



MCCPS Board of Trustees

MCCPS Monthly Board of Trustees Meeting

Published on March 24, 2023 at 6:33 PM EDT

Date and Time

Tuesday March 28, 2023 at 7:00 PM EDT

Location

17 Lime Street
Marblehead, MA

Join Zoom Meeting

<https://us06web.zoom.us/j/98355446062?pwd=bVg2VzE4bEZUVXJqY0R4UIJnVmZ1dz09>

Meeting ID: 983 5544 6062

Passcode: MCCPSbot

Agenda

	Purpose	Presenter	Time
I. Opening Items			7:00 PM
Opening Items			
A. Record Attendance and Guests		William Rockwell	
B. Call the Meeting to Order		Tim Wadlow	5 m
C. Approve Minutes	Approve Minutes	Tim Wadlow	2 m

	Purpose	Presenter	Time
II. Public Comment			7:07 PM
A. Public Comment	Discuss	Tim Wadlow	5 m
III. Opening Comments From Chair			
Update on Discrimination Complaint			
IV. Board Annual Items			7:12 PM
A. Upcoming Meeting Agenda Items	FYI	Tim Wadlow	5 m
Apr: Budget Adoption			
May: HOS Annual Evaluation			
Jun: Annual Board Retreat			
V. HOS Evaluation Process			7:17 PM
Katie Sullivan will present to the Board on the HOS Evaluation process. Delayed HOS Mid-year review.			
A. HOS Evaluation process	Discuss	Katie Sullivan	30 m
Katie Sullivan will present to the Board on the HOS Evaluation process			
VI. HOS Report			7:47 PM
A. Monthly Report	FYI	Peter Cohen	30 m
B. Updated Succession Plan	Vote	Peter Cohen	5 m
VII. Other Business			8:22 PM
A. Annual Budget	Discuss		5 m
VIII. Committee Updates			8:27 PM
A. Governance Committee	Discuss	Nick Santoro	5 m
B. Finance Committee	Discuss	Rudi Herve	10 m
C. Personnel Committee	Discuss		5 m

	Purpose	Presenter	Time
D. Academic Excellence	Discuss	Jessica Xiarhos	5 m
E. Development & Communications	Discuss	Jessica Gelb	5 m
F. Strategic Plan Committee	Discuss	Nick Santoro	5 m
G. Facilities Task Force	Discuss	William Rockwell	5 m
IX. Public Comment			9:07 PM
A. Public Comment	Discuss	Tim Wadlow	5 m
X. Board Member Comments and Resolutions			9:12 PM
A. Board Member Comments and Resolutions	Discuss	Tim Wadlow	3 m
This is an opportunity for Board Member Comments and Resolutions			
XI. Closing Items			9:15 PM
A. Adjourn Meeting	Vote	Tim Wadlow	

Coversheet

Approve Minutes

Section:	I. Opening Items
Item:	C. Approve Minutes
Purpose:	Approve Minutes
Submitted by:	
Related Material:	2023_02_28_board_meeting_minutes.pdf

DRAFT



MCCPS Board of Trustees

Minutes

MCCPS Monthly Board of Trustees Meeting

Date and Time

Tuesday February 28, 2023 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 (remote), Jessica Xiarhos (remote), Katie Holt (remote), Nick Santoro (remote), Paul Baker (remote), Peter Cohen (remote), Rodolphe Herve (remote), Tim Wadlow (remote), William Rockwell (remote)

Trustees Absent

Jessica Gelb, Lindsay Smith

Trustees who arrived after the meeting opened

Ian Hunt

Guests Present

Andrea Barlow (remote), Carol McEnaney (remote)

I. Opening Items

A. Record Attendance and Guests

Ian Hunt arrived at 7:15 PM.

B.

Call the Meeting to Order

Tim Wadlow called a meeting of the board of trustees of MCCPS Board of Trustees to order on Tuesday Feb 28, 2023 at 7:04 PM.

C. Approve Minutes

Paul Baker made a motion to approve the minutes from MCCPS Monthly Board of Trustees Meeting on 01-31-23.

Nick Santoro seconded the motion.

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

Roll Call

Jessica Xiarhos	Aye
William Rockwell	Aye
Lindsay Smith	Absent
Katie Holt	Aye
Paul Baker	Aye
Jessica Gelb	Absent
Tim Wadlow	Aye
Rodolphe Herve	Abstain
Nick Santoro	Aye
Peter Cohen	Aye
Ian Hunt	Absent

II. Public Comment

A. Public Comment

- Katie had a question regarding parent email received 2/27- has it been answered and what's the procedure for Board responses to parent emails
 - Peter Cohen answered- MCCPS has the lot plowed and Washington clears as well... procedurally, Board Chair responds individually

III. Opening Comments From Chair

A. Tim's Comments

- Tim thanked the Board and audience for their commitment to the school

IV. Board Annual Items

A. Upcoming Meeting Agenda Items

- Upcoming items
 - Mar: Satisfaction Survey & Presentation of HOS Annual Evaluation Form by Katie Sullivan
 - Apr: Budget Adoption and HOS presentation that will inform HOS eval.
 - May: HOS Annual Evaluation
 - Jun: Annual Board Retreat

V. Other Business

A.

Carol McEanney Board Membership

Peter Cohen made a motion to Move agenda item 6A to follow Agenda Item 4A.
Paul Baker seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Rodolphe Herve Aye
William Rockwell Aye
Ian Hunt Aye
Lindsay Smith Absent
Tim Wadlow Aye
Jessica Gelb Absent

Tim Wadlow made a motion to move that the Board appoint Carol McEanney 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.
William Rockwell seconded the motion.

- Nick introduced Carol as potential member
- Carol spoke
 - Fully believes in MCCPS' mission and would love to help move the school forward and help preserve its commitment to its charter
- Dr. Cohen spoke to Carol's value to the school both in her role as Reading Specialist and as a leader to other teachers
- Jess X reiterated her support for Carol's candidacy and thanked her for her involvement
- Nick & Paul also spoke to Carol's experience, dedication and tenure at MCCPS
- Carol's favorite aspects of MCCPS
 - Project-based learning, community service

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

Roll Call

Jessica Gelb Absent
Rodolphe Herve Aye
Jessica Xiarhos Aye
Paul Baker Aye
Peter Cohen Aye
Ian Hunt Aye
Tim Wadlow Aye
Katie Holt Aye
Lindsay Smith Absent
Nick Santoro Aye
William Rockwell Aye

Paul Baker made a motion to move that the Board invite the newly appointed Trustee, Carol McEanney, to all Board Meetings and activities while her approval is pending with the Department of Elementary and Secondary Education. Carol McEanney 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.
Jessica Xiarhos seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Rodolphe Herve Aye
 Ian Hunt Aye
 William Rockwell Aye
 Peter Cohen Aye
 Paul Baker Aye
 Nick Santoro Aye
 Jessica Gelb Absent
 Jessica Xiarhos Aye
 Lindsay Smith Absent
 Katie Holt Aye
 Tim Wadlow Aye

B. Jess X's Term Renewal

Tim Wadlow made a motion to move agenda item 6B up the agenda to follow Agenda Item 4A.

Paul Baker seconded the motion.

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

Roll Call

Jessica Xiarhos Aye
 Jessica Gelb Absent
 Tim Wadlow Aye
 William Rockwell Aye
 Ian Hunt Aye
 Rodolphe Herve Aye
 Nick Santoro Aye
 Katie Holt Aye
 Peter Cohen Aye
 Paul Baker Aye
 Lindsay Smith Absent

- From DESE: "If she never left the board, then there is no need to submit for a second approval... If you're simply adding a term to her stay on the board, you need only update her term end date (while ensuring that is it within your school's bylaws)."

VI. HOS Report

A. Monthly Report

- Please see HOS Report for further details
- February Update Summary
 - Matt Cronin departure
 - Summary
 - Matt will be leaving MCCPS next week
 - During prior meeting with Peter, Matt discussed interest in technology integration position and one fitting this description came up in Lynn
 - Dr. Cohen spoke to Matt's value to MCCPS and acknowledged that while the school will be sad to see him go, he's confident that Matt is well suited for this new role

- Stephanie Brandt will serve as Assistant Head of School and MCCPS will begin looking for both IT supervisor position and Instructional Coach position
 - New Roles
 - IT- Dr. Cohen exploring various options on this including part-time resources and outsourcing some of these functions to a third party
 - Instructional Chair- in our current Dept. Chair system, our chairs are unable to consistently sit in on other teachers' classes and dedicate extensive time to program improvement (as they're full time teachers)... having someone full time in this position would help advance project-based learning and provide feedback to faculty
 - Questions
 - Paul- with MCAS coming up, are we prepared to handle this and gather appropriate data?
 - Dr. Cohen- Matt's gotten the school ready for this before his departure and we'll be offering a stipend to teachers who volunteer to help comb through and organize testing data
 - Rudi- in regard to school continuance plan, who takes over in event Peter is unable to?
 - Dr. Cohen- we updated the language in 2020 when we moved to current admin setup and will be changing language to clarify that Asst. Head of School would take over in the event HOS is unable to lead
- Architects update
 - Dr. Cohen shared latest rendering done by Ebbrell Architects
 - Next steps
 - Ebbrell will do 3D renderings (performance and STEM space) that Marketing hire (still TBD) will use to help with fundraising
 - Questions
 - Rudi- how are we planning on approaching this project in regard to phasing? Are we planning on doing this all at once or phasing?
 - Dr. Cohen- ideally we'd do windows & furnishing then do this all at once though we understand cost will affect whether it's plausible to do so... Jeff Barry and I met with a bank this week so that when we come up on 10 year on our current mortgage, we can have multiple options for fundraising this project
 - Katie- will this performance space be tiered and elevated?
 - Dr. Cohen- this is something we've considered and we will be doing as much sound proofing as possible to keep sound from affecting other classes... having this abutting the gym is one way we'll help limit sound
- Bathrooms
 - Summary

- Needed emergency bathroom repairs/upgrades (approx. \$30k cost that is currently slated to come out of operating budget)
 - New basin is 2x size of former one
 - Upgraded from one to two pumps
 - Hopefully those bathrooms will be back online tomorrow
- Presentations at AMLE Hawaii Education Summit
 - Summary
 - Dr. Cohen presented in Hawaii on the Teaching Force program and will be doing another at Holy Cross in Worcester, MA (Nick and World Language teachers will join) on the same topic with the hope of expanding the network of schools involved
 - Questions
 - Paul- I'd love to get Dr. Cohen's perspective on how these presentations went and potentially review deck during next BOT meeting?
 - Dr. Cohen agreed that this would be valuable
- Enrollment
 - 140 applicants for SY23-24 (down YOY- approx. 190 last year) and only 53 for 4th grade (with another 10 from Lynn/Salem)
 - Questions
 - Ian- are YOY numbers down in Marblehead, Swampscott, Nahant?
 - Marblehead, Swampscott, Nahant applications are down YOY
 - Katie- what are the MA state rules for charter school attendance?
 - Dr. Cohen- Salem/Lynn have maxed out % of students that can attend Charter schools (these districts are considered "at cap")
 - Ian- are the class sizes for local districts shrinking? How competitive is enrollment?
 - Dr. Cohen- local districts, especially MHD and SMPCT, have invested in their facilities, overall population is down, enrollment in Charter schools across the state is down... the marketing piece may be important for us as we need to get the word out
- Updates on HOS goals
 - Teacher Feedback
 - Over 50 peer-to-peer lesson visits
 - Student feedback elevated
 - Student reward system using beads- one sixth grader got to switch advisory groups for a day
 - Community Engagement
 - Coffee scheduled for March 1
 - 5th and 6th grade events (Cosmic Cafe & Night at Museum)
 - Facilities Oversight
 - Architect plans
 - Bathroom updates

Tim Wadlow made a motion to authorize spending of \$30,000 needed to finance bathroom upgrades.

Paul Baker seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Ian Hunt	Aye
Nick Santoro	Aye
Jessica Gelb	Absent
William Rockwell	Aye
Katie Holt	Aye
Lindsay Smith	Absent
Jessica Xiarhos	Aye
Peter Cohen	Aye
Tim Wadlow	Aye
Paul Baker	Aye
Rodolphe Herve	Aye

B. HOS Mid-year Review

- Everyone's review is done, Tim and Ian will pull these together and present data during March meeting

C. HOS Discussion on Board on Track Usage

- Dr. Cohen walked through Board on Track features for the Board

VII. Committee Updates

A. Governance Committee

- Committee met this week and has focused on developing standard operating procedures for new Board members
 - Has drafted these and hope to have something prepared to share with the Board next month
 - Nick spoke to the value of providing structure to onboarding process

B. Finance Committee

- Rudi shared his screen with the Board and shared last month's financial results
- This month's meeting
 - Finance Committee voted to approve \$30,000 allocation to repair and upgrade bathrooms
 - State will be taking back \$5,000 that was given to MCCPS in error

C. Personnel Committee

- This month's meeting
 - Committee is reviewing school policies 4-5 at a time over coming months

D. Academic Excellence

- This month's meeting
 - Committee is working on plans for next Strategic Plan

E. Development & Communications

- Jess G absent

F. Strategic Plan Committee

- This month's meeting
 - Reviewed goals received to date
 - Hope to develop skeleton for plan during next month's meeting

G. Facilities Task Force

- Submitted goals for Strategic Plan

VIII. Public Comment

A. Public Comment

- N/A

IX. Board Member Comments and Resolutions

A. Board Member Comments and Resolutions

- N/A

X. Closing Items

A. Adjourn Meeting

Tim Wadlow made a motion to Adjourn tonight's meeting.

Nick Santoro seconded the motion.

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

Roll Call

Katie Holt	Aye
Jessica Xiarhos	Aye
Rodolphe Herve	Aye
Ian Hunt	Aye
Jessica Gelb	Absent
Paul Baker	Aye
William Rockwell	Aye
Nick Santoro	Aye
Lindsay Smith	Absent
Peter Cohen	Aye
Tim Wadlow	Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:39 PM.

Respectfully Submitted,
William Rockwell

Documents used during the meeting

- 2023_01_31_board_meeting_minutes.pdf
- HOS Report to Board of Trustees 2_28_23.pdf
- FinCom_notes_January_2023.pdf
- MCCPS-Jan-2023-Financial_Statements_v1.pdf

Coversheet

HOS Evaluation process

Section: V. HOS Evaluation Process
Item: A. HOS Evaluation process
Purpose: Discuss
Submitted by:
Related Material: HOS Evaluation Training March2023.pptx

HEAD OF SCHOOL EVALUATION

MCCPS Board of Trustees Training
March 28, 2023

Overview

- Remaining timeline and steps in the process
- Summative Report
- Performance Standards and Indicators
- HOS Goals
- Evidence that will be used

Timeline

March-April

- HOS Evaluation Training
- Val-Ed, Board on Track, and HOS Faculty Satisfaction Survey launched by Personnel committee
- Board members thoroughly read and understand HOS Evaluation documents
- HOS completes self-evaluations within surveys
- HOS launches Parent Satisfaction survey

April-May

- HOS presents End of Cycle Progress Report
- Personnel Committee presents summary results of surveys
- Board members collect and synthesize evidence toward assessment

May-June

- Board members complete individual End-of-cycle Summative Evaluation Report
- Board Chair and Vice-chair compile individual ratings and drafts summation
- Board reviews draft, discusses revisions, and adopts report at public meeting
- Report is placed in personnel file and used to inform HOS goals for following year

Head of School Goals

Each Board member will then assess the HOS progress toward the 3 current goals.

*These will be filled in will Peter’s goals and matching standards will be noted.

Head of School Performance Goals – Step 2

Goal(s)	Description	Did Not Meet	Some Progress	Significant Progress	Met	Exceeded
Professional Practice						
1	Leadership & Administrative Team Development: Standard –	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School Improvement						
2	Define Criteria for Excellence & Measures of Learning: Standard -	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional Practice						
3	Standard –	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Permanent						

Progress toward Goals

Each Board member will then assess the HOS overall progress toward the 3 current goals and indicators.

Step 3: Assess Progress Toward Goals (Complete page 3 first; circle one for each set of goal[s].)

Professional Practice Goal(s)	Did Not Meet	Some Progress	Significant Progress	Met	Exceeded
Student Learning Goal(s)	Did Not Meet	Some Progress	Significant Progress	Met	Exceeded
School Improvement Goal(s)	Did Not Meet	Some Progress	Significant Progress	Met	Exceeded

Indicators		Unsatisfactory	Needs Improvement	Proficient	Exemplary
<p>Unsatisfactory = Performance on a standard or overall has not significantly improved following a rating of Needs Improvement, or performance is consistently below the requirements of a standard or overall and is considered inadequate, or both.</p> <p>Needs Improvement/Developing = Performance on a standard or overall is below the requirements of a standard or overall but is not considered to be Unsatisfactory at the time. Improvement is necessary and expected. For new Heads of School, performance is on track to achieve proficiency within three years.</p> <p>Proficient = Proficient practice is understood to be fully satisfactory. This is the rigorous expected level of performance.</p> <p>Exemplary = A rating of Exemplary indicates that practice significantly exceeds Proficient and could serve as a model of practice regionally or statewide.</p>					
Standard I: Instructional Leadership		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standard II: Management and Operations		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Standard III: Family and Community Engagement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standard IV: Professional Culture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Professional Practice Goal(s)	Did Not Meet	Some Progress	Significant Progress
Student Learning Goal(s)	Did Not Meet	Some Progress	Significant Progress
School Improvement Goal(s)	Did Not Meet	Some Progress	Significant Progress

Overall Assessment

Each Board member provides an overall Summative assessment and comments.

End-of-Cycle Summative Evaluation Report: Head of School

Step 3: Rate Overall Summative Performance (Based on Step 1 and Step 2 ratings; circle one.)

Unsatisfactory



Needs Improvement

Proficient

Exemplary

Step 4: Add Evaluator Comments

Comments and analysis are required in support of any rating other than Proficient.

Evidence to use

- Mid-cycle Progress Report and comments
- Results from Val-Ed, Board on Track, & Faculty Satisfaction survey created by Personnel
- End-of-cycle Progress Report presentation by HOS
- Other relevant evidence gathered by Board members including attendance at Board meetings, HOS reports, school events, school communications, etc.

Questions?

Thank you for your time and careful consideration in this most important job.

QUESTIONS?

**THANK YOU FOR YOUR
THOUGHTFUL WORK AND
SERVICE TO MCCPS.**

Coversheet

Monthly Report

Section: VI. HOS Report
Item: A. Monthly Report
Purpose: FYI
Submitted by:
Related Material: HOS Report to Board of Trustees 3_28_23 (1).pdf



HOS Report to the Board of Trustees

Submitted by Peter Cohen, Ed.D

Meeting Date: March 28, 2023

- **March Updates**

- Staffing Updates
 - Assistant Head of School now in place
 - Update on 7th/8th Grade Team Structure for FY24
 - Art Teacher interviews underway
 - Instructional Coaching and Data Coordinator search update
 - IT support - looking to outsource this. Start with an audit.
 - Director of Student Services update
- Initial Meetings with Capital Campaign directors
- Banks - lessons learned from SVB
- Tuition projections look positive for FY24
- Bathroom pump system upgraded

- **Enrollment, Recruitment, Retention**

- Enrollment as of March 20 is 220
- Budget draft for FY24 ready with a 215 enrollment number
- In April, HOS to provide detailed enrollment update to Board

- **HoS Goal Updates**

- Goal One: Evaluation & Feedback
 - Plan for feedback following departure of the Principal

- **Focus Areas for FY24**

- Elevating PBL
- Implementing PBIS
- Restructuring Upper School
- Communication - individualized from teachers to parents
 - Grading reforms on the horizo

Coversheet

Updated Succession Plan

Section: VI. HOS Report
Item: B. Updated Succession Plan
Purpose: Vote
Submitted by:
Related Material:
The Emergency Succession Plan For MCCPS HOS v.2023 (1).pdf

Marblehead Community Charter Public School Emergency Succession Plan for Head of School

Read October 30, 2018

Adopted November 13, 2018

Updated July 28, 2020 **SUGGESTED EDITS FOR 2023**

The Board of Trustees of Marblehead Community Charter Public School recognizes that this is a plan for contingencies due to the disability, death, or departure of the Head of School. If the organization is faced with the unlikely event of an untimely vacancy, Marblehead Community Charter Public School has in place the following emergency succession plan to facilitate the transition to both interim and longer-term leadership.

The Board of Trustees of Marblehead Community Charter Public School has reviewed the job description of the Head of School. The job description is attached. The Board of Trustees has a clear understanding of the Head of School's role in organizational leadership, program development, program administration, operations, Board of Trustees relationships, financial operations, resource development, and community presence.

Succession Plan in Event of a Temporary, Unplanned Absence:

Short-Term

A temporary absence is one of less than three months in which it is expected that the Head of School will return to his/her position once the events precipitating the absence are resolved. An unplanned absence is one that arises unexpectedly, in contrast to a planned leave; such as a vacation or a sabbatical. The Board of Trustees is authorized (or authorizes the Executive Committee) of Marblehead Community Charter Public School to implement the terms of this emergency plan in the event of the unplanned absence of the Head of School.

In the event of an unplanned absence of the Head of School, the Principal (or other highest ranking staff member) is to immediately inform the Board Chair (or highest ranking volunteer board member) of the absence. As soon as it is feasible, the Chair should convene a meeting of the Board of Trustees to affirm the procedures prescribed in this plan or to make modifications, as the Board of Trustees deems appropriate.

At the time that this plan was approved, the position of Acting Head of School would be:

Principal Assistant Head of School

Marblehead Community Charter Public School Emergency Succession Plan for Head of School

Read October 30, 2018

Adopted November 13, 2018

Updated July 28, 2020 **SUGGESTED EDITS FOR 2023**

Should the standing appointee to the position of Acting Head of School be unable to serve, the back-up appointee for the position of Acting Head of School will be:

Director of Student Services

If this Acting Head of School is new to his/her position and inexperienced with this organization, the Board of Trustees may decide to appoint a back-up appointee to the acting Head of School position. The Board of Trustees may also consider the option of splitting executive duties among designated appointees.

Authority and Compensation of the Acting Head of School

The person appointed as Acting Head of School shall have the full authority for decision-making and independent action as the regular Head of School.

The Acting Head of School serves on the Board of Trustees as an Ex-Officio member and all rights and privileges as such.

The Acting Head of School may be offered a temporary salary increase during the Acting Head of School Period as negotiated with the Board of Trustees.

Board Oversight

The Board of Trustees responsible for monitoring the work of the Acting Head of School shall be Board Chair, other board member appointed.

The above named people will be sensitive to the special support needs of the Acting Head of School in this temporary leadership role.

Immediate Action Items –

- o The Acting Head of School and the Chair of the Board of Trustees will make notifications to the Massachusetts Department of Elementary Education of the change in leadership.
- o The Acting Head of School and the Chair of the Board of Trustees will send a joint statement to the Marblehead Community Charter School community of the change in leadership.

Marblehead Community Charter Public School Emergency Succession Plan for Head of School

Read October 30, 2018

Adopted November 13, 2018

Updated July 28, 2020 **SUGGESTED EDITS FOR 2023**

- o Removal of previous Head of School from all bank accounts.
- o Change all passwords and security codes.
- o Retrieve all keys in possession of previous Head of School
- o Deactivate Head of School email address, and forward all email to Acting Head of School email address.

Communications Plan

Immediately upon transferring the responsibilities to the Acting Head of School, the Board Chair (or highest-ranking Board member) will notify staff members, members of the Board of Trustees, and key volunteers of the delegation of authority.

As soon as possible after the Acting Head of School has begun covering the unplanned absence, Board members and the Acting Head of School shall communicate the temporary leadership structure to the following key external supporters of Marblehead Community Charter Public School. This may include (but not be limited to) Massachusetts Department of Elementary and Secondary Education, Town government officers (Police, Fire, Schools, Board of Health, Town Manager, Park and Recreation), foundation program officers, and major donors.

The Message to the Faculty, Staff, Students, Parents and Community shall be:

At this time NAME has notified the Board of Trustees of a Short-Term Leave of Absence.

As of this email, in accordance with the Emergency Succession Plan, NAME is the Acting Head of School.

The Board of Trustees will meet on DATE to formally appoint an Acting Head of School. All members of our community are invited to attend this very important meeting.

Completion of Short-Term Emergency Succession Period

The decision about when the absent Head of School returns to lead Marblehead Community Charter Public School should be determined by the

Marblehead Community Charter Public School Emergency Succession Plan for Head of School

Read October 30, 2018

Adopted November 13, 2018

Updated July 28, 2020 **SUGGESTED EDITS FOR 2023**

Head of School and the Board Chair. They will decide upon a mutually agreed upon schedule and start date. A reduced schedule for a set period of time can be allowed, by approval of the Board Chair, with the intention of working their way back up to a full-time commitment.

Succession Plan in Event of a Temporary, Unplanned Absence:

Long-Term

A long-term absence is one that is expected to last more than three months. The procedures and conditions to be followed should be the same as for a short-term absence with one addition:

The Board of Trustees will give immediate consideration, in consultation with the Acting Head of School, to temporarily filling the management position left vacant by the Acting Head of School. This is in recognition of the fact that for a term of more than three months, it may not be reasonable to expect the Acting Head of School to carry the duties of both positions. The position description of a temporary manager would focus on covering the priority areas in which the Acting Head of School needs assistance.

Communications Plan

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Marblehead Community Charter Public School Emergency Succession Plan for Head of School

Read October 30, 2018

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Updated July 28, 2020 **SUGGESTED EDITS FOR 2023**

The Message to the Faculty, Staff, Students, Parents and Community shall be:

At this time NAME has notified the Board of Trustees of a Long-Term Leave of Absence.

As of this email, in accordance with the Emergency Succession Plan, NAME is the Acting Head of School.

The Board of Trustees will meet on DATE to formally appoint an Acting Head of School. All members of our community are invited to attend this very important meeting.

Completion of Long-Term Emergency Succession Period

The decision about when the absent Head of School returns to lead Marblehead Community Charter Public School should be determined by the Head of School and the Board Chair. They will decide upon a mutually agreed upon schedule and start date. A reduced schedule for a set period of time can be allowed, by approval of the Board Chair, with the intention of working the way up to a full-time commitment.

Succession Plan in Event of a Permanent Change in Head of School

A permanent change is one in which it is firmly determined that the Head of School will not be returning to the position. The procedures and conditions should be the same as for a long-term temporary absence with one addition:

The Board of Trustees will appoint a Transition and Search Committee within 30 days to plan and carry out a transition to a new permanent Head of School. The Board will also consider the need for outside consulting assistance depending on the circumstances of the transition and the board's capacity to plan and manage the transition and search. The Transition and Search Committee will also determine the need for an Interim Head of School, and plan for the recruitment and selection of an Interim Head of School and/or permanent Head of School.

Communications Plan

Marblehead Community Charter Public School Emergency Succession Plan for Head of School

Read October 30, 2018

Adopted November 13, 2018

Updated July 28, 2020 **SUGGESTED EDITS FOR 2023**

Immediately upon transferring the responsibilities to the Acting Head of School, the Board Chair (or highest-ranking Board member) will notify staff members, members of the Board of Trustees, and key volunteers of the delegation of authority.

As soon as possible after the Acting Head of School has begun covering the unplanned absence, Board members and the Acting Head of School shall communicate the temporary leadership structure to the following key external supporters of Marblehead Community Charter Public School. This may include (but not be limited to) Massachusetts Department of Elementary and Secondary Education, Town government officers (Police, Fire, Schools, Board of Health, Town Manager, Park and Recreation), foundation program officers, and major donors.

The Message to the Faculty, Staff, Students, Parents and Community shall be:

The Board of Trustees would like to thank NAME for their service as Head of School for the MCCPS Community. At this time NAME has notified the Board of Trustees they have decided to leave MCCPS for future endeavors.

As of this email, in accordance with the Emergency Succession Plan, NAME is the Acting Head of School.

The Board of Trustees will meet on DATE to formally appoint an Acting Head of School. All members of our community are invited to attend this very important meeting.

Checklist for Acceptance of All Types of Emergency Succession Plans

- o Succession plan approval. This succession plan will be approved by the Executive Committee and forwarded to the full Board of Trustees for its vote and approval. This plan should be reviewed annually.
- o Job Descriptions. Two job descriptions are attached to this plan. The first Job Description reflecting the current responsibilities. The second job description reflects how the responsibilities will be assigned within

Marblehead Community Charter Public School Emergency Succession Plan for Head of School

Read October 30, 2018

Adopted November 13, 2018

Updated July 28, 2020 **SUGGESTED EDITS FOR 2023**

the context of an emergency/unplanned absence of the Head of School.

- o Copies. Copies of this Emergency Succession Plan along with the corresponding documentation shall be maintained by The Board Chair, the Head of School, the Acting Head of School Appointee, and the human resources department.

The Emergency Succession Plan and the supporting documents (the information and contact inventory, job descriptions) should be reviewed, updated and approved by the Board of Trustees annually. This plan must also be updated and approved by the Board of Trustees when one or more of the employees in this plan change.

This plan may also be implemented in the case of an unplanned absence of the Acting Head of School or Interim Head of School.

**Marblehead Community Charter Public School
Emergency Succession Plan for Head of School**

Read October 30, 2018

Adopted November 13, 2018

Updated July 28, 2020 **SUGGESTED EDITS FOR 2023**

Adopted: _____

Marblehead Community Charter Public School Emergency Succession Plan for Head of School

Read October 30, 2018

Adopted November 13, 2018

Updated July 28, 2020 **SUGGESTED EDITS FOR 2023**

Appendix A

MARBLEHEAD COMMUNITY CHARTER PUBLIC SCHOOL
FUNCTIONAL JOB DESCRIPTION

Position Title: MCCPS Head of School

Reports to: MCCPS Board of Trustees

Position Summary:

The Head of School (HOS) of the Marblehead Community Charter Public School (MCCPS) is expected to lead the Board, Faculty, Staff, Students, Parents and Community Members in further strengthening the vision of the school and implementing its strategic plan. The HOS will lead the continuous improvement process, advance the successful academic program consistent with the MCCPS mission and charter, and be accountable for the results. The HOS will promote school-wide innovation and cultivate an extraordinary professional team. The HOS will create and strengthen networking and optimize the school's financial and regulatory systems. The HOS is responsible for implementing policies established by the MCCPS Board of Trustees (Board) and is directly accountable to the Board. The HOS is authorized to take such actions as may be necessary for proper conduct of the School, subject to the budgetary guidelines and in accordance with the school's strategic plan and related policies as adopted by the Board. The HOS will ensure the school upholds and complies with the terms of the current Charter granted to MCCPS, as approved, and shall adhere to any and all applicable laws.

Essential Functions:

1. Ensure that the Board of Trustees is kept fully informed on the conditions and operations of MCCPS. Attend and participate fully in Board meetings.
2. Establish a sound organizational structure for MCCPS, in consultation with the Board.
3. Plan, formulate and recommend for approval to the Board of Trustees policies and programs to further the mission of the School.
4. Ensure that all MCCPS funds, physical assets, and property are appropriately safeguarded, administered and maintained.
5. Hire, evaluate and set compensation package for all faculty and staff as necessary in accordance with School policy.
6. Enable the professional development of faculty and staff. Inspire innovation at every level.
7. Supervise curriculum development and ensure its continuous evaluation and improvement.
8. Oversee student services including student discipline and reporting to appropriate government agencies.
9. Communicate regularly and effectively with the MCCPS community in accordance with School policy.

Marblehead Community Charter Public School Emergency Succession Plan for Head of School

Read October 30, 2018

Adopted November 13, 2018

Updated July 28, 2020 **SUGGESTED EDITS FOR 2023**

- 10. Maintain and improve community relations, including relations with the town of Marblehead.
- 11. Substantially improve the development and fundraising capacity of MCCPS.
- 12. Understand and follow DESE regulations, state and federal laws, and any applicable regulations; recommend appropriate corrective actions and strategies for compliance.

Qualification/Education/Experience:

- 1. Must be able to perform each essential duty satisfactorily.
- 2. Master's degree (M.Ed.) in Education or Special Education preferred.
- 3. Two or more years of experience in education administration. Must have demonstrated experience with personnel supervision in a school.
- 4. Must hold a school administrator certificate or a state approved equivalent.
- 5. High energy level, superior interpersonal skills and ability to function in a team atmosphere.
- 6. Ability to communicate clearly and effectively in oral and written form.
- 7. Knowledge of modern principles, methods, and techniques of administration and program planning.
- 8. Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.

RECEIPT AND REVIEW OF FUNCTIONAL JOB REQUIREMENTS

I, _____, have read, understand and agree to the above functional job description. I understand the essential functions, qualifications, education, experience, and physical demands of the position and acknowledge that I am capable of performing all of the essential functions of this position without reasonable accommodation or I have informed you of my need for an accommodation. The MCCPS Board of Trustees reserves the right to change any part of this job description, as circumstances require.

It is intended that the terms of the executed employment contract, including any approved amendments to that contract, are incorporated within the job description for the duration of that contract and thereby become part of the job description.

Employee's Signature _____ Date _____

**Marblehead Community Charter Public School
Emergency Succession Plan for Head of School**

Read October 30, 2018

Adopted November 13, 2018

Updated July 28, 2020 **SUGGESTED EDITS FOR 2023**

Appendix B

Emergency HOS Succession Plan

Position Title: MCCPS Head of School

Reports to: MCCPS Board of Trustees

Overview of Position Responsibilities:

The Head of School (HOS) of the Marblehead Community Charter Public School (MCCPS or School) is expected to lead the MCCPS Board of Trustees (Board), Faculty, Staff, Students, Parents and Community Members in further strengthening the vision of the School and implementing its strategic plan. The HOS will lead the continuous improvement process, advance the successful academic program consistent with the MCCPS mission and charter, and be accountable for the results. The HOS will promote school-wide innovation and cultivate an extraordinary professional team. The HOS will create and strengthen networking and optimize the School’s financial and regulatory systems. The HOS is responsible for implementing policies established by the Board and is directly accountable to the Board. The HOS is authorized to take such actions as may be necessary for proper conduct of the School, subject to the budgetary guidelines and in accordance with the School’s strategic plan and related policies as adopted by the Board. The HOS will ensure the School upholds and complies with the terms of the current Charter granted to MCCPS, as approved, and shall adhere to any and all policies and applicable laws.

	Essential Function from HOS Job Description	Designated Successor	Learning Needs/Action Plan
1.	Ensure that the Board is kept fully and regularly informed on the conditions and operations of MCCPS.	Principal	

Marblehead Community Charter Public School Emergency Succession Plan for Head of School

Read October 30, 2018

Adopted November 13, 2018

Updated July 28, 2020 **SUGGESTED EDITS FOR 2023**

2.	Attend and participate fully in Board meetings, except when matters relating to the HOS' employment are at issue.	Principal	
3.	Establish a sound organizational structure for MCCPS in consultation with the Board.	Principal	
4.	Plan, formulate and recommend for approval to the Board policies and programs to further the mission of the School.	Principal	
5.	A. Hire, supervise, and evaluate for all faculty and staff as necessary in accordance with School policy.	Principal	
	B. Set compensation packages for all faculty and staff as necessary in accordance with School policy.	Principal w/Business Manager	
6.	Facilitate the professional development of faculty and staff.	Principal	
7.	Supervise curriculum development and implementation and ensure its continuous evaluation and improvement.	Principal	
8.	Inspire innovation at every level and demonstrate best practices in order to assure the success and continuous improvement of the academic program of the School.	Principal	
9.	Oversee student services, including student discipline, special education and disability	Principal	

Marblehead Community Charter Public School Emergency Succession Plan for Head of School

Read October 30, 2018

Adopted November 13, 2018

Updated July 28, 2020 **SUGGESTED EDITS FOR 2023**

	accommodations, and reporting to appropriate government agencies.		
10.	Communicate regularly and effectively with the MCCPS community, both internal and external, consistent with School policy, creating a climate of collaboration and collegiality among all constituents and stakeholders.	Principal	
11.	Maintain and improve community relations, including those with the town of Marblehead.	Principal	
12.	Work with the Finance Committee and the business manager to formulate and recommend an annual budget for the School.	Principal	
13.	Substantially improve the development and fundraising capacity of MCCPS in order to supplement the School's budget.	Principal	
14.	Ensure that all MCCPS funds, physical assets, and property are appropriately safeguarded, administered and maintained.	Principal	
15.	Comply with DESE regulations, state and federal laws, and any applicable regulations. Recommend appropriate corrective actions and strategies for compliance.	Principal	

**Marblehead Community Charter Public School
Emergency Succession Plan for Head of School**

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Adopted November 13, 2018

Updated July 28, 2020 **SUGGESTED EDITS FOR 2023**

Appendix C

HOS Succession Plan, other tasks

(some overlap with HOS job description & superintendent's checklist)

Compliance

<u>Finances</u>	<u>Technology</u>	<u>Health & Safety</u>	<u>Educational</u>
State/Fed Grants management	Develop, update, implement Tech Plan	certifications, trainings: AED, CPR, 1 st aid & , restraint	Exhibition (educational, marketing, facilities concerns)
end of year report	EPIMS, SIMS, etc	Discipline & Commendations	Coordin Prog Rev
misc. filings		Supervision of Students, recess schedule	Annual Reports, Charter Renewal, & site visits
Monthly reimburs	Parents' & Teachers' Corners	Food Service	DESE directives
state auditor, inspect gener, MASBO	website – manage, update, etc.	health services	state standards, MCAS, ACCESS
insurance, liability, workers comp, disabil	maintenance, security, expansion of computers & access to technol	attendance, tardies	RTI, IEPs, 504s, accommodating for needs (OT, SLP)
manage/oversee various accounts	ordering, installing all hardware, software; maintain inventory	HIPPA	Reporting to parents – CUE, SPED progress reports, SPED PAC,

**Marblehead Community Charter Public School
Emergency Succession Plan for Head of School**

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Updated July 28, 2020 **SUGGESTED EDITS FOR 2023**

fincom duties	training for fac, staff, and students	athletics	Prof Devel Plans
develop, manage budget		building needs	
accountables: quickbooks, annual audit, credit line, Mass Devel loan, Boston Private (2 accts), National Grand (checking, food service, payroll, petty cash)		grounds needs	
PayPal: food service, athletics, SAF, fundraisers			
finances, income, expenses			
vendors Acct Payable: lease, payables, purchase orders			

Parent/Student Services

Curriculum	Assessment	Events	Parents
Academic offered	MCAS	coordination of events, set-up, etc.	MAP goals
graduation	Academic Probation	yearbook, calendar,	volunteerism
materials, equip, furniture: storage,		grade level fundraising	

**Marblehead Community Charter Public School
Emergency Succession Plan for Head of School**

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Updated July 28, 2020 **SUGGESTED EDITS FOR 2023**

ordering, disposal, etc			
Exhibition program		fundraising events	
Film Fest after Exhibition		community building events	
Enrichment & day after			
lesson plans/grades			
acceleration & remediation			

Schoolwide

<u>Admin/ILT</u>	<u>Fundraising</u>	<u>Information</u>	<u>Development</u>
	fundraising, donorschoose	Satisfaction Surveys	build relationships with community, other schools, local organizations, donors, etc.
plan, effectuate, evaluate prof devel	manage rentals	enrollment, open houses, admissions	Ed Foundation
School year calendar	grade level events to fund trips	Handbook	organize & structure formal

**Marblehead Community Charter Public School
Emergency Succession Plan for Head of School**

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			giving: stewardships, corporate sponsorships
Academic Schedule: who teaches when	auction	regular emails/notices	
Clean-up Crew	fashion show	Highlight, Constant Contact	
Recycling: paper, etc.	wine tasting	update databases, including Power School, Constant Contact, LGL, Salesforce	
sub coverage	calendars for sale	maintain, transfer student files	
student teachers, practicums	dances	publicity, getting articles into the newspaper	
	school store: note cards, school clothing, etc.	directory	
	in-school fundraising efforts		

Human Resources

fac/staff		support	
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**Marblehead Community Charter Public School
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Updated July 28, 2020 **SUGGESTED EDITS FOR 2023**

Hiring, Supervision, & Evaluation	legislative liaison	plan, effectuate, and evaluate prof devel	birthday list
insurance: health, dental, workmen's comp, unemploy		consult meetings	provide lunch on prof devel days and snacks on Wed
contracts		Induction/mentorin g	teachers' contact list
MTRS, 403b		substitutes (nurse, too)	
payroll		graduate courses with area colleges	
board membership		internship program	
student records, staff records		department lunches	
CORI, SORI		school visits as prof devel	
fac/staff attendance, time off requests			

Coversheet

Finance Committee

Section:	VIII. Committee Updates
Item:	B. Finance Committee
Purpose:	Discuss
Submitted by:	
Related Material:	FinCom_notes_Feb__23.pdf MCCPS-Feb-2023-Financial_Statements_v1.pdf FY14 Propoposed Budget.pdf

FinCom notes February 2023

From last month:

The check from the Commonwealth was \$328,422 - \$5,311 more than December. I haven't seen any data to explain this but at least it's in our favor. The population at press time is 221.

From DESE on 2/22:

It was brought to the Department's attention that charter schools receiving state tuition for sibling enrollment were overpaid in the January distributions posted at the end of the month by the Department of Revenue (DOR). In order to correct this overpayment, DOR has provided February tuition estimates for those affected schools (attached). January's excess tuition will be deducted in full for the February 28th distribution. Please see the attachment for more details.

464	864	MARBLEHEAD COMMUNITY	323,422	328,733	322,359	(6,374)
-----	-----	----------------------	---------	---------	---------	---------

All of that to say the February check was less than expected.

Revenue

A parent-led Super Bowl square competition raised \$1,230 towards a van for athletics...these fund were moved into the Board Restricted account.

Expenses

The final payment to Endicott College for the Fellows was made.

We had an unexpected bill from the new plow guy for \$5,400 that covered salting and plowing from December through early February...it was the first bill we had received. We were not aware they had been salting on numerous occasions, especially since we hadn't been billed.

The quarterly water bill was reasonable.

The admissions post card project was completed and we placed ads in local newspapers.

Misc.

At press time those banks failed...I am arranging a call with our insurers to see how we can protect ourselves and Peter & I will have spoken to Rockland Trust. We can also discuss recent local coverage of the Town of Marblehead's cash management.

The final cost of the rear bathroom pump system was \$31,211.50 as there were several change orders and additional electrical work. The architects are aware of what we did and will incorporate it into the plans. There is an additional \$5K of related work that we will try to push into FY24.

The architects rec'd a progress payment of \$10,229 in March, so future payments against their contract of \$35,800+ will need to come from the Board Restricted Account.

The CapEx budget is established at RT...I am working on Policies & Procedures.

Peter & I spoke to a Capital Campaign professional and will provide an update.



Cranney Home Services
 33 Cherry Hill Drive
 Suite 2
 Danvers, MA 01923
 978-750-6900

BILL TO

Marblehead Charter School
 17 Lime Street
 Marblehead, MA 01945 USA

INVOICE 382339163	INVOICE DATE Feb 10, 2023
-----------------------------	-------------------------------------

JOB ADDRESS

Marblehead Charter School
 17 Lime Street
 Marblehead, MA 01945 USA

Completed Date: 3/3/2023
Payment Term: Due Upon Receipt
Due Date: 2/10/2023

DESCRIPTION OF WORK

REMOVE OLD PUMP AND BASIN AND INSPECT AND PREP FOR NEW INSTALL

TASK	DESCRIPTION	QTY	PRICE	TOTAL
SEW-300	REMOVE OLD SEWER EJECTOR PUMP REMOVE EXISTING BASIN AND INSPECT EXISTING PLUMBING FOR NEW SEWER EJECTOR SYSTEM IF NEW SYSTEM IS NOT APPROVED CRANNEY WILL QUOTE TO REINSTALL OLD BASIN AND A NEW 1 HP PUMP TO REPALCE NON WORKING PUMP	1.00	\$1,150.00	\$1,150.00
SEW-100	DUAL SETUP SLIDE RAIL PUMP SYSTEM 36" X 48" BASIN	1.00	\$13,259.00	\$13,259.00
SEW-100	JACKHAMMER EXISTIN BASIN AND REMOVE ALL EXISTING PUMP PARTS AND BASIN REMOVE SLOP SINK IN CORNER OF STORAGE ROOM AND JACKHAMMER PLATFORM TO INSTALL EXISTING SLOP SINK DIRECTLY TO FLOOR PLUMB SLOP SINK INTO NEW SEWER EJECTOR BASIN JACKHAMMER AND REMOVE MATERIAL TO A DEPTH MINIMUM OF 48 INCHES INSTALL NEW SEWER EJECTOR BASIN AND PUMP SYSTEM CONNNECT ALL BRAND LINES INTO BASIN BACKFILL WITH 1/4 INCH PEA STONE PER MANUFACTURE SPECS RECOMMENDATION AND POUR CONCRETE TO MATCH EXISTING FLOORING	1.00	\$8,500.00	\$8,500.00

ALL MATERIALS AND LABOR INCLUDED
 CRANNEY HOME SERVICES IS NOT RESPONSIBLE FOR TILE FLOOR
 REPAIR

CRANNEY HOME SERVICES IS NOT RESPONSIBLE FOR ELECTRIC WORK
 NEEDED. CRANNEY CAN SEND A LICENSED CRANNEY ELECTRICIAN TO
 QUOTE ELECTRIC WORK NEEDED TO INSTALL PANEL AND PUMP
 ELECTRONICS NEEDED FOR SYSTEM

SEW-300	INSTALL ELECTRICAL PANEL AND PUMP SYSTEM CONNECT AND WIRE ALL LOW AND HIGH VOLTAGE FOR SYSTEM INCLUDES ALL MATERIALS AND LABOR	1.00	\$1,750.00	\$1,750.00
	SCHOOL IS RESPONSIBLE FOR SUPPLYING PROPER ELECTRICAL FEED TO UTILITY ROOM FOR PUMP SYSTEM			
SEW-100	ADDITIONAL WORK PERFORMED TO FIT AND INSTALL 36 INCH TANK PLUMBING FOR ADDITIONAL 3 INCH DRAIN LINE COMING FROM HANDICAP BATHROOM	1.00	\$2,300.00	\$2,300.00
	VERTICAL PLUMBING TO BE CONNECTED INTO NEW SEWER EJECTOR SYSTEM. EXISTING LINES DONT LINE UP ADDITIONAL PLUMBING MATERIALS AND LABOR NEEDED			
SEW-100	3 INCH BULKHEAD CONNECTION	1.00	\$305.00	\$305.00
SEW-100	2 INCH COPPER MATERIAL FOR VENT AND DISCHARGE CONNECTIONS	1.00	\$650.00	\$650.00

PAID ON	TYPE	MEMO	AMOUNT
2/16/2023	Default Check		\$12,000.00

POTENTIAL SAVINGS	\$0.00
SUB-TOTAL	\$27,914.00
TOTAL DUE	\$27,914.00
PAYMENT	\$12,000.00
BALANCE DUE	\$15,914.00

Thank you for choosing Cranney Home Services

CUSTOMER AUTHORIZATION

This invoice is agreed and acknowledged. Payment is due upon receipt. A service fee will be charged for any returned checks.

Sign here 

Date 2/20/2023



CLIFFORD ELECTRIC

PO BOX 3063
Salem, MA 01970

(978) 745-1314
License No.# A14435

Invoice

DATE
2/24/2023

INVOICE #
8281

BILL TO:

M.C.C.P.S.
17 Lime Street
Marblehead, Ma. 01945

Project

Terms

Net 30 1.5% aft ...

Item	DESCRIPTION	Quantity/Hours	Cost/Rate	AMOUNT
2/21/2023 - Sewage Ejector Pump System Wiring				
Labor 2 Man	Labor 2 Man	2	260.00	520.00
Labor 1 Man	Labor 1 man	1	130.00	130.00
2p/20A	2p/20A/15A	1	25.00	25.00
Single Recept 15A...	Single Recept 15A/20A	1	6.00	6.00
1g Device	1g Device Plate	1	1.00	1.00
2/23/2023 - Sewage Ejector Pump System Wiring				
Labor 2 Man	Labor 2 Man	7	260.00	1,820.00
#10 thhn Wire	#10 thhn Wire	400	0.45	180.00
#12 thhn Wire	#12 thhn Wire	200	0.40	80.00
4" Square, Deep Wire	4" Square, Deep 10/2 mc Cable	1	7.00	7.00
12/2 mc Cable	12/2 mc Cable	70	2.40	168.00
Receptacle	G20 Receptacle	35	1.50	52.50
Mud Ring	Mud Ring	2	8.00	16.00
2g Device	Mud Ring	1	4.00	4.00
Material	2g Device Plate	1	3.00	3.00
2p/30A	Click Clip	3	1.00	3.00
Permit	2p/30A	2	91.00	182.00
	Permit		100.00	100.00
INVOICE TOTAL				\$3,297.50
PAYMENTS				\$0.00
Thank you for your business.			TOTAL	\$3,297.50

Marblehead Community Charter Public School

Financial Results
As of Feb 28, 2023



**MARBLEHEAD COMMUNITY
CHARTER PUBLIC SCHOOL**
N A V I G A T O R S

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

MCCPS

Balance Sheet Comparison

As of Feb 28, 2023

	As of Feb 28, 2023	As of Feb 28, 2022 (PY)	Increase / (Decrease)	%age
ASSETS				
Current Assets				
Checking/Savings				
1073 — EBSB Payroll (8947)	25,741	26,637	(895)	-3.4%
1072 — EBSB Operating (8934)	485,061	681,574	(196,513)	-28.8%
1010 — Charter Hall (8202)			0	
1040 — Petty Cash (4534)	411	959	(549)	-57.2%
1070 — Checking (4542)	53,936	50,538	3,398	6.7%
1085 — PayPal	308	11,050	(10,742)	-97.2%
1090 — FoodService (5077)	33,895	(46)	33,941	-74252.8%
1074 Board Restricted (0623)	357,349	104,992	252,357	240.4%
Total Checking/Savings	956,701	875,704	80,997	9.2%
Accounts Receivable				
1200 — Accounts Receivable	9,390	0	9,390	
1201 — Grants Receivable	44,391	0	44,391	
Total Accounts Receivable	53,781	0	53,781	
Other Current Assets				
1310 — Prepaid Expense	13,402	0	13,402	
1210 — State Allocation Receivable	0	0	0	
Total Other Current Assets	13,402	0	13,402	
Total Current Assets	1,023,883	875,704	148,180	16.9%
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	460,823	124,665	336,159	269.7%
1531 — Fixed Assets	66,648	66,648	0	0.0%
1599 — Accumulated Depreciation	(886,403)	(781,180)	(105,223)	13.5%
Total Fixed Assets	3,891,068	3,660,133	230,936	6.3%
TOTAL ASSETS	4,914,952	4,535,836	379,115	8.4%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 — Accounts Payable	(28,851)	(7,950)	(20,902)	NM
2010 — Accounts Payable FS	0	0	0	
Total Accounts Payable	(28,851)	(7,950)	(20,902)	NM
Other Current Liabilities				
2110 — Accrued Payroll	87,500	105,902	(18,402)	-17.4%
2110-25 — Payroll Liabilities	(2,404)	(3,945)	1,541	-39.1%
2110-30 403B	0	(525)	525	-100.0%
2111 — Accrued Payroll Taxes	0	5	(5)	NA
2160-25 — MTRB Liability	18,766	17,384	1,383	8.0%
2190-25 — Payroll Clearing Account	2,832	(3,273)	6,105	-186.5%
2230 — Accrued Expenses	39,898	39,898	0	0.0%
2200 — Deferred Revenue	0	0	0	
Total Other Current Liabilities	146,592	155,445	(8,853)	-5.7%
Total Current Liabilities	117,741	147,495	(29,755)	-20.2%
Long Term Liabilities				
2613 — Rockland Trust Mortgage	3,440,357	3,547,797	(107,440)	-3.0%
Total Long Term Liabilities	3,440,357	3,547,797	(107,440)	-3.0%
Total Liabilities	3,558,097	3,695,292	(137,195)	-3.7%
Equity				
3000 — Opening Bal Equity	(295)	(295)	0	0.0%
3900 — Retained Earnings	1,112,134	499,843	612,292	122.5%
Net Income	245,015	340,997	(95,982)	-28.1%
Total Equity	1,356,854	840,545	516,310	61.4%
TOTAL LIABILITIES & EQUITY	4,914,952	4,535,836	379,115	8.4%

MCCPS

Profit and Loss Prev Year Compariso

July 2022 - Feb 2023

	Accrual Basis				# months YTD		
	Jul 2022 - Feb 2023	Jul 2021 - Feb 2022 (PY)	Increase / (Decrease)	%age	Budget	Over / (Under)	%age
Ordinary Income/Expense							
Income							
4005 — STATE ALLOCATION	2,667,364	2,479,426	187,938	7.6%	2,646,900	20,464	0.8%
4040 — INVESTMENT INCOME	1,283	194	1,089	560.7%	67	1,216	1824.6%
4050 — OTHER INCOME	37,643	24,913	12,730	51.1%	23,167	14,477	62.5%
4055 — STUDENT SUCCESS FUND	25,924	21,712	4,212	NA	14,375	11,549	80.3%
4057 — VACATION PROGRAMMING			0	NA	0	0	NA
4060 — CONTRIBUTIONS (MCEF)	4,427		4,427	NA	0	4,427	NA
4070 — PRIVATE GRANTS			0	NA	0	0	NA
4080 — REIMBURSEMENTS	26,406	10,406	16,000	153.8%	6,667	19,740	296.1%
4085 — MEDICARE REIMB.	10,231		10,231	NA	6,667	3,564	53.5%
4090 — FUNDRAISING	6,645	18,442	(11,797)	NA	33,333	(26,688)	-80.1%
Total Income	2,779,923	2,555,094	224,829	8.8%	2,731,175	48,748	1.8%
Gross Profit	2,779,923	2,555,094	224,829	8.8%	2,731,175	48,748	1.8%
Expense							
5000 PERSONNEL	1,754,072	1,578,174	175,898	11.1%	1,815,744	(61,672)	-3.4%
5100 TEACHING FELLOWS	38,600		0	NA	2,000	36,600	NA
5140 BENEFITS	221,697	220,079	1,618	0.7%	304,932	(83,235)	-27.3%
5150 STAFF DEVELOPMENT	21,857	13,267	8,590	64.7%	18,000	3,857	21.4%
5150 TEACHING FORCE	3,500						
5160 SEARCH COSTS	2,087	1,969	118	6.0%	1,333	753	56.5%
5170 SUBSTITUTE		1,723	(1,723)	-100.0%	1,000	(1,000)	NA
5200 DIRECT STUDENT SUPPORT	63,239	47,523	15,715	33.1%	53,375	9,864	18.5%
5261 STUDENT ACTIVITY			0	NA	121,667	(121,667)	-100.0%
5300 OCCUPANCY	141,304	104,828	36,476	34.8%	159,167	(17,863)	-11.2%
5400 OFFICE & ADMIN	167,337	157,341	9,996	6.4%	63,333	104,004	164.2%
6100 DEPRECIATION	71,672	68,462	3,210	NA	0	71,672	NA
Total Expense	2,485,364	2,193,366	291,999	13.3%	2,540,552	(55,187)	-2.2%
Net Ordinary Income	294,558	361,728	(67,170)	-18.6%	190,623	103,935	54.5%
Net Income	294,558	361,728	(67,170)	-18.6%	190,623	103,935	54.5%

MCCPS
Profit and Loss Standard
 July 2022 - Feb 2023

	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Total
Income									
4005 STATE ALLOCATION	1,494	676,730	338,208	338,209	338,209	323,422	328,733	322,359	2,667,364
4040 INVESTMENT INCOME	39	80	58	96	213	259	280	257	1,283
4050 OTHER INCOME		6,979	11,757	3,359	4,281	7,353	3,334	580	37,643
4055 STUDENT SUCCESS FUND		134	7,970	1,765	16,055				25,924
4060 CONTRIBUTIONS			3,124		987	315			4,427
4080 REIMBURSEMENTS	8	2,082	20,339		3,391		444	143	26,406
4085 MEDICARE REIMB.						10,231			10,231
4090 FUNDRAISING			1,000	2,587	861	285	430	1,481	6,645
Total Income	1,541	686,005	382,456	346,016	363,997	341,865	333,222	324,819	2,779,923
Gross Profit	1,541	686,005	382,456	346,016	363,997	341,865	333,222	324,819	2,779,923
Expenses									
5000 PERSONNEL	76,453	218,106	247,476	239,899	262,383	239,197	234,446	236,112	1,754,072
5100 TEACHING FELLOWS			12,888		13,272			12,440	38,600
5140 BENEFITS	21,555	37,419	19,972	30,897	31,893	25,821	27,108	27,032	221,697
5150 STAFF DEVELOPMENT		3,705	13,176	1,711	1,275	1,013	419	558	21,857
5155 TEACHINGFORCE		3,500							3,500
5160 SEARCH COSTS				2,086.78					2,087
5200 DIRECT STUDENT SUPPORT	11,000	10,977	11,554	11,398	6,213	3,562	3,416	5,118	63,239
5261 STUDENT ACTIVITY									0
5300 OCCUPANCY	10,645	30,485	11,793	18,587	19,181	18,281	12,876	19,455	141,304
5400 OFFICE & ADMIN	11,167	26,826	23,198	19,737	16,889	16,639	31,752	21,129	167,337
6100 Depreciation	8,959	8,959	8,959	8,959	8,959	8,959	8,959	8,959	71,672
Total Expenses	139,779	339,977	349,016	333,275	360,065	313,472	318,977	330,803	2,485,364
Net Operating Income	-138,238	346,028	33,441	12,741	3,932	28,393	14,245	-5,984	294,558
Net Income	-138,238	346,028	33,441	12,741	3,932	28,393	14,245	-5,984	294,558

**MCCPS - Profit and Loss by Class
July 2022 - Feb 2023**

	01 - General Fund	20 - School Lunch	21 - Student Activities	22 - Athletics	23 - Nature's Classroom	25 - Field Trips	Total 21 - Student Activities	90 Federal Grants	113 - ESSER Emergency	115 - ESSER II	119 - ESSER III	140 - Title 2	240 - Sped 94-142	305 - Title 1	309 - Title 4	719 - Literacy	Total 90 Federal Grants	92 Private Grants	94- FMPSGrant	95-PTO Reimb.	Total 92 Private Grants	TOTAL
Income																						
4005 STATE ALLOCATION	2,667,364						0										0				0	2,667,364
4010 FEDERAL & STATE GRANTS							0		100	25,158	25,220	3,723	6,231	10,945	10,000	5,109	86,486				0	86,486
4020 SCHOOL LUNCH		79,018					0										0				0	79,018
4030 STUDENT ACTIVITIES				8,675	7,005	6,299	21,979										0				0	21,979
4040 INVESTMENT INCOME	1,283						0										0				0	1,283
4050 OTHER INCOME	37,643						0										0				0	37,643
4055 STUDENT SUCCESS FUND	25,924						0										0				0	25,924
4060 CONTRIBUTIONS	4,427						0										0				0	4,427
4070 PRIVATE GRANTS							0										0	1,500			1,500	1,500
4080 REIMBURSEMENTS	26,406						0										0				0	26,406
4085 MEDICARE REIMB.	10,231						0										0				0	10,231
4090 FUNDRAISING	6,645						0										0	3,000			3,000	9,645
Total Income	2,779,923	79,018	0	8,675	7,005	6,299	21,979	0	100	25,158	25,220	3,723	6,231	10,945	10,000	5,109	86,486	4,500	0	0	4,500	2,971,906
Gross Profit	2,779,923	79,018	0	8,675	7,005	6,299	21,979	0	100	25,158	25,220	3,723	6,231	10,945	10,000	5,109	86,486	4,500	0	0	4,500	2,971,906
Expenses																						
5000 PERSONNEL	1,754,072	25,499		8,250			8,250				33,271		67,676				100,947				0	1,888,768
5100 Teaching Fellows	38,600						0										0				0	38,600
5140 BENEFITS	221,697						0										0				0	221,697
5150 STAFF DEVELOPMENT	21,857						0	692			4,200			2,200			7,092				0	28,949
5155 TEACHINGFORCE	3,500						0										0				0	3,500
5160 SEARCH COSTS	2,087						0										0				0	2,087
5200 DIRECT STUDENT SUPPORT	63,239						0	21,027			4,999						28,015				0	91,253
5261 STUDENT ACTIVITY				4,343	5,830	7,492	17,664										0				0	17,664
5270 SCHOOL LUNCH EXP		37,431					0				8,857						8,857				0	46,289
5300 OCCUPANCY	141,304	196					0										0		202		202	141,702
5400 OFFICE & ADMIN	167,337						0										0	6,937		436	7,373	174,710
6100 Depreciation	71,672						0										0				0	71,672
Total Expenses	2,485,364	63,127	0	12,593	5,830	7,492	25,914	21,718	0	0	51,328	0	67,676	4,189	0	0	144,911	6,937	202	436	7,574	2,726,891
Net Operating Income	294,558	15,892	0	-3,918	1,176	-1,193	-3,935	-21,718	100	25,158	-26,108	3,723	-61,445	6,756	10,000	5,109	-58,425	-2,437	-202	-436	-3,074	245,015
Net Income	294,558	15,892	0	-3,918	1,176	-1,193	-3,935	-21,718	100	25,158	-26,108	3,723	-61,445	6,756	10,000	5,109	-58,425	-2,437	-202	-436	-3,074	245,015

MCCPS

Financial Ratios

As of Feb 28, 2023

months YTD

8

Debt Service Coverage Ratio	3.77
Days of Cash	96
LUNA (liquid unrestricted net assets)	3.30

Debt Service Coverage Ratio	
Standard monthly payment (Principal and Interest)	9,767
Net operating Income YTD	294,558
Annualized based on YTD results	441,837
Calculated Debt Service Ratio	3.77

Days Cash	
Cash on Hand	956,701
Operating Expense YTD	2,485,364
Annualized	3,728,047
Noncash expense	71,672
Depreciation YTD	
Annualized	107,508
Days Cash	96

Liquid Unrestricted Net Assets	
Unrestricted Net Assets	4,914,952
Fixed Assets	3,891,068
Liquid Unrestricted NA	1,023,883
Expense (YTD)	2,485,364
Monthly	310,671
LUNA	3.30

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

Endicott Fellows

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

5170 — SUBSTITUTE COSTS

5200 — DIRECT STUDENT SUPPORT

5255 — Homework Club 6,500

5202 — Furnishings 1,000 reduced

5203 — Student Success Fund 15,300

5210 — Teachers supplies 5,000

5211 — Instructional Equipment 14,400

5215 — Curriculum supplies 5,000

5220 — Student supplies 5,000

MCCPS

FY21 Operating Budget worksheet

		APPROVED BUDGET	
		2020-2021	
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	
5255 Homework Club			
5260 Enrichment			
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	
5420 — Professional Services			
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	
5432 — Human Resources			
	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	

FY24 budget worksheet									
FY23 Approved Operating Budget at 224			FY23 Operating Budget at 22 updated PPE		FY24 worksheet		Projected PPE		
	FY23 Approved		FY23 Updated		FY23 Updated		3/8/2023		
							\$4,173,000	220	
							\$18,968		
Income			Income	\$17,646	Income	\$18,968			
4005 STATE ALLOCATION	\$3,730,272	\$16,653.00	4005 STATE ALLOCATION	\$3,952,704	224	4005 STATE ALLOCATION	\$4,078,159	215	
4040 INVESTMENT INCOME	\$100		4040 INVESTMENT INCOME	\$100		4040 INVESTMENT INCOME	\$100		
4050 OTHER INCOME	\$3,000		4050 OTHER INCOME	\$3,000		4050 OTHER INCOME	\$3,000		
4051 17 Lime Rent	\$21,750		4051 17 Lime Rent	\$21,750		4051 17 Lime Rent	\$2,500		Parking only
4054 MISC INCOME	\$0		4054 MISC INCOME	\$0		4054 MISC INCOME	\$0		
4056 Homework Club	\$10,000		4056 Homework Club	\$10,000		4056 Homework Club	\$10,000		
4055 STUDENT SUCCESS FUND	\$21,562		4055 STUDENT SUCCESS FUND	\$21,562		4055 STUDENT SUCCESS FUND	\$21,562		
4060 CONTRIBUTIONS	\$0		4060 CONTRIBUTIONS	\$0		4060 CONTRIBUTIONS	\$0		
4080 REIMBURSEMENTS	\$10,000		4080 REIMBURSEMENTS	\$10,000		4080 REIMBURSEMENTS	\$10,000		
4085 MEDICARE REIMB.	\$2,500		4085 MEDICARE REIMB.	\$10,000		4085 MEDICARE REIMB.	\$10,000		
4090 FUNDRAISING	\$50,000		4090 FUNDRAISING	\$50,000		4090 FUNDRAISING	\$50,000		TBD
Total 4090 FUNDRAISING			Total 4090 FUNDRAISING			Total 4090 FUNDRAISING			
Total Income	\$3,849,184		Total Income	\$4,079,116		Total Income	\$4,185,321		
Gross Profit			Gross Profit			Gross Profit			
Expenses			Expenses			Expenses			Other sheet
5000 PERSONNEL - SALARIES	\$2,588,221		5000 PERSONNEL - SALARIES	\$2,559,316		5000 PERSONNEL - SALARIES	\$2,764,123		
Payroll Taxes			5100 ENDICOTT FELLOWS	\$38,600		5100 ENDICOTT FELLOW			1 incl in 5000
5115 Soc Sec		Payroll taxes	5115 Soc Sec			5115 Soc Sec			
5116 Medicare			5116 Medicare			5116 Medicare			
5117 Unemployment			5117 Unemployment			5117 Unemployment			
5118 MAPML			5118 MAPML			5118 MAPML			
5120 Work Comp			5120 Work Comp			5120 Work Comp			
Total Payroll Taxes	\$122,000		Total Payroll Taxes	\$132,000		Total Payroll Taxes	\$140,000		
Total 5000 PERSONNEL			Total 5000 PERSONNEL			Total 5000 PERSONNEL	\$2,904,123		
5140 BENEFITS			5140 BENEFITS			5140 BENEFITS			
5141 Health	\$468,000		5141 Health	\$468,000		5141 Health	\$514,800		assumes 10%, TBD spring '23
5142 Dental	\$13,000		5142 Dental	\$30,000		5142 Dental	\$30,000		
5143 Life & Disability	\$5,000		5143 Life & Disability	\$8,000		5143 Life & Disability	\$8,000		
5144 Vision			5144 Vision			5144 Vision			
Total 5140 BENEFITS	\$486,000		Total 5140 BENEFITS	\$506,000		Total 5140 BENEFITS	\$552,800		
5150 STAFF DEVELOPMENT	\$15,000		5150 STAFF DEVELOPMENT	\$20,000		5150 STAFF DEVELOPMENT	\$20,000		
New Line - Teaching Force	\$0		5155 TEACHING FORCE	\$7,000		5155 TEACHING FORCE	\$0		
5160 SEARCH COSTS	\$2,000		5160 SEARCH COSTS	\$2,000		5160 SEARCH COSTS	\$2,000		
5170 SUBSTITUTE	\$1,500		5170 SUBSTITUTE	\$1,500		5170 SUBSTITUTE	\$1,500		
5200 DIRECT STUDENT SUPPORT			5200 DIRECT STUDENT SUPPORT			5200 DIRECT STUDENT SUPPORT			
5202 Furnishings	\$5,000		5202 Furnishings	\$5,000		5202 Furnishings	\$5,000		
5203 Student Success Fund	\$21,562		5203 Student Success Fund	\$21,562		5203 Student Success Fund	\$21,562		
5210 Teachers supplies	\$5,000		5210 Teachers supplies	\$5,000		5210 Teachers supplies	\$5,000		
5211 Instructional Equipment	\$15,000		5211 Instructional Equipment	\$15,000		5211 Instructional Equipment	\$15,000		
5215 Curriculum supplies	\$5,000		5215 Curriculum supplies	\$5,000		5215 Curriculum supplies	\$5,000		
5220 Student supplies	\$5,000		5220 Student supplies	\$5,000		5220 Student supplies	\$5,000		
5221 SPED supplies	\$1,500		5221 SPED supplies	\$1,500		5221 SPED supplies	\$1,500		
5222 SPED Services	\$1,500		5222 SPED Services	\$1,500		5222 SPED Services	\$1,500		
5240 Computer Support	\$2,000		5240 Computer Support	\$2,000		5240 Computer Support	\$2,000		
5241 Technology - Hardware	\$5,000		5241 Technology - Hardware	\$5,000		5241 Technology - Hardware	\$5,000		
5242 Technology-Software	\$2,000		5242 Technology-Software	\$2,000		5242 Technology-Software	\$4,500		incl \$2500 Unified
5250 Nursing supplies	\$1,500		5250 Nursing supplies	\$1,500		5250 Nursing supplies	\$1,500		
5255 Homework Club	\$5,000		5255 Homework Club	\$5,000		5255 Homework Club	\$5,000		
5260 Enrichment	\$5,000		5260 Enrichment	\$5,000		5260 Enrichment	\$5,000		
Total 5200 DIRECT STUDENT SU	\$80,062		Total 5200 DIRECT STUDENT SL	\$80,062		Total 5200 DIRECT STUDENT SL	\$82,562		
5300 OCCUPANCY			5300 OCCUPANCY			5300 OCCUPANCY			
5320 Maintenance	\$52,500		5320 Maintenance	\$65,000		5320 Maintenance	\$65,000		
5330 CustSvc	\$35,000		5330 CustSvc	\$40,000		5330 CustSvc	\$40,000		
5340 CustSupplies	\$5,000		5340 CustSupplies	\$7,500		5340 CustSupplies	\$7,500		
5351 Utilities	\$60,000		5351 Utilities	\$85,000		5351 Utilities	\$95,000		up
Total 5300 OCCUPANCY	\$152,500		Total 5300 OCCUPANCY	\$197,500		Total 5300 OCCUPANCY	\$207,500		
5400 OFFICE & ADMIN			5400 OFFICE & ADMIN			5400 OFFICE & ADMIN			
5405 FundraisingExp	\$2,500		5405 FundraisingExp	\$2,500		5405 FundraisingExp	\$2,500		
5410 Supplies	\$5,000		5410 Supplies	\$5,000		5410 Supplies	\$5,000		
5420 Professional Services	\$10,000		5420 Professional Services	\$10,000		5420 Professional Services	\$0		Board Restricted
5430 Accounting	\$25,000		5430 Accounting	\$25,000		5430 Accounting	\$25,000		
5431 Legal	\$10,000		5431 Legal	\$10,000		5431 Legal	\$10,000		guess
5435 Marketing	\$5,000		5435 Marketing	\$5,000		5435 Marketing	\$5,000		
5440 PayrollSvc	\$5,500		5440 PayrollSvc	\$5,500		5440 PayrollSvc	\$5,500		
5450 Print & Copy	\$1,200		5450 Print & Copy	\$1,200		5450 Print & Copy	\$1,200		
5460 Postage	\$3,500		5460 Postage	\$3,500		5460 Postage	\$3,500		
5470 General Liability Insuranc	\$32,000		5470 General Liability Insuranc	\$32,000		5470 General Liability Insuranc	\$32,000		
5480 Board	\$8,500		5480 Board	\$8,500		5480 Board	\$8,500		
5486 HoS Discretionary	\$1,500		5486 HoS Discretionary	\$1,500		5486 HoS Discretionary	\$1,500		
5487 Admissions	\$6,500		5487 Admissions	\$6,500		5487 Admissions	\$6,500		
5492 Mortgage Interest	\$113,451		5492 Mortgage Interest	\$113,451		5492 Mortgage Interest	\$113,451		
5497 Bank Chrg	\$1,000		5497 Bank Chrg	\$1,000		5497 Bank Chrg	\$1,000		
			5432 - Human Resources	\$8,100		5432 - Human Resources	\$4,002		software

Total 5400 OFFICE & ADMIN	\$230,651	Total 5400 OFFICE & ADMIN	\$238,751	Total 5400 OFFICE & ADMIN	\$224,653		
6100 Depreciation	\$95,000	6100 Depreciation	\$95,000	6100 Depreciation	\$95,000		
Total Expenses	\$3,772,934	Total Expenses	\$3,877,729	Total Expenses	\$4,090,138	3871429	
Net Operating Income	\$76,250	Net Operating Income	\$201,387	Net Operating Income	\$95,183	30%	67/225
						1161428.7	
		CapEx items starting FY23					
		Fire panel	\$21,532				
		Roof	\$270,000				
		Kitchen (a/o 8/15/22)*	\$27,269				
		* cash, grant, donation					
		Paving	\$5,000				
		Other expenses	updated				
		Frontline HR license	\$7,560				
		Flannery	\$2,391				
		Plumbing	\$1,750				
		Adolfo	\$3,700				
		HVAC repairs	TBD				
		Landscaping	\$2,000				
		Air Duct cleaning					