



MCCPS Board of Trustees

Governance Committee Meeting

Published on June 19, 2023 at 1:44 PM EDT

Date and Time

Thursday June 22, 2023 at 7:30 PM EDT

Location

This will be a remote meeting over zoom.

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

Agenda

	Purpose	Presenter	Time
I. Opening Items			7:30 PM
A. Record Attendance			1 m
B. Call the Meeting to Order			
C. Approve Minutes	Approve Minutes		1 m
II. Governance			7:32 PM
A. Prospective Board Member Interviews	Discuss	Nick Santoro	30 m
	Kim Nothnagul, Thomas Phillips, Kathy Santoro, and Jeff Lewis.		

	Purpose	Presenter	Time
B. Board Composition	Discuss	Nick Santoro	10 m
Develop a summary of the categories in which the current Board members possess expertise and highlight areas where we require expertise but currently lack suitable individuals.			
C. Review results of Board Member Self Assessment	Discuss	Nick Santoro	15 m
III. Other Business			8:27 PM
A. Next Steps	Discuss	Nick Santoro	5 m
IV. Closing Items			8:32 PM
A. Adjourn Meeting	Vote		

Coversheet

Prospective Board Member Interviews

Section: II. Governance
Item: A. Prospective Board Member Interviews
Purpose: Discuss
Submitted by:
Related Material: ThomasPhillips_MCCPS (2).pdf
K Santoro Letter to MCCPS (1).pdf
Kathy Santoro resume (1).pdf
JeffLewisResume 2023.pdf
JeffLewisLOA MCCS.pdf
K Nothnagel Resume June 2023.pdf

TM PHILLIPS

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Board of Trustees & Governance Committee
Marblehead Community Charter Public School
17 Lime Street
Marblehead MA 01945

Dear MCCPS Board of Trustees and Governance Committee,

Attached you will find my resume outlining my work as an educator and business leader. You will also see the ethos of MCCPS woven into everything I have accomplished. I have had a lifelong relationship with the school- beginning long before, and continuing long after my time as a student ('09). It is time for me to give back to the school and its community, and with my unique blend of relevant experience, I am interested in becoming a member of the Board of Trustees.

Professionally, I have led or participated in several education-related projects and partnerships. As a Camp Program Director at the North Shore YMCA, my team grew and developed the Lynch/van Otterloo (LVO) YMCA's Adventure Camp program, leading to my promotion to Assistant Camp Director of Specialty Camps, where I gained experience training and leading a large and diverse team. I was also a member of the team that launched the LVO Swampscott Education Center, a preschool and after school center focussed on STEAM learning to supplement academics. As the inaugural Site Coordinator for the Center, I developed connections with stakeholders which led to the center's growth in a new community. As Youth and Family Supervisor at JCC of the North Shore, my team improved Camp and After School operations through implementation of simple and effective processes for employees and families, and helped the organization to respond to changes necessitated by COVID-19.

Most recently, as Co-Founder and COO of Island Roots Camp Group, I have gained the knowledge required to scale and lead a business, including organizational design and business finance. Offering Summer Camp and Extended Day Programs year-round with a mission to *empower generations of kind, capable, and conscientious individuals*, Island Roots has grown from 4 participants in November of 2020 to over 400 families across 7 schools in Northeast Massachusetts. This growth has been made possible by creating a culture of trust, collaboration, and dedication to the mission within our team of full and part time employees.

As you can see, my experience revolves around programs which promote integrated, project based, and experiential learning models. I hope that I can use this experience to support the MCCPS community that has been such a core pillar of my success.

Thank you for your consideration,



"Thomas M. Phillips"
Thomas Phillips McEnaney

EXPERIENCE

Co-Founder, Chief Operating Officer

Island Roots Camp Group

2020-Present

- Grew company by over 9900% within 26 months, beginning with remote learning support then pivoting to After School and Summer Camp programs.
- Developed a unique business plan based on partnerships with schools to provide programs to existing customer bases; Implemented systems to rapidly launch new programs for partner organizations.
- Collaborated with partners to develop company policy from scratch, based on diverse areas of expertise.
- Implemented systems to streamline enrollment procedures for families and Program Directors.
- Created and implemented visual and stylistic brand standards to improve visibility, marketing, and company identity.
- Designed effective, collaborative team including leadership, part-time staff, and volunteers to move the company forward during a period of rapid growth.

Youth and Family Supervisor

JCC of the North Shore

2019-2020

- Developed Counselor In Training program for Camp Simchah which led to 41% employment in the year following implementation.
- Improved Summer Camp training for employees by identifying highest-impact skills and competencies for new and returning staff.
- Streamlined registration process for Camp Simchah families in collaboration with Camp Director and Registrar.
- Adapted Camp Simchah to run during strict COVID-19 regulations in 2020, in collaboration with JCCNS executive team, Camp leaders, and seasonal staff.
- Collaborated to develop and deliver *Remote From the J* hybrid learning pod program to meet the needs of Marblehead Public Schools students displaced during fall of 2020.

Assistant Camp Director, Senior Site Coordinator North Shore YMCA (Lynch/van Otterloo) 2011-2019

- Successfully opened and led operation of After School Program at Swampscott Education Center as part of center's implementation team.
- Operated and improved After School and Specialty Camp programs through strategic hiring, dynamic staff training, and maintaining relationships with stakeholders.
- Promoted consistently from Seasonal Camp Counselor up to Assistant Camp Director of Specialty Camps (2016), After School Site Coordinator (2017) and Senior Site Coordinator (2018).

EDUCATION

Bachelor of Science, Entertainment Business, Candidate, Full Sail University

Coursework Included: *Leadership & Organizational Behavior, Business Management, Business Accounting, Business Law, Economics, & Marketing.*

Additional Coursework, Lesley University

Coursework Included: *Teaching Learning & Social Responsibility, Video Production, Public Speaking.*

Languages, Based on EF online language tests

German: *Intermediate (65%), French: Beginner (50%), Spanish: Beginner (45%)*

June 12, 2023

Kathy Santoro
0 Front St
Marblehead, MA 02945

Marblehead Community Charter Public School
17 Lime St
Marblehead, MA 01945

Dear Members of the Board of Trustees,

I am writing to express my interest in joining the Board of Trustees of Marblehead Community Charter Public School (MCCPS). My affiliation with the school spans many years, as all three of my now adult children attended MCCPS. During their time as students, I actively participated as a volunteer in various school activities and events. This involvement allowed me to witness firsthand the dedication and commitment of the school community, and it deepened my appreciation for the values and principles upon which MCCPS is built. As I approach my retirement in the Fall of 2023, I am actively seeking opportunities to make a positive impact and give back to the town that has been my home for so long.

Currently serving as a Senior HR Director with the Faculty of Arts and Sciences at Harvard University, I bring over four decades of experience in the field of Human Resources; ten years in higher education. I am well-versed in fostering inclusive and equitable environments and understand the importance of diversity, equity, inclusion, and belonging in educational institutions. I am committed to working collaboratively with the board and the wider community to ensure that MCCPS remains a place where every student feels valued, supported, and empowered to achieve their full potential.

Thank you for considering my application to join the Board of Trustees of Marblehead Community Charter Public School. I have attached my resume for your review, which provides additional details regarding my qualifications.

Best Regards,

Kathy Santoro
617-921-4475

Kathy Santoro

0 Front St – Marblehead MA 01945

ksantoro001@gmail.com

(617) 921-4475

Summary

Human Resources professional with 20+ years in strategic and operational human resources management – talent management and acquisition, employee relations, organizational change and development, organizational structure design and alignment, HR operations, total rewards, HRIS, global expansion, mergers, and acquisitions, creating strong company cultures, policies and procedures, risk management, and adaptive strategies to drive growth, innovation, and continuous improvement. Technically savvy and proficient.

Professional Experience

Harvard University, Faculty of Arts and Sciences (FAS) – Human Resources, 2013 – Present Senior Director of HR Programs and Operations

Managed the Talent Acquisition and HR Programs and Communications teams while supporting a portfolio of departments in an HR Consultant capacity.

- Developed and implemented recognition, management development, career development and mobility, skills training and community building programming for over 2600 FAS staff.
- Provided HR Consultant support to the Social Sciences, Athletics and Education Support Services.
- Member of the leadership team who guided FAS staff through the pandemic.
- Co-Interim Associate Dean of FAS HR June 2021-February 2022
- Recipient of 2016 Dean's Distinction Award

Eliza Corporation, Danvers, MA 2013

Contract Recruiter - Integrated healthcare communication services for health insurers, disease management firms, pharmacy benefit managers, and pharmaceutical companies.

iWorkWell, Virtual Company USA 2012

HR Subject Matter Expert - Write and review HR how-to articles for subscriber supported website

Bioengineering Group, Salem, MA 2007 – 2012

Director, Human Resources

Environmental consulting and engineering firm applying sustainability principles to site planning, water management and energy resource planning.

- Tripled the size of the company with no dedicated recruiting budget.
- Responsible for overall Human Resources function including extensive workforce planning, talent management and acquisition, and project resource deployment
- Streamlined operations and increased privacy through an integrated compensation/billing rate structure

- Improved project performance in a flat, highly matrixed organization by working with managers to clearly specify roles, responsibilities, limits of authority and decision processes; improvements supported through project management training
- Realigned employee's skill sets with a shift in business focus towards renewable energy resource planning through training and restructuring
- Created internship program for graduate and undergraduate students, including hosting international interns from France, Sweden and Korea
- Winner of SJF Institute's 2010 Green Jobs Award

LightTower Consulting, Marblehead, MA 1998 - 2007

Human Resources Consultant

Provided client companies (private, public, non-profit) with the human resources services and strategies. *Sample Projects:*

- Guided a non-profit through a change of leadership including a restatement of mission and values, formulating a clear strategic direction, identifying leadership requirements, filling key leadership positions.
- Worked with a manufacturer to investigate and respond to complaints of sexual harassment with positive outcomes. Also, provided executive coaching and sexual harassment training,
- Developed a performance management program for a publisher including forms, documentation and training all managers.
- Led a team building and planning retreat for a large law firm's administrative staff.

Molten Metal Technology, Waltham, MA 1993 - 1998

VP of Human Resources

Environmental technology company developing and commercializing a proprietary hazardous waste processing technology, Catalytic Extraction Processing (CEP). Clients included both governments and private industry.

- Created a trusted HR Business Partner organization that was fully integrated within the business units.
- Provided one-on-one coaching related to sexual harassment, discrimination, micro-managing, favoritism, anger management, intimidation, communication style, relationship management, delegation, conflict resolution, consensus building, team skills, and leadership.
- Established focused talent acquisition programs for colleges, veterans, people from under-representative communities and employee referrals.
- Directed the build-out of new office space and relocated 400 employees
- Implemented a required random drug testing program.
- In partnership with Lockheed Martin Human Resources, jointly supported the formation of M4 Environmental, a Molten Metal/Lockheed Martin joint venture. M4 grew to over 150 technical employees eventually becoming a wholly owned subsidiary of Molten Metal Technology

Thinking Machines Corporation, Cambridge, MA 1989 - 1993

Director of Human Resources

Developer of a massively parallel supercomputer used primarily by government and university research laboratories for scientific computing.

- Established the HR function and supported global expansion to Europe and Asia.
- Designed and implemented sales incentives and commission plans.
- Nurtured a culture of bottom-up innovation, empowering individuals as change agents through the identification of social leaders, coaching, employee engagement and recognition.
- Successfully resolved multiple highly sensitive employee relations issues involving sexual harassment, stalking, mental illness, personal hygiene and inappropriate email communication.

Lotus Development Corporation, Cambridge, MA 1984 - 1989

Director of Human Resources

Member of the HR team u76r being one of the preferred employers of that time through innovative Human Resources programs. Managed Employment, Compensation, Benefits, Relocation and HRIS functions.

Education

University of California Santa Barbara
Bachelor of Science - Psychology

Boston College
M.Ed. Counseling Psychology

Community Service

Marblehead Council on Aging, "Wisdom Works - Employment Program", Volunteer Trainer (2009 - 2011)

J. JEFFREY LEWIS
25 Rockaway Street
Marblehead, Massachusetts 01945
774-253-1784

BAR ADMISSION, CERTIFICATION and EDUCATION

MASSACHUSETTS BAR, Admitted, 2002
SUPREME COURT OF THE UNITED STATES, Admitted, 2006
CERTIFIED SECONDARY SCHOOL PRINCIPAL, Commonwealth of Massachusetts, 1996
CERTIFIED SECONDARY HISTORY TEACHER, Commonwealth of Massachusetts, 1992

SUFFOLK UNIVERSITY LAW SCHOOL, Boston, Massachusetts
Juris Doctor, 2002
Activities: Massachusetts Legal History, A Journal of the Massachusetts Supreme Judicial Court Historical Society, Editorial Board, 2000-2002, Fellowship, Juvenile Justice Center, 2001

TROY UNIVERSITY, Phenix City, Alabama
Master of Science in School Administration, 1996

WORCESTER STATE UNIVERSITY, Worcester, Massachusetts
Bachelor of Arts, History, 1991
Minors: Secondary Education and Military Science-Army Reserve Officer Training Corps, Commissioned Second Lieutenant, U.S. Army

LEGAL EXPERIENCE

SOLE PRACTITIONER, 2002-Present
Practice specializes in Child Protection Law Litigation and Education Law.
Frequent appointments as a Guardian ad Litem by Courts across the Commonwealth
Member: Committee for Public Counsel Services, Children and Family Law Trial Panel, 2003-Present

EDUCATION EXPERIENCE

SOUTHERN WORCESTER COUNTY EDUCATIONAL COLLABORATIVE, Dudley, Massachusetts
High School Special Education Social Studies Teacher, 1999-2003
Responsible for classroom instruction, discipline, and individual education plans.
Wrote curriculum for court-based school program for at-risk students.
Member: Union Collective Bargaining Unit

J. JEFFREY LEWIS
25 Rockaway Street
Marblehead, Massachusetts 01945
774-253-1784

YOU, INC., Worcester, Massachusetts

On-Call Social Worker, 2001-2006

Respond to area police departments to provide assessment and foster home placement for juvenile CHINS/status offenders and non-violent delinquents.

DEVEREUX FOUNDATION, Rutland, Massachusetts

High School Special Education Social Studies Teacher, 1998-1999

Chair, Summer Activities Program. Constructed and supervised the schedules of 110 students and 40 teachers and teacher's aides.

G. STANLEY HALL SCHOOL, Worcester, Massachusetts

High School Special Education Teacher, 1996-1997

CARVER HIGH SCHOOL, Columbus, Georgia

Social Studies Teacher, 1992-1996, ***Department Co-Chair***, 1993-1995

Member, School-Based Management Team

Chair, Philosophy and Goals Committee, & Curriculum Committee, Southern Association of Schools and Colleges 10-Year Study

Sponsor, Mock Trial Team, Student Council, International Club, Student Trips to Washington, D.C. and New Orleans, Louisiana

Coach, Varsity and Junior Varsity Baseball

MILITARY EXPERIENCE

UNITED STATES ARMY AND ARMY RESERVE

First Lieutenant, Infantry, 1984-1992

Responsible for the mission accomplishment, training, health, welfare, maintenance and equipment of a 36 soldier organization.

UNITED STATES SELECTIVE SERVICE SYSTEM

Local Board Member, 2004-Present

J. JEFFREY LEWIS, ESQ., M.ED.

ATTORNEY AT LAW

TEL: 774-253-1784

FAX: 877-829-5917

25 ROCKAWAY STREET
MARBLEHEAD, MA 01945

jjeffreylewis@hotmail.com

Dear Mr. Nick Santoro,

Please consider me for any Marblehead Community Charter School Board/Committee opportunities. I have included my resume for your assessment.

It would be an honor and pleasure to serve the Marblehead Charter School. My daughter Tilly will be entering MCCS this fall as an incoming 4th grader, a fact I am very excited about.

I have practiced as an attorney and as a Guardian ad Litem in many of the counties, courts and school systems in Massachusetts since 2003. During that time I have striven to maintain collegial relations with all of my colleagues, the Justices, and the various collateral agencies including the Department of Children and Families, the school systems I work with, and my clients, and I think I have succeeded.

My work for the last 20 years has primarily involved representing children, parents and guardians in child protection matters involving serious abuse and neglect, domestic violence, substance misuse, physical abuse of children, and mental health. I frequently serve as a guardian ad litem for education, medical treatment, and as an advisor for court-involved juveniles regarding everything from death-benefits to injury litigation. I have had educational signature authority over the special education plans of hundreds and hundreds of children. I've also recently worked as an attorney for a local child care institution that was facing reports of neglect by staff and made recommendations to the board of directors regarding how they could respond and revamp their practices.

After I was honorably discharged as an officer in the U.S. Army, I taught high school in a historically black school in Columbus, Georgia where I was appointed social studies department co-chair, and taught special education in Central Massachusetts. I have served on a variety of committees during my teaching career. Teaching was a rewarding career for me, although I probably spent a little too much time doing mock trials with my classes. I earned a Masters degree and certification in school administration, which has been helpful in my practice.

Although my practice involves a significant amount of trial work, I am more a conciliator by nature, preferring to work closely with families and institutions to craft fair and workable solutions to complicated matters, as opposed to litigation.

I see education as a life-long journey, as opposed to a destination. I believe in process and I believe in hearing people's views. I believe in giving people a helping hand. I accept that my various roles require me to make decisions that impact people's lives, and I try to do so in an ethical and responsible manner, and after listening to the various stakeholders.

Thank you for your consideration.

My very best,

Jeffrey Lewis

J. JEFFREY LEWIS
25 Rockaway Street
Marblehead, Massachusetts 01945
774-253-1784

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UNITED STATES ARMY AND ARMY RESERVE

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UNITED STATES SELECTIVE SERVICE SYSTEM

Local Board Member, 2004-Present

Kimberly Nothnagel

director of communications and community relations

Contact

107 Burrill Street
Swampscott, MA 01907
978-502-8250
Kimberly.nothnagel@gmail.com

Education

Johns Hopkins University
Baltimore, Maryland
BA in International Relations

Key Skills

Communications
Project Management
Event Planning

Objective

As Director of Communications and Community Relations, my primary objective is to support SPUR's mission by building a strong report with volunteers, donors, and community partners. Through clear, thoughtful communications utilizing a variety of mediums, I aim to create a positive environment where all our stakeholders feel welcomed, well informed, and encouraged to contribute.

Experience

May 2021-present
Director of Communications and Community Relations • SPUR
January 2020-May 2021
Community Relations and Marketing Manager • SPUR
April 2016-December 2019
Member at large, Community Builder, Director of Enthusiasm • SPUR

2009- 2012
Investor and Public Relations Associate • Alkermes plc

2005-2008
Public and Media Relations Associate • San Diego Zoo

Accomplishments

recruited and engaged 1,370 volunteers to fill 2,461 total volunteer opportunities in 2022 through targeted and general communications; designed and manage SPUR's online presence, including website, social media, and email newsletter; plan and manage fundraising events, such as the annual gala, Giving Tuesday, and end-of-year giving campaign; manage relationships with community partners to amplify SPUR's impact and build strong, resilient community together; working with an incredible team, created and manage programs that provide .