



MCCPS Board of Trustees

Monthly Board Meeting

Published on March 26, 2021 at 7:22 AM EDT

Date and Time

Tuesday March 30, 2021 at 7:00 PM EDT

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 March 30, 2021.			
D. Approve Minutes	Approve Minutes	Karl Smith	2 m
Approve minutes for Monthly Board Meeting on March 2, 2021			

	Purpose	Presenter	Time
II. Public Comment			7:05 PM
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	
<ul style="list-style-type: none"> • 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 • Feb - Adopt School Calander 			
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.

- | | Purpose | Presenter | Time |
|--|---------|-----------|------|
| ◦ 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 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")

- 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 Annual Evaluation Training	Vote	Katie Sullivan	20 m
B. MCCPS Staffing Updates	Discuss	Peter Cohen	15 m
C. Set Date for Board Retreat	Discuss	Artie Sullivan	5 m

Agenda Items

VIII. Committee Updates 8:25 PM

A. Governance Committee	Discuss	Karl Smith	5 m
B. Finance Committee	Discuss	Rudi Herve	10 m
C. Personnel Committee	Discuss	Artie Sullivan	5 m
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 -	Vote	Artie Sullivan	5 m

Vote to Deactivate

	Purpose	Presenter	Time
IX. Public Comment			9:05 PM
A. Public Comment	Discuss	Artie Sullivan	5 m
X. Board Member Comments and Resolutions			9:10 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			9:13 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 March 2, 2021



MCCPS Board of Trustees

Minutes

Monthly Board Meeting

Date and Time

Tuesday March 2, 2021 at 7:00 PM

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

Trustees Present

Artie Sullivan (remote), Ian Hunt, James Rogers (remote), Karl Smith (remote), NDack Toure (remote), Paul Baker (remote), Peter Cheney (remote), Peter Cohen (remote), Rebecca Whidden (remote), Richard Doron (remote), Rodolphe Herve (remote)

Trustees Absent

Jessica Xiarhos

Guests Present

Andrea Barlow (remote), Carol McEnaney (remote), Chris Bruell (remote), Elizabeth Burns (remote), Jessica Gelb (remote), Will Rockwell (remote)

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 Mar 2, 2021 at 7:04 PM.

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 March 2, 2021.

C. Accept Remote Participation

Rebecca Whidden made a motion to Accept the Governor's order.

Paul Baker seconded the motion.

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

Roll Call

James Rogers	Aye
Artie Sullivan	Aye
Rebecca Whidden	Aye
Peter Cheney	Aye
Richard Doron	Aye
Ian Hunt	Aye
Rodolphe Herve	Aye
Peter Cohen	Aye
NDack Toure	Aye
Paul Baker	Aye
Karl Smith	Aye
Jessica Xiarhos	Absent

D. Approve Minutes

NDack Toure made a motion to approve the minutes from Monthly Board Meeting on 01-26-21.

Ian Hunt seconded the motion.

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

Roll Call

James Rogers	Aye
Jessica Xiarhos	Absent
Richard Doron	Aye
Ian Hunt	Aye
Artie Sullivan	Aye
NDack Toure	Aye
Peter Cohen	Aye
Rebecca Whidden	Aye
Paul Baker	Aye
Karl Smith	Aye
Rodolphe Herve	Aye
Peter Cheney	Aye

II. New Board Member

A. Presentation/Interview/Vote on Perspective Board Member - Jessica Gelb

Karl introduced Jessica to the Board and explained that the Governance Committee met with her and voted unanimously to present her to the Board for their consideration as a prospective Board member to fill a 3 year term.

The Board posed several questions to Jessica about her interests in the school and what motivates her.

Karl Smith made a motion to A motion to move that the Board appoint Jessica Gelb 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.
Paul Baker seconded the motion.

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

Roll Call

Ian Hunt	Aye
Karl Smith	Aye
James Rogers	Aye
Peter Cheney	Aye
Rodolphe Herve	Aye
Peter Cohen	Aye
Richard Doron	Aye
Jessica Xiarhos	Absent
Rebecca Whidden	Aye
NDack Toure	Aye
Paul Baker	Aye
Artie Sullivan	Aye

B. Vote on Perspective Board Member - Part 2

Karl Smith made a motion to Motion to move that the Board invite the newly appointed Trustee, Jessica Gelb, to all Board Meetings and activities while her approval is pending with the Department of Elementary and Secondary Education. Jessica Gelb 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.

Paul Baker seconded the motion.

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

Roll Call

Karl Smith	Aye
NDack Toure	Aye
Jessica Xiarhos	Absent
Rodolphe Herve	Aye
James Rogers	Aye
Peter Cheney	Aye
Rebecca Whidden	Aye
Ian Hunt	Aye
Peter Cohen	Aye
Artie Sullivan	Aye
Richard Doron	Aye
Paul Baker	Aye

III. Reappointment of Board Member - Arthur F Sullivan, III

A. Discussion and Vote on Reappointment to the Board - Arthur F Sullivan, III

Paul Baker made a motion to To reappointment of Arthur F Sullivan, III to a 3-year term.

Ian Hunt seconded the motion.

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

Roll Call

James Rogers	Aye
Paul Baker	Aye
Ian Hunt	Aye
Jessica Xiarhos	Absent
Richard Doron	Aye
Rodolphe Herve	Aye

Roll Call

Peter Cheney Aye
Rebecca Whidden Aye
Karl Smith Aye
Peter Cohen Aye
NDack Toure Aye
Artie Sullivan Abstain

For this section of the meeting, Paul Baker became the acting Chair.

Peter explained that in the future Governance will be adopting a process to more formally present candidates for term renewal.

Some questions were posed to Artie about his thoughts on the future and what he would like to accomplish.

Recent events were highlighted - such as new HOS, charter renewal, pandemic and new by-laws

Financial stability of the school was discussed.

Recently talked to our representatives

IV. Public Comment

A. Public Comment

Artie took back the reigns and inquired if anyone had public comments. There were none.

V. Presentations

A. Student Presentations

Not this month - will return soon - hopefully next month.

VI. Review of Previous Meeting Action Items

A. Review of Previous Meeting Action Items

Looking for additional potential board members meeting any of the desired criteria.

VII. Board Annual Items

A. Upcoming Meeting Agenda Items

Artie explained that this meeting represents the February meeting - March will still happen at the end of this month (March).

He explained what upcoming items would be.

B. Board Goals for SY 2020-2021

Still tracking and pushing for results.

VIII. HOS Report

A. Monthly Report

Peter presented his monthly report providing highlights and commentary on his bulleted items.

IX. Other Business

A. Adopt Board Restricted Fund - Second Reading

Rudi walked through the wording for the resolution to establish a Board Restricted Fund.

Richard Doron made a motion to Adopt the policy to create a board restricted financial fund.

Paul Baker seconded the motion.

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

Roll Call

Rodolphe Herve	Aye
Artie Sullivan	Aye
Paul Baker	Aye
James Rogers	Aye
Peter Cohen	Aye
Peter Cheney	Aye
Jessica Xiarhos	Absent
Richard Doron	Aye
Rebecca Whidden	Aye
Ian Hunt	Aye
NDack Toure	Abstain
Karl Smith	Aye

Richard Doron made a motion to Direct the Financial Manager to transfer \$5,000 to open the board restricted fund as an initial deposit.

Ian Hunt seconded the motion.

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

Roll Call

James Rogers	Aye
Karl Smith	Aye
Peter Cheney	Aye
Richard Doron	Aye
NDack Toure	Abstain
Jessica Xiarhos	Absent
Peter Cohen	Aye
Paul Baker	Aye
Rebecca Whidden	Aye
Rodolphe Herve	Aye
Artie Sullivan	Aye
Ian Hunt	Aye

X. Committee Updates

A. Governance Committee

Karl mentioned that there will be a procedure to re-present a Renewal for an officer for a two year term.

Membership renewal and re-appointment of chairs.

Those kinds of procedures.

Jim Guadett - interested in facilities.

B. Finance Committee

Rudi showed the group the results of the 7 months completed during this school year.

Enrollment figures used by DESE will need to be adjusted, however the results as anticipated with a small surplus based on the current results.

Preparing a budget for next year - conservatively budgeting enrollment of 215.

C. Personnel Committee

Back next month do present the HOS review process. Setting schedule for BOT head of school survey for faculty, staff and the board. Also the ValEd survey.

D. Academic Excellence

Peter noted the meeting schedule, and explained that the committee is working with the teachers to ensure the criteria are being followed. James noted that the recommendations are being incorporated into the exhibition preparation.

E. Development & Communications

F. Strategic Plan Committee

No updates at this time.

G. Facilities Task Force

Becca noted that the clean-out effort in the warehouse has been continuing. Research items are being pursued by members of the task force. Roof is also being considered and the task force is examining different options and recommendations.

H. Charter Renewal -

Artie Sullivan made a motion to De-activate the Charter Renewal Committee until further consideration.

Karl Smith seconded the motion.

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

Roll Call

NDack Toure	Aye
Richard Doron	Aye
Rodolphe Herve	Aye
Rebecca Whidden	Aye
James Rogers	Aye
Paul Baker	Aye
Peter Cohen	Aye
Artie Sullivan	Aye
Karl Smith	Aye
Peter Cheney	Aye
Jessica Xiarhos	Absent
Ian Hunt	Aye

XI. Public Comment

A. Public Comment

Will Rockwell - student break-down. Curious as to availability to any information / paperwork to consider retention / attrition trends.

XII. Board Member Comments and Resolutions

A. Board Member Comments and Resolutions

Artie thanked all of the guests and welcomed Jessica to the Board.

Navigator award - Board level award that is presented to someone who goes above and beyond.

Ian - post past winners? Plaques in the front room - but possibly on web page.

Graduation planned for outside in the back lot.

XIII. Closing Items

A. Recap Action Items

Take Ian's idea and list award winners on the web-site and create a page for each Auction / celebration pending in May - look for anyone to help out.
Nominees for the Navigator awards.
\$5,000 in the account - talk with Jeff.

B. Meeting Evaluation

Everyone seemed ok.

C. Adjourn Meeting

Rebecca Whidden made a motion to Adjourn the meeting.
Paul Baker seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

James Rogers	Aye
Richard Doron	Aye
NDack Toure	Aye
Peter Cheney	Aye
Rodolphe Herve	Aye
Karl Smith	Aye
Ian Hunt	Aye
Jessica Xiarhos	Absent
Rebecca Whidden	Aye
Paul Baker	Aye
Artie Sullivan	Aye
Peter Cohen	Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:08 PM.

Respectfully Submitted,
Karl Smith

Documents used during the meeting

- Gelb, Jessica.docx
- HOS Report to Board of Trustees 3_2_21.pdf
- Board Restricted Fund.docx
- Financial Statements, Jan-21.pdf
- January_FinCom_notes.pdf

Cover Sheet

Monthly Report

Section: VI. HOS Report
Item: A. Monthly Report
Purpose: FYI
Submitted by:
Related Material: HOS Report to Board of Trustees 3_30_21.pdf



HOS Report to the Board of Trustees

Submitted by Peter Cohen, Ed.D

Meeting Date: March 30, 2021

- Reopening Update
 - Transition to Phase Three
 - April 5 for grades 4, 5, 7, 8
 - April 12 for grade 6
 - ~25 students remaining fully remote
 - MCAS testing - currently scheduled for May/June
 - MASS/MASC/MTA all petitioning DESE for waiver
 - DESE considering pushing this to fall (stay tuned)
- Enrollment, Recruitment, Retention & Connections to Families
 - Enrollment for 2020-2021 is 213 students
 - Projected enrollment for 2021-22 is 230 students. (Very preliminary)
 - Goal: keep connections with prospective families
- Staffing Update for 2021-2022 to be provided to Board as separate agenda item
- Head of School Goal Update
 - April update will include a year in review update to inform HOS evaluation

Enrollment Update as of 3.24.2021

4th Grade Accepted/Enrolled: 50 Waiting List: 33	5th Grade Accepted/Enrolled: 51 Waiting List: 4	6th Grade Accepted/Enrolled: 54 Waiting List: 31
7th Grade Accepted/Enrolled: 34 Waiting List: 2	8th Grade Accepted/Enrolled: 24 Waiting List: 1	Accepted/Enrolled: 213 Note: Some on waitlist are from Salem

Projected Enrollment 2021-2022

Grade	Accepted New Students	Returning Students (Intent to Return)	Total Projected Enrollment	Waitlist
4	37	0	46	50
5	0	50	48	67
6	0	50	50	50
7	0	54	48	40
8	4	34	38	18
Total	41	188	230	225

Cover Sheet

HOS Annual Evaluation Training

Section: VII. Other Business
Item: A. HOS Annual Evaluation Training
Purpose: Vote
Submitted by:
Related Material: Head of School Evaluation Year End Form, 2021 template.docx
HOS Summative Evaluation Checklist.docx

MCCPS Board of Trustees Summative Evaluation Checklist

Begin on page 6 and complete pages 6-9 FIRST by checking one box for each of the indicators (IA, IB, IC, etc.) using the rating scale of:

Unsatisfactory, Needs Improvement, Proficient, Exemplary

Please be sure to add comments, particularly if you rate any area as needs improvement or unsatisfactory. You should provide specific evidence to support your rating.

Next, go to page 5 and complete the bottom portion by rating the Permanent Standards II-D, II-E, and IV-E in the same manner.

Underneath each Standards section you will circle one word based upon your check boxes for an overall rating on that Standard.

Then return to page 1 (in the Step 2 area) and check the one box that matches your circled word for that Standard. Do this for each of the four Standards.

Next, go to page 3 and complete pages 3-5 by rating the Head of School Goals selecting one word from the rating scale of:

Did Not Meet

Some Progress

Significant Progress

Met

Exceeded

Be sure to check one box from the columns next to each of the four HOS Goals.

Then return to page 1 (in the Step 1 area) and circle the word that matches the box you checked for each HOS Goal on pages 3-5.

Now, go to page 2 and rate the Overall Summative Performance by circling one word, then if you circled anything other than Proficient you must write comments in the space provided.

End-of-Cycle Summative Evaluation Report: Head of School

Head of School: _____

Evaluator: _____

Name

Signature

Date

Step 1: Assess Progress Toward Goals (Complete page 3 first; circle one for each set of goal[s].)

Professional Practice Goal(s)	Did Not Meet	Some Progress	Significant Progress	Met	Exceeded
Student Learning Goal(s)	Did Not Meet	Some Progress	Significant Progress	Met	Exceeded
School Improvement Goal(s)	Did Not Meet	Some Progress	Significant Progress	Met	Exceeded

Step 2: Assess Performance on Standards (Complete pages 4–7 first; then check one box for each standard.)

Indicators

Unsatisfactory = Performance on a standard or overall has not significantly improved following a rating of *Needs Improvement*, or performance is consistently below the requirements of a standard or overall and is considered inadequate, or both.

Needs Improvement/Developing = Performance on a standard or overall is below the requirements of a standard or overall but is not considered to be Unsatisfactory at the time. Improvement is necessary and expected. For new Heads of School, performance is on track to achieve proficiency within three years.

Proficient = Proficient practice is understood to be fully satisfactory. This is the rigorous expected level of performance.

Exemplary = A rating of Exemplary indicates that practice significantly exceeds Proficient and could serve as a model of practice regionally or statewide.

Indicators	Unsatisfactory	Needs Improvement	Proficient	Exemplary
Standard I: Instructional Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standard II: Management and Operations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standard III: Family and Community Engagement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standard IV: Professional Culture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

End-of-Cycle Summative Evaluation Report: Head of School

Step 3: Rate Overall Summative Performance (*Based on Step 1 and Step 2 ratings; circle one.*)

Unsatisfactory

Needs Improvement

Proficient

Exemplary

Step 4: Add Evaluator Comments

Comments and analysis are required in support of any rating other than Proficient.

Comments:

Name: _____ Date: _____

Head of School Performance Goals

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	Did Not Meet	Some Progress	Significant Progress	Met	Exceeded
Professional Practice						
1	<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. <p>Develop systems for internal communications including a flow chart for the faculty & staff to know the first point of contact for any issue.</p> <p>Standard – IIB, IIC, IVE</p>	☒	☒	☒	☒	☒
School Improvement						
2	<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"> Throughout the school year, there will be coordination of the work of the Academic Excellence Committee with the instructional leaders in the school Next steps will include the development of rubrics/assessments aligned with the Criteria for Excellence document. 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. By January 1, we will have an updated design plan for Exhibitions of student learning. <p>Standard - IA, IC, IE</p>	☒	☒	☒	☒	☒

Professional Practice					
3	<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 school as a medium to promote and celebrate what we do at MCCPS <p>Standard – IIIA, IIIB, IIIC, IIID</p>	✉	✉	✉	✉
Student Improvement					

4	<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. <p>Standard – IB, ID, IIA, IVC, IVD, IVE</p>	☒	☒	☒	☒	☒
---	--	---	---	---	---	---

Permanent						
Standard II-D	Law, Ethics, and Policies: Understands and complies with state and federal laws and mandates, Board policies, and ethical process lines.	☒	☒	☒	☒	☒
Standard II-E	Fiscal Systems: Develops a budget that supports the school's vision, mission, and goals; allocates and manages expenditures consistent with school goals and available resources.	☒	☒	☒	☒	☒
Standard IV-E	Shared Vision: Successfully and continuously engages all stakeholders in the creation of a shared educational vision in which every student is prepared to succeed in postsecondary education and become a responsible citizen and global contributor.	☒	☒	☒	☒	☒

Comments:

Head of School Performance Rating for Standard I: Instructional Leadership

	Unsatisfactory	Needs Improvement	Proficient	Exemplary
I-A. Curriculum: Ensures that all instructional staff design effective and rigorous standards-based units of instruction consisting of well-structured lessons with measureable outcomes. Goal # 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I-B. Instruction: Ensures that practices in all settings reflect high expectations regarding content and quality of effort and work, engage all students, and are personalized to accommodate diverse learning styles, needs, interests, and levels of readiness. Goal # 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I-C. Assessment: Ensures that all Heads of School and administrators facilitate practices that propel personnel to use a variety of formal and informal methods and assessments to measure student learning, growth, and understanding and make necessary adjustments to their practice when students are not learning. Goal # 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I-D. Evaluation: Ensures effective and timely supervision and evaluation of all staff in alignment with state regulations and contract provisions. Goal # 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I-E. Data-Informed Decision Making: Uses multiple sources of evidence related to student learning—including state and school assessment results and growth data—to inform school goals and improve organizational performance, educator effectiveness, and student learning. Goal # 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Overall Rating for Standard I (Circle one.)	The education leader promotes the learning and growth of all students and the success of all staff by cultivating a shared vision that makes powerful teaching and learning the central focus of schooling.
--	---

Unsatisfactory

Needs Improvement

Proficient

Exemplary

Comments and analysis (required for all ratings other than Proficient):

Examples of evidence Head of School might provide:

- | | | |
|--|---|---|
| <input type="checkbox"/> Goals progress report | <input type="checkbox"/> Analysis of staff evaluation data | <input type="checkbox"/> Relevant Board meeting agendas/materials |
| <input type="checkbox"/> Analysis of classroom walk-through data | <input type="checkbox"/> Report on educator practice and student learning goals | <input type="checkbox"/> Analysis of leadership team(s) agendas and/or feedback |
| <input type="checkbox"/> Analysis of school assessment data | <input type="checkbox"/> Student achievement data | <input type="checkbox"/> Protocol for school visits |
| <input type="checkbox"/> Sample of school improvement plans and progress reports | <input type="checkbox"/> Analysis of student feedback | <input type="checkbox"/> Other: _____ |
| | <input type="checkbox"/> Analysis of staff feedback | |

Head of School Performance Rating for Standard II: Management and Operations

	Unsatisfactory	Needs Improvement	Proficient	Exemplary
II-A. Environment: Develops and executes effective plans, procedures, routines, and operational systems to address a full range of safety, health, emotional, and social needs. Goal # 4	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
II-B. Human Resources Management and Development: Implements a cohesive approach to recruiting, hiring, induction, development, and career growth that promotes high-quality and effective practice. Goal #1	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
II-C. Scheduling and Management Information Systems: Uses systems to ensure optimal use of data and time for teaching, learning, and collaboration, minimizing disruptions and distractions for school-level staff. Goal #1	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
II-D. Law, Ethics, and Policies: Understands and complies with state and federal laws and mandates, Board policies, and ethical process lines. Permanent Goal	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
II-E. Fiscal Systems: Develops a budget that supports the school's vision, mission, and goals; allocates and manages expenditures consistent with school goals and available resources. Permanent Goal	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Overall Rating for Standard II
(Circle one.)

The education leader promotes the learning and growth of all students and the success of all staff by ensuring a safe, efficient, and effective learning environment, using resources to implement appropriate curriculum, staffing, and scheduling.

Unsatisfactory

Needs Improvement

Proficient

Exemplary

Comments and analysis (required for all ratings other than Proficient):

Examples of evidence Head of School might provide:

- | | | |
|---|---|---|
| <input type="checkbox"/> Goals progress report | <input type="checkbox"/> Analysis of student feedback | <input type="checkbox"/> Analysis and/or samples of leadership team(s) schedule/agendas/materials |
| <input type="checkbox"/> Budget analyses and monitoring reports | <input type="checkbox"/> Analysis of staff feedback | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Budget presentations and related materials | <input type="checkbox"/> Analysis of safety and crisis plan elements and/or incidence reports | |
| <input type="checkbox"/> External reviews and audits | <input type="checkbox"/> Relevant Board meeting agendas/minutes/materials | |
| <input type="checkbox"/> Staff attendance, hiring, retention, and other HR data | | |

Head of School Performance Rating for Standard IV: Professional Culture

	Unsatisfactory	Needs Improvement	Proficient	Exemplary
IV-A. Commitment to High Standards: Fosters a shared commitment to high standards of service, teaching, and learning with high expectations for achievement for all. Other Evidence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IV-B. Cultural Proficiency: Ensures that policies and practices enable staff members and students to interact effectively in a culturally diverse environment in which students' backgrounds, identities, strengths, and challenges are respected. Other Evidence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IV-C. Communication: Demonstrates strong interpersonal, written, and verbal communication skills. Goal # 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IV-D. Continuous Learning: Develops and nurtures a culture in which staff members are reflective about their practice and use student data, current research, best practices, and theory to continuously adapt practice and achieve improved results. Models these behaviors in his or her own practice. Goal # 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IV-E. Shared Vision: Successfully and continuously engages all stakeholders in the creation of a shared educational vision in which every student is prepared to succeed in postsecondary education and become a responsible citizen and global contributor. Permanent Goal, Goal # 1 & 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IV-F. Managing Conflict: Employs strategies for responding to disagreement and dissent, constructively resolving conflict and building consensus throughout school community. Other Evidence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Overall Rating for Standard IV (Circle one .)	The education leader promotes the learning and growth of all students and the success of all staff by nurturing and sustaining a schoolwide culture of reflective practice, high expectations, and continuous learning for staff.
---	---

Unsatisfactory

Needs Improvement

Proficient

Exemplary

Comments and analysis (required for overall ratings other than Proficient)

Examples of evidence Head of School might provide:

- | | | |
|--|---|---|
| <input type="checkbox"/> Goals progress report | <input type="checkbox"/> School visit protocol and sample follow-up reports | <input type="checkbox"/> Board meeting agendas/materials |
| <input type="checkbox"/> School improvement plans and reports | <input type="checkbox"/> Presentations/materials for community/parent meetings | <input type="checkbox"/> Sample of leadership team(s) agendas and materials |
| <input type="checkbox"/> Staff attendance and other data | <input type="checkbox"/> Analysis of staff feedback | <input type="checkbox"/> Analysis of staff feedback |
| <input type="checkbox"/> Memos/newsletters to staff and other stakeholders | <input type="checkbox"/> Samples of Head of School/administrator practice goals | <input type="checkbox"/> Other: _____ |

Cover Sheet

MCCPS Staffing Updates

Section:	VII. Other Business
Item:	B. MCCPS Staffing Updates
Purpose:	Discuss
Submitted by:	
Related Material:	Staffing Updates 2021-2022.pdf

MCCPS Staffing for 2021-2022

Counseling Department

- Guidance Counselor Resigned March 2021
- Currently outsource School Psychologist
- Will hire in-house School Psychologist to replace Guidance Counselor position
- No longer need to outsource testing/evaluations of students
- Budget savings even if salary of School Psychologist is higher than guidance counselor

Facilities Department

- Promote Washington Ponciano to Director of Facilities
- Restructure Bob Erbetta to a consultant/house manager & special projects role
- Hire second shift custodian in place of cleaning service

Teaching Positions

- Three teachers moving on from MCCPS
- Considering ways to increase time on math and science
- Possibility of creating Science position to teach grades 5, 6, 7
- Math teachers in grades 5, 6, 7 then have time to provide some acceleration/remediation opportunities for students

Admin Team

- Create Director of Student Life position
- Create Executive Assistant to Head of School position
- Hire part-time Marketing Director
- Restructure Office Manager position
- See below for roles and responsibilities of the above positions

<p>Office Manager</p> <ul style="list-style-type: none"> ● Front of House <ul style="list-style-type: none"> ○ Phones ○ Greet visitors ● Admin Assistant to Principal and Director of Student Services ● Respond to general phone/email inquiries ● Daily Student attendance ● Staff attendance ● Mailings from school ● Food services coordination ● PTO liaison & PTO Ambassadors communications partner ● Help Nurse with family emails/attendance ● ConstantContact messaging related to above <p>Work Year: August 15-June 30 7:30-3:30</p>	<p>Executive Assistant to the Head of School</p> <ul style="list-style-type: none"> ● PowerSchool data management ● Student Records Registrar ● Enrollment lottery ● Recruitment management ● Retention management ● Student and staff directory ● Special projects, as directed by HoS ● Enrichment scheduling support ● Planning school events (exhibition, open houses, school tours, development events, recycle drive, etc.) ● Phone calls to follow up on important matters (congrats to 4th, follow up with parents on different things) ● ConstantContact messaging related to above <p>Work Year: August 15-June 30 7:30-3:30</p>
<p>Marketing Director (Part Time)</p> <ul style="list-style-type: none"> ● Branding ● School Marketing collateral ● Event publicity ● Parent ambassador scripts ● Navigator News ● Family Engagement & Communications Strategy ● Press liaison 	<p>Director of Student Life</p> <ul style="list-style-type: none"> ● Enrichment scheduling assistance ● Recess coordination - structured activity at every recess ● Documenting our story, our classrooms, our students, our faculty <ul style="list-style-type: none"> ○ Celebrate projects ○ Highlight staff and students ○ Gather daily photos videos for social media ● Coordinate morning meeting <ul style="list-style-type: none"> ○ Book speakers ○ Train students on the microphone ● Lunch announcements ● Clean up crew ● Student Council liaison ● Spirit Week/Spirit Days ● Instagram account ● Comms4Charters member attend weekly meetings/calls ● On call for student reset needs

Cover Sheet

Finance Committee

Section:	VIII. Committee Updates
Item:	B. Finance Committee
Purpose:	Discuss
Submitted by:	
Related Material:	Feb_FinCom_notes.pdf Feb 2021 - Financials.pdf FY22_Proposed_Operating_Budget_V3.0.pdf

MCCPS FY22 budget worksheet		3/8/21		
	At 12/31/2020		FY21	
	Total	% of budget	Budget	FY22 V 3.0
Income				
4005 STATE ALLOCATION	\$1,626,365.00	52.70%	\$3,086,096	\$3,467,950 215 * \$16,130 (2/3/21 DESE)
4040 INVESTMENT INCOME	\$95.53			
4041 Int Inc	\$30.35			
Total 4040 INVESTMENT INCOME	\$125.88	125.90%	\$100	\$100
4050 OTHER INCOME	\$3,000.00	150.00%	\$2,000	\$3,000
4051 17 Lime Rent	\$11,599.67	53.30%	\$21,750	\$21,750
4056 Homework Club	\$1,289.50	12.90%	\$10,000	? see expense line
Total 4050 OTHER INCOME	\$15,889.17			
4055 STUDENT SUCCESS FUND	\$18,231.93	101.30%	\$18,000	\$18,000
4060 CONTRIBUTIONS	\$250.00			
4080 REIMBURSEMENTS	\$2,860.42	143.00%	\$2,000	\$2,000
4085 MEDICARE REIMB.	\$0.00		\$5,000	\$0 Andrea & I decided to skip this program in FY21 will revisit for FY22
4090 FUNDRAISING	\$717.40			
4092 Events	\$4,406.94			
Total 4090 FUNDRAISING	\$5,124.34	11.40%	\$45,000	\$50,000 net
Total Income	\$1,668,846.74		\$3,189,946	\$3,562,800
Gross Profit	\$1,668,846.74		\$3,189,946	\$3,562,800
Expenses				
5000 PERSONNEL - SALARIES	\$1,091,279.85	51%	\$2,140,701	\$2,403,190 from other tab
Payroll Taxes				
5115 Soc Sec	\$19,715.13			
5116 Medicare	\$15,509.30			
5117 Unemployment	\$5,886.78			
5118 MAPML	\$4,238.46			
5120 Work Comp	\$10,652.00			
Total Payroll Taxes	\$56,001.67	50.00%	\$112,000	\$118,000
Total 5000 PERSONNEL	\$1,147,281.52		\$2,252,701	\$2,521,190
5140 BENEFITS				
5141 Health	\$134,803.64			
Reimb	\$110.28			
Total 5141 Health	\$134,913.92			
5142 Dental	\$16,745.95			
5143 Life & Disability	\$3,906.61			
Total 5140 BENEFITS	\$155,566.48	37.60%	\$413,835	\$438,665 Est +8% for health, actual in early April
5150 STAFF DEVELOPMENT	\$9,363.15	124.80%	\$7,500	\$10,000 MPCS membership = \$7K
New Line - Teaching Force	\$10,000.00			\$20,000 stipends?
5160 SEARCH COSTS	\$1,822.83	107.20%	\$1,700	\$1,825
5170 SUBSTITUTE	\$14,297.00			
5200 DIRECT STUDENT SUPPORT				
5202 Furnishings	\$392.85	39.30%	\$1,000	\$5,000 Increased to meet CDC spacing guidelines
5203 Student Success Fund	\$3,715.49	24.30%	\$15,300	\$15,300
5210 Teachers supplies	\$1,679.97	39.60%	\$5,000	\$5,000
5211 Instructional Equipment	\$7,122.66	49.50%	\$14,400	\$15,000
5215 Curriculum supplies	\$664.15	13.30%	\$5,000	\$5,000
5220 Student supplies	\$287.85	5.80%	\$5,000	\$5,000
5221 SPED supplies	\$444.34	29.60%	\$1,500	\$1,500
5222 SPED Services	\$0.00		\$1,500	grants
5240 Computer Support	\$2,068.99	103.40%	\$2,000	\$2,000
5241 Technology - Hardware	\$797.63	16.00%	\$5,000	\$5,000
5242 Technology-Software	\$3,598.88	179.90%	\$2,000	\$2,000
5250 Nursing supplies	\$258.91	17.30%	\$1,500	\$1,500
5255 Homework Club	\$433.28	6.70%	\$6,500	? see revenue
Total 5200 DIRECT STUDENT SUPPORT	\$21,465.00	32.67%	\$65,700	\$62,300
5300 OCCUPANCY				
5320 Maintenance	\$22,457.48			
5324 plow	\$1,220.00			
Total 5320 Maintenance	\$23,677.48	59.20%	\$40,000	\$45,000
5330 CustSvc	\$11,560.00	38.50%	\$30,000	\$0 convert to salary (\$30K?)
5340 CustSupplies	\$920.04	18.40%	\$5,000	\$5,000
5351 Utilities	\$17,641.18	41.80%	\$42,250	\$55,000 increase for phone system, 24/7 electric (HAVC)
Total 5300 OCCUPANCY	\$53,798.70		\$117,250	\$105,000
5329 Covid-19	\$1,119.97			
5400 OFFICE & ADMIN				
5405 FundraisingExp	\$836.25			
5407 Events	\$1,451.70			
Total 5405 FundraisingExp	\$2,287.95	38.10%	\$6,000	\$5,000 10% of gross?
5410 Supplies	\$2,174.57	43.50%	\$5,000	\$5,000
New line - Cap Ex				\$13,000 Admin HVAC
New line - Professional Services				\$10,000 Related to building renovation
5430 Accounting	\$17,098.76	94.70%	\$18,000	\$20,000
5431 Legal	\$2,623.71	26.20%	\$10,000	\$10,000 let's hope this is max
5435 Marketing	\$4,525.00	45.30%	\$10,000	\$5,000 reduced
5440 PayrollSvc	\$3,276.49	59.60%	\$5,500	\$5,500
5450 Print & Copy	\$0.00		\$1,200	\$1,200
5460 Postage	\$2,268.26	64.80%	\$3,500	\$3,500
5470 General Liability Insurance	\$15,015.04	50.10%	\$30,000	\$32,000
5480 Board	\$7,962.00	113.70%	\$7,000	\$8,500 Board on Track, ValEd, award
5486 HoS Discretionary	\$125.00	8.30%	\$1,500	\$1,500
5487 Admissions	\$1,151.77	76.80%	\$1,500	\$6,500 \$1500 + \$5K for postcard project
5492 Mortgage Interest	\$61,852.26	51.40%	\$120,423	\$116,994
5497 Bank Chrg	\$280.31	28.00%	\$1,000	\$1,000
Total 5400 OFFICE & ADMIN	\$120,581.12	54.65%	\$220,623	\$244,694
6100 Depreciation	\$47,334.00	49.80%	\$95,000	\$95,000 Have to update the schedule
Total Expenses	\$1,557,212.80		\$3,174,309	\$3,498,674
Net Operating Income	\$111,633.94		\$15,637.00	\$64,126.00
			(TF - \$10,000)	

				\$3,498,674	Total expenses
				\$3,293,370	\$15,318 x 215 (PPE at 2/21)
				\$3,386,220	Total revenue
				-\$112,454	Delta using current PPE
				\$3,523,140	230 x \$15,318
				\$3,709,900	230 x \$16,130
NOTES					
<u>New expenses</u>					
Peter can discuss changes in personnel			Bring custodial onboard?	DBS = \$33,600	
If no Covid Marblehead Youth Basketball should return (\$2.5K)					
<u>Non personnel</u>					
Fiber optic svc	\$1,548	\$129/mo			
Phones	\$12,115	\$1,009.60/mo est	FY22 mortgage expenses per amort schedule		
Teaching Force	\$20,000	year 2	Prin	\$106,082.29	
Teaching Force stipends		in salaries	Int	\$116,994.11	
Admissions postcards?		Approx \$5K		\$223,076.40	
Summer expenses?				\$224,430.00	actual (\$18,702 x 12)
<u>Anticipated increases to existing</u>					
Health insurance	+5-8%	Tufts rate due 4/1/21		\$1,353.60	diff
Dental	+3% ?				
Increase in utilities			FY22 is the last year of a 5 year purchase of 4/5 math program Ellen is on it		
			Admin HVAC needs to be repalced at \$12K		
			Expect more FY22 grant funding - we are moving the latest for \$85K into FY22		
			Do we need to fund a line item for building renovations? (engineers, surveys & schematics, preliminary architect?)		

Marblehead Community Charter Public School

Financial Results As of February 28, 2021



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

MCCPS

Balance Sheet Standard

As of February 28, 2021

	As of Feb 28, 2021	As of Feb 29, 2020 (PY)	Increase / (Decrease)	%age
ASSETS				
Current Assets				
Checking/Savings				
1073 — EBSB Payroll (8947)	20,327	16,285	4,042	24.8%
1072 — EBSB Operating (8934)	461,487	439,595	21,892	5.0%
1010 — Charter Hall (8202)	2,670	2,670	0	0.0%
1040 — Petty Cash (4534)	51	1,935	(1,884)	-97.3%
1070 — Checking (4542)	82,038	115,533	(33,495)	-29.0%
1085 — PayPal	(65)	13,331	(13,396)	-100.5%
1090 — FoodService (5077)	7,942	11,796	(3,854)	-32.7%
Total Checking/Savings	574,450	601,146	(26,695)	-4.4%
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	574,450	601,146	(26,695)	-4.4%
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	45,684	33,184	12,500	37.7%
1531 — Fixed Assets	66,648	66,648	0	0.0%
1599 — Accumulated Depreciation	(678,706)	(584,738)	(93,968)	16.1%
Total Fixed Assets	3,683,626	3,765,094	(81,468)	-2.2%
TOTAL ASSETS	4,258,077	4,366,240	(108,163)	-2.5%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 — Accounts Payable	(35,727)	0	(35,727)	#DIV/0!
2010 — Accounts Payable FS	0	0	0	
Total Accounts Payable	(35,727)	0	(35,727)	#DIV/0!
Other Current Liabilities				
2110 — Accrued Payroll	126,125	0	126,125	NA
2110-25 — Payroll Liabilities	560	(1,578)	2,138	-135.5%
2110-30 403B	(200)	12,680	(12,880)	-101.6%
2111 — Accrued Payroll Taxes	3,479	5	3,474	NA
2160-25 — MTRB Liability	15,749	13,178	2,571	19.5%
2190-25 — Payroll Clearing Account	569	(7,786)	8,354	-107.3%
2230 — Accrued Expenses	81,691	40,979	40,712	99.3%
Total Other Current Liabilities	227,972	57,478	170,494	296.6%
Total Current Liabilities	192,245	57,478	134,767	234.5%
Long Term Liabilities				
2613 — East Boston Savings Bank	3,652,241	3,753,132	(100,892)	-2.7%
Total Long Term Liabilities	3,652,241	3,753,132	(100,892)	-2.7%
Total Liabilities	3,844,485	3,810,610	33,875	0.9%
Equity				
3000 — Opening Bal Equity	(295)	(295)	0	0.0%
3900 — Retained Earnings	353,926	268,096	85,830	32.0%
Net Income	59,961	287,829	(227,868)	-79.2%
Total Equity	413,592	555,630	(142,038)	-25.6%
TOTAL LIABILITIES & EQUITY	4,258,077	4,366,240	(108,163)	-2.5%

MCCPS

Profit and Loss Prev Year Compariso

July 2020 - February 2021

	Accrual Basis				# months YTD		8
	Jul 2020 - Feb 2021	Jul 2019 - Feb 2020 (PY)	Increase / (Decrease)	%age	Budget	Over / (Under)	%age
Ordinary Income/Expense							
Income							
4005 — STATE ALLOCATION	2,146,323	2,136,937	9,386	0.4%	2,057,397	88,926	4.3%
4040 — INVESTMENT INCOME	162	81	80	98.8%	67	95	142.4%
4050 — OTHER INCOME	19,958	25,700	(5,742)	NA	22,500	(2,542)	-11.3%
4055 — STUDENT SUCCESS FUND	18,232	15,930	2,302	NA	12,000	6,232	51.9%
4057 — VACATION PROGRAMMING	0	7,250	(7,250)	-100.0%	0	0	NA
4060 — CONTRIBUTIONS (MCEF)	759	0	759	NA	0	759	NA
4070 — PRIVATE GRANTS			0	NA	0	0	NA
4080 — REIMBURSEMENTS	4,687	1,005	3,682	NA	1,333	3,354	251.5%
4085 — MEDICARE REIMB.		2,347	(2,347)	NA	3,333	(3,333)	-100.0%
4090 — FUNDRAISING	5,270	16,483	(11,212)	NA	30,000	(24,730)	-82.4%
Total Income	2,195,391	2,205,732	(10,342)	-0.5%	2,126,630	68,761	3.2%
Gross Profit	2,195,391	2,205,732	(10,342)	-0.5%	2,126,630	68,761	3.2%
Expense							
5000 — PERSONNEL	1,536,024	1,359,633	176,391	13.0%	1,501,801	34,223	2.3%
5140 — BENEFITS	200,525	241,537	(41,012)	-17.0%	275,890	(75,365)	-27.3%
5150 — STAFF DEVELOPMENT	8,863	8,796	68	NA	5,000	3,863	77.3%
5160 — SEARCH COSTS	1,823	1,688	135	NA	1,133	689	60.8%
5170 — SUBSTITUTE	14,455	231	14,223	NA	0	14,455	NA
5200 — DIRECT STUDENT SUPPORT	25,153	55,353	(30,201)	-54.6%	43,800	(18,647)	-42.6%
5270 — SCHOOL LUNCH EXP							
5300 — OCCUPANCY	78,580	65,806	12,774	19.4%	78,167	414	0.5%
5400 — OFFICE & ADMIN	157,045	144,967	12,078	8.3%	147,082	9,963	6.8%
6100 — Depreciation	63,112	63,811	(699)	-1.1%	63,333	(221)	-0.3%
5329 — COVID19	1,120	0	1,120	NA	0	1,120	NA
Total Expense	2,086,700	1,941,822	144,877	7.5%	2,116,206	(29,506)	-1.4%
Net Ordinary Income	108,691	263,910	(155,219)	-58.8%	10,424	98,267	942.7%
Net Income	108,691	263,910	(155,219)	-58.8%	10,424	98,267	942.7%

MCCPS
Profit and Loss Standard
 July 2020 - February 2021

	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020	Dec 2020	Jan 2021	Feb 2021	Total
Income									
4005 STATE ALLOCATION	252,162	252,162	287,354	287,354	287,354	259,979	259,979	259,979	2,146,323
4040 INVESTMENT INCOME	10	13	27	23	14	9	8	15	118
4041 Int Inc	4	8	10	4	3	2	7	6	43
Total 4040 INVESTMENT INCOME	14	21	37	27	17	11	15	21	162
4050 OTHER INCOME	3,000								3,000
4051 17 Lime Rent	1,522	2,800	1,425	1,338	2,046	2,469	1,750	1,588	14,937
4054 Misc. Inc.							518	213	731
4056 Homework Club		466			824				1,290
Total 4050 OTHER INCOME	4,522	3,266	1,425	1,338	2,870	2,469	2,268	1,801	19,958
4055 STUDENT SUCCESS FUND		600	14,962	1,599	1,070				18,232
4060 CONTRIBUTIONS				250				509	759
4080 REIMBURSEMENTS	156	90	1,788	826			1,826		4,687
4090 FUNDRAISING				236	138	343		146	863
4092 Events				4,407					4,407
Total 4090 FUNDRAISING	0	0	0	4,643	138	343	0	146	5,270
Total Income	256,854	256,139	305,567	296,037	291,449	262,802	264,088	262,456	2,195,391
Gross Profit	256,854	256,139	305,567	296,037	291,449	262,802	264,088	262,456	2,195,391
Expenses									
5000 PERSONNEL									0
Total 5000 PERSONNEL	182,844	173,316	195,144	197,465	195,740	202,772	199,451	189,291	1,536,024
5140 BENEFITS									0
5141 Health	18,782	21,802	20,948	25,446	26,321	21,504	22,412	22,211	179,427
Reimb						110			110
Total 5141 Health	18,782	21,802	20,948	25,446	26,321	21,614	22,412	22,211	179,538
5142 Dental	2,196	2,242	2,445	2,238	436	2,314	4,129	(759)	15,240
5143 Life & Disability			1,933			1,974	1,211	630	5,747
Total 5140 BENEFITS	20,978	24,045	25,325	27,684	26,757	25,903	27,752	22,082	200,525
5150 STAFF DEVELOPMENT		504		1,630	6,066	164		500	8,863
5160 SEARCH COSTS	1,823								1,823
5170 SUBSTITUTE		1,560	6,740		5,445	552	158		14,455
5200 DIRECT STUDENT SUPPORT									0
5202 Furnishings				100	172	121		81	474
5203 Student Success Fund		1,491		492	1,732				3,715
5210 Teachers supplies		194	183	853	111	340	41	10	1,731
5211 Instructional Equipment	1,221	1,221	1,019	404	2,240	1,019	1,019	1,019	9,160
5215 Curriculum supplies		239	107	218	16	84	255	410	1,329
5220 Student supplies		7	175		83	23	81	141	510
5221 SPED supplies			418			26	196	73	713
5222 SPED Services								87	87
5240 Computer Support			2,029	40				128	2,197
5241 Technology - Hardware	507			291					798
5242 Technology-Software			3,599						3,599
5250 Nursing supplies					259				259
5255 Homework Club	72	72	72	72	72	72	72	74	580
Total 5200 DIRECT STUDENT SUPPORT	1,800	3,224	7,602	2,470	4,685	1,685	1,664	2,023	25,153

MCCPS
Profit and Loss Standard
 July 2020 - February 2021

	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020	Dec 2020	Jan 2021	Feb 2021	Total
5300 OCCUPANCY									0
5320 Maintenance	6,622	1,373	6,082	2,776	2,230	3,315	1,136	3,223	26,757
5324 plow						1,220	805	1,555	3,580
Total 5320 Maintenance	6,622	1,373	6,082	2,776	2,230	4,535	1,941	4,778	30,337
5330 CustSvc	650	650	1,860	2,580	3,020	2,800	2,800	2,800	17,160
5340 CustSupplies	275		315		330		301		1,221
5351 Utilities									0
5352 Electric	182	439	2,417	2,112	1,082	1,983	4,293	2,424	14,933
5353 Gas			382	200	812	977	2,123	2,184	6,678
5354 Water				1,406	1,376	2,278		703	5,762
5355 Communications	48	574	48	575	48	1,102	48	48	2,490
Total 5351 Utilities	230	1,014	2,847	4,292	3,317	6,339	6,464	5,359	29,863
Total 5300 OCCUPANCY	7,777	3,036	11,104	9,648	8,897	13,674	11,506	12,938	78,580
5329 Covid-19	413	67	218	422					1,120
5400 OFFICE & ADMIN									0
5405 FundraisingExp			596	240					836
5407 Events				125	1,327				1,452
Total 5405 FundraisingExp	0	0	596	365	1,327	0	0	0	2,288
5410 Supplies	66	565	389	260	445	450	240	328	2,743
office							47		47
Total 5410 Supplies	66	565	389	260	445	450	288	328	2,791
5430 Accounting	440	1,950	3,530	2,400	8,644	74	2,469	501	20,010
5431 Legal		55	99	1,550	640	280		35	2,659
5435 Marketing				750	3,775			60	4,585
5440 PayrollSvc	1,109	437	775	54	446	455	455	464	4,195
5450 Printing&Copy								1,200	1,200
5460 Postage	879	697	240	48	404		1,047	379	3,694
5470 General Liability Insurance		5,005	2,503	2,503	2,503	2,503	2,503	2,503	20,020
5480 Board			450	7,512					7,962
5486 HoS Discretionary			125						125
5487 Admissions					895	257		3,320	4,472
5492 Mortgage Interest	10,197	10,513	10,490	10,129	10,442	10,082	10,394	10,371	82,617
5497 Bank Chrg	61	50	48	69	52	54	51	42	427
Total 5400 OFFICE & ADMIN	12,753	19,271	19,245	25,639	29,572	14,156	17,207	19,202	157,045
6100 Depreciation	7,889	7,889	7,889	7,889	7,889	7,889	7,889	7,889	63,112
Total Expenses	236,276	232,912	273,267	272,846	285,051	266,794	265,628	253,925	2,086,700
Net Operating Income	20,578	23,227	32,299	23,190	6,399	(3,992)	(1,540)	8,531	108,691
Net Income	20,578	23,227	32,299	23,190	6,399	(3,992)	(1,540)	8,531	108,691

**MCCPS - Profit and Loss by Class
July 2020 - February 2021**

	01 - General Fund	20 - School Lunch	21 - Student Activities	22 - Athletics	23 - Nature's Classroom	Total 21 - Student Activities	274 - Targeted SPED	534 - Covid 19 relief	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- FMPSGrant	95-PTO Reimb.	98 - MCEF	Total 92 Private Grants	Not Specified	TOTAL	
Income																								
4005 STATE ALLOCATION	2,146,323					0										0					0		2,146,323	
4010 FEDERAL & STATE GRANTS						0	656	4,000		30,600	14,817	6,097	575	5,621	6,996	5,784	70,490				0		75,146	
4020 SCHOOL LUNCH		46,478				0																	46,478	
4030 STUDENT ACTIVITIES					2,600	2,600																	2,600	
4040 INVESTMENT INCOME		162				0																	162	
4050 OTHER INCOME		19,958				0																	19,958	
4055 STUDENT SUCCESS FUND		18,232				0																	18,232	
4060 CONTRIBUTIONS		759				0																	759	
4070 PRIVATE GRANTS						0												2,388			2,388		2,388	
4080 REIMBURSEMENTS		4,687				0													1,921		1,921		6,608	
4090 FUNDRAISING		5,270				0															0		5,270	
Total Income	2,195,391	46,478	0	0	2,600	2,600	656	4,000	0	30,600	14,817	6,097	575	5,621	6,996	5,784	70,490	0	2,388	1,921	0	4,309	0	2,323,924
Gross Profit	2,195,391	46,478	0	0	2,600	2,600	656	4,000	0	30,600	14,817	6,097	575	5,621	6,996	5,784	70,490	0	2,388	1,921	0	4,309	0	2,323,924
Expenses																								
5000 PERSONNEL	1,536,024	18,370				0	600					5,919			11,430		17,349						0	1,572,343
5140 BENEFITS	200,525					0											0							200,525
5150 STAFF DEVELOPMENT	8,863					0		1,000						5,850			5,850		2,000		2,000			17,713
5160 SEARCH COSTS	1,823					0											0							1,823
5170 SUBSTITUTE	14,455					0											0							14,455
5200 DIRECT STUDENT SUPPORT	25,153					0	691		3,014	786	10,184		4,147	29,332	1,789	12,469	61,721		3,178			3,178		90,743
5261 STUDENT ACTIVITY				350	2,280	2,630											0							2,630
5270 SCHOOL LUNCH EXP		20,359				0											0							20,359
5300 OCCUPANCY	78,580					0				32,512	8,431						40,943		2,286					119,523
5329 Covid-19	1,120					0											0							1,120
5400 OFFICE & ADMIN	157,045					0											0					287		157,332
6100 Depreciation	63,112					0											0							63,112
Total Expenses	2,086,700	38,729	0	350	2,280	2,630	1,291	1,000	3,014	33,298	18,615	5,919	9,997	29,332	13,219	12,469	125,863	0	5,178	2,286	287	7,751	0	2,263,963
Net Operating Income	108,691	7,749	0	-350	321	-30	-635	3,000	-3,014	-2,698	-3,798	178	-9,422	-23,711	-6,223	-6,685	-55,373	0	-2,790	-364	-287	-3,441	0	59,961
Net Income	108,691	7,749	0	-350	321	-30	-635	3,000	-3,014	-2,698	-3,798	178	-9,422	-23,711	-6,223	-6,685	-55,373	0	-2,790	-364	-287	-3,441	0	59,961

MCCPS

Financial Ratios

As of February 28, 2021

months YTD

8

Debt Service Coverage Ratio	1.32
Days of Cash	69
LUNA (liquid unrestricted net assets)	2.20

Debt Service Coverage Ratio	
Standard monthly payment (Principal and Interest)	10,327
Net operating Income YTD	108,691
Annualized based on YTD results	163,036
Calculated Debt Service Ratio	1.32

Days Cash	
Cash on Hand	574,450
Operating Expense YTD	2,086,700
Annualized	3,130,049
Noncash expense	63,112
Depreciation YTD	
Annualized	94,668
Days Cash	69

Liquid Unrestricted Net Assets	
Unrestricted Net Assets	4,258,077
Fixed Assets	3,683,626
Liquid Unrestricted NA	574,450
Expense (YTD)	2,086,700
Monthly	260,837
LUNA	2.20

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 February 2021

The February tuition check came in at \$259,979, reflecting 208 students. At press time our FY21 population at 2/28/21 is 213.

There have been no updates from DESE on FY21 revenue, nor FY22 projections

Please note that the \$12,500 HVAC expense has been capitalized, thus changing the bottom line from January. \$6,250 was paid in January and \$6,250 was paid in February. This will be added to the depreciation schedule.

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

FY22 updates after February finance discussion (below).

February 2021 notes

Revenue

We are awaiting details on a second round of ESSR grant funding in the amount of \$85,841, \$10,000 of which is earmarked for mental health services. The first round of this funding amounted to \$20K.

Two things will start happening with grant funding: I will begin to make journal entries to reclassify some funds from operating to grant expenses, and we will begin planning some of these funds for FY22. **Update: please see Specialist line item in Personnel.**

The \$213.29 is from the state's unclaimed property fund...there were a few small items for the school.

The \$509 is a donation from the Purdy family for a new chest freezer (see below).

Expenses

The PTO paid \$1,175 for a new display refrigerator for the student café (paid in Feb, reimbursed in March)

The Purdy family donated \$509 for a chest freezer for the Food Service Dept.

5142 - continued issues with Delta Dental billing

5324 – snow plowing & sanding for the month

5320 - \$1,300 for Carol's floor as a result of the flood. Insurance claim in process for \$2,600 – our deductible is \$2,500.

5450 - Print & Copy

5487 - Admissions

The cost of the postcard project was \$5,567.60 (7,705 cards)

RR Donnelly - printing, etc... \$4,026.46

Postage - \$1,047.39

Flatrock Design - \$493.75

The FY22 budget

Work continues on the FY22 budget...a draft is included for discussion.

On 3 Feb the DESE published the first estimate of FY22 tuition. It has us listed for \$3,709,805 based on 230 students. Avg = \$16,129.59. While these numbers aren't worth the paper they are written on, the recent federal Covid bill should go a long way to limiting the financial impact of the pandemic. We are also waiting to see what grants come out of this legislation.

Peter can walk us through his vision for Personnel.

I will get our health insurance renewal the first week of April so I'm using the maximum expected increase of 8% in the budget. While Delta dental has not increased for 3 years but I'm projecting a 3% increase in the line item. These figures are also driven by actual enrollment.

Projecting an increase in utilities to account for the HVAC system running 24/7, new phone system

We expect to bring on a second shift, part time custodian and eliminate the Custodial Service line item.

We reduced the Marketing line item in anticipation of hiring a PT person

There is a new line for the replacement of the Admin HAVC unit

There is a new line item for Professional Services related to the renovation of the facility

Additional notes at the bottom of the worksheet