accountability Plan;</li> <li><input type="checkbox"/> Adopting and revising school policies, including plans for student recruitment and retention;</li> <li><input type="checkbox"/> Responding to complaints in writing as required by 603 CMR 1.09; and</li> <li><input type="checkbox"/> Ensuring that members of the board receive an orientation and training regarding their duties and obligations as members of a board of trustees.</li> </ul> <p>Citation: 603 CMR 1.06(1)(a-i)</p>	<p><b>Need to confirm each</b></p>
<p>14. Specify the number of members of the board of trustees; the board of trustees must have a minimum of five members. Citation: 603 CMR 1.06(1)</p>	<p><b>Article 2 – Section 1</b></p>
<p>15. If the board of trustees includes one or two employees of the school as members of the board of trustees, explicitly identify these categories of membership by position and identify the numbers of such members. Citation: 603 CMR 1.06(2)(f)</p>	<p><b>Article 2 – Section 1</b></p>
<p>16. Specify the number of years that shall constitute a board member's term and set a specific, reasonable limit on successive and total terms that a board member may serve. Citation: 603 CMR 1.06(2)(a)</p>	<p><b>Article 2 – Section 4</b></p>
<p>17. Specify that the board of trustees will exercise due diligence in assessing the suitability of candidates for board membership with respect to potential conflicts of interest and areas of skill and expertise that will be of value to the board of trustees, such due diligence to occur prior to a vote by the board of trustees to request the Commissioner to appoint the proposed member(s). Prior to submitting a candidate to the Commissioner for approval, the board of trustees must determine that no financial interests under G.L. c. 268A exist which may preclude a majority of the board from participating in deliberations or voting on certain matters within the scope of the board's authority. Citation: 603 CMR 1.06(2)(b)</p>	<p><b>More research needed</b></p>

18. Specify the process by which a trustee may resign or be removed from the board.	<b>Article 2 - Section 7</b>
19. Specify that action by the board requires a majority vote of a quorum of trustees and, to the degree required, specify the situations for which approval may require a special majority. Specify that a quorum is a majority of the trustees serving on the board. Absent such a provision defining a quorum, a quorum will be the majority of trustees of the “body as constituted,” irrespective of vacancies.  <u>See Gamache v. Town of Acushnet</u> , 14 Mass. App. Ct. 215, 219 (1982) (noting that a Town bylaw established a board of appeals of five members, and a temporary vacancy did not alter that bylaw).	<b>Article 4 – Section 6</b>
20. Specify the number and titles of board officers, describe the responsibilities of each officer, and describe the process for electing officers.	<b>Article 3 – Sections 1-4</b>
21. Specify the process by which committees are formed.	<b>Article 4</b>
22. Describe the procedure for bringing complaints to the board of trustees and for the board of trustees to respond in writing to any such complaints filed with it. <i>Citation: G.L. c. 71, § 89(1l); 603 CMR 1.06(1)(h) and 1.09</i>	<b>Article 10</b>

# Cover Sheet

## Charter Amendment or Enrollment Plan

**Section:** II. Discussion  
**Item:** B. Charter Amendment or Enrollment Plan  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** amendment-request-board.docx



## Letter Template for Charter Amendment Request Requiring Board of Elementary and Secondary Education Approval

Updated May 2020

*[School Name]*

*[School Address]*

*[Date]*

Board of Elementary and Secondary Education  
Massachusetts Department of Elementary and Secondary Education  
75 Pleasant Street  
Malden, MA 02148

Dear Members of the Board of Elementary and Secondary Education:

On behalf of the *[insert school name]* Board of Trustees, I respectfully request your approval of an amendment to change our charter to *[insert the proposed change to grades served, maximum enrollment, and/or districts served, making sure to summarize what is in the current charter and what is proposed – this could be a paragraph or more if a complicated request or multiple requests]*.

The *[insert school name]* Board of Trustees wishes to make this change because *[insert reasons or explanation; this should be a detailed discussion of how the school arrived at the decision to submit the proposed change, including feedback from stakeholders and evidence of support and demand]*.

***[Follow the instructions within the Charter Amendment Guidelines related to your specific request. All request letters for changes to grades served, maximum enrollment, and/or districts served are required to provide the necessary information within the letter or as an attachment. Submissions that do not follow the Charter Amendment Guidelines will be required to submit a revised request, which will delay the Department’s review process.]***

The *[insert school name]* Board of Trustees voted to approve this request on *[insert date]* at a meeting held in compliance with Massachusetts Open Meeting Law G.L. c. 30A, §§ 18-25. At that meeting, the Board of Trustees authorized me to submit this request on their behalf *[only if the undersigned is the school leader or another individual other than the Board chairperson]*.

*[For Horace Mann charter schools only]* I have also enclosed certification that the *[insert district name]* school committee and *[insert district name]* teachers’ union have approved this request.

The *[insert school name]* is an academic success, is a viable organization, and is faithful to the terms of its charter. *[Briefly summarize the school’s track record of success in demonstrating faithfulness to its mission, implementing the key design elements outlined in its charter, and substantially meeting its accountability plan goals during its charter term. The summary should provide additional context to any recent circumstances in the school’s history involving these areas of the school’s performance, including charter conditions, probation, recent amendments, and performance against Charter School*

*Performance Criteria as reported in site visit reports, or charter renewal. The summary can reference any documentation previously submitted to or created by the Department that supports these statements].*

The *[insert school name]* Board of Trustees requests that the Board of Elementary and Secondary Education approve this request at its *[insert particular month with a brief explanation for the requested date]*, if possible. *[Charter school amendments are typically considered at meetings held in December, January, and February. In limited instances, an amendment may be considered as early as November for a minor proposed change, and as late as March, April, or May if the change will not take effect in the following fiscal year. The [annual schedule of meetings](#) for the Board of Elementary and Secondary Education is approved at the final meeting of the year in June. Please consider these factors in your planning and consultations with the Department regarding the timing of decisions.]*

Please contact *[insert contact name, email and phone number]* if you have any questions about this request.

Sincerely,

*[Insert individual name and signature]*

C: *[School or Board personnel as appropriate]*  
*[School Development Manager of Office of Charter Schools and School Redesign]*

Enclosures

# Cover Sheet

## Board and Committee Job Descriptions Committee Goals

**Section:** IV. Board and Committee Goals  
**Item:** A. Board and Committee Job Descriptions Committee Goals  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** Meeting Schedule 2020-2021 - Meetings FY21.pdf

MCCPS Board of Trustees - Annual Board Retreat - Agenda - Saturday June 13, 2020 at 9:00 AM

Meeting	July	August	September	October	November	December	January	February	March	April	May	June
Personnel Committee	Tuesday July 7	Tuesday August 4	Tuesday September 1	Tuesday October 6	Monday November 2	Tuesday December 1	Tuesday January 5	Tuesday February 2	Tuesday March 2	Tuesday April 6	Tuesday May 4	Tuesday June 1
Governance Committee	Tuesday July 21	Tuesday August 11	Tuesday September 8	Tuesday October 13	Tuesday November 10	Tuesday December 8	Tuesday January 12	Tuesday February 9	Tuesday March 9	Tuesday April 13	Tuesday May 11	Tuesday June 8
Finance Committee	Friday July 17	Friday August 14	Friday September 11	Friday October 16	Friday November 13	Friday December 11	Friday January 15	Friday February 12	Friday March 12	Friday April 16	Friday May 14	Friday June 11
Board of Trustees	Tuesday July 28	Tuesday August 25	Tuesday September 29	Tuesday October 27	Tuesday November 17	Tuesday December 22	Tuesday January 26	Tuesday February 23	Tuesday March 30	Tuesday April 27	Tuesday May 25	Tuesday June 29
Academic Excellence Committee	Wednesday July 1	Wednesday August 5	Wednesday September 2	Wednesday October 7	Wednesday November 4	Wednesday December 2	Wednesday January 6	Wednesday February 3	Wednesday March 3	Wednesday April 7	Wednesday May 5	Wednesday June 2
Development Committee	Wednesday July 8	Wednesday August 12	Wednesday September 9	Wednesday October 14	Wednesday November 18	Wednesday December 9	Wednesday January 13	Wednesday February 10	Wednesday March 10	Wednesday April 14	Wednesday May 12	Wednesday June 9
Strategic Plan Committee	No Meeting	No Meeting	Tuesday September 15	No meeting	No Meeting	Tuesday December 15	No Meeting	No Meeting	Tuesday March 16	No Meeting	No Meeting	Tuesday June 15
Facilities Task Force	TBD											
												Retreat - Saturday June 12, 2021