



MCCPS Board of Trustees

Governance Committee Meeting

Published on July 24, 2023 at 8:19 PM EDT

Date and Time

Thursday July 27, 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
	Approve minutes for Governance Committee Meeting on June 22, 2023		
D. Approve Minutes	Approve Minutes	Nick Santoro	1 m
	Approve minutes for Governance Committee Meeting on May 4, 2023		

	Purpose	Presenter	Time
II. Governance			7:33 PM
A. Prospective Board Member Interviews Polly Titcomb	Discuss	Nick Santoro	10 m
B. Review results of Board Member Self Assessment https://docs.google.com/forms/d/1KtLBAMnoY2AJ70-RAyPTxNZgdLQmYpGzh4qh2T_NHe8/edit	Discuss	Nick Santoro	15 m
C. Examine a section of the By-Laws	Discuss	Nick Santoro	10 m

By-Laws of the Marblehead Community Charter Public School

ARTICLE I

Purposes

Section 1: Recognizing that it takes an entire community to educate a child, the mission of the Marblehead Community Charter Public School (hereinafter the School or MCCPS) is to create a partnership among faculty, staff, students, parents, and community members, and that will provide our early adolescents with the support necessary to reach their highest individual potential intellectually, artistically, socially, emotionally, and physically, so they are highly contributing members of our democratic society; and to provide a laboratory for examining, developing, and fostering the interrelatedness of the school as a learning community and the community as a learning environment.

Section 2: MCCPS is a public entity established by the granting of a charter by the Commonwealth of Massachusetts (hereinafter the State), pursuant to M.G.L. Chapter 71, §89.

III. Other Business			8:08 PM
A. Next Steps	Discuss	Nick Santoro	5 m
IV. Closing Items			8:13 PM
A. Adjourn Meeting	Vote		

Coversheet

Approve Minutes

Section: I. Opening Items
Item: C. Approve Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Governance Committee Meeting on June 22, 2023

DRAFT



MCCPS Board of Trustees

Minutes

Governance Committee Meeting

Date and Time

Thursday June 22, 2023 at 7:30 PM

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.

Committee Members Present

Elizabeth Burns (remote), Maria Maliouk (remote), Nick Santoro (remote), Paul Baker (remote)

Committee Members Absent

Katie Holt, Kristofer Yrrizarry

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

Nick Santoro called a meeting of the Governance Committee of MCCPS Board of Trustees to order on Thursday Jun 22, 2023 at 7:35 PM.

C. Approve Minutes

will review and approve at next meeting.

II. Governance

A. Prospective Board Member Interviews

Paul Baker made a motion to put forward candidates to the Board as recommendations to be members of the MCCPS Board of Trustees.

Elizabeth Burns seconded the motion.

After discussion, we are voting to put forward candidates to the Board as recommendations to be members of the MCCPS Board of Trustees for the following candidates; Kim Nothnagul, Thomas Phillips, and Jeff Lewis.

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

Roll Call

Kristofer Yrrizarry	Absent
Maria Maliouk	Aye
Paul Baker	Aye
Katie Holt	Absent
Nick Santoro	Aye
Elizabeth Burns	Aye

Elizabeth Burns made a motion to put forward candidates to the Board as recommendations to be members of the MCCPS Board of Trustees.

Paul Baker seconded the motion.

After discussion, we are voting to put forward Kathy Santoro to the Board as recommendations to be members of the MCCPS Board of Trustees.

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

Roll Call

Paul Baker	Aye
Elizabeth Burns	Aye
Maria Maliouk	Aye
Nick Santoro	Abstain
Kristofer Yrrizarry	Absent
Katie Holt	Absent

B. Board Composition

1. Carol McEnaney- reading specialist/faculty

1. Ian Hunt - Science, training/HR

1. Jessica Xiarhos - Math/Sci/ELA/faculty

1. Katie Holt - Law/business

1. Lindsay Smith - Education

1. Nick Santoro - Humanities/Faculty

1. Paul Baker - Education

1. Rodolphe Herve - Finance/insurance

1. William Rockwell - Business

1. Kathy Santoro - HR

1. Thomas Phillips- Entertainment/education/business/childcare

1. Kim Nothnagel - Development/communications

1. Jeff Lewis - Educational Law

Abundance

- Education

Deficit

- Facilities
- Finance
- Development

Goldy Locks

- Law
- Business
- HR

C. Review results of Board Member Self Assessment

postponed to next meeting.

III. Other Business

A. Next Steps

- review and discuss the self assessment
- examine a section of the by-laws (nick will send out materials in advance)

IV. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:52 PM.

Respectfully Submitted,

Nick Santoro

Coversheet

Approve Minutes

Section: I. Opening Items
Item: D. Approve Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Governance Committee Meeting on May 4, 2023

DRAFT



MCCPS Board of Trustees

Minutes

Governance Committee Meeting

Date and Time

Thursday May 4, 2023 at 7:30 PM

Location

This will be a remote meeting over zoom.

MCCPS Board of Trustees Governance Committee Monthly Meeting

Date and Time: Tuesday September 6th, 2022 at 7:00 PM EST.

Location: 8th grade classroom, MCCPS • 17 LIME STREET • MARBLEHEAD, MA 01945 and also via ZOOM.

Due to the ongoing COVID 19 pandemic this meeting will be held in a hybrid format, in person and remotely via Zoom: [https://zoom.us/j/92043602027?](https://zoom.us/j/92043602027?pwd=RGh6cDBVd2JkVzBFWmpmdk5yTXRKZz09)

pwd=RGh6cDBVd2JkVzBFWmpmdk5yTXRKZz09

Meeting ID: 920 4360 2027

Passcode: MCCPSgov

Committee Members Present

Elizabeth Burns (remote), Karen Zieff (remote), Katie Holt (remote), Kristofer Yrrizarry (remote), Maria Maliouk (remote), Nick Santoro (remote), Paul Baker (remote)

Committee Members Absent

None

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

Nick Santoro called a meeting of the Governance Committee of MCCPS Board of Trustees to order on Thursday May 4, 2023 at 7:35 PM.

C. Approve Minutes from 2/7/23 Governance Committee Meeting

Karen Zieff made a motion to approve the minutes from Governance Committee Meeting on 02-07-23.

Paul Baker seconded the motion.

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

D. Approve Minutes from 11/1/22

Maria and Dizzy must be present, but Maria is absent.

II. Other Business

A. Review Edits From Draft of SOP

Dizzy:

- in section II.A. Add a section that says, "and ensure that the policies are kept up to date"
- In section IV.C. Suggested more than one person giving the head of school report.

Kris:

- suggested having a designee to sign off that the policies are annually updated (Paul proposed the board address this at the annual Board Retreat)

B. Discuss Next Steps

III. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:30 PM.

Respectfully Submitted,
Katie Holt

Coversheet

Prospective Board Member Interviews

Section: II. Governance
Item: A. Prospective Board Member Interviews
Purpose: Discuss
Submitted by:
Related Material: MCCPS Board, Cover Letter, 07_06_23.pdf
Resume, July 2023.pdf

M. Polly Titcomb
53 Burpee Road
Swampscott, MA
01907

July 6, 2023

Via E-Mail

Nicholas Santoro
MCCPS
17 Lime Street
Marblehead, MA 01945

Dear Mr. Santoro:

Please accept this letter of interest and enclosed resume as my formal application to the MCCPS Board of Trustees (“Board”).

I am interested in joining the Board for multiple reasons. Generally speaking, I am fulfilled by and committed to constructively engaging in the community in which I live. The type of engagement and particular community focus have taken many forms over the years, but I have always been driven by the principles of participatory democracy and a need to contribute to the positive evolution of society.

I became specifically interested in joining the Board through my son, Ellis Rogers’s, enrollment in 5th Grade at MCCPS last year (2022-23). I personally witnessed how the MCCPS model positively transformed Ellis on social, emotional, and academic levels. Concurrently, I also witnessed how the social, emotional, and academic development of my daughter, Elena Rogers, was not positively impacted by the academic model of her prior elementary school.

This coming year, both Ellis and Elena will be attending MCCPS. I am extremely grateful that my children have the opportunity to be part of an environment that has the freedom, dedication – and duty – to consciously choose and manifest its educational principles and goals. I could not imagine a more appropriate or fulfilling role than to participate in this responsibility and community service.

I believe I would contribute to the Board and MCCPS in several ways. First, I am dedicated to the volunteer roles to which I commit. During my three years on the Swampscott Select Board, for example, I was instrumental in the adoption of the Town’s Financial Policy Guidelines, which ensure uniformity in the budget process and provide long-term strategic vision; I drafted and pushed the implementation of the Select Board Handbook, Board and Committee Handbook, and Board and Committee Code of Conduct; and I was primarily responsible for the research and implementation of Swampscott’s Waste Reduction Program, which has significantly reduced the Town’s volume of solid waste disposal.

Additionally, through my roles on various boards/committees, I have developed the ability to understand and balance the competing and often contradictory demands of public office. I have experience weighing fiscal responsibility against public perception and opinion, and I have practiced honing the qualities of determination and efficiency with citizen engagement and transparency. It is not inevitable that public officers develop this capacity, but I believe such a skillset is necessary for any Board to transform its ideas into reality.

Finally, I believe that my professional background would positively contribute to the fulfillment of the Board's duties and responsibilities. I am a practicing trial attorney with a focus on the areas of child welfare law, Child(ren) Requiring Assistance cases, juvenile delinquency matters, and criminal defense. I am routinely representing and engaging with families, parents, and children whose social, educational, economic, and emotional trajectories are very different from my own. Through my practice, I have developed a broad perspective on many relevant matters that would benefit the Board and MCCPS.

I thank you in advance for your consideration of my application to the Board. Please do not hesitate to reach out with any questions or concerns. I look forward to hearing from you.

Sincerely,

A handwritten signature in black ink that reads "M. Polly Titcomb." The signature is written in a cursive, flowing style.

Polly Titcomb

Enclosure

cc: Paul Baker

M. POLLY TITCOMB, ESQ.

26 Lynde Street
Salem, MA 01970

978 219 7137
polly@titcomblaw.com

PROFESSIONAL EXPERIENCE**Titcomb Law & Mediation**

January 2020-Present

Attorney & Sole Proprietor

- Bar Advocate in Essex County Juvenile, District, and Probate and Family Courts through the Committee for Public Counsel Services (“CPCS”) in the following areas: Care & Protections, Child(ren) Requiring Assistance, Delinquencies, Criminal Defense, Guardianships of Minor/Incapacitated Persons, and Conservatorships.
- Private counsel for individuals at all stages of family law litigation, including issues relating to divorce, custody, paternity, child support and alimony obligations; complaints for modification; complaints for contempt; and more.

Reilly & Rosnov, LLP

October 2016-December 2019

Associate Attorney

- Represented clients in Probate and Family Court at all levels of family law litigation.
- Drafted motions, memoranda, settlement agreements, and proposed findings of facts and conclusions of law.

The Massachusetts Commission Against Discrimination, Boston, MA

January 2015-October 2015

Volunteer Attorney, Enforcement Unit

- Investigated employment discrimination claims for probable cause, prepared Requests for Information, conducted interviews, drafted dispositions, and conducted legal research.

LICENSURE, CERTIFICATIONS & PROFESSIONAL TRAINING**Zealous Advocacy & Youth Advocacy Certifications, CPCS Public Defender Division** March-April 2023**Guardianship & Conservatorship of Adults Certification, CPCS Mental Health Litigation Division** March 2022**Trial Panel Certification, CPCS Children & Family Law Division** April 2019**Guardianship of Minor & Adoption Certification, CPCS Children & Family Law Division** January 2019**Bar Membership, Commonwealth of Massachusetts** November 2011-Present**Notary Public, Massachusetts** May 2012-Present**Divorce Mediation Training, Mediation Works Incorporated, Boston, MA** October 2017**Basic Mediation Training, Mediation Works Incorporated, Boston, MA** July 2017**CIVIC ENGAGEMENT****Candidate for State Representative, 8th Essex District** April 2022 – September 2022**Swampscott Select Board, Elected Member** April 2019 – April 2022**Swampscott Finance Committee, Appointed Member** March 2014-April 2019**Town Meeting Member, Elected Member, Swampscott, MA** April 2013-Present**Essex County Commission on the Status of Women, Chair & Secretary** October 2013-August 2018**EDUCATION****Northeastern University School of Law, Boston, MA**

Juris Doctor, May 2011

Suffolk University Law School, Boston, MA (Completed First Year of Law School, May 2009)*Honors: Distinguished Oral Advocate; Legal Brief Honorable Mention; Jurisprudence Award; Dean's List***California Institute of Integral Studies, San Francisco, CA**Master of Arts, *cum laude*, Philosophy and Religion, May 2006**University of Vermont, Burlington, VT**Bachelor of Arts, *cum laude*, Philosophy; Minor in Environmental Studies, May 2003