



MCCPS Board of Trustees

Board of Trustees Monthly Meeting

Published on August 25, 2023 at 11:20 AM EDT

Date and Time

Tuesday August 29, 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	1 m
B. Call the Meeting to Order		Katie Holt	2 m
C. Approve Minutes	Approve Minutes	William Rockwell	2 m

	Purpose	Presenter	Time
D. BOT: Treasurer Election	Vote	Katie Holt	5 m
We need to elect a treasurer for this year's BOT as Rudi has already fulfilled the maximum number of years.			
II. Interview Board Candidate and Vote			7:10 PM
A. Potential Board Member Interview: Polly Titcomb	Vote	Nick Santoro	15 m
III. HOS Report			7:25 PM
A. Back to School Summary	FYI	Stephanie Brant	15 m
Because the HOS Report for August was already presented at the Board Retreat, we will just ask Stephanie to provide a brief summary on how the first few days of the new school year have gone. Additionally, Stephanie can discuss if there are any identifiable action items she needs from the BOT for a successful start to the school year.			
IV. Follow Up Items from Board Retreat			7:40 PM
A. Miscellaneous Discussion Items and Actions	Vote	William Rockwell	15 m
<ol style="list-style-type: none"> 1. Vote on future of school revamp/building project and related committees 2. Discuss HOS Goals for School Year 3. Vote on BOT Goals for school year <ul style="list-style-type: none"> • Complete a Board process review focused on ensuring/improving OML compliance and BoardOnTrack cleanliness • Improve community engagement & school brand (success to potentially be measured by improved enrollment) 			
V. Committee Updates			7:55 PM
A. Governance Committee	Discuss	Nick Santoro	5 m
B. Finance Committee--no meeting this month; will report back next month	Discuss	Katie Holt	1 m
C. Personnel Committee	Discuss	Paul Baker	5 m
D. Academic Excellence	Discuss	Jessica Xiarhos	5 m

	Purpose	Presenter	Time
E. Development & Communications	Discuss	Kimberly Nothnagel	5 m
F. Head of School Search Committee	Discuss	Kathy Santoro	5 m
G. Proposed New Committee: Diversity, Equity, and Inclusion	Vote	Lindsay Smith	15 m
<p>Proposal to create a new core committee for MCCCCP BOT, the Diversity, Equity, and Inclusion (DEI) Committee. Purpose of DEI Committee for 2023-2024 school year is to identify DEI-related needs and strategies for effective and meaningful implementation.</p>			
VI. Public Comment			8:36 PM
A. Public Comment	Discuss	Katie Holt	10 m
VII. Board Member Comments and Resolutions			8:46 PM
A. Board Member Comments and Resolutions	Discuss	Katie Holt	5 m
VIII. Closing Items			8:51 PM
A. Adjourn Meeting	Vote	Katie Holt	3 m

Coversheet

Approve Minutes

Section: I. Opening Items
Item: C. Approve Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: 2023_08_12_board_meeting_minutes.pdf
2023_07_25_board_meeting_minutes (1).pdf

DRAFT



MCCPS Board of Trustees

Minutes

MCCPS Board Retreat

Date and Time

Saturday August 12, 2023 at 8:00 AM

Location

17 Lime Street
Marblehead, MA

Join Zoom Meeting

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

Meeting ID: 983 5544 6062

Passcode: MCCPSbot

Trustees Present

Carol McEnaney, Ian Hunt, Katie Holt, Lindsay Smith, Nick Santoro, Paul Baker, Rodolphe Herve, Stephanie Brant, William Rockwell (remote)

Trustees Absent

Jessica Xiarhos

Guests Present

Jeff Lewis, Kathy Santoro, Kimberly Nothnagel, Polly Titcomb, Thomas Phillips McEnaney

I. Opening Items

A.

Record Attendance and Guests

B. Call the Meeting to Order

Ian Hunt called a meeting of the board of trustees of MCCPS Board of Trustees to order on Saturday Aug 12, 2023 at 8:17 AM.

C. Review Agenda and Expectations

- Will identified primary items on today's agenda- training, officer voting, committee mission & goals discussions

II. Board Training

A. Board Training

- Will provided a brief training focused on the following
 - Open Meeting Law
 - Executive Session and its operating procedures
 - Posting/making public meeting agendas/minutes
- Questions
 - Kim- when discussing complaints/complainants during Board meetings, which are public meetings, how do we maintain anonymity for students/parents?
 - Jeff- do we enter Executive Session?
 - Will to look into this and get answers
 - Polly- my understanding minutes from executive session must be made public when deemed appropriate... is that not the case?
 - Will- Board must regularly deliberate on whether release of exec. session minutes would have adverse effects... state doesn't mandate when precisely these minutes must be made public... it's up to us to stay on top of this

III. Planning SY23-24 Committees

A. Deliberate on current committees & discuss purpose of each

Nick Santoro made a motion to disband the Facilities Task Force.
Lindsay Smith seconded the motion.

- Given the dreary budgetary outlook for SY23-24, the Board discussed whether putting money towards building warehouse expansion is feasible
 - Will- we still haven't received Test Fit plan or renderings from Ebbrell... may be worth getting those
 - Katie- are we in a position to nix engagement with Ebbrell afterwards?
 - Will- yes

- Stephanie informed the Board that the HoS contract has provisions tabbing HoS as responsible to maintain/keep eye out for facilities and expressed willingness to take this on in lieu of FTF
 - Stephanie- there are enough short-term wins to be had with our current footprint (see: deck repair) that could make immediate impact at lower price point... I have bandwidth to manage this
- Will/Rudi to connect with Jeff and come up with recommendation to Board re: getting renderings from Ebbrell
- Jeff Lewis and Kim Nothnagel both voted Aye

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

Roll Call

Paul Baker Aye
Stephanie Brant Aye
William Rockwell Aye
Rodolphe Herve Aye
Nick Santoro Aye
Lindsay Smith Aye
Carol McEnaney Aye
Jessica Xiarhos Absent
Ian Hunt Aye
Katie Holt Aye

Lindsay Smith made a motion to Kim disband the Strategic Planning Committee.

Ian Hunt seconded the motion.

- After Nick provided his opinion and background on the strategic planning timeline, the Board agreed that without a full time HoS in place to direct the strategic plan, it doesn't make sense to keep this committee in place (as it would lack any clear next steps)
- Jeff Lewis and Kim Nothnagel both voted Aye

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

Roll Call

Rodolphe Herve Aye
Katie Holt Aye
Lindsay Smith Aye
William Rockwell Aye
Stephanie Brant Aye
Nick Santoro Aye
Ian Hunt Aye
Carol McEnaney Aye
Paul Baker Aye
Jessica Xiarhos Absent

Katie Holt made a motion to establish a Head of School Search Committee with Kathy Santoro as Committee Chair.

Ian Hunt seconded the motion.

- Will requested that HOS Search Committee be voted on and created, as the most recent SchoolSpring job posting has expired and there are a number of action items/responsibilities (creating new post, writing job description, etc.) that need an accountable party to decide and act upon
- Kathy- willing to become committee chair but will need support from other Board members'
 - Kathy/Will to connect offline and discuss the task force
- Kathy also mentioned the importance of diversity in a hiring committee and identified finding a diverse group as a primary goal for this committee
- Jeff Lewis and Kim Nothnagel both voted Aye

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

Roll Call

Ian Hunt	Aye
Rodolphe Herve	Aye
Nick Santoro	Aye
Jessica Xiarhos	Absent
William Rockwell	Aye
Carol McEnaney	Aye
Paul Baker	Aye
Lindsay Smith	Aye
Katie Holt	Aye
Stephanie Brant	Abstain

- The Board deliberated on the missions of non-required committees at MCCPS (DevCom, Facilities, Strategic Planning, Academic Exc., Head of School Search)
- DevCom
 - Board discussed potential missions for DevCom (focus on fundraising, hosting community events, increasing enrollment via marketing, etc.)
 - Board agreed that boosting enrollment through better marketing/branding should be DevCom's primary focus and discussed options for messaging (postcard campaign, community events, social media, testimonials)
 - Ian- website and BoardOnTrack both cluttered with old/outdated information... this could adversely affect mission
 - Kim- the website is an important piece... if we do a great campaign and send people to a poorly-managed site, we'll still likely fail in boosting enrollment
 - Stephanie provided an overview of how the admin team is currently handling social media, photography & website, after which Board began discussing how DevCom can work collaboratively with the admin team w/out stepping on toes

- Ideas focused primarily on DevCom serving as idea incubator, which would then go through Meg (who's on DevCom) to finalize/act upon and get final okay from Stephanie
- Note: Meg has already written out a mission statement for this committee
- Note: any posts/info Meg does go through Stephanie before posting
- The Board agreed that "cleaning up" BoardOnTrack and the website will be a focus this SY
- Academic Excellence
 - The Board agreed that this committee is as healthy and productive as any out there
 - New Leadership team, especially Molly, Meghan and Jess, are deeply engaged in providing support networks for staff and optimizing the curriculum
- Finance
 - Rudi explained the mission and current state of the Finance Committee to the Board and its new members, highlighting the upcoming mortgage situation (original interest rate of 3.3% vs. today's 8.5%) as something to look out for

B. Break

- The Board enjoyed a 10 minute break

IV. Selection of Board Officers & Committee Chairs for SY23-24

A. Elections

Ian Hunt made a motion to retain Rudi Herve as Treasurer for another term ending June 30th, 2024 on the condition that, upon further review, he has not already served three consecutive terms as Treasurer.

Paul Baker seconded the motion.

- Jeff Lewis and Kim Nothnagel both voted Aye

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

Roll Call

Paul Baker	Aye
Rodolphe Herve	Abstain
Stephanie Brant	Aye
Carol McEnaney	Aye
Ian Hunt	Aye
Nick Santoro	Aye

Roll Call

Lindsay Smith Aye
Jessica Xiarhos Absent
Katie Holt Aye
William Rockwell Aye

Lindsay Smith made a motion to retain Will Rockwell as Clerk for another 10 month year term ending June 30th, 2024.

Paul Baker seconded the motion.

- Jeff Lewis and Kim Nothnagel both voted Aye

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

Roll Call

Rodolphe Herve Aye
Jessica Xiarhos Absent
Stephanie Brant Aye
Nick Santoro Aye
Carol McEnaney Aye
Paul Baker Aye
Ian Hunt Aye
Lindsay Smith Aye
Katie Holt Aye
William Rockwell Abstain

Ian Hunt made a motion to nominate Lindsay Smith as Vice-Chair for a 10 month year term ending June 30th, 2024.

Katie Holt seconded the motion.

- Jeff Lewis and Kim Nothnagel both voted Aye

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

Roll Call

Carol McEnaney Aye
Paul Baker Aye
Nick Santoro Aye
William Rockwell Aye
Jessica Xiarhos Absent
Katie Holt Aye
Ian Hunt Aye
Rodolphe Herve Aye
Lindsay Smith Abstain
Stephanie Brant Aye

William Rockwell made a motion to name Katie Holt as Board of Trustees Chair for a term ending June 30th, 2024.

Lindsay Smith seconded the motion.

- Jeff Lewis and Kim Nothnagel both voted Aye

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

Roll Call

Rodolphe Herve Aye
Nick Santoro Aye
Ian Hunt Aye
Jessica Xiarhos Absent
William Rockwell Aye
Carol McEnaney Aye
Lindsay Smith Aye
Paul Baker Aye
Katie Holt Abstain
Stephanie Brant Aye

Katie Holt made a motion to name Polly Titcomb as Chair of the Governance Committee for a term ending June 30th, 2024.

Nick Santoro seconded the motion.

- Jeff Lewis and Kim Nothnagel both voted Aye

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

Roll Call

Katie Holt Aye
Stephanie Brant Aye
Lindsay Smith Aye
Jessica Xiarhos Absent
Paul Baker Aye
Carol McEnaney Aye
Nick Santoro Aye
Ian Hunt Aye
Rodolphe Herve Aye
William Rockwell Aye

Lindsay Smith made a motion to name Rudi Herve as Chair of the Finance Committee for a term ending June 30th, 2024 on the condition that, upon further review, he has not already served three consecutive terms as Finance Committee Chair.

Paul Baker seconded the motion.

- Jeff Lewis and Kim Nothnagel both voted Aye

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

Roll Call

Carol McEnaney Aye
Nick Santoro Aye
Jessica Xiarhos Absent

Roll Call

Ian Hunt Aye
Lindsay Smith Aye
William Rockwell Aye
Stephanie Brant Aye
Rodolphe Herve Abstain
Katie Holt Aye
Paul Baker Aye

Paul Baker made a motion to nominate Thomas Phillips McEnaney as Chair of the Personnel Committee for a term ending June 30th, 2024.

Ian Hunt seconded the motion.

- Jeff Lewis and Kim Nothnagel both voted Aye

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

Roll Call

William Rockwell Aye
Katie Holt Aye
Nick Santoro Aye
Paul Baker Aye
Rodolphe Herve Aye
Carol McEnaney Aye
Lindsay Smith Aye
Ian Hunt Aye
Jessica Xiarhos Absent
Stephanie Brant Aye

Katie Holt made a motion to made a motion to retain Jess Xiarhos as Chair of the Academic Excellence Committee for a term ending June 30th, 2024.

Ian Hunt seconded the motion.

- Jeff Lewis and Kim Nothnagel both voted Aye

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

Roll Call

William Rockwell Aye
Rodolphe Herve Aye
Nick Santoro Aye
Carol McEnaney Aye
Ian Hunt Aye
Katie Holt Aye
Stephanie Brant Aye
Lindsay Smith Aye
Paul Baker Aye
Jessica Xiarhos Absent

Katie Holt made a motion to nominate Kim Nothnagel as Chair of the Development & Communications Committee for a term ending June 30th, 2024.

Ian Hunt seconded the motion.

- Jeff Lewis voted Aye and Kim Nothnagel abstained

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

Roll Call

Ian Hunt Aye
Rodolphe Herve Aye
Carol McEnaney Aye
Stephanie Brant Aye
Jessica Xiarhos Absent
Katie Holt Aye
Lindsay Smith Aye
Nick Santoro Aye
William Rockwell Aye
Paul Baker Aye

Ian Hunt made a motion to nominate Kathy Santoro as Chair of the Head of School Search Committee for a term ending June 30th, 2024.

Lindsay Smith seconded the motion.

- Jeff Lewis agreed to join this committee as well.
- Jeff Lewis and Kim Nothnagel both voted Aye

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

Roll Call

Katie Holt Aye
Stephanie Brant Aye
Jessica Xiarhos Absent
Ian Hunt Aye
Rodolphe Herve Aye
Nick Santoro Aye
Paul Baker Aye
William Rockwell Aye
Carol McEnaney Aye
Lindsay Smith Aye

B. Update on Current Board Member Terms

- Will shared a Powerpoint slide showing the expiration date of each Board members' term
- Ian requested the addition of another column identifying how many terms each Board member has served on the Board
 - Will agreed to add this and share

V. Board and HOS Goals

A. Review SY22-23 Goals

- Given the amount of turnover during SY22-23, the Board agreed to focus primarily on SY23-24 goals
 - Note: the Board did recognize its success in increasing community engagement, which was especially apparent given that the Board is now at maximum capacity (15 people)

B. SY23-24 Goals

- Will began the discussion by suggesting two goals already touched on during the retreat- doing a Board process review (focused on ensuring/improving OML compliance, BoardOnTrack cleanliness) and improving community engagement (to be measured by improved enrollment)
- The Board discussed and workshopped these two ideas, with the conversation centering around how to define success for community engagement goal (potential metrics discussed included total application #s, enrollment, # of events/mailings)
 - Katie suggested spreading the word through events such as farmers' market and parade attendance, Kathy suggested Open Houses
 - Overarching question- how do we find the right # of students for MCCPS?
 - Stephanie opined that we likely won't know for some time- this year will be testing ground and an opportunity to create a tremendous experience for these smaller classes
 - Nick noted that keeping track of the pros/cons of 180 students may be beneficial for future reference as we deliberate further on school size
 - Jeff suggested rebranding (taking MHD out of school name), which the Board discussed and noted has been brought up before
 - Members brought up a number of factors influencing school size including parents' desire to have children prepared for high school, the enrollment drop off between grade 6-7 and the shrinking school pops. in the region
 - Gathering more information surrounding the 6-7 drop off was identified as worthy of gathering (from where are students leaving, where are they going and why)

VI. Preparing for SY23-24

A. Current SY23-24 Outlook

- Stephanie provided an overview of recent updates on enrollment, staffing & the budget

- Enrollment
 - Currently have 181 students, with over 40 in grades 4-6, 29 in grade 7 and 25 in grade 8
 - The Grade 7 number may drop- still TBD
 - The administration will have 1 advisory classroom for grades 7-8
- Staffing
 - Stephanie has hired a PE teacher and will be splitting up the AD role
 - Retaining coaches for sports teams has been difficult- the amount of additional commuting (driving to pick up van for student travel to games, etc.) cited as primary reason
 - Special Ed teacher has been hired
 - Current Spanish teacher is fluent in French and has offered to teach a French enrichment
 - 5th Grade Math/Science role remains unfilled- leadership team is meeting Monday to finalize how this will be addressed
 - Meghan/Jess will be putting a support plan in place for whoever fills this role (likely Matt Taranto)
 - Stephanie has found a Foundation os Language teacher- the person has a Masters in the history of English
- Budget
 - Budget-related cuts include HR software, the admin clerical position, 5th grade & 7th grade inclusion & French
- Overview
 - Stephanie and Nick both expressed optimism among staff this year- lower enrollment and fewer instructional aids will stretch teachers in new ways

B. SWOT Analysis

- The Board agreed that this portion of the agenda was sufficiently covered during the discussion regarding the mission for DevCom (see Section 3A for details)

C. Strategic Plan & SY23 Action Items

- The Board agreed that the Strategic Plan will not be an immediate priority at this time- once there's a permanent Head of School in place who can provide input, this will be revisited

D. Head of School Search

- The Board did not discuss this item

VII. Closing Items

A.

Action Items & Next Steps

- The Board will hold its August meeting scheduled for 8/29

B. Adjourn Meeting

Ian Hunt made a motion to Adjourn.

Nick Santoro seconded the motion.

- Jeff Lewis and Kim Nothnagel both voted Aye

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

Roll Call

Stephanie Brant Aye

Carol McEnaney Aye

Jessica Xiarhos Absent

Ian Hunt Aye

Katie Holt Aye

Lindsay Smith Aye

Nick Santoro Aye

Rodolphe Herve Aye

William Rockwell Aye

Paul Baker Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 12:45 PM.

Respectfully Submitted,

William Rockwell

Documents used during the meeting

- BYLAWS Working Copy-July 16, 2020-final-clean.pdf

DRAFT



MCCPS Board of Trustees

Minutes

MCCPS Monthly Board of Trustees Meeting: July 25, 2023

Date and Time

Tuesday July 25, 2023 at 7:00 PM

Location

17 Lime Street
Marblehead, MA 01945

Trustees Present

Carol McEnaney, Ian Hunt, Jessica Xiarhos, Katie Holt, Lindsay Smith (remote), Nick Santoro, Paul Baker, Rodolphe Herve, Stephanie Brant, William Rockwell

Trustees Absent

Tim Wadlow

Guests Present

Jeff Lewis (remote), Kathy Santoro, Kimberly Nothnagel, Meghan Hale, Thomas Phillips McEnaney

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

William Rockwell called a meeting of the board of trustees of MCCPS Board of Trustees to order on Tuesday Jul 25, 2023 at 7:18 PM.

C. Approve Minutes

Paul Baker made a motion to approve the minutes from MCCPS Monthly Board of Trustees Meeting on 06-27-23.

Nick Santoro seconded the motion.

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

Roll Call

Carol McEnaney	Aye
Paul Baker	Aye
Tim Wadlow	Absent
Lindsay Smith	Abstain
Stephanie Brant	Aye
Nick Santoro	Aye
Katie Holt	Aye
William Rockwell	Aye
Ian Hunt	Aye
Rodolphe Herve	Aye
Jessica Xiarhos	Aye

D. Approve Minutes from May Board Meeting

Paul Baker made a motion to approve the minutes from MCCPS Monthly Board of Trustees Meeting on 05-03-23.

Rodolphe Herve seconded the motion.

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

Roll Call

Lindsay Smith	Abstain
Ian Hunt	Aye
William Rockwell	Abstain
Katie Holt	Aye
Rodolphe Herve	Aye
Stephanie Brant	Aye
Carol McEnaney	Aye
Jessica Xiarhos	Aye
Paul Baker	Aye
Nick Santoro	Aye
Tim Wadlow	Absent

II. Opening Comments From Everyone's Favorite Clerk!

A. Tonight's Key Areas of Focus

- Will outlined key items on tonight's agenda
 - HOS Contract
 - Vote on SY23-24 budget

- Vote on Annual Report

B. Upcoming Items

- Will outlined items to be included in August Retreat Agenda
 - SWOT Analysis
 - Deliberation on committees' mission
 - OML Training
 - Officer/Committee votes
 - Staff Manual discussion

III. HOS Contract Addendum

A. Vote on HOS Contract

- Rudi provided an overview to the Board re: the development of the HOS contract
 - Created in collaboration between Ian, Rudi, Lindsay, Paul & Stephanie
 - HOS contract took into consideration Stephanie's various roles within MCCPS (Special Ed., Discipline, HOS, etc.)
 - Includes backpay for services rendered during SY22-23 as Acting HOS
- Katie asked about the term (2 years)
 - Rudi commented that this contract includes 6 months' notice on both sides and provides security for both sides

Paul Baker made a motion to Approve the proposed Head of School Contract Addendum.
Ian Hunt seconded the motion.

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

Roll Call

Stephanie Brant	Abstain
Paul Baker	Aye
Lindsay Smith	Aye
Jessica Xiarhos	Abstain
Ian Hunt	Aye
Tim Wadlow	Absent
Carol McEnaney	Abstain
William Rockwell	Aye
Katie Holt	Aye
Rodolphe Herve	Aye
Nick Santoro	Abstain

IV. Public Comment

A. Public Comment

- N/A

V. Interview Board Candidate

A. Potential Board Member Interview: Polly Titcomb

- Will apologized to the Board- Governance has not yet screened Polly and therefore the Board will not be voting on her membership until the Board Retreat next month.

VI. Annual Report Review

A. Discuss & Vote on 2023 Annual Report

- Stephanie walked the Board through her and Meghan Hale's draft of the SY22-23 Annual Report
 - Noted change in retention goal from 85 to 80%
 - Draft begins on page 7 of document that Stephanie shared
- WR apologized for putting others under the gun with short timeline
- Edits to be made
 - Kathy pointed out a typo to Meghan
 - Complaints section to be completed
 - Revision to Little Free Pantry section on page 35 of document
 - Board Letter to be added at introduction
- Stephanie explained process of filling in the data- often linking existing DESE data into the doc.
- Stephanie shared that Meghan has put significant work into this document

William Rockwell made a motion to Approve the Interim Head of School's Annual Report for the 2022-2023 School Year on the condition that the revisions discussed be made prior to final submission to DESE.

Paul Baker seconded the motion.

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

Roll Call

Lindsay Smith	Aye
Ian Hunt	Aye
Rodolphe Herve	Aye
Tim Wadlow	Absent
Nick Santoro	Aye
Carol McEnaney	Aye
Stephanie Brant	Aye
Katie Holt	Aye
Paul Baker	Aye
Jessica Xiarhos	Aye
William Rockwell	Aye

VII. HOS Report

A. Monthly Report

- Please see attached HOS Monthly Report for full Report
- Enrollment
 - current enrollment of 188, no offers out at this time (waiting list has been exhausted)
 - Lindsay- is it possible that MCCPS get calls early in the school year?
 - Stephanie/Carol- yes, it's not uncommon though there's typically both inflow and outflow)
- SY23-24 Planning Sessions
 - Addressing gaps in world languages
 - Considering various plans, will have Chris Doyon teach French to Grades 7-8
 - May need to phase French out of curriculum
 - Creating Foundations of Language course for Grades 4-6
 - Rudi volunteered to teach French enrichment
 - Implementing Social Emotional Learning (*Character Strong*) on Wednesday mornings (instead of Comm Meeting)
 - Board discussed how this may impact Wed. morning classes
 - Stephanie explained format for SEL (scripted mat. w/ minimal prep for teachers to deliver, overarching themes for all grades w/ content differentiated for grades 4-5 and 6-8)
 - Content covers topics such as bullying, mental health, empathy, etc.
 - Finalizing PD focuses for SY23-24
 - PD Goals listed in HOS Report
 - Teaching Force will be mostly nixed- useful parts rebranded and repurposed to fit MCCPS needs
 - DESE Instructional Leadership Institute (8/1-8/3)
 - Submitted and received grant to attend
 - Two strands (literacy and 6-8 math)
- Hiring
 - Cam Goldman hired as School Counselor
 - Rudi asked what Cam will cover
 - Stephanie- individual counseling, general support for students, social skills groups, crisis evals. for students, 504 coordinator and more... it's a really important role
 - Holes remain (full list in attached HOS Report)
 - Roles not in budget include Marketing, Grant Writing, Fundraising
 - Stephanie noted that marketing in particular could use a position- need to get MCCPS' name out there

- PTO
 - Stephanie met with new PTO president... PTO seeking new treasurer
- Upcoming Community Events
 - List in HOS Report
 - Events include 4th grade popsicle event, back to school BBQ, others)
- Building updates
 - Interior hallway painting done, new carpeting outside admin offices done, landscaping done (landscaper will come every other week for maintenance)
 - Expect to utilize both exterior spaces (5-6th grade and 7th grade spaces)
 - Updated entrance to add buzzer for second set of doors

B. Landscaping

- Stephanie discussed ways for BOT to contribute to landscaping (filling/managing a bed) and passed around photos of beds that need focus
- Kim shared several ideas for beds (including doing a pollinator bed)

VIII. SY23-24 Budget Discussion

A. Vote to Approve SY23-24 Budget

- Rudi provided an overview of budget options (based on enrollment of 190, 195 and 200 students respectively)
 - Current enrollment at 188 with some fluctuation to be expected (in either direction) over the first couple weeks of the school year
 - Recommended selecting either the 190 student or 195 student option and
 - Also asked that the Board keep in mind the school mortgage on the horizon next year as well as desired plans for expanding the school's physical footprint into the warehouse
- The Board also began discussing the ramifications of changing enrollment target from 230 to 200
 - Items to consider include future enrollment forecast (is MCCPS likely to achieve 230) as well as potential budgetary constraints associated with lower enrollment
 - The Board agreed to discuss this in further detail during the Board retreat

William Rockwell made a motion to Approve the proposed budget based on 195 students for the 2023-2024 School Year.

Nick Santoro seconded the motion.

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

Roll Call

Nick Santoro Aye

Carol McEnaney Aye

Roll Call

Paul Baker	Aye
Tim Wadlow	Absent
Lindsay Smith	Aye
Stephanie Brant	Aye
Rodolphe Herve	Aye
Jessica Xiarhos	Aye
Katie Holt	Aye
Ian Hunt	Aye
William Rockwell	Aye

IX. New HOS Search Process

A. MCPSA Meeting Feedback

- Will Rockwell outlined key findings from his conversation with Lina and Robert from the MCPSA
 - Hiring Firms
 - recommended interviewing 2-4 firms to analyze fit and clearly outlining Board's expectations and needs
 - Hiring Subcommittee Best Practices
 - Board vote needed to create
 - Subcommittee should include fewer Board members than a quorum, as this would then require the subcommittee to follow usual OML procedures
- Katie asked whether hiring a firm is necessary given that Stephanie has expressed interest in the HOS position- noted the lack of budgetary dollars available to hire a firm at all
 - Will replied by stating that these are simply MCPSA's findings from work with other schools... Board can decide how to proceed with this information during Retreat

X. Committee Updates

A. Governance Committee

- Meeting on Thursday 7/27
 - Will interview Polly Titcomb for Board membership
 - Lost two members (just 4 members remain)

B. Finance Committee

- Covered financials previously
- Down to 4 members- need more people

C.

Personnel Committee

- Personnel didn't meet

D. Academic Excellence

- Academic Excellent didn't meet this month

E. Development & Communications

- DevCom didn't formally meet this month
- Currently at 5 members

F. Strategic Plan Committee

- Strategic Planning Committee didn't meet this month

G. Facilities Task Force

- Will reviewed next steps re: Ebbrell engagement

XI. Public Comment

A. Public Comment

- N/A

XII. Board Member Comments and Resolutions

A. Board Member Comments and Resolutions

- Will asked Board members to consider committee/officer positions, noting that every committee must be chaired by a Board member

William Rockwell made a motion to Appoint Ian Hunt as Interim Chair of the MCCPS Board of Trustees for a term ending August 13, 2023.

Katie Holt seconded the motion.

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

Roll Call

Lindsay Smith	Aye
William Rockwell	Aye
Carol McEnaney	Aye
Rodolphe Herve	Aye
Jessica Xiarhos	Aye
Tim Wadlow	Absent
Katie Holt	Aye

Roll Call

Nick Santoro Aye
Stephanie Brant Aye
Ian Hunt Aye
Paul Baker Aye

XIII. Closing Items

A. Adjourn Meeting

William Rockwell made a motion to Adjourn tonight's meeting.

Katie Holt seconded the motion.

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

Roll Call

Tim Wadlow Absent
Nick Santoro Aye
Stephanie Brant Aye
Jessica Xiarhos Aye
William Rockwell Aye
Carol McEnaney Aye
Paul Baker Aye
Ian Hunt Aye
Katie Holt Aye
Lindsay Smith Aye
Rodolphe Herve Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:33 PM.

Respectfully Submitted,
William Rockwell

Documents used during the meeting

- FY24 Proposed Budget w variables.xlsx