



MCCPS Board of Trustees

Monthly Board Meeting

Amended on June 25, 2021 at 12:04 PM EDT

Date and Time

Tuesday June 29, 2021 at 7:00 PM EDT

Location

MCCPS
17 Lime St
Marblehead, Ma 01945

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. Approve Minutes	Approve Minutes	Karl Smith	2 m
Approve minutes for Monthly Board Meeting on May 25, 2021			
D. Approve Minutes from 6-12-21 Retreat	Approve Minutes	Karl Smith	2 m
II. Public Comment			7:04 PM
A. Public Comment	Discuss	Artie Sullivan	5 m
III. Review of Previous Meeting Action Items			7:09 PM
A. Review of Previous Meeting Action Items	Discuss	Artie Sullivan	

	Purpose	Presenter	Time
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- Identify potential candidates for the Board – Goal is 3 new members for SY2020-2021.
Areas that need representation on the board –
 - Faculty
 - Development
 - Facilities

IV. Board Annual Items

- | | | |
|---|-----|-------------------|
| A. Upcoming Meeting Agenda Items | FYI | Artie
Sullivan |
|---|-----|-------------------|

-
- 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
- March – Set up Satisfaction Survey, Set Annual Board Retreat Date, Presentation of HOS Annual Evaluation Form
- April – Presentation by HOS of Annual Goals, Budget Adoption
- May – HOS Annual Evaluation
- June – Annual Board Retreat

- | | | |
|--|---------|-------------------|
| 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 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

	Purpose	Presenter	Time
V. HOS Report			7:09 PM
A. Monthly Report	FYI	Peter Cohen	20 m
VI. Other Business			7:29 PM
A. Discussion on Board Goals for SY21-22	Discuss	Artie Sullivan	30 m
B. Development	Discuss	Peter Cohen	10 m
VII. Committee Updates			8:09 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	10 m
F. Strategic Plan Committee	Discuss	Rebecca Whidden	
G. Facilities Task Force	Discuss	Rebecca Whidden	5 m
VIII. Public Comment			8:49 PM
A. Public Comment	Discuss	Artie Sullivan	5 m
IX. Board Member Comments and Resolutions			8:54 PM
A. Board Member Comments and Resolutions	Discuss	Artie Sullivan	3 m
This is an opportunity for Board Member Comments and Resolutions			
X. Closing Items			8:57 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: C. Approve Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Monthly Board Meeting on May 25, 2021



MCCPS Board of Trustees

Minutes

Monthly Board Meeting

Date and Time

Tuesday May 25, 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 (remote), James Rogers (remote), Jessica Gelb (remote), Jessica Xiarhos (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

None

Trustees who left before the meeting adjourned

Jessica Gelb

Guests Present

Allura Cayes (remote), Alyssa Crimmins (remote), Andrea Barlow (remote), August Belf (remote), Bryan Burns (remote), Carol McEnaney (remote), Elizabeth Burns (remote), Ellen Lodgen (remote), Julie Schuemann (remote), Molly Wright (remote), Robert Erbetta (remote), Sammy Burns (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 May 25, 2021 at 7:02 PM.

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 on May 25, 2021.

Paul Baker made a motion to accept the gover.

James Rogers seconded the motion.

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

Roll Call

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

D. Approve Minutes

Rebecca Whidden made a motion to approve the minutes from Monthly Board Meeting on 04-27-21.

Paul Baker seconded the motion.

James - abstained from voting on remote participation.

Update to reflect this. The board **VOTED** to approve the motion.

Roll Call

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

II. Public Comment

A. Public Comment

At this time there were no public comments.

III. Board Annual Items

A. Upcoming Meeting Agenda Items

HOS evaluation this month
Retreat next month
Adopting board goals
Adopt HOS goals - annual board self assessment

B. Board Goals for SY 2020-2021

IV. HOS Report

A. Monthly Report

Dr. Cohen presented his monthly update and noted he is looking forward to meeting in person.

Please see the Report for further details.

Jessica Gelb left at 7:54 PM.

V. Other Business

A. HOS Annual Evaluation Presentation

Artie Sullivan explained the process for the HOS evaluation and then presented the results of the surveys and evaluations.
He went through the various goals and feedback provided.
Peter believes it was fair and noted the unique situation where the evaluation is so public and the year has been less than normal.
Becca inquired as to areas where Peter thought the board could provide assistance.
Peter wants to work with the board at the retreat to review responsibilities of the committees and others.

Peter Cheney made a motion to Accept the annual Head of School evaluation for school year 2020-2021.

Rebecca Whidden seconded the motion.

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

Roll Call

Rodolphe Herve	Aye
Richard Doron	Aye
Jessica Gelb	Absent
Paul Baker	Aye
Rebecca Whidden	Aye
Peter Cheney	Aye
Artie Sullivan	Aye
Karl Smith	Aye

B. Staffing Updates

Mostly covered within the HOS report.

Will discuss more at the board retreat.

C. Board Retreat

Start morning with Governance - remote participation, OML requirements, time with facility task force.

Maybe a short walk through of the building. Discuss future needs and plans. Either break for lunch and keep going to discuss development and fundraising. After lunch, board goals, relationship with board and HOS along with committees. Chairs and assignments for next school year. Discuss elections of officers. Ending my term. Need someone to fill in for one year. Starting at 9 AM - target end somewhere around 3
Lessons learned after lunch.-

Artie asked that Governance include some of the administrative requirements. Start at 9 AM - go for an hour.
OML and Remote participation - with some items that are required as far as posting, minutes, etc.

Packet information needs to be ready by the 8th to Artie for any handouts.

VI. Committee Updates

A. Governance Committee

Karl noted the items discussed at the last meeting and fielded a few questions from the group.
Artie mentioned that if no nominee is presented, the board will pick one at the retreat.

B. Finance Committee

Rudi presented the latest results from a financial perspective.
Grant activity was shown.
Federal grant money has been secured, Looking forward to obtaining that money.

Legal expenses have increased. Additionally a tax bill was obtained that is not completely explained by the state - more research is underway.

C. Personnel Committee

HOS evaluation was presented.

D. Academic Excellence

Jessica X. updated the group as to the ongoing status of certain areas of focus.
Artie inquired as to the availability of a final document.
Can now be booked for one of the future meetings.

E. Development & Communications

Paul Baker - discussed the latest meeting held. The meeting was cut short, but consisted mostly of a recap of Navigator Night.

F. Strategic Plan Committee

G. Facilities Task Force

Becca discussed with the committee where the Task Force is currently at with regards to initiatives, concepts and approach to present plans and options to the board.

She is hoping for productive discussions during the retreat next month.

There were several comments and questions fielded by Becca and Peter.

VII. Public Comment

A. Public Comment

The second opportunity for public comment was opened up and again, there were no comments.

VIII. Closing Items

A. Recap Action Items

B. Meeting Evaluation

Good meeting.

Karl Smith made a motion to Adjourn the meeting.

NDack Toure seconded the motion.

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

Roll Call

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

C. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:25 PM.

Respectfully Submitted,
Karl Smith

Documents used during the meeting

- To the Charter Board of Trustees.docx
- Will Rockwell Resume 4.30.2021.docx
- HOS Report to Board of Trustees 5_25_21.pdf
- Head of School Evaluation Year End Form, 2021, Collated.pdf
- Apr 2021 Financial.pdf

- [April_FinCom_notes.pdf](#)

Cover Sheet

Approve Minutes from 6-12-21 Retreat

Section: I. Opening Items
Item: D. Approve Minutes from 6-12-21 Retreat
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Annual Board Retreat on June 12, 2021

DRAFT



MCCPS Board of Trustees

Minutes

Annual Board Retreat

Date and Time

Saturday June 12, 2021 at 9:00 AM

Location

MCCPS
17 Lime St
Marblehead, MA 01970

Trustees Present

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

Trustees Absent

None

Guests Present

Will Rockwell

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 Saturday Jun 12, 2021 at 9:09 AM.

C. Review Agenda and Expectations**II. New Board Member****A. Presentation/Interview/Vote on Perspective Board Member - Will Rockwell**

Will introduced himself and provided some background.
Several board members expressed their encouragement and appreciation for a former student to take interest in, and wish to be a member of the board.
A few questions were asked and Will provided his responses.

B. Vote on Perspective Member - Part 2

Jessica Gelb made a motion to appoint Will Rockwell 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.

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

NDack Toure seconded the motion.

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

III. Board Training

A. Board Training

New normal - remote participation.

OML - meeting notices and minutes.

New overview of bylaws.

Peter - is looking for more board participation and use of Board on Track.

OML - very important part of Charter and school's desire to be open and transparent to everyone interested.

Some discussion on public comments

June 15th - Governor's executive order will expire.

May extend through September - not sure at this time.

Jessica Xiarhos projected the board on track program and Peter walked the group through some of the various features and functions of the tool.

Much discussion on how to use documents and agendas and publishing minutes.

IV. Facilities Task Force

A. Facility Walk-Thourgh, Discussion

Becca Whidden presented the facilities task force report.

The detailed presentation included various assumptions and back ground information

Questions were asked throughout

After the presentation, the group discussed the design / draft drawings of the proposed updates to the classrooms to add individual break out rooms for various consults and meeting rooms.

Potential costs, fundraising, and facilities maintenance areas were discussed in detail.

Value to spend some money on code - value of the building, etc.

Estimates on work - architectural work.

Solar panels - new availability

Naming rights - can do that

Rudi is checking two out room

V. Development

A. Discussion on Development

Some discussion on other matters.

VI. Break

A. Lunch

Paul Baker made some excellent food for lunch.

We also completed our tour of the facilities.

VII. Board and HOS Goals

A. Board and HOS Goals

B. Committee Recruitment

C. Selection of Board Officers and Committee Chairs for SY 21-22

Artie provided a brief explanation of the committees and the required chairs, etc.

Jessica Xiarhos is chair of Academic Excellence

Artie is the Board Chair and chair of Personnel - James Rogers offered to Chair Personnel with a strong mentor. Artie was more than willing to help guide James.

Paul has been Vice Chair

Becca is stepping back but she is willing to stay on the facilities sub-committee

New chair for Facilities and new chair for Governance also Strategic Planning.

Rudi is the Treasurer and Chair of Finance Committee

Communication and Development - Paul was chair - now Ian Hunt

Will volunteered to Chair Facilities committee

Governance -

Karl Smith made a motion to appoint for the school year 2021 - 2022 the following sub-committee chairs: Jessica Xiarhos Academic Excellence, Paul Baker - Governance, Will Rockwell - Facilities, James Rogers - Personnel, Ian Hunt - Development and Communications.

Ian Hunt seconded the motion.

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

Ian Hunt made a motion to appoint the following officers for a two year term per the bylaws: Rudi Herve as Treasurer and Richard Doran as Vice Chair, and Paul Baker as Clerk for a term of one year to fill the open officer position.

James Rogers seconded the motion.

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

The board discussed the status of the facilities and plans to use the space. The non-school related items must be removed as soon as possible.

Karl Smith made a motion to adjourn the meeting.

Ian Hunt seconded the motion.

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

VIII. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 3:56 PM.

Respectfully Submitted,
Karl Smith

Documents used during the meeting

- MCCPS_Facility_Plan_Outline_DRAFT 06122021.pdf

Cover Sheet

Monthly Report

Section: V. HOS Report
Item: A. Monthly Report
Purpose: FYI
Submitted by:
Related Material: HOS Report to Board of Trustees 6_29_21.pdf



HOS Report to the Board of Trustees

Submitted by Peter Cohen, Ed.D

Meeting Date: June 29, 2021

- **Finished Strong**
 - Exhibition, Graduation, and the Ice Cream Truck!
 - A year when the essential skill of perseverance was truly essential
 - Kudos to staff and students!

- **Enrollment, Recruitment, Retention**
 - Projected enrollment for 2021-2022 is 230 students. (See below for detailed projections.)
 - Budget will be based on 220 students enrolled

- **Head of School Updates**
 - Staffing Updates
 - **New Hires:**
 - School Psychologist - Melissa DeLeo
 - 4th Grade Humanities - Jenna DelMastro
 - 5th Grade Math/Science - Mary Buckley
 - 7th Grade Humanities - Eileen Barrett
 - PE/Athletics Coordinator - Tyler Kelleher
 - Office Manager - Emily Miner
 - Interviews underway for ELL Coordinator

 - Fall 2021
 - Lessons Learned from teaching & learning in a global pandemic
 - Teaching Force reboot
 - PD: Executive Functioning & Tier One Instruction, Strengthening Co-Teaching, Criteria for Excellence implementation
 - Feedback and Evaluation system

Projected Enrollment 2021-2022

Grade	Accepted New Students	Offers Out	Returning Students (Intent to Return)	Total Projected Enrollment	Eligible Waitlist	Waitlist Lynn & Salem	Total Waitlist
4	45	1	0	46	10	35	45
5	3	1	46	50	36	37	73
6	2	2	43	47	10	37	47
7	0	0	51	51	23	21	44
8	4	0	32	36	3	13	16
Total	54	4	172	230	82	143	225

Cover Sheet

Finance Committee

Section:	VII. Committee Updates
Item:	B. Finance Committee
Purpose:	Discuss
Submitted by:	
Related Material:	May 2021 Financial.pdf FinCom_notes_May_2021.pdf

FinCom notes May 2021

The May tuition check came in at the lower amount of \$224,837 reflecting 208 students. At press time our FY21 population is 212.

My recent conversation with Hadley Cabral at the DESE is attached (3 pgs)...we are not the only school with this problem. While I understand what the DOR person says, it still doesn't account for the loss of almost \$50K in revenue for the fiscal year. Obviously I will continue to chase this funding.

From April notes:

The DESE updated FY21 tuition on 4/15/21 after updating it at 3/23/21. This second update was very unusual:

Projected FY21 at 9/14/20 - \$3,386,711 (based on 222 students)

FY21 at 12/18/20 - \$3,186,245 (based on 208)

FY21 at 3/23/21 - \$3,183,944 (based on 208)

FY21 at 4/15/21: \$3,129,769 (based on 208)

Based on my calculation the April (May & June) checks should have been \$241,347 – a difference of \$16,510 from what we rec'd. A copy of my calculation and discussion with my contact at the state are attached. I have not rec'd an update since the 30th (I have emailed twice since).

May 2021 financials

Revenue

Reimbursements – includes \$16,745 owed to the GenFund from Food Service for FY21 operations

Expenses

5045 - Specialists – additional costs for compensatory services due to Covid. This connects to payroll taxes as well as many of these folks are not in MTRS

5141 - Health: up due to increase in usage (deductible).

5431 -Legal: \$5,000. Peter and/or Artie can provide insight if requested.

Projecting June and year-end

I do not expect to take this large of a loss next month and do project to end in the black, but the loss of \$50K in state revenue will have a significant impact on the final number. We will likely need the mortgage covenant waiver from EBSB and MassDevelopment as a result. I will do my best to avoid that.

The MCEF will be contributing \$27,000 to the school.

There are several small fundraisers in June.

Specialists will be at approx. 75% as the month ends early

FY22

Peter can address enrollment and personnel.

We will soon allocate the \$85K and \$187K grants for FY22



Jeff Barry <jbarry@marbleheadcharter.com>

RE: Payment issues - 864 Marblehead Community Charter

3 messages

Cabral, Hadley B (DOE) <hadley.b.cabral2@state.ma.us> Thu, Jun 10, 2021 at 3:11 PM
 To: "Krzywicki, Lisa J (DOR)" <lisa.j.krzywicki@state.ma.us>, Jeff Barry <jbarry@marbleheadcharter.com>
 Cc: "O'Donnell, Robert F (DOE)" <robert.f.o'donnell2@state.ma.us>, "Benvenuto, Donnette (DOR)" <donnaette.benvenuto@state.ma.us>

Lisa,

I haven't heard back regarding the tuition payment anomalies I emailed you about over a month ago. I've had some time to look at the data myself. While I only have data from you through April, the web checkbook ledger indicates the May payment is the same as April, which doubles Marblehead Community's underpayment. What when wrong and how will it be corrected for their final payment?

464		MARBLEHEAD COMMUNITY				
864						
	DESE Annualized	Transp Only	DESE MONTHLY PYMT	DOR MONTHLY PYMT	DOR PYMT Adj	diff
Jul	3,025,960	0	252,163	252,162		(1)
Aug	3,025,960	0	252,163	252,162		(1)
Sep	3,386,711	0	288,239	287,354		(885)
Oct	3,386,711	0	288,337	287,354		(983)
Nov	3,386,711	0	288,460	287,354		(1,106)
Dec	3,186,245	0	259,980	259,979		(1)
Jan	3,186,245	0	259,980	259,979		(1)
Feb	3,186,245	0	259,980	259,979		(1)
Mar	3,183,944	0	259,405	259,404		(1)
Apr	3,129,769	0	241,347	224,837		(16,510)
May	0	0	0	0		0
Jun	0	0	0	0		0
Totals			2,647,074	2,630,564		(16,510)

I look forward to hearing from you.

Hadley

Hadley Brett Cabral

Program Coordinator

W 781-338-6586 | F 781-338-6530

Hadley.B.Cabral@mass.gov

Office of District and School Finance

Massachusetts Department of Elementary and Secondary Education

75 Pleasant Street, Malden, MA 02148

This school year, we all have a role to play to keep each other healthy. [Learn more.](#)

From: Cabral, Hadley (DESE)
Sent: Monday, May 3, 2021 1:40 PM
To: Krzywicki, Lisa J. (DOR) <krzywickil@dor.state.ma.us>; Benvenuto, Donnette (DOR) <benvenutod@dor.state.ma.us>
Cc: O'Donnell, Robert F (DESE) <Robert.F.O'Donnell@mass.gov>
Subject: RE: Payment issues

Great, thanks.

H

From: Krzywicki, Lisa J. (DOR) <krzywickil@dor.state.ma.us>
Sent: Monday, May 3, 2021 1:38 PM
To: Cabral, Hadley (DESE) <Hadley.B.Cabral@mass.gov>; Benvenuto, Donnette (DOR) <benvenutod@dor.state.ma.us>
Cc: O'Donnell, Robert F (DESE) <Robert.F.O'Donnell@mass.gov>
Subject: RE: Payment issues

I think this might have to do with the amount that was used in July and August for the charter reimbursement amount, which ended up being too high and we need to capture it back. I will look at it shortly, but I have to get some info to Rob first for a presentation we are doing this week. If it is in fact wrong, we should be able to process it quickly.

Lisa J. Krzywicki, Deputy Bureau Chief

Department of Revenue • Division of Local Services

Data Analytics & Resources Bureau

M: 617.626-2386 | F: 617.660.7006

www.mass.gov/dls

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Data Request: databank@dor.state.ma.us

Gateway Support: dlsgateway@dor.state.ma.us

COVID-19 Municipal Finance Questions: covid19dls@dor.state.ma.us



From: Cabral, Hadley (DESE) <Hadley.B.Cabral@mass.gov>
Sent: Monday, May 3, 2021 11:21 AM
To: Krzywicki, Lisa J. (DOR) <krzywickil@dor.state.ma.us>; Benvenuto, Donnette (DOR) <benvenutod@dor.state.ma.us>
Cc: O'Donnell, Robert F (DESE) <robert.f.o'donnell2@state.ma.us>
Subject: Payment issues

Lisa,

I've received three emails so far about problematic distributions for April: 864 Marblehead Community, 873 River Valley, and 1474 Sizer School. They all received lower payments. Sizer's tuition is higher, and so should not have received a reduction. Please look at 1474 Sizer first.

Thanks,

Hadley

Hadley Brett Cabral

Program Coordinator

W 781-338-6586 | **F** 781-338-6530

Hadley.B.Cabral@mass.gov

Pronouns: Ms., She, Her

[Office of District and School Finance](#)

Massachusetts Department of Elementary and Secondary Education

75 Pleasant Street, Malden, MA 02148

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This school year, we all have a role to play to keep each other healthy. [Learn more.](#)

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----- Forwarded message -----

From: Jeff Barry <jbarry@marbleheadcharter.com>

To: "Cabral, Hadley (DESE)" <Hadley.B.Cabral@mass.gov>

Cc: Peter Cohen <pcohen@marbleheadcharter.com>, Rudi Herve <rherve@marbleheadcharter.com>

Bcc:

Date: Wed, 9 Jun 2021 15:20:34 +0000

Subject: Re: April payment

Marblehead Community Charter Public School

Financial Results As of May 31, 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 May 31, 2021

	As of May 31, 2021	As of May 31, 2020 (PY)	Increase / (Decrease)	%age
ASSETS				
Current Assets				
Checking/Savings				
1073 — EBSB Payroll (8947)	12,271	48,419	(36,148)	-74.7%
1072 — EBSB Operating (8934)	407,518	302,562	104,956	34.7%
1010 — Charter Hall (8202)	0	2,670	(2,670)	-100.0%
1040 — Petty Cash (4534)	19	1,569	(1,550)	-98.8%
1070 — Checking (4542)	79,220	118,770	(39,549)	-33.3%
1085 — PayPal	496	765	(269)	-35.1%
1090 — FoodService (5077)	3,908	5,967	(2,059)	-34.5%
Total Checking/Savings	503,432	480,722	22,711	4.7%
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	503,432	480,722	22,711	4.7%
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	(702,373)	(600,691)	(101,682)	16.9%
Total Fixed Assets	3,659,959	3,749,142	(89,182)	-2.4%
TOTAL ASSETS	4,163,392	4,229,863	(66,471)	-1.6%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 — Accounts Payable	(33,984)	0	(33,984)	
2010 — Accounts Payable FS	0	0	0	
Total Accounts Payable	(33,984)	0	(33,984)	
Other Current Liabilities				
2110 — Accrued Payroll	126,125	0	126,125	NA
2110-25 — Payroll Liabilities	(355)	(1,578)	1,223	-77.5%
2110-30 403B	(200)	27,275	(27,475)	-100.7%
2111 — Accrued Payroll Taxes	3,479	5	3,474	NA
2160-25 — MTRB Liability	15,758	12,846	2,912	22.7%
2190-25 — Payroll Clearing Account	6,696	(21,591)	28,287	-131.0%
2230 — Accrued Expenses	81,691	40,979	40,712	99.3%
Total Other Current Liabilities	233,192	57,935	175,257	302.5%
Total Current Liabilities	199,208	57,935	141,273	243.8%
Long Term Liabilities				
2613 — East Boston Savings Bank	3,625,764	3,728,184	(102,420)	-2.7%
Total Long Term Liabilities	3,625,764	3,728,184	(102,420)	-2.7%
Total Liabilities	3,824,972	3,786,119	38,853	1.0%
Equity				
3000 — Opening Bal Equity	(295)	(295)	0	0.0%
3900 — Retained Earnings	353,926	268,096	85,830	32.0%
Net Income	(15,211)	175,943	(191,154)	-108.6%
Total Equity	338,420	443,744	(105,324)	-23.7%
TOTAL LIABILITIES & EQUITY	4,163,392	4,229,863	(66,471)	-1.6%

MCCPS

Profit and Loss Prev Year Compariso

July 2020 - May 2021

	Accrual Basis				# months YTD		11
	Jul 2020 - May 2021	Jul 2019 - May 2020 (PY)	Increase / (Decrease)	%age	Budget	Over / (Under)	%age
Ordinary Income/Expense							
Income							
4005 — STATE ALLOCATION	2,855,401	2,794,075	61,326	2.2%	2,828,920	26,481	0.9%
4040 — INVESTMENT INCOME	311	99	212	214.2%	92	220	239.5%
4050 — OTHER INCOME	24,842	31,684	(6,842)	NA	30,938	(6,096)	-19.7%
4055 — STUDENT SUCCESS FUND	18,232	16,920	1,312	NA	16,500	1,732	10.5%
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	24,873	1,760	23,113	NA	1,833	23,040	1256.7%
4085 — MEDICARE REIMB.		2,347	(2,347)	NA	4,583	(4,583)	-100.0%
4090 — FUNDRAISING	5,696	20,365	(14,669)	NA	41,250	(35,554)	-86.2%
Total Income	2,930,154	2,874,561	55,593	1.9%	2,924,116	6,038	0.2%
Gross Profit	2,930,154	2,874,561	55,593	1.9%	2,924,116	6,038	0.2%
Expense							
5000 — PERSONNEL	2,096,112	1,916,796	179,316	9.4%	2,064,976	31,136	1.5%
5140 — BENEFITS	306,371	342,633	(36,262)	-10.6%	379,349	(72,977)	-19.2%
5150 — STAFF DEVELOPMENT	8,847	8,992	(145)	NA	6,875	1,972	28.7%
5160 — SEARCH COSTS	1,823	1,688	135	NA	1,558	264	17.0%
5170 — SUBSTITUTE	13,555	231	13,323	NA	0	13,555	NA
5200 — DIRECT STUDENT SUPPORT	33,024	63,199	(30,175)	-47.7%	60,225	(27,201)	-45.2%
5300 — OCCUPANCY	118,484	87,416	31,068	35.5%	107,479	11,005	10.2%
5400 — OFFICE & ADMIN	208,984	198,190	10,795	5.4%	202,238	6,747	3.3%
6100 — Depreciation	86,779	79,764	7,015	8.8%	87,083	(304)	-0.3%
5329 — COVID19	1,120	0	1,120	NA	0	1,120	NA
Total Expense	2,875,100	2,698,909	176,191	6.5%	2,909,783	(34,683)	-1.2%
Net Ordinary Income	55,054	175,652	(120,597)	-68.7%	14,333	40,721	284.1%
Net Income	55,054	175,652	(120,597)	-68.7%	14,333	40,721	284.1%

MCCPS
Profit and Loss Standard
 July 2020 - May 2021

	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020	Dec 2020	Jan 2021	Feb 2021	Mar 2021	Apr 2021	May 2021	Total
Income												
4005 STATE ALLOCATION	252,162	252,162	287,354	287,354	287,354	259,979	259,979	259,979	259,404	224,837	224,837	2,855,401
4030 STUDENT ACTIVITIES											40	40
4040 INVESTMENT INCOME	14	21	37	27	17	11	15	21	22	13	114	311
4050 OTHER INCOME	4,522	3,266	1,425	1,338	2,870	2,469	2,268	1,801	1,557	1,076	2,251	24,842
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		2,324	474	17,388	24,873
4090 FUNDRAISING				4,643	138	343		146			426	5,696
Total Income	256,854	256,139	305,567	296,037	291,449	262,802	264,088	262,456	263,307	226,400	245,057	2,930,154
Gross Profit	256,854	256,139	305,567	296,037	291,449	262,802	264,088	262,456	263,307	226,400	245,057	2,930,154
Expenses												
5000 PERSONNEL	182,883	173,316	195,144	197,465	195,740	202,772	199,451	188,607	190,860	162,666	207,207	2,096,112
5140 BENEFITS	20,978	24,045	25,325	27,684	26,757	25,903	27,752	22,082	29,148	35,621	41,078	306,371
5150 STAFF DEVELOPMENT		504		1,285	6,066	164		500	168	107	55	8,847
5160 SEARCH COSTS	1,823											1,823
5170 SUBSTITUTE		1,560	6,740		5,445	552	158		-1,200		300	13,555
5200 DIRECT STUDENT SUPPORT	2,300	3,037	7,184	2,366	4,685	1,685	1,664	1,887	2,537	2,141	3,538	33,024
5300 OCCUPANCY	7,777	2,988	11,104	9,648	8,897	13,071	11,506	12,938	12,926	14,555	13,074	118,484
5329 Covid-19	413	67	218	422								1,120
5400 OFFICE & ADMIN	12,753	19,271	19,245	25,639	29,572	14,156	17,207	19,202	13,171	18,733	20,036	208,984
6100 Depreciation	7,889	7,889	7,889	7,889	7,889	7,889	7,889	7,889	7,889	7,889	7,889	86,779
Total Expenses	236,815	232,677	272,849	272,397	285,051	266,191	265,628	253,105	255,498	241,711	293,177	2,875,100
Net Operating Income	20,039	23,462	32,717	23,640	6,399	-3,389	-1,540	9,350	7,809	-15,311	-48,121	55,054
Net Income	20,039	23,462	32,717	23,640	6,399	-3,389	-1,540	9,350	7,809	-15,311	-48,121	55,054

MCCPS - Profit and Loss by Class
July 2020 - May 2021

	01 - General Fund	20 - School Lunch	21 - Student Activities	22 - Athletics	23 - Nature's Classroom	25 - Field Trips	Total 21 - Student Activities	90 Federal Grants	102 - CvRF School Reopening	113 - ESSER Emergency	140 - Title 2	215 - Covid Prevention	238 - Summer Learning	240 - Sped 94-142	258 - SPED Transition	274 - Targeted SPED	305 - Title 1	309 - Title 4	534 - Covid 19 relief	Total 90 Federal Grants	92 Private Grants	94 - FMPS Grant	95-PTO Reimb.	98 - MCEF	Total 92 Private Grants	
Income																										
4005 STATE ALLOCATION	2,855,401						0													0						0
4010 FEDERAL & STATE GRANTS							0		41,081	14,817	4,895	7,600	11,997	53,601	564	3,898	6,996	5,784	4,000	155,233						0
4020 SCHOOL LUNCH		78,153					0													0						0
4030 STUDENT ACTIVITIES	40		-3,456		550	3,665	10	769												0						0
4040 INVESTMENT INCOME	311						0													0						0
4050 OTHER INCOME	24,942						0													0						0
4055 STUDENT SUCCESS FUND	18,232						0													0						0
4060 CONTRIBUTIONS	759						0													0						0
4070 PRIVATE GRANTS							0													0	643	4,945			10,000	10,000
4080 REIMBURSEMENTS	24,873						0													0			1,921			1,921
4090 FUNDRAISING	5,696						0													0						0
Total Income	2,930,154	78,153	-3,456	550	3,665	10	769	0	41,081	14,817	4,895	7,600	11,997	53,601	564	3,898	6,996	5,784	4,000	155,233	643	4,945	1,921	10,000	17,509	
Gross Profit	2,930,154	78,153	-3,456	550	3,665	10	769	0	41,081	14,817	4,895	7,600	11,997	53,601	564	3,898	6,996	5,784	4,000	155,233	643	4,945	1,921	10,000	17,509	
Expenses																										
5000 PERSONNEL	2,096,112	28,589		449			449		10,481			4,833	5,880	25,751		3,200	12,114		14,850	77,109						0
5140 BENEFITS	306,371						0													0						0
5150 STAFF DEVELOPMENT	8,847						0			4,895									1,000	5,895		2,000				2,000
5160 SEARCH COSTS	1,623						0													0						0
5170 SUBSTITUTE	13,555						0					1,200								13,255						0
5200 DIRECT STUDENT SUPPORT	33,024						0	10,002		11,950			4,917	27,850	1,350	1,750	7,512	10,000	17,344	92,675		4,296		10,000	14,296	
5261 STUDENT ACTIVITY				350	5,085	261	5,696													0						0
5270 SCHOOL LUNCH EXP		46,879					0													0			2,286			2,286
5300 OCCUPANCY	118,484						0	3,266	30,600	8,500									2,005	44,371					0	
5329 Covid-19	1,120						0													0						0
5400 OFFICE & ADMIN	208,984	52					0													0			146	287		432
6100 Depreciation	86,779						0													0						0
Total Expenses	2,875,100	75,520	0	799	5,085	261	6,145	13,268	41,081	20,450	4,895	4,833	11,997	53,601	1,350	4,950	19,626	10,000	35,199	221,250	0	6,296	2,431	10,287	19,015	
Net Operating Income	55,054	2,633	-3,456	-249	-1,420	-251	-5,376	-13,268	0	-5,633	0	2,767	0	0	-786	-1,052	-12,630	-4,216	-31,199	-66,017	643	-1,352	-510	-287	-1,505	
Net Income	55,054	2,633	-3,456	-249	-1,420	-251	-5,376	-13,268	0	-5,633	0	2,767	0	0	-786	-1,052	-12,630	-4,216	-31,199	-66,017	643	-1,352	-510	-287	-1,505	

<u>Not Specified</u>	<u>TOTAL</u>
2,855,401	
155,233	
78,153	
809	
311	
24,842	
18,232	
10,759	
5,588	
26,794	
5,696	
<u>0</u>	<u>3,181,819</u>
0	3,181,819
2,202,260	
306,371	
16,742	
1,823	
14,755	
139,995	
5,696	
49,165	
162,855	
1,120	
209,469	
86,779	
<u>0</u>	<u>3,197,030</u>
0	-15,211
0	-15,211

MCCPS

Financial Ratios

As of May 31, 2021

months YTD

11

Debt Service Coverage Ratio	0.49
Days of Cash	60
LUNA (liquid unrestricted net assets)	1.93

Debt Service Coverage Ratio	
Standard monthly payment (Principal and Interest)	10,204
Net operating Income YTD	55,054
Annualized based on YTD results	60,059
Calculated Debt Service Ratio	0.49

Days Cash	
Cash on Hand	503,432
Operating Expense YTD	2,875,100
Annualized	3,136,473
Noncash expense	86,779
Depreciation YTD	
Annualized	94,668
Days Cash	60

Liquid Unrestricted Net Assets	
Unrestricted Net Assets	4,163,392
Fixed Assets	3,659,959
Liquid Unrestricted NA	503,432
Expense (YTD)	2,875,100
Monthly	261,373
LUNA	1.93

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	