



MCCPS Board of Trustees

Monthly Board Meeting

Amended on September 27, 2021 at 1:34 PM EDT

Date and Time

Tuesday September 28, 2021 at 7:00 PM EDT

Agenda

	Purpose	Presenter	Time
I. Opening Items			7:00 PM
Opening Items			
A. Record Attendance and Guests		Paul Baker	
B. Call the Meeting to Order		Artie Sullivan	
C. Accept Remote Participation	Vote	Artie Sullivan	3 m
<p>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 September 28, 2021.</p>			
D. Approve Minutes	Approve Minutes	Paul Baker	2 m
Approve minutes for Monthly Board Meeting on August 31, 2021			
E. Approve Minutes from Dec 22, 2020	Approve Minutes	Artie Sullivan	2 m
II. Public Comment			7:07 PM
A. Public Comment	Discuss	Artie Sullivan	5 m

	Purpose	Presenter	Time
III. New Board Member			7:12 PM
A. Presentation/Interview/Vote on Perspective Board Member - Nick Santoro	Vote	Paul Baker	10 m
A motion to move that the Board appoint Nick Santoro 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. Presentation/Interview/Vote on Perspective Board Member - Nick Santoro - Part 2	Vote	Paul Baker	5 m
A motion to move that the Board invite the newly appointed Trustee, Nick Santoro, to all Board Meetings and activities while her approval is pending with the Department of Elementary and Secondary Education. Nick Santoro 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.			
IV. Review of Previous Meeting Action Items			7:27 PM
A. Review of Previous Meeting Action Items	Discuss	Artie Sullivan	
<ul style="list-style-type: none"> • Identify potential candidates for the Board – Goal is 3 new members for SY2021-2022. Areas that need representation on the board – <ul style="list-style-type: none"> ◦ Faculty ▪ Development ▪ Facilities 			
V. Board Annual Items			
A. Upcoming Meeting Agenda Items	FYI	Artie Sullivan	
<ul style="list-style-type: none"> • Sept – Review Annual Board Self Assessment, Approve Committee Memberships and Vice-Chairs • Oct – Adoption of the Annual Audit (must be done by Oct 31), MCAS Presentation, Presentation on HOS Evaluation Process by the Personnel Committee • Nov – 2021, HOS Contract Renewal Notice • Dec – • Jan – HOS Mid-year review • Feb - Adopt School Calander • March – Set up Satisfaction Survey, Set Annual Board Retreat Date, Presentation of HOS Annual Evaluation Form • April – Presentation by HOS of Annual Goals, Budget Adoption • May – HOS Annual Evaluation • June – Annual Board Retreat • July - Adopt Annual Report, by July 31, Adopt Annual Board Goals • August – Adopt HOS Goals, Open Annual Board Self Assessment 			
B. Board Goals for SY 2021-2022	Discuss	Artie Sullivan	

	Purpose	Presenter	Time
Goal-1 Board Communication			
Foster a strong level of connectivity with faculty, parents, and community members.			
<ul style="list-style-type: none"> • Advance general awareness of MCCPS board responsibilities and key activities through a diverse communications strategy that reaches all key stakeholder groups. • Build and cultivate a more dynamic and interactive relationship with MCCPS faculty. To include strengthening access and building trust through regular events and activities. 			
Goal-2 Development			
Establish a robust development strategy to support both short-term and long-term strategic goals of MCCPS and ensure the financial stability of the school.			
<ul style="list-style-type: none"> • Leverage local community networks to support the realization of short-term infrastructure needs (e.g. roof repairs). • Identify and foster new and innovative opportunities to support the realization of long-term strategic goals (e.g. MCCPS Strategic Plan). 			
Goal 3 Supporting Academic Excellence			
Support the continued Growth and Development of the educational experiences of our MCCPS Students.			
<ul style="list-style-type: none"> • Adoption and Support the Implementation of the Criteria for Excellence. 			

VI. HOS Report			7:27 PM
A. Monthly Report	FYI	Peter Cohen	20 m
VII. Other Business			7:47 PM
A. Discussion and Approval of Criteria for Excellence	Vote	Jessica Xiarhos	20 m
B. Discussion on Board Assessment SY21-22	Discuss	Artie Sullivan	15 m
C. Discussion of Head of School Contract Renewal Process	Discuss	Artie Sullivan	15 m
D. Approve Committee Memberships and Vice Chairs	Vote	Artie Sullivan	10 m
VIII. Committee Updates			8:47 PM
A. Governance Committee	Discuss	Paul Baker	5 m
B. Finance Committee	Discuss	Rudi Herve	10 m
C. Personnel Committee	Discuss	James Rogers	5 m
D. Academic Excellence	Discuss	Jessica Xiarhos	
E. Development & Communications	Discuss	Ian Hunt	5 m
F. Strategic Plan Committee	Discuss	Peter Cohen	
G. Facilities Task Force	Discuss	William Rockwell	5 m

	Purpose	Presenter	Time
IX. Public Comment			9:17 PM
A. Public Comment	Discuss	Artie Sullivan	5 m
X. Board Member Comments and Resolutions			9:22 PM
A. Board Member Comments and Resolutions	Discuss	Artie Sullivan	3 m
This is an opportunity for Board Member Comments and Resolutions			
XI. Closing Items			9:25 PM
A. Recap Action Items	Discuss	Paul Baker	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 August 31, 2021

DRAFT



MCCPS Board of Trustees

Minutes

Monthly Board Meeting

Date and Time

Tuesday August 31, 2021 at 7:00 PM

Location

Zoom

Trustees Present

Artie Sullivan (remote), James Rogers (remote), Jessica Gelb (remote), Jessica Xiarhos (remote), NDack Toure (remote), Paul Baker (remote), Peter Cheney (remote), Peter Cohen (remote), Richard Doron (remote), William Rockwell (remote)

Trustees Absent

Ian Hunt, Rodolphe Herve

Guests Present

Andrea Barlow (remote), Carol McEnaney (remote), Nick Santoro (remote), Timothy Wadlow (remote)

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

Artie Sullivan called a meeting of the board of trustees of MCCPS Board of Trustees to order on Tuesday Aug 31, 2021 at 7:04 PM.

C. Accept Remote Participation

James Rogers made a motion to Accept Remote Participation for this meeting of the MCCPS Board of Trustees.

Peter Cheney seconded the motion.

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

Roll Call

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

D. Approve Minutes

Paul Baker made a motion to approve the minutes from Monthly Board Meeting on 07-27-21.

Jessica Gelb seconded the motion.

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

Roll Call

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

II. Public Comment

A. Public Comment

No comments from the guests at this time.

III. Review of Previous Meeting Action Items

A. Review of Previous Meeting Action Items

Artie reviewed action items from previous meetings.

IV. Board Annual Items

A. Upcoming Meeting Agenda Items

Board annual goals will be discussed and voted on later this evening.

Upcoming meetings. 11/30/21 Artie will be away. By 11/30/21 we need to decide on contract renewal for Dr Cohen. We will decide at September meeting weather to bring the contract renewal discussion/vote forward to the October meeting.

B. Board Goals for SY 2021-2022

Artie Sullivan reviewed the Board Annual goals for the school year.

V. HOS Report

A. Monthly Report

Dr. Cohen shared his HoS report. (See Packet).
Staffing.. 16 new staff since the beginning of Spring.
Recording short videos of new staff to introduce them to the community.
Still in need a "very" part time physical Physical Therapist
HR Knowledge Assessment.
Gap Analysis in packet.
Facilities.. moving forwards well.
HoS goals.

VI. Other Business

A. Approval of Enrollment Policy

Couple of amendments only.
Paul Baker made a motion to Approve new Enrollment Policy.
Richard Doron seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

B. Discussion on Board Goals for SY21-22

Ian and Artie have come up with 3 possible Board Goals
Measurable..multi-year goals.
James/Jessica X so enthusiastic:)
Peter Cheney made a motion to Approve Board Goals as presented.
NDack Toure seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

C. Discussion of Head of School Goals for SY21-22

Dr. Cohen presented his HoS goals.

See Packet for details

Richard Doron made a motion to Accept the HoS goals as presented by Dr. Cohen.

James Rogers seconded the motion.

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

Roll Call

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

VII. Committee Updates

A. Governance Committee

Did Not Meet.

B. Finance Committee

Rick Doran presented Finance Committee Report.

(See packet for details).

Peter Cheney made a motion to move \$224,758.67 from Restricted Fund to the General Fund in order to repay overpayment from the State of Ma back to the State of Ma.

Richard Doron seconded the motion.

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

Roll Call

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

C. Personnel Committee

Did not meet.

D. Academic Excellence

Met last week...determining goals for the year and bringing on new members (Adria Smith has shown an interest).

Scheduling/Planning for the year. Will present to the Board at September Board meeting.

E. Development & Communications

Did not Meet.

F. Strategic Plan Committee

Committee will form and commence meetings in November/December.

G. Facilities Task Force

Will Rockwell gave a brief update of planning for the immediate future as well as what has already been accomplished.

A future walk thru of the building is planned, will invite Board members as well as committee members when this is scheduled.

VIII. Public Comment

A. Public Comment

Paul Baker introduced 5th grade parent and interested Board/Committee member, Tim Wadlow, to the Board

IX. Board Member Comments and Resolutions

A. Board Member Comments and Resolutions

Paul Baker noted that Rick Doran's finance committee update was much more interesting than any of the previous years updates that Monsieur Herve had provided. All those present heartily agreed:)

X. Closing Items

A. Recap Action Items

B. Meeting Evaluation

Meeting flowed nicely and end ahead of schedule.

C. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:45 PM.

Respectfully Submitted,

Artie Sullivan

Jessica Xiarhos made a motion to Adjourn meeting.

James Rogers seconded the motion.

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

Roll Call

Ian Hunt Absent

Richard Doron Aye

NDack Toure Aye

Rodolphe Herve Absent

Peter Cohen Aye

William Rockwell Abstain

Jessica Xiarhos Aye

James Rogers Aye

Jessica Gelb Aye

Roll Call

Paul Baker	Aye
Artie Sullivan	Aye
Peter Cheney	Aye

Cover Sheet

Approve Minutes from Dec 22, 2020

Section:	I. Opening Items
Item:	E. Approve Minutes from Dec 22, 2020
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for Monthly Board Meeting on December 22, 2020

DRAFT



MCCPS Board of Trustees

Minutes

Monthly Board Meeting

Date and Time

Tuesday December 22, 2020 at 7:00 PM

Location

Topic: Board Meeting

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

Join Zoom Meeting

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

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

Meeting ID: 389 839 4128

Passcode: MCCPS

Trustees Present

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

Trustees Absent

None

Trustees who arrived after the meeting opened

Peter Cheney

Guests Present

Andrea Barlow (remote), Chase Conley (remote), Ellen Lodgen (remote), Jessica Gelb (remote), Liora Ragozin (remote), Matt Cronin (remote), Patricia Rietti (remote), Susan Hauck (remote)

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

Artie Sullivan called a meeting of the board of trustees of MCCPS Board of Trustees to order on Tuesday Dec 22, 2020 at 7:02 PM.

C. Accept Remote Participation

In light of the ongoing COVID-19 coronavirus outbreak, Governor Baker issued an emergency Order on March 12, 2020, allowing public bodies greater flexibility in utilizing technology in the conduct of meetings under the Open Meeting Law.

This committee would like to accept this Executive Order for this meeting of the Board of Trustees on January 26, 2021 and meet remotely.

NDack Toure made a motion to Accept the Governor's order and hold the meeting remotely.

James Rogers seconded the motion.

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

Roll Call

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

Peter Cheney arrived.

D. Approve Minutes

Rebecca Whidden made a motion to approve the minutes from Monthly Board Meeting on 11-17-20.

Paul Baker seconded the motion.

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

Roll Call

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

E. Approve Minutes

Ian Hunt made a motion to approve the minutes from Special Meeting on 12-01-20.

Paul Baker seconded the motion.

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

Roll Call

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

II. Public Comment

A. Public Comment

Artie Sullivan welcome everyone who joined the meeting. At this time there were no public comments.

III. Presentations

A. Student Presentations

B. PTO Liaison

Not able to have someone attend tonight.

IV. Review of Previous Meeting Action Items

A. Review of Previous Meeting Action Items

Standard:

Openings for board members.

Guests - Patricia and Jessica - welcome to the call.

V. Board Annual Items

A. Upcoming Meeting Agenda Items

January - HOS mid-cycle review - shorter form.

Goals only - on track, etc.

Feb - adopt school calendar

March - end of year HOS goals

April - budget work

May - adopt - on that month's agenda

B. Board Goals for SY 2020-2021

Health and sustainability

Development

Grants

Board responsibility - development

Signs for open houses - new logo stands out

VI. HOS Report

A. Monthly Report

Dr. Cohen presented his HOS report
Structured learning time - MCCPS has no 'asynchronous' learning
Smaller cohorts - can bring more kids back - just adding a handful of students.
5 7th graders are fully remote.
Week of exhibition - moving target.
end of second trimester - and again at end of year in June

mental health of educators - feeling like they need to create lessons that will work in-person and remote - coupled with tech problems

Student opportunity act - passed last year (pre-Covid) funding bill for public education

guidance and templates - requiring board approval - how the funding would be spent if available.

Due in august - delayed to Sept - again to Jan.

symbolic - no current funding included in budget. cannot act, but we can have a plan in place when the funding is released.

Meeting the needs of specific sub-learning groups. Based on population and enrollment - plan for how best to allocate funds.

Math tutor - BCBA - board certified behavioral analyst

Karl Smith made a motion to Accept the plan presented for the Student Opportunity Act for SY 2021-2023.

Peter Cheney seconded the motion.

Ian asked a question regarding our ability to modify or update the plan if needed.

Peter assured him this would be available. Amend if needed. The board **VOTED** to approve the motion.

Roll Call

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

VII. Other Business

A. Disclosure of Conflict of Interest Notice

Artie - disclosure of potential conflict from Bob Erbetta - submit to board.

Hiring his daughter's nephew - wanted to disclose - Matt Gillis - part-time - limited scope of work.

Oversight evaluation - could be Jeff Barry or Peter Cohen if needed.
performed well

NDack Toure made a motion to Accept the disclosure of a conflict of interest form submitted by Bob Erbetta on Nov 16th.

Rebecca Whidden seconded the motion.

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

Roll Call

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

B. Presentation by Academic Excellence Committee

Matt Cronin and Jessica Xiarhos provided the group with an informative presentation on the progress made by the Academic Excellence Committee
Lots of discussion and questions for / from the group

C. Presentation by Development Committee

Development and board's role in promoting
Susan Hauck - stewardship goals.
Next steps - hard fundraising steps needed
Individual process - everyone will have a different approach.
Board stewardship goals - reviewed all of the proposed tools listed and explained each thoroughly
quarterly e-newsletter

D. Board Restricted Fund

Still must originate from Finance Committee

funds available for emergencies - directed giving and procedures are in place and properly restricted

VIII. Committee Updates

A. Governance Committee

Committee membership
OML training
Bylaws- were approved by DESE - posted on the website and available on handbook.
Committee members should have copy

B. Finance Committee

Rudi - finance
5 months closed - surplus - 105K so far
Projection - based on revised enrollment is down, but more than the budget
3 main categories:
- Additional support - new staff member
- Break-downs in the kitchen

- HVAC unit is cracked and needs to be replaced

\$40K - grant money on the way

Need to vote on HVAC - urgent repairs

3 quotes - 2 for \$12k one for \$20K

Karl Smith made a motion to appropriate up to \$ 15,000 (not to exceed) for the replacement of the broken HVAC unit which supplies classroom 8H and adjoining reading room with heat and AC.

Rodolphe Herve seconded the motion.

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

Roll Call

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

C. Personnel Committee

D. Academic Excellence

E. Development & Communications

F. Strategic Plan Committee

G. Facilities Task Force

Becca - good committee meeting this month - good range

Take away was what does the board hope for deliverables? What is anticipated schedule

dove-tail roof with proposed plan.

Look to have something within the scope of a year -

Good discussion on what directions Becca should take.

What are our alternatives - need to plan out critical needs and prioritize sources of funding

January 19th at 7 PM is the next meeting - agenda is to set scope and outlook for future work

6 months - also work with Finance and Development

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

I. By-Laws Task Force - On Hold until By-Laws Status Updates from DESE

Peter Cohen made a motion to Dissolve the by-laws task force.

Karl Smith seconded the motion.

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

Roll Call

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

IX. Public Comment

A. Public Comment

None

X. Closing Items

A. Recap Action Items

Karl to send out e-mail on OML training
Bylaws distributed
Artie with Peter on SOA

B. Meeting Evaluation

C. Adjourn Meeting

Peter Cheney made a motion to adjourn meeting.
Paul Baker seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:00 PM.

Respectfully Submitted,
Karl Smith

Documents used during the meeting

- HOS Report to Board of Trustees 12_16_20.pdf
- MCCPS SOA Plan 2021-2023 - Copy.pdf
- Erbetta, Conflict notice.pdf
- Academic Excellence Committee - Criteria for Excellence Board Presentation.pdf
- MCCPS Criteria for Excellence .pdf
- MCCPS Development Update, December 2020.pdf
- Nov-2020.pdf
- Nov_FinCom_notes.pdf

Cover Sheet

Presentation/Interview/Vote on Perspective Board Member - Nick Santoro

Section: III. New Board Member
Item: A. Presentation/Interview/Vote on Perspective Board Member -
Nick Santoro
Purpose: Vote
Submitted by:
Related Material: Board of Trustees Letter of interest (1).pdf
Nick Santoro Resume 2021.pdf

Nick Santoro

nsantoro@marbleheadcharter.com

781-258-7710

To whom it may concern,

I am interested in joining the Board of Trustees for the Marblehead Community Charter Public School. My affiliation with the school began when I was a 5th grade student in 2000, graduating from the 8th grade in 2004. I returned in 2017 as a Teacher's Aide while I explored a growing interest in the field of education. Since then, I have obtained a Masters Degree in Special Education and I am now entering my third year as the 6th Grade Humanities teacher. In that time, I have also been a member of the Alumni Committee, the Development Committee, and volunteered at numerous school events.

I believe in the mission of MCCPS. Having represented the school as both an alumnus and a faculty member, I am confident that my experience and perspective will enable me to add value as a contributing member of the Board of Trustees.

Sincerely,

Nick Santoro

Nick Santoro

50 Saint Peter St.
Salem, MA 01970

nsantoro001@gmail.com

Mobile: 781-258-7710

Experience

Jan 2017 – present

Marblehead Community Charter Public School

6th Grade Humanities Teacher as of Fall, 2019

Humanities Long Term Substitute

Special Ed Paraprofessional Grade 8

Special Education Support – Grade 4

Teaching Assistant – Grade 6 and Integrated Arts

Fall 2016

Marblehead Public Schools

Substitute Teacher

Aug 2015 -

Aug 2016

BentoBox LLC, Brooklyn, NY

Fabricator and key member of the startup team

BentoBox is an interior design company with a vision of helping people live simply in small spaces.

June, July 2015

Putney School Summer Program, Putney, VT

Dorm Head/Apprentice Teacher in Sculpture for students aged 14 -18 years old

Nov-Apr:

2014-2017

2012-2014

OKEMO Mountain Resort, Ludlow, VT

Snowboard Instructor and weekend Coach for Okemo Snowboard Team, ages 8-14 years old

- Private and group lessons up to 10 students, aged 5-adult, all skill levels
- Weekly middle school ski club group lessons
- Worked the morning shift in the ski rental shop
- Received numerous repeat requests for private lessons and letters of thanks from parents

2004-2008

Junior Snowboard Instructor

2014-2015

Homestyle Hostel, Ludlow, VT

Front Desk and Bartender

Hostel sleeps 26 people and has a restaurant and bar.

May-Nov 2013

Nine Quarter Circle Ranch, Gallatin Gateway, Montana – Ranch Hand (Guest Ranch)

2011 – 2012

School Year

Whittier College, Whittier, California – Campus Art Center Staff

- Provided instruction to students about the use of tools, materials, and techniques in the studio including drills, chop saw, band saw, belt sander, table saw, skill saw, welding with acetylene torch, MIG welder, grinders and the proper use of adhesives such as PC7 and epoxy cement
- Advised and counseled students on projects to help them find optimal methods for constructing their ideas

Education

Whittier College, Whittier, CA, BA Studio Art 2012

Salem State University, Salem, MA, Masters in Special Education 2021

Certifications And Awards

- Middle School Humanities, 5-8, Provisional
- Sheltered English Immersion, Endorsement
- Moderate Disabilities, 5-12 Initial
- MTEL Middle School Humanities
- MTEL General Curriculum: multi-subject subtest
- MTEL General Curriculum: mathematics subtest
- MTEL Communication and Literacy
- MTEL Foundations of Reading
- AASI level 100, AASI level 200
- AASI Freestyle Specialist level 100
- USASA Coaching Level 100
- Completed American Academy of CPR
- Red Cross course in First Aid, CPR
- 2014 OKEMO **Snowboard Instructor of the Year**
- 2013 OKEMO **Rookie of the Year**

Technical

Schoology, Google Classroom, Powerschool, Microsoft Office, Procreate

Cover Sheet

Monthly Report

Section: VI. HOS Report
Item: A. Monthly Report
Purpose: FYI
Submitted by:
Related Material: HOS Report to Board of Trustees 9_28_21.pdf



HOS Report to the Board of Trustees

Submitted by Peter Cohen, Ed.D

Meeting Date: September 28, 2021

- **Enrollment, Recruitment, Retention**
 - Current enrollment for 2021-2022 is 226 students. 4 offers are out.
 - Budget is based on 220 students enrolled.

- **Facilities Updates**
 - Construction of four small group/office spaces down to punch list items.
 - Updated smoke detectors biggest item remaining on punch list.

- **Board on Track - Accelerator Session**
 - A useful tool - discussion of how it works and who should attend

- **Fall 2021 - Progress Toward HoS Goals**
 - Feedback and Evaluation system
 - Teaching Force reboot has started
 - Evaluation system details shared with faculty this week
 - Criteria for Excellence implementation
 - Work at Department meetings
 - Updating new staff members
 - Communication
 - Individual meetings with faculty members and HoS underway

Cover Sheet

Discussion and Approval of Criteria for Excellence

Section: VII. Other Business
Item: A. Discussion and Approval of Criteria for Excellence
Purpose: Vote
Submitted by:
Related Material: FINAL - MCCPS Criteria for Excellence -6.pdf



**MARBLEHEAD COMMUNITY
CHARTER PUBLIC SCHOOL
NAVIGATORS**

Criteria for Excellence

Marblehead Community Charter Public School Criteria for Excellence

English Language Arts

Reading Skills

- Identify the purpose of a text (entertain, inform, persuade, etc...)
- Distinguish between fact and opinion
- Pose both text-based questions and questions to evoke higher-level thinking
- Draw connections between ideas within a text and to other texts
- Independently apply a variety of comprehension strategies (predicting, summarizing, paraphrasing, visualizing, retelling, etc...)
- Make inferences into overtones of text
- Support interpretations with evidence
- Engage in thoughtful discussion about readings with peers
- Consider an idea, event, or problem from multiple perspectives
- Use literature to develop an understanding of social issues and gain insights into human experiences
- Identify words and meanings

Writing Skills

- Use the writing process (brainstorm, draft, revise, and publish) to develop, clarify, and communicate ideas accurately
- Use precise language to express individual perspectives and ideas drawn from personal experience
 - Persuasive: develop the foundations for constructing an argument
 - Expository: explain, inform, analyze, evaluate, interpret
 - Narrative: respond to literary genres to interpret and evaluate
- Create texts and media for different audiences
 - Experiment with different points of view
 - Different voices
 - Different styles (formal and informal)
- Show mastery of standard grammar, sentence writing, and punctuation

Speaking Skills

- Engage in both formal and informal public speaking opportunities
- Communicate ideas with clarity
- Share and support opinions in class discussions

Research Skills and Media Analysis

- Utilize text to find information, supporting evidence, and relevant quotes
- Find appropriate sources of information
- Evaluate credibility and applicability of resources
- Identify keywords to foster research
- Use a variety of resources to select an appropriate text for a specific purpose

Marblehead Community Charter Public School Criteria for Excellence

- Effectively use dictionaries, thesauri, and other supporting texts
- Use index, table of contents, footnotes, forwards, author's notes, images, cover and book flap information to focus search or aid in understanding
- Paraphrase information effectively

Marblehead Community Charter Public School Criteria for Excellence

Global Studies

Gathering, Interpreting, and Using Evidence

- Define and frame questions about events and the world in which we live, and use evidence to answer these questions
- Analyze and evaluate evidence to understand point of view, bias, and perspectives
- Describe and analyze arguments of others (including evidence that supports the argument and recognizing multiple perspectives)

Chronological Reasoning and Causation

- Articulate how events are related chronologically to one another in time
- Employ mathematical skills to measure time by years, decades, centuries, and millennia, and interpret the data presented in timelines
- Identify, analyze and evaluate causes and effects, using examples from historical and current events and grade-level content

Geographic Reasoning

- Use location terms and geographic representations to describe and identify a region by examining multiple characteristics common to places within it and connections to other regions
- Identify and analyze how environments affect human activities and how human activities affect physical environments
- Describe the geographic organization of place, considering the historical, social, political, and economic impact of that organization
- Identify and describe examples of how boundaries and definitions of location are historically constructed

Comparison and Contextualization

- Identify and compare multiple perspectives of a given historical experience
- Describe, compare, and evaluate multiple historical events (within societies; across and between societies; in various chronological, geographical, and diverse contexts)
- Describe the relationship between geography, economics, and history as a context for events and movements

Economics and Economic Systems

- Explain how economic decisions affect the wellbeing of individuals, businesses, and society
- Explain the roles of buyers and sellers in markets; describe the role of competition in the determination of prices and wages in a market economy

Marblehead Community Charter Public School Criteria for Excellence

- Examine the roles of institutions such as corporations, non-profits, and labor unions in an economy
- Explain how government policies affect the economy

Civic Participation

- Demonstrate respect for the rights of others in discussions and classroom debates; respectfully disagree with other viewpoints
- Understand the role of the individual in social participation in different societies
- Identify situations in which social actions are required and determine an appropriate course of action
- Work to influence those in positions of power to strive for extensions of freedom, social justice, and human rights
- Fulfill social and political responsibilities associated with citizenship in a society and interdependent global community by developing awareness of and/or engaging in the political process

Marblehead Community Charter Public School Criteria for Excellence

Health, Wellness, and Physical Education

Personal and Social Competency

- Demonstrate responsible personal and social conduct used in physical activity settings
- Exhibit responsible personal and social behavior that respects self and others.
- Demonstrate strategies for inclusion of all students in physical activity settings related to strength and speed
- Recognize the value of physical activity for health, enjoyment, challenge, self-expression, and/or social interaction
- Describe the purpose and benefits of sports, games, and dance in modern society
- Define the functions of leadership in team sports (increasing motivation, efficiency, and satisfaction)

Fitness and Wellness

- Apply basic principles of training and appropriate guidelines of exercise to improve immediate and long-term physical fitness
- Participate in activities that promote physical fitness, decrease sedentary lifestyle, and relieve mental and emotional tension
- Explain the personal benefits of making positive health decisions and monitor progress towards personal wellness

Motor Skill Development

- Use combinations of manipulative, locomotor, and non-locomotor skills to develop movement sequences and patterns, both individually and with others
- Demonstrate developmentally appropriate basic manipulative and advanced specialized physical skills, including throwing and catching different objects with both accuracy and force, hand and foot dribbling while preventing an opponent from challenging, and accurate striking proficiency
- Perform a rhythm routine that combines traveling, rolling, balancing, and weight transfer into smooth flowing sequences with intentional changes in direction, speed, and flow

Marblehead Community Charter Public School Criteria for Excellence

Mathematics

Problem Solving

- Make sense of problems and persevere in solving them
- Solve problems that arise in mathematics and in other contexts
- Apply and adapt a variety of appropriate strategies to solve problems
- Justify and reflect on the process for problem solving and the solution
- Solutions are accurate and precise

Reasoning and Proof

- Recognize reasoning and proof as fundamental aspects of mathematics
- Make and investigate mathematical conjectures
- Develop and evaluate mathematical arguments and proofs
- Select and use various types of reasoning and methods of proof
- Make sense of the quantities and their relationships in problem solving
- Understand and use stated assumptions, definitions, and previously established results in constructing arguments

Communication (Oral and Written)

- Organize and consolidate mathematical thinking through communication
- Communicate and defend mathematical thinking coherently and clearly to peers, teachers, and others
- Analyze and evaluate the mathematical thinking and strategies of others
- Use the language of mathematics to express mathematical ideas precisely

Connections

- Recognize and analyze patterns/structure in order to make connections among mathematical ideas
- Understand how mathematical ideas interconnect and build on one another to produce a coherent whole
- Recognize and apply mathematics in contexts outside of mathematics

Representation

- Create and use representations to organize, record, and communicate mathematical ideas
- Select, apply, and translate appropriate mathematical representations to solve problems
- Use representations to model and interpret physical, social, and mathematical phenomena

Marblehead Community Charter Public School Criteria for Excellence

Music

Creating:

- Improvise melodic and harmonic characteristics within a certain style
- Sing or play original musical ideas that explore complex rhythms
- Arrange the music of others
- Understand basic music theory and how to apply it to composition
- Use a variety of sources to generate musical ideas for defined purposes and contexts
- Record using and/or audio/ video recording to document personal musical ideas
- Use standard notation accurately to record musical ideas
- Edit, refine, reflect, and evaluate original arrangements and/compositions using criteria that includes appropriate application of compositional techniques, style, form, and use of sound sources
- Present and share creative musical work that conveys intent, demonstrates craftsmanship, and exhibits originality
- Apply knowledge of theory to share compositions, arrangements, and improvisations that demonstrate an accomplished level of musicianship and organization
- Imagine new musical ideas

Performing:

- Practice, improve, and refine artistic techniques while learning to play an instrument and/or sing
- Select varied musical works to present based on interest, knowledge, technical skill, and context
- Identify function standard symbols for notation, rhythm, pitch, articulation, dynamics, tempo, and form
- Rehearse, evaluate, refine, evaluate, and refine personal and ensemble performances, individually or in collaboration with others
- Identify and interpret music notation
- Refine and determine when the music is ready to perform.
- Perform expressively, with appropriate interpretation and technical accuracy, and in a manner appropriate to the audience and context
- Perform music with technical accuracy, stylistic expression, and culturally authentic practices in music
- Practice and perform a varied repertoire for individual and small group performances that include melodies, repertoire pieces, stylistically appropriate accompaniments, and improvisations in a variety of contrasting styles
- Analyze and interpret artistic work for presentation. Identify standard notation symbols and musical terms referring to dynamics, tempo, articulations, meter, and expression and apply them when performing

Marblehead Community Charter Public School Criteria for Excellence

- Convey meaning through the presentation of artistic work
- Sing and/or play in groups responding to cues
- Accurately perform music while reading notation, and by ear
- Adhere to proper performance etiquette
- Select, analyze, and interpret artistic work for presentation. Contribute to the production of a small group performance
- Identify strategies and employ them while practicing music

Responding:

- Listen, analyze, and evaluate music
- Analyze and identify ways a contemporary musical piece pushes boundaries of the genre and discipline
- Interpret the ways one's own cultural and personal perspectives and biases affect understanding of a musical work
- Meet expectations of an audience member like listening quietly and clapping at the end of a performance
- Perceive and analyze artistic work: analyze how cultures are reflected in a diverse range of musical work
- Interpret intent and meaning in artistic work: explain how a musical work is connected to the particular cultural and historical context
- Apply criteria to evaluate artistic work: develop criteria for a rubric for evaluating musical works
- Reflect on one's work orally and in writing
- Select or choose music to listen to and explain the connections to specific interests or experiences for a specific purpose
- Analyze how the structure and context of varied musical works inform the response
- Support interpretations of musical works that reflect creators'/performers' expressive intent
- Evaluate Support evaluations of musical works and performances based on analysis, interpretation, and established criteria
- Compare, contrast, and identify artistic elements from a variety of music styles and historical periods
- Listen and write about various styles, composers, and musical time periods

Connections:

- Synthesize and relate knowledge and personal experiences to make music.
- Describe and demonstrate influences of one's personal musical style and preferences
- Relate artistic ideas and works to societal, cultural, and historical contexts.
- Demonstrate understanding of relationships between music and the other arts, other disciplines, varied contexts, and daily life
- Explain the development of one's musicality or musical style and how it relates and compares to other music

Marblehead Community Charter Public School Criteria for Excellence

Science & Engineering

Principles of Science and Engineering

- Ask questions and define problems
- Develop and use models
- Plan and carry out investigations
- Analyze and interpret data
- Use mathematics and computational thinking
- Construct explanations and design solutions
- Engage in argument from evidence
- Obtain, evaluate, and communicate information

Crosscutting Concepts of Science and Engineering

- Observe patterns and describe relationships and the influencing factors
- Explore situations of cause and effect and explain their underlying mechanisms
- Recognize the importance of scale, proportion, and quantity
- Define systems and design models to understand and test ideas
- Understand the flow of energy and matter in various systems
- Understand the relationship between structure and function
- Examine the stability of various systems and rates of change as they evolve

Scientific Text

- Read and understand scientific texts and primary sources
- Validate information for veracity and reliability of the source
- Identify and define scientific vocabulary
- Summarize main ideas presented in article first text
- Apply knowledge to additional situations and investigations

Investigations

Framing the Question

- Based on observation of phenomena, understand or come up with a question or hypothesis to investigate
- Collect information and ideas about your question
- Identify the variables or special factors that may affect your investigation

Scientific Research

- Gather information that addresses the question or hypothesis
- Identify, use, and cite appropriate scientific references
- Make a plan for investigating the question or hypothesis

Marblehead Community Charter Public School Criteria for Excellence

Laboratory Investigation

- Make a plan for testing the question or hypothesis
- Identify and use appropriate scientific equipment
- Make observations and record data
- Use appropriate representations, such as charts, tables, and graphs, to display data

Analyzing What You Find

- Consider multiple explanations for what you observe or discover
- Use evidence to draw or support a logical conclusion
- Identify possible sources of error and bias in the investigation or research
- Verify the results of the investigation or find corroborating evidence for your research
- Revise your explanation if necessary

Synthesizing What You Find

- Answer your question and/or draw conclusions about the validity of your hypothesis
- Use the observations to ask additional questions, make new predictions, and test those predictions by running more simulations or by changing the model
- Connect ideas to other information, or to a "real world" use
- Use data or research to respond to questions or comments from others
- Share and defend the results of the investigation in writing and orally

Marblehead Community Charter Public School Criteria for Excellence

Visual Arts

Connecting

- Relate artistic ideas and works to societal, cultural, and historical contexts to deepen understanding

Responding

- Perceive artistic work to analyze how culture is reflected in an artwork
- Interpret intent and meaning in an artistic work by explaining how an artwork is connected to the particular cultural, historical context where it was created

Creating

- Generate and conceptualize artistic ideas and works
- Engage in the creative process by observing, investigating, imagining, and innovating
- Organize and develop artistic ideas and works through planning and careful tool, media, and technique selection
- Reflect on what media and techniques will work best to communicate an idea or message
- Consider how to use the elements and principles of design effectively
- Refine and complete artistic works

Presenting

- Develop and refine artistic techniques for presentation
Consider the contents of the artist's statement - thoughtfully answer questions regarding the work and the process using the correct and appropriate art vocabulary

Marblehead Community Charter Public School Criteria for Excellence

World Languages

Communication:

- Write and speak in a language other than English to present information, concepts, and ideas on a variety of topics
- Use language to interact orally (conversations, discussions) as well as in writing (short essays, emails, letters, postcards)
- Converse in a language other than English to provide and obtain information, express feelings and emotions, and exchange opinions
- Understand and interpret ideas and information written or spoken in a language other than English
- Use a language other than English with the purpose of “doing things with words”: interacting with others and with one’s environment, playing, singing, completing interdisciplinary activities, discovering the world, dreaming and imagining, undertaking group and individual projects

Comparisons:

- Use the target language to reinforce and expand students’ knowledge of other disciplines and to acquire new information and knowledge
- Demonstrate an understanding of the concept of culture through comparison of the target culture with their own
- Understand the nature of language through comparison of the language studied with their own
- Observe and reflect on how language works to understand language structure.
- Observe and infer how words function in relation to each other within sentences and texts to produce meaning
- Discover differences and similarities with their native language or with the languages they are familiar with

Cultures:

- Demonstrate an understanding of the traditions, perspectives, practices, and products of the culture studied, including human commonalities as reflected in history, literature, and the visual and performing arts
- Demonstrate the ability of identifying and locating countries, provinces, and cultures where the target language is spoken and understand why
- Demonstrate a curiosity and openness to the world and culture and language diversity
- Opening up to others and to a world of diversity. Learning to be open-minded, tolerant citizens and to respect differences

Cover Sheet

Discussion on Board Assessment SY21-22

Section: VII. Other Business
Item: B. Discussion on Board Assessment SY21-22
Purpose: Discuss
Submitted by:
Related Material: SY21-22 Board Assessment, Recommendations.pdf
Board Assessment Report, 21-22.pdf

FY21-22 Board Assessment

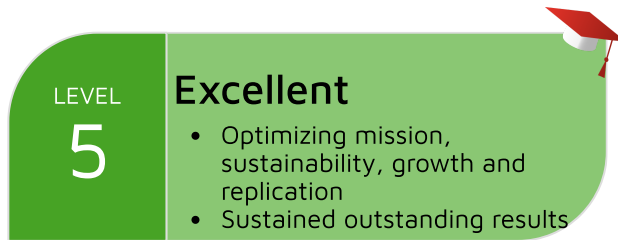
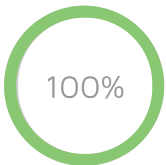
Board Assessment Report

OPENED 9/1/2021





CEO Peter Cohen

BOARD MEMBERS Artie Sullivan Ian Hunt JR James Rogers JG Jessica Gelb
JX Jessica Xiarhos NT NDack Toure PB Paul Baker PC Peter Cheney
RD Richard Doron RH Rodolphe Herve WR William Rockwell

Completed



LEGEND

-  BOARD Average for all participating board members
-  CEO One CEO
-  One individual board member
-  Insufficient Data

Overview

	Board	CEO
Board Meetings	LEVEL 5	LEVEL 5
Board Structure	LEVEL 5	LEVEL 5
Board Composition	LEVEL 2	LEVEL 4
Board Recruitment	LEVEL 4	LEVEL 4
Board Goals & Accountability	LEVEL 4	LEVEL 1
Finance	LEVEL 5	LEVEL 5
Development	LEVEL 1	LEVEL 1
Academic Oversight	LEVEL 4	LEVEL 5
CEO Support & Evaluation	LEVEL 5	LEVEL 5
BoardSavvy CEO	LEVEL 5	LEVEL 5

Summary

LEVEL
1

LEVEL
2

LEVEL
3

LEVEL
4

LEVEL
5

Board Meetings					BOARD CEO
Board Structure					BOARD CEO
Board Composition		BOARD		CEO	
Board Recruitment				BOARD CEO	
Board Goals & Accountability	CEO			BOARD	
Finance					BOARD CEO
Development	BOARD CEO				
Academic Oversight				BOARD	CEO
CEO Support & Evaluation					BOARD CEO
BoardSavvy CEO					BOARD CEO

Board Meetings

Details



Yearly Meeting Plan					BOARD CEO
Board Meeting Agenda					BOARD CEO
Board Meeting Materials					BOARD CEO
Board Meeting Content			BOARD CEO		
Board Meeting Facilitation					BOARD CEO
Board Meeting Minutes					BOARD CEO
Board Meeting Evaluation					BOARD CEO
Open Meeting Law Compliance		CEO		BOARD	

Board Structure

Details



Bylaws					BOARD CEO
Job Descriptions				BOARD	CEO
Officers					BOARD CEO
Committees					BOARD CEO

Board Composition

Details



Board Size					BOARD CEO
Previous Governance Experience	BOARD CEO				
Skills and Expertise			BOARD		CEO
Diversity	BOARD	CEO			
Level of Objectivity		BOARD			CEO

Board Recruitment

Details

	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5
Recruitment Plan	CEO			BOARD	
Recruitment Process				BOARD CEO	
Board Recruitment Pipeline				BOARD	CEO
Role of the CEO in Board Recruitment				BOARD	CEO
Orientation	CEO	BOARD			

Board Goals & Accountability

Details

	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5
Board Goals	CEO				BOARD
Accountability	CEO		BOARD		

Finance

Details

LEVEL
1

LEVEL
2

LEVEL
3

LEVEL
4

LEVEL
5

Financial Oversight					BOARD CEO
Financial Policies and Procedures				BOARD	CEO
Financial Controls					BOARD CEO
Financial Reports					BOARD CEO
Developing Realistic Budgets					BOARD CEO
Board Education		CEO		BOARD	
Annual Audit/990		BOARD			CEO
Financial Compliance					BOARD CEO
Support of the CEO					BOARD CEO

Development

Details

LEVEL 1

LEVEL 2

LEVEL 3

LEVEL 4

LEVEL 5

Philosophical Alignment	BOARD CEO				
Strategic Fund Development Plan	BOARD CEO				
Accountability	BOARD CEO				
Board Training	BOARD CEO				

Academic Oversight

Details

LEVEL 1

LEVEL 2

LEVEL 3

LEVEL 4

LEVEL 5

Clarity of Vision					BOARD CEO
Roadmap				BOARD	CEO
Charter Obligations			BOARD		CEO
Standardized Testing				BOARD	CEO
Comparative Data	CEO				BOARD
Board Education					BOARD CEO

CEO Support & Evaluation

Details



	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5
Governance/Management					BOARD CEO
Partnership with CEO					BOARD CEO
CEO Evaluation					BOARD CEO
CEO Support	CEO				BOARD

BoardSavvy CEO

Details

LEVEL
1

LEVEL
2

LEVEL
3

LEVEL
4

LEVEL
5

Governance Knowledge			CEO	BOARD	
Governance Prioritized					BOARD CEO
Board Education					BOARD CEO
Setting Strategic Direction					BOARD CEO
Communication				CEO	BOARD
Succession Planning		BOARD			CEO

"Please provide any additional comments, questions and concerns. "



I believe that, despite the pandemic, MCCPS has made great strides this past year. In completing this assessment, for the 6th time now, I found that I was able to truthfully answer YES to more of the questions than ever before. Artie Sullivan, Board Chair, deserves much credit for the manner in which all Board meetings now function.



It has been an honor to serve on the charter school board for the past two years. I feel that the board make up provides excellent leader ship for the school. Our school leader has kept our school moving forward during this most difficult time.







Generated on Sep 15, 2021 at 7:47 PM EDT by Artie Sullivan

[Board Assessments](#) > [FY21-22 Board Assessment](#) >

Recommendations








Recommendations

Based on 12 of 12 completed participants

Topics	Your Board Scored	Recommended Resources
<p>Board Composition Previous Governance Experience</p>		<p>What skills are needed on a charter school board?</p>
<p>Board Composition Diversity</p>		<p>What level of diversity should the board have?</p>
<p>Development Philosophical Alignment</p>		<p>Riding the Horse the Way It's Going</p>
<p>Development Strategic Fund Development Plan</p>		<p>Keep Your Donors: Building Profitable Relationships That Last Fund Development: Basic Principles and Best Practice Choosing Your Road: Organizational development specialist or just another fundraising technician? Sample Job Description of a Chief Development Officer</p>
<p>Development Accountability</p>		<p>Sample Board Member Agreement Sample Individual Trustee Performance Expectations Sample Guilt-Free Board Member Expectations Sample Job Description for the Full Board How much time should a trustee devote to the board each month? Keep Your Donors: Building Profitable Relationships That Last How and when to evaluate individual trustees? How and when to evaluate the full board? Should all trustees be held to the same standard? What are some tips for holding board members accountable? What should we do with board members who don't do anything?</p>
<p>Development Board Training</p>		<p>Keep Your Donors: Building Profitable Relationships That Last</p>









Topics

Recommended Resources

<p>Board Composition Level of Objectivity</p>		<p>Board Composition Matrix Conducting an Inventory of Your Board Sample Nepotism Policy Clauses Should parents of students currently enrolled in the school serve on the board? Should students serve on the board? Should teachers serve on the board? Should the CEO be a voting member of the board?</p>
<p>Board Recruitment Orientation</p>		<p>Sample Orientation Plan</p>
<p>Finance Annual Audit/990</p>		<p>Board Staff Financial Contract</p>
<p>BoardSavvy CEO Succession Planning</p>		<p>Succession Planning Article Key Characteristics & Actions of a BoardSavvy CEO</p>
<p>Board Meetings Board Meeting Content</p>		<p>Are there any other strategies for improving our board meetings? Should committees report at every full board meeting? Who should be presenting at board meetings? How can we make sure board meetings are strategic and not merely reactive?</p>
<p>Board Composition Skills and Expertise</p>		<p>What skills are needed on a charter school board? Board Composition Matrix Conducting an Inventory of Your Board</p>
<p>Board Goals & Accountability Accountability</p>		<p>Sample Board Member Agreement Sample Individual Trustee Performance Expectations Sample Guilt-Free Board Member Expectations Sample Job Description for the Full Board How much time should a trustee devote to the board each month? Keep Your Donors: Building Profitable Relationships That Last How and when to evaluate individual trustees? How and when to evaluate the full board? Should all trustees be held to the same standard? What are some tips for holding board members accountable? What should we do with board members who don't do anything?</p>




Topics

Recommended Resources

<p>Academic Oversight Charter Obligations</p>		<p>How do we create a definition of academic excellence for our organization? Role of the Academic Excellence Committee How do we create an "Academic Excellence Road Map"? Sample Charter Promises Document</p>
<p>Board Meetings Open Meeting Law Compliance</p>		<p>Tips to Comply with the Open Meeting Law What is "Open Meeting Law," and can we really be an effective board and comply with this law? Open Meeting Law Pop Quiz</p>
<p>Board Structure Job Descriptions</p>		<p>Sample Board Member Agreement Sample Individual Trustee Performance Expectations Sample Guilt-Free Board Member Expectations Sample Job Description for the Full Board What are the key elements of a "Trustee Job Description?"</p>
<p>Board Recruitment Recruitment Plan</p>		<p>Board Composition Matrix Conducting an Inventory of Your Board</p>
<p>Board Recruitment Recruitment Process</p>		<p>Sample Interview Points Board Composition and Expansion Policy Sample Sample Board Candidate Interview Questions Sample Nominating Policy Sample Candidate Ranking Sheet How much time should a trustee devote to the board each month? Should we have a trial period for board candidates?</p>
<p>Board Recruitment Board Recruitment Pipeline</p>		<p>What should the process be to nominating non board members to committees? Is it a good idea to have non-board members serve on committees?</p>
<p>Board Recruitment Role of the CEO in Board Recruitment</p>		<p>Should the CEO have veto power over board candidates? What is the CEO's role in board recruitment?</p>
<p>Finance Financial Policies and Procedures</p>		<p>Board Staff Financial Contract Finances Who Does What Where can we find additional help with regards to finance?</p>

Topics

Recommended Resources

<p>Finance Board Education</p>		<p>Finances Who Does What</p> <p>What are the most common mistakes charter school boards make around finance?</p> <p>How do we educate the full board about the organization's finances? Is this really necessary?</p>
<p>Academic Oversight Roadmap</p>		<p>How do we create a definition of academic excellence for our organization?</p> <p>Role of the Academic Excellence Committee</p> <p>How do we create an "Academic Excellence Road Map"?</p> <p>Sample State of the School Chart</p>
<p>Academic Oversight Standardized Testing</p>		<p>Smart Questions for Board Members to Ask About Assessment Data</p>

We also recommend that your board should:

- Frequently review the members only [Governance and Training Resources](#)
- Attend exclusive [training events in your area](#)

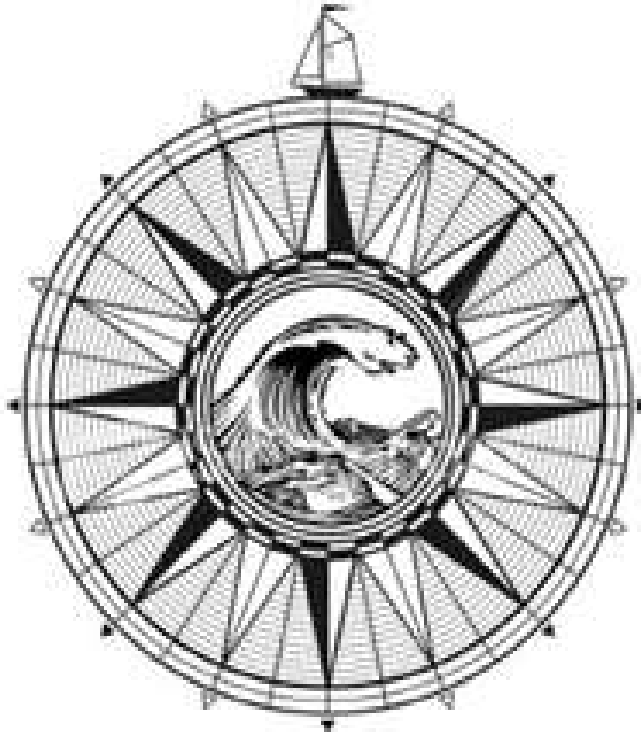
Cover Sheet

Finance Committee

Section:	VIII. Committee Updates
Item:	B. Finance Committee
Purpose:	Discuss
Submitted by:	
Related Material:	Fin Rpt, 8-21.pdf FinCom Notes, Aug-21.docx

Marblehead Community Charter Public School

Financial Results As of August 31, 2021



Prepared and reviewed by:

Jeff Barry - MCCPS Business Manager (jbarry@marbleheadcharter.com)

Rodolphe Hervé - MCCPS Treasurer (rherve@marbleheadcharter.com)

MCCPS

Balance Sheet Standard

As of August 31, 2021

	As of Aug 31, 2021	As of Aug 31, 2020 (PY)	Increase / (Decrease)	%age
ASSETS				
Current Assets				
Checking/Savings				
1073 — EBSB Payroll (8947)	43,392	30,478	12,914	42.4%
1072 — EBSB Operating (8934)	844,381	422,859	421,522	99.7%
1010 — Charter Hall (8202)	0	2,670	(2,670)	-100.0%
1040 — Petty Cash (4534)	864	1,696	(832)	-49.0%
1070 — Checking (4542)	46,895	112,557	(65,661)	-58.3%
1085 — PayPal	5,551	3,004	2,547	84.8%
1090 — FoodService (5077)	13,111	4,205	8,906	211.8%
Total Checking/Savings	954,195	577,469	376,726	65.2%
Accounts Receivable				
1200 — Accounts Receivable	10,289	0	10,289	
1201 — Grants Receivable	30,001	0	30,001	
Total Accounts Receivable	40,290	0	40,290	
Other Current Assets				
1310 — Prepaid Expense	0	0	0	
1210 — State Allocation Receivable	0	0	0	
Total Other Current Assets	0	0	0	
Total Current Assets	994,485	577,469	417,016	72.2%
Fixed Assets				
1532 — 17 Lime Street				
1533 — Land - 17 Lime Street	687,400	687,400	0	0.0%
1532 — 17 Lime Street - Other	3,562,600	3,562,600	0	0.0%
Total 1532 — 17 Lime Street	4,250,000	4,250,000	0	0.0%
1530 — Building Improvements	76,284	33,184	43,100	129.9%
1531 — Fixed Assets	66,648	66,648	0	0.0%
1599 — Accumulated Depreciation	(728,496)	(631,372)	(97,124)	15.4%
Total Fixed Assets	3,664,436	3,718,460	(54,024)	-1.5%
TOTAL ASSETS	4,658,921	4,295,929	362,992	8.4%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 — Accounts Payable	513	650	(137)	-21.0%
2010 — Accounts Payable FS	0	0	0	
Total Accounts Payable	513	650	(137)	-21.0%
Other Current Liabilities				
2110 — Accrued Payroll	131,320	0	131,320	NA
2110-25 — Payroll Liabilities	369	357	12	3.4%
2110-30 403B	(200)	0	(200)	NA
2111 — Accrued Payroll Taxes	5,258	5	5,253	NA
2160-25 — MTRB Liability	11,908	14,000	(2,093)	-14.9%
2190-25 — Payroll Clearing Account	(323)	6,210	(6,533)	-105.2%
2230 — Accrued Expenses	81,691	81,691	0	0.0%
2200 — Deferred Revenue	191,738	0	191,738	
Total Other Current Liabilities	421,759	102,262	319,497	312.4%
Total Current Liabilities	422,273	102,912	319,361	310.3%
Long Term Liabilities				
2613 — East Boston Savings Bank	3,600,069	3,702,548	(102,479)	-2.8%
Total Long Term Liabilities	3,600,069	3,702,548	(102,479)	-2.8%
Total Liabilities	4,022,342	3,805,460	216,882	5.7%
Equity				
3000 — Opening Bal Equity	(295)	(295)	0	0.0%
3900 — Retained Earnings	499,466	353,926	145,541	41.1%
Net Income	137,408	136,838	569	0.4%
Total Equity	636,579	490,469	146,110	29.8%
TOTAL LIABILITIES & EQUITY	4,658,921	4,295,929	362,992	8.4%

MCCPS

Profit and Loss Prev Year Compariso

July-August 2021

	Accrual Basis				# months YTD	2	
	Aug 2021	Aug 2020 (PY)	Increase / (Decrease)	%age	Budget	Over / (Under)	%age
Ordinary Income/Expense							
Income							
4005 — STATE ALLOCATION	611,524	504,324	107,200	21.3%	591,433	20,091	3.4%
4040 — INVESTMENT INCOME	78	35	43	121.5%	17	61	367.0%
4050 — OTHER INCOME	5,305	7,788	(2,483)	-31.9%	4,125	1,180	28.6%
4055 — STUDENT SUCCESS FUND	771	600	171	NA	3,000	(2,229)	-74.3%
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		246	(246)	-100.0%	333	(333)	-100.0%
4085 — MEDICARE REIMB.			0	NA	0	0	#DIV/0!
4090 — FUNDRAISING			0	NA	8,333	(8,333)	-100.0%
Total Income	617,677	512,992	104,685	20.4%	607,242	10,436	1.7%
Gross Profit	617,677	512,992	104,685	20.4%	607,242	10,436	1.7%
Expense							
5000 — PERSONNEL	372,779	226,601	146,178	64.5%	429,441	(56,662)	-13.2%
5140 — BENEFITS	45,745	45,023	722	1.6%	73,111	(27,366)	-37.4%
5150 — STAFF DEVELOPMENT	1,661	504	1,157	229.8%	5,000	(3,339)	-66.8%
5160 — SEARCH COSTS		1,823	(1,823)	-100.0%	304	(304)	-100.0%
5170 — SUBSTITUTE		1,560	(1,560)	-100.0%	0	0	NA
5200 — DIRECT STUDENT SUPPORT	7,186	8,763	(1,577)	-18.0%	10,383	(3,197)	-30.8%
5300 — OCCUPANCY	34,436	11,299	23,137	204.8%	17,500	16,936	96.8%
5400 — OFFICE & ADMIN	29,277	32,024	(2,747)	-8.6%	40,782	(11,505)	-28.2%
6100 — Depreciation	15,778	15,778	0	0.0%	15,833	(55)	-0.3%
5329 — COVID19		0	0	NA	0	0	NA
Total Expense	506,862	343,374	163,488	47.6%	592,355	(85,494)	-14.4%
Net Ordinary Income	110,816	169,618	(58,803)	-34.7%	14,886	95,930	644.4%
Net Income	110,816	169,618	(58,803)	-34.7%	14,886	95,930	644.4%

MCCPS
Profit and Loss Standard
July-August 2021

	<u>Jul 2021</u>	<u>Aug 2021</u>	<u>Total</u>
Income			
4005 STATE ALLOCATION	305,762	305,762	611,524
4040 INVESTMENT INCOME	16	62	78
4050 OTHER INCOME		5,305	5,305
4055 STUDENT SUCCESS FUND		771	771
4060 CONTRIBUTIONS			
4080 REIMBURSEMENTS			
4090 FUNDRAISING			
Total Income	305,778	311,900	617,677
Gross Profit	305,778	311,900	617,677
Expenses			
5000 PERSONNEL	215,472	157,308	372,779
5140 BENEFITS	25,510	20,235	45,745
5150 STAFF DEVELOPMENT	0	1,661	1,661
5160 SEARCH COSTS	0		
5170 SUBSTITUTE	0		
5200 DIRECT STUDENT SUPPORT	3,973	3,212	7,186
5300 OCCUPANCY	12,621	21,814	34,436
5400 OFFICE & ADMIN	11,448	17,829	29,277
6100 Depreciation	7,889	7,889	15,778
Total Expenses	276,913	229,949	506,862
Net Operating Income	28,864	81,951	110,816
Net Income	28,864	81,951	110,816

**MCCPS - Profit and Loss by Class
July-August 2021**

	01 - General Fund	20 - School Lunch	90 Federal Grants	274 -					Total 90		92 Private Grants	TOTAL
				115 - ESSER II	240 - Sped 94-142	258 - SPED Transition	Targeted SPED	305 - Title 1	309 - Title 4	Federal Grants		
Income												
4005 STATE ALLOCATION	611,524									0	611,524	
4010 FEDERAL & STATE GRANTS				8,584	1,944	5,081	2,666	5,810	12,900	36,985	36,985	
4020 SCHOOL LUNCH		11,525								0	11,525	
4040 INVESTMENT INCOME	78									0	78	
4090 OTHER INCOME	5,305									0	5,305	
4095 STUDENT SUCCESS FUND	771									0	771	
4070 PRIVATE GRANTS										1,800	1,800	
Total Income	617,677	11,525	0	8,584	1,944	5,081	2,666	5,810	12,900	36,985	1,800	667,988
Gross Profit	617,677	11,525	0	8,584	1,944	5,081	2,666	5,810	12,900	36,985	1,800	667,988
Expenses												
5000 PERSONNEL	372,779	638								0	373,417	
5140 BENEFITS	45,745									0	45,745	
5150 STAFF DEVELOPMENT	1,661		1,275							1,275	2,936	
5170 SUBSTITUTE			360							360	360	
5200 DIRECT STUDENT SUPPORT	7,186		14,773	295				2,622		17,690	24,876	
5270 SCHOOL LUNCH EXP		3,755								0	3,755	
5300 OCCUPANCY	34,436									0	34,436	
5400 OFFICE & ADMIN	29,277									0	29,277	
6100 Depreciation	15,778									0	15,778	
Total Expenses	506,862	4,393	16,408	295	0	0	0	2,622	0	19,325	0	530,580
Net Operating Income	110,816	7,132	-16,408	8,289	1,944	5,081	2,666	3,188	12,900	17,660	1,800	137,408
Net Income	110,816	7,132	-16,408	8,289	1,944	5,081	2,666	3,188	12,900	17,660	1,800	137,408

MCCPS

Financial Ratios

As of August 31, 2021

months YTD

2

Debt Service Coverage Ratio	5.50
Days of Cash	118
LUNA (liquid unrestricted net assets)	3.92

Debt Service Coverage Ratio	
Standard monthly payment (Principal and Interest)	10,070
Net operating Income YTD	110,816
Annualized based on YTD results	664,895
Calculated Debt Service Ratio	5.50

Days Cash	
Cash on Hand	954,195
Operating Expense YTD	506,862
Annualized	3,041,169
Noncash expense	15,778
Depreciation YTD	
Annualized	94,668
Days Cash	118

Liquid Unrestricted Net Assets	
Unrestricted Net Assets	4,658,921
Fixed Assets	3,664,436
Liquid Unrestricted NA	994,485
Expense (YTD)	506,862
Monthly	253,431
LUNA	3.92

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 — 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

New line - Teaching Force

5160 — 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

MCCPS FY21 Operating Budget worksheet

		APPROVED BUDGET	
		2020-2021	
5215 — Curriculum supplies		5,000	
5220 — Student supplies		5,000	
5221 — SPED supplies		1,500	
5222 — SPED Services		1,500	
5240 — Computer Support		2,000	
5241 — Technology - Hardware		5,000	
5242 — Technology-Software		2,000	
5250 — Nursing supplies		1,500	
5290 — Vacation Programming		0	actual
Total 5200 — DIRECT STUDENT SUPPORT		65,700	
5300 — OCCUPANCY			
Total 5320 — Maintenance		40,000	
5330 — CustSvc		30,000	
5340 — CustSupplies		5,000	
5351 — Utilities			
5352 — Electric		30,000	
5354 — Water		8,500	
5355 — Communications		3,750	
Total 5351 — Utilities		42,250	
Total 5300 — OCCUPANCY		117,250	
5400 — OFFICE & ADMIN			
5492 — Mortgage Interest		120,423	
5405 — FundraisingExp			
5407 — Events			
5408 — Musical			
5405 — FundraisingExp - Other			
Total 5405 — FundraisingExp		6,000	
5410 — Supplies		5,000	
5430 — Accounting		18,000	
5431 — Legal		10,000	
5435 - Marketing		10,000	New item
5440 — PayrollSvc		5,500	
5450 — Printing&Copy		1,200	
5460 — Postage		3,500	
5470 — General Liability Insurance		30,000	
5480 — Board		7,000	
5486 — HoS Discretionary		1,500	
5487 — Admissions		1,500	
5497 — Bank Chrg		1,000	
	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 August 2021

The check from the remained steady at \$305,762...at press time the enrollment was 225.

We have had several inquiries about renting out the gym and have started internal discussions if this will be possible during Covid. In the past this has been a nice revenue stream for the school.

Grant applications have started going in to the state...the ESSER 3 for \$170K is due October 4.

Expenses

As previously discussed, Salaries are artificially low in August as the FY21 folks are off the books, but new FY22 hires won't hit until September. This impacts Benefits and Payroll Taxes as well.

Maintenance is up for 2 reasons: the annual summer work including refinishing the floors, painting and landscaping (all hail Washington) and the build out of the office suites, which I'm now projecting to come in at around \$40K.

The down payment for the General Liability policy hit in August for \$5,349