



# MCCPS Board of Trustees

## Monthly Board Meeting

Amended on August 25, 2021 at 2:06 PM EDT

---

### Date and Time

Tuesday August 31, 2021 at 7:00 PM EDT

### Location

Zoom

---

### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>7:00 PM</b>
Opening Items			
<b>A. Record Attendance and Guests</b>		Paul Baker	
<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 August 31, 2021.			
<b>D. Approve Minutes</b>	Approve Minutes	Paul Baker	2 m
Approve minutes for Monthly Board Meeting on July 27, 2021			
<b>II. Public Comment</b>			<b>7:05 PM</b>
<b>A. Public Comment</b>	Discuss	Artie Sullivan	5 m

	Purpose	Presenter	Time
<b>III. Review of Previous Meeting Action Items</b>			<b>7:10 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 SY2021-2022.</li> <li>Areas that need representation on the board – <ul style="list-style-type: none"> <li>◦ Faculty</li> <li>▪ Development</li> <li>▪ Facilities</li> </ul> </li> </ul>			
<b>IV. Board Annual Items</b>			
<b>A. Upcoming Meeting Agenda Items</b>	FYI	Artie Sullivan	
<ul style="list-style-type: none"> <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> <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, Budget Adoption</li> <li>• May – HOS Annual Evaluation</li> <li>• June – Annual Board Retreat</li> <li>• July - Adopt Annual Report, by July 31, Adopt Annual Board Goals</li> </ul>			
<b>B. Board Goals for SY 2021-2022</b>	Discuss	Artie Sullivan	
<b>Goal-1 Board Communication</b>			
<b>Goal-2 Development</b>			
<b>Goal 3 Supporting Academic Excellence</b>			
<b>V. HOS Report</b>			<b>7:10 PM</b>
<b>A. Monthly Report</b>	FYI	Peter Cohen	20 m
<b>VI. Other Business</b>			<b>7:30 PM</b>
<b>A. Approval of Enrollment Policy</b>	Vote	Peter Cohen	20 m
<b>B. Discussion on Board Goals for SY21-22</b>	Vote	Artie Sullivan	30 m

	<b>Purpose</b>	<b>Presenter</b>	<b>Time</b>
<b>C. Discussion of Head of School Goals for SY21-22</b>	<b>Vote</b>	<b>Peter Cohen</b>	<b>20 m</b>
<b>VII. Committee Updates</b>			<b>8:40 PM</b>
<b>A. Governance Committee</b>	Discuss	Paul Baker	5 m
<b>B. Finance Committee</b>	Discuss	Rudi Herve	10 m
<b>C. Personnel Committee</b>	Discuss	James Rogers	5 m
<b>D. Academic Excellence</b>	Discuss	Jessica Xiarhos	5 m
<b>E. Development &amp; Communications</b>	Discuss	Ian Hunt	5 m
<b>F. Strategic Plan Committee</b>	Discuss	Peter Cohen	
<b>G. Facilities Task Force</b>	Discuss	William Rockwell	5 m
<b>VIII. Public Comment</b>			<b>9:15 PM</b>
<b>A. Public Comment</b>	Discuss	Artie Sullivan	5 m
<b>IX. Board Member Comments and Resolutions</b>			<b>9:20 PM</b>
<b>A. Board Member Comments and Resolutions</b>	Discuss	Artie Sullivan	3 m
This is an opportunity for Board Member Comments and Resolutions			
<b>X. Closing Items</b>			<b>9:23 PM</b>
<b>A. Recap Action Items</b>	Discuss	Paul Baker	2 m
Clerk to review actions items, add any additional items discussed.			
<b>B. Meeting Evaluation</b>	Discuss	Artie Sullivan	3 m
Discuss how meeting went, did we stay on topic, meet goals, etc.			
<b>C. Adjourn Meeting</b>	Vote	Artie Sullivan	

# Cover Sheet

## Approve Minutes

<b>Section:</b>	I. Opening Items
<b>Item:</b>	D. Approve Minutes
<b>Purpose:</b>	Approve Minutes
<b>Submitted by:</b>	
<b>Related Material:</b>	Minutes for Monthly Board Meeting on July 27, 2021

DRAFT



## MCCPS Board of Trustees

# Minutes

## Monthly Board Meeting

---

### Date and Time

Tuesday July 27, 2021 at 7:00 PM

### Location

MCCPS  
17 Lime St  
Marblehead, MA 01945

---

### Trustees Present

Artie Sullivan, Ian Hunt, James Rogers, Jessica Gelb, Jessica Xiarhos, NDack Toure (remote), Peter Cheney, Peter Cohen, Richard Doron, Rodolphe Herve, William Rockwell (remote)

### Trustees Absent

Paul Baker

---

## I. Opening Items

### A. Record Attendance and Guests

### B. Call the Meeting to Order

Artie Sullivan called a meeting of the board of trustees of MCCPS Board of Trustees to order on Tuesday Jul 27, 2021 at 7:04 PM.

### C. Approve Minutes

Peter Cheney made a motion to approve the minutes from Monthly Board Meeting on 06-29-21.

Ian Hunt seconded the motion.

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

#### Roll Call

James Rogers Aye

Jessica Gelb Aye

### Roll Call

Rodolphe Herve	Aye
William Rockwell	Abstain
Paul Baker	Absent
Ian Hunt	Aye
Jessica Xiarhos	Abstain
Richard Doron	Aye
Peter Cohen	Aye
NDack Toure	Aye
Peter Cheney	Aye
Artie Sullivan	Aye

## II. Board Annual Items

### A. Upcoming Meeting Agenda Items

### B. Board Goals for SY 2021-2022

**A discussion was held about some of the things we can do for the Board to be more visible to the Community/Staff:**

- Video from the Board members / staff on the school's website
- Meet & Greet at the start of every term
- Breakfast/lunch for staff
- Joint PTO events
- Passing around MCCPS car magnet
- Board members attending Exhibition-
- Email recapping the most interesting/relevant points from Board meetings (maybe leveraging the email Jessica/James send to the Faculty)
- Attending PTO's 4th grade breakfast and picnic/cookout

#### **Development:**

- Research grant opportunities for parents' and Board members' employers
- Track % of underprivileged of MCCPS students to target donors that may be put off by Marblehead location
- Invite prospects to School events (cultivation)

#### **Academic Excellence:**

A discussion was held around the following themes:

- How do I know that my child is being taught at the appropriate (better?) level compared?
- How can we track that no child is left behind and conversely that children are pushed to excel beyond what is required?

**Going forward, the Board will focus on these 3 priorities for the 2021-2022 school year.** A more complete set of proposals will be written for the next meeting

## III. HOS Report

### A. Monthly Report

**Covid-19:** Mask information / CDC guidelines are changing day to day. We will monitor what it means for MCCPS and follow all guidance.

Vaccination age is still 12, which means 60% of the students will not be eligible by school start.

**Staffing:** High turnover this year across most charter schools in the region.

Resumes of recently hired candidates were passed down:

- New 4th grade Humanity teacher (Jenna DelMastro)
- New 5th grade Math teacher (Mary Buckley)
- Learning Specialist (Brooke Williams)
- 6th grade learning specialist (Melanie DeCeglia)
- PE teacher (Tyler Helleher)
- 6th grade inclusion teacher (Gianni Lara)
- 8th grade learning specialist (Jenny Prag)
- School psychologist (Melissa DeLeo) - new position put in house this year
- Sarah BiltCliffe
- English Learner Coordinator (Acadia Mezzofanti). Also fluent in French and Spanish so will be able to be substitute teacher in either language
- Special Needs (Susan Irizarry)
- Officer Manager (Emily Miner)

MCCPS is still looking for 4th grade and 8th grade inclusion teachers, 7th grade Humanities teacher, second-shift Facilities person, with good pipeline of candidates

In all, a third of the staff will be new this year.

**HR:** MCCPS contracted with HR Knowledge for an assessment of current policies, procedures, job descriptions, HR systems etc. Report was given to Jeff Barry and Peter Cohen, and will be discussed in the coming weeks (due to holiday conflicts before that).

**Enrollment:** still projected to be at 230. Some attrition but we currently still have wait list in all school levels.

**Calendar:** Juneteenth became a Federal holiday. This next school year, Juneteenth would have been the Monday of the last exhibition. With the desire to stay true to our charter/bylaws (*slightly longer school year than district*) but still fairly closely map to local calendar for parents that have kids in other schools, **the proposal is to finish the 2021-2022 school year before Juneteenth** (which puts total number of days in the 182-183 range Vs. 185 previously).

**Facilities:** Fence has gone up above retaining wall at back of school. Decluttering progress has been made behind the school. On Monday, Flannery will come to give an estimate of what it will take to haul down the remainder. Deadline for removal is July 31.

Classrooms have been painted, nurses office floor was redone

Holdup securing permits currently for some planned work due to transitions in Marblehead Inspection department

Plumbing project: need to do a camera assessment of the connection of pump system to sewer line. (5th/6th bathroom)

HVAC unit needs replacing, targeting August

Peter Cheney made a motion to approve the updated calendar for the 2021-2022 school year.

Richard Doron seconded the motion.

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

**Roll Call**

Rodolphe Herve Aye  
Jessica Gelb Aye  
Peter Cohen Aye  
Peter Cheney Aye  
Artie Sullivan Aye  
James Rogers Aye  
Richard Doron Aye  
Paul Baker Absent  
Jessica Xiarhos Aye  
William Rockwell Abstain  
Ian Hunt Aye  
NDack Toure Aye

**IV. Other Business**

**A. Discussion on Board Goals for SY21-22**

**B. Approval of Annual Report, SY20-21**

Peter Cheney made a motion to approve the annual report of School year 2020-2021.

James Rogers seconded the motion.

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

**Roll Call**

Ian Hunt Aye  
William Rockwell Abstain  
Jessica Xiarhos Aye  
Rodolphe Herve Aye  
James Rogers Aye  
Richard Doron Aye  
NDack Toure Aye  
Peter Cohen Aye  
Jessica Gelb Aye  
Paul Baker Absent  
Artie Sullivan Aye  
Peter Cheney Aye

**V. Committee Updates**

**A. Governance Committee**

Committee chairs need to make sure that there's a video link in all committee invites so that people can dial in.

There are 2 upcoming candidates for the Board: Nick Santoro, John DiPiano

**B. Finance Committee**

As we closed the 2020-2021 school year, DESE made a few adjustments to our monthly check:

- Adjusted our enrollment number to 211 and made corresponding adjustments to past receipts
- Refunded the combined \$50K that was erroneously missing from the last April and May checks



With these 2 developments, Jeff Barry estimates our June check should have been for ~\$282K, reflecting a full-year net surplus funds of \$68K. However, in June MCCPS received \$507K from DESE. Jeff subsequently requested the state for a breakdown/confirmation of the amount.

In the meantime, the Finance Committee would like to suggest a motion be considered by the Board:

1. Move \$224,758.67 (difference with expected June proceeds) to the Board-approved account, until confirmation that receipts are accurate

Ian Hunt made a motion to move \$224,758.67 to the Board-restricted account until verification from DESE.

Peter Cheney seconded the motion.

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

**Roll Call**

Richard Doron	Aye
William Rockwell	Abstain
NDack Toure	Aye
Peter Cheney	Aye
James Rogers	Aye
Peter Cohen	Aye
Rodolphe Herve	Aye
Artie Sullivan	Aye
Jessica Xiarhos	Aye
Ian Hunt	Aye
Paul Baker	Absent
Jessica Gelb	Aye

**C. Personnel Committee**

**D. Academic Excellence**

**E. Development & Communications**

**F. Strategic Plan Committee**

**G. Facilities Task Force**

**VI. Board Member Comments and Resolutions**

**A. Board Member Comments and Resolutions**

Fincom meeting to be moved to Aug 25

Board meeting Aug 31

**VII. Closing Items**

**A. Recap Action Items**

**B. Meeting Evaluation**

**C. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:55 PM.

Respectfully Submitted,  
James Rogers  
James Rogers made a motion to adjourn.  
Peter Cheney seconded the motion.  
The board **VOTED** to approve the motion.

**Roll Call**

Peter Cohen	Aye
NDack Toure	Aye
Jessica Xiarhos	Aye
William Rockwell	Abstain
Rodolphe Herve	Aye
Artie Sullivan	Aye
Jessica Gelb	Aye
Paul Baker	Absent
Peter Cheney	Aye
Ian Hunt	Aye
James Rogers	Aye
Richard Doron	Aye

---

**Documents used during the meeting**

- DRAFT MCCPS MASTER CALENDAR 2021-2025.pdf
- HOS Report to Board of Trustees 7\_27\_21.pdf
- MCCPS Org Chart 2021.pdf
- Improve Communication with board and parents.docx
- MCCPS Annual Report 2020-21.pdf
- FinCom\_notes\_June\_v2.0.pdf
- Jun-2021.pdf

# Cover Sheet

## Monthly Report

<b>Section:</b>	V. HOS Report
<b>Item:</b>	A. Monthly Report
<b>Purpose:</b>	FYI
<b>Submitted by:</b>	
<b>Related Material:</b>	MCCPS Org Chart 2021.pdf HOS Report to Board of Trustees 8_31_21.pdf



## **HOS Report to the Board of Trustees**

Submitted by Peter Cohen, Ed.D

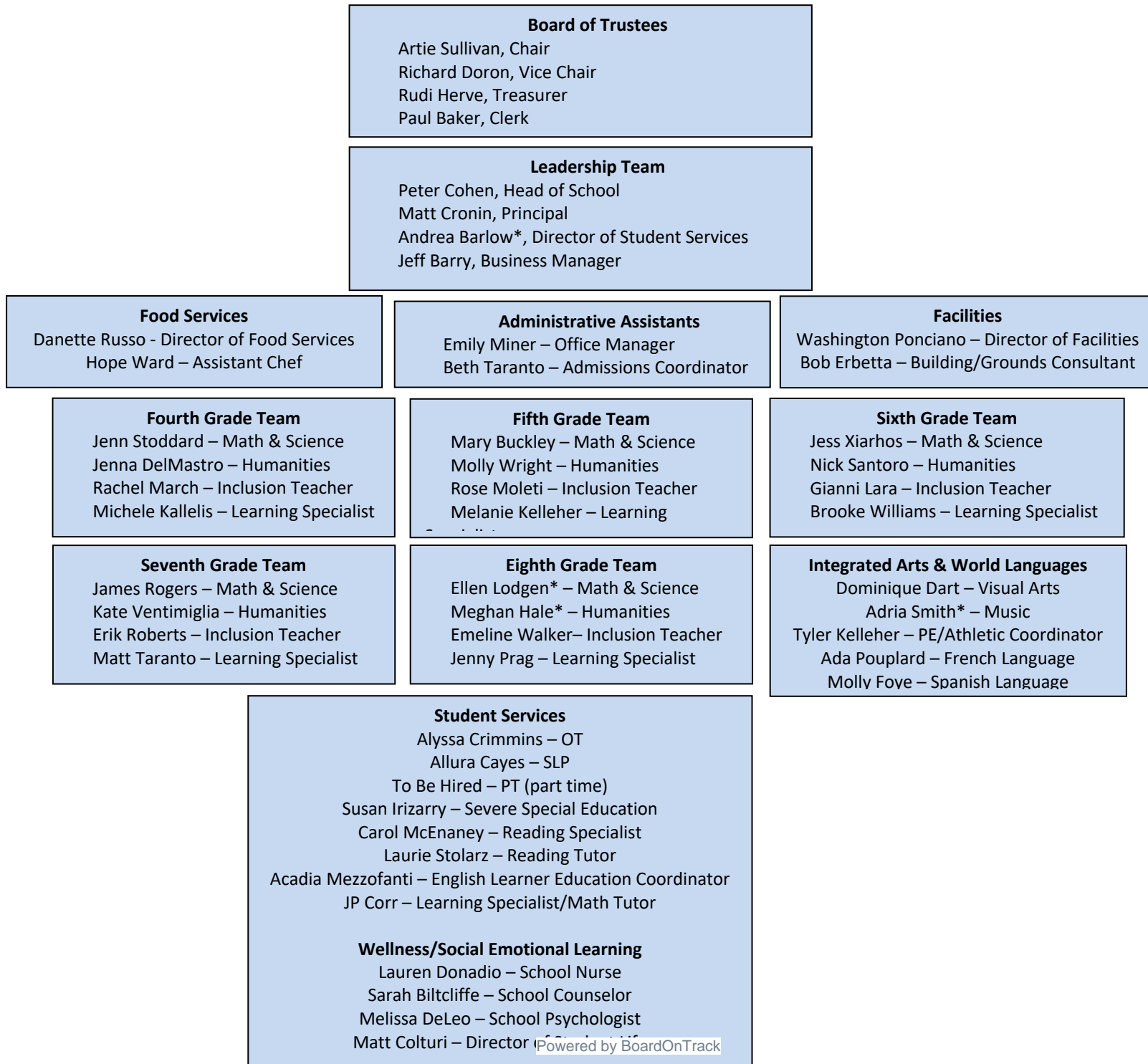
Meeting Date: August 31, 2021

- **Staffing Updates**
  - See Updated Organizational Chart addendum
  
- **Open Positions**
  - Part Time Physical Therapist
  - Facilities (2nd Shift) - or hire month to month cleaning service
  
- **HR Assessment**
  - HR Knowledge conducted assessment of HR policies & Procedures
  - Gap Analysis Report under review
  - Recommendations:
    - Short term upgrade to next tier of support from HR Knowledge
    - Create job description and search for part-time HR Coordinator
    - Personnel Committee feedback - teacher buy-in first step
  
- **Enrollment, Recruitment, Retention**
  - Projected enrollment for 2021-2022 is 230 students. (See below for detailed projections.)
  - Budget is based on 220 students enrolled.
  
- **Facilities Updates**
  - Warehouse and Back of school clean out
  - Construction of four small group/office spaces
  - Plumbing project - new pump system for back bathrooms
  - HVAC rooftop unit installed
  - Landscaping
  
- **Fall 2021 - draft goals**
  - Feedback and Evaluation system
    - Teaching Force reboot
  - Criteria for Excellence implementation
    - Progress monitoring
  - Communication
    - Team Building - Mentoring - On-Boarding New Staff (huge opportunity)

**Projected Enrollment 2021-2022**

<b>Grade</b>	<b>Accepted New Students</b>	<b>Offers Out</b>	<b>Returning Students (Intent to Return)</b>	<b>Total Projected Enrollment</b>	<b>Eligible Waitlist</b>	<b>Waitlist Lynn &amp; Salem</b>	<b>Total Waitlist</b>
<b>4</b>	<b>48</b>	<b>2</b>	<b>0</b>	<b>50</b>	<b>0</b>	<b>35</b>	<b>35</b>
<b>5</b>	<b>4</b>	<b>0</b>	<b>47</b>	<b>51</b>	<b>32</b>	<b>37</b>	<b>69</b>
<b>6</b>	<b>2</b>	<b>4</b>	<b>38</b>	<b>44</b>	<b>0</b>	<b>31</b>	<b>31</b>
<b>7</b>	<b>1</b>	<b>0</b>	<b>47</b>	<b>48</b>	<b>23</b>	<b>22</b>	<b>45</b>
<b>8</b>	<b>4</b>	<b>1</b>	<b>32</b>	<b>37</b>	<b>0</b>	<b>13</b>	<b>13</b>
<b>Total</b>	<b>59</b>	<b>7</b>	<b>164</b>	<b>230</b>	<b>55</b>	<b>138</b>	<b>193</b>

**Marblehead Community Charter Public School: 2021-2022 ORG CHART**



\*Department Chair

August 23, 2021

# Cover Sheet

## Approval of Enrollment Policy

**Section:** VI. Other Business  
**Item:** A. Approval of Enrollment Policy  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:**  
MCCPS - Enrollment Policy--Revised\_6.10.21 BOARD REVIEW.pdf



# Marblehead Community Charter Public School

*17 Lime Street, Marblehead MA 01945*

*781-631-0777*

*marbleheadcharter.org*

## Enrollment Policy



Marblehead Community Charter Public School - Enrollment Policy

## 1. Enrollment Overview/Introduction

- 1.1 The Marblehead Community Charter Public School (MCCPS) is a public school that serves 230 Massachusetts students in grades 4 through 8. The school accepts applications for students entering grades 4 through 8 to fill spaces that may be available. Ch79 § 89(1); 603CMR 1.06(4); 603CMR 1.06(9)
- 1.2 Each school year, MCCPS determines the number of spaces available in each grade. In general, the school expects to enroll approximately 45 new students entering 4th grade. MCCPS also accepts applications for students entering 5th, 6th, 7th, and 8th grade and fills available seats in those grades if a student unenrolls from the school. If and when a seat becomes available in the 5th, 6th, 7th, and 8th grades, new students are admitted from the waitlist (defined by the state as “backfilling”) for those grades, as established through the lottery that happens every year in February.
- 1.3 The Marblehead Community Charter Public School has an interest in making sure that all prospective students and their families understand the mission and focus of the School and are interested in being a part of the School’s community. Information is available on the School’s website and during Open Houses, including student services, student handbook, and MCCPS does not require potential students or their families to attend interviews or informational meetings as a condition of application, admission, and attendance.
- 1.4 MCCPS does not discriminate on the basis of race, color, national origin, creed or religion, sex, ethnicity, sexual orientation, mental or physical disability, age, ancestry, athletic performance, special need, proficiency in the English language or in a foreign language, or prior academic achievement when recruiting or admitting students. Moreover, MCCPS will not set admissions criteria that are intended to discriminate or that have the effect of discriminating based upon any of these characteristics. M.G.L.c.71. & 89(1); 603 CMR 1.06(1)

## 2. Eligibility

- 2.1 Eligibility Criteria -The Marblehead Community Charter Public School requires:
  - 2.1.1 Candidates for admission to apply for the grade immediately following their current grade and to successfully complete that grade in order to be admitted. Proof of completion can take the form of transcripts, report cards, other official documentation from the sending school district or approved home school plan indicating eligibility for the intended grade. This proof should be received no later than one week prior to the start of the upcoming school year.
  - 2.1.2 If an applicant seeks to skip a grade or repeat a grade and therefore alter which grade they are applying for at MCCPS, confirmation of the

## Marblehead Community Charter Public School - Enrollment Policy

- student's eligibility to skip or repeat this same grade at their current school must be presented.
- 2.1.3 Students who are not enrolled in traditionally graded schools must provide documentation of equivalent educational experience and/or grade completion.
  - 2.1.4 Students must be residents of Massachusetts at the time that they submit an application, at the time that they are offered admission, and while enrolled.
  - 2.1.5 Homeless students are eligible to apply [and to attend MCCPS](#).
  - 2.1.6 The application requires one name and signature of the parent/guardian (unless a court order indicates otherwise for the student applicant)
  - 2.1.7 If an applicant fails to meet the eligibility criteria, the application will be considered void, and their parent/guardian will be notified of the reason as soon as possible after submission of the application. Any misinformation may be corrected prior to the application deadline.
- 2.2 The Marblehead Community Charter Public School will not:
- 2.2.1 Give preference to children of faculty, staff, or Board members;
  - 2.2.2 Give preference to siblings of students accepted to the school but not yet attending;
  - 2.2.3 Make statements in meetings intended to discourage, or that have the effect of discouraging, students with disabilities, students with limited English proficiency, or any other protected group of students from submitting an application to the School. M.G.L. c. 71 § 89 (1).
  - 2.2.4 Charge an application fee, use financial incentives to recruit students, or charge a tuition.
  - 2.2.5 Require submission of student's social security number

### 3. Application Process

- 3.1 Application Process Through [mid](#)-February
  - 3.1.1 Applications for the initial lottery are due the second Wednesday in February.
  - 3.1.2 MCCPS will continue to accept applications submitted after this date. If the school exhausts the waitlist from the initial lottery, the school will process the applications submitted after [the initial application deadline](#) and conduct subsequent lotteries, as necessary.
  - 3.1.3 MCCPS will make public notice of these dates each year between at least 30 days prior to application deadlines.
  - 3.1.4 Returning students are not required to reapply.

## Marblehead Community Charter Public School - Enrollment Policy

- 3.1.5 The School will determine the number of spaces available at each grade level. Ch79 § 89(1); 603CMR 1.06(4)
- 3.1.6 MCCPS will conduct a lottery at the school prior to March 15th. The date, time, and location of the lottery will be publicized at least one week before the lottery is to be conducted. 603 CMR 1.06(6)
- 3.1.7 MCCPS will publicize all lottery/application deadlines and the fact that there will be a lottery if there are more eligible applicants than there are available spaces within a given application process.
- 3.1.8 MCCPS does not require potential students or their families to attend interviews or informational meetings as a condition of enrollment. 603 CMR 1.06(2)
- 3.1.9 MCCPS does not administer tests to potential applicants or predicate enrollment on results from any test of ability or achievement. 603 CMR 1.06(8)
- 3.2 Application Process After mid-February
  - 3.2.1 The school will accept applications submitted after the initial application deadline, which is the second Wednesday of February. MCCPS may hold additional lotteries if the waitlist (established from the principal lottery) for a grade is exhausted in any given year.
  - 3.2.2 Applications can still be submitted after the initial application deadline for all students. If the school exhausts the waitlist from the initial lottery, the school will hold a subsequent application cycle with the applications submitted after the initial application deadline and before the subsequent application deadline. Notification of the secondary lottery date will be announced one week prior to the lottery.
- 3.3 Accessing the Application
  - 3.3.1 Applications can be obtained from the school website (marbleheadcharter.org) by contacting the front office of MCCPS. Hard copies of the application may be made available upon request. Please note, however, that submitting an application online is the preferred application method. Inquiries about enrollment can be made at any time of year, however the official enrollment window each year is from November 1 to the second Wednesday of February.

Formatted: Font color: Text 1

#### 4. Lottery Procedures

- 4.1 Lottery Procedure and Timeline
  - 4.1.1 In situations where there are more eligible applicants than there are spaces available, MCCPS will hold a lottery at MCCPS, to determine which applicants will receive an offer of admission. 603 CMR 1.06(3)(a)

## Marblehead Community Charter Public School - Enrollment Policy

As previously mentioned, MCCPS will give public notice of the lottery at least one week before the lottery date.

- 4.1.2 The lottery will be drawn by an individual who has no connection to MCCPS. This individual will randomly draw the names of all students who submitted applications before the deadline. Names will be recorded, but not called out publicly.
- 4.2 Post-Lottery Procedure and Timeline
- 4.2.1 After all the applicants are drawn to receive the initial random lottery rank order, then preferences for admission will be applied. Siblings over non-siblings and residents over non-residents.
- 4.2.2 That primary preference for admission be given to siblings of students "currently attending" MCCPS at the time the offer is made in accordance with the Massachusetts Department of Elementary and Secondary Education regulations.
- 4.2.3 That secondary preference for admission be given to students who are residents of the sending region (Marblehead, Nahant, and Swampscott) at the time they are offered admission to the school. 603 CMR 1.06(4)
- 4.2.4 If the School does not reach capacity after admitting all eligible siblings, it will admit residents. If spaces remain after admitting residents, non-resident applicants will be admitted. 603 CMR 1.06(4)(b)
- 4.2.5 Offers of admission are made to students in the order determined through the above process, based on number of openings in each grade each year. Students who are not offered admission after the initial lottery draw are placed on a waitlist in accordance with the preferences identified above and the order their names were drawn.
- 4.2.6 MCCPS categorizes all applicants into three categories as defined below under 603 CMR 1.06(4):
- Siblings - Students who share a common parent, either biologically or legally through adoption, will be treated as siblings. Whether the children reside in the same household has no bearing on determining if the children are siblings for the purposes of a sibling preference. Children who live in separate households may be siblings and those that live in the same household may not be. If siblings are placed in foster homes and one of them enrolls in MCCPS, then the siblings of that student are entitled to admission preference. Foster children are not considered siblings of other children in the foster home unless they share a common parent.
- Residents - Students who live in the school's chartered region will be treated as Residents.
- Non-residents - Students who live outside of the school's chartered region will be treated as Non-residents.

## Marblehead Community Charter Public School - Enrollment Policy

## 4.3 Additional Lotteries

- 4.3.1 MCCPS may hold additional lotteries if the waitlist (established from the principal lottery) for a grade is exhausted in any given year. MCCPS may repeat the lottery process more than once, in the same fair and open process used above, and the school will give reasonable public notice of at least one month prior to any subsequent deadlines.
- 4.3.2 If at any point in the year the waitlist is depleted and the school determines that it has enrollment openings, then using applications submitted after the February 15th deadline, an enrollment period will be declared.
- 4.3.3 MCCPS will adhere to all public notification deadlines, as stated above, for application deadlines. In this case, a new lottery would be conducted one week after the close of the application period, and at least one week's notice would be given about when and where this lottery would occur.

## 4.4 Offers of Admission

- 4.4.1 Families will be notified by mail, email, or phone of their child's admission status (offer to enroll or placement on the waiting list). It is the responsibility of the applicant/applicant's guardian to make sure that MCCPS is made aware of any changes to email, phone, or address so that the applicant can be contacted.
- 4.4.2 All admitted students are required to provide proof of residency within three weeks of acceptance. The following will be accepted: current tax bill, utility bill, rental agreement, signed lease, Section 8 agreement, residency affidavit, or mortgage statement. If proof of residency is not provided to MCCPS, the offer of enrollment will be withdrawn or the student unenrolled, and the seat will be offered to the next child on the waitlist. If families have difficulty providing proof of residency, please contact the school Principal or Homeless Liaison to help establish residency status.
- 4.4.3 All admitted students are also required to provide proof of successfully completing the prior grade no later than the first week of school. If proof of grade completion is not provided MCCPS, the offer of enrollment will be withdrawn or the student unenrolled, and the seat will be offered to the next child on the waitlist. If families have difficulty provided proof of grade completion, please contact the school Principal or Homeless Liaison for assistance. [Note that for students who may be considered homeless, in order to receive a preference for admission, however, proof of the student's current or temporary residence must be provided. The school's homeless liaison will work with students who may be considered homeless on a case-by-case basis to support them during the application process.](#)

## Marblehead Community Charter Public School - Enrollment Policy

- 4.4.4 Students who have accepted an offer to enroll, but fail to attend the school, in accordance with the school's attendance policy, within 10 days of their anticipated start date (e.g., the first day of school) will be considered to have declined their seat. This student will have to reapply again in a future application cycle if they wish to be considered again for enrollment. The vacancy will go to the next student on the waitlist.
- 4.4.5 Families offered admission from our lottery until the end of the school's academic year have 10 calendar days from the date of admission to accept the offer to enroll.
- 4.4.6 Families offered admission after the end of school academic year, but before the start of the next academic school year have 7 calendar days to accept the offer to enroll.
- 4.4.7 Families offered admission during the school year for which they applied have 5 calendar days to accept the offer to enroll.
- 4.4.8 If families do not confirm the enrollment of their child by the deadlines stated above, the space will be offered to the child on the list.
- 4.4.9 If a family declines the offer to enroll, the child will lose all status as an applicant. Their space will be offered to the next child on the list. For families that decline an offer of admission or who withdraw after enrollment in accordance with the school's withdrawal policy, must reapply for admission each year and go through the full application and lottery process.

## 5. Waitlist and Backfilling

- 5.1 Waitlist
  - 5.1.1 Students who have gone through the application and lottery process, but who have not received an offer of admission are placed on a grade-level waitlist for the upcoming school year in the order their names were drawn in the lottery and subject to legal preferences in the following order: sibling, resident, non-resident.
  - 5.1.2 Vacated seats will continue to be filled until the end of the school year. If and when openings arise at the school, enrollment will continue from the waitlist of the grade in which the vacancy was created, subject to legal preferences at the time of admission.
  - 5.1.3 MCCPS will maintain waitlists only for the school year for which the students sought admission. These waiting lists will not roll over from one year to the next. If not admitted during an enrollment period, students who are not admitted must reapply for the next year.
  - 5.1.4 The waitlist is not static and may change based on updated information regarding residency and sibling status. MCCPS will request and update

## Marblehead Community Charter Public School - Enrollment Policy

- demographic information for waitlisted students, including changes in residency and sibling status, which may change over time. 603 CMR 1.06(4)(f)
- 5.1.5 No student may be admitted ahead of other eligible students who were previously placed on a waitlist during a prior enrollment process, except in cases where enrollment preferences change and in accordance with 603 CMR 1.05(10)(b).
- 5.1.6 The school is required to maintain and report accurate records of its waitlist, including students' names (first, middle, last), dates of birth, cities or towns of residence, phone numbers, and grade levels.

## 6. Additional Information

- 6.1 The Marblehead Community Charter Public School does not charge an application fee, use financial incentives to recruit students, or charge a tuition.
- 6.2 The school will not set any principal application deadlines or hold any enrollment lotteries for student admission for the upcoming school year until after January 1, and shall conclude its principal enrollment process no later than March 15 of each year. 603 CMR 1.05(3)(c).
- 6.3 Marblehead Community Charter Public School's enrollment process is independent of the enrollment process of any other school or district and adheres to all regulations governing charter schools and Massachusetts public schools.
- 6.4 The total number of students attending MCCPS in a given school year cannot exceed the total number of students in the school's pre-enrollment report submitted to the Department in the previous spring in accordance with 603 CMR 1.08(5) nor will the school admit students in excess of the school's approved maximum enrollment.
- 6.5 All applicants are provided with documentation of the rights of students with diverse learning needs, including the right to attend charter schools and the right to receive accommodations and support services. This includes students who may have disabilities, require special education, or are English language learners. This documentation is provided to applicants upon receipt of their application and with the post-lottery package about offer of admission. It is also posted on the enrollment section of the Marblehead Community Charter Public School's website. Information about the availability of services, enrollment materials, and the student handbook are all posted on the school's website.
- 6.6 Transportation
- 6.6.1 MCCPS does not provide transportation to students; it is the responsibility of parents/guardians to arrange for transportation to the school for enrolled students.

## Marblehead Community Charter Public School - Enrollment Policy

- 6.6.2 There is public transportation available to MCCPS from the North Shore area. The MBTA 441/442 Bus route stops on Elm Street in Marblehead, 0.2 miles from the school
- 6.6.3 Additionally, the several members of our parent/guardian community use a carpooling system for enrolled students; specific information about possible carpool options is provided upon request.

## 7. Regulations and Compliance

- 7.1 MCCPS has a student recruitment and retention plan. 603 CMR 1.05(f). The recruitment process will include advertisements and public information sessions. Throughout the year, MCCPS will provide information about the School to those who are interested. Applications will be available on the School's website, in the School's front office, and at the optional Information Sessions/Open Houses which will be held in December and January of each year. This policy will be available on the School's website, and it will be included with all paper applications that are provided to families. 603 CMR 1.06(2) Notice of application deadlines will be announced one month in advance. 603 CMR 1.06(3).
- 7.2 If a space becomes available and the enrollment of a student from the waiting list would cause their sending district to exceed the net school spending cap, MCCPS will skip that student but keep them on the waiting list. If that student on the waiting list is a sibling of a student currently enrolled at MCCPS, and the school has not admitted other students prior to admitting the sibling, the school may enroll that student and the Commonwealth of Massachusetts will pay the tuition to MCCPS, subject to state appropriations. G.L. c. 71, § 89(i); 603 CMR 1.05(10)(b).
- 7.3 Disclosure of Student Information
  - 7.3.1 The Marblehead Community Charter Public School does not generally disclose student information to third parties, though it does provide information and other data requirements to the Department of Elementary and Secondary Education (DESE), and applicant information may be released in compliance with these regulations.
  - 7.3.2 Furthermore, upon request and in compliance with state regulations, the school may be required to provide names and addresses of students to a third party mail house. If applicants would like to opt out of such information disclosures, it is the responsibility of the applicant to make this desire known, in writing, directly to the school (Admissions, 17 Lime Street, Marblehead, MA 01945). M.G. L. c. 71, :89(g)



# Cover Sheet

## Discussion on Board Goals for SY21-22

<b>Section:</b>	VI. Other Business
<b>Item:</b>	B. Discussion on Board Goals for SY21-22
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	Board Goals, 21-22, DRAFT.pdf

# MCCPS Board Goals

Primary Goal	Key Tactics	Evaluation Criteria
<p>Foster a strong level of connectivity with faculty, parents and community members.</p>	<p>Advance general awareness of MCCPS board responsibilities and key activities through a diverse communications strategy that reaches all key stakeholder groups.</p> <p>Build and cultivate a more dynamic and interactive relationship with MCCPS faculty. To include strengthening access and building trust through regular events and activities.</p>	
<p>Establish a robust development strategy to support both short term and long term strategic goals of MCCPS and ensure financial stability of school.</p>	<p>Leverage local community networks to support the realization of short term infrastructure needs (e.g. roof repairs).</p> <p>Identify and foster new and innovative opportunities to support the realization of long- term strategic goals (e.g. MCCPS Strategic Plan).</p>	

# Cover Sheet

## Discussion of Head of School Goals for SY21-22

<b>Section:</b>	VI. Other Business
<b>Item:</b>	C. Discussion of Head of School Goals for SY21-22
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	Head of School Goals - P. Cohen 2021 DRAFT (1).pdf

## Head of School Goals

2021-2022

### **Goal 1: Implement an Effective System for Observation, Feedback, and Evaluation of Teachers.**

The Head of School 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. Simultaneously, a system for educators to receive feedback from supervisors will be implemented.

#### **Key Actions:**

1. 2021: Re-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 peer observations. The Teaching Force program will also allow administrators and teachers to identify areas of focus for the evaluations/observations.
2. 2021-2022: Develop a formal system for teachers to receive regular feedback from supervisors leading to both formative and summative evaluations. The Principal, Director of Student Services, and Head of School will each be assigned members of the staff for whom they are the primary evaluator. We will calibrate and collaborate to ensure an equitable evaluation process.
3. 2022: The integration of the peer feedback system (Teaching Force) and the more formal, evaluative feedback will be meshed together to create our fully realized system for providing educators with the information they need to continuously improve.

#### ***Measures:***

Teacher satisfaction survey results will be utilized and compared to the previous year. We will use a pre and post survey to measure staff satisfaction and impact of feedback/evaluation protocols.

Every teacher will have established goals and a plan to achieve them by October 15, 2021. Primary evaluators will observe and provide feedback to every teacher by November 23.

Formative Evaluations will be completed by evaluators for every teacher by February 7 for educators in their first 3 years or any educator on an improvement plan.

Summative Evaluations will be completed for all teachers by the primary evaluator annually by June 1.

### **Goal 1: Implement an Effective System for Observation, Feedback, and Evaluation of Teachers. (Professional Practice Goal)**

#### **Standards/Indicators:**

IB - Instruction

ID - Evaluation

IIA - Environment

IVC - Communication

IVD - Continuous Learning

IVE - Shared Vision

## **Goal 2: Implement the Criteria for Excellence & Portfolio System**

The Criteria for Excellence document is now complete. During the 2021-2022 school year teachers will integrate the skills across lessons/units of study and monitor progress of students. Students will also self-monitor or track their growth and progress toward acquiring these skills. This work will be facilitated by the Academic Excellence Committee and the Principal with oversight by the Head of School. Department Chairs will use the Criteria document as the primary area of accountability and focus for the work across grade levels.

### ***Key Actions:***

1. Throughout the school year, there will be coordination of the work of the Academic Excellence Committee with the instructional leaders in the school
2. Next steps will include the development of rubrics/assessments aligned with the Criteria for Excellence document.
3. Throughout the fall we will train faculty, staff, parents, and students on the Criteria of Excellence and this will lead to effective student portfolios and student-led conferences.

### ***Measures:***

Student Portfolios will be developed at each grade level.

The Academic Excellence Committee and Department Chairs will design and implement a process for monitoring student progress.

## **Goal 2: Implement the Criteria for Excellence & Portfolio System (Student Learning Goal)**

Standards/Indicators:

IA - Curriculum

IC - Assessment

IE - Data-Informed Decision Making

### **Goal 3: Communication**

The Head of School will establish and maintain productive relationships with all employees.

#### ***Key Actions:***

1. The Head of School will meet individually with each employee by September 30 to check in and learn more about one another.
2. The Head of School will meet individually with each employee during the months of February and March to both provide and receive feedback on job performance to date.
3. The Head of School will meet individually with each employee in May to review employment agreements and negotiate salary for the next year.
4. The Head of School will plan opportunities for team building activities periodically throughout the school year.

#### ***Measures:***

Staff satisfaction surveys will be utilized to measure progress toward this goal.

### **Goal 3: Communication (School Improvement Goal)**

Standards/Indicators:

IIB - Human Resources Management and Development

IVC - Communication                      IVE - Shared Vision

# Cover Sheet

## Finance Committee

<b>Section:</b>	VII. Committee Updates
<b>Item:</b>	B. Finance Committee
<b>Purpose:</b>	Discuss
<b>Submitted by:</b>	
<b>Related Material:</b>	Fin Rpt, 7-21.pdf FinCom_notes_July__21.pdf

# Marblehead Community Charter Public School

## Financial Results As of July 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 July 31, 2021

	As of Jul 31, 2021	As of Jul 31, 2020 (PY)	Increase / (Decrease)	%age
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
1073 — EBSB Payroll (8947)	32,097	19,663	12,434	63.2%
1072 — EBSB Operating (8934)	759,604	423,232	336,372	79.5%
1010 — Charter Hall (8202)	0	2,670	(2,670)	-100.0%
1040 — Petty Cash (4534)	10	1,551	(1,541)	-99.3%
1070 — Checking (4542)	55,938	114,600	(58,662)	-51.2%
1085 — PayPal	5,551	2,404	3,146	130.9%
1090 — FoodService (5077)	16,591	4,303	12,288	285.6%
<b>Total Checking/Savings</b>	<b>869,790</b>	<b>568,422</b>	<b>301,368</b>	<b>53.0%</b>
<b>Accounts Receivable</b>				
1200 — Accounts Receivable	10,289	0	10,289	
1201 — Grants Receivable	26,001	0	26,001	
<b>Total Accounts Receivable</b>	<b>36,290</b>	<b>0</b>	<b>36,290</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>906,080</b>	<b>568,422</b>	<b>337,658</b>	<b>59.4%</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	76,284	33,184	43,100	129.9%
1531 — Fixed Assets	66,648	66,648	0	0.0%
1599 — Accumulated Depreciation	(720,607)	(623,483)	(97,124)	15.6%
<b>Total Fixed Assets</b>	<b>3,672,325</b>	<b>3,726,349</b>	<b>(54,024)</b>	<b>-1.4%</b>
<b>TOTAL ASSETS</b>	<b>4,578,405</b>	<b>4,294,772</b>	<b>283,634</b>	<b>6.6%</b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Accounts Payable</b>				
2000 — Accounts Payable	(97)	0	(97)	
2010 — Accounts Payable FS	0	0	0	
<b>Total Accounts Payable</b>	<b>(97)</b>	<b>0</b>	<b>(97)</b>	
<b>Other Current Liabilities</b>				
2110 — Accrued Payroll	131,320	0	131,320	NA
2110-25 — Payroll Liabilities	(1,426)	357	(1,782)	-499.9%
2110-30 403B	(200)	0	(200)	#DIV/0!
2111 — Accrued Payroll Taxes	5,258	5	5,253	NA
2160-25 — MTRB Liability	15,610	14,584	1,026	7.0%
2190-25 — Payroll Clearing Account	7,287	3,522	3,765	106.9%
2230 — Accrued Expenses	81,691	81,691	0	0.0%
2200 — Deferred Revenue	191,738	0		
<b>Total Other Current Liabilities</b>	<b>431,278</b>	<b>100,159</b>	<b>331,120</b>	<b>330.6%</b>
<b>Total Current Liabilities</b>	<b>431,182</b>	<b>100,159</b>	<b>331,023</b>	<b>330.5%</b>
<b>Long Term Liabilities</b>				
2613 — East Boston Savings Bank	3,608,548	3,710,738	(102,190)	-2.8%
<b>Total Long Term Liabilities</b>	<b>3,608,548</b>	<b>3,710,738</b>	<b>(102,190)</b>	<b>-2.8%</b>
<b>Total Liabilities</b>	<b>4,039,730</b>	<b>3,810,897</b>	<b>228,833</b>	<b>6.0%</b>
<b>Equity</b>				
3000 — Opening Bal Equity	(295)	(295)	0	0.0%
3900 — Retained Earnings	489,023	353,926	135,097	38.2%
<b>Net Income</b>	<b>49,947</b>	<b>130,244</b>	<b>(80,297)</b>	<b>-61.7%</b>
<b>Total Equity</b>	<b>538,676</b>	<b>483,875</b>	<b>54,800</b>	<b>11.3%</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>4,578,405</b>	<b>4,294,772</b>	<b>283,634</b>	<b>6.6%</b>

# MCCPS

## Profit and Loss Prev Year Compariso

### July 2021

	Accrual Basis				# months YTD	1	
	Jul 2021	Jul 2020 (PY)	Increase / (Decrease)	%age	Budget	Over / (Under)	%age
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
4005 — STATE ALLOCATION	305,762	252,162	53,600	21.3%	295,717	10,045	3.4%
4040 — INVESTMENT INCOME	16	14	2	11.3%	8	7	86.1%
4050 — OTHER INCOME		4,522	(4,522)	NA	2,063	(2,063)	-100.0%
4055 — STUDENT SUCCESS FUND			0	NA	1,500	(1,500)	-100.0%
4057 — VACATION PROGRAMMING			0	NA	0	0	NA
4060 — CONTRIBUTIONS (MCEF)			0	NA	0	0	NA
4070 — PRIVATE GRANTS			0	NA	0	0	NA
4080 — REIMBURSEMENTS		156	(156)	NA	167	(167)	-100.0%
4085 — MEDICARE REIMB.			0	NA	0	0	#DIV/0!
4090 — FUNDRAISING			0	NA	4,167	(4,167)	-100.0%
<b>Total Income</b>	<b>305,778</b>	<b>256,854</b>	<b>48,924</b>	<b>19.0%</b>	<b>303,621</b>	<b>2,157</b>	<b>0.7%</b>
<b>Gross Profit</b>	<b>305,778</b>	<b>256,854</b>	<b>48,924</b>	<b>19.0%</b>	<b>303,621</b>	<b>2,157</b>	<b>0.7%</b>
<b>Expense</b>							
5000 — PERSONNEL	215,472	53,285	162,187	304.4%	214,721	751	0.3%
5140 — BENEFITS	25,510	20,978	4,532	21.6%	36,555	(11,045)	-30.2%
5150 — STAFF DEVELOPMENT			0	NA	2,500	(2,500)	-100.0%
5160 — SEARCH COSTS		1,823	(1,823)	NA	152	(152)	-100.0%
5170 — SUBSTITUTE			0	NA	0	0	NA
5200 — DIRECT STUDENT SUPPORT	3,973	7,159	(3,185)	-44.5%	5,192	(1,218)	-23.5%
5300 — OCCUPANCY	12,621	7,999	4,622	57.8%	8,750	3,871	44.2%
5400 — OFFICE & ADMIN	11,448	12,753	(1,305)	-10.2%	20,391	(8,943)	-43.9%
6100 — Depreciation	7,889	7,889	0	0.0%	7,917	(28)	-0.3%
5329 — COVID19		0	0	NA	0	0	NA
<b>Total Expense</b>	<b>276,913</b>	<b>111,885</b>	<b>165,028</b>	<b>147.5%</b>	<b>296,178</b>	<b>(19,265)</b>	<b>-6.5%</b>
<b>Net Ordinary Income</b>	<b>28,865</b>	<b>144,968</b>	<b>(116,104)</b>	<b>-80.1%</b>	<b>7,443</b>	<b>21,421</b>	<b>287.8%</b>
<b>Net Income</b>	<b>28,865</b>	<b>144,968</b>	<b>(116,104)</b>	<b>-80.1%</b>	<b>7,443</b>	<b>21,421</b>	<b>287.8%</b>

# MCCPS

## Profit and Loss Standard

### July 2021

	<u>Jun 2021</u>
<b>Income</b>	
4005 STATE ALLOCATION	305,762
4040 INVESTMENT INCOME	16
4050 OTHER INCOME	
4055 STUDENT SUCCESS FUND	
4060 CONTRIBUTIONS	
4080 REIMBURSEMENTS	
4090 FUNDRAISING	
<b>Total Income</b>	<u>305,778</u>
<b>Gross Profit</b>	<u>305,778</u>
<b>Expenses</b>	
5000 PERSONNEL	215,472
5140 BENEFITS	25,510
5150 STAFF DEVELOPMENT	0
5160 SEARCH COSTS	0
5170 SUBSTITUTE	0
5200 DIRECT STUDENT SUPPORT	3,973
5300 OCCUPANCY	12,621
5400 OFFICE & ADMIN	11,448
6100 Depreciation	7,889
<b>Total Expenses</b>	<b>276,913</b>
<b>Net Operating Income</b>	<u><b>28,864</b></u>
<b>Net Income</b>	<b>28,864</b>

## MCCPS - Profit and Loss by Class July 2021

	01 - General Fund	20 - School Lunch	90 Federal Grants	115 - ESSER II	274 - Targeted SPED	305 - Title 1	309 - Title 4	Total 90 Federal Grants	TOTAL
<b>Income</b>									
4005 STATE ALLOCATION	305,762							0	305,762
4010 FEDERAL & STATE GRANTS				8,584	2,666	5,610	4,216	21,076	21,076
4020 SCHOOL LUNCH		10,289						0	10,289
4040 INVESTMENT INCOME	16							0	16
<b>Total Income</b>	<b>305,778</b>	<b>10,289</b>	<b>0</b>	<b>8,584</b>	<b>2,666</b>	<b>5,610</b>	<b>4,216</b>	<b>21,076</b>	<b>337,142</b>
<b>Gross Profit</b>	<b>305,778</b>	<b>10,289</b>	<b>0</b>	<b>8,584</b>	<b>2,666</b>	<b>5,610</b>	<b>4,216</b>	<b>21,076</b>	<b>337,142</b>
<b>Expenses</b>									
5000 PERSONNEL	215,472	0						0	215,472
5140 BENEFITS	25,510							0	25,510
5200 DIRECT STUDENT SUPPORT	3,973		10,110					10,110	14,083
5270 SCHOOL LUNCH EXP		172						0	172
5300 OCCUPANCY	12,621							0	12,621
5400 OFFICE & ADMIN	11,448							0	11,448
6100 Depreciation	7,889							0	7,889
<b>Total Expenses</b>	<b>276,913</b>	<b>172</b>	<b>10,110</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10,110</b>	<b>287,195</b>
<b>Net Operating Income</b>	<b>28,865</b>	<b>10,117</b>	<b>-10,110</b>	<b>8,584</b>	<b>2,666</b>	<b>5,610</b>	<b>4,216</b>	<b>10,966</b>	<b>49,947</b>
<b>Net Income</b>	<b>28,865</b>	<b>10,117</b>	<b>-10,110</b>	<b>8,584</b>	<b>2,666</b>	<b>5,610</b>	<b>4,216</b>	<b>10,966</b>	<b>49,947</b>

## MCCPS Financial Ratios

As of July 31, 2021

# months YTD

1

<b>Debt Service Coverage Ratio</b>	<b>2.91</b>
<b>Days of Cash</b>	<b>98</b>
<b>LUNA (liquid unrestricted net assets)</b>	<b>3.27</b>

<b>Debt Service Coverage Ratio</b>	
Standard monthly payment (Principal and Interest)	<b>9,918</b>
Net operating Income YTD	28,865
Annualized based on YTD results	<b>346,374</b>
Calculated Debt Service Ratio	2.91

<b>Days Cash</b>	
Cash on Hand	869,790
Operating Expense YTD	276,913
Annualized	3,322,956
Noncash expense	7,889
Depreciation YTD	
Annualized	94,668
Days Cash	98

<b>Liquid Unrestricted Net Assets</b>	
Unrestricted Net Assets	4,578,405
Fixed Assets	3,672,325
Liquid Unrestricted NA	906,080
Expense (YTD)	276,913
Monthly	276,913
LUNA	3.27

MCCPS  
FY21 Operating Budget worksheet

APPROVED BUDGET	
2020-2021	
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 — Vactalon 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 MCPBA nr
New Line - Teaching Force	
5180 — SEARCH COSTS	1,700 SchoolSp
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
5220 — PayrollSvcs	5,500
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 — CustSvcs	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 — PayrollSvcs	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
New Line Capex	
New Line Professional Services	
Total 5400 — OFFICE & ADMIN	220,623
6100 — Depreciation	95,000
Total Expense	3,174,309
Net Ordinary Income	15,636

## **FinCom notes July 2021**

### **FY21 adjustment**

Alas, we were overpaid in the June (FY21) check in the amount of \$191,738 which we will return to the Commonwealth. They did make us whole with the prior months mystery deductions as well as correcting our actual population.

I now project a bottom line for FY21 of \$135K as detailed in the attached.

Karl had asked about capitalizing the phone system, but as it's really a software license we can't. The actual equipment costs less than \$1,100 per year.

### **FY22 notes**

The first check of the new fiscal year came in at \$305,762 (230)  
 $\$305,762 \times 12 = \$3,699,144$  (state projection at 7/21/21)  
FY22 budget = \$3,548,600

### **Expenses**

SPED Services: much of this will be assigned to grants later in the year

Maintenance: HVAC - \$6K for the 50% deposit on the new admin unit...currently scheduled for install on 8/18/21.

All Classes: most of the grant income is FY21 and will be moved with journal entries

Peter can provide an update on staffing.

The school successfully submitted the proposal for the ESSER II grant (\$85K). The grant budget contains 2 items: \$65K for the cost of the recently hired School Psychologist (Melissa DeLeo, meets the \$10K requirement) and \$20K for classroom furniture.

We have started to use this \$65K for the 2 construction projects we are trying to complete this summer: the new office suite and the upgrade to the back bathrooms.

**Updates to the school's Fiscal Policies & Procedures will be ready for the next meeting**

**The Board Restricted account has been established...I'm awaiting the signature paperwork.**





Jeff Barry <jbarry@marbleheadcharter.com>

## June check

**Cabral, Hadley B (DOE)** <hadley.b.cabral2@state.ma.us>

Fri, Jul 30, 2021 at 1:00 PM

To: Jeff Barry <jbarry@marbleheadcharter.com>

Cc: "Krzywicki, Lisa J (DOR)" <lisa.j.krzywicki@state.ma.us>, "O'Donnell, Robert F (DESE)" <robert.f.o'donnell2@state.ma.us>, "Laghetto, Joanna C (DOE)" <joanna.c.laghetto@state.ma.us>, "Murphy, Melissa (DOR)" <melissa.murphy@state.ma.us>, "Benvenuto, Donnette (DOR)" <donnette.benvenuto@state.ma.us>

Jeff,

Marblehead Community was indeed overpaid \$191,738. DOR was informed there were issues several weeks ago. We have prioritized districts with underpayments. When a solution is reached, we will inform the field. If you need anything more than this email for your auditor, please let me know.

464	MARBLEHEAD COMMUNITY	
864		1

	DESE Annualized	Transp Only	DESE MONTHLY PYMT	TREASURY MONTHLY PYMT	DOR MONTHLY PYMT	DOR PYMT Adj	diff
Jul	3,025,960	0	252,163	252,162	252,162		(1)
Aug	3,025,960	0	252,163	252,162	252,162		(1)
Sep	3,386,711	0	288,239	287,354	287,354		(885)
Oct	3,386,711	0	288,337	312,117	287,354		23,780
Nov	3,386,711	0	288,460	287,354	287,354		(1,106)
Dec	3,186,245	0	259,980	259,979	259,979		(1)
Jan	3,186,245	0	259,980	259,979	259,979		(1)
Feb	3,186,245	0	259,980	259,979	259,979		(1)
Mar	3,183,944	0	259,405	259,404	259,404		(1)
Apr	3,129,769	0	241,347	224,837	224,837		(16,510)
May	3,129,769	0	249,603	224,837	224,837		(24,766)
Jun	3,171,262	0	315,861	507,599	507,599		191,738
<b>Totals</b>			<b>3,171,262</b>	<b>3,363,000</b>	<b>3,363,000</b>		<b>191,738</b>

Hadley

**Hadley Brett Cabral**

Program Coordinator

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

[Hadley.B.Cabral@mass.gov](mailto: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

[Web](#) | [Twitter](#) | [Facebook](#) | [YouTube](#) | [Newsletters](#)



00002398-MD01840731xc01466059-1OZLETTER01-000000 0



MARBLEHEAD COMMUNITY CHARTER  
 RESTRICTED MONEY MARKET ACCOUNT  
 17 LIME ST  
 MARBLEHEAD MA 01945-2530

Last statement: June 30, 2021  
 This statement: July 31, 2021  
 Total days in statement period: 31

Page 1  
 XXXXXX0623  
 ( 0)

Direct inquiries to:  
 800-657-3272

East Boston Savings Bank  
 67 Prospect St  
 Peabody, MA 01960

**Business Money Market Account**

Account number	XXXXXX0623	Beginning balance	\$0.00
		Total additions	.00
Low balance	\$0.00	Total subtractions	0.00
		Ending balance	0.00

**INTEREST INFORMATION**

Annual percentage yield earned	0.00%
Interest-bearing days	31
Average balance for APY	\$0.00
Interest earned	\$0.00

**\*\* No activity this statement period \*\***

**OVERDRAFT/RETURN ITEM FEES**

	Total for this period	Total year-to-date
Total Overdraft Fees	\$0.00	\$0.00
Total Returned Item Fees	\$0.00	\$0.00

**Thank you for banking with East Boston Savings Bank**

# Cover Sheet

## Personnel Committee

**Section:** VII. Committee Updates  
**Item:** C. Personnel Committee  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:**  
HR Assessment Synopsis for Marblehead Charter School July 2021 (2).pdf

# HR Assessment Synopsis for Marblehead Community Charter Public School



We are a Hilb Group Company



# HR Assessment Gap Analysis for Marblehead Community Charter Public School

## About this Document

The HR Assessment involves taking an objective look at your organization's HR policies, procedures, and practices. This review can help to identify whether specific practice areas or processes are adequate, legal and effective. We have provided a comprehensive **Gap Analysis** on the HR areas reviewed and discussed, along with our professional opinion, and best practices. This report also includes links to resources found on HRK's [HR Resources Library](#), as well as other helpful government weblinks to ensure regulatory compliance. This document serves as a **Synopsis** in that it condenses the material and presents the essence of our findings.

## Overall Summary of Findings

### Areas Identified as Immediate Concern

*These are the areas that put organizations at a higher risk for potential fines, penalties, and/or employee claims due to your current practices or lack thereof; immediate corrective action is recommended.*

- **Payroll Compliance** - The Schools pays employees on a semi-monthly cycle. Because there are hourly employees on payroll the School is not in compliance with Massachusetts pay frequency laws and violate these rules in two ways: by 1) paying less frequently than biweekly, and 2) by failing to pay within six days of the end of the pay period.
- **Employee Handbook** - The current handbook was published in 2020, and we conducted a cursory review and recommend it be strengthened in several areas for the 2021-2022 school year. Our detailed review is outlined in the Gap Analysis.
- **Workplace Postings** - The School shared pictures of the posters currently hung up and it appears that certain employment rights are not posted.

### Areas Identified as Opportunity for Improvement

*These are areas of less urgent nature, but they are areas we recommend some improvement, optimization and/or efficiencies; best practice guidance has been provided.*

- **Recruitment and Selection** - Recommend improvement related to tracking job applicant data. Consider an electronic signature platform, like DocuSign or eSignature for offer letters.
- **Employment Offers** - We reviewed 4 employment offer letters, (admin, hourly, inclusion and teacher) and made recommendations which are outlined in the Gap Analysis.

*Copyright © 2021 by HR Knowledge*

*This report is for general information and illustrative purposes and is not meant to be a comprehensive or exhaustive list of all the laws that may apply to the employer, nor should this guide be construed as legal advice or to serve as replacement for counsel or legal advice. While every effort is made to provide current information, the law changes regularly and laws may vary depending on the state or municipality. Employers should review applicable laws in your jurisdiction and consult experience counsel for legal advice.*





## HR Assessment Gap Analysis for Marblehead Community Charter Public School

- **New Hire Onboarding** - The School may benefit from having a formal onboarding checklist. We recommend the School explore Pay Entry and its employee portal functionality. This would cut down on the paperwork provided to new hires and returning teachers.
- **Job Descriptions** - Recommended that job descriptions could use some refreshing and consider having employees sign their job description upon hire.
- **Independent Contractors** - The School is aware of the rules surrounding independent contractors. There are few contractors that still provide their services surrounding education and curriculum consulting. W-9s and agreements are kept on file, and the School is aware that this may be a potential area of exposure.
- **Performance Management** - Recommend tightening up documentation process when it comes to managing performance and conduct.
- **Leave Management** - Recommend revising the current paid maternity leave benefit for employees after 5 years of service to provide an equal amount of parental leave to all new parents.
- **Paid Time Off** - Consider automating the time off request process through payroll system. Recommend clarifying the terms and conditions for earning and using sick, personal, vacation and holidays are not clearly outlined in the handbook.
- **Title IX Compliance** - Recommend updating the Title IX Coordinator since Nina is no longer employed at the school.
- **Sexual Harassment Prevention** – Recommend including a policy in current handbook.
- **Separation Process** – Ensure you issue the state's required unemployment notice to separating employees.

### Areas Identified as No Further Action

*These are areas that the organization is compliant in and/or is implementing best practice. No Further Action rating is also applied if the organization does not need to comply with those outlined requirements based on your size, location or industry.*

- **Renewals**
- **Form I-9s**
- **Employee Files**
- **Conflict of Interest Training**

*Copyright © 2021 by HR Knowledge*

*This report is for general information and illustrative purposes and is not meant to be a comprehensive or exhaustive list of all the laws that may apply to the employer, nor should this guide be construed as legal advice or to serve as replacement for counsel or legal advice. While every effort is made to provide current information, the law changes regularly and laws may vary depending on the state or municipality. Employers should review applicable laws in your jurisdiction and consult experience counsel for legal advice.*