



# MCCPS Board of Trustees

## Monthly Board Meeting

Published on August 21, 2020 at 7:02 AM EDT

### Date and Time

Tuesday August 25, 2020 at 7:00 PM EDT

### Location

Artie Sullivan is inviting you to a scheduled Zoom meeting.

Topic: Board Meeting

Time: Jul 28, 2020 07:00 PM Eastern Time (US and Canada)

Every month on the Last Tue, until Jun 29, 2021, 12 occurrence(s), 07:00 PM

Please download and import the following iCalendar (.ics) files to your calendar system.

Monthly: [https://us04web.zoom.us/meeting/upUpceCppzIsHNd4OH62r-u6WEEa3pAq97TU/ics?icsToken=98tyKu6pqj0jG92cth-ER7YcBo\\_oXevxmFhdgo1ZyDDNVXJBLxagAcdnM-FvMcmJ](https://us04web.zoom.us/meeting/upUpceCppzIsHNd4OH62r-u6WEEa3pAq97TU/ics?icsToken=98tyKu6pqj0jG92cth-ER7YcBo_oXevxmFhdgo1ZyDDNVXJBLxagAcdnM-FvMcmJ)

Join Zoom Meeting

<https://us04web.zoom.us/j/71469199663?pwd=YIZ0UUpJUjVTZUpzQ3c2SzJlbmICQT09>

Meeting ID: 714 6919 9663

Passcode: MCCPS

### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>7:00 PM</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, on August 25, 2020.			
<b>D. Approve Minutes</b>	Approve Minutes	Karl Smith	2 m
Approve minutes for Monthly Board Meeting on July 28, 2020			
<b>E. Approve Minute of August 1, 2020 Board Retreat</b>	Approve Minutes	Karl Smith	2 m
<b>II. Public Comment</b>			<b>7:07 PM</b>
<b>A. Public Comment</b>	Discuss	Artie Sullivan	5 m

**III. New Board Members****7:12 PM**

**A. Presentation/Interview/Vote on Perspective Board Member - Ndack Toure**      Vote      Karl Smith      10 m

- A motion to move that the Board appoint Ndack Toure as a member of the MCCPS Board of Trustees to fill a term commencing immediately upon approval by the Department of Elementary and Secondary Education and expiring three (3) years from the date of DESE approval.
- A motion to move that the Board invite the newly appointed Trustee, Ndack Toure, to all Board Meetings and activities while her approval is pending with the Department of Elementary and Secondary Education. Ndack Toure will be entitled to participate as provisional Trustee and will be able to participate in all activities and discussions, except voting, until the formal approval from the Department of Elementary and Secondary Education, and will not be counted when determining a quorum.

**B. Presentation/Interview/Vote on Perspective Board Member - James Rogers**      Vote      Karl Smith      10 m

- A motion to move that the Board appoint James Rogers as a member of the MCCPS Board of Trustees to fill a term commencing immediately upon approval by the Department of Elementary and Secondary Education and expiring three (3) years from the date of DESE approval.
- A motion to move that the Board invite the newly appointed Trustee, James Rogers, to all Board Meetings and activities while his approval is pending with the Department of Elementary and Secondary Education. James Rogers will be entitled to participate as a provisional Trustee and will be able to participate in all activities and discussions, except voting, until the formal approval from the Department of Elementary and Secondary Education, and will not be counted when determining a quorum.

**IV. Review of Previous Meeting Action Items****7:32 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

- 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
- Nov – Presentation on HOS Evaluation Process by the Personnel Committee
- Dec –
- Jan – HOS Mid-year review
- 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

**B. Board Goals for SY 2020-2021**      Discuss      Artie Sullivan

**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)**

1. Funding Streams
2. Grants & Fundraising
3. Board Responsibility

**Goal 3 (Communication and Community Development)**

- Strengthen the engagement with key stakeholders (e.g. Head of School, Parents, Students, Educators, PTO and Community) to support the growth and development of MCCPS role within the community and enhance the ongoing school initiatives 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")**

- To support MCCPS with the "New Normal" for fulfilling the MCCPS Charter

**VI. HOS Report****7:32 PM**

<b>A. Monthly Report</b>	FYI	Peter Cohen	20 m
HOS to share monthly report.			

**VII. Other Business****7:52 PM**

<b>A. Review and Approval of Head of School Goals for SY2020-2021</b>	Vote	Peter Cohen	15 m
<b>B. Presentation of Student Opportunity Act Plan - 2020-2023</b>	Discuss	Peter Cohen	15 m
<b>C. Create a Facilities Task Force</b>	Vote	Peter Cohen	10 m

Motion: The Board of Trustees will create a Facilities Task Force that will study the existing conditions of the school building, conduct a feasibility study for expansion into the warehouse space, and make recommendations for upgrades and improvements to existing spaces. A plan for engaging an architect, conducting a capital campaign to raise funds, and a timeline for expansion will be presented to the full Board for approval. The task force will be led by current Board member, Rebecca Whidden and members of the community will be invited to participate.

**VIII. Committee Updates****8:32 PM**

<b>A. Governance Committee</b>	Discuss	Karl Smith	5 m
Update on member documentation			
<b>B. Finance Committee</b>	Discuss	Rudi Herve	10 m
<b>C. Personnel Committee</b>	Vote	Artie Sullivan	
Vote to Update HOS Emergency Succession Plan			
<b>D. Academic Excellence</b>	Discuss	Jessica Xiarhos	
<b>E. Development</b>	Discuss	Ellen Lodgen	5 m
<b>F. Strategic Plan Committee</b>	Discuss	Rebecca Whidden	2 m
<b>G. Communications, and Community Relations Committee</b>	Discuss	Ian Hunt	5 m
<b>H. Charter Renewal - On Hold until Charter Amendment Status</b>		Artie Sullivan	
Updates from DESE			
<b>I. By-Laws Task Force - On Hold until By-Laws Status Updates from</b>		Artie Sullivan	
DESE			

**IX. Public Comment****8:59 PM**

<b>A. Public Comment</b>	Discuss	Artie Sullivan	5 m
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**X. Board Member Comments and Resolutions**

**9:04 PM**

**A. Board Member Comments and Resolutions**

Discuss

Artie Sullivan

3 m

This is an opportunity for Board Member Comments and Resolutions

**XI. Closing Items**

**9:07 PM**

**A. Recap Action Items**

Discuss

Karl Smith

2 m

Clerk to review actions items, add any additional items discussed.

**B. Meeting Evaluation**

Discuss

Artie Sullivan

3 m

Discuss how meeting went, did we stay on topic, meet goals, etc.

**C. Adjourn Meeting**

Vote

Artie Sullivan

# Cover Sheet

## Approve Minutes

**Section:** I. Opening Items  
**Item:** D. Approve Minutes  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Monthly Board Meeting on July 28, 2020



## MCCPS Board of Trustees

### Minutes

#### Monthly Board Meeting

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**Date and Time**

Tuesday July 28, 2020 at 7:00 PM

**Location**

Artie Sullivan is inviting you to a scheduled Zoom meeting.

Topic: Board Meeting

Time: Jul 28, 2020 07:00 PM Eastern Time (US and Canada)

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**Trustees Present**

Artie Sullivan (remote), Ellen Lodgen (remote), Jessica Xiarhos (remote), Karl Smith (remote), Peter Cheney (remote), Peter Cohen (remote), Richard Doron (remote), Rodolphe Herve (remote)

**Trustees Absent**

Ian Hunt, Paul Baker, Rebecca Whidden

**Guests Present**

Andrea Barlow (remote), James Rogers (remote), Molly Wright (remote), NDack Toure (remote), Susan Hauck (remote)

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

**B. Call the Meeting to Order**

Artie Sullivan called a meeting of the board of trustees of MCCPS Board of Trustees to order on Tuesday Jul 28, 2020 @ 7:03 PM at

Artie Sullivan is inviting you to a scheduled Zoom meeting.

Topic: Board Meeting

Time: Jul 28, 2020 07:00 PM Eastern Time (US and Canada)

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Meeting ID: 714 6919 9663

Passcode: MCCPS

**C. Accept Remote Participation**

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, July 28, 2020.

Ellen Lodgen made a motion to Accept the order.

Karl Smith seconded the motion.

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

**Roll Call**

Karl Smith	Aye
Artie Sullivan	Aye
Ellen Lodgen	Aye
Peter Cohen	Aye
Peter Cheney	Aye
Paul Baker	Absent
Rodolphe Herve	Aye
Richard Doron	Aye
Ian Hunt	Absent
Rebecca Whidden	Absent
Jessica Xiarhos	Aye

**D. Approve Minutes**

Rodolphe Herve made a motion to approve the minutes from Board of Trustees Monthly Meeting on 06-30-20.

Ellen Lodgen seconded the motion.

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

**Roll Call**

Ian Hunt	Absent
Richard Doron	Aye
Peter Cheney	Aye
Ellen Lodgen	Aye
Peter Cohen	Aye
Karl Smith	Aye
Rodolphe Herve	Aye
Rebecca Whidden	Absent
Jessica Xiarhos	Aye

Artie Sullivan Aye  
Paul Baker Absent

**E. Approve Minute of June 13, 2020 Board Retreat**

Rodolphe Herve made a motion to approve the minutes from Annual Board Retreat on 06-13-20.

Ellen Lodgen seconded the motion.

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

**Roll Call**

Rodolphe Herve Aye  
Peter Cheney Aye  
Artie Sullivan Aye  
Jessica Xiarhos Aye  
Paul Baker Absent  
Ellen Lodgen Aye  
Karl Smith Aye  
Peter Cohen Aye  
Richard Doron Aye  
Rebecca Whidden Absent  
Ian Hunt Absent

**F. Approve Minute - May Meeting**

Rodolphe Herve made a motion to approve the minutes from Board of Trustees Monthly Meeting on 05-26-20.

Ellen Lodgen seconded the motion.

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

**Roll Call**

Peter Cheney Aye  
Richard Doron Aye  
Rodolphe Herve Aye  
Ellen Lodgen Aye  
Rebecca Whidden Absent  
Ian Hunt Absent  
Peter Cohen Aye  
Artie Sullivan Aye  
Paul Baker Absent  
Karl Smith Aye  
Jessica Xiarhos Aye

**II. Public Comment**

**A. Public Comment**

Artie Sullivan asked if there were any public comments and there were none.

**III. Review of Previous Meeting Action Items**

**A. Review of Previous Meeting Action Items**

Artie Sullivan briefly reviewed the action items from the previous meeting, noting the following:

- Open board spots - with a focus on people involved in or knowledgeable in HR, Legal, Development, and currently - more parents
- Communication with Superintendents in other districts
- Charter amendment
- Board restricted funds



- By-laws

#### IV. Board Annual Items

##### A. Upcoming Meeting Agenda Items

For upcoming items, the group discussed:

- Adoption of annual report
- Board goals
- Student opportunity act - hearing most likely to be pushed out / rescheduled
- HOS goals and board self-assessment
- September - annual board self assessment
- Committee assignments, memberships, vice chairs
- Delayed opening

##### B. Board Goals for SY 2020-2021

In addition to the specific goals and related items detailed at the retreat, the following items were discussed and reviewed during the call:

- Recruitment of potential candidate with the following attributes:
  - Parents and alumni
  - Construction background
  - Experience with development - role of board and fundraising
  - Communication and development

Rodolphe Herve made a motion to approve the board goals as defined from the board retreat.

Ellen Lodgen seconded the motion.

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

##### Roll Call

Jessica Xiarhos	Aye
Artie Sullivan	Aye
Karl Smith	Aye
Rebecca Whidden	Absent
Ellen Lodgen	Aye
Rodolphe Herve	Aye
Peter Cheney	Aye
Richard Doron	Aye
Ian Hunt	Absent
Peter Cohen	Aye
Paul Baker	Absent

#### V. HOS Report

##### A. Monthly Report

Dr. Cohen provided his monthly update, reviewing in detail his memo.

Peter explained that he was originally inclined to commence the school year with either in-person or hybrid model, however given the recent guidance provided by the DESE and government officials, he now leaning toward a full remote plan, allowing for focused training on how specifically to execute a remote learning plan. One of the primary concerns was the updated requirements for increased distance when students are eating, engaging in art, music and physical education which would create significant challenges given the facilities

and staff. This coupled with the sentiment that transition to a full remote plan is a distinct possibility, Peter is inclined to commence with a full remote learning plan

This would allow for a full 10 days for professional development, and provide more training to the teachers on how to effectively execute a remote learning plan.

Some discussion was had on 'high needs learners' and what in-person teaching could look like.

A board member inquired as to what could be the plan for a whole school kick-off and what could be accomplished. Peter noted that the 8th grade graduation date has been tentatively scheduled for Sunday, August 29th and that should provide a kind of preview as to what can be done.

Peter also noted that the expectations for the students needs to be re-set from what occurred during the spring. Some specific enhancements and updates will be made - such as attendance / roll-call will be taken, grading will return to more conventional / traditional approach (no longer pass / fail), required log in times, etc.

Other discussion ensued regarding topics such as cleaning / sanitation, facilities, and other items.

## VI. Other Business

### A. Review and Approval of School Calendar

The group reviewed the proposed school calendar noting the training / professional development times, start and end dates, and updated total days requirement to 170 days. When questioned about the ability for teachers to conduct their remote lessons physically from the school, Peter indicated that would be allowed - providing established precautions are maintained.

Richard Doron made a motion to Accept the 2020-2021 school calendar as presented.

Karl Smith seconded the motion.

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

#### Roll Call

Rebecca Whidden	Absent
Paul Baker	Absent
Ian Hunt	Absent
Peter Cheney	Aye
Ellen Lodgen	Aye
Artie Sullivan	Aye
Rodolphe Herve	Aye
Karl Smith	Aye
Peter Cohen	Aye
Richard Doron	Aye
Jessica Xiarhos	Aye

### B. MCCPS Annual Report, SY19-20

The school's annual report and related documentation is due by Friday, August 31st.

Artie Sullivan noted a few late edits - involving board membership and terms.

The team would like to revisit the entire document when there is more time, possibly enhancing the community section and generating a more 'glossy report' for promotional purposes.

Ellen Lodgen made a motion to Approve the MCCPS Annual Report for school year 2019 - 2020 submission to the DESE.

Rodolphe Herve seconded the motion.

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

**Roll Call**

Rodolphe Herve	Aye
Rebecca Whidden	Absent
Ian Hunt	Absent
Ellen Lodgen	Aye
Jessica Xiarhos	Aye
Peter Cohen	Aye
Artie Sullivan	Aye
Peter Cheney	Aye
Richard Doron	Aye
Paul Baker	Absent
Karl Smith	Aye

**C. Review of Proposed MCCPS Bylaws**

Artie Sullivan expressed his appreciation to the Governance Committee and related task force.

Karl Smith made a motion to Accept the proposed MCCPS by-laws as presented.

Artie Sullivan seconded the motion.

Ellen Lodgen's question regarding quorum was answered - with the specific section on roll-call was clarified. The board **VOTED** to approve the motion.

**Roll Call**

Richard Doron	Aye
Peter Cohen	Aye
Rodolphe Herve	Aye
Ellen Lodgen	Aye
Paul Baker	Absent
Peter Cheney	Aye
Rebecca Whidden	Absent
Ian Hunt	Absent
Jessica Xiarhos	Aye
Karl Smith	Aye
Artie Sullivan	Aye

**D. Charter Amendmetion Application**

Artie Sullivan reviewed the 'condition' issued by DESE for the charter renewal - noting enrollment of Marblehead students is under the 80% requirement. The plan is to add Swampscott and Nahant as part of our community.

After some brief discussion / clarification, the motion was made.

Rodolphe Herve made a motion to Approve the charter amendment to include the towns of Swampscott and Nahant as part of our identified "Community" to become a regional to resolve condition of charter renewal.

Karl Smith seconded the motion.

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

**Roll Call**

Peter Cheney	Aye
Rebecca Whidden	Absent
Jessica Xiarhos	Aye
Ellen Lodgen	Aye
Artie Sullivan	Aye
Peter Cohen	Aye
Rodolphe Herve	Aye
Paul Baker	Absent
Karl Smith	Aye

Ian Hunt            Absent  
Richard Doron     Aye

## VII. Committee Updates

### A. Governance Committee

Karl Smith briefly reviewed the following items:

- Financial disclosure forms
- New members

### B. Finance Committee

Rudi Herve provided the update for Finance Committee reviewing the memo and excel file prepared by Jeff Barry.

Rudi touched on the following items:

- Improvement of the ratios
- Unemployment accrual settlement - Covid has somewhat stalled the progress made - remains in a holding pattern waiting for the state to respond
- Better financial outlook if enrollment figures stay consistent / up to expectations
- Jeff is helping to finalize the language for board restricted funds

### C. Personnel Committee

Artie Sullivan noted that the committee met with Peter in July to review the HOS goals for 2020-2021 academic year. These will be presented to personnel and then the full board at the August meeting.

Some housecleaning items included adjustments the HOS emergency succession plan to reflect the various title changes (personnel updates).

Karl Smith made a motion to Adopt the updated succession plan document (reflecting the edits noted - updating Assistant HOS title).

Rodolphe Herve seconded the motion.

Ellen - two people next in line - Matt and Andrea - yes The board **VOTED** to approve the motion.

#### Roll Call

Ian Hunt            Absent  
Jessica Xiarhos    Aye  
Richard Doron     Aye  
Paul Baker         Absent  
Ellen Lodgen      Aye  
Rodolphe Herve    Aye  
Peter Cohen        Aye  
Rebecca Whidden Absent  
Artie Sullivan     Aye  
Peter Cheney      Aye  
Karl Smith         Aye

### D. Academic Excellence

Jessica Xiarhos updated the group noting the committee continues to make progress on criteria on all subjects.

She noted the following items - going into a bit more detail on:

- MAP / MLA - science in final stages. Matt Cronin has been able to attend a few meetings

- Offered faculty incentive to work on documents - hoping to complete by start of school
- The committee is looking to push out the documents to community and have them align with remote the learning plans established
- Either remote or in person, ensure quality is where it needs to be
- Joint effort - committee ensuring it's done - Matt implementing piece-meal steps for sharing with faculty.

It was suggested that Jessica schedule out a presentation to the board when feasible.

#### **E. Development**

Ellen Lodgen noted that Susan Hauck, Dr. Cohen and the team have worked together on goals.

She noted that the committee should be ready to make a presentation to board next month. Additionally they are hopeful to include more names for committee by September - actively pursuing people based on needs.

They are also looking to include financial goals, and enhance family and community engagement.

The committee is tentatively looking at Friday, April 9th 2021 as a date for a live event.

#### **F. Strategic Plan Committee**

#### **G. Communications, and Community Relations Committee**

Dr. Cohen noted that the updated web site in process and should be ready in a few weeks.

Artie expressed concern about open meeting laws - preserve links / ability - Peter made note of this and will take steps to ensure continuity is maintained.

#### **H. Charter Renewal**

#### **I. BY Laws Task Force**

### **VIII. Public Comment**

#### **A. Public Comment**

There were no public comments presented.

### **IX. Board Member Comments and Resolutions**

#### **A. Board Member Comments and Resolutions**

The second part of the board retreat is set for Saturday and the agenda is available.

There is a call with Sam Faulk from Board on Track tomorrow at 10:30 and all are welcome to join that discussion.

For development training more consideration is needed

Karl will work to consider what can be done with regards to OML training.

### **X. Closing Items**

#### **A. Recap Action Items**

Cover letter for by-laws will be drafted

Artie will finalize and distribute signature pages.

Karl will follow-up regarding the remaining financial disclosures required from board members

Governance - Karl will invite those that need to be interviewed.

**B. Meeting Evaluation**

**C. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:59 PM.

Respectfully Submitted,  
Karl Smith

Rodolphe Herve made a motion to Adjourn the meeting.

Ellen Lodgen seconded the motion.

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

**Roll Call**

Ian Hunt	Absent
Artie Sullivan	Aye
Peter Cohen	Aye
Jessica Xiarhos	Aye
Richard Doron	Aye
Ellen Lodgen	Aye
Karl Smith	Aye
Rodolphe Herve	Aye
Paul Baker	Absent
Peter Cheney	Aye
Rebecca Whidden	Absent

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**Documents used during the meeting**

- HOS Report to Board of Trustees 7\_28\_20.pdf
- Marblehead Charter School 2020-2021 Calendar.pdf
- MCCPS Annual Report 2019-20.pdf
- BYLAWS Working Copy-July 16, 2020-final-clean.docx
- bylaws checklist-MCCPS-July 2020-v1.docx
- Amendment to the Charter - Marblehead Community Charter Public School (1).pdf
- amendment-request-cover letter.docx
- FinCom notes June.docx
- MCCPS-June-2020-Financial Statements v1.pdf
- Emergency Succession Plan For MCCPS HOS.docx

# Cover Sheet

## Presentation/Interview/Vote on Perspective Board Member - Ndack Toure

**Section:** III. New Board Members  
**Item:** A. Presentation/Interview/Vote on Perspective Board Member - Ndack Toure  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Ndack's resume .docx

**Ndack Toure**  
**Swampscott, MA 01907** **ntoure.ntou@gmail.com**  
**713 614 4449**

**Navitas, LLP**

Boston, MA

May 2017 to February 2020

**Finance Officer**

In consultation with the U.S., Finance Manager and the Finance Controller, North America

- Maintain and update the student management system (Maze) for assigned business unit(s).
- Assist with student liaison re account queries
- Production and remittance of Student Statements as required
- Review of student financial records and make necessary adjustments
- Responsible for student debt monitoring and collection
- Reconcile University billings to Maze and calculate royalty payments for assigned Business Units
- Prepare assigned month end journal entries and reconciliations
  - . Perform weekly (and monthly) bank reconciliations
  - . Upload Maze to Oracle monthly using Oracle Business E-Suite
  - . Pull GL and TB monthly and create necessary schedules using Excel (V-lookups, Pivot tables, SUMIFS advanced formulas)
  - . Run Power BI queries at month end for revenue recognition
- Work on year-end closing and responding to external auditors queries.
- Commission processing for assigned Business Unit(s)
- Maze receipting for assigned Business Unit(s)
- Student invoicing for assigned Business Unit(s)
- Refund processing for assigned Business Unit(s)
- Financial statements for specified Business Unit(s) including Oracle and Blackline

**Resolute Management**

Boston, MA

01/2015 to April 2017

**Litigation Management Technician**

- Receives invoices from law firms and other vendors and enters information from the invoices into the tracking system in an accurate and timely manner, in conformity with instructions that have been provided within the system for particular items.
- Engages in a prescribed level of review of certain invoices, in accordance with standards that have been articulated for such reviews.
- Assigns invoices to Bill Reviewers in accordance with an assignment model.
- Assists in a support role to facilitate the efficient functioning of the Unit including but not limited to mail intake, dedicated accounts/firms, reports and delivery of invoices for payment.
- Processes Third Party Audit Reports for accounts as required.
- Collaborates with co-workers in joint account administration.
- Addresses inquiries from law firms/other vendors regarding invoice status.
- Assists AVP/Manager on other initiatives on an as-needed basis.
- Creates various data reports involving litigation and expense management in multiple formats.



- Allocates and processes invoices for payment
- Process London payments following the processes and guidelines developed by this office and the client, creating monthly reports of all payments issued, including attorney fee payments issued outside the office and clearly communicating with the client, LMCS, and other Resolute Management, Inc. offices to resolve payment issues.

**ToureToure Electrical**

Houston, Texas

05/2011-Present

**Staff accountant**

- Keep track and process accounts and incoming payments in compliance with financial policies and procedures
- Perform day to day financial transactions including verifying, classifying, computing, posting and recording accounts receivable data
- Prepare and send out bills, invoices and bank deposits
- Verify billing accounts with accounts receivable ledger to ensure that all payments are accounted for and properly posted
- Verify discrepancies and resolve clients' billing issues
- Facilitate swift payment of invoices due to the organization by sending bill reminders and making collection calls to outstanding accounts
- Generate financial statements and reports detailing accounts receivable status

**OTHER RELEVANT EXPERIENCE**

**Bauman Group**

Boston, MA

01/2011-05/2011

**Project Manager**

- Supervise a team of 4 employees, ensuring smooth daily operations
- Perform the daily check up by making sure that all the kiosks are working properly
- Collaborate with help desk to solve technical problems
- Ensure customers have been given correct information and efficient service

**EDUCATION**

**Salem State University**

**Bachelor of Science in Business Administration**

Salem, MA 09/2007-05/2011

Concentration: **Accounting (Magna Cum Laude)**

**Houston Community College**

Associate of science in business Administration

Concentration: *Management*

**Associations**

Delta Mu Delta Member- Class of 2010

MSCPA Member

Marblehead Charter School Finance Committee Member

# Cover Sheet

## Presentation/Interview/Vote on Perspective Board Member - James Rogers

**Section:** III. New Board Members  
**Item:** B. Presentation/Interview/Vote on Perspective Board Member - James Rogers  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** James Eric Rogers - Resume.pdf

## James Eric Rogers

100 Washington Street, #35

Salem, MA 01971

[jrogers@marbleheadcharter.com](mailto:jrogers@marbleheadcharter.com)

813-447-9281

### **Education-**

Master of Arts in Teaching, Middle Grades Science, University of Tampa, 2008

Bachelor of Arts in Studio Art, University of South Florida, 2006

### **Current Positions**

2017- Present - MCCPS - Science and Math - 7th

Fall 2019 - Present - MCCPS - Personnel Committee

2020 - MCCPS - Reopening Commission Subgroups - Health/Hygiene and Academics/Technology

### **Art and Community Involvement**

June 2018 - Salem Festival of Arts - Mural Slam - "Community Abstract Expressionism - Geometry"

June 2016 - Present - Junior Artist and Science Club - a self-created art and science program for the City of Salem - Park and Recreation ages 6 to 10

March 2015 – Present - Salem Council on Aging, volunteer

2012 – Present - Founding member and Community Art Coordinator for the Salem Collective of Artists and Musicians, Salem, Massachusetts

June 2015 - Peabody Essex Museum (PEM), National Makers' Day, "Furry Creatures and Sail Crafts"

May 2015 - Peabody Essex Museum (PEM), Volunteer, "Stick Works - What the Birds Know" project by Visiting Artist Patrick Dougherty

October 2014 - Peabody Essex Museum (PEM) Studio Discoveries, "The Big Draw", Community Choreographed Chalk Drawing

April 2014 Peabody Essex Museum (PEM) Maker Lounge, Lava Lamps

October 2013 Peabody Essex Museum (PEM), Studio Discoveries, "The Big Draw, Game for Anything"

July 2013 Peabody Essex Museum (PEM), Studio Discoveries, "Paint Play"

February 2012 Peabody Essex Museum (PEM), Studio Discoveries, " Marble Machine"

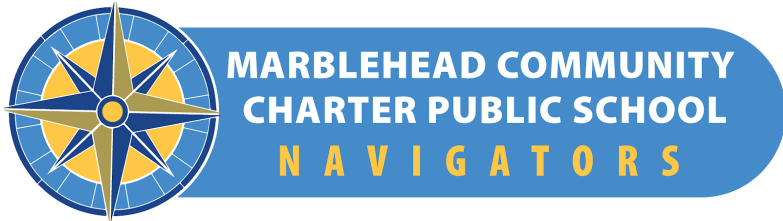
# Cover Sheet

## Monthly Report

**Section:** VI. HOS Report  
**Item:** A. Monthly Report  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** HOS Report to Board of Trustees 8\_19\_20 (1).pdf



## HOS Report to the Board of Trustees



Submitted by Peter Cohen, Ed.D  
August 19, 2020

- Reopening - [Phased in Plan](#)
  - New metric released by the Governor's office will help inform decisions to move to phase 2 and beyond. Currently Salem and Lynn are Red. Peabody is Yellow. Marblehead is Green. Swampscott and Nahant are White.
  
- Enrollment & Connections to Families
  - Projected enrollment for 2020-2021 is 218 students
  - See details below.
  - We are making individual phone calls to every family.
  
- Future Planning & Needed Expenditures
  - Website Updates in process (see new logo above)
  - Handbook Updates in process
  - Library
  - Facilities task force - need to get this group established
  - Teaching Force - training and consulting fees
  - HVAC & Faucet Upgrades
  - Staffing Needs
  
- DESE Updates
  - Waiting on approval of Amendment, Annual Report, Accountability Plan, Enrollment Plan, and By-Laws - Coming September
  - Student Opportunities Act - deadline delayed. Board needs to approve the plan.

**Enrollment Update as of 8.17.2020**

<b>4<sup>th</sup> Grade - projection: 50</b> Accepted/Enrolled: 46 Offers out: 4  Waiting List: 18 Salem Waiting List: 10 New Applications: 5	<b>5<sup>th</sup> Grade - projection: 50</b> Accepted/Enrolled: 45 Offers out: 5  Waiting List: 8 Salem Waiting List: 4 New Applications: 5	<b>6<sup>th</sup> Grade - projection 50</b> Accepted/Enrolled: 50 Offers out: 0  Waiting List: 29 Salem Waiting List: 7 New Applications: 6
<b>7<sup>th</sup> Grade - projection 47</b> Accepted/Enrolled: 41 Offers out: 6  Waiting List: 0 Salem Waiting List: 0 New Applications: 2	<b>8<sup>th</sup> Grade - projection 31</b> Accepted/Enrolled: 24 Offers out: 7  Waiting List: 0 Salem Waiting List: 0 New Applications: 3	<b>Potential total: 226</b>  <b>Accepted/Enrolled: 206</b>  <b>Likely Enrollment: 215-218</b>

Lottery will take place on **Friday August 21.**

# Cover Sheet

## Review and Approval of Head of School Goals for SY2020-2021

**Section:** VII. Other Business  
**Item:** A. Review and Approval of Head of School Goals for SY2020-2021  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Head of School Goals - P. Cohen 2020.pdf



## 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 September 1, 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 September 1, 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, and Food Services Director.

### 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.

### **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

### **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.

# Cover Sheet

## Presentation of Student Opportunity Act Plan - 2020-2023

**Section:** VII. Other Business  
**Item:** B. Presentation of Student Opportunity Act Plan - 2020-2023  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** MCCPS SOA Plan 2021-2023.pdf

## Marblehead Community Charter Public School Student Opportunity Act Plan: SY 2021-2023

### → Commitment 1: Focusing on Student Subgroups

**Which student groups will require focused support to ensure all students achieve at high levels in school and are successfully prepared for life?**

At MCCPS we are committed to ensuring that all students have equitable access to our high-quality instruction. We have seen a recent increase in the number of English Learners at our school. We have also had an increase in the number of students with autism. While we do not have the benefit of MCAS data from 2020, due to the school closure caused by the COVID-19 pandemic, based on our review of data in previous years we have seen that students with disabilities are not experiencing the same MCAS outcomes as their peers. We have not had a large enough population of English Learners to have reliable data for this subgroup. However, we have hired a new coordinator of English Learners and we have implemented improved systems both for identification of our EL population and services provided for ELs to increase their English proficiency. Our ACCESS scores indicate that many of our ELs will be classified as FELs and we will continue to monitor this subgroup. We are committing to work to close achievement gaps for these subgroups and recognize that this work will need strong partnerships between our school, families, and our entire community.

### → Commitment 2: Using Evidence-Based Programs to Close Gaps

**What evidence-based programs will your charter school adopt, deepen, or continue to best support the closure of achievement and opportunity gaps? What resources will be allocated to these programs?**

At MCCPS we are committed to a full inclusion program for all students, when appropriate. We recognize that there are some exceptions to this effort to fully include students on IEPs in general education settings. For example, students who need specialized reading services, counseling services, occupational therapy, physical therapy, or speech and language support may be pulled out into of the general education setting for these C-Grid services. We make every effort to limit the impact of these services on a student’s schedule. When possible, these services are delivered with a push-in approach, rather than pull-out. While we have not had a large number of students with severe/significant special needs, we do have a small number of students who need more restrictive support.

#### Evidence-based program #1:

##### **Additional Supports for students with disabilities, including students with autism.**

In order to close achievement gaps in the area of mathematics we will hire a math tutor that will be available for all students and will help us expand our math support. Additionally, we will provide access to a BCBA as a consultant for our existing staff to equip us with the skills, strategies, and resources needed to better meet the needs of students with autism.

FY21 budget item	Amount	Foundation Category <sup>1</sup>
Title I Math Tutor	\$10,000	D) Hiring school personnel that best support improved student performance.
BCBA Consultant	\$10,000	E) Increased professional development
<b>Evidence-based program identified by the Department:</b>		More student supports and professional development for teachers.
<b>SOA program categories:</b>		D) Hiring and E) Increased PD

**Evidence-based program #2: Expanded services for English Learners**

Our English Learner population has historically been relatively small. With a recent increase in this population we have hired a ESL Teacher who will serve as our EL Coordinator. We hope to continue to expand services provided to our EL population of students, provide professional development opportunities for all beyond the SEI course, as well as conference registration for our EL Coordinator. Additionally, we hope to diversify our teaching staff.

FY21 budget item	Amount	Foundation Category
Diversify the educator workforce. As our student population continues to become more diverse, we will strive to mirror that diversity among our teachers. We will expand our recruitment efforts to connect with candidates of color		H) Diversifying the educator workforce
Professional Development	\$2500	E) Improved PD for all teachers and access to conferences for our EL coordinator.
<b>Evidence-based program identified by the Department:</b>		D) Hiring school personnel that best support improved student performance
<b>SOA program categories:</b>		H) Diversity educator workforce & E) Improved PD

→ **Commitment 3: Monitoring Success with Outcome Metrics and Targets**

What metrics will your charter school use to monitor success in reducing disparities in achievement among student subgroups? Select from the list of Department metrics or provide your own.

Category	Outcome Metrics
<b>Student Achievement</b>	<ul style="list-style-type: none"> <li>English language arts (ELA) achievement</li> <li>Mathematics achievement</li> <li>Science achievement</li> </ul>
<b>Student Growth</b>	<ul style="list-style-type: none"> <li>ELA mean student growth percentile (SGP)</li> <li>Mathematics mean SGP</li> </ul>
<b>English Language Proficiency</b>	<ul style="list-style-type: none"> <li>Progress made by students towards attaining English language proficiency (percentage of students meeting annual targets calculated to attain English proficiency in six years)</li> </ul>

<p><b>1) Department outcome metrics:</b></p> <ul style="list-style-type: none"> <li>✓ Improved ELA mean SGP for ELs and students with disabilities</li> <li>✓ Improved Mathematics mean SGP for ELs and students with disabilities</li> <li>✓ All ELs will make progress toward English proficiency</li> </ul>	<p><b>2) Custom metrics (must include targets as well):</b></p> <ul style="list-style-type: none"> <li>✓ In addition to access and equity, we are focused on student engagement. We will utilize survey data and internal assessments including iReady and IXL to measure improvements in engagement.</li> </ul>
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→ **Commitment 4: Engaging All Families**

**How will your charter school ensure that all families, particularly those representing the student subgroups most in need of support, have the opportunity to meaningfully engage with the charter school regarding their students' needs?**

At MCCPS, community is our middle name and we are committed to partnering with all families, including our families of students with disabilities and English Learners. We will pursue renewed efforts to increase participation in SEPAC and we will create an ELPAC. The COVID-19 pandemic has increased our awareness of the importance of connecting with each individual family to prevent any student from being disconnected to remote learning opportunities. Our reopening plan includes opportunities for these high needs students to have some access to in-person supports even during the remote learning phase of our plan.

**Certifications:**

**By checking here, I certify that our charter school has engaged stakeholders in our community in accordance with the Student Opportunity Act**

**Please summarize your stakeholder engagement process, including specific groups that were engaged:**

MCCPS regularly communicates with our team of educators and with our parent community. We are working toward more engagement through our PTO, a new parent ambassador program, our SEPAC, and will pursue the creation of an ELPAC. Our Board of Trustees and Committees of the Board are continuously involved in discussions about this important work.

**By checking here, I certify that the Marblehead Community Charter Public School Board of Trustees voted on our Student Opportunity Act Plan.**

**Date of vote: August 25, 2020**

**Outcome of vote:**

# Cover Sheet

## Finance Committee

**Section:** VIII. Committee Updates  
**Item:** B. Finance Committee  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** FinCom note, July-20.docx  
MCCPS, July-20, Financial Statements.pdf

## **FinCom, July 20 (FY21)**

### **From my email on the 31st**

**\* The state will fully fund all Foundation budgets, plus inflation. This means the first leg of our revenue stool is safe...it's the Above Foundation spending by district that makes me nervous. The third leg is the Facilities funding, which should remain constant.**

**\* The July payment from the state...bear with me as this can be confusing. The system the Dept of Revenue uses to track all of our payments (tuition, grants, school lunch reimb) is called VendorWeb. The attachment is the VW print out for July (as of 8:00 AM).**

**You will see the \$33K for the grant hit on the 9th as mentioned at FinCom.**

**Our 'normal' tuition payment is listed at \$227,399 which is good. The June payment was higher than expected at \$231, not the \$214 from April & May. I expect August to be \$227 as well.**

**Then there's another payment of \$24,763. It is detailed as "charter school reimbursements to cities", which seems counterintuitive. This same line item was included in our payment of Aug '19 but for \$1,212. At the time I inquired of my contact at DESE what this separate payment was, and while she didn't really know, nor did any of the others cc:d on that email respond, we ultimately kept the money.**

**It won't shock me if there's a mass email to charters by mid-August explaining this was an error and/or there will be adjustments coming, but there's just as good a chance we get this add'l \$25K.**

**\* I have the school registered with FEMA/MEMA and after a phone conference it appears that we can apply for up-to 75% reimbursement for (very specific) COVID related expenses we have or will incur. At least one grant application will be submitted by the end of August.**

### **July 2020 Financials**

#### **Revenue**

**We made \$4,000 from North Shore Children's Theatre (\$3K deposited in July)**

**Katherine turned over several of the parking spaces**



**We are not charging the YMCA for use of the front lot, rather building a relationship. The person I've been dealing with is Mac Wallace, Youth Program Director, and we've had general discussions about working together in the future.**

### **Expenses**

**Salaries: Due to a payroll error the line for SPED Director is higher than normal.**

**Assistant Head of School = Principal**

**The initial payment for the Workers' Comp policy hit**

**We paid 2/3 of the floor tile job in July, hence Maintenance is up**

### **All Classes**

**It will take a few months to straighten out the Fed/State grant funding as most of the deadlines have crossed fiscal years due to Covid**

### **Food Service Dept.**

**Danette continues to adjust for Covid conditions...she expects to provide breakfast and lunch to staff during the 10 PD days, which will give her a chance to test out some delivery methods.**

### **FY20 Audit**

**The audit of the finances (vs. compliance) should start the week of 31 Aug and will be done remotely.**



# Marblehead Community Charter Public School

## Financial Results As of July 31, 2020



Prepared and reviewed by:  
Jeff Barry - MCCPS Business Manager ([jbarry@marbleheadcharter.com](mailto:jbarry@marbleheadcharter.com))  
Rodolphe Hervé - MCCPS Treasurer ([rherve@marbleheadcharter.com](mailto:rherve@marbleheadcharter.com))

# MCCPS

## Balance Sheet Standard

As of July 31, 2020

	Accrual Basis			Increase /	
	Jun 30, '20	Jul 31, '20	Jul 31, '19	(Decrease)	%age
<b>ASSETS</b>					
<b>Current Assets</b>					
<b>Checking/Savings</b>					
1073 — EBSB Payroll (8947)	31,563	40,393	14,655	25,739	175.6%
1072 — EBSB Operating (8934)	376,238	399,086	359,627	39,459	11.0%
1010 — Charter Hall (8202)	2,670	2,670	2,967	(298)	-10.0%
1040 — Petty Cash (4534)	1,167	1,625	856	769	89.8%
1070 — Checking (4542)	118,831	114,600	96,585	18,015	18.7%
1085 — PayPal	2,404	2,404	45	2,359	5192.4%
1090 — FoodService (5077)	4,281	4,303	5,479	(1,177)	-21.5%
<b>Total Checking/Savings</b>	<b>537,153</b>	<b>565,080</b>	<b>480,214</b>	<b>84,866</b>	<b>17.7%</b>
<b>Accounts Receivable</b>					
1200 — Accounts Receivable	0	0	2,239	(2,239)	
1201 — Grants Receivable	0	0	0	0	
<b>Total Accounts Receivable</b>	<b>0</b>	<b>0</b>	<b>2,239</b>	<b>(2,239)</b>	
<b>Other Current Assets</b>					
1310 — Prepaid Expense	34,227	34,227	33,775	452	
1210 — State Allocation Receivable	0	0	0	0	
<b>Total Other Current Assets</b>	<b>34,227</b>	<b>34,227</b>	<b>33,775</b>	<b>452</b>	
<b>Total Current Assets</b>	<b>571,380</b>	<b>599,307</b>	<b>516,228</b>	<b>83,079</b>	<b>16.1%</b>
<b>Fixed Assets</b>					
1532 — 17 Lime Street					
1533 — Land - 17 Lime Street	687,400	687,400	687,400	0	0.0%
1532 — 17 Lime Street - Other	3,562,600	3,562,600	3,562,600	0	0.0%
<b>Total 1532 — 17 Lime Street</b>	<b>4,250,000</b>	<b>4,250,000</b>	<b>4,250,000</b>	<b>0</b>	<b>0.0%</b>
1530 — Building Improvements	33,184	33,184	33,184	0	0.0%
1531 — Fixed Assets	66,648	66,648	66,648	0	0.0%
1599 — Accumulated Depreciation	(616,644)	(624,620)	(528,903.39)	(95,717)	18.1%
<b>Total Fixed Assets</b>	<b>3,733,189</b>	<b>3,725,212</b>	<b>3,820,929</b>	<b>(95,717)</b>	<b>-2.5%</b>
<b>TOTAL ASSETS</b>	<b>4,304,569</b>	<b>4,324,520</b>	<b>4,337,157</b>	<b>(12,637)</b>	<b>-0.3%</b>
<b>LIABILITIES &amp; EQUITY</b>					
<b>Liabilities</b>					
<b>Current Liabilities</b>					
<b>Accounts Payable</b>					
2000 — Accounts Payable	3,297	2,651	(200)	2,851	-1425.6%
<b>2010 — Accounts Payable FS</b>	<b>(175)</b>		<b>0</b>	<b>0</b>	
<b>Total Accounts Payable</b>	<b>3,122</b>	<b>2,651</b>	<b>(200)</b>	<b>2,851</b>	<b>-1425.6%</b>
<b>Other Current Liabilities</b>					
2110 — Accrued Payroll	117,331	117,331	117,331	0	0.0%
2110-25 — Payroll Liabilities	(5,459)	(5,102)	1,000	(6,102)	
2111 — Accrued Payroll Taxes	3,990	3,990	3,990	0	0.0%
2160-25 — MTRB Liability	12,581	13,239	14,360	(1,121)	-7.8%
2190-25 — Payroll Clearing Account	(6,835)	(11,703)	(2,910)	(8,794)	302.2%
2230 — Accrued Expenses	81,691	81,691	49,830	31,860	63.9%
<b>Total Other Current Liabilities</b>	<b>203,298</b>	<b>199,445</b>	<b>183,601</b>	<b>15,844</b>	<b>8.6%</b>
<b>Total Current Liabilities</b>	<b>206,419</b>	<b>202,096</b>	<b>183,401</b>	<b>18,695</b>	<b>10.2%</b>
<b>Long Term Liabilities</b>					
2613 — East Boston Savings Bank	3,719,677	3,711,171	3,809,678	(98,506)	-2.6%
<b>Total Long Term Liabilities</b>	<b>3,719,677</b>	<b>3,711,171</b>	<b>3,809,678</b>	<b>(98,506)</b>	<b>-2.6%</b>
<b>Total Liabilities</b>	<b>3,926,096</b>	<b>3,913,268</b>	<b>3,993,079</b>	<b>(79,811)</b>	<b>-2.0%</b>
<b>Equity</b>					
3000 — Opening Bal Equity	(295)	(295)	(295)	0	-0.1%
3900 — Retained Earnings	268,101	374,561	277,145	97,416	35.1%
<b>Net Income</b>	<b>110,667</b>	<b>36,986</b>	<b>67,228</b>	<b>(30,242)</b>	<b>-45.0%</b>
<b>Total Equity</b>	<b>378,473</b>	<b>411,252</b>	<b>344,078</b>	<b>67,174</b>	<b>19.5%</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>4,304,569</b>	<b>4,324,520</b>	<b>4,337,157</b>	<b>(12,637)</b>	<b>-0.3%</b>

**MCCPS**  
**Profit and Loss Prev Year Compariso**  
 July 2020

	Accrual Basis				# months YTD	1	
	Jul '20	Jul '19	Increase / (Decrease)	%age	Budget	Over / (Under)	%age
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
4057 — VACATION PROGRAMMING		5,020	(5,020)	-100.0%	0	0	#DIV/0!
4005 — STATE ALLOCATION	252,162	287,579	(35,417)	-12.3%	257,175	(5,013)	-1.9%
4030 — STUDENT ACTIVITIES							
4040 — INVESTMENT INCOME	10	7	2	34.2%	8	1	15.9%
4050 — OTHER INCOME	4,522	0	4,522	NA	2,813	1,709	60.8%
4055 — STUDENT SUCCESS FUND	156	0	156	NA	1,500	(1,344)	-89.6%
4060 — CONTRIBUTIONS (MCEF)	0	0	0	NA	0	0	NA
4080 — REIMBURSEMENTS	0	0	0	NA	167	(167)	-100.0%
4085 — MEDICARE REIMB.	0	0	0	NA	417	(417)	-100.0%
4090 — FUNDRAISING	0	0	0	NA	3,750	(3,750)	-100.0%
<b>Total Income</b>	<b>256,849</b>	<b>292,606</b>	<b>(35,757)</b>	<b>-12.2%</b>	<b>265,829</b>	<b>(8,980)</b>	<b>-3.4%</b>
<b>Gross Profit</b>	<b>256,849</b>	<b>292,606</b>	<b>(35,757)</b>	<b>-12.2%</b>	<b>265,829</b>	<b>(8,980)</b>	<b>-3.4%</b>
<b>Expense</b>							
5000 — PERSONNEL	177,979	184,914	(6,935)	-3.8%	187,725	(9,746)	-5.2%
5140 — BENEFITS	22,901	14,628	8,273	56.6%	34,486	(11,586)	-33.6%
5150 — STAFF DEVELOPMENT			0	NA	625	(625)	-100.0%
5160 — SEARCH COSTS	1,823		1,823	NA	142	1,681	1186.7%
5170 — SUBSTITUTE			0		0	0	NA
5200 — DIRECT STUDENT SUPPORT	1,699	8,713	(7,015)	-80.5%	5,475	(3,776)	-69.0%
5300 — OCCUPANCY	9,983	2,031	7,952	391.6%	9,771	212	2.2%
5400 — OFFICE & ADMIN	12,489	11,803	686	5.8%	18,385	(5,896)	-32.1%
6100 — Depreciation	7,976	7,976	0	0.0%	7,917	60	0.8%
<b>Total Expense</b>	<b>234,850</b>	<b>230,066</b>	<b>4,784</b>	<b>2.1%</b>	<b>264,526</b>	<b>(29,676)</b>	<b>-11.2%</b>
<b>Net Ordinary Income</b>	<b>21,999</b>	<b>62,540</b>	<b>(40,541)</b>	<b>-64.8%</b>	<b>1,303</b>	<b>20,696</b>	<b>1588.4%</b>
<b>Net Income</b>	<b>21,999</b>	<b>62,540</b>	<b>(40,541)</b>	<b>-64.8%</b>	<b>1,303</b>	<b>20,696</b>	<b>1588.4%</b>

**MCCPS**  
**Profit and Loss Standard**  
**May through July 2020**

	Previous school year		Accrual Basis	
	May '20	Jun '20	Jul '20	TOTAL
Ordinary Income/Expense				
Income				
4005 — STATE ALLOCATION	214,054	231,885	252,162	698,101
4040 — INVESTMENT INCOME	11	9	10	30
4050 — OTHER INCOME				
4051 — 17 Lime Rent		3,864	4,522	8,386
4054 — Misc. Inc.		869		869
4056 — Homework Club	365	1,054		1,418
<b>Total 4050 — OTHER INCOME</b>	<b>365</b>	<b>5,787</b>	<b>4,522</b>	<b>10,673</b>
4055 — STUDENT SUCCESS FUND	550	290		840
4060 — CONTRIBUTIONS				
4062 — MCEF		28,000		28,000
<b>Total 4060 — CONTRIBUTIONS</b>		<b>28,000</b>		<b>28,000</b>
4080 — REIMBURSEMENTS			156	156
4090 — FUNDRAISING	245	40		285
<b>Total Income</b>	<b>215,224</b>	<b>266,011</b>	<b>256,849</b>	<b>738,085</b>
<b>Gross Profit</b>	<b>215,224</b>	<b>266,011</b>	<b>256,849</b>	<b>738,085</b>
Expense				
5000 — PERSONNEL				
Payroll Taxes				
5119 — MAF/PML	(4,194)			(4,194)
5118 — MAPML	671	636	657	1,964
5115 — Soc Sec	3,019	2,630	2,800	8,449
5116 — Medicare	2,475	2,387	2,455	7,316
5117 — Unemployment	1,011	918	937	2,866
5120 — Work Comp			4,135	4,135
Total Payroll Taxes	2,982	6,571	10,984	20,537
<b>Total 5000 — PERSONNEL</b>	<b>175,648</b>	<b>150,825</b>	<b>177,979</b>	<b>504,453</b>
5140 — BENEFITS				
5141 — Health	21,900	60,688	18,782	101,369
5142 — Dental	2,180	2,595	2,196	6,971
5143 — Life & Disability	1,870		1,923	3,793
<b>Total 5140 — BENEFITS</b>	<b>25,950</b>	<b>63,282</b>	<b>22,901</b>	<b>112,133</b>
5150 — STAFF DEVELOPMENT	(305)	29		(277)
5160 — SEARCH COSTS			1,823	1,823
5170 — SUBSTITUTE		1,840		1,840
5200 — DIRECT STUDENT SUPPORT				
5255 — Homework Club	69	72	72	213
5202 — Furnishings			38	38
5203 — Student Success Fund	368	43		411
5210 — Teachers supplies	84	35		119
5211 — Instructional Equipment	1,221	1,221	1,221	3,662
5220 — Student supplies		105		105
5222 — SPED Services		109		109
5240 — Computer Support		138	368	506
5242 — Technology-Software	390			390
<b>Total 5200 — DIRECT STUDENT SUPPORT</b>	<b>2,132</b>	<b>1,722</b>	<b>1,699</b>	<b>5,553</b>

**MCCPS**  
**Profit and Loss Standard**  
**May through July 2020**

	Previous school year		Accrual Basis	
	May '20	Jun '20	Jul '20	TOTAL
5300 — OCCUPANCY				
5320 — Maintenance				
5329 — Covid-19	76	1,253	839	2,168
5326 — Repairs			459	459
5320 — Maintenance - Other	384	1,938	6,163	8,485
<b>Total 5320 — Maintenance</b>	<b>460</b>	<b>3,191</b>	<b>7,461</b>	<b>11,112</b>
5330 — CustSvc	650		650	1,300
5340 — CustSupplies			275	275
5351 — Utilities				
5352 — Electric	1,428	914	1,549	3,891
5353 — Gas		(142)		(142)
5354 — Water	1,762	1,662		3,424
5355 — Communications	306	48	48	402
<b>Total 5351 — Utilities</b>	<b>3,496</b>	<b>2,483</b>	<b>1,597</b>	<b>7,576</b>
<b>Total 5300 — OCCUPANCY</b>	<b>4,606</b>	<b>5,674</b>	<b>9,983</b>	<b>20,263</b>
5400 — OFFICE & ADMIN				
5492 — Mortgage Interest	10,242	10,560	10,197	30,999
5405 — FundraisingExp				
5409 — 25th Anniversary	1,477	3,550		5,027
5408 — Musical			43	43
Total 5405 — FundraisingExp	1,477	3,550	43	5,070
5410 — Supplies	40	446	66	552
5430 — Accounting		1,000	440	1,440
5431 — Legal		3,321		3,321
5440 — PayrollSvc	446	446	803	1,695
5450 — Printing&Copy		103		103
5460 — Postage	161	28	879	1,068
5470 — General Liability Insurance	2,351	2,351		4,702
5486 — HoS Discretionary	669			669
5487 — Admissions	310			310
5497 — Bank Chrg	50	54	61	165
<b>Total 5400 — OFFICE &amp; ADMIN</b>	<b>15,747</b>	<b>21,858</b>	<b>12,489</b>	<b>50,094</b>
<b>6100 — Depreciation</b>	<b>7,976</b>	<b>7,976</b>	<b>7,976</b>	<b>23,929</b>
<b>Total Expense</b>	<b>231,755</b>	<b>253,207</b>	<b>234,850</b>	<b>719,811</b>
<b>Net Ordinary Income</b>	<b>(16,530)</b>	<b>12,804</b>	<b>21,999</b>	<b>18,273</b>
<b>Net Income</b>	<b>(16,530)</b>	<b>12,804</b>	<b>21,999</b>	<b>18,273</b>

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

								Accrual Basis
			40-sped 94-142	63 - Title 4	62 - Teacher Quality (140)	90 Federal Grants - Other	Total 90 Federal Grants	TOTAL
	01 - General Fund	20-school lunch	30 - Enrichment	(90 Federal Grants)	(90 Federal Grants)	(90 Federal Grants)	(90 Federal Grants)	
Ordinary Income/Expense								
Income								
4005 — STATE ALLOCATION	252,162							252,162
4010 — FEDERAL & STATE GRANTS				32,911		2,249	35,160	35,160
4040 — INVESTMENT INCOME	10							10
4050 — OTHER INCOME	4,522							4,522
4080 — REIMBURSEMENTS	156							156
Total Income	256,849			32,911		2,249	35,160	292,009
Gross Profit	256,849			32,911		2,249	35,160	292,009
Expense								
5000 — PERSONNEL	177,979						4,774	182,753
5140 — BENEFITS	22,901						4,774	22,901
5160 — SEARCH COSTS	1,823							1,823
5200 — DIRECT STUDENT SUPPORT	1,699		350		9,122	2,367	3,226	16,764
5270 — SCHOOL LUNCH EXP		153						153
5300 — OCCUPANCY	9,983	182						10,165
5400 — OFFICE & ADMIN	12,489							12,489
6100 — Depreciation	7,976							7,976
Total Expense	234,850	335	350		9,122	2,367	8,000	255,024
Net Ordinary Income	21,999	(335)	(350)	32,911	(9,122)	(118)	(8,000)	36,986
Net Income	21,999	(335)	(350)	32,911	(9,122)	(118)	(8,000)	36,986



**MCCPS  
Financial Ratios**

As of July 31, 2020

# months YTD

1

<b>Debt Service Coverage Ratio</b>	<b>2.16</b>
<b>Days of Cash</b>	<b>76</b>
<b>LUNA (liquid unrestricted net assets)</b>	<b>2.55</b>

<b>Debt Service Coverage Ratio</b>	
Standard monthly payment (Principal and Interest)	10,197
Net operating Income YTD	21,999
Annualized based on YTD results	263,994
Calculated Debt Service Ratio	2.16

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

<b>Days Cash</b>	
Cash on Hand	565,080
Operating Expense YTD Annualized	2,818,197
Noncash expense Depreciation YTD Annualized	7,976
Days Cash	76

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

<b>Liquid Unrestricted Net Assets</b>	
Unrestricted Net Assets	4,324,520
Fixed Assets	3,725,212
Liquid Unrestricted NA	599,307
Expense (YTD) Monthly	234,850
LUNA	2.55

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

$$\text{LUNA} / \text{monthly expense} = \text{months of liquidity}$$

# 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
<b>Total 5200 — DIRECT STUDENT SUPPORT</b>	<b>65,700</b>	
<b>5300 — OCCUPANCY</b>		
<b>Total 5320 — Maintenance</b>	<b>40,000</b>	
5330 — CustSvc	30,000	
5340 — CustSupplies	5,000	
5351 — Utilities		
5352 — Electric	30,000	
5354 — Water	8,500	
5355 — Communications	3,750	
<b>Total 5351 — Utilities</b>	<b>42,250</b>	
<b>Total 5300 — OCCUPANCY</b>	<b>117,250</b>	
<b>5400 — OFFICE &amp; ADMIN</b>		
5492 — Mortgage Interest	120,423	
5405 — FundraisingExp		
5407 — Events		
5408 — Musical		
5405 — FundraisingExp - Other		
<b>Total 5405 — FundraisingExp</b>	<b>6,000</b>	
5410 — Supplies	5,000	
5430 — Accounting	18,000	
5431 — Legal	10,000	
<b>5435 - Marketing</b>	<b>10,000</b>	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	
<b>Total 5400 — OFFICE &amp; ADMIN</b>	<b>220,623</b>	
6100 — Depreciation	95,000	
<b>Total Expense</b>	<b>3,174,309</b>	
<b>Net Ordinary Income</b>	<b>15,636</b>	