



MCCPS Board of Trustees

Monthly Board Meeting

Amended on January 24, 2022 at 3:57 PM EST

Date and Time

Tuesday January 25, 2022 at 7:00 PM EST

Location

MCCPS
17 Lime St
Marblehead, MA 01970

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
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 January 25, 2022.			
D. Approve Minutes	Approve Minutes	Artie Sullivan	2 m
Approve minutes for Monthly Board Meeting on November 30, 2021			
E. Approve Minutes of Dec 21, 2021 meeting	Approve Minutes	Paul Baker	2 m

	Purpose	Presenter	Time
II. New Board Member			7:07 PM
A. Presentation/Interview/Vote on Perspective Board Member - Tim Wadlow	Vote	Paul Baker	15 m
A motion to move that the Board appoint Tim Wadlow 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 - Tim Wadlow - Part 2	Vote	Paul Baker	5 m
A motion to move that the Board invite the newly appointed Trustee, Tim Wadlow, 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.			
III. Public Comment			7:27 PM
A. Public Comment	Discuss	Artie Sullivan	5 m
IV. Review of Previous Meeting Action Items			7:32 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"> • 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 • Sept – Review Annual Board Self Assessment, Approve Committee Memberships and Vice-Chairs • Oct – Adoption of the Annual Audit (must be done by Oct 31), Presentation on HOS Evaluation Process by the Personnel Committee, • Nov – MCAS Presentation 			

	Purpose	Presenter	Time
• Dec –			
B. Board Goals for SY 2021-2022	Discuss	Artie Sullivan	
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			7:32 PM
A. Monthly Report	FYI	Peter Cohen	15 m
VII. Other Business			7:47 PM
A. Head of School Mid Cycle Review	Discuss	Peter Cohen	30 m
B. 22-23 School Calander	Discuss	Peter Cohen	5 m
C. Board and Committee Composition	Discuss	Artie Sullivan	10 m
D. School Culture and Behavior	Discuss	Peter Cohen	15 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	Artie Sullivan	5 m
D. Academic Excellence	Discuss	Jessica Xiarhos	5 m
E. Development & Communications	Discuss	Ian Hunt	5 m

	Purpose	Presenter	Time
F. Strategic Plan Committee	Discuss	Peter Cohen	
G. Facilities Task Force	Discuss	William Rockwell	5 m
H. Covid/Pandemic Response Task Force	Discuss	NDack Toure	5 m
IX. Public Comment			9:27 PM
A. Public Comment	Discuss	Artie Sullivan	5 m
X. Board Member Comments and Resolutions			9:32 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			9:35 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 November 30, 2021



MCCPS Board of Trustees

Minutes

Monthly Board Meeting

Date and Time

Tuesday November 30, 2021 at 7:00 PM

Location

MCCPS
17 Lime St
Marblehead, MA 01970

Trustees Present

Artie Sullivan (remote), Jessica Gelb (remote), Jessica Xiarhos (remote), NDack Toure (remote), Nick Santoro (remote), Peter Cheney (remote), Peter Cohen (remote), Richard Doron (remote), Rodolphe Herve (remote), William Rockwell (remote)

Trustees Absent

Ian Hunt, 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 Nov 30, 2021 at 7:03 PM.

C. Accept Remote Participation

Peter Cheney made a motion to Accept remote participation.
Rodolphe Herve seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Peter Cheney Aye

Roll Call

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

D. Approve Minutes

Rodolphe Herve made a motion to approve the minutes from Monthly Board Meeting on 10-26-21.
Richard Doron seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

II. Public Comment

A. Public Comment

No public comments.

III. Student Presentations

A. Student Presentations

No Student presentations this month.

IV. HOS Report

A. Monthly Report

Peter Cohen presented his monthly report. (Details in the pack)

- Exhibition was a success, with positive feedback received. Staggered start times enabled easier logistics for parents, students and faculty and will be repeated for the foreseeable future.
- New enrichments are available (Chess, intro to investing etc).
- The discipline around the proper notification of committee meetings and posting of relevant agenda and documents needs to be approved. Board-on-Track is the

system of record that DESE uses to track that we comply with Open Meeting Law rules and meet our obligations. A training for all Committee Heads will be organized to remind all of the proper process. As a reminder, state notifications need to be made and meeting materials need to be posted 48 **business** hours before any Committee meeting.

- Enrollment as of 11/30 was 227, reflecting 1 attrition and 1 addition (net zero compared to previous month). However, a few more attritions are expected that will bring enrollment to 224-225 by end of 2021. Because our 2021/2022 budget is based on enrollment of 220, this will not be an issue.
- Recruiting season is open and early application numbers (49) are promising.
- 3 estimates for the roof repairs were received ranging from \$780-\$1M. In 2017, the bids were in the \$300K range. New bids will be sought in the spring, or later, as the supply chain issues that have led to this price increase subside.
- The Board also spent time discussing a parent email from 11/8, which led to revised policies posted on the MCCPS website. Peter Cohen commented that the school is better equipped to deal with this type of situations going forward.

V. Other Business

A. Presentation on HOS Mid Year Review

Katie Sullivan presented the process that the Board will follow for the Head of School Evaluation. Details are available in the pack.

- Board members are encouraged to familiarize themselves with the published HoS goals, read the HoS monthly progress reports, social media posts, school communications and attend school events, with a view to form their opinion
- Mid-cycle reviews will be collected in January
- Full-year reviews will be collected in May

Katie reminded all that filling out the HoS evaluations is the single most important duty of a Board Member.

B. Presentation of Spring 2021 MCAS Report

Matt Cronin did a very thorough presentation on the MCCPS MCAS results, which is available in the Board pack. Matt reiterated that results have to be taken in the context of:

- the school's unique student makeup and small size (adequate comp schools against which to measure MCCPS are actually provided by DESE)
- changes in the MCAS methodology due to the pandemic
- MCAS being only one of several metrics used by MCCPS (IXL etc) to measure student progress

A lively discussion followed. Board members are encouraged to reach out to the Academic Excellence Committee for more information. That Committee can direct more questions to Matt Cronin or Peter Cohen.

It was determined that the Board should agree how much weight needs to be given to MCAS scores in the general assessment of the performance of the school. February was mentioned as a potential Board meeting to do so.

MCAS metrics for Massachusetts are available

at <https://profiles.doe.mass.edu/statereport/nextgenmcas.aspx>

VI. Committee Updates

A.

Governance Committee

No update.

B. Finance Committee

Rudy Herve led a short review of the School's financials after 4 months, noting that the current net income excess is due to receiving DESE funds for enrollment of 230 students. As in previous years, there will be an adjustment in the coming months, which will bring our financials closer to budget.

The account for the Board-restricted fund has been set up and currently holds \$105K.

Artie Sullivan mentioned that the Finance Committee will likely be asked to review and potentially send to the Board a recommendation for necessary upgrades to the fire alarm system.

C. Personnel Committee

No update

D. Academic Excellence

No update.

E. Development & Communications

No update.

F. Strategic Plan Committee

No update.

G. Facilities Task Force

No update.

H. Covid/Pandemic Response Task Force

No update.

VII. Public Comment

A. Public Comment

No Public comments

VIII. Closing Items

A. Recap Action Items

B. Meeting Evaluation

It was generally thought that not having to depend on Mr. Baker's very slow typing and patchy note-taking skills considerably enhanced the fluency of the discussion.

C.

Adjourn Meeting

Rodolphe Herve made a motion to close the meeting.

Richard Doron seconded the motion.

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

Roll Call

Paul Baker Absent

Jessica Gelb Aye

Jessica Xiarhos Aye

Peter Cohen Aye

Peter Cheney Aye

Rodolphe Herve Aye

Nick Santoro Aye

Richard Doron Aye

NDack Toure Aye

William Rockwell Aye

Artie Sullivan Aye

Ian Hunt Absent

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

Respectfully Submitted,
Rodolphe Herve

Documents used during the meeting

- HOS Report to Board of Trustees 11_30_21.pdf
- HOS Evaluation Training21-22.pptx
- MCAS Board Presentation.pdf
- FinCom notes October 2021.pdf
- Oct-21.pdf

Cover Sheet

Approve Minutes of Dec 21, 2021 meeting

Section:	I. Opening Items
Item:	E. Approve Minutes of Dec 21, 2021 meeting
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for Monthly Board Meeting on December 21, 2021

DRAFT



MCCPS Board of Trustees

Minutes

Monthly Board Meeting

Date and Time

Tuesday December 21, 2021 at 7:00 PM

Location

Zoom

<https://zoom.us/j/98355446062?pwd=bVg2VzE4bEZUVXJqY0R4UIJnVmZ1dz09>

Trustees Present

Artie Sullivan (remote), Ian Hunt (remote), Jessica Gelb (remote), Jessica Xiarhos (remote), Nick Santoro (remote), Paul Baker (remote), Peter Cheney (remote), Peter Cohen (remote), Richard Doron (remote), William Rockwell (remote)

Trustees Absent

NDack Toure, Rodolphe Herve

Guests Present

Andrea Barlow (remote), Carol McEnaney (remote), Elizabeth Burns (remote)

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

Artie Sullivan called a meeting of the board of trustees of MCCPS Board of Trustees to order on Tuesday Dec 21, 2021 at 7:07 PM.

C. Accept Remote Participation

Jessica Gelb made a motion to Accept Remote Participation.
Peter Cheney seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

D. Approve Minutes

Richard Doron made a motion to approve the minutes from Monthly Board Meeting on 11-30-21.

Nick Santoro seconded the motion.

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

Roll Call

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

II. Public Comment

A. Public Comment

No comment at this time.

III. Student Presentations

A. Student Presentations

None this week .. will move forward with this in January.

IV. Review of Previous Meeting Action Items

A. Review of Previous Meeting Action Items

Artie Sullivan briefly reviewed action items from November meeting.

V. Board Annual Items

A.

Upcoming Meeting Agenda Items

Mid-cycle review for Dr. Peter Cohen will take place at the January 1/25/22 meeting. Peter will present his progress towards his goals at that meeting and the Board will complete evaluations ahead of the February board meeting.

B. Board Goals for SY 2021-2022

See Agenda...REALLY need to bolster committee and Board membership and quickly.

Parent Tim Wadlow has expressed interest in joining the Board of Trustees. Tim will be meeting the Governance committee at their January meeting and all being well, will be presented to the Board at the 1/25/22 meeting.

VI. HOS Report

A. Monthly Report

Peter presented his update. See HoS report in agenda for details.

There were questions regarding how the school will finance these two new positions (Dean of Students and a Human Resources professional). Finance committee assured Board that school has funds to do so. Also questions on how funding for the proposed murals will be attained.

Peter emphasized the importance of 100% Board participation in donating to the school fund. Board agreed that each member should donate an amount (of their choosing) annually in order to substantiate the claim that we have 100% participation.

VII. Other Business

A. Presentation on new contract with HOS

Discussion of Dr. Cohen's new contract.

The HoS Contract Negotiation Committee (Artie Sullivan, Paul Baker, Peter Cheney & Rudy Herve[absent]) presented the contract that they had negotiated with Dr. Cohen.

Please see agenda for actual contract.

The contract presented was for 5 years with a pay increase each year.

Much discussion ensued. The length of the new contract was not at issue, however the rate of pay year over year was debated at length.

In particular, Board members Ian Hunt & Jessica Gelb were concerned as to the percentage rate of salary increase, particularly when compared to that of faculty as well as the fact that faculty have no tenure and, for the most part, have only yearly contracts.

It was generally agreed and that the Contract Negotiation Committee could and should have done a better job of presenting comparisons and data to substantiate the merits of the new contract. Ian & Jessica Gelb, rightly, requested that this be reflected and noted in the minutes and that, moving forward, a powerpoint presentation (or something similar) be utilized in HoS contract presentations.

Peter Cheney made a motion to Approve the new HoS contract for Dr. Peter Cohen as presented.

Richard Doron seconded the motion.

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

Roll Call

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

VIII. Committee Updates

A. Governance Committee

Did not meet due to lack of quorum.

B. Finance Committee

In Monsieur Herve's absence, Rick Doran presented a truly fabulous and succinct update of the school financials.

Please see FinCom meeting updates in packet as well as Business Manager, Jeff Barry's enlightening notes.

C. Personnel Committee

Peter Cheney & Artie shared that the committee is working on a new and improved teacher survey to be sent out. It will consist of 25-30 questions. Committee members Katie Sullivan & James Rogers have worked extensively on this much needed revamp.

D. Academic Excellence

Jessica X shared that the committee had met briefly and that an MCAS task force group will be formed in order to dissect, compare and share out meaningful takeaways from MCAS results.

E.

Development & Communications

No meeting was held in December.

F. Strategic Plan Committee

Dr. Cohen shared that this committee is still at the formation stage. Stay tuned!

G. Facilities Task Force

Chair, Will Rockwell was unable to attend. Dr. Cohen shared that as there was no quorum, 3 of the committee members met and discussed planning a science lab and relocating the art and music rooms as well as a number of the classrooms.

There were also discussions regarding making changes in leasing terms for tenants renting warehouse space.

H. Covid/Pandemic Response Task Force

Dr. Cohen shared that there would be a review of covid policy based on what the State and DESE decide to implement. Basically a wait and see approach for the time being.

Nurse D has tendered her resignation and will leave MCCPS at the end of the current semester. A new School Nurse has been hired and will join MCCPS in early January.

IX. Public Comment

A. Public Comment

No comment

X. Board Member Comments and Resolutions

A. Board Member Comments and Resolutions

Chair Artie Sullivan wished everybody a good winter break and thanked everybody for their commitment to all things MCCPS.

XI. Closing Items

A. Recap Action Items

Personnel/Salaries/Wages/Tenure will be discussed in upcoming Personnel Committee meetings.

B. Meeting Evaluation

A long and worthwhile meeting with meaningful discussion regarding ways in which to fine tune future HoS contract presentations.

C. Adjourn Meeting

Jessica Gelb made a motion to Adjourn the meeting.
Peter Cheney seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:45 PM.

Respectfully Submitted,
Paul Baker

Cover Sheet

Presentation/Interview/Vote on Perspective Board Member - Tim Wadlow

Section: II. New Board Member
Item: A. Presentation/Interview/Vote on Perspective Board Member -
Tim Wadlow
Purpose: Vote
Submitted by:
Related Material: Tim Wadlow - Resume.pdf

Tim Wadlow
57 Orne Street
Marblehead, MA 01945

Professional Profile

Business owner, engineer, builder, creator, innovator.

Professional Experience

Lynn Manufacturing, Inc., Lynn, MA

President and Co-owner, 2010 to present

High temperature insulating company specializing in fabricating and forming ceramic fiber materials.

Penion Group, LLC, Marblehead, MA

Partner, 2008 to 2010

Investment company founded to find, acquire and operate small to medium size businesses in the New England area.

Stroud Consulting, Inc., Marblehead, MA

Senior Consultant, 2004 to 2008

Management Consultant focused on manufacturing operations.

Hagen & Co, Inc., Marblehead, MA

Consultant, 1997 to 2004

Management Consultant focused on manufacturing operations.

Education

Boston University, Boston, MA

Bachelor of Science in Mechanical Engineering, May of 1997

Graduated magna cum laude

Business Skills

- Lean Manufacturing
- Solidworks
- Amazon Selling

Extra Curricular

- Olympic Sailing Athlete, represented USA at 2004 and 2008 Olympic Games
- Olympic Sailing Committee board member, 2008 to 2016
- Corinthian Yacht Club member

Cover Sheet

Monthly Report

Section: VI. HOS Report
Item: A. Monthly Report
Purpose: FYI
Submitted by:
Related Material: HOS Report to Board of Trustees 1_25_22.pdf



HOS Report to the Board of Trustees

Submitted by Peter Cohen, Ed.D

Meeting Date: January 25, 2022

- **January 2022**
 - COVID19 Update
 - Attendance
 - New School Nurse
 - Masks, Vaccination Rate
 - Bullying Situation - what went right/wrong, procedures, next steps

- **Enrollment, Recruitment, Retention**
 - Current enrollment for 2021-2022 is 225 students.
 - Budget is based on 220 students enrolled.
 - 4th Grade = 47
 - 5th Grade = 51
 - 6th Grade = 45
 - 7th Grade = 49
 - 8th Grade = 33
 - Recruitment season is open for 2022-2023
 - Pre-enrollment report to DESE will indicate 230 students
 - New Applications Update
 - 133 total applications
 - 4th Grade = 71 (53 or 74% from M/S/N)
 - 5th Grade = 24
 - 6th Grade = 24
 - 7th Grade = 8
 - 8th Grade = 7
 - 80 Marblehead/Swampscott/Nahant (60%)
 - 33 Peabody
 - 26 Lynn or Salem
 - Yard Signs, POSTCARD, word of mouth (Facebook), banner
 - Next Open House - January 22

- DESE Site Visit - February 17, 2022
 - Need a focus group of Board members (maximum ten members)

Under separate cover:

Mid-Cycle Self Assessment of progress toward goals for the Head of School

Attendance in January 2022

January 3rd - 43 out, 19%

January 4th - 39 out 17%

January 5th - 33 out 14%

January 6th - 44 out 19%

January 10th - 46 out 20%

January 11th - 39 out 17%

January 12th - 35 out 15%

January 13th - 38 out 17%

January 14th - 50 out 22% (early release day before long weekend)

January 18th - 31 out 14%

January 19th - 24 out 11%

January 20th - 27 out 12%

COVID Dashboard on Website: <https://www.marbleheadcharter.org/covid-vaccination/>

COVID19	Student Cases	Staff Cases
Week of January 12-19, 2022	12	1
Cumulative Cases Since September 1, 2021	43	11

COVID Vaccination	Students	Staff	Total
#	97	50	147
%	43%	100%	53%

Cover Sheet

Head of School Mid Cycle Review

Section: VII. Other Business
Item: A. Head of School Mid Cycle Review
Purpose: Discuss
Submitted by:
Related Material: HoS Mid-Cycle Self Assessment - January 2022.pdf
HOS Mid-cycle Evaluation Form, 21-22.docx

Name: _____ Date: _____

**Head of School
Mid-cycle
Review**

Goal(s)	Description	Not Started	Off Target	On Target
Professional Practice				
	<p>Leadership & Administrative Team Development: Implement an Effective System for Observation, Feedback, and Evaluation of Teachers.</p> <p>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.</p> <p>Key Actions:</p> <ol style="list-style-type: none"> 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. 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. 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. <p>Measures:</p> <ul style="list-style-type: none"> 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 	✉	✉	✉
Comments				
School Improvement				
	<p>Define Criteria for Excellence & Measures of Learning: Implement the Criteria for Excellence & Portfolio System</p> <p>The Criteria for Excellence document is now complete. During the 2021-2022 school year teachers will integrate the skills</p>	✉	✉	✉

	<p>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.</p> <p>Key Actions:</p> <ol style="list-style-type: none"> 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. <p>Measures:</p> <ul style="list-style-type: none"> • 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. 			
<p>Comments</p>				
<p>Professional Practice</p>				
	<p>Communications & Marketing: Communication</p> <p>The Head of School will establish and maintain productive relationships with all employees.</p> <p>Key Actions:</p> <ol style="list-style-type: none"> 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 	<p>✉</p>	<p>✉</p>	<p>✉</p>

	<p>employment agreements and negotiate salary for the next year.</p> <p>4. The Head of School will plan opportunities for team building activities periodically throughout the school year.</p> <p>Measures:</p> <p>1. Staff satisfaction surveys will be utilized to measure progress toward this goal.</p>			
<p>Comments</p>				

Goals should be SMART and include at least one goal for each category: professional practice, student learning, and school improvement.
Check one box for each goal.

Comments:



Head of School - Dr. Peter Cohen

Mid-Cycle Self Assessment - Progress Toward Goals

January 25, 2022

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

- All advisory teachers, inclusion teachers, and teachers of world languages are involved in this year's Teaching Force program. They meet every Wednesday afternoon until 4:30pm. The first trimester focused on collegiality and team cohesion. The focus for the second trimester is student engagement.
- Every teacher has been assigned a primary evaluator. The Principal and Director of Student Services have been conducting classroom observations and providing feedback to teachers. Every teacher established a student learning goal and a professional practice goal. We are working on implementing a 360° system for feedback for every teacher with feedback coming from their primary evaluator, from students, from parents, and from colleagues.
- This winter we will measure progress and gather input from teachers via surveys.
- This goal is on target.

Goal 2: Implement the Criteria for Excellence & Portfolio System

- The department chairs are now on the Academic Excellence Committee
- The department chairs are helping each department with alignment of the criteria to units of study
- Each grade level has worked on the development of student portfolios (details shared at meeting)
- This goal is on target

Goal 3: Communication

- Individual meetings have taken place in the fall
- In March the next round of individual meetings will take place
- We have more faculty meetings and discussions this year as compared to the hybrid year during the pandemic
- A weekly newsletter is shared with the community
- A Monday Morning Memo is shared with the faculty
- The Personnel Committee is finalizing a staff survey
- This goal is on target

FYI:

Two+ weeks in the evening life of the Head of School:

Week of January 17-21

January 18 - 7pm - Facilities Task Force meeting

January 19 - 6pm - Pandemic Response meeting (unofficial - needed to set new meeting date)

January 20 - 6:30pm - Meeting with parents of 7th graders, update on behavior concerns

Week of January 24-28

January 24 - 7pm - Development & Communications Committee meeting

January 25 - 7pm - Board of Trustees meeting

January 26 - 7pm - Town Hall meeting with parents to provide updates on COVID/testing

January 27 - 7pm Strategic Planning Committee Meeting

Week of January 31- February 4

January 31 - 6pm - Pandemic Response Task Force Meeting

February 1 - 7pm - Governance Committee meeting

9 evening meetings over 12 weekdays.

Cover Sheet

22-23 School Calander

Section: VII. Other Business
Item: B. 22-23 School Calander
Purpose: Discuss
Submitted by:
Related Material: DRAFT MCCPS MASTER CALENDAR 2022-2023.pdf

Marblehead Community Charter Public School 2022-2023 School Calendar

August/September 2022				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31	1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

October 2022				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

November 2022				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

December 2022				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

January 2023				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

- August 2022**
 22 New Teacher Orientation
 23-26 Faculty Workshops
 29 First Day of School
- September 2022**
 2 No School
 5 Labor Day – No School
 14 Half Day for Students
- October 2022**
 7 Half Day for All
 10 Indigenous Peoples’ Day – No School
 12 Half Day for Students
- November 2022**
 2 Half Day for Students
 11 Veterans’ Day – No School
 21 Term 1 Exhibition
 22 Exhibition Part II – Half Day All
 23-27 Thanksgiving Break
 28 No School for Students – PD Day
- December 2022**
 7 Half Day for Students
 15-16 Early Release Days for Student-Led Conferences
 17 Open House
 22 Half Day for All
 23-31 Winter Break – No School
- January 2023**
 4 Half Day for Students
 13 Half Day for All
 16 MLK Jr. Day – No School
 21 Open House
- February 2023**
 1 Half Day for Students
 17 Half Day for All
 20-24 February Break – No School
- March 2023**
 1 Half Day for Students
 16 Term 2 Exhibition
 17 Exhibition Part II – Half Day All
 20 No School for Students – PD Day
 29 Half Day for Students
- April 2023**
 14 Half Day for All
 17-21 April Vacation
- May 2023**
 3 Half Day for Students
 26 Half Day for All
 29 Memorial Day – No School
- June 2023**
 7 Half Day for Students
 14 Term 3 Exhibition
 15 Exhibition Part II – Half Day All
 15 8th Grade Graduation
 16 Last Day of School – Half Day
 19 Juneteenth – No School
 20-21 Faculty Workshops

February 2023				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			

March 2023				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

April 2023				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

May 2023				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

June/July 2023				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

	School Closed for Holiday or Vacation Or No School for Professional Development		First Day of School for Students
	Half Days for Students – Dismissal at 12PM Wednesday half days = PD for Faculty		Last Day of School for Students – Half Day
	Faculty Professional Development Days		Wednesday & Friday Dismissal is at 2:30PM
	Student-Led Conferences will take place in the afternoon on these dates. Early Dismissal for students.		

Cover Sheet

Board and Committee Composition

Section: VII. Other Business
Item: C. Board and Committee Composition
Purpose: Discuss
Submitted by:
Related Material: Composition.pdf

Board	HOS	Parent	Community	Faculty				Total
Minimum	1	1	1	1				9
Maximum	1			3				15
Current	1	4	5	2				12
Committies	HOS	Parent	Community	Faculty	Staff	PTO	Board	Total
Minimum		1	1	1			1	3
Governance		1			1		2	4
Personnel			2	1			2	5
Finance		1	1		2	needed	4	8
Academic Excellence		2		2	1		1	6
Development & Communications		2		1	2		2	7
Facilities		8	1	1	1		2	13
Strategic Planning	1			2			2	5
Covid Task Force	1	3			1		1	6

Board	HOS	Parent	Community	Faculty				Total
Minimum	1	1	1	1				9
Maximum	1			3				15
Current	Peter	Artie, Richard, Ndack, Jess G	Paul, Rudi, Ian, Peter, Will	Jess X, Nick				12
Committies	HOS	Parent	Community	Faculty	Staff	PTO	Board	Total
Minimum		1	1	1			1	3
Governance		1			1		2	4
Personnel	Peter		Katie, John	Jen			Artie, Peter	5
Finance	Peter	Julie	Karl		Jeff, Andrea	needed	Rudi, Richard, Artie, Ndack	8
Academic Excellence		Kim, Meg		Ellen, Molly	Matt		Jess X	6
Development & Communications		Amy, Connie		Ellen	Jeff, Beth		Ian, Jess G	7
Facilities		Ariane, Brad, Christian, Jim, John, Karen, Marisa, Nathan	Rebecca	Jen	Andrea		Will, Peter	13
Strategic Planning	Peter			Carol, Erik			Nick, Jess	5
Covid Task Force	Peter	Kristin, Lana, Wanda			Melissa		Ndack	6

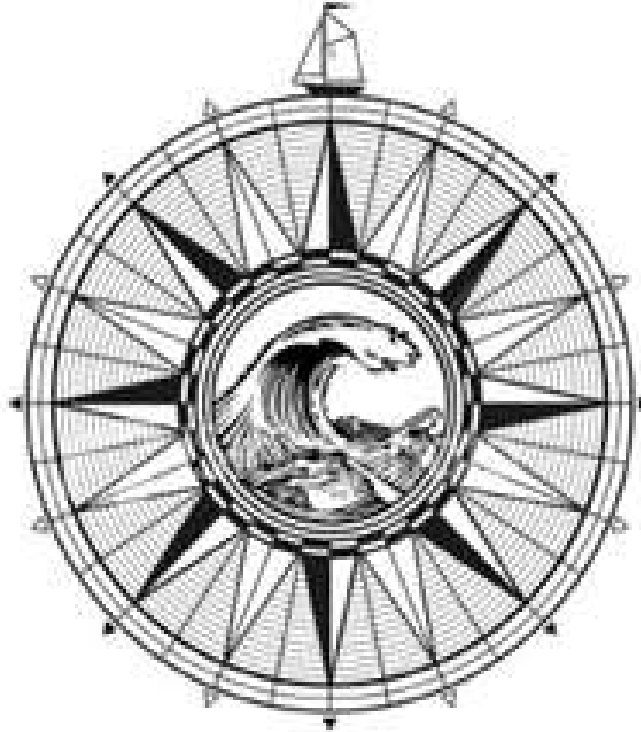
Cover Sheet

Finance Committee

Section:	VIII. Committee Updates
Item:	B. Finance Committee
Purpose:	Discuss
Submitted by:	
Related Material:	Dec-21.pdf FinCom_notes_Dec_2021.pdf

Marblehead Community Charter Public School

Financial Results As of December 31, 2021



Prepared and reviewed by:

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

MCCPS

Balance Sheet Comparison

As of December 31, 2021

	As of Dec 31, 2021	As of Dec 31, 2020 (PY)	Increase / (Decrease)	%age
ASSETS				
Current Assets				
Checking/Savings				
1073 — EBSB Payroll (8947)	17,142	26,722	(9,580)	-35.9%
1072 — EBSB Operating (8934)	580,345	464,700	115,645	24.9%
1010 — Charter Hall (8202)	0	2,670	(2,670)	-100.0%
1040 — Petty Cash (4534)	1,695	1,864	(169)	-9.1%
1070 — Checking (4542)	44,683	86,037	(41,354)	-48.1%
1085 — PayPal	8,225	2,435	5,790	237.8%
1090 — FoodService (5077)	3,890	12,595	(8,705)	-69.1%
1074 Board Restricted (0623)	105,000		105,000	
Total Checking/Savings	760,979	597,022	163,957	27.5%
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	801,269	597,022	204,247	34.2%
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	124,665	63,784	60,880	95.4%
1531 — Fixed Assets	66,648	66,648	0	0.0%
1599 — Accumulated Depreciation	(763,262)	(662,928)	(100,334)	15.1%
Total Fixed Assets	3,678,051	3,717,504	(39,454)	-1.1%
TOTAL ASSETS	4,479,320	4,314,527	164,793	3.8%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 — Accounts Payable	736	(32,444)	33,180	-102.3%
2010 — Accounts Payable FS	0	0	0	
Total Accounts Payable	736	(32,444)	33,180	-102.3%
Other Current Liabilities				
2110 — Accrued Payroll	79,427	0	79,427	NA
2110-25 — Payroll Liabilities	(4,223)	442	(4,665)	-1055.0%
2110-30 403B	(200)	(200)	0	NA
2111 — Accrued Payroll Taxes	5	5	0	NA
2160-25 — MTRB Liability	16,772	15,771	1,000	6.3%
2190-25 — Payroll Clearing Account	(2,794)	6,108	(8,902)	-145.7%
2230 — Accrued Expenses	39,898	81,691	(41,793)	-51.2%
2200 — Deferred Revenue	0	0	0	
Total Other Current Liabilities	128,884	103,817	25,067	24.1%
Total Current Liabilities	129,621	71,374	58,247	81.6%
Long Term Liabilities				
2613 — East Boston Savings Bank	3,565,302	3,668,881	(103,579)	-2.8%
Total Long Term Liabilities	3,565,302	3,668,881	(103,579)	-2.8%
Total Liabilities	3,694,923	3,740,254	(45,332)	-1.2%
Equity				
3000 — Opening Bal Equity	(295)	(295)	0	0.0%
3900 — Retained Earnings	499,091	353,926	145,166	41.0%
Net Income	285,600	220,641	64,959	29.4%
Total Equity	784,397	574,272	210,125	36.6%
TOTAL LIABILITIES & EQUITY	4,479,320	4,314,527	164,793	3.8%

MCCPS
Profit and Loss Prev Year Compariso
 July-December 2021

	Accrual Basis				# months YTD		
	Jul - Dec, 2021	Jul - Dec, 2020 (PY)	Increase / (Decrease)	%age	Budget	Over / (Under)	%age
Ordinary Income/Expense							
Income							
4005 — STATE ALLOCATION	1,845,682	1,626,365	219,317	13.5%	1,774,300	71,382	4.0%
4040 — INVESTMENT INCOME	165	126	40	31.4%	50	115	230.8%
4050 — OTHER INCOME	24,604	15,889	8,715	54.8%	12,375	12,229	98.8%
4055 — STUDENT SUCCESS FUND	21,562	18,232	3,330	NA	9,000	12,562	139.6%
4057 — VACATION PROGRAMMING			0	NA	0	0	NA
4060 — CONTRIBUTIONS (MCEF)		250	(250)	NA	0	0	NA
4070 — PRIVATE GRANTS			0	NA	0	0	NA
4080 — REIMBURSEMENTS	10,273	2,860	7,413	259.2%	1,000	9,273	927.3%
4085 — MEDICARE REIMB.			0	NA	0	0	#DIV/0!
4090 — FUNDRAISING	8,366	5,124	3,241	NA	25,000	(16,634)	-66.5%
Total Income	1,910,653	1,668,847	241,806	14.5%	1,821,725	88,928	4.9%
Gross Profit	1,910,653	1,668,847	241,806	14.5%	1,821,725	88,928	4.9%
Expense							
5000 — PERSONNEL	1,151,020	1,017,722	133,297	13.1%	1,288,324	(137,304)	-10.7%
5140 — BENEFITS	170,804	150,691	20,113	13.3%	219,333	(48,528)	-22.1%
5150 — STAFF DEVELOPMENT	11,358	8,018	3,340	41.7%	15,000	(3,642)	-24.3%
5160 — SEARCH COSTS		1,823	(1,823)	-100.0%	913	(913)	-100.0%
5170 — SUBSTITUTE	460	16,396	(15,936)	-97.2%	0	460	NA
5200 — DIRECT STUDENT SUPPORT	30,875	21,393	9,482	44.3%	31,150	(275)	-0.9%
5300 — OCCUPANCY	73,294	55,287	18,007	32.6%	52,500	20,794	39.6%
5400 — OFFICE & ADMIN	107,144	120,635	(13,491)	-11.2%	122,347	(15,203)	-12.4%
6100 — Depreciation	50,544	47,334	3,210	6.8%	47,500	3,044	6.4%
5329 — COVID19		0	0	NA	0	0	NA
Total Expense	1,595,500	1,439,299	156,200	10.9%	1,777,066	(181,566)	-10.2%
Net Ordinary Income	315,153	229,548	85,606	37.3%	44,659	270,494	605.7%
Net Income	315,153	229,548	85,606	37.3%	44,659	270,494	605.7%

MCCPS
Profit and Loss Standard
 July-December 2021

	Jul 2021	Aug 2021	Sep 2021	Oct 2021	Nov 2021	Dec 2021	Total
Income							
4005 STATE ALLOCATION	305,762	305,762	305,762	305,762	305,762	316,872	1,845,682
4040 INVESTMENT INCOME	16	62	27	19	18	24	165
4050 OTHER INCOME		5,305	5,375	3,007	4,050	6,868	24,604
4055 STUDENT SUCCESS FUND		771	7,035	13,510	246		21,562
4080 REIMBURSEMENTS				10,273			10,273
4090 FUNDRAISING				3,739	3,748	879	8,366
Total Income	305,778	311,900	318,199	336,310	313,824	324,643	1,910,653
Gross Profit	305,778	311,900	318,199	336,310	313,824	324,643	1,910,653
Expenses							
5000 PERSONNEL	92,137	170,545	240,070	211,992	216,365	219,911	1,151,020
5140 BENEFITS	25,510	20,235	29,478	34,831	34,184	26,566	170,804
5150 STAFF DEVELOPMENT		2,936	20,068	7,484	-19,130		11,358
5170 SUBSTITUTE		360			100		460
5200 DIRECT STUDENT SUPPORT	7,753	3,212	6,568	3,299	4,703	5,339	30,875
5300 OCCUPANCY	6,621	21,814	38,963	12,586	-17,632	10,941	73,294
5400 OFFICE & ADMIN	11,448	17,829	26,278	14,900	16,562	20,128	107,144
6100 Depreciation	7,889	7,889	7,889	8,959	8,959	8,959	50,544
Total Expenses	151,358	244,821	369,313	294,051	244,112	291,844	1,595,500
Net Operating Income	154,420	67,079	-51,114	42,259	69,712	32,799	315,153
Net Income	154,420	67,079	-51,114	42,259	69,712	32,799	315,153

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

	01 - General Fund	20 - School Lunch	21 - Student Activities	22 - Athletics	23 - Nature's Classroom	24 - Project Adventure	Total 21 - Student Activities	90 Federal Grants	115 - ESSER II	119 - ESSER III	140 - Title 2	240 - Sped 94-142	252 - AmRescue IDEA	258 - SPED Transition	274 - Targeted SPED	305 - Title 1	309 - Title 4	437 - Summer Reimbursement	Total 90 Federal Grants	92 Private Grants	94-FMPSGrant	Total 92 Private Grants	TOTAL	
Income																								
4065 STATE ALLOCATION	1,845,682						0												0			0	1,845,682	
4070 FEDERAL & STATE GRANTS							0	8,584	17,044	368	7,747	1,126	5,081	2,666	7,426	13,900	1,420	65,362				0	65,362	
4020 SCHOOL LUNCH		73,866					0												0			0	73,866	
4030 STUDENT ACTIVITIES				8,970		3,640	12,610												0			0	12,610	
4040 INVESTMENT INCOME	165	2					0												0			0	165	
4050 OTHER INCOME	24,604						0												0			0	24,604	
4055 STUDENT SUCCESS FUND	21,562						0												0			0	21,562	
4070 PRIVATE GRANTS							0												0	1,800		1,800	1,800	
4080 REIMBURSEMENTS	10,273						0												0			0	10,273	
4090 FUNDRAISING	8,366						0												0			0	8,366	
Total Income	1,910,653	73,869	0	8,970	0	3,640	12,610	0	8,584	17,044	368	7,747	1,126	5,081	2,666	7,426	13,900	1,420	65,362	1,800	0	1,800	2,064,294	
Gross Profit	1,910,653	73,869	0	8,970	0	3,640	12,610	0	8,584	17,044	368	7,747	1,126	5,081	2,666	7,426	13,900	1,420	65,362	1,800	0	1,800	2,064,294	
Expenses																								
5000 PERSONNEL	1,151,020	16,106		2,500			2,500		24,136			18,833	11,263			6,435			60,667				0	1,230,293
5140 BENEFITS	170,804						0												0				0	170,804
5150 STAFF DEVELOPMENT	11,358						0		20,000										20,000		1,800	1,800	33,158	
5170 SUBSTITUTE	460						0												0			0	460	
5200 DIRECT STUDENT SUPPORT	30,875						0	5,969	15,181			1,950				4,988	7,204		35,292		3,340	3,340	69,508	
5281 STUDENT ACTIVITY				4,371	824	5,880	11,075												0			0	11,075	
5270 SCHOOL LUNCH EXP		28,733					0												0			0	28,733	
5300 OCCUPANCY	73,294						0		3,680										3,680			0	76,974	
5400 OFFICE & ADMIN	107,144						0												0			0	107,144	
6100 Depreciation	50,544						0												0			0	50,544	
Total Expenses	1,995,000	44,839	0	6,871	824	5,880	13,575	5,969	42,998	20,000	0	20,783	11,263	0	0	11,423	7,204	0	119,639	0	5,140	5,140	1,778,693	
Net Operating Income	315,153	29,029	0	2,099	-824	-2,240	-965	-5,969	-34,414	-2,956	368	-13,036	-10,137	5,081	2,666	-3,997	6,696	1,420	-54,277	1,800	-5,140	-3,340	285,600	
Net Income	315,153	29,029	0	2,099	-824	-2,240	-965	-5,969	-34,414	-2,956	368	-13,036	-10,137	5,081	2,666	-3,997	6,696	1,420	-54,277	1,800	-5,140	-3,340	285,600	

MCCPS**26,991.00****845.00****Financial Ratios**

As of December 31, 2021

months YTD

6

Debt Service Coverage Ratio	5.24
Days of Cash	90
LUNA (liquid unrestricted net assets)	3.01

Debt Service Coverage Ratio	
Standard monthly payment (Principal and Interest)	10,031
Net operating Income YTD	315,153
Annualized based on YTD results	630,307
Calculated Debt Service Ratio	5.24

Days Cash	
Cash on Hand	760,979
Operating Expense YTD	1,595,500
Annualized	3,190,999
Noncash expense	50,544
Depreciation YTD	
Annualized	101,088
Days Cash	90

Liquid Unrestricted Net Assets	
Unrestricted Net Assets	4,479,320
Fixed Assets	3,678,051
Liquid Unrestricted NA	801,269
Expense (YTD)	1,595,500
Monthly	265,917
LUNA	3.01

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 December 2021

The December check from the Commonwealth increased from \$305,762 to \$316,872 (+ \$11,110). On January 4th the state issued updated tuition information...details attached below.

9/20/21 – projected FY22 tuition: \$3,669,151 / 230 (\$15,952.83 per)

1/4/22 – projected FY22 tuition: \$3,746,928 / 225 (\$16,653.01 per)

FY22 budget: \$3,548,600

\$16,653 is the number we will use to craft the FY23 proposed budget

At press time the enrollment was 226. Peter can update on enrollment and admissions for next year.

We have not heard anything further on the potential disbursement of additional federal Covid dollars.

Revenue

We continue to receive targeted donations from Giving Tuesday/Fund A Need on the website. The school gets payments via the school's PayPal account, the MCEF PayPal account and via check to the school and/or the Fund. I'm currently working on a consolidated detailed breakdown of these donations. While some requests have been met (5th grade headphones), most of the others will be cumulative over a longer period of time, so accurate tracking is important.

Categories: Mural, signage, recess/PE equip, kitchen equip, athletic uniforms, bike rack, ukuleles, general.

Expenses

- The Marketing Intern (Siyana Minkova) is now on the books (\$200 wk/ \$8K max)
- Melissa Wilson is our new nurse, she is at the same rate of pay as our previous nurse.
- We spent \$1,300 on a Title IX manual from an attorney who specializes in that. The Biden administration has been issuing Dear Colleague letters that make changes to the Title IX protocols (Legal).
- We settled one of our long term liabilities – we had owed our former HRA TPA \$41K because they did not send a final bill. They sent the bill and we paid the balance due. The long term liability that remains on the Balance Sheet is the 12 year old state unemployment item.
- It does not appear that Rockland Trust is charging us a monthly maintenance fee. If that is the case it will save us approx. \$1K annually.

Grant updates

This was from Andrea on 12/31: *Good News! We have been awarded the grant from the Marblehead Cultural Council in the amount of \$1,500 that we can put towards the You Are Loved Mural. Still waiting to hear from the Nahant and Swampscott councils. I also resubmitted another application to the Awesome Foundation.*

From last month: Andrea, Lara Goodman & Ariane Purdy applied for and were awarded \$5,500 from the MA Cultural Council towards the proposed mural project at the school. Some of the Fund A Need monies were earmarked for this as well.

Andrea recently applied for a competitive grant from the state in the amount of \$31,400 for Accelerating Literacy with High-Quality Instructional Materials.

From last month: Andrea applied for and we were awarded a state grant in the amount of \$15,349 which will reimburse us for certain expenses related to summer school earlier this year.

ALL HAIL ANDREA!

Other notes

The Rockland Trust Line of Credit (\$300K) expired on 12/31. On 12/20 Dave Lawson said he was working on a temporary extension until 3/31/22 (same as last year). He asked for updated financial information, which I have been sending him.

The MCEF state & federal taxes have been filed.

We have not been able to find the HR person, but the Dean of Students interviews are ongoing.

1/14/22

Massachusetts Department of Elementary and Secondary Education
Office of District and School Finance

Preliminary FY22 Charter School FTE and Tuition (Q2)

		TUITION		
		FOUNDATION & ABOVE FOUNDATION TUITION	TRANSPORTATION TUITION	TOTAL PAYMENT TO CHARTER
464	MARBLEHEAD COMMUNITY	230.0	0	3,746,928

		FTE		
		PROJECTED EXCESS OF PROJECTION (MAXIMUM) FTE	TRANSPORTATION FTE	REPORTED FTE
464	MARBLEHEAD COMMUNITY	230.0	1.8	225.0

FY22 Preliminary Rates by Charter School and Sending District (Q2)

CHARTER BY DISTRICT		CHARTER SCHOOL		CAMPUS		SENDING DISTRICT		RATES	
Cha Lea	Chalocsend	Charter School	Campus Location	Campus Lea	Send Lea	Charter School	Sending District	Foundation Rate	Total Rate
464	464168030	MARBLEHEAD	MARBLEHEAD	168	30	MARBLEHEAD	BEVERLY	12,310	16,288
464	464168163	MARBLEHEAD	MARBLEHEAD	168	163	MARBLEHEAD	LYNN	12,255	13,193
464	464168168	MARBLEHEAD	MARBLEHEAD	168	168	MARBLEHEAD	MARBLEHEAD	10,262	18,806
464	464168196	MARBLEHEAD	MARBLEHEAD	168	196	NAHANT	NAHANT	9,350	16,255
464	464168229	MARBLEHEAD	MARBLEHEAD	168	229	PEABODY	PEABODY	11,580	13,645
464	464168248	MARBLEHEAD	MARBLEHEAD	168	248	REVERE	REVERE	14,692	16,474
464	464168258	MARBLEHEAD	MARBLEHEAD	168	258	SALEM	SALEM	11,151	15,982
464	464168291	MARBLEHEAD	MARBLEHEAD	168	291	SWAMPSCOTT	SWAMPSCOTT	10,025	14,345

FTE & TUITION		FOUNDATION & ABOVE FOUNDATION TUITION		NET SCHOOL SPENDING (NSS)		TRANSPORTATION		TOTAL	
FTE		Tuition	Cap	Tuition	Cap	Facilities	Total Tuition	Pre Enro FTE Cap	Per Pupil NSS Cap
4.00	BEVERLY	61,400	0	0	0	3,752	65,152	0.00	0
27.00	LYNN	330,885	0	0	0	25,326	356,211	0.00	0
114.00	MARBLEHEAD	2,036,952	0	0	0	106,932	2,143,884	0.00	0
9.00	NAHANT	137,853	0	0	0	8,442	146,295	0.00	0
3.00	PEABODY	38,121	0	0	0	2,814	40,935	0.00	0
2.00	REVERE	31,072	0	0	0	1,876	32,948	0.00	0
9.00	SALEM	135,396	0	0	0	8,442	143,838	0.00	0
57.00	SWAMPSCOTT	764,199	0	0	0	53,466	817,665	0.00	0
225.00									