



MCCPS Board of Trustees

Monthly Board Meeting

Amended on January 23, 2021 at 8:50 AM EST

Date and Time

Tuesday January 26, 2021 at 7:00 PM EST

Location

Topic: Board Meeting

Time: 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

[https://us02web.zoom.us/j/3898394128?](https://us02web.zoom.us/j/3898394128?pwd=QndLYk9jVjcyNEJ5dXZGRWhnMDhSUT09)

[pwd=QndLYk9jVjcyNEJ5dXZGRWhnMDhSUT09](https://us02web.zoom.us/j/3898394128?pwd=QndLYk9jVjcyNEJ5dXZGRWhnMDhSUT09)

Meeting ID: 389 839 4128

Passcode: MCCPS

Agenda

	Purpose	Presenter	Time
I. Opening Items			7:00 PM
Opening Items			
A. Record Attendance and Guests		Karl Smith	
B. Call the Meeting to Order		Artie Sullivan	
C. Accept Remote Participation	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. Can I get a motion to accept this Executive Order for this meeting of the Board of Trustees, on January 26, 2021.			
D. Approve Minutes	Approve Minutes	Karl Smith	2 m
II. Public Comment			7:05 PM

	Purpose	Presenter	Time
A. Public Comment	Discuss	Artie Sullivan	5 m
III. Presentations			7:10 PM
A. Student Presentations	FYI	Artie Sullivan	15 m
IV. Review of Previous Meeting Action Items			7:25 PM
A. Review of Previous Meeting Action Items	Discuss	Artie Sullivan	

- Identify potential candidates for the Board – Goal is 3 new members for SY2020-2021.
Areas that need representation on the board –
 - ■ Alumni
 - ■ Parents of families residing outside of Marblehead.
 - ■ Development
- Add communication with Marblehead Superintendent
- Charter amendment regarding enrollment - submitted to DESE for approval
- Board restricted funds
- Bylaws - submitted to DESE for approval

V. Board Annual Items

A. Upcoming Meeting Agenda Items	FYI	Artie Sullivan
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- Feb - Adopt School Calander
- March – Set up Satisfaction Survey, Set Annual Board Retreat Date, Presentation of HOS Annual Evaluation Form
- April – Presentation by HOS of Annual Goals
- May – HOS Annual Evaluation, Budget Adoption
- June – Annual Board Retreat
- July - Adopt Annual Report, by July 31, Adopt Annual Board Goals
- August – Adopt HOS Goals, Open Annual Board Self Assessment
- Sept – Review Annual Board Self Assessment, Approve Committee Memberships and Vice-Chairs
- Oct – Adoption of the Annual Audit (must be done by Oct 31), MCAS Presentation, Presentation on HOS Evaluation Process by the Personnel Committee
- Nov – 2021, HOS Contract Renewal Notice
- Dec –
- Jan – HOS Mid-year review

B. Board Goals for SY 2020-2021	Discuss	Artie Sullivan
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Goal-1 (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 2020-2021.
 - Identify key roles and skills, Development, HR, Attorney, Construction
 - Identify key constituencies, Parents, Alumni

Goal-2 (Development)

	Purpose	Presenter	Time
1. Funding Streams			
2. Grants & Fundraising			
3. Board Responsibility			
Goal 3 (Communication and Community Development)			
<ul style="list-style-type: none"> 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 2019 strategic plan and ensure the long-term success of MCCPS 			
Goal 4 (Support given the "New Normal")			
<ul style="list-style-type: none"> To support MCCPS with the "New Normal" for fulfilling the MCCPS Charter 			
VI. HOS Report			7:25 PM
A. Monthly Report	FYI	Peter Cohen	20 m
VII. Other Business			7:45 PM
A. HOS Mid-Cycle Report	Vote	Peter Cohen	30 m
B. MCCPS Schedule, 2021-2022	Vote	Peter Cohen	10 m
C. Adopt Board Restricted Fund - First Reading	Vote	Rodolphe Herve	10 m
VIII. Committee Updates			8:35 PM
A. Governance Committee	Discuss	Karl Smith	5 m
B. Finance Committee	Discuss	Rudi Herve	10 m
C. Personnel Committee	Discuss	Artie Sullivan	
D. Academic Excellence	Discuss	Jessica Xiarhos	5 m
E. Development & Communications	Discuss	Paul Baker	
F. Strategic Plan Committee	Discuss	Rebecca Whidden	
G. Facilities Task Force	Discuss	Rebecca Whidden	10 m
H. Charter Renewal - On Hold until Charter Amendment Status Updates from DESE		Artie Sullivan	
IX. Public Comment			9:05 PM
A. Public Comment	Discuss	Artie Sullivan	5 m
X. Board Member Comments and Resolutions			9:10 PM

	Purpose	Presenter	Time
A. Board Member Comments and Resolutions	Discuss	Artie Sullivan	3 m

This is an opportunity for Board Member Comments and Resolutions

XI. Closing Items

9:13 PM

A. Recap Action Items	Discuss	Karl Smith	2 m
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Clerk to review actions items, add any additional items discussed.

B. Meeting Evaluation	Discuss	Artie Sullivan	3 m
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Discuss how meeting went, did we stay on topic, meet goals, etc.

C. Adjourn Meeting	Vote	Artie Sullivan	
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Cover Sheet

Monthly Report

Section: VI. HOS Report
Item: A. Monthly Report
Purpose: FYI
Submitted by:
Related Material: HOS Report to Board of Trustees 1_20_21.pdf



HOS Report to the Board of Trustees

Submitted by Peter Cohen, Ed.D

Meeting Date: January 20, 2021

- Reopening Update
 - Phase Two - Hybrid Learning
 - Exhibition Week - March 15-19, 2021 - Mark your calendars
 - Current in-person vs. remote numbers to be shared at meeting
 - An update on DESE pooled testing programs and MCAS

- Enrollment, Recruitment, Retention & Connections to Families
 - Enrollment for 2020-2021 is 211 students
 - See details below for current enrollment and applications for 2021-22.
 - Updates on marketing and recruitment
 - January 21- Virtual Town Hall
 - January 23 - Open House
 - Feb. 3 - Two virtual open house events via zoom, Q&A

- Head of School Goal Update: See Mid-Cycle Self-Assessment

Enrollment Update as of 1.20.2021

4th Grade Accepted/Enrolled: 51 Waiting List: 29	5th Grade Accepted/Enrolled: 51 Waiting List: 1	6th Grade Accepted/Enrolled: 54 Waiting List: 29
7th Grade Accepted/Enrolled: 31 Waiting List: 0	8th Grade Accepted/Enrolled: 24 Waiting List: 0	Accepted/Enrolled: 211

Applications Received for 2021-2022**As of January 18, 2021**

Grade	Total Apps	MHD	Swamps	Nahant	Lynn	Bev	Salem	Peabody	Others*
4	43	22	13	3	3	1	1	0	0
5	16	2	9	0	2	0	1	1	1
6	11	5	1	0	0	0	1	1	3
7	10	2	5	0	2	0	0	0	1
8	6	3	2	0	0	0	1	0	0
Total	86	34	30	3	7	1	4	2	5

***Danvers, Revere, Saugus, Shrewsbury, Wilmington**

Cover Sheet

HOS Mid-Cycle Report

Section: VII. Other Business
Item: A. HOS Mid-Cycle Report
Purpose: Vote
Submitted by:
Related Material: HOS Mid-cycle Evaluation Form, 20-21.docx
Head of School Goals - P. Cohen 2020 DRAFT (2).pdf
Peter Cohen HOS Self-Assessment Midcycle Jan2021.pdf

Name: _____ Date: _____

Head of School Mid-cycle Review

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

Goal(s)	Description	Not Started	Off Target	On Target
Professional Practice				
	<p>Leadership & Administrative Team Development: Throughout FY21 (July 2020-June 2021) the Leadership and Admin Teams will work collaboratively to ensure that all leadership and administrative tasks are executed effectively and efficiently.</p> <p>Key Actions :</p> <ol style="list-style-type: none"> By October 19, establish systems for effective teamwork. This will include: (a) Regular meeting schedule for both teams, (b) Meeting protocols that include advanced agenda input and sharing, (c) Established norms for meetings By October 19, roles and responsibilities will be more clearly defined, including job descriptions that will be drafted and revised throughout the school year. Develop systems for internal communications including a flow chart for the faculty & staff to know the first point of contact for any issue. 	☒	☒	☒
Comments				
School Improvement				

	<p>Define Criteria for Excellence & Measures of Learning: By early fall, the Criteria for Excellence document will be drafted with input from each department. This work will be facilitated by the Academic Excellence Committee and the Principal with oversight by the Head of School.</p> <p>Key Actions :</p> <ol style="list-style-type: none"> 1. Throughout the school year, there will be coordination of the work of the Academic Excellence Committee with the instructional leaders in the school 2. Next steps will include the development of rubrics/assessments aligned with the Criteria for Excellence document. 3. Throughout the late summer we will train faculty, staff, parents, and students on the utilization of new technology platforms that will strengthen our remote learning instruction and lead to effective student portfolios, and student-led conferences. 4. By January 1, we will have an updated design plan for Exhibitions of student learning. 	✉	✉	✉
Comments				
Professional Practice				

	<p>Communications & Marketing: During FY21 the school website will be redesigned and a new logo/branding will be completed. Additionally, as part of the recruitment process, mailings will go out to families across the sending districts in the area in advance of events such as open houses and the enrollment lottery. A robust social media presence will be in place.</p> <p>Key Actions :</p> <ol style="list-style-type: none"> 1. During the month of August, our internal communications team will work with a consultant to both rebrand (new logo) and upgrade our website that will become the hub of information it is intended to be for parents and interested community members. 2. By January 1 we will work with other marketing consultants to create and distribute marketing materials including postcards and flyers to potential families in an effort to strengthen our recruitment efforts. 3. By the end of May 2021 we will have a strategic plan for the use of social media in our 4. school as a medium to promote and celebrate what we do at MCCPS 	✉	✉	✉
Comments				
Student Improvement				

	<p>Effective Instructional Professional Development for Teachers - a multi-year goal; The Head of School and the Principal will work with consultants with experience in the Dutch system of “Leerkracht” (Teaching Force). This work will ground our efforts to improve teaching and learning by providing teachers with a system for giving and receiving feedback on lesson planning and implementation.</p> <p>Key Actions:</p> <ol style="list-style-type: none"> 1. Year One: Introduce, train, and initiate the Teaching Force protocols with a select group of teachers and teacher-leaders. This work will include the development of a schedule that prioritizes time for teachers to work collaboratively in support of one another for lesson design and eventually peer observations. 2. Year One: During the time of COVID-19 we will focus our attention on developing and training every teacher on effective delivery of instruction in a remote setting so that we can be fully prepared for effective teaching & learning in either a remote or in-person learning environment. 3. Year Two: Once we are fully back to in-person learning for all, we will develop a formal system for teachers to receive regular feedback from supervisors leading to both formative and summative evaluations. 4. Year Three: The integration of the peer feedback system (Teaching Force) and the more formal, evaluative feedback will be meshed together to create our fully realized system for providing educators with the information they need to continuously improve. 	✉	✉	✉
Comments				

Comments:

Head of School Goals

2020-2021

Goal 1: Leadership & Administrative Team Development*

Throughout FY21 (July 2020-June 2021) the Leadership and Admin Teams will work collaboratively to ensure that all leadership and administrative tasks are executed effectively and efficiently.

Key Actions:

1. By October 19, establish systems for effective teamwork. This will include: (a) Regular meeting schedule for both teams, (b) Meeting protocols that include advanced agenda input and sharing, (c) Established norms for meetings
2. By October 19, roles and responsibilities will be more clearly defined, including job descriptions that will be drafted and revised throughout the school year.
3. Develop systems for internal communications including a flow chart for the faculty & staff to know the first point of contact for any issue.

***Definitions:**

Leadership Team = Head of School, Principal, Director of Student Services

Administrative (Admin) Team = Leadership Team + Business Manager, Office Manager, Development Director, Food Services Director, School Nurse, and Enrichment Coordinator.

Measures:

Using staff satisfaction survey data, we will see positive responses to questions regarding school leadership.

Goal 2: Define Criteria for Excellence & Measures of Learning

By early fall, the Criteria for Excellence document will be drafted with input from each department. This work will be facilitated by the Academic Excellence Committee and the Principal with oversight by the Head of School.

Key Actions:

1. Throughout the school year, there will be coordination of the work of the Academic Excellence Committee with the instructional leaders in the school
2. Next steps will include the development of rubrics/assessments aligned with the Criteria for Excellence document.
3. Throughout the late summer we will train faculty, staff, parents, and students on the utilization of new technology platforms that will strengthen our remote learning instruction and lead to effective student portfolios, and student-led conferences.
4. By January 1, we will have an updated design plan for Exhibitions of student learning.

Measures:

A presentation to the Board will take place at the December meeting or an agreed upon meeting date to review the Criteria for Excellence.

We will collect survey data after Exhibitions and at the end of year family satisfaction surveys.

Goal 3: Communications & Marketing

During FY21 the school website will be redesigned and a new logo/branding will be completed. Additionally, as part of the recruitment process, mailings will go out to families across the sending districts in the area in advance of events such as open houses and the enrollment lottery. A robust social media presence will be in place.

Key Actions:

1. During the month of August, our internal communications team will work with a consultant to both rebrand (new logo) and upgrade our website that will become the hub of information it is intended to be for parents and interested community members.
2. By January 1 we will work with other marketing consultants to create and distribute marketing materials including postcards and flyers to potential families in an effort to strengthen our recruitment efforts.
3. By the end of May 2021 we will have a strategic plan for the use of social media in our school as a medium to promote and celebrate what we do at MCCPS

Measures:

There will be at least a 5% increase as compared to last year in applications following the Open House events.

We will track the number of posts on social media to meet our goal of at least 3 posts per week.

We will track the number of donors to see an increase from the previous year.

We will compare the results of the family satisfaction survey with the past year.

Goal 4: Effective Instructional Professional Development for Teachers - a multi-year goal

The Head of School and the Principal will work with consultants with experience in the Dutch system of "Leerkracht" (Teaching Force). This work will ground our efforts to improve teaching and learning by providing teachers with a system for giving and receiving feedback on lesson planning and implementation.

Key Actions:

1. Year One: Introduce, train, and initiate the Teaching Force protocols with a select group of teachers and teacher-leaders. This work will include the development of a schedule that prioritizes time for teachers to work collaboratively in support of one another for lesson design and eventually peer observations.
2. Year One: During the time of COVID-19 we will focus our attention on developing and training every teacher on effective delivery of instruction in a remote setting so that we can be fully prepared for effective teaching & learning in either a remote or in-person learning environment.

3. Year Two: Once we are fully back to in-person learning for all, we will develop a formal system for teachers to receive regular feedback from supervisors leading to both formative and summative evaluations.
4. Year Three: The integration of the peer feedback system (Teaching Force) and the more formal, evaluative feedback will be meshed together to create our fully realized system for providing educators with the information they need to continuously improve.

Measures:

Teacher satisfaction survey results will be utilized and compared to the previous year.

The Teaching Force program has a pre & post survey that we will also utilize and share the results.

Peter Cohen HoS SELF-ASSESSMENT January, 2021

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

Goal(s)	Description	Not Started	Off Target	On Target
Professional Practice				
	<p>Leadership & Administrative Team Development: Throughout FY21 (July 2020-June 2021) the Leadership and Admin Teams will work collaboratively to ensure that all leadership and administrative tasks are executed effectively and efficiently.</p> <p>Key Actions :</p> <ol style="list-style-type: none"> By October 19, establish systems for effective teamwork. This will include: (a) Regular meeting schedule for both teams, (b) Meeting protocols that include advanced agenda input and sharing, (c) Established norms for meetings By October 19, roles and responsibilities will be more clearly defined, including job descriptions that will be drafted and revised throughout the school year. Develop systems for internal communications including a flow chart for the faculty & staff to know the first point of contact for any issue. 	<input type="checkbox"/>	X	<input type="checkbox"/>

<p>Comments</p>	<p>The 2020-2021 school year has been a case study in a crisis superseding the important work of an organization. Instead of being able to utilize the summer months to effectively come together as a team and clearly define roles and responsibilities for new team members and new positions, the work of figuring out the logistics for opening our school took over.</p> <p>As a result, we started the year training teachers on new technologies and on increasing their capacity and skills while providing them support and strategies to effectively teach in both remote and in-person learning environments. Once we were up and running in the Hybrid learning of Phase Two of reopening, the work toward this goal could become a focus.</p> <p>Actions to date:</p> <p>Ongoing meetings with the Principal and Director of Student Services.</p> <p>Focus on defining roles and improving internal communication.</p> <p>Restructured leadership team has Head of School as head of the district and the Principal works with the Director of Student Services as building level leaders.</p> <p>Meetings with faculty have been restructured as of January. Wednesday now has department meeting and occasional full faculty meeting time that leads into the collaborative work under the Teaching Force initiative.</p> <p>Feedback from culture survey given at start of year has been reviewed internally. Staff satisfaction surveys will go out twice this winter/spring.</p> <p>Time is now to work on shifting mindsets to a growth mindset. Improving culture, improving instruction, and improving communication will help us grow in the new reality of teaching & learning in a pandemic. The vaccine is helpful. Restrictions that are pandemic-related will be in place for the next one to three years. We need to move forward.</p>			
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School Improvement				
	<p>Define Criteria for Excellence & Measures of Learning: By early fall, the Criteria for Excellence document will be drafted with input from each department. This work will be facilitated by the Academic Excellence Committee and the Principal with oversight by the Head of School.</p> <p>Key Actions :</p> <ol style="list-style-type: none"> 1. Throughout the school year, there will be coordination of the work of the Academic Excellence Committee with the instructional leaders in the school 2. Next steps will include the development of rubrics/assessments aligned with the Criteria for Excellence document. 3. Throughout the late summer we will train faculty, staff, parents, and students on the utilization of new technology platforms that will strengthen our remote learning instruction and lead to effective student portfolios, and student-led conferences. 4. By January 1, we will have an updated design plan for Exhibitions of student learning. 	□	□	X

<p>Comments</p>	<p>The Academic Excellence Committee has worked with Principal Cronin to continue to finalize the Criteria for Excellence document in each subject area. Starting in January, the work of bridging the list of skills with actual unit/project plans and lesson plans is in place. Each Wednesday some time is dedicated to this work.</p> <p>The use of new technology (Schoology, IXL, iReady) has been evident across all grade levels.</p> <p>The week of March 15-19 will be Exhibition Week. Grade level teams are working on plans for this week of Exhibition; the first since November of 2019.</p> <p>This work is on track given the impact of the pandemic.</p>			
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Professional Practice				
	<p>Communications & Marketing: During FY21 the school website will be redesigned and a new logo/branding will be completed. Additionally, as part of the recruitment process, mailings will go out to families across the sending districts in the area in advance of events such as open houses and the enrollment lottery. A robust social media presence will be in place.</p> <p>Key Actions :</p> <ol style="list-style-type: none"> 1. During the month of August, our internal communications team will work with a consultant to both rebrand (new logo) and upgrade our website that will become the hub of information it is intended to be for parents and interested community members. 2. By January 1 we will work with other marketing consultants to create and distribute marketing materials including postcards and flyers to potential families in an effort to strengthen our recruitment efforts. 3. By the end of May 2021 we will have a strategic plan for the use of social media in our 4. school as a medium to promote and celebrate what we do at MCCPS 	□	□	X
Comments	<p>The website and new logo are updated. Work continues on adding content to the website.</p> <p>The postcard project hit a few snags along the way and is completed now.</p> <p>Our Development and Communications Committee has new focus and direction. A marketing playbook is being finalized and we are on track for a much stronger social media presence and marketing strategies for the current and future recruitment and development efforts.</p>			

Student Improvement				
	<p>Effective Instructional Professional Development for Teachers - a multi-year goal; The Head of School and the Principal will work with consultants with experience in the Dutch system of “Leerkracht” (Teaching Force). This work will ground our efforts to improve teaching and learning by providing teachers with a system for giving and receiving feedback on lesson planning and implementation.</p> <p>Key Actions:</p> <ol style="list-style-type: none"> 1. Year One: Introduce, train, and initiate the Teaching Force protocols with a select group of teachers and teacher-leaders. This work will include the development of a schedule that prioritizes time for teachers to work collaboratively in support of one another for lesson design and eventually peer observations. 2. Year One: During the time of COVID-19 we will focus our attention on developing and training every teacher on effective delivery of instruction in a remote setting so that we can be fully prepared for effective teaching & learning in either a remote or in-person learning environment. 3. Year Two: Once we are fully back to in-person learning for all, we will develop a formal system for teachers to receive regular feedback from supervisors leading to both formative and summative evaluations. 4. Year Three: The integration of the peer feedback system (Teaching Force) and the more formal, evaluative feedback will be meshed together to create our fully realized system for providing educators with the information they need to continuously improve. 	□	□	X

<p style="text-align: center;">Comments</p>	<p>On target and behind schedule for this goal. While the Teaching Force work has been introduced, the impact of the pandemic cannot be understated. We have had to make significant adjustments to this program and the rollout of the work in response to teacher anxieties and an overall resistance to change.</p> <p>Missing is a system for feedback, which is a goal for next year. The foundation for this will be worked on this spring of 2021.</p>			
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Comments:

Overall, the COVID crisis continues to take its toll on our faculty. Managing the anxieties and fears of our teaching staff while working to remain open has been the focus of our work to date this school year. With a brand new leadership team and structure, there have been growing pains.

The positive:

Students have a newfound love of school after missing the routine and the learning last spring.
 Parents share their gratitude and satisfaction with the teaching and learning so far this year.
 Our safety protocols have proven effective with no incidents of COVID spread in the school.

In process:

A new leadership team has work to do to be on the same page.
 Teaching Force, the Criteria for Excellence, and improved marketing are all works in progress.
 The ongoing focus is to develop the foundation for all of these initiatives to set us up for success in years to come.

The challenge:

The overall tolerance for change is low among the faculty and staff and yet much change is needed to improve.

Moving Forward;

- Exciting focus on Exhibition

- Return to 230
- Renovating the building
- A new strategic planning process will begin development within a year
- Post-pandemic: a return to innovative, commitment to excellence

Cover Sheet

MCCPS Schedule, 2021-2022

Section: VII. Other Business
Item: B. MCCPS Schedule, 2021-2022
Purpose: Vote
Submitted by:
Related Material: Marblehead Charter School 2021-2022 Calendar.pdf

Marblehead Community Charter Public School 2021-2022 School Calendar

August/September 2021				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31	1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

October 2021				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

November 2021				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

December 2021				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

January 2022				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

August 2021	
23	New Teacher Orientation
24-27	Faculty Workshops
30	First Day of School
September 2021	
3	No School
6	Labor Day – No School
October 2021	
8	Half Day for All
11	Columbus Day – No School
12	No School for Students - PD Day
November 2021	
11	Veterans' Day – No School
22	Term 1 Exhibition
23	Exhibition Part II – Half Day All
24-26	Thanksgiving Break
29	No School for Students – PD Day
December 2021	
16-17	Early Release Days for Student-Led Conferences
18	Open House
23	Half Day for All
24-31	Winter Break – No School
January 2022	
14	Half Day for All
17	MLK Jr. Day – No School
22	Open House
February 2022	
18	Half Day for All
21-25	February Break – No School
March 2022	
17	Term 2 Exhibition
18	Exhibition Part II – Half Day All
21	No School for Students – PD Day
April 2022	
15	Half Day for All
18-22	April Vacation
May 2022	
27	Half Day for All
30	Memorial Day – No School
June 2022	
20	Term 3 Exhibition
21	Exhibition Part II – Half Day All
22	Last Day of School – Half Day
23	8th Grade Graduation
24	Faculty Workshops

February 2022				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28				

March 2022				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

April 2022				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

May 2022				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

June/July 2022				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

	School Closed for Holiday or Vacation Or No School for Professional Development		First Day of School for Students
	Half Days for All – Dismissal at 12PM		Last Day of School for Students – Half Day
	Faculty Professional Development Days		Wednesday Dismissal is at 2:30PM
	Student -Led Conferences will take place in the afternoon on these dates. Early Dismissal for students.		

Marblehead Charter follows the Marblehead Public School district for all snow day closings or delays. Please visit www.marbleheadschoools.org/district/family-community/pages/school-closings

Cover Sheet

Adopt Board Restricted Fund - First Reading

Section:	VII. Other Business
Item:	C. Adopt Board Restricted Fund - First Reading
Purpose:	Vote
Submitted by:	
Related Material:	Board Restricted Fund.docx

*Marblehead Community Charter Public School
Board Restricted Fund*

Read

Adopted

The Board of Trustees Adopts a Board Restricted Financial Fund. These funds may only be used with the recommendation of the Finance Committee and approved by a majority vote of the Trustees present at a Board Meeting.

This Restricted Fund is to be funded annually at the time of the adoption of the annual audit with a minimum 40% of surplus revenues as determined by the annual audit. Other funds can be designated into this fund upon acceptance by the Board of Trustees.

This fund is to be placed in a separate account from the operating accounts.

Cover Sheet

Finance Committee

Section:	VIII. Committee Updates
Item:	B. Finance Committee
Purpose:	Discuss
Submitted by:	
Related Material:	Dec-20.pdf FinCom_notes_December.pdf Grants FY21.pdf

Marblehead Community Charter Public School

Financial Results As of December 31, 2020



Prepared and reviewed by:
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MCCPS

Balance Sheet Standard

As of December 31, 2020

	As of Dec 31, 2020	As of Dec 31, 2019 (PY)	Increase / (Decrease)	%age
ASSETS				
Current Assets				
Checking/Savings				
1073 — EBSB Payroll (8947)	22,072	18,083	3,989	22.1%
1072 — EBSB Operating (8934)	464,356	434,800	29,556	6.8%
1010 — Charter Hall (8202)	2,670	3,216	(547)	-17.0%
1040 — Petty Cash (4534)	1,938	557	1,381	247.9%
1070 — Checking (4542)	86,037	107,645	(21,608)	-20.1%
1085 — PayPal	2,435	4,103	(1,668)	-40.7%
1090 — FoodService (5077)	12,595	6,707	5,888	87.8%
Total Checking/Savings	592,102	575,112	16,990	3.0%
Accounts Receivable				
1200 — Accounts Receivable	0	0	0	
1201 — Grants Receivable	0	0	0	
Total Accounts Receivable	0	0	0	
Other Current Assets				
1310 — Prepaid Expense	0	0	0	
1210 — State Allocation Receivable	0	0	0	
Total Other Current Assets	0	0	0	
Total Current Assets	592,102	575,112	16,990	3.0%
Fixed Assets				
1532 — 17 Lime Street				
1533 — Land - 17 Lime Street	687,400	687,400	0	0.0%
1532 — 17 Lime Street - Other	3,562,600	3,562,600	0	0.0%
Total 1532 — 17 Lime Street	4,250,000	4,250,000	0	0.0%
1530 — Building Improvements	33,184	33,184	0	0.0%
1531 — Fixed Assets	66,648	66,648	0	0.0%
1599 — Accumulated Depreciation	(662,928)	(568,785)	(94,143)	16.6%
Total Fixed Assets	3,686,904	3,781,047	(94,143)	-2.5%
TOTAL ASSETS	4,279,007	4,356,159	(77,153)	-1.8%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 — Accounts Payable	(32,444)	(28,102)	(4,341)	15.4%
2010 — Accounts Payable FS	0	0	0	
Total Accounts Payable	(32,444)	(28,102)	(4,341)	15.4%
Other Current Liabilities				
2110 — Accrued Payroll	126,125	0	126,125	NA
2110-25 — Payroll Liabilities	442	(869)	1,311	-150.9%
2110-30 403B	(200)	3,750	(3,950)	-105.3%
2111 — Accrued Payroll Taxes	3,479	5	3,474	NA
2160-25 — MTRB Liability	15,771	13,326	2,445	18.3%
2190-25 — Payroll Clearing Account	1,985	3,537	(1,552)	-43.9%
2230 — Accrued Expenses	81,691	40,979	40,712	99.3%
Total Other Current Liabilities	229,292	60,728	168,564	277.6%
Total Current Liabilities	196,848	32,626	164,223	503.4%
Long Term Liabilities				
2613 — East Boston Savings Bank	3,668,881	3,769,206	(100,325)	-2.7%
Total Long Term Liabilities	3,668,881	3,769,206	(100,325)	-2.7%
Total Liabilities	3,865,729	3,801,831	63,898	1.7%
Equity				
3000 — Opening Bal Equity	(295)	(295)	0	0.0%
3900 — Retained Earnings	353,926	268,899	85,027	31.6%
Net Income	59,647	285,724	(226,077)	-79.1%
Total Equity	413,278	554,328	(141,050)	-25.4%
TOTAL LIABILITIES & EQUITY	4,279,007	4,356,159	(77,153)	-1.8%

MCCPS

Profit and Loss Prev Year Compariso

July - December 2020

	Accrual Basis				# months YTD		
	Jul - Dec, 2020	Jul - Dec, 2019 (PY)	Increase / (Decrease)	%age	Budget	Over / (Under)	%age
Ordinary Income/Expense							
Income							
4005 — STATE ALLOCATION	1,626,365	1,678,877	(52,512)	-3.1%	1,543,048	83,317	5.4%
4040 — INVESTMENT INCOME	126	62	63	101.5%	50	76	151.8%
4050 — OTHER INCOME	15,889	20,941	(5,052)	NA	16,875	(986)	-5.8%
4055 — STUDENT SUCCESS FUND	18,232	14,681	3,551	NA	9,000	9,232	102.6%
4057 — VACATION PROGRAMMING	0	7,250	(7,250)	-100.0%	0	0	NA
4060 — CONTRIBUTIONS (MCEF)	250	0	250	NA	0	250	NA
4070 — PRIVATE GRANTS			0	NA	0	0	NA
4080 — REIMBURSEMENTS	2,860	1,005	1,856	NA	1,000	1,860	186.0%
4085 — MEDICARE REIMB.	0	0	0	NA	2,500	(2,500)	-100.0%
4090 — FUNDRAISING	5,124	14,577	(9,453)	NA	22,500	(17,376)	-77.2%
Total Income	1,668,847	1,737,393	(68,547)	-3.9%	1,594,973	73,874	4.6%
Gross Profit	1,668,847	1,737,393	(68,547)	-3.9%	1,594,973	73,874	4.6%
Expense							
5000 — PERSONNEL	1,147,282	989,738	157,543	15.9%	1,126,351	20,931	1.9%
5140 — BENEFITS	150,691	192,970	(42,279)	-21.9%	206,918	(56,226)	-27.2%
5150 — STAFF DEVELOPMENT	8,363	7,551	813	NA	3,750	4,613	123.0%
5160 — SEARCH COSTS	1,823	1,688	135	NA	850	973	114.5%
5170 — SUBSTITUTE	14,297	231	14,066	NA	0	14,297	NA
5200 — DIRECT STUDENT SUPPORT	21,465	47,054	(25,589)	-54.4%	32,850	(11,385)	-34.7%
5270 — SCHOOL LUNCH EXP							
5300 — OCCUPANCY	54,326	51,153	3,173	6.2%	58,625	(4,299)	-7.3%
5400 — OFFICE & ADMIN	120,635	115,538	5,098	4.4%	110,312	10,324	9.4%
6100 — Depreciation	47,334	47,858	(524)	-1.1%	47,500	(166)	-0.3%
5329 — COVID19	1,120	0	1,120	NA	0	1,120	NA
Total Expense	1,567,335	1,453,780	113,555	7.8%	1,587,155	(19,819)	-1.2%
Net Ordinary Income	101,511	283,613	(182,102)	-64.2%	7,818	93,693	1198.4%
Net Income	101,511	283,613	(182,102)	-64.2%	7,818	93,693	1198.4%

MCCPS
Profit and Loss Standard
 July - December 2020

	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020	Dec 2020	Total
Income							
4005 STATE ALLOCATION	252,162.00	252,162.00	287,354.00	287,354.00	287,354.00	259,979.00	1,626,365.00
4040 INVESTMENT INCOME	9.66	13.49	26.55	23.04	13.75	9.04	95.53
4041 Int Inc	4.27	7.71	10.18	3.53	2.83	1.83	30.35
Total 4040 INVESTMENT INCOME	\$ 13.93	\$ 21.20	\$ 36.73	\$ 26.57	\$ 16.58	\$ 10.87	\$ 125.88
4050 OTHER INCOME	3,000.00						3,000.00
4051 17 Lime Rent	1,521.60	2,800.00	1,425.00	1,337.73	2,046.34	2,469.00	11,599.67
4056 Homework Club		466.00			823.50		1,289.50
Total 4050 OTHER INCOME	\$ 4,521.60	\$ 3,266.00	\$ 1,425.00	\$ 1,337.73	\$ 2,869.84	\$ 2,469.00	\$ 15,889.17
4055 STUDENT SUCCESS FUND		599.68	14,962.49	1,599.37	1,070.39		18,231.93
4060 CONTRIBUTIONS				250.00			250.00
4080 REIMBURSEMENTS	155.98	90.02	1,788.38	826.04			2,860.42
4090 FUNDRAISING				236.00	138.40	343.00	717.40
4092 Events				4,406.94			4,406.94
Total 4090 FUNDRAISING	\$ 0.00	\$ 0.00	\$ 0.00	\$ 4,642.94	\$ 138.40	\$ 343.00	\$ 5,124.34
Total Income	\$ 256,853.51	\$ 256,138.90	\$ 305,566.80	\$ 296,036.65	\$ 291,449.21	\$ 262,801.87	\$ 1,668,846.74
Gross Profit	\$ 256,853.51	\$ 256,138.90	\$ 305,566.80	\$ 296,036.65	\$ 291,449.21	\$ 262,801.87	\$ 1,668,846.74
Expenses							
5000 PERSONNEL							0.00
Total 5000 PERSONNEL	\$ 182,844.20	\$ 173,316.10	\$ 195,144.41	\$ 197,464.87	\$ 195,739.67	\$ 202,772.27	\$ 1,147,281.52
5140 BENEFITS							0.00
5141 Health	18,782.21	21,802.43	20,947.65	25,446.32	26,320.88	21,504.15	134,803.64
Reimb						110.28	110.28
Total 5141 Health	\$ 18,782.21	\$ 21,802.43	\$ 20,947.65	\$ 25,446.32	\$ 26,320.88	\$ 21,614.43	\$ 134,913.92
5142 Dental	2,195.62	2,242.28	2,444.83	2,237.50	435.87	2,314.40	11,870.50
5143 Life & Disability			1,932.92			1,973.69	3,906.61
Total 5140 BENEFITS	\$ 20,977.83	\$ 24,044.71	\$ 25,325.40	\$ 27,683.82	\$ 26,756.75	\$ 25,902.52	\$ 150,691.03
5150 STAFF DEVELOPMENT		503.59		1,630.00	6,065.98	163.58	8,363.15
5160 SEARCH COSTS	1,822.83		6,740.00		5,445.00	552.00	14,297.00
5170 SUBSTITUTE		1,560.00					1,560.00
5200 DIRECT STUDENT SUPPORT							0.00
5202 Furnishings				99.99	171.99	120.87	392.85
5203 Student Success Fund		1,490.93		492.31	1,732.25		3,715.49
5210 Teachers supplies		193.81	183.26	852.50	110.50	339.90	1,679.97
5211 Instructional Equipment	1,220.81	1,220.81	1,018.61	404.00	2,239.82	1,018.61	7,122.66
5215 Curriculum supplies		239.28	106.62	218.21	15.98	84.06	664.15
5220 Student supplies		6.92	175.00		82.94	22.99	287.85
5221 SPED supplies			418.09			26.25	444.34
5240 Computer Support			2,029.02	39.97			2,068.99
5241 Technology - Hardware	506.81			290.82			797.63
5242 Technology-Software			3,598.88				3,598.88
5250 Nursing supplies					258.91		258.91
5255 Homework Club	71.89	72.25	72.27	72.25	72.31	72.31	433.28
Total 5200 DIRECT STUDENT SUPPORT	\$ 1,799.51	\$ 3,224.00	\$ 7,601.75	\$ 2,470.05	\$ 4,684.70	\$ 1,684.99	\$ 21,465.00
5300 OCCUPANCY							0.00
5320 Maintenance	6,622.20	1,372.54	6,082.01	2,835.64	2,230.18	3,314.91	22,457.48
5324 plow						1,220.00	1,220.00
Total 5320 Maintenance	\$ 6,622.20	\$ 1,372.54	\$ 6,082.01	\$ 2,835.64	\$ 2,230.18	\$ 4,534.91	\$ 23,677.48

MCCPS
Profit and Loss Standard
 July - December 2020

	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020	Dec 2020	Total
5330 CustSvc	650.00	650.00	1,860.00	2,580.00	3,020.00	2,800.00	11,560.00
5340 CustSupplies	275.00		315.14		329.90		920.04
5351 Utilities							0.00
5352 Electric	181.94	439.40	2,417.38	2,112.28	1,081.52	1,983.07	8,215.59
5353 Gas			382.01	199.52	811.83	976.63	2,369.99
5354 Water				1,405.60	1,376.00	2,278.00	5,059.60
5355 Communications	47.81	574.30	47.81	574.54	176.81	1,101.65	2,522.92
Total 5351 Utilities	\$ 229.75	\$ 1,013.70	\$ 2,847.20	\$ 4,291.94	\$ 3,446.16	\$ 6,339.35	\$ 18,168.10
Total 5300 OCCUPANCY	\$ 7,776.95	\$ 3,036.24	\$ 11,104.35	\$ 9,707.58	\$ 9,026.24	\$ 13,674.26	\$ 54,325.62
5329 Covid-19	412.92	67.00	217.98	422.07			1,119.97
5400 OFFICE & ADMIN							0.00
5405 FundraisingExp			596.25	240.00			836.25
5407 Events				125.00	1,326.70		1,451.70
Total 5405 FundraisingExp	\$ 0.00	\$ 0.00	\$ 596.25	\$ 365.00	\$ 1,326.70	\$ 0.00	\$ 2,287.95
5410 Supplies	66.15	564.82	388.84	259.89	444.59	450.28	2,174.57
5430 Accounting	440.00	1,950.00	3,530.00	2,400.00	8,644.38	74.38	17,038.76
5431 Legal		55.00	98.98	1,549.73	640.00	280.00	2,623.71
5435 Marketing				750.00	3,775.00		4,525.00
5440 PayrollSvc	1,109.49	437.00	775.00	54.00	446.00	455.00	3,276.49
5460 Postage	878.72	696.70	240.00	48.40	404.44		2,268.26
5470 General Liability Insurance		5,005.02	2,502.51	2,502.51	2,502.50	2,502.50	15,015.04
5480 Board			450.00	7,512.00			7,962.00
5486 HoS Discretionary			125.00				125.00
5487 Admissions					894.99	256.78	1,151.77
5492 Mortgage Interest	10,196.93	10,512.73	10,489.52	10,128.64	10,441.96	10,082.48	61,852.26
5497 Bank Chrg	61.35	50.08	48.43	68.69	51.76	54.24	334.55
Total 5400 OFFICE & ADMIN	\$ 12,752.64	\$ 19,271.35	\$ 19,244.53	\$ 25,638.86	\$ 29,572.32	\$ 14,155.66	\$ 120,635.36
6100 Depreciation	7,889.00	7,889.00	7,889.00	7,889.00	7,889.00	7,889.00	47,334.00
Total Expenses	\$ 236,275.88	\$ 232,911.99	\$ 273,267.42	\$ 272,906.25	\$ 285,179.66	\$ 266,794.28	\$ 1,567,335.48
Net Operating Income	\$ 20,577.63	\$ 23,226.91	\$ 32,299.18	\$ 23,130.40	\$ 6,269.55	\$ -3,992.41	\$ 101,511.26
Net Income	\$ 20,577.63	\$ 23,226.91	\$ 32,299.18	\$ 23,130.40	\$ 6,269.55	\$ -3,992.41	\$ 101,511.26

**MCCPS - Profit and Loss by Class
July - December 2020**

	01 - General Fund	20 - School Lunch	21 - Student Activities	22 - Athletics	23 - Nature's Classroom	Total 21 - Student Activities	90 Federal Grants	102 - CvRF School Reopening	113 - ESSER Emergency	114 - Summer Learning	140 - Title 2	240-sped 94-142	305 - Title 1	309 - Title 4	Total 90 Federal Grants	92 Private Grants	94- FMPSPGrant	Total 92 Private Grants	Not Specified	TOTAL
Income																				
4005 STATE ALLOCATION	1,626,365					0									0			0		1,626,365
4010 FEDERAL & STATE GRANTS						0		30,600	14,817	6,097	475	5,521	1,901	1,000	60,411			0		60,411
4020 SCHOOL LUNCH		30,155				0														30,155
4030 STUDENT ACTIVITIES					2,600	2,600														2,600
4040 INVESTMENT INCOME	126					0														126
4050 OTHER INCOME	15,889					0														15,889
4055 STUDENT SUCCESS FUND	18,232					0														18,232
4060 CONTRIBUTIONS	250					0														250
4070 PRIVATE GRANTS						0											2,388	2,388		2,388
4080 REIMBURSEMENTS	2,860					0														2,860
4090 FUNDRAISING	5,124					0														5,124
Total Income	1,668,847	30,155	0	0	2,600	2,600	0	30,600	14,817	6,097	475	5,521	1,901	1,000	60,411	0	2,388	2,388	0	1,764,401
Gross Profit	1,668,847	30,155	0	0	2,600	2,600	0	30,600	14,817	6,097	475	5,521	1,901	1,000	60,411	0	2,388	2,388	0	1,764,401
Expenses																				
5000 PERSONNEL	1,147,282	13,541				0			66	5,919					5,985			0		1,166,807
5140 BENEFITS	150,691					0									0			0		150,691
5150 STAFF DEVELOPMENT	8,363					0		1,000			4,350				5,350		2,000	2,000		15,713
5160 SEARCH COSTS	1,823					0									0			0		1,823
5170 SUBSTITUTE	14,297					0									0			0		14,297
5200 DIRECT STUDENT SUPPORT	21,465					0	7,314	786	7,207		3,747	18,732	1,099	12,469	51,354		3,178	3,178		75,997
5261 STUDENT ACTIVITY				350	1,820	2,170														2,170
5270 SCHOOL LUNCH EXP		13,726				0														13,726
5300 OCCUPANCY	54,326					0		30,912	1,546						32,458			0		86,784
5329 Covid-19	1,120					0			7,657						7,657					8,777
5400 OFFICE & ADMIN	120,635					0									0					120,635
6100 Depreciation	47,334					0									0					47,334
Total Expenses	1,567,335	27,267	0	350	1,820	2,170	7,314	32,698	16,476	5,919	8,097	18,732	1,099	12,469	102,804	0	5,178	5,178	0	1,704,754
Net Operating Income	101,511	2,888	0	-350	781	431	-7,314	-2,098	-1,659	178	-7,622	-13,211	802	-11,469	-42,393	0	-2,790	-2,790	0	59,647
Net Income	101,511	2,888	0	-350	781	431	-7,314	-2,098	-1,659	178	-7,622	-13,211	802	-11,469	-42,393	0	-2,790	-2,790	0	59,647

MCCPS

Financial Ratios

As of December 31, 2020

months YTD

6

Debt Service Coverage Ratio	1.64
Days of Cash	71
LUNA (liquid unrestricted net assets)	2.27

Debt Service Coverage Ratio	
Standard monthly payment (Principal and Interest)	10,309
Net operating Income YTD	101,511
Annualized based on YTD results	203,023
Calculated Debt Service Ratio	1.64

Days Cash	
Cash on Hand	592,102
Operating Expense YTD	1,567,335
Annualized	3,134,671
Noncash expense	47,334
Depreciation YTD	
Annualized	94,668
Days Cash	71

Liquid Unrestricted Net Assets	
Unrestricted Net Assets	4,279,007
Fixed Assets	3,686,904
Liquid Unrestricted NA	592,102
Expense (YTD)	1,567,335
Monthly	261,223
LUNA	2.27

MCCPS

FY21 Operating Budget worksheet

APPROVED BUDGET

Ordinary Income/Expense Income

4057 — VACATION PROGRAMMING 0 actual

4005 — STATE ALLOCATION 3,086,095

Total 4040 — INVESTMENT INCOME 100

4050 — OTHER INCOME

4051 — 17 Lime Rent 21,750

4054 — Misc. Inc. 1,500

4056 — Homework Club 10,000

4050 — OTHER INCOME - Other 500

Total 4050 — OTHER INCOME 33,750

4055 — STUDENT SUCCESS FUND 18,000

4080 — REIMBURSEMENTS 2,000

4085 — MEDICARE REIMB. 5,000

Total 4090 — FUNDRAISING 45,000

Total Income 3,189,945

Gross Profit

Expense

5000 — PERSONNEL

5089 — Fellows 0

5088 — Vactaion Programming 0 actual

5100 - PAYROLL TAX

Fam/Medical Leave (new tax) 5,000

5120 — Work Comp 17,000

5117 — Unemployment 13,000

5116 — Medicare 35,000

5115 — Soc Sec 42,000

Total 5100 - Payroll Taxes 112,000

Salaries worksheet - update above 2,140,701

Total 5000 — PERSONNEL 2,252,701

5140 — BENEFITS

5141 — Health 373,774

5142 — Dental 25,661

5143 — Life & Disability 14,400

Total 5140 — BENEFITS 413,835

5150 — STAFF DEVELOPMENT 7,500 MCPSA m

5160 — SEARCH COSTS 1,700 SchoolSpi

5200 — DIRECT STUDENT SUPPORT

5255 — Homework Club 6,500

5202 — Furnishings 1,000 reduced

5203 — Student Success Fund 15,300

5210 — Teachers supplies 5,000

5211 — Instructional Equipment 14,400

MCCPS FY21 Operating Budget worksheet

	APPROVED BUDGET	
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	
5290 — Vacation Programming	0	actual
Total 5200 — DIRECT STUDENT SUPPORT	65,700	
5300 — OCCUPANCY		
Total 5320 — Maintenance	40,000	
5330 — CustSvc	30,000	
5340 — CustSupplies	5,000	
5351 — Utilities		
5352 — Electric	30,000	
5354 — Water	8,500	
5355 — Communications	3,750	
Total 5351 — Utilities	42,250	
Total 5300 — OCCUPANCY	117,250	
5400 — OFFICE & ADMIN		
5492 — Mortgage Interest	120,423	
5405 — FundraisingExp		
5407 — Events		
5408 — Musical		
5405 — FundraisingExp - Other		
Total 5405 — FundraisingExp	6,000	
5410 — Supplies	5,000	
5430 — Accounting	18,000	
5431 — Legal	10,000	
5435 - Marketing	10,000	New item
5440 — PayrollSvc	5,500	
5450 — Printing&Copy	1,200	
5460 — Postage	3,500	
5470 — General Liability Insurance	30,000	
5480 — Board	7,000	
5486 — HoS Discretionary	1,500	
5487 — Admissions	1,500	
5497 — Bank Chrg	1,000	
Total 5400 — OFFICE & ADMIN	220,623	
6100 — Depreciation	95,000	
Total Expense	3,174,309	
Net Ordinary Income	15,636	

FinCom notes December, 2020

* The December tuition check came in at \$259,979 – adjusted to reflect 208 students. In the attached tuition summary you will see the updated figures re: FY21 state revenues.

The average PPE increased slightly, and we have 211 students enrolled vs the 208 reflected in the calculation and we are ahead of then budgeted revenue figure.

Adjusted for population we are still in good shape. Again, we expect these numbers to change several more times before the end of the fiscal year (which is not typical) . We will use the most current PPEs when drafting the FY22 budget.

From last month: DESE expects there to be adjustments to our checks in December, March and June, instead of the typical one-time adjustment in the January check. These will likely all be reductions if they do change. **[so far, so good]**

From last month, with updates:

* A new FTE – Peter can explain. This FTE will become part of the operating budget in future fiscal years as it is student-specific. I anticipate funding at least 50% of this expense through a grant (102). **[Peter will update, new grant means more \$ for this position]**

* Potential replacement of a rooftop HVAC unit resulting from a cracked heat exchange. Initial estimates are \$5K to repair or \$9K to replace. We are currently seeking second opinions on the problem and additional quotes. If the FEMA \$ ever comes thru it will help offset this expense. **[Jeff will update]**

* We are seeing an unanticipated spike in requests for SPED testing. Short of additional grant funding this will eventually hit the operating budget. **[We are applying for a new allocation grant of \$40K which will offset some of these expenses]**

MCEF: Susan can update on the recent MCEF Board meeting and development efforts.

FY22 updates after December finance discussion (below).

December 2020 Financials

Revenue

November tuition stable at \$287,354

We rec'd \$1,044 from Marblehead Youth Hockey for 12 mos. Rent on their storage space

We sold \$285 worth of ornaments

Expenses

5067 – we did another round of stipends for Teaching Force coaches

5324 – snow plowing makes its first appearance

All Classes

The finances of the Food Service Dept. continue to improve/stabilize – the submission for December reimbursement of \$5,963.64 was sent in on 4 January and paid on the 13th. Danette & I will meet soon to reconcile the first six months of FY21. We need to invest in some new equipment in the kitchen.

The school has been awarded a new grant for \$40K that is focused on Special Education. These new funds will cover FTEs previously detailed by Peter, increased Special Ed testing and some other Covid related items.

Developing the FY22 budget

Work will begin on the FY22 budget before the end of January. I will use the latest PPEs (average) and a student population figure of 215.

We are trying to determine exactly what any summer programming will look like.

Peter has been formulating his vision for next year's staffing.

Massachusetts Department of Elementary and Secondary Education

Office of District and School Finance
 Projected FY21 Charter School FTE and tuition

Source: <https://www.doe.mass.edu/charter/finance/tuition/>

LEA	CHARTER SCHOOL	FTE				TUITION				TOTAL PAYMENT TO CHARTER	Avg PPE
		PROJECTED (MAXIMUM) FTE	FTE IN EXCESS OF PROJECTION MAX	TRANS-PORTATION FTE	SIBLING FTE	REPORTED FTE	FOUNDATION TUITION	TRANSPOR-TATION TUITION	FACILITIES TUITION		
9/14/20	464 MARBLEHEAD COMMUNITY	222.0		0.7	222.0	3,178,550	0	208,161	3,386,711	15,255	
12/18/20	464 MARBLEHEAD COMMUNITY	222.0		1.2	208.0	2,991,141	0	195,104	3,186,245	15,318	

Student population at 1/8/2021 = 211

FY21 budgeted tuition: \$3,086,096

FY21 Grant information			
102	CvRF School Reopening Grant Program (\$225/student, must be expended by 12/31/20)	\$46,125	Covid
113	Elementary and Secondary Schools Emergency Relief Fund	\$20,000	Covid
114	Summer & Vacation Learning	\$11,997	Covid
117	Remote Learning Technology Essentials Grant	\$1,916	Covid
140	Title II, Part A: Building Systems of Support for Excellent Teaching and Leading	\$4,758	Competitive
240	Individuals with Disabilities Education Act (IDEA) Federal Special Education Entitlement Grant	\$55,219	Allocation
274	Targeted SPED Planning and Policy	\$6,564	Competitive
305	Title I, Part A: Improving Basic Programs	\$19,016	Allocation
309	Title IV, Part A: Student Support and Academic Enrichment	\$10,000	Competitive
534	Covid-19 Relief	\$40,000	Covid
	Most federal & state grants end 7/31, however during Covid some grants are extended for an additional year. All grants are reimburseable.	\$215,595	\$19,689
	<u>Friends of the Marblehead Public Schools (FMPS)</u>		
	James Rogers - MCCPS TV	\$1,745	complete
	Molly Wright - Graphic Novels program incl author visit	\$1,240	pending
	Alyssa Crimmins - Self Regulation	\$5,000	partially complete
		\$7,985	
	Karl Smith / American Tower	\$10,000	for Chromebooks