



## MCCPS Board of Trustees

### MCCPS Monthly Board of Trustees Meeting

Published on December 16, 2022 at 9:53 AM EST

---

#### Date and Time

Tuesday December 20, 2022 at 7:00 PM EST

#### Location

17 Lime Street  
Marblehead, MA

---

#### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>7:00 PM</b>
Opening Items			
<b>A.</b> Record Attendance and Guests		William Rockwell	
<b>B.</b> Call the Meeting to Order		Tim Wadlow	5 m
<b>C.</b> Approve Minutes	Approve Minutes	Tim Wadlow	2 m
<b>II. Public Comment</b>			<b>7:07 PM</b>
<b>A.</b> Public Comment	Discuss	Tim Wadlow	5 m
<b>III. Opening Comments From Chair</b>			
Thanks Artie			

	Purpose	Presenter	Time
State of the Board of Trustees (vice-chair, new board members)			
Architect / building upgrades			
Observations from enrichment / exhibition			

**IV. Board Annual Items**

<b>A. Upcoming Meeting Agenda Items</b>	FYI	Tim Wadlow	
<ul style="list-style-type: none"> <li>• Dec–                             <ul style="list-style-type: none"> <li>◦ Adopt School Calendar</li> <li>◦ Committee Memberships and Vice-Chairs</li> </ul> </li> <li>• Jan – HOS Mid-year review</li> <li>• Feb - Adopt School Calendar</li> <li>• March – Set up Satisfaction Survey, Set Annual Board Retreat Date, Presentation of HOS Annual Evaluation Form</li> <li>• April – Presentation by HOS of Annual Goals, Budget Adoption</li> <li>• May – HOS Annual Evaluation</li> <li>• June – Annual Board Retreat</li> <li>• July - Adopt Annual Report, by July 31, Adopt Annual Board Goals</li> <li>• August – Adopt HOS Goals, Open Annual Board Self Assessment</li> <li>• Sept – Review Annual Board Self Assessment</li> <li>• Oct –                             <ul style="list-style-type: none"> <li>◦ Approve the Head of School Goals</li> <li>◦ Adoption of the Annual Audit</li> <li>◦ Presentation on HOS Evaluation Process by the Personnel Committee</li> </ul> </li> <li>• Nov - MCAS Presentation</li> </ul>			

**V. HOS Report 7:12 PM**

<b>A. Monthly Report</b>	FYI	Peter Cohen	15 m
<b>B. Approve the MCCPS 23-24 Calendar</b>	Vote	Peter Cohen	5 m

**VI. Other Business 7:32 PM**

<b>A. Committee Memberships</b>	Vote	Tim Wadlow	10 m
<b>B. Elect new Vice-chairman</b>	Vote	Tim Wadlow	5 m

**VII. Committee Updates 7:47 PM**

	Purpose	Presenter	Time
<b>A. Governance Committee</b>	Discuss	Nick Santoro	5 m
<b>B. Finance Committee</b>	Discuss	Rudi Herve	10 m
<b>C. Personnel Committee</b>	Discuss	Artie Sullivan	5 m
<b>D. Academic Excellence</b>	Discuss	Jessica Xiarhos	5 m
<b>E. Development &amp; Communications</b>	Discuss	Jessica Gelb	5 m
<b>F. Strategic Plan Committee</b>	Discuss	Nick Santoro	5 m
<b>G. Facilities Task Force</b>	Discuss	William Rockwell	5 m
<b>VIII. Public Comment</b>			<b>8:27 PM</b>
<b>A. Public Comment</b>	Discuss	Tim Wadlow	5 m
<b>IX. Board Member Comments and Resolutions</b>			<b>8:32 PM</b>
<b>A. Board Member Comments and Resolutions</b>	Discuss	Tim Wadlow	3 m
This is an opportunity for Board Member Comments and Resolutions			
<b>X. Closing Items</b>			<b>8:35 PM</b>
<b>A. Adjourn Meeting</b>	Vote	Tim Wadlow	

# Coversheet

## Approve Minutes

<b>Section:</b>	I. Opening Items
<b>Item:</b>	C. Approve Minutes
<b>Purpose:</b>	Approve Minutes
<b>Submitted by:</b>	
<b>Related Material:</b>	2022_11_29_board_meeting_minutes.pdf

DRAFT



## MCCPS Board of Trustees

### Minutes

#### MCCPS Monthly Board of Trustees Meeting

---

**Date and Time**

Tuesday November 29, 2022 at 7:00 PM

**Location**

17 Lime Street  
Marblehead, MA

Join Zoom Meeting

[https://us06web.zoom.us/j/98355446062?  
pwd=bVg2VzE4bEZUVXJqY0R4UIJnVmZ1dz09](https://us06web.zoom.us/j/98355446062?pwd=bVg2VzE4bEZUVXJqY0R4UIJnVmZ1dz09)

Meeting ID: 983 5544 6062

Passcode: MCCPSbot

---

**Trustees Present**

Ian Hunt, Jessica Gelb (remote), Jessica Xiarhos, Peter Cohen, Rodolphe Herve, William Rockwell

**Trustees Absent**

Artie Sullivan, Nick Santoro, Paul Baker, Tim Wadlow

**Guests Present**

Andrea Barlow (remote), Carol McEnaney (remote), Katie Holt (remote), Lindsay Smith, Matt Cronin

---

**I. Opening Items**

**A. Record Attendance and Guests**

**B. Call the Meeting to Order**

Rodolphe Herve called a meeting of the board of trustees of MCCPS Board of Trustees to order on Tuesday Nov 29, 2022 at 7:00 PM.

### **C. Approve Minutes**

Rodolphe Herve made a motion to Approve the revised meeting minutes from the MCCPS Board of Trustees meeting conducted October 25th, 2022.

Jessica Xiarhos seconded the motion.

The following revisions were made to the 10/25 meeting minutes:

- Nick, Peter, Paul, Rudi, and Tim attended the 10/25 meeting in person
- Katie was not listed as a guest
- Peter Cohen voted Yes, not No, to approving prior meeting minutes
- Artie elected to Abstain from Special Staff Compensation Bonus
- Agenda Item VI B is titled "Special Staff Compensation Bonus". The motion and vote was for the transfer to the Restricted fund. The Special Compensation vote took place after this vote to transfer to the restricted fund

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

## **II. Public Comment**

### **A. Public Comment**

- N/A

## **III. Opening Comments From Chair**

### **A. Opening Comments**

- N/A

## **IV. Board Annual Items**

### **A. Upcoming Meeting Agenda Items**

- Items for tonight's meeting include Adoption of school calendar, voting in new members, MCAS presentation
  - Adoption of school calendar will be postponed to next Board meeting

## **V. HOS Report**

### **A. Monthly Report**

- Please see attached Head of School report for detailed information

### **B. Approve the MCCPS 23-24 Calendar**

- Given low Board attendance for this meeting, the Board elected to postpone this item until the next Board of Trustees meeting scheduled for December 20th, 2022

## VI. Other Business

### A. MCAS Results Presentation

- Please see attached MCAS Presentation slideshow for detailed information
- Q&A portion (followed Matt Cronin's presentation of slideshow)
  - Peter- during the presentation that Matt and I attended, the state didn't sugar coat it- they know the state needs improvement
  - Katie- glad to hear there's Charter-specific plan for improving these numbers
    - Peter- walking a tight rope between focusing on giving the right answers vs. sticking with our project-based focus
  - Lindsay- favorite part is Charter-specific approach to solving problems... if there is a way to communicate this to the larger community it may be worthwhile because this tells a powerful story as a parent
  - Lindsay- Jess X, as a teacher do you have any thoughts on this?
    - Jess- I looked at my students' math data from last year and last year's ELA data for my current ELA students to understand where they're at... also keeping in balance writing skill v. writing for MCAS skill

### B. Potential New Board Members Interview: Katie Holt

William Rockwell made a motion to move that the Board appoint Katie holt as a member of the MCCPS board of trustees to fill a term commencing immediately upon approval by Department of Elementary and secondary Education and expiring three (3) years from the date of DESE approval. Jessica Xiarhos seconded the motion.

- Voting on new members
  - Katie holt
    - Intro
      - Looking forward to getting more involved at MCCPS
      - Have been impressed with holistic education my child has been provided at MCCPS
    - Questions
      - Jess G- favorite part about MCCPS education?
        - Public speaking early on, love that there's 2 classes per grade, love the holistic approach
        - Positive attitude, critical thinking and problem-solving skills from my time as a litigation attorney for the federal governance
      - Jess X- have you attended committee meetings and if so, do you know which you'd like to join?
        - I'd like to join governance given my experience with regulatory work... I could bring procedural expertise
        - Ian- are there any particular causes that you would advocate for as a member of the BOT?
        - Katie- I'd advocate for continuation of collaborative efforts and the continuation of a diverse

The board **VOTED** unanimously to approve the motion.  
 William Rockwell made a motion to move that the Board invite the newly appointed Trustee, Katie Holt, to all Board Meetings and activities while their approval is pending with the Department of Elementary and secondary education. Katie 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.  
 Rodolphe Herve seconded the motion.  
 The board **VOTED** unanimously to approve the motion.

### C. Potential New Board Members Interview: Lindsay Smith

William Rockwell made a motion to move that the Board appoint Lindsay Smith as a member of the MCCPS board of trustees to fill a term commencing immediately upon approval by Department of Elementary and secondary Education and expiring three (3) years from the date of DESE approval.  
 Rodolphe Herve seconded the motion.

- Intro
  - Lindsay- as the parent of 5th grader, BOT draws me because I've always had interest in improving education (I'm a teacher) ... really want to get involved and see Charter schools as an opportunity to provide a more nimble, modern education than that typically provided in public schools
  - Excited to support teachers, as BOT is in excellent position to do so
- Questions
  - Rudi- interest in specific committee?
    - Since I'm already working with teaching force, I will be able to scratch an itch... I'm looking at communications
  - Jess G- Areas of improvement?
    - No windows in 4th/5th grade classrooms, parents mention the look at curb appeal (or lack thereof)
    - Things I love- diversity of the student body... I will advocate to continue delivering the racial, socioeconomic and neurocapable diversity that the school brings

The board **VOTED** unanimously to approve the motion.  
 Jessica Xiarhos made a motion to move that the Board invite the newly appointed Trustee, Lindsay Smith, to all Board Meetings and activities while their approval is pending with the Department of Elementary and secondary education. Lindsay 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.  
 William Rockwell seconded the motion.  
 The board **VOTED** unanimously to approve the motion.

### D. Committee Memberships

- The Board elected to postpone this agenda item until it's December 20th meeting

### E. MCCPS Warehouse Expansion Project - Ebbrell Proposal



- Please see attached Ebbrell Proposal for detailed information
- Discussion/Q&A
  - Setting the stage
    - WR outlined objectives, what's happened to date
    - Peter- Ariane Purdy stepped down from FTF well in advance of RFP to avoid conflict of interest
- About Ebbrell's presentation
  - General notes
    - FTF impressed with their experience
    - They're a small firm so we will be a priority project and they're passionate
    - They're a female-owned firm
  - Thoughts on proposal
    - Timeline is aggressive in regard to start date but the actual schedule appears reasonable
  - Questions
    - Jess X- did the Facilities Task Force vote to bring this proposal forward?
      - Peter- yes, voted to bring this to FInCom and then once approved, we came to BOT
    - Jess X- how final are these plans?
      - Peter- not at all... parts are relatively solid (ex: art/music) but we understand that the architects may provide valuable input that will better our plan
    - Jess X- would strongly recommend more bathrooms
      - Peter- this will likely be a focus point, as we're expecting this piece to take some time to finalize
    - Jess X- do we think this is feasible?
      - Peter- yes, there are a number of different grants and naming rights options (especially for STEM lab) and the Board Restricted fund has already grown significantly
    - Jess X- is this coming from board restricted or surplus?
      - Peter- Board would need to vote on this... there is additional surplus from last year and this year's budget... Jeff and I met with bank before holiday and they walked us through different options for fundraising
    - Jess X- how much transparency will the Board have in regard to these financing options?
      - Peter- quite a bit. We'll need to go to Board in order to spend money
      - WR- we're also working on Capital Improvement Plan to share with Board that will outline options, our recommendation and reasoning
    - Jess G- do we need certain approvals from the town in order to move ahead with this?
      - Peter- we face fewer obstacles since this is a renovation, not building expansion, but we will still need number of permits and architectural work before we can actually execute

Rodolphe Herve made a motion to approve the selection of Ebbrell Design for approximately \$37,000 for completion of the work as outlined in their proposal in contingency upon further diligence of the vendor.  
Ian Hunt seconded the motion.

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

## **VII. Committee Updates**

### **A. Governance Committee**

- Recommended both Katie and Lindsay for BOT

### **B. Finance Committee**

- Financials are still strong after 4 months but do reflect that state was, until this month, paying for 230 students and is now paying for 225... surplus will likely be reduced but this is nothing to worry about
- BOT restricted account has stashed \$355,000
- Jeff's Monthly finance packet isn't in FinCom meeting packet
  - Will circle back and add

### **C. Personnel Committee**

- Didn't meet this month

### **D. Academic Excellence**

- Status quo- previous meeting was debrief on presentation from Oct. meeting and department updates...
- Next meeting is Friday during which we'll put together goals to send to Strategic Planning Committee

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

- Met prior to event at Beacon, meeting next week to follow up/debrief
  - Event at the Beacon was a success
    - Parents enjoyed drinks and appetizers while kids watched a movie in the Warwick Theatre
- Next focus will be entrepreneurship fair
- The committee is welcoming a couple new committee members

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

- Met this month, now waiting for committees to share goals which will help structure plan
- Currently reviewing different plans prior to next meeting to see how to we'd like to format next Strategic Plan

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

- Interviewed Ebbrell Architectural Services this month... details from presentation above and in attached packet

## VIII. Public Comment

### A. Public Comment

- N/A

## IX. Board Member Comments and Resolutions

### A. Board Member Comments and Resolutions

- Peter- thanks to Matt Cronin for presentation... he's been doing great work
- Two staff members interested in joining BOT

## X. Closing Items

### A. Adjourn Meeting

Peter Cohen made a motion to Adjourn November 29th meeting of MCCPS Board of Trustees.

Rodolphe Herve seconded the motion.

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

---

## Documents used during the meeting

- 2022\_10\_25\_board\_meeting\_minutes.pdf
- HOS Report to Board of Trustees 11\_29\_22.pdf
- DRAFT MCCPS MASTER CALENDAR 2023-2024.pdf
- MCAS Presentation - Board.pdf
- Katie Holt Statement of Interest.pdf
- Lindsay Smith Letter to MCCPS Board.pdf
- 2022 11 07-MCCPS Warehouse Expansion Project-Ebbrell Proposal (1).pdf

# Coversheet

## Monthly Report

**Section:** V. HOS Report  
**Item:** A. Monthly Report  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** HOS Report to Board of Trustees 12\_20\_22.pdf



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

Submitted by Peter Cohen, Ed.D

Meeting Date: December 20, 2022

- **December Updates**

- Exhibition
  - A Work in Progress
  - Late Night - move to two nights upper and lower school
  - More education needed for how Exhibition works
    - For students
    - For parents/visitors
  - Return of Alumni
- Architects - initial meeting took place 12/14
- Dissemination
  - Teaching Force
    - MPS meeting
    - AMLE conference
    - Other conference opportunities
- Calendar Updated

- **Enrollment, Recruitment, Retention**

- Enrollment as of December 21 is 223
- Received 55+ applications to date for 2023-2024
- Open House December 17
- Banner up week of December 12-18
- Postcards out in January
- Open House January 21

- **HoS Goal Updates - full update at January meeting in advance of mid-cycle review**

- Staff satisfaction survey December and April/May

- **Upper & Lower School**

- Working on Upper School concept of school within a school: Navigation Academy at MCCPS in the new space in the warehouse
- Brainstorming *ideas* about staffing and scheduling for 2023-2024
  - Department Chairs as Instructional Coaches; full time teachers too?
  - Late Start Mondays for students (8:30)? Would include faculty meeting in the morning (In person Memo discussions)
  - Two days of Enrichment - Tuesday/Thursday
  - Capstone Project for 8th graders

# Coversheet

## Approve the MCCPS 23-24 Calendar

<b>Section:</b>	V. HOS Report
<b>Item:</b>	B. Approve the MCCPS 23-24 Calendar
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	DRAFT MCCPS MASTER CALENDAR 2023-2024 (1).pdf

### 2023-2024 School Calendar

August/September 2023				
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	31	1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

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

November 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	

December 2023				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

January 2024				
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		

- August 2023**
  - 21 New Teacher Orientation
  - 22-25 Faculty Workshops
  - 28 First Day of School
- September 2023**
  - 1 No School
  - 4 Labor Day – No School
  - 13 Half Day for Students
- October 2023**
  - 6 Half Day for All
  - 9 Indigenous Peoples’ Day – No School
  - 31 Half Day for All
- November 2023**
  - 1 No School for Students - PD Day
  - 10 Veterans’ Day – No School
  - 21 Half Day for All
  - 22-24 Thanksgiving Break
  - 27 No School for Students – PD Day
- December 2023**
  - 6 Exhibition I for 4<sup>th</sup>/5<sup>th</sup> Grade
  - 7 Exhibition I, for 6<sup>th</sup>/7<sup>th</sup>/8<sup>th</sup> Grade
  - 8 Exhibition Part 2 – Early Release
  - 14-15 Early Release Days for Student-Led Conferences
  - 16 Open House
  - 22 Half Day for All
  - 23-29 Winter Break – No School
- January 2024**
  - 1-2 Winter Break – No School
  - 12 Half Day for All
  - 15 MLK Jr. Day – No School
  - 20 Open House
- February 2024**
  - 7 Half Day for Students
  - 16 Half Day for All
  - 19-23 February Break – No School
- March 2024**
  - 6 Half Day for Students
  - 15 Half Day for All
  - 18 No School for Students – PD Day
  - 27 Half Day for Students
- April 2024**
  - 12 Half Day for All
  - 15-19 April Vacation
- May 2024**
  - 1 Half Day for Students
  - 24 Half Day for All
  - 27 Memorial Day – No School
- June 2024**
  - 5 Half Day for Students
  - 12 Exhibition I for 4<sup>th</sup>/5<sup>th</sup> Grade
  - 13 Exhibition I, for 6<sup>th</sup>/7<sup>th</sup>/8<sup>th</sup> Grade
  - 14 Exhibition II, Part II – Half Day
  - 17 8th Grade Graduation
  - 18 Last Day of School – Half Day
  - 19 Juneteenth – No School
  - 20-21 Faculty Workshops

February 2024				
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	

March 2024				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

April 2024				
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			

May 2024				
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

June/July 2024				
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
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

Trimester One Ends December 6  
 Trimester Two Ends March 15  
 Trimester Three Ends June 18

	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, no school for student on these days		Wednesday & Friday Dismissal is at 2:30PM
	Student -Led Conferences will take place in the afternoon on these dates. Early Dismissal for students.		

School Hours for Students:  
 Monday: 8:30 – 3:20 – (Proposed late start for faculty meetings)  
 Tuesday & Thursday: 7:45 – 3:20  
 Wednesday & Friday: 7:45-2:30

# Coversheet

## Finance Committee

**Section:** VII. Committee Updates  
**Item:** B. Finance Committee  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** 2022\_12\_16\_finance\_committee\_meeting\_packet.pdf





# MCCPS Board of Trustees

## Finance Committee Meeting

Published on December 8, 2022 at 3:10 PM EST

### Date and Time

Friday December 16, 2022 at 8:00 AM EST

### Location

At school - 17 Lime Street, Marblehead, MA 01945

For Remote Participants - Quorum must be present in person

Join Zoom Meeting

<https://zoom.us/j/99625637131?pwd=cWdFODd1b2FvZ3dEOXVtbDZhNHRJUT09>

Meeting ID: 996 2563 7131

Passcode: MCCPSfinco

Please note that the in-person meeting will not be suspended or terminated if technological problems interrupt the remote connection.

### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>8:00 AM</b>
<b>A.</b> Record Attendance			1 m
<b>B.</b> Call the Meeting to Order			
<b>C.</b> Approve Minutes	Approve Minutes	Rodolphe Herve	2 m

	Purpose	Presenter	Time
Approve minutes for Finance Committee Monthly Meeting on November 22, 2022			
<b>D. New Finance Committee Member appointment</b>	Vote	Rodolphe Herve	10 m
Introduction to Molly Teets, who is interested in joining the MCCPS Finance Committee. Bio attached			

**II. Financial Statements Discussion 8:13 AM**

<b>A. Committee review of Previous Month's Financial Statements</b>	Discuss	Jeff Barry	30 m
---	---------	------------	------

**III. Other Business**

**IV. Closing Items**

<b>A. Adjourn Meeting</b>	Vote		
---------------------------	------	--	--

# Coversheet

## Approve Minutes

**Section:** I. Opening Items  
**Item:** C. Approve Minutes  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:**  
Minutes for Finance Committee Monthly Meeting on November 22, 2022

DRAFT



## MCCPS Board of Trustees

### Minutes

#### Finance Committee Monthly Meeting

---

**Date and Time**

Tuesday November 22, 2022 at 8:00 AM

**Location**

At school - 17 Lime Street, Marblehead, MA 01945

For Remote Participants - Quorum must be present in person

Join Zoom Meeting

<https://zoom.us/j/99625637131?pwd=cWdFODd1b2FvZ3dEOXVtbDZlNHRJUT09>

Meeting ID: 996 2563 7131

Passcode: MCCPSfinco

---

Please note that the in-person meeting will not be suspended or terminated if technological problems interrupt the remote connection.

---

**Committee Members Present**

Artie Sullivan (remote), Jeff Barry, Julie Santosus, Karl Smith, Peter Cohen, Rodolphe Herve

**Committee Members Absent**

Andrea Barlow, Sara Pouladian, Tim Wadlow

---

**I. Opening Items**

**A. Record Attendance**

**B. Call the Meeting to Order**

Rodolphe Herve called a meeting of the Finance Committee of MCCPS Board of Trustees to order on Tuesday Nov 22, 2022 at 8:03 AM.

**C.**

### **Approve Minutes**

Jeff Barry made a motion to approve the minutes from Finance Committee Monthly Meeting on 10-21-22.

Karl Smith seconded the motion.

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

### **Roll Call**

Jeff Barry	Aye
Peter Cohen	Aye
Julie Santosus	Aye
Andrea Barlow	Absent
Karl Smith	Aye
Rodolphe Herve	Aye
Tim Wadlow	Absent
Artie Sullivan	Aye
Sara Pouladian	Absent

## **II. Financial Statements Discussion**

### **A. Committee review of Previous Month's Financial Statements**

The discussion tracked with the notes and financials provided in the agenda and meeting packet. Topics of note included:

- Positive meeting with our bank. They acknowledged that we met our mortgage covenants for the past financial year, and indicate interest in working with MCCPS for any expansion.  
Discussions about the mortgage rate situation remained high-level given that our current interest rate is locked until Aug 2024
- Enrollment is at 224 (in line with budget assumption) due to attrition of 1 student following a family move. A handful of new students may be joining after Exhibition in December
- Since we shared the notes in the meeting packet, DESE has now started to repay the school for meal expenses. There are caps for each lunch and breakfast but this will make a noticeable difference in the numbers going forward
- Schoolspring expense of \$2k this month (platform to advertise teacher positions and receive candidacies)
- Continued discussion about the setup of a Capital Expense fund.  
Expenses in that fund need to be tied to the Capital Plan that is published by the school as part of its Annual Report in August.
- Appreciation bonuses ratified by the Board were paid in November and will show in November numbers.

## **III. Other Business**

### **A. Architect proposals discussion**

Ebbrell Design presented their pitch to the Facilities Taskforce, which viewed their proposal very favorably due to thoroughness of the pitch, competitive cost and all-female ownership of the design firm.

The taskforce voted to send the proposal to the Finance Committee for review and approval before being sent to the Board for ultimate discussion at the upcoming Board Meeting.

Karl Smith made a motion to approve the selection of Ebbrell Design for app. \$36K, and completion of the work as presented in their scope proposal, contingent upon further diligence of the vendor.

Julie Santosus seconded the motion.

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

**Roll Call**

Andrea Barlow	Absent
Rodolphe Herve	Aye
Tim Wadlow	Absent
Julie Santosus	Aye
Artie Sullivan	Abstain
Karl Smith	Aye
Peter Cohen	Aye
Sara Pouladian	Absent
Jeff Barry	Aye

**IV. Closing Items**

**A. Adjourn Meeting**

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

Respectfully Submitted,  
Rodolphe Herve

---

**Documents used during the meeting**

- FinCom notes Oct 22.pdf
- MCCPS-Oct-2022-Financial Statements v1.xlsx

# Coversheet

## New Finance Committee Member appointment

<b>Section:</b>	I. Opening Items
<b>Item:</b>	D. New Finance Committee Member appointment
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	Biography Molly Teets.pdf

**In Molly's own words:**

- My twin sons, Ben and Andrew, are currently 4th graders at Charter, and our family has lived in Marblehead for the last seven years since we moved here from Manhattan.
- Prior to moving to Marblehead, I had 15 years of finance and investment experience in investment banking, private equity and most recently at an equity hedge fund based in Manhattan.
- In terms of my academic background, I have an MBA from the Kellogg School of Management at Northwestern University with concentrations in Finance, Accounting and Management & Strategy and a BA in Journalism with a minor in Business from the University of North Carolina at Chapel Hill
- I am currently serving as a member of the Finance Committee for the town of Marblehead, and prior to joining the Charter PTO as Treasurer, I served as Co-Treasurer of the Brown School PTO in Marblehead.



# Coversheet

## Committee review of Previous Month's Financial Statements

<b>Section:</b>	II. Financial Statements Discussion
<b>Item:</b>	A. Committee review of Previous Month's Financial Statements
<b>Purpose:</b>	Discuss
<b>Submitted by:</b>	
<b>Related Material:</b>	FinCom notes Nov 22.pdf MCCPS-Nov-2022-Financial Statements v1.xlsx

## **FinCom notes November 2022**

The current student population is 223

### Revenue

The November check from the Commonwealth was \$338,209.

We transferred \$15,245 in Student Success Fund payments from the MCEF into the Operating account

As previously mentioned the Commonwealth retroactively started reimbursing for student breakfast & lunch under their new plan

Grant revenue has started to come in

### Expenses

The Cost of Living stipend was paid out - \$35,250 in total

We made the second of three payments to Endicott for our two Fellows

In Maintenance we had to pay for repairs to the bathroom pump in the back part of the building which has become a challenge (though better since the repairs)

The Student Success Fund paid for

- A presentation/workshop for 5<sup>th</sup> grade by Salem Sound
- A presentation/workshop by artist Giles Laroche for the 6<sup>th</sup> grade tiny house project
- The school's entry fee for the 2023 Scripps National Spelling Bee

We spent \$1,155 on the event at The Beacon while the PTO covered \$435 in related expenses

### Misc.

Work continues on updates to the FY23 budget. I recently submitted an amendment to the 3<sup>rd</sup> Covid-era grant that will now cover the expense for a new behavior management software\* as well as some new, targeted professional development. We are still trying to figure out some pending maternity coverage issues. \*This is new and will be added to the previously shared school software/license summary.

Included are some details on the surplus issues we have been discussing.

This data comes from a document called the Charter School End of Year Financial Report (CSEOYFR) and is due to the state every November 1<sup>st</sup>. There are several purposes for this second annual financial report: it breaks down expenses by class (incl regular vs special ed) much like our All Classes report, it asks details about the audit (provided) and does this surplus calculation.

Line 1 is the Actual Carryover from the prior year

Line 13, 14 & 15 total the Allowable Carryover

Line 18 is the next Actual Carryover

Line 15: "20% budgeted expenditures from **capital projects reserve fund** for the following year"

NAME: **Marblehead Community Charter Public School**

LEA: **454**

**Surplus Tuition, 20% Excess Carryover  
For the Year Ended June 30, 2022**

Line		Comments and Notes	Total	Line
1	Cumulative surplus/(deficit) beginning of year	Actual carryover from prior year (Prepopulated from published FY21 Excess Surplus report) <a href="#">Click here for published Excess Surplus Report</a>	449,921.75	1
2	Change in net assets	Obtained from the statement of revenue, expense and changes in net assets (from Line 34 from INC)	613,018	2
	Subtotal		1,062,940	
	Less:			
3	Contributions (unrestricted)	Obtained from the statement of revenue, expenses and change in net assets (Income tab). Includes Grants - Private (unrestricted) (line 5b), Contributions, from Component Unit (unrestricted) (line 14b) and Contributions / Fundraising (unrestricted) (line 15b).	79,762	3
4	Interest/Investment Income (unrestricted)	Obtained from the statement of revenue, expenses and change in net assets (Income tab). Includes Interest / Investment Income (unrestricted) (line 16a).	300	4
5	Principal payments on debt	Per statement of cash flows (capital expenses, debts payments and reserves)	105,489	5
6	Capital expenses, less related debt/reserve funds	Per statement of cash flows (capital expenses, debts payments and reserves)	48,381	6
7	Current deposits to reserve funds for capital projects	Per bank statements for reserve account		7
8	Current deposits to reserve funds held as security for debt	Amount transferred into separate reserve account and approved by board of Trustees	3,007.1	8
9	Other (Non-operating activity)	Non operating activity	264,003	9
	Subtotal of adjusting		798,937	
	Adjusted subtotal			
	Plus:			
10	Development (Private)	Private development expenses	30,130	10
11	Depreciation (on assets obtained Fiscal Year 2011 forward)	Depreciation applicable to fixed assets purchases after July 1, 2010	102,013	11
12	Other non-operating activity	Non operating activity	132,143	12
	Subtotal of fundraising, depreciation, other			
	Total Surplus	Calculated (Surplus to be carried forward)	931,080	(A)
13	25% of actual tuition payment for current year	Obtained from ESE charter school tuition payments published on or around June 15th (from Line 1 from INC)	935,172	13
14	20% of projected tuition for following year	Obtained from ESE charter school tuition payments published on or around April 1st.	811,702.60	14
15	20% budgeted expenditures from capital projects reserve fund for the following year	Obtained from capital plan approved by ESE via Annual Report		15
<p>Excerpt appropriate information from board approved Capital Plan reported in FY22 Annual Report below. Please explain if Capital Plan has changed since Annual Report submission.</p>				
<p>PLEASE DO NOT FORGET TO FILL OUT THIS SECTION</p>				
16	Allowable carryover	Allowable carryover	1,746,874	(B)
17	Excess surplus	Excess surplus	(815,794)	(A) - (B)
18	Actual carryover to next FY	Actual carryover to next FY	931,079.88	

NAME: Marplehead Community Charter Public School

LEA: 464

**Audit Questionnaire**  
For the Year Ended June 30, 2022

Line	Question	Comments and Notes	Please Select Audit	Line
1	Is the charter school submitting a full audit or a financial review?	All schools should be submitting a full audit except for new schools that receive approval from ESE to submit a financial review.	Audit	1
2	Did the FY22 audit include an unmodified opinion?	Found in the <i>Independent Auditor's Report</i> (located near the beginning of the audit package after the Management Discussion and Analysis). An unmodified opinion may not be explicitly stated but is often expressed by a phrase to the effect of "In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of ABC Charter School."	Yes	2
	<b>If no, please explain (provide any basis for a modified opinion or a disclaimer of opinion):</b>			
3	Was it issued in accordance with Uniform Guidance?	Uniform Guidance should be submitted if a charter school expends more than \$750,000 in federal funds. (See Audit Guide).	N/A	3
4	Does it include Report on Compliance and on Internal Control over Financial Reporting that was issued in accordance with Government Auditing Standards?	Typically found toward the end of the Audit Report.	Yes	4
5	Does it include Schedule of Audit Findings and Questioned Costs, if applicable?	Typically found toward the end of the Audit Report.	N/A	5
6	Is it free of findings of Material Weakness?	Identified in the Report on Compliance and on Internal Control over Financial Reporting and Itemized in the Schedule of Audit Findings and Questioned Costs.	Yes	6
7	Is it free of findings of Significant Deficiency?	Identified in the Report on Compliance and on Internal Control over Financial Reporting and Itemized in the Schedule of Audit Findings and Questioned Costs.	Yes	7
8	Is it free of instances of Noncompliance under GAS?	Identified in the Report on Compliance and on Internal Control over Financial Reporting and Itemized in the Schedule of Audit Findings and Questioned Costs.	Yes	8
9	Is it free of Questioned Costs?	Identified in the Report on Compliance and on Internal Control over Financial Reporting and Itemized in the Schedule of Audit Findings and Questioned Costs.	Yes	9
10	Were Prior Findings and Questioned Costs remedied, if applicable?	Found in Schedule of Prior Audit Findings and Questioned Costs.	N/A	10
11	Does the audit report include Corrective Action Plan(s), if applicable?	Outlined in the Schedule of Audit Findings and Questioned Costs.	N/A	11
12	Was a Management Letter issued by the auditor?	Most often issued under separate cover addressed to Board of Trustees (See Section 813 in the Audit Guide).	Yes	12

## Notice

The following file is attached to this PDF. You will need to open this packet in an application that supports attachments to pdf files, e.g. [Adobe Reader](#):

MCCPS-Nov-2022-Financial Statements v1.xlsx

# Coversheet

## Academic Excellence

**Section:** VII. Committee Updates  
**Item:** D. Academic Excellence  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:**  
2022\_12\_09\_academic\_excellence\_committee\_meeting\_minutes.pdf

DRAFT



## MCCPS Board of Trustees

### Minutes

#### Academic Excellence Committee Meeting

---

**Date and Time**

Friday December 9, 2022 at 2:45 PM

**Location**

MCCPS - 6 Gold

---

If you need to meet via Zoom: <https://us06web.zoom.us/j/91470763657?pwd=cjJ0MVZYWWsyb3I5VWZoNlVQb1BDZz09>

---

**Committee Members Present**

Ellen Lodgen, Jessica Xiarhos, Matt Cronin, Meg Upton, Molly Wright, Peter Cohen

**Committee Members Absent**

Elizabeth Burns, Kimberly Sullivan

**Committee Members who arrived after the meeting opened**

Peter Cohen

---

**I. Opening Items****A. Record Attendance and Guests****B. Call the Meeting to Order**

Jessica Xiarhos called a meeting of the Academic Excellence Committee of MCCPS Board of Trustees to order on Friday Dec 9, 2022 at 2:50 PM.

**C. Approve Minutes from 10/14/22**

Meg Upton made a motion to approve the minutes from Academic Excellence Committee Meeting on 10-14-22.

Matt Cronin seconded the motion.

The committee **VOTED** unanimously to approve the motion.

#### **D. Approve Minutes from 11/04/22**

Molly Wright made a motion to approve the minutes from Academic Excellence Committee Meeting on 11-04-22.

Ellen Lodgen seconded the motion.

The committee **VOTED** unanimously to approve the motion.

## **II. Academic Excellence Committee**

### **A. Criteria Update from Departments**

Lack of updates due to Thanksgiving, Exhibition, and Grades/Report Card Comments.

Looking toward Validation Protocol with emphasis on Criteria. Half day in January to be focused on this area.

Peter Cohen arrived at 2:57 PM.

### **B. Goals of the Academic Excellence Committee for the Strategic Plan**

Goals of this Committee for the next 3 - 5 years

- Grading
- Criteria - continuously editing, connecting to curriculum, unit plans
  -
- Development of Portfolios
  - Passage portfolios/Graduation portfolios?
  -
- Student Led Conferences
- Predictable Reviews of new curriculum - a timeline so there aren't new curriculums in the same year
- Learning Platform System
- PBL + CSL
- MCAS and counterpoints? (Standardized Test Prep? Standardized ASSESSMENT Preparation?) ASSESSMENT Prep? Ensure success on MCAS without teaching to the test?)
  - make sure that it's reinforcing what we value
- Measuring Student Progress
  - MCAS
  - Criteria
  - How do we best report on progress?
- Innovation

1. Assessment and Assessment Reporting
2. Engaging and Rigorous Curriculum

### **C. MCAS Board Presentation - Debrief**

Kudos to MAtt for a well received presentation. (And a small kudos to DESE for transparency on the current standardized testing climate).

## **III. Closing Items**

### **A.**



**Action Items**

Jessica to bring Goals to Strategic Plan committee.

**B. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 3:40 PM.

Respectfully Submitted,  
Jessica Xiarhos

---

**Documents used during the meeting**

*None*

# Coversheet

## Development & Communications

<b>Section:</b>	VII. Committee Updates
<b>Item:</b>	E. Development & Communications
<b>Purpose:</b>	Discuss
<b>Submitted by:</b>	
<b>Related Material:</b>	2022_12_13_dev_com_minutes.pdf

DRAFT



## MCCPS Board of Trustees

### Minutes

Dev/Com

---

#### Date and Time

Tuesday December 13, 2022 at 8:00 AM

#### Location

MCCPS  
17 Lime Street  
Marblehead, Ma 01945

---

Please note that the in-person meeting will not be suspended or terminated if technological problems interrupt the remote connection.

---

#### Committee Members Present

Alexandra Stark (remote), Beth Taranto, Connie DeBoever, Ellen Lodgen, Jessica Gelb, Sara Pouladian (remote)

#### Committee Members Absent

Jill Weinreb, Lindsay Smith, Peter Cohen

#### Guests Present

Sarahluck325@yahoo.com (remote)

---

### I. Opening Items

#### A. Record Attendance

#### B. Call the Meeting to Order

Jessica Gelb called a meeting of the Development & Communications Committee of MCCPS Board of Trustees to order on Tuesday Dec 13, 2022 at 8:05 AM.

#### C. Approve Minutes

Need to approve minutes next time. We got sidetracked because we were setting up the OWL technology for remote participation.

## **II. Development & Communications**

### **A. Recruitment**

Welcome to our new members:  
Sarah Luck  
Lindsay Smith  
Lindsay Lubets

### **B. Enrichment**

Jessica will check-in with Peter and Stephanie to find out if an enrichment is being offered focused around the Entrepreneur Fair.

## **III. Re-Cap/New Business**

### **A. Family Night Out**

Was a big success. Families enjoyed it. They were happy that they had babysitting. Night was sold out. Next time, have babysitting at Charter-too expensive at the Warwick. Thank you to PTO for covering the additional costs.

Discuss at our next meeting another night out in March-family event (ice skating, roller skating) or an event for parents/caregivers with babysitting provided at Charter.

Sarah Luck-inquire about cost to rent the ice skating rink

## **IV. Entrepreneur Fair/Capital Campaign**

### **A. Planning the Event for May 7, 2023**

Event: May 7, 2023  
10am-1pm  
MCCPS

Jobs:

Maddie make a presentation/slideshow/share website at Morning Meeting

Alex? Are you making a flyer to hand out to parents?

Alex-reviewing website

Emily-Post the event in the reporter (who is telling Emily?)

Jess-Reach out to Marblehead TV to advertise (When should I reach out?)

Jess-Post to FB to see if there is a high school DJ who would want to play music

Beth-Reach out to Danette and Hope about food, lunch, goodies, snacks, water, coffee, and drinks

Beth-Reach out to Danette and Hope about Marblehead Food Pantry-how can we help support?

Connie-Contact Marblehead Chamber of Commerce (closer to the date) to advertise

Connie-Will ask Sharman about volunteer or paid Dj from High School

\*Need someone to reach out/gather:

Big Chess, Big Chalk, Big Jenga, Big Checkers, Ball Toss...

Questions:

Flyer to advertise?  
How many vendors?  
How do we advertise in town-get the word out to the other schools?  
How do we "screen" vendors?  
Cost?  
Tables? Each "vendor" gets an assigned spot?  
Is there an entrance fee to attend?  
Is there a fundraising amount? What do the kids do with the money they make?  
How do awards get given out?  
Judges?

Capital Campaign-  
Keep circling back to it when we are planning these events-ways to have a larger scale fundraising effort?

## **V. Closing Items**

### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:55 AM.

Respectfully Submitted,  
Jessica Gelb

# Coversheet

## Facilities Task Force

**Section:** VII. Committee Updates

**Item:** G. Facilities Task Force

**Purpose:** Discuss

**Submitted by:**

**Related Material:**

2022\_11\_15\_facilities\_task\_force\_committee\_meeting\_\_november\_15\_\_2022\_minutes.pdf

DRAFT



## MCCPS Board of Trustees

### Minutes

#### Facilities Task Force Committee Meeting: November 15, 2022

---

##### **Date and Time**

Tuesday November 15, 2022 at 7:00 PM

---

Please note that the in-person meeting will not be suspended or terminated if technological problems interrupt the remote connection.

---

##### **Committee Members Present**

Brad Rogers, Christian Strom, John Romano (remote), Peter Cohen, William Rockwell

##### **Committee Members Absent**

Andrea Barlow, Karen Zieff, Nathan Dye

##### **Guests Present**

Ariane Purdy, Miika Ebbrell

---

#### **I. Opening Items**

##### **A. Record Attendance**

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

William Rockwell called a meeting of the Facilities Task Force Committee of MCCPS Board of Trustees to order on Tuesday Nov 15, 2022 at 7:02 PM.

##### **C. Approve Minutes**

Brad Rogers made a motion to approve the minutes from Facilities Task Force Committee Meeting: October 18, 2022 on 10-18-22.

Christian Strom seconded the motion.

The committee **VOTED** unanimously to approve the motion.

## II. Architect Interviews

### A. Ebbrell Architecture

- Ebbrell Arcitecture & Design
  - About
    - Interior focus- don't do "ground up" (mostly working within existing facilities)
  - Experience
    - Clearway School in Newton, MA
      - "Summer slammer", modest budget
    - Brimmer and May School in Chestnut Hill
      - Involved opening up rooms, creative storage solutions
    - Pike School in Andover, MA
    - 29 East Street in Winchester, MQA
      - Mutli-phase project, adaptive reuse, code and accessibility implications
      - Budget conscious
      - Design/build with a contractor early on- contractor brought Ebbrell in
      - Added windows and entrance
  - MCCPS
    - Approx. 14 weeks
    - Process
      - Code consultant coming in
      - MEP narrative included
        - Did solicit fee from engineering company
      - Contractor
        - Will want some kind of schematic design
        - Bringing in a contractor early may help manage cost
      - Timeline
        - Capital campaign 3/27/2023
        - Phase I would have Spring/Summer start
        - Phases II and III
          - Phase II is warehouse, III is bridging school/warehouse (would ideally be over summer)
      - Questions for FTF/MCCPS Board of Trustees
        - How long is approval process
        - How about funding intervals?
      - Fees
        - \$17k for architectural services
        - MEP/FP narrative \$4,950
        - Renderings \$1,500/per (\$4,500 total)
        - Cost estimating
          - \$9,350
          - "This appeared steep"
    - Questions
      - What kind of cost did you build in for conversation?
        - Assumptions- 4 in person meetings, 4 virtual
          - 4 meetings can be with whoever



- Assumed we don't want to repeat discovery
  - 1 meeting can be capital campaign meeting
- Biggest obstacle?
  - Ariane- how much will number of fixtures in bathroom eat into usable space
  - Miika- we will address envelope appropriately, windows, figuring out ceiling heights (will likely want to bring those down for the classrooms)
  - Ariane- this is a bit of a blank canvas... because its relatively new we don't expect the usual issues with older buildings (ex: things we can't get to code)
- Peter- bathrooms are a bit of an unknown- we recognize that if the bathrooms, for example, need more space, we want your input as to how this impacts us and what we can do
  - Miika- this will be part of test/fit stage
  - Ariane- Jess will be helpful with this
- Peter- there are some traffic flow issues with current setup... have you thought about traffic flow in this early stage?
  - Ariane- I think the logical move would be going through what would be French room (current 4th grade classroom)
- Peter- looking at this as programmatically, STEM and Music will both help with fundraising... do you have experience doing music space?
  - Ariane- yes... space in Salem near Salem State... loading dock □ performance practice space
  - Tabbed someone for acoustic piece, did regular lighting (nothing fancy)
    - Would likely bring someone in for acoustics at later stage
    - Christian- this makes sense.... We bring in acousticians often
- Christian- I assume we'd want a structural engineer involved?
  - Miika- yes, we'd bring someone in. This fee isn't included in proposal for this preliminary phase
- Brad- to your credit, this is a pretty tight fee, but I see a scenario in which it takes more effort than what's assumed here... do you have a strategy to control costs in this scenario?
  - Ariane- this is just SD to get us to capital campaign
    - About 100 hours of time to get us this package
    - We typically hit our estimate
  - Miika- we typically provide numbers as fixed fee rather than hourly rate (we included hourly rate because that was requested in proposal)
- Peter- two other notes

- 7th/8th grade is going to move out to warehouse... I've started to think about how we brand what's now being called our "upper school" and whether rebranding as separate program to help with funding- keep this in mind
- Peter- what're you most excited about?
  - Ariane- in between space
  - Miika- STEM space, area in between community room, idea of using this new space as hub to highlight student work- students as brand consultants

### **III. Closing Items**

#### **A. Action Items & Next Steps**

- Next steps
  - Circle back with Ebbrell right after Thanksgiving holiday
  - Miika- would this start before New Year?
    - Peter- given time needed for Board approval, probably not

#### **B. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:05 PM.

Respectfully Submitted,  
William Rockwell