



# MCCPS Board of Trustees

## Monthly Board Meeting

Published on February 25, 2021 at 11:20 AM EST

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### Date and Time

Tuesday March 2, 2021 at 7:00 PM EST

### Location

Topic: Board Meeting

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

Join Zoom Meeting

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

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

Meeting ID: 389 839 4128

Passcode: MCCPS

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### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>7:00 PM</b>
Opening Items			
<b>A. Record Attendance and Guests</b>		Karl Smith	
<b>B. Call the Meeting to Order</b>		Artie Sullivan	
<b>C. Accept Remote Participation</b>	Vote	Artie Sullivan	3 m
In light of the ongoing COVID-19 coronavirus outbreak, Governor Baker issued an emergency Order on March 12, 2020, allowing public bodies greater flexibility in utilizing technology in the conduct of meetings under the Open Meeting Law. Can I get a motion to accept this Executive Order for this meeting of the Board of Trustees, on March 2, 2021.			
<b>D. Approve Minutes</b>	Approve Minutes	Karl Smith	2 m
Approve minutes for Monthly Board Meeting on January 26, 2021			

	Purpose	Presenter	Time
<b>II. New Board Member</b>			<b>7:05 PM</b>
<b>A. Presentation/Interview/Vote on Perspective Board Member - Jessica Gelb</b>	Vote	Karl Smith	15 m
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.			
<b>B. Vote on Perspective Board Member - Part 2</b>	Vote	Karl Smith	5 m
A 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.			
<b>III. Reappointment of Board Member - Arthur F Sullivan, III</b>			<b>7:25 PM</b>
<b>A. Discussion and Vote on Reappointment to the Board - Arthur F Sullivan, III</b>	Vote	Karl Smith	15 m
Discussion and vote on reappointment of Arthur F Sullivan, III to a 3-year term.			
<b>IV. Public Comment</b>			<b>7:40 PM</b>
<b>A. Public Comment</b>	Discuss	Artie Sullivan	5 m
<b>V. Presentations</b>			<b>7:45 PM</b>
<b>A. Student Presentations</b>	FYI	Artie Sullivan	15 m
<b>VI. Review of Previous Meeting Action Items</b>			<b>8:00 PM</b>
<b>A. Review of Previous Meeting Action Items</b>	Discuss	Artie Sullivan	
<ul style="list-style-type: none"> <li>• Identify potential candidates for the Board – Goal is 3 new members for SY2020-2021. Areas that need representation on the board – <ul style="list-style-type: none"> <li>◦ <ul style="list-style-type: none"> <li>▪ Alumni</li> <li>▪ Parents of families residing outside of Marblehead.</li> <li>▪ Development</li> </ul> </li> </ul> </li> <li>• Add communication with Marblehead Superintendent</li> <li>• Charter amendment regarding enrollment - submitted to DESE for approval</li> <li>• Board restricted funds</li> <li>• Bylaws - submitted to DESE for approval</li> </ul>			

	Purpose	Presenter	Time
<b>VII. Board Annual Items</b>			
<b>A. Upcoming Meeting Agenda Items</b>	FYI	Artie Sullivan	
<ul style="list-style-type: none"> <li>• March – Set up Satisfaction Survey, Set Annual Board Retreat Date, Presentation of HOS Annual Evaluation Form</li> <li>• April – Presentation by HOS of Annual Goals</li> <li>• May – HOS Annual Evaluation, Budget Adoption</li> <li>• June – Annual Board Retreat</li> <li>• July - Adopt Annual Report, by July 31, Adopt Annual Board Goals</li> <li>• August – Adopt HOS Goals, Open Annual Board Self Assessment</li> <li>• Sept – Review Annual Board Self Assessment, Approve Committee Memberships and Vice-Chairs</li> <li>• Oct – Adoption of the Annual Audit (must be done by Oct 31), MCAS Presentation, Presentation on HOS Evaluation Process by the Personnel Committee</li> <li>• Nov – 2021, HOS Contract Renewal Notice</li> <li>• Dec –</li> <li>• Jan – HOS Mid-year review</li> <li>• Feb - Adopt School Calander</li> </ul>			
<b>B. Board Goals for SY 2020-2021</b>	Discuss	Artie Sullivan	
<b>Goal-1 (Board Health &amp; Sustainability)</b>			
<ul style="list-style-type: none"> <li>• 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.                             <ul style="list-style-type: none"> <li>◦ Identify key roles and skills, Development, HR, Attorney, Construction</li> <li>◦ Identify key constituencies, Parents, Alumni</li> </ul> </li> </ul>			
<b>Goal-2 (Development)</b>			
<ol style="list-style-type: none"> <li>1. Funding Streams</li> <li>2. Grants &amp; Fundraising</li> <li>3. Board Responsibility</li> </ol>			
<b>Goal 3 (Communication and Community Development)</b>			
<ul style="list-style-type: none"> <li>• 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</li> </ul>			
<b>Goal 4 (Support given the "New Normal")</b>			
<ul style="list-style-type: none"> <li>• To support MCCPS with the "New Normal" for fulfilling the MCCPS Charter</li> </ul>			
<b>VIII. HOS Report</b>			<b>8:00 PM</b>
<b>A. Monthly Report</b>	FYI	Peter Cohen	20 m
<b>IX. Other Business</b>			<b>8:20 PM</b>

	Purpose	Presenter	Time
A. Adopt Board Restricted Fund - Second Reading	Vote	Rodolphe Herve	10 m
<b>X. Committee Updates</b>			<b>8:30 PM</b>
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 to Deactivate	Vote	Artie Sullivan	5 m
<b>XI. Public Comment</b>			<b>9:10 PM</b>
A. Public Comment	Discuss	Artie Sullivan	5 m
<b>XII. Board Member Comments and Resolutions</b>			<b>9:15 PM</b>
A. Board Member Comments and Resolutions	Discuss	Artie Sullivan	3 m
This is an opportunity for Board Member Comments and Resolutions			
<b>XIII. Closing Items</b>			<b>9:18 PM</b>
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 January 26, 2021



## MCCPS Board of Trustees

# Minutes

## Monthly Board Meeting

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### **Date and Time**

Tuesday January 26, 2021 at 7:00 PM

### **Location**

Topic: Board Meeting

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

Join Zoom Meeting

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Meeting ID: 389 839 4128

Passcode: MCCPS

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### **Trustees Present**

Artie Sullivan (remote), Ian Hunt (remote), James Rogers (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*

### **Guests Present**

Alf Wilson (remote), Andrea Barlow (remote), Claire Hunt (remote), Dylan Uttam (remote), Ellen Lodgen (remote), Jessica Gelb (remote), Nicholas Santoro (remote), Pape Ndaw (remote), Susan Hauck (remote), Ties Jan de Blij (remote)

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## **I. Opening Items**

### **A. Record Attendance and Guests**

### **B. Call the Meeting to Order**

Artie Sullivan called a meeting of the board of trustees of MCCPS Board of Trustees to order on Tuesday Jan 26, 2021 @ 7:02 PM.

**C. Accept Remote Participation**

Richard Doron made a motion to Accept the governor's order.  
James Rogers seconded the motion.  
The board **VOTED** to approve the motion.

**Roll Call**

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

**D. Approve Minutes**

**II. Public Comment**

**A. Public Comment**

There was no public comment at this time.

**III. Presentations**

**A. Student Presentations**

Pape Ndaw  
Dylan Uttam  
7th grade - reviewed schedule  
Slide show presentation - going through first two terms.  
Boys did an excellent job

**IV. Board Annual Items**

**A. Upcoming Meeting Agenda Items**

Peter - Presented the draft calendar earlier  
March - satisfaction  
Annual report  
End of year HOS evaluation - can move to February  
May - annual evaluation and adoption of the budget

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

**V. HOS Report**

**A. Monthly Report**

Dr. Cohen - HOS report - Please see his memo for details.  
Explained that MCAS is back on for 2021

Reviewed in detail the enrollment figures as well as the current application received.  
Social media is a huge source of recognition / spreading the word.

## VI. Other Business

### A. HOS Mid-Cycle Report

Dr. Cohen - slide deck presentation.  
Progress towards goals - spending time with coaching and consulting groups.  
Networking with district and charter leaders. Crisis leadership  
Walked the group through the presentation  
leadership team - focus on his direct reports  
Looking to meet that goal by the end of the school year - a bit behind based on all of the other challenges faced due to the lock-downs / pandemic  
Criteria for excellence - provided props to his peeps  
Tapping into power of video  
Really pushing towards re-establishing full enrollment at 230  
Improvement model - meetings - checking in - celebrating successes

Teaching Force Team - timeline has been adjusted / some compromises had to be made  
TJ - provided lots of information about the program  
Artie - looking forward to a bigger presentation in a few months.

### B. MCCPS Schedule, 2021-2022

Peter presented the calendar. Marblehead district released theirs - similar.  
Presumes closer to normal circumstances - 5 days a week of on site learning.  
Snow days are snow days - early indication points to not continuing remote learning during 'snow days'  
Calendar not geared toward any specific religious holidays - so any student or faculty that wants a religious day off, that will be excused.

Rodolphe Herve made a motion to Accept the proposed school calendar for SY - 21-22.

Paul Baker seconded the motion.

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

#### Roll Call

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

### C. Adopt Board Restricted Fund - First Reading

Two meeting process - first reading - language.  
Second meeting could be the approval / passage of the policy.  
Karl suggested clarifying that the audited financials of the previous fiscal year.



## **VII. Committee Updates**

### **A. Governance Committee**

No quorum - so no meeting

Looking for an updated policy for board members looking to renew their term.

### **B. Finance Committee**

Rudi provided the update - over budget.

Expense - almost right on budget.

Surplus at half year mark which will be eroded in the second half of the year.

Jeff, Andrea, Susan - doing great job with grant money - looking for more

Will be creating the budget with enrollment of 215 - with a few different scenarios.

Keep it conservative.

### **C. Personnel Committee**

Artie - no meeting this month - Feb / March - HOS second half of annual training.

End of year is much more detailed.

### **D. Academic Excellence**

Jess - working on criteria.

Only subject domains are Global Studies and Art

Identify overlaps of this, TeachingForce, and teacher meetings

### **E. Development & Communications**

Paul Baker - had a meeting - Ian shared the slide deck on how this will progress,

Fundraising - Susan shared another \$1K donation

Tuesday night dinners are doing well

Susan will be reaching out to individual board members to schedule meetings

Jessica Gelb was thanked for her involvement

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

Becca - Jessica has been joining Strategic Plan meetings.

Targeted timeframe of the task force - help keep the board productive.

6 month time-frame - look to provide update in 3 months.

Options in June - align with board retreat

looking to take advantage of warehouse space.

Good group of volunteers

### **G. Facilities Task Force**

### **H. Charter Renewal - On Hold until Charter Amendment Status Updates from DESE**

## **VIII. Public Comment**

### **A. Public Comment**

Andrea Barlow - invite everyone to SEPAC meeting - highlighting faculty.

Going through all of the bullets - how to work with the kids

Becca had some great suggestions about how to communicate what the meeting will deliver and who can join.  
Parent ambassadors have been very helpful

## IX. Board Member Comments and Resolutions

### A. Board Member Comments and Resolutions

Any resolutions?

## X. Closing Items

### A. Recap Action Items

mid cycle review to Artie by noon- Feb 2nd

### B. Meeting Evaluation

### C. Adjourn Meeting

Rebecca Whidden made a motion to Adjourn meeting.

Jessica Xiarhos seconded the motion.

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

#### Roll Call

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:23 PM.

Respectfully Submitted,  
Karl Smith

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## Documents used during the meeting

- HOS Report to Board of Trustees 1\_20\_21.pdf
- HOS Mid-cycle Evaluation Form, 20-21.docx
- Head of School Goals - P. Cohen 2020 DRAFT (2).pdf
- Peter Cohen HOS Self-Assessment Midcycle Jan2021.pdf
- Marblehead Charter School 2021-2022 Calendar.pdf

- Board Restricted Fund.docx
- Dec-20.pdf
- FinCom\_notes\_December.pdf
- Grants FY21.pdf

## Cover Sheet

### Presentation/Interview/Vote on Perspective Board Member - Jessica Gelb

<b>Section:</b>	II. New Board Member
<b>Item:</b> Jessica Gelb	A. Presentation/Interview/Vote on Perspective Board Member -
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	Gelb, Jessica.docx

**Jessica Siegel Gelb, M. Ed., Ed. S.**

28 Clifton Avenue  
Marblehead, MA 01945  
(781) 990-3346  
jessicagelb1@gmail.com

**CERTIFICATIONS AND ORGANIZATIONS**

Massachusetts Certification Number: 355785  
Massachusetts Reading Certification K-12, Spring 2007  
Wilson Certification, Spring 2006  
Massachusetts Elementary Certification 1-6, Spring 1998  
Member of the Phyllis Allen North Shore Reading Council

**TEACHING AND SUPERVISION EXPERIENCE****North Shore Consortium, Lower School***Literacy Specialist*

2016-present-.5 Position  
Peabody, MA

- Working one-on-one and small group instruction with students with severe behavioral and academic needs to improve reading skills.
- Implementing Benchmark Assessments, Read Naturally, and Wilson Language to support and measure student improvement.
- Creating a leveled library for entire school access.
- Writing and implementing IEP goals to support literacy needs.

**University of Massachusetts Lowell***Adjunct Professor*

2013-2016  
Lowell, MA

- Instructor for Reading Specialist Practicum Fall and Spring Courses
- Supervisor for students seeking Massachusetts Reading Specialist Certification
- Teaching courses through Blackboard on current Reading Theory, Application of working with struggling readers, and Implementation of running Professional Development Workshops.

**Memorial Elementary School***Literacy Specialist*

2009-2012-.5 Position  
2006-2009-Full Time  
Manchester-by-the-Sea, MA

- Provided in-class “guided reading” support to students grades K-3 in cooperation with a Balanced Literacy approach. Modeled reading skills and strategies as a co-teaching model. Offered pull-out services for struggling readers grades 1- 4 and extension reading and writing activities for advanced Kindergarten readers. Implemented Fountas and Pinnell Benchmark Assessments for students K-5. Attended K-3 team meetings. Utilized intervention programs such as Lexia, Elements of Fluency, Rewards, Wilson, Six-Minute Fluency.
- Developed a Balanced Literacy Program K-3 incorporating Open Court Phonics, Interactive Read Alouds, and Guided Reading.
- Wrote literacy curriculum including a scope and sequence for 2<sup>nd</sup> grade, Interactive Read Alouds, and Genre Studies.
- Provided literacy training to new staff including: Fountas and Pinnell Benchmark Assessment, Balanced Literacy training, and guided reading training.
- Established an extensive school-wide Guided Reading leveled bookroom for staff including genre studies for each level.
- Member of district wide literacy team; community gathering committee; ELA Core Curriculum committee; RTI steering committee and child study team.
- Mentored student teacher working towards attaining Reading Specialist License at Endicott College

**Simmons College***Supervisor*

Spring 2010, Spring 2012  
Boston, MA

- Supervised classroom teachers applying for Reading Specialist Licensure.

**The Reading Institute***Supervisor*

Fall 2010  
Williamstown, MA

- Supervised classroom teacher applying for Reading Specialist Licensure.

**Essex Elementary Summer School***Teacher*

Summer 2009  
Essex, MA

- Planned and implemented literacy and mathematics lessons to struggling students.

**Bates Elementary School**

2005-2006

*.5 Reading Intervention Specialist*

Salem, MA

- Taught reading skills and strategies to students in second and third grader using a “guided reading” approach.
- Instructed individual student in the Wilson Language Reading System.
- Implemented Soliquy Computer Program, Elements of Fluency, Dibels, and DRA assessments.

**W.H. Lincoln School**

1999-2005

*First, Second, and Third Grade Classroom Teacher*

Brookline, MA

- Student body with broad range in academic abilities and needs. Utilized an interdisciplinary curriculum incorporating Massachusetts Frameworks. Accommodations made to classroom curriculum to support students on 504 plans and Individual Education Plans. Students took an active role in their education as part of a classroom community. Emphasis on incorporating literacy throughout the curriculum. Program incorporated TERC Investigations math curriculum.
- Strong collaboration with parents and community members.
- Mentored wide spectrum of student teachers from different colleges.
- Wrote curriculum for different units of study including literacy activities, social studies, and science guides.

**Project Discovery***Summer School Teacher*

July 2001 &amp; 2002

- Taught struggling students reading and writing in a small classroom setting.

Brookline, MA

**EDUCATION****SIMMONS COLLEGE GRADUATE SCHOOL**

Spring 2005-2007

*ED. S, Language and Literacy*

Boston, MA

- Achieved Literacy Specialist Certification.
- Achieved qualifying scores on the Massachusetts Reading Specialist Educator Certification Test.
- Achieved Certification in Wilson Language and Project Read.
- Practicum experience at Bates Elementary School in Salem, Ma.

**POST-MASTER’S DEGREE GRADUATE COURSES**

Fall 1999-Fall 2004

- Completed courses in various subject areas including literacy education, geography, and classroom management strategies.

Various Institutions

**TUFTS UNIVERSITY GRADUATE SCHOOL**

Fall 1998-Summer 1999

*M.A., Child Development and Education*

Medford, MA

- Achieved standard certification in elementary education.
- Achieved qualifying scores on the Massachusetts Educator Certification Test.
- Practicum experience in a combined 3<sup>rd</sup>/4<sup>th</sup> grade classroom at Cambridgeport Elementary School in Cambridge, Ma.

**TUFTS UNIVERSITY**

Spring 1997-1998

*B.A., Child Development, Cum Laude*

Medford, MA

- Achieved elementary provisional teaching certification.
- Practicum experience in a combined 1<sup>st</sup>/2<sup>nd</sup> grade classroom at Eliot-Pearson Children’s School at Tufts University.
- Volunteered at Just a Start House in Somerville, Ma.

**HEBREW UNIVERSITY**

Fall 1996

*Semester Study Abroad Program*

Jerusalem, Israel

- Completed studies on Hebrew language, Jewish religion and culture.
- Attended internship working with Israeli teenagers involved in after-school community program.

**UNIVERSITY OF MARYLAND**

Fall 1994-Spring 1996

*B.A., Elementary Education*

College Park, MD

- Scholar’s Program Member, “Advocates for Children.”
- Completed initial undergraduate coursework, which was transferred to Tufts University.

## **REFERENCES**

1. Ms. Tracy Farragher, Principal  
Northshore Education Consortium, Lower School  
83 Pine Street, Suite 103  
Peabody, Massachusetts 01960  
Work Phone: 978-536-5151  
Email: [tfarragher@nsedu.org](mailto:tfarragher@nsedu.org)
  
2. Mr. John McKenna, PhD  
Assistant Professor of Moderate Disabilities  
University of Massachusetts Lowell  
College of Education  
61 Wilder Street  
Lowell, Massachusetts 01854  
Email: [John\\_McKenna@uml.edu](mailto:John_McKenna@uml.edu)
  
3. Mrs. Heather Husain  
Parent of a Student  
[heatherhusain@gmail.com](mailto:heatherhusain@gmail.com)  
203-676-2507

# Cover Sheet

## Monthly Report

**Section:** VIII. HOS Report  
**Item:** A. Monthly Report  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** HOS Report to Board of Trustees 3\_2\_21.pdf





## HOS Report to the Board of Trustees

Submitted by Peter Cohen, Ed.D

Meeting Date: March 2, 2021

- Reopening Update
  - Phase Two - Hybrid Learning
    - Exhibition Week - March 15-19, 2021 - Mark your calendars
    - MCAS testing
    - Move to Phase Three:
      - Updates for 4, 5, 6 grades
      - Timeline to move from 2 to 4 to 5 days on in-person learning
  
- Enrollment, Recruitment, Retention & Connections to Families
  - Enrollment for 2020-2021 is 212 students
  - See details below for current enrollment and applications for 2021-22.
  - Charter Amendment
  - Lynn returns to “at cap” status
  - Enrollment Projections
  
- Head of School Goal Update
  - Goal One: Leadership Team calibration efforts, an update will be provided
  - Goal Two: No update on this goal. Academic Excellence update meet 3/1/21
  - Goal Three: Marketing efforts continue to improve (Facebook, Postcards, Press)
  - Goal Four: Teaching Force work is up and running. An update will be provided on the current status of this work.

### Enrollment Update as of 3.1.2021

<b>4<sup>th</sup> Grade</b> Accepted/Enrolled: 51 Waiting List: 29	<b>5<sup>th</sup> Grade</b> Accepted/Enrolled: 50 Waiting List: 4	<b>6<sup>th</sup> Grade</b> Accepted/Enrolled: 54 Waiting List: 29
<b>7<sup>th</sup> Grade</b> Accepted/Enrolled: 33 Waiting List: 0	<b>8<sup>th</sup> Grade</b> Accepted/Enrolled: 24 Waiting List: 0	<b>Accepted/Enrolled: 212</b>

**Applications Received for 2021-2022**

<b>Grade</b>	<b>Total Apps</b>	<b>MHD</b>	<b>Swamps</b>	<b>Nahant</b>	<b>Lynn</b>	<b>Bev</b>	<b>Salem</b>	<b>Peabody</b>	<b>Others*</b>
<b>4</b>	<b>95</b>	<b>35</b>	<b>22</b>	<b>3</b>	<b>31</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>5</b>	<b>60</b>	<b>8</b>	<b>16</b>	<b>0</b>	<b>31</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>3</b>
<b>6</b>	<b>49</b>	<b>6</b>	<b>4</b>	<b>0</b>	<b>30</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>
<b>7</b>	<b>38</b>	<b>8</b>	<b>9</b>	<b>0</b>	<b>21</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>
<b>8</b>	<b>21</b>	<b>5</b>	<b>2</b>	<b>0</b>	<b>12</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>
<b>Total</b>	<b>263</b>	<b>62</b>	<b>53</b>	<b>3</b>	<b>126</b>	<b>2</b>	<b>4</b>	<b>4</b>	<b>8</b>

**\*Danvers, Revere, Saugus, Shrewsbury, Wilmington, Winchester**

**EXAMPLE of class sizes for next year (this is a projection)**

<b>Grade</b>	<b>Total Apps</b>	<b>Returning Students</b>	<b>Available Spots</b>	<b>Max Enrollment</b>	<b>Waitlist</b>
<b>4</b>	<b>95</b>	<b>0</b>	<b>48</b>	<b>48</b>	<b>47</b>
<b>5</b>	<b>60</b>	<b>48</b>	<b>0</b>	<b>48</b>	<b>60</b>
<b>6</b>	<b>49</b>	<b>44</b>	<b>6</b>	<b>50</b>	<b>43</b>
<b>7</b>	<b>38</b>	<b>50</b>	<b>0</b>	<b>50</b>	<b>38</b>
<b>8</b>	<b>21</b>	<b>29</b>	<b>5</b>	<b>34</b>	<b>16</b>
<b>Total</b>	<b>263</b>	<b>171</b>	<b>59</b>	<b>230</b>	<b>204</b>

# Cover Sheet

## Adopt Board Restricted Fund - Second Reading

<b>Section:</b>	IX. Other Business
<b>Item:</b>	A. Adopt Board Restricted Fund - Second Reading
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	Board Restricted Fund.docx

*Marblehead Community Charter Public School  
Board Restricted Fund*

*Read*

*Adopted*

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

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

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

# Cover Sheet

## Finance Committee

<b>Section:</b>	X. Committee Updates
<b>Item:</b>	B. Finance Committee
<b>Purpose:</b>	Discuss
<b>Submitted by:</b>	
<b>Related Material:</b>	Financial Statements, Jan-21.pdf January_FinCom_notes.pdf

# Marblehead Community Charter Public School

## Financial Results As of January 31, 2021



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

## MCCPS

### Balance Sheet Standard

As of January 31, 2021

	As of Jan 31, 2021	As of Jan 31, 2020 (PY)	Increase / (Decrease)	%age
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
1073 — EBSB Payroll (8947)	14,156	20,175	(6,019)	-29.8%
1072 — EBSB Operating (8934)	509,933	449,797	60,135	13.4%
1010 — Charter Hall (8202)	2,670	2,670	0	0.0%
1040 — Petty Cash (4534)	2,522	397	2,125	535.7%
1070 — Checking (4542)	84,912	107,418	(22,506)	-21.0%
1085 — PayPal	2,435	9,654	(7,219)	-74.8%
1090 — FoodService (5077)	10,473	8,778	1,695	19.3%
<b>Total Checking/Savings</b>	<b>627,099</b>	<b>598,889</b>	<b>28,210</b>	<b>4.7%</b>
<b>Accounts Receivable</b>				
1200 — Accounts Receivable	0	0	0	
1201 — Grants Receivable	0	0	0	
<b>Total Accounts Receivable</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Other Current Assets</b>				
1310 — Prepaid Expense	0	0	0	
1210 — State Allocation Receivable	0	0	0	
<b>Total Other Current Assets</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Total Current Assets</b>	<b>627,099</b>	<b>598,889</b>	<b>28,210</b>	<b>4.7%</b>
<b>Fixed Assets</b>				
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%
<b>Total 1532 — 17 Lime Street</b>	<b>4,250,000</b>	<b>4,250,000</b>	<b>0</b>	<b>0.0%</b>
1530 — Building Improvements	33,184	33,184	0	0.0%
1531 — Fixed Assets	66,648	66,648	0	0.0%
1599 — Accumulated Depreciation	(670,817)	(576,762)	(94,055)	16.3%
<b>Total Fixed Assets</b>	<b>3,679,015</b>	<b>3,773,071</b>	<b>(94,055)</b>	<b>-2.5%</b>
<b>TOTAL ASSETS</b>	<b>4,306,115</b>	<b>4,371,960</b>	<b>(65,845)</b>	<b>-1.5%</b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Accounts Payable</b>				
2000 — Accounts Payable	1,430	(28,102)	29,532	-105.1%
2010 — Accounts Payable FS	0	0	0	
<b>Total Accounts Payable</b>	<b>1,430</b>	<b>(28,102)</b>	<b>29,532</b>	<b>-105.1%</b>
<b>Other Current Liabilities</b>				
2110 — Accrued Payroll	126,125	0	126,125	NA
2110-25 — Payroll Liabilities	590	(869)	1,459	-168.0%
2110-30 403B	(200)	8,215	(8,415)	-102.4%
2111 — Accrued Payroll Taxes	3,479	5	3,474	NA
2160-25 — MTRB Liability	15,749	13,510	2,239	16.6%
2190-25 — Payroll Clearing Account	1,985	2,535	(551)	-21.7%
2230 — Accrued Expenses	81,691	40,979	40,712	99.3%
<b>Total Other Current Liabilities</b>	<b>229,418</b>	<b>64,375</b>	<b>165,042</b>	<b>256.4%</b>
<b>Total Current Liabilities</b>	<b>230,848</b>	<b>36,273</b>	<b>194,575</b>	<b>536.4%</b>
<b>Long Term Liabilities</b>				
2613 — East Boston Savings Bank	3,660,572	3,761,180	(100,608)	-2.7%
<b>Total Long Term Liabilities</b>	<b>3,660,572</b>	<b>3,761,180</b>	<b>(100,608)</b>	<b>-2.7%</b>
<b>Total Liabilities</b>	<b>3,891,420</b>	<b>3,797,453</b>	<b>93,967</b>	<b>2.5%</b>
<b>Equity</b>				
3000 — Opening Bal Equity	(295)	(295)	0	0.0%
3900 — Retained Earnings	353,926	268,096	85,830	32.0%
<b>Net Income</b>	<b>61,064</b>	<b>306,705</b>	<b>(245,641)</b>	<b>-80.1%</b>
<b>Total Equity</b>	<b>414,695</b>	<b>574,506</b>	<b>(159,812)</b>	<b>-27.8%</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>4,306,115</b>	<b>4,371,960</b>	<b>(65,845)</b>	<b>-1.5%</b>

**MCCPS**  
**Profit and Loss Prev Year Comparison**  
 July 2020 - January 2021

	Accrual Basis				# months YTD	7	
	Jul 2020 - Jan 2021	Jul 2019 - Jan 2020 (PY)	Increase / (Decrease)	%age	Budget	Over / (Under)	%age
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
4005 — STATE ALLOCATION	1,886,344	1,907,907	(21,563)	-1.1%	1,800,222	86,122	4.8%
4040 — INVESTMENT INCOME	141	72	69	95.6%	58	82	141.1%
4050 — OTHER INCOME	18,157	23,081	(4,923)	NA	19,688	(1,530)	-7.8%
4055 — STUDENT SUCCESS FUND	18,232	15,930	2,302	NA	10,500	7,732	73.6%
4057 — VACATION PROGRAMMING	0	7,250	(7,250)	-100.0%	0	0	NA
4060 — CONTRIBUTIONS (MCEF)	250	0	250	NA	0	250	NA
4070 — PRIVATE GRANTS			0	NA	0	0	NA
4080 — REIMBURSEMENTS	4,687	1,005	3,682	NA	1,167	3,520	301.7%
4085 — MEDICARE REIMB.		2,347	(2,347)	NA	2,917	(2,917)	-100.0%
4090 — FUNDRAISING	5,124	15,491	(10,367)	NA	26,250	(21,126)	-80.5%
<b>Total Income</b>	<b>1,932,935</b>	<b>1,973,083</b>	<b>(40,148)</b>	<b>-2.0%</b>	<b>1,860,801</b>	<b>72,134</b>	<b>3.9%</b>
<b>Gross Profit</b>	<b>1,932,935</b>	<b>1,973,083</b>	<b>(40,148)</b>	<b>-2.0%</b>	<b>1,860,801</b>	<b>72,134</b>	<b>3.9%</b>
<b>Expense</b>							
5000 — PERSONNEL	1,346,733	1,173,566	173,167	14.8%	1,314,076	32,657	2.5%
5140 — BENEFITS	178,443	220,588	(42,145)	-19.1%	241,404	(62,960)	-26.1%
5150 — STAFF DEVELOPMENT	8,363	8,051	313	NA	4,375	3,988	91.2%
5160 — SEARCH COSTS	1,823	1,688	135	NA	992	831	83.8%
5170 — SUBSTITUTE	14,455	231	14,223	NA	0	14,455	NA
5200 — DIRECT STUDENT SUPPORT	23,129	50,064	(26,934)	-53.8%	38,325	(15,196)	-39.6%
5270 — SCHOOL LUNCH EXP							
5300 — OCCUPANCY	72,340	53,557	18,783	35.1%	68,396	3,944	5.8%
5400 — OFFICE & ADMIN	137,791	129,680	8,111	6.3%	128,697	9,095	7.1%
6100 — Depreciation	55,223	55,835	(612)	-1.1%	55,417	(194)	-0.3%
5329 — COVID19	1,120	0	1,120	NA	0	1,120	NA
<b>Total Expense</b>	<b>1,839,420</b>	<b>1,693,260</b>	<b>146,161</b>	<b>8.6%</b>	<b>1,851,680</b>	<b>(12,260)</b>	<b>-0.7%</b>
<b>Net Ordinary Income</b>	<b>93,515</b>	<b>279,823</b>	<b>(186,308)</b>	<b>-66.6%</b>	<b>9,121</b>	<b>84,394</b>	<b>925.3%</b>
<b>Net Income</b>	<b>93,515</b>	<b>279,823</b>	<b>(186,308)</b>	<b>-66.6%</b>	<b>9,121</b>	<b>84,394</b>	<b>925.3%</b>



**MCCPS**  
**Profit and Loss Standard**  
 July 2020 - January 2021

	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020	Dec 2020	Jan 2021	Total
<b>Income</b>								
4005 STATE ALLOCATION	252,162	252,162	287,354	287,354	287,354	259,979	259,979	1,886,344
4040 INVESTMENT INCOME	10	13	27	23	14	9	8	104
4041 Int Inc	4	8	10	4	3	2	7	37
<b>Total 4040 INVESTMENT INCOME</b>	<b>14</b>	<b>21</b>	<b>37</b>	<b>27</b>	<b>17</b>	<b>11</b>	<b>15</b>	<b>141</b>
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	13,350
4054 Misc. Inc.							518	518
4056 Homework Club		466			824			1,290
<b>Total 4050 OTHER INCOME</b>	<b>4,522</b>	<b>3,266</b>	<b>1,425</b>	<b>1,338</b>	<b>2,870</b>	<b>2,469</b>	<b>2,268</b>	<b>18,157</b>
4055 STUDENT SUCCESS FUND		600	14,962	1,599	1,070			18,232
4060 CONTRIBUTIONS				250				250
4080 REIMBURSEMENTS	156	90	1,788	826			1,826	4,687
4090 FUNDRAISING				236	138	343		717
4092 Events				4,407				4,407
<b>Total 4090 FUNDRAISING</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,643</b>	<b>138</b>	<b>343</b>	<b>0</b>	<b>5,124</b>
<b>Total Income</b>	<b>256,854</b>	<b>256,139</b>	<b>305,567</b>	<b>296,037</b>	<b>291,449</b>	<b>262,802</b>	<b>264,088</b>	<b>1,932,935</b>
<b>Gross Profit</b>	<b>256,854</b>	<b>256,139</b>	<b>305,567</b>	<b>296,037</b>	<b>291,449</b>	<b>262,802</b>	<b>264,088</b>	<b>1,932,935</b>
<b>Expenses</b>								<b>0</b>
5000 PERSONNEL								0
Total 5000 PERSONNEL	182,844	173,316	195,144	197,465	195,740	202,772	199,451	1,346,733
5140 BENEFITS								0
5141 Health	18,782	21,802	20,948	25,446	26,321	21,504	22,412	157,216
Reimb						110		110
<b>Total 5141 Health</b>	<b>18,782</b>	<b>21,802</b>	<b>20,948</b>	<b>25,446</b>	<b>26,321</b>	<b>21,614</b>	<b>22,412</b>	<b>157,326</b>
5142 Dental	2,196	2,242	2,445	2,238	436	2,314	4,129	15,999
5143 Life & Disability			1,933			1,974	1,211	5,117
<b>Total 5140 BENEFITS</b>	<b>20,978</b>	<b>24,045</b>	<b>25,325</b>	<b>27,684</b>	<b>26,757</b>	<b>25,903</b>	<b>27,752</b>	<b>178,443</b>
5150 STAFF DEVELOPMENT		504		1,630	6,066	164		8,363
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		393
5203 Student Success Fund		1,491		492	1,732			3,715
5210 Teachers supplies		194	183	853	111	340	41	1,721
5211 Instructional Equipment	1,221	1,221	1,019	404	2,240	1,019	1,019	8,141
5215 Curriculum supplies		239	107	218	16	84	255	920
5220 Student supplies		7	175		83	23	81	369
5221 SPED supplies			418			26	196	640
5240 Computer Support			2,029	40				2,069
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	506
<b>Total 5200 DIRECT STUDENT SUPPORT</b>	<b>1,800</b>	<b>3,224</b>	<b>7,602</b>	<b>2,470</b>	<b>4,685</b>	<b>1,685</b>	<b>1,664</b>	<b>23,129</b>

**MCCPS**  
**Profit and Loss Standard**  
 July 2020 - January 2021

	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020	Dec 2020	Jan 2021	Total
5300 OCCUPANCY								0
5320 Maintenance	6,622	1,373	6,082	2,836	2,230	3,315	7,386	29,843
5324 plow						1,220	805	2,025
<b>Total 5320 Maintenance</b>	<b>6,622</b>	<b>1,373</b>	<b>6,082</b>	<b>2,836</b>	<b>2,230</b>	<b>4,535</b>	<b>8,191</b>	<b>31,868</b>
5330 CustSvc	650	650	1,860	2,580	3,020	2,800	2,800	14,360
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	12,509
5353 Gas			382	200	812	977	2,123	4,493
5354 Water				1,406	1,376	2,278		5,060
5355 Communications	48	574	48	575	177	1,102	306	2,829
<b>Total 5351 Utilities</b>	<b>230</b>	<b>1,014</b>	<b>2,847</b>	<b>4,292</b>	<b>3,446</b>	<b>6,339</b>	<b>6,722</b>	<b>24,890</b>
<b>Total 5300 OCCUPANCY</b>	<b>7,777</b>	<b>3,036</b>	<b>11,104</b>	<b>9,708</b>	<b>9,026</b>	<b>13,674</b>	<b>18,014</b>	<b>72,340</b>
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
<b>Total 5405 FundraisingExp</b>	<b>0</b>	<b>0</b>	<b>596</b>	<b>365</b>	<b>1,327</b>	<b>0</b>	<b>0</b>	<b>2,288</b>
5410 Supplies	66	565	389	260	445	450	240	2,415
office							47	47
<b>Total 5410 Supplies</b>	<b>66</b>	<b>565</b>	<b>389</b>	<b>260</b>	<b>445</b>	<b>450</b>	<b>288</b>	<b>2,462</b>
5430 Accounting	440	1,950	3,530	2,400	8,644	74	2,469	19,508
5431 Legal		55	99	1,550	640	280		2,624
5435 Marketing				750	3,775			4,525
5440 PayrollSvc	1,109	437	775	54	446	455	455	3,731
5460 Postage	879	697	240	48	404		1,047	3,316
5470 General Liability Insurance		5,005	2,503	2,503	2,503	2,503	2,503	17,518
5480 Board			450	7,512				7,962
5486 HoS Discretionary			125					125
5487 Admissions					895	257		1,152
5492 Mortgage Interest	10,197	10,513	10,490	10,129	10,442	10,082	10,394	72,246
5497 Bank Chrg	61	50	48	69	52	54		335
<b>Total 5400 OFFICE &amp; ADMIN</b>	<b>12,753</b>	<b>19,271</b>	<b>19,245</b>	<b>25,639</b>	<b>29,572</b>	<b>14,156</b>	<b>17,156</b>	<b>137,791</b>
6100 Depreciation	7,889	7,889	7,889	7,889	7,889	7,889	7,889	55,223
<b>Total Expenses</b>	<b>236,276</b>	<b>232,912</b>	<b>273,267</b>	<b>272,906</b>	<b>285,180</b>	<b>266,794</b>	<b>272,085</b>	<b>1,839,420</b>
<b>Net Operating Income</b>	<b>20,578</b>	<b>23,227</b>	<b>32,299</b>	<b>23,130</b>	<b>6,270</b>	<b>(3,992)</b>	<b>(7,997)</b>	<b>93,515</b>
<b>Net Income</b>	<b>20,578</b>	<b>23,227</b>	<b>32,299</b>	<b>23,130</b>	<b>6,270</b>	<b>(3,992)</b>	<b>(7,997)</b>	<b>93,515</b>

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

	01 - General Fund	20 - School Lunch	21 - Student Activities	22 - Athletics	23 - Nature's Classroom	Total 21 - Student Activities	90 Federal Grants	102 - CVRF School Reopening	113 - ESSER Emergency	114 - Summer Learning	140 - Title 2	240-sped 94-142	305 - Title 1	309 - Title 4	Total 90 Federal Grants	92 Private Grants	94- FMPSGrant	Total 92 Private Grants	Not Specified	TOTAL
<b>Income</b>																				
4005 STATE ALLOCATION	1,886,344					0	0								0			0		1,886,344
4010 FEDERAL & STATE GRANTS						0		30,600	14,817	6,097	575	5,621	6,996	5,784	70,490			0		70,490
4020 SCHOOL LUNCH		37,187				0									0			0		37,187
4030 STUDENT ACTIVITIES					2,600	2,600									0			0		2,600
4040 INVESTMENT INCOME	141					0									0			0		141
4050 OTHER INCOME	18,157					0									0			0		18,157
4055 STUDENT SUCCESS FUND	18,232					0									0			0		18,232
4060 CONTRIBUTIONS	250					0									0			0		250
4070 PRIVATE GRANTS	4,687					0									0		2,388	2,388		2,388
4080 REIMBURSEMENTS	5,124					0									0			0		4,687
4090 FUNDRAISING						0									0			0		5,124
<b>Total Income</b>	<b>1,932,935</b>	<b>37,187</b>	<b>0</b>	<b>0</b>	<b>2,600</b>	<b>2,600</b>	<b>0</b>	<b>30,600</b>	<b>14,817</b>	<b>6,097</b>	<b>575</b>	<b>5,621</b>	<b>6,996</b>	<b>5,784</b>	<b>70,490</b>	<b>0</b>	<b>2,388</b>	<b>2,388</b>	<b>0</b>	<b>2,045,600</b>
<b>Gross Profit</b>	<b>1,932,935</b>	<b>37,187</b>	<b>0</b>	<b>0</b>	<b>2,600</b>	<b>2,600</b>	<b>0</b>	<b>30,600</b>	<b>14,817</b>	<b>6,097</b>	<b>575</b>	<b>5,621</b>	<b>6,996</b>	<b>5,784</b>	<b>70,490</b>	<b>0</b>	<b>2,388</b>	<b>2,388</b>	<b>0</b>	<b>2,045,600</b>
<b>Expenses</b>																				
5000 PERSONNEL	1,346,733	16,280				0			66	5,919					5,985			0		1,368,998
5140 BENEFITS	178,443					0									0			0		178,443
5150 STAFF DEVELOPMENT	8,363					0		1,000			4,350				5,350		2,000	2,000		15,713
5160 SEARCH COSTS	1,823					0									0			0		1,823
5170 SUBSTITUTE	14,455					0									0			0		14,455
5200 DIRECT STUDENT SUPPORT	23,129					0	7,314	786	7,207		3,747	18,732	1,789	12,469	52,044		3,178	3,178		78,352
5261 STUDENT ACTIVITY				350	2,280	2,630									0			0		2,630
5270 SCHOOL LUNCH EXP		17,258				0									0			0		17,258
5300 OCCUPANCY	72,340					0		30,912	1,771						32,683			0		105,023
5329 Covid-19	1,120					0			7,657						7,657			0		8,777
5400 OFFICE & ADMIN	137,791					0									0			0	51	137,843
6100 Depreciation	55,223					0									0			0		55,223
<b>Total Expenses</b>	<b>1,839,420</b>	<b>33,538</b>	<b>0</b>	<b>350</b>	<b>2,280</b>	<b>2,630</b>	<b>7,314</b>	<b>32,698</b>	<b>16,701</b>	<b>5,919</b>	<b>8,097</b>	<b>18,732</b>	<b>1,789</b>	<b>12,469</b>	<b>103,719</b>	<b>0</b>	<b>5,178</b>	<b>5,178</b>	<b>51</b>	<b>1,984,536</b>
<b>Net Operating Income</b>	<b>93,515</b>	<b>3,649</b>	<b>0</b>	<b>(350)</b>	<b>321</b>	<b>(30)</b>	<b>(7,314)</b>	<b>(2,098)</b>	<b>(1,884)</b>	<b>178</b>	<b>(7,522)</b>	<b>(13,111)</b>	<b>5,207</b>	<b>(6,685)</b>	<b>(33,229)</b>	<b>0</b>	<b>(2,790)</b>	<b>(2,790)</b>	<b>(51)</b>	<b>61,064</b>
<b>Net Income</b>	<b>93,515</b>	<b>3,649</b>	<b>0</b>	<b>(350)</b>	<b>321</b>	<b>(30)</b>	<b>(7,314)</b>	<b>(2,098)</b>	<b>(1,884)</b>	<b>178</b>	<b>(7,522)</b>	<b>(13,111)</b>	<b>5,207</b>	<b>(6,685)</b>	<b>(33,229)</b>	<b>0</b>	<b>(2,790)</b>	<b>(2,790)</b>	<b>(51)</b>	<b>61,064</b>

# MCCPS

## Financial Ratios

As of January 31, 2021

# months YTD

7

<b>Debt Service Coverage Ratio</b>	<b>1.29</b>
<b>Days of Cash</b>	<b>75</b>
<b>LUNA (liquid unrestricted net assets)</b>	<b>2.39</b>

<b>Debt Service Coverage Ratio</b>	
Standard monthly payment (Principal and Interest)	10,321
Net operating Income YTD	93,515
Annualized based on YTD results	160,311
Calculated Debt Service Ratio	1.29

<b>Days Cash</b>	
Cash on Hand	627,099
Operating Expense YTD	1,839,420
Annualized	3,153,292
Noncash expense	55,223
Depreciation YTD	
Annualized	94,668
Days Cash	75

<b>Liquid Unrestricted Net Assets</b>	
Unrestricted Net Assets	4,306,115
Fixed Assets	3,679,015
Liquid Unrestricted NA	627,099
Expense (YTD)	1,839,420
Monthly	262,774
LUNA	2.39

# 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

5215 — Curriculum supplies 5,000

## MCCPS FY21 Operating Budget worksheet

	APPROVED BUDGET	
5220 — Student supplies	5,000	
5221 — SPED supplies	1,500	
5222 — SPED Services	1,500	
5240 — Computer Support	2,000	
5241 — Technology - Hardware	5,000	
5242 — Technology-Software	2,000	
5250 — Nursing supplies	1,500	
5290 — Vacation Programming	0	actual
<b>Total 5200 — DIRECT STUDENT SUPPORT</b>	<b>65,700</b>	
<b>5300 — OCCUPANCY</b>		
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	
<b>Total 5300 — OCCUPANCY</b>	<b>117,250</b>	
<b>5400 — OFFICE &amp; ADMIN</b>		
5492 — Mortgage Interest	120,423	
5405 — FundraisingExp		
5407 — Events		
5408 — Musical		
5405 — FundraisingExp - Other		
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	
<b>Total 5400 — OFFICE &amp; ADMIN</b>	<b>220,623</b>	
6100 — Depreciation	95,000	
<b>Total Expense</b>	<b>3,174,309</b>	
<b>Net Ordinary Income</b>	<b>15,636</b>	

### **FinCom notes January 2021**

The January tuition check came in at \$259,979, reflecting 208 students. At press time our FY21 population is 212.

There have been no updates from DESE on FY21 revenue.

The new Biden administration is expected to send additional funding to schools, perhaps as early as March. It is likely future federal monies will be allocated for FY22.

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

FY22 updates after January finance discussion (below).

### **January 2021 notes**

#### **Revenue**

Grant 534 for Covid relief (\$40K) has moved from pending to approved.

We are awaiting details on a new allocation grant in the amount of \$7,800

We are awaiting details on a second round of ESSR 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.

#### **Expenses**

5142 – corrected an issue with Delta Dental billing (from Nov)

5320 – Half for the new HVAC unit (\$6,250)

5351 – Utilities are up for seasonal reasons

We are awaiting an estimate on fixing the Admin wing HVAC unit.

### **FEMA/MEMA update (2 attachments)**

For better or worse, the process seems to have halted with the installation of the new administration. Attached is the most recent guidance which, while hopeful, doesn't really update the status of our application.

### **Developing the FY22 budget**

Work continues on the FY22 budget...a draft will be shared in March for review and discussion at the March FinCom meeting.

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, it's a good early sign that the financial impact of Covid may not extend over fiscal years, but we will see. It also point to the need to get back to 230.

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





Jeff Barry <jbarry@marbleheadcharter.com>

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## Updated Federal Guidance for FEMA Public Assistance for COVID-19

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Jeff Barry <jbarry@marbleheadcharter.com>  
To: Jeff Barry <jbarry@marbleheadcharter.com>

Fri, Feb 12, 2021 at 12:25 PM

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

From: Rosales, Joshua (CDA) <joshua.rosales@state.ma.us>  
Date: Mon, Jan 25, 2021 at 5:37 PM  
Subject: Updated Federal Guidance for FEMA Public Assistance for COVID-19

Good Afternoon,

As you may know, the new Presidential Administration has released several executive orders and memorandums directing the Federal Emergency Management Agency (FEMA) to make certain changes to the Public Assistance program for COVID-19.

These changes are expected to include an increased federal cost share for certain costs, as well as possible policy changes on previously ineligible expenses. Such directives are the responsibility of the federal agency to implement and provide operational guidance on. MEMA is awaiting clarifying guidance from FEMA on how this Presidential directive will be implemented for Public Assistance. Once MEMA receives additional guidance from FEMA, this guidance will be distributed by your MEMA Project Coordinator and available on our website. We expect to receive this guidance next week.

In the meantime, our project coordinators remain available to provide technical assistance on your FEMA Public Assistance projects and stand ready to help you navigate through the upcoming changes.

The link to the memorandum is below.

<https://www.whitehouse.gov/briefing-room/presidential-actions/2021/01/21/extend-federal-support-to-governors-use-of-national-guard-to-respond-to-covid-19-and-to-increase-reimbursement-and-other-assistance-provided-to-states/>

Please contact your MEMA Project Coordinator with any questions or submit any questions you may have to the MEMA Formstack:

[https://massgov.formstack.com/forms/em3438\\_declaration\\_fema\\_pa\\_questions](https://massgov.formstack.com/forms/em3438_declaration_fema_pa_questions)

Thanks,

Joshua Rosales  
MEMA Project Coordinator  
email: [joshua.rosales@mass.gov](mailto:joshua.rosales@mass.gov)  
mobile: (737)600-3776



Jeff Barry <jbarry@marbleheadcharter.com>

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## DR-4496 - FEMA 100% Cost Share

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Jeff Barry <jbarry@marbleheadcharter.com>  
To: Jeff Barry <jbarry@marbleheadcharter.com>

Fri, Feb 12, 2021 at 12:27 PM

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

From: Rosales, Joshua (CDA) <joshua.rosales@state.ma.us>

Date: Wed, Feb 10, 2021 at 11:26 AM

Subject: DR-4496 - FEMA 100% Cost Share

Good Morning,

On February 3, FEMA released the below linked statement detailing changes for the COVID-19 (DR-4496) Public Assistance costs share. This guidance outlines that the President's new directive allows FEMA to reimburse 100% of eligible expenses that are incurred, since the beginning of the pandemic in January 20, 2020 to September 30, 2021. FEMA intends to amend previously approved projects to reflect this cost change and no action will be required by applicants to initiate this process. MEMA is unable to provide a timeframe for when FEMA will reflect this cost change in previously obligated projects.

Additionally, this directive authorizes FEMA to expand eligible Public Assistance expenses for work conducted January 21, 2021 through September 30, 2021. FEMA is actively working to release an updated COVID-19 eligibility policy that highlights these specific changes. MEMA continues to work closely with our partners at FEMA Region 1 to gather the most accurate information available and we will distribute this guidance when it is prepared.

FEMA cost share statement link:

<https://www.fema.gov/press-release/20210203/fema-statement-100-cost-share>

Please do not hesitate to contact your assigned MEMA Project Coordinator to discuss any questions. You can also submit questions using the MEMA Formstack:

[https://massgov.formstack.com/forms/em3438\\_declaration\\_fema\\_pa\\_questions](https://massgov.formstack.com/forms/em3438_declaration_fema_pa_questions)

Best,

Joshua Rosales  
MEMA Project Coordinator  
email: [joshua.rosales@mass.gov](mailto:joshua.rosales@mass.gov)  
mobile: (737)600-3776